



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES**

**INVITATION FOR BID (IFB)**

**RM-14-IFB-278-BY0-DJW for Roof Replacement Services**

The Department of Behavioral Health (DBH) is seeking a Vendor to provide Roof Replacement Services for the Mental Health Services Division (MHSD) building which has three (3) floors and is 29,916 square feet in size located at 35 K Street, NE Washington, DC 20020.

Opening Date: Monday September 15, 2014  
Closing Date: Thursday October 9, 2014  
Closing Time: 12:00 Noon EST  
Bid Opening: Thursday October 9, 2014 @ 12:30 P.M.

To obtain a hard copy of the Invitation for Bid (IFB) please contact Denise J. Wells, Contract Specialist, at:

**D.C. Department of Behavioral Health** | Contracts and Procurement Services  
64 New York Avenue NE – 2nd Floor Washington DC 20002  
Tel: 202.671-3174| Fax: 202.671-3395

Or visit our website [www.dbh.dc.gov](http://www.dbh.dc.gov) to obtain a soft copy - Any and all questions pertaining to this Solicitation must be submitted in writing to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
Contracts and Procurement Services  
64 New York Avenue, NE Suite 200  
Washington, DC 20002  
[Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

|   |                                 |  |
|---|---------------------------------|--|
| <b>RM-14-IFB-278-BY0-DJW</b><br><b>Roof Replacement Services for MHSD</b><br><br><b>GOVERNMENT OF DISTRICT OF COLUMBIA</b><br><b>DEPARTMENT OF BEHAVIORAL HEALTH (DBH)</b><br><b>CONTRACTS AND PROCUREMENT SERVICES</b><br><b>64 NEW YORK AVENUE, NE SUITE 200</b><br><b>WASHINGTON, DC 20002</b> |                                 | 2. PAGE OF PAGES:<br><b>1 of 57</b>  |
|   |                                 | 3. CONTRACT NUMBER:  |
|   |                                 | 4. SOLICITATION NUMBER:<br><b>RM-14-IFB-278-BY0-DJW</b>                                  |
|   |                                 | 5. DATE ISSUED:  |
|   |                                 | 6. OPENING/CLOSING TIME:<br><b>September 15, 2014 / October 9, 2014 @ 12:00 Noon EST</b> |
| 7. TYPE OF SOLICITATION:  | 8. DISCOUNT FOR PROMPT PAYMENT: |  |
| NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER"  |                                 |  |

|                      |  |  |   |
|----------------------|--|--|---|
| 10. INFORMATION CALL | NAME:<br><b>Samuel J Feinberg, CPPO, CPPB</b><br><b>Director, Contracts and Procurement</b><br><b>Agency Chief Contracting Officer</b> | TELEPHONE NUMBER:<br><b>(202) 671-3188</b> | B. E-MAIL ADDRESS:<br><br><b>Samuel.Feinberg@dc.gov</b> |
|----------------------|--|--|---|

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**OFFER (TO BE COMPLETED BY THE CONTRACTOR)**

12. In compliance with the above, the undersigned agrees, if the offer is accepted within **180** calendar days (unless a different period is inserted by the Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the DBH under "AWARD" below, this offer and the provisions of the RFP/IFB shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

|   |         |      |  |                  |
|---|---------|------|--|------------------|
| 13. ACKNOWLEDGEMENT OF AMENDMENTS<br>(The Contractor acknowledge receipt of amendments to the SOLICITATION for The Contractors and related documents numbered and dated): |         |      | AMENDMENT NO:  | DATE:            |
|   |         |      |  |                  |
| 14. NAME AND ADDRESS OF THE CONTRACTOR:   |         |      | 15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print) |                  |
| 14A. TELEPHONE NUMBER:  |         |      | 15A. SIGNATURE:  | 15B. OFFER DATE: |
| AREA CODE:  | NUMBER: | EXT: |  |                  |

**AWARD (To be completed by the DBH)**

|  |                                    |                 |
|--|------------------------------------|-----------------|
| 16. ACCEPTED AS TO THE FOLLOWING ITEMS:  | 17. AWARD AMOUNT:                  |                 |
| 18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT)<br><br><b>Samuel J. Feinberg, CPPO, CPPB</b><br><b>Director, Contracts and Procurement</b><br><b>Agency Chief Contracting Officer</b> | 19. CONTRACTING OFFICER SIGNATURE: | 20. AWARD DATE: |

IMPORTANT NOTICE: AWARD SHALL BE MADE ON THIS FORM

**SECTION B**  
**SUPPLIES OR SERVICES AND PRICE**

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**B.1**            **PURPOSE OF SOLICITATION**

B.1.1            The Department of Behavioral Health (DBH) Mental Health Services Division (MHSD) is seeking a Vendor to provide Roof Replacement Services for the Mental Health Services Division (MHSD) building which has three (3) floors and is 29,916 square feet in size located at 35 K Street, NE Washington, DC 20020.

**B.2**            **CONTRACT TYPE/PERIOD OF PERFORMANCE**

B.2.1            DBH contemplates award of a Firm Fixed Price Contract for One (1) Year from Date of Award with no Option Periods.

**B.3**            **RESPONSE TO THIS SOLICITATION**

B.3.1            Response to this Solicitation requires completion and signature of the Section A and Schedule B Pricing Sheet(s) along with DC Tax and EEO requirements submitted to the following:

Samuel J. Feinberg, CPPO, CPPB  
Director, of Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
Contracts and Procurement Services  
64 New York Avenue, NE Suite 200  
Washington, DC 20002

**B.4**            **OPTIONAL PRE-BID CONFERENCE**

B.4.1            An Optional Pre-Bidders Conference shall be held at Department of Behavioral Health (DBH) 64 New York Avenue, NE Suite 200, Washington, DC 20002 on Thursday September 25, 2014 at 1:00 PM in Conference Room 218. Prospective Bidders shall be given an opportunity to ask questions regarding this Solicitation at the conference.

B.4.2            The purpose of the Optional Pre-Bid conference is to provide a structured and formal opportunity for the District to accept questions from Bidders on the Solicitation document as well as to clarify the contents of the Solicitation. Any major revision to the Solicitation as a result of the Pre-Bid Conference, or answers to deferred questions shall be made in the form of a written addendum to the original Solicitation.

B.4.3            Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers at the Pre-Bid Conference are only intended for general direction and do not represent the Department's final position. All oral questions shall be submitted in writing following the close of the Pre-Bid conference in order to generate an official answer.

Official answers shall be provided in writing to all prospective Bidders who are listed on the official list as having received a copy of the Solicitation.

**B.5 SCHEDULE B – PRICING SCHEDULE**

The Bidder shall provide a Detailed Price Breakdown with Budget Narrative that explains and reflects the Lump Sum Price that is provided on the Schedule B Pricing Sheet. A Price Breakdown Form is included in this Solicitation.

**SCHEDULE B – PRICING SCHEDULE**

| (A)                                     | (B)  | (C)                          |
|---|--|------------------------------|
| <b>Contract Line Item Number (CLIN)</b> | <b><u>Description of Supplies/Services</u></b>   | <b><u>Lump Sum Price</u></b> |
|   | DBH is seeking a Contractor to provide Roof Replacement Services for the Mental Health Services Division (MHSD).   |                              |
| 0001                                    | The Contractor shall provide all labor, appropriate materials, supplies, tools, equipment, transportation and testing necessary to provide Roof Replacement services at the MHSD Building which is 29,916 Square Feet with three (3) floors. | \$ _____                     |
| <b>TOTAL LUMP SUM PRICE</b>             |  | \$ _____                     |

\_\_\_\_\_  
 Print Name of Bidder

\_\_\_\_\_  
 Print Name and Title of Person Authorized to Sign for Bidder

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**TOTAL CONTRACT VALUE** **\$ \_\_\_\_\_**

**B.5.1 PRICE BREAKDOWN FORM**

The Bidder must submit for each of the below-listed discrete components of work (Divisions) the Price of Each Division Component for CLINS 0001 set forth in Section B-5. The sum of all the “Prices of Each Division Component” must equal the “Lump Sum Price” that Bidders enter in the table set forth in Section B.5 CLIN 0001. In the event of discrepancies between or among the total lump-sum prices entered in B.5 with the corresponding lump sum prices entered in B.5.1, the prices in B.5 shall control.”

**Breakdown into Divisions of Lump Sum Price Proposal**

| <b>CSI<br/>DIVISION<br/>NO. *</b> | <b>DESCRIPTION</b>   | <b>PRICE OF EACH DIVISION<br/>COMPONENT</b> |
|-----------------------------------|--|---|
| Div. 01                           | General Requirements   |   |
| Div. 02                           | Existing Conditions (including abatement & demolition of existing structure) |   |
| Div. 03                           | Concrete   |   |
| Div. 04                           | Masonry  |   |
| Div. 05                           | Metals   |   |
| Div. 06                           | Woods and Plastics   |   |
| Div. 07                           | Thermal and Moisture Protection  |   |
| Div. 08                           | Openings   |   |
| Div. 09                           | Finishes   |   |
| Div. 10                           | Specialties  |   |
| Div. 11                           | Equipment  |   |
| Div. 12                           | Furnishings  |   |
| Div. 13                           | Special Construction   |   |
| Div. 14                           | Conveying Systems  |   |
| Div. 21                           | Fire Suppressions  |   |
| Div. 22                           | Plumbing   |   |
| Div. 23                           | Heating, Ventilation and Air Conditioning                                    |   |
| Div. 26                           | Electrical   |   |
| Div. 27                           | Communications   |   |
| Div. 28                           | Electronic Safety and Security   |   |
| Div. 32                           | Exterior Improvements  |   |
| Div. 33                           | Utilities  |   |
|                                   |  |   |
|                                   | <b>* LUMP SUM PRICE</b>  |   |

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

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## **SECTION C: BACKGROUND/SCOPE OF WORK**

### **C.1 BACKGROUND**

C.1.1 The Department of Behavioral Health (DBH) provides prevention, intervention and treatment services and supports for eligible children, youth and adults with mental health and/or substance use disorders that include ongoing community-based services, residential services and emergency psychiatric care. DBH serves more than 22,000 adults, children and youth with their families each year through a network of community-based providers and unique Government delivered services. In addition, DBH operates Saint Elizabeths Hospital (SEH)—the District’s inpatient adult psychiatric facility. The 450,000 square-foot, 291-bed facility is located at 1100 Alabama Avenue, SE, Washington, DC 20032.

### **C.2 SCOPE OF WORK**

C.2.1 The Government of the District of Columbia Department of Behavioral Health (DBH), Mental Health Services Division (MHSD) 35 K Street, NE Washington, DC 20020 is seeking a Contractor to provide Roof Replacement services.

### **C.3 SPECIFIC REQUIREMENTS**

C.3.1 The Contractor shall inspect the existing roof membrane at 35 K Street, NE Washington, DC 20002 to determine source of leaks.

C.3.2 The Contractor shall upgrade the roof to a higher standard membrane as necessary than what is currently installed.

C.3.3 The Contractor shall replace and upgrade the insulated material currently installed for protective measures that matches and exceeds the existing requirements of the existing roof.

C.3.4 The Contractor shall replace and upgrade all defective and damaged flashings on roof.

C.3.5 The Contractor shall upgrade all connecting defective pipes and drains to ensure improved water handling of roof.

C.3.6 The Contractor shall replace and upgrade as necessary other associated defective and damaged materials of roof to ensure the soundness and integrity of the roof.

C.3.7 The Contractor shall remove all obstacles of furniture or equipment blocking access during upgrade.

C.3.8 The Contractor shall cordon off work areas for safety of occupants in the building.

C.3.9 The Contractor shall be responsible for providing all materials, equipment, supplies, installation and labor.



C.3.10 The Contractor shall be responsible for the removal of all debris from site on completion of upgrade.

C.3.11 The Contractor shall replace any soiled tiles.

**C.3.12 Coordination of Work**

The Contractor shall coordinate all work schedules with the Contracting Officer Technical Representative (COTR).

**C.3.13 Utility Shutdowns**

The contractor shall give at least a seventy-two (72) hour notice to the COTR or the COTR if a utility shutdown is required. Before any work can begin, authorization must be given by the COTR.

The DBH shall make available water for contractor's use during the performance of this project.

**C.3.14 Care of Adjacent Surfaces and Existing Structures**

The contractor shall exercise extreme caution and care to avoid and prevent any damages to adjacent equipment, surfaces, and existing structures which are excluded from the Scope of Work. Any and all damages to such adjacent equipment, surfaces, and existing structures shall be fully restored or replaced by the contractor at no cost to the District within five (5) working days.

**C.3.15 Protection**

The Contractor is responsible for materials delivered and work performed until completion and final acceptance;

**C.3.16 Cleaning of Site**

Upon completion of the work, the contractor shall remove, and dispose of all protection items, tools, discarded equipment, excess materials and debris from the job site without any delay out of the Project Site prior to final acceptance of the work.

**C.3.17 Materials & Workmanship**

- a. Unless otherwise specified, all materials and equipments incorporated in the work under the contract shall be new. All workmanship shall be first class and by persons qualified in the respective areas.
- b. The contractor shall accomplish all work in strict accordance to the regulations and requirements as set forth by Best Practice and Standard Specifications and other applicable codes, and standard engineering practices.

In the absence of specific requirements for installation of a material or product, the Contractor will be held responsible for installation of said material or product in strict accordance with the manufacturer's printed instructions and recommendations.

### **C.3.17 Hours and Access**

Contractor shall provide Contract services Monday through Friday between the hours of 7:00 A.M. through 6:00 P.M. The Contractor shall not provide services after hours or on District Government observed holidays without written authorization from the Contracting Officer Technical Representative. Work on holidays and weekends must be requested by the contractor forty – eight (48) hours in advance and approved by the Contracting Officer's Technical Representative (COTR) prior to performing the work, unless it is an authorized emergency.

## **C.4 WARRANTY AND MAINTENANCE REQUIREMENTS**

C.4.1 The Contractor shall provide the Mental Health Services Division (MHSD) with all manufactures' and extended warranties for all equipment in C.2 at the time of the completion of delivery, and installation.

C.4.2 Pursuant to 27 DCMR Section 4026.1 as it applies to DBH Contracts and Procurement, the Director/Agency Chief Contracting Officer (Director/ACCO) shall ensure that each warranty in a District Contract clearly delineates the rights and obligation of the Contractor and the District for defective items and services and fosters quality performance.

The warranty shall provide the following:

A Contractual right for the correction of defects, notwithstanding any other requirement of the Contract pertaining to acceptance of the supplies or service by the District; and  
A stated period of time or use, or the occurrence of a specified event, after acceptance by the District within which the District may assert a Contractual right for the correction of defects.

### **C.4.3 Warranty Terms and Conditions**

The Contractor's obligations under a warranty shall extend to all defects discovered during the warranty period, but shall not include any damage caused solely by the District.

A warranty shall provide, at a minimum that the District may obtain an equitable adjustment of the Contract or direct the Contractor to repair or replace the defective item at the Contractor's expense.

If it is not practical to require the Contractor to make a repair or provide a replacement, or, because of the nature of the item, the repair or replacement does not afford an appropriate remedy to the District, the warranty may provide an alternative, such as allowing the District to do either of the following:

Retain the defective item and reduce the Contract price by an amount equitable under the circumstances; or

Arrange for the repair or replacement of the defective item by the District, or by another source, at the Contractor's expense.

The Director/Agency Chief Contracting Officer shall clearly specify the duration of the warranty after consideration of the following factors:

The estimated useful life of the item;

The nature of the item including storage or shelf-like; and Trade practice;

The duration of the warranty shall not extend the Contractor's liability for patent defects beyond a reasonable time after acceptance by the District.

Each warranty shall specify a reasonable time for furnishing notice to the Contractor regarding the discovery of defects. The Director/ACCO shall consider the following factors when establishing the notice period:

Time necessary for the District to discover the defects;

The time reasonably required for the District to take necessary administrative steps and make a timely report of discovery of the defects to the Contractor; and;

The time required to discover and report defective replacements.

#### **C.4.4 Ten Year Manufacturer's Warranty**

Ten-year parts and labor warranty, including telephone technical support for MHSD facility personnel.

#### **C.4.5 Extended Warranty/Maintenance Contract**

Upon the expiration of the ten-year warranty, the District shall be offered an extended warranty and on-site maintenance Contract. This maintenance Contract shall include pricing for annual maintenance with a base period of up to ten (10) year.

#### **C.4.6 Storage**

The Contractor shall store all equipment according to the manufacturer's recommendations.

#### **C.4.7 Mental Health Services Division Responsibility**

MHSD shall ensure that the Contractor has complete access to all work areas.

#### **C.4.8 MHSD shall ensure that access shall be made available to all electrical and plumbing closets associated with the Contractors equipment.**

C.4.9 MHSD shall ensure that a member of the MHSD Maintenance staff shall be readily available for assistance to the Contractor in the necessary operation of the buildings systems and work coordination for the duration of these projects, should the need arise.

**\*\*\* END OF SECTION C \*\*\***

**SECTION D**

**PACKAGING AND MARKING**

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**SECTION D: PACKAGING AND MARKING**

**D.1 PACKAGING AND MARKING**

D.1.1 The packaging and marking requirements for the resultant Contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects, dated January 2007.

**D.2 POSTAGE AND MAILING FEES**

D.2.1 Contractor shall be responsible for all posting and mailing fees incurred in connection with performance under this Invitation for Bid (IFB).

**\*\*\* END OF SECTION D \*\*\***

**PART I - THE SCHEDULE**

**SECTION E**

**INSPECTION AND ACCEPTANCE**

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## **PART 1 - THE SCHEDULE**

### **SECTION E INSPECTION AND ACCEPTANCE**

**E.1** References SCP Clause 5/Inspection of Supplies and/or Clause 6/Inspection of Services/ Government of the District of Columbia's Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects, dated January 2007. <http://ocp.dc.gov/node/599822> (**Attachment J.1**)

#### **E.2 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

E.2.1 The Contractor shall be held to the full performance of the Contract. The DBH shall deduct from the Contractor's invoice, or otherwise withhold payment for any non-conforming service as specified below.

E.2.2 A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub items.

E.2.3 The DBH shall give the Contractor written notice of deductions by providing copies of reports which summarize the deficiencies for which the determination was made to assess the deduction in payment.

E.2.4 In case of non-performed work, DBH shall:

E.2.4.1 Deduct from the Contractor's invoice all amounts associated with such non-performed work at the rate set out in Section B, or provided by other provisions of the Contract.

E.2.4.2 DBH may, at its option, afford the Contractor an opportunity to perform the non-performed work with a reasonable period subject to the discretion of the Director, Contracts and Procurement Agency Chief Contracting Officer (Director/ACCO) and at no additional cost to the DBH.

E.2.4.3 DBH may, at its option, perform the Contracted services by the DBH personnel or other means.

**E.2.5** In the case of unsatisfactory work, DBH:

E.2.5.1 Shall deduct from the Contractor's invoice all amounts associated with such unsatisfactory work at the rates set out in Section B, or provided by other provisions of the Contract, unless the Contractor is afforded an opportunity to re-perform and satisfactorily completes the work.

E.2.5.2 May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period, subject to the discretion of the Director/ACCO and at no additional cost to the DBH.



### **E.3 TERMINATION FOR CONVENIENCE**

- E.3.1 The DBH may terminate performance of work under this Contract for the convenience of the Government, in a whole or, from time to time, in part, if the Director/ACCO determines that a termination is in the Government's best interest.
- E.3.2 After receipt of a Notice of Termination and, except as directed by the Director/ACCO, the Contractor shall immediately proceed with the following obligations:
  - E.3.2.1 Stop work as specified in the notice.
  - E.3.2.2 Place no further subcontracts or orders except as necessary to complete the continued portion of the Contract.
  - E.3.2.3 Terminate all applicable subcontracts and cancel or divert applicable commitments covering personal services that extend beyond the effective date of termination.
  - E.3.2.4 Assign to DBH, as directed by the Director/ACCO, all rights, titles and interests of the Contractor under the subcontracts terminated; in which case DBH shall have the right to settle or pay any termination settlement proposal arising out of those terminations.
  - E.3.2.5 With approval or ratification to the extent required by the Director, Contracts and Procurement Agency Chief Contracting Officer settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; approval or ratification shall be final for purposes of this clause.
  - E.3.2.6 Transfer title, if not already transferred and, as directed by the Director, Contracts and Procurement Agency Chief Contracting Officer, deliver to DBH any information and items that, if the Contract had been completed, would have been required to be furnished, including (i) materials or equipment produced, in process, or acquired for the work terminated (ii) completed or partially completed plans, drawings and information.
  - E.3.2.7 Complete performance of the work not terminated
  - E.3.2.8 Take any action that may be necessary for the protection and preservation of property related to this Contract.

### **E.4 TERMINATION FOR DEFAULT**

- E.4.1 DBH may, subject to the conditions listed below, by written notice of default to the Contractor, terminate the Contract in whole or in part if the Contractor fails to:
  - E.4.1.1 Perform the services within the time specified in the Contract or any extension; or
  - E.4.1.2 Make progress as to endanger performance of the Contract; or
  - E.4.1.3 Perform any of the other material provisions of the Contract.

- E.4.2 The DBH's right to terminate the Contract may be exercised if the Contractor does not cure such failure within ten (10) days, or such longer period as authorized in writing by the Contracting Officer (CO) after receipt of the notice to cure from the CO, specifying the failure.
- E.4.3. If DBH terminates the Contract in whole or in part, it may acquire, under the terms and in the manner the Director/ACCO considers appropriate, supplies and services similar to those terminated and the Contractor shall be liable to DBH for any excess costs for those supplies and services. However, the Contractor shall continue the work not terminated.
- E.4.4 Except for default by subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such issues include (i) acts of God, (ii) fires or floods, (iii) strikes and (iv) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
- E.4.5 If the failure to perform is caused by the fault of a subcontractor, at any tier and, if the cause of the default is beyond the control of both the Contractor and the subcontractor and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required schedule.
- E.4.6 If the Contract is terminated for default, DBH may require the Contractor to transfer title and deliver to DBH as directed by the Director, Contracts and Procurement Agency Chief Contracting Officer, any completed and partially completed supplies and materials that the Contractor has specifically produced or acquired for the terminated portion of the Contract. Upon direction of the Director, Contracts and Procurement Agency Chief Contracting Officer, the Contractor shall also protect and preserve property in its possession in which DBH has an interest.
- E.4.7 DBH shall pay the Contract price or a portion thereof, for fully or partially completed or delivered supplies and services that are accepted by DBH.
- E.4.8 If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for convenience of DBH.
- E.4.9 The rights and remedies of DBH in this clause are in addition to any other rights and remedies provided by law or under the Contract.

**\*\*\* END OF SECTION E \*\*\***

**SECTION F**

**DELIVERIES OR PERFORMANCE**

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**SECTION F: DELIVERIES OR PERFORMANCE**

**F.1 PERIOD OF PERFORMANCE**

F.1.1 The Period of Performance (POP) for the Contract shall be Date of Award for One (1) Year.

**F.2 DELIVERABLES**

F.2.1 The Contractor shall perform the activities required to successfully complete the District's requirements as specified in Section C of this Solicitation.

**F.3 CONTRACTOR NOTICE REGARDING LATE PERFORMANCE**

F.3.1 In the event the Contractor anticipates or encounters difficulty in complying with the terms and conditions as stated in this Contract, or in meeting any other requirements set forth in this Contract, the Contractor shall immediately notify the Director/ACCO in writing giving full detail as to the rationale for the late delivery and why the Contractor should be granted an extension of time, if any. Receipt of the Contractor's notification shall in no way be construed as an acceptance or waiver by the District.

**\*\*\* END OF SECTION F \*\*\***

**PART I: THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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## **PART I: THE SCHEDULE**

### **SECTION G**

#### **CONTRACT ADMINISTRATION DATA**

##### **G.1 CONTRACT ADMINISTRATION**

G.1.1 Correspondence or inquiries related to this Contract or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
64 New York Avenue, NE – Suite 200  
Washington, DC 20002  
Office - (202) 671-3188 – Fax-(202) 671-3395  
Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

##### **G.2 TYPE OF CONTRACT**

G.2.1 This is a Firm Fixed Price Contract with the Unit Pricing being a Blended Price containing Materials, Supplies and Labor for Removal and Installation. In the event of termination under this Contract, the DBH shall only be liable for the payment of all services accepted during the hours of work actually performed. Pursuant to the Terms and Conditions, individuals under Labor Hour Contracts working for Department of Behavioral Health are not eligible to be paid for holidays and sick leave. **However, if previous written authorization is provided for you to work on a Holiday, you shall be paid at your regular hourly rate.**

G.2.2 This Contract shall be a “non-personal services” Contract. It is therefore, understood and agreed that Contractor and/or Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this Contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the Government’s right and obligation to inspect, accept or reject work, comply with such general direction of the Director, Contracts and Procurement/Agency Chief Contracting Officer, or the duly authorized representative as the Contracting Officer’s Technical Representative (COTR) as is necessary to ensure accomplishment of the Contract objectives.

G.2.3 By accepting this order or Contract Contractor agrees that the District, at its discretion, after completion of order or Contract period, may hire an individual who is performing services as a result of this order or Contract, with restriction, penalties or fees.

### **G.3 MODIFICATIONS**

- G.3.1 Any changes, additions or deletions to this Contract shall be made in writing by a formal Modification to this Contract and shall be signed by the Director, Contracts and Procurement/Agency Chief Contracting Officer only.

### **G.4 SUBMISSION OF INVOICE**

- G.4.1 Contractor shall submit an original and three copies of the invoice on a monthly basis to Accounts Payable:

Accounts Payable Office  
Department of Behavioral Health (DBH)  
64 New York Avenue – 4<sup>th</sup> Floor  
Washington, DC 20002  
By E-Mail: [dbh.ap@dc.gov](mailto:dbh.ap@dc.gov)

The invoices shall include Contractor's name and address, invoice date, Contract number, Contract Line Items Numbers (CLINS), description of the services, quantity, unit price and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice.

Payment shall be made within forty-five (45) days after the COTR receives a proper and certified invoice from Contractor, unless a discount for prompt payment is offered and payment is made within the discount periods. Any invoices deemed improper for payment shall be returned, **UNPAID** and shall be resubmitted as indicated in this clause.

### **G.5 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR**

- G.5.1 DBH's obligation for performance of this Contract beyond that date is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the DBH for any payment may arise for performance under this Contract beyond September 30, 2014, until funds are made available to the Director, Contracts and Procurement/Agency Chief Contracting Officer for performance and until Contractor receives notice of availability of funds, to be confirmed in writing by the Agency's Chief Financial Officer.

### **G.6 DESIGNATION OF THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE**

- G.6.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer shall designate a Contracting Officer's Technical Representative (COTR) who shall, among other duties relating to this Contract, have direct responsibility to assign work to Contractor, review Contractor's performance during the term of this Contract and make recommendations to the Director, Contracts and Procurement/Agency Chief Contracting Officer. The COTR shall also review, approve and sign all invoices prior to payment by DBH.

Delilah Kelly shall serve as the Contracting Officer's Technical Representative (COTR) for this Contract.

Name: Delilah Kelly  
Title: Facilities Planning Specialist  
Agency: Department of Behavioral Health  
Address: 64 New York Avenue, NE  
Washington, D.C. 20002  
Telephone: (202) 673-7772  
E-Mail: [Delilah.kelly@dc.gov](mailto:Delilah.kelly@dc.gov)

**G.7 CERTIFICATION OF INVOICE**

G.7.1 Contracting Officer's Technical Representative shall perform certification of Contractor's invoice. The invoices shall be certified for payment and forwarded to the Chief Financial Officer within five (5) working days after receipt of a satisfactory invoice.

**G.8 PAYMENT**

G.8.1 In accordance with the Quick Payment Act, D.C. Official Code § 2-221.02, payment shall be made within forty five (45) days from the date of receipt of a properly submitted invoice, after all approvals are completed as required by the PASS system. DBH shall only pay Contractor for performing the services under this Contract at the prices stated in Section B.

**G.9 RESPONSIBILITY FOR AGENCY PROPERTY**

G.9.1 Contractor shall assume full responsibility for and shall indemnify the DBH for any and all loss or damage of whatsoever kind and nature to any and all Agency property, including any equipment, supplies, accessories, or part furnished, while in Contractor's custody during the performance of services under this Contract, or while in Contractor's custody for storage or repair, resulting from the negligent acts or omissions of Contractor or any employee, agent, or representative of Contractor or Subcontractors'. Contractor shall do nothing to prejudice the DBH's right to recover against third parties for any loss, destruction of, or damage to DBH property and upon the request of the Director, Contracts and Procurement/Agency Chief Contracting Officer shall, at the DBH's expense, furnish to the DBH all reasonable assistance and cooperation, including assistance in the protection of suit and the execution of instruments of assignment in favor of the DBH recovery.

\*\*\* END OF SECTION G \*\*\*



**SECTION H**  
**SPECIAL CONTRACT REQUIREMENTS**

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**PART I: THE SCHEDULE  
SECTION H**

**SPECIAL CONTRACT REQUIREMENTS**

**H.1 LIQUIDATED DAMAGES**

H.1.1 When the Contractor fails to perform the tasks required under this Contract, DBH shall notify the Contractor in writing of the specific task deficiencies with a scheduled meeting and a Notice to Cure document with a cure period of Not To Exceed Ten (10) Business Days. Upon receiving the Notice to Cure document, the Contractor shall provide DBH with their assessment of the identified deficiencies in order to reach an agreement on a proactive plan to resolve the matter. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/Agency Chief Contracting Officer (ACCO) shall be in an amount of **One Thousand Dollars (\$1000) per day** against the Contractor until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.

H.1.2 When the Contractor is unable to cure its deficiencies in a timely manner and DBH requires a replacement Contractor to perform the required services, the Contractor shall be liable for Liquidated Damages accruing until the time DBH is able to award said Contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DBH to the replacement Contractor.

**H.2 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

H.2.1 For all new employment resulting from this Contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force.

H.2.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this Contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

**H.3 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

H.3.1 The Contractors shall be bound by the Wage Determination No. DC140002 Revision 13, dated 08/08/2014, issued by the U.S. Department of Labor in accordance with the District of Columbia Construction Building Type incorporated herein as Attachment J.2.

he Contractors shall be bound by the wage rates for the term of the Contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the Director, Contracts and Procurement/ACCO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

#### **H.4 PUBLICITY**

H.4.1 The Contractor shall at all times obtain the prior written approval from the Director/ACCO before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the Contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this Contract.

#### **H.5 FREEDOM OF INFORMATION ACT**

H.5.1 The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District Contract with a private Contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the Contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR who shall provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the Contract, the COTR shall forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility shall determine the release of the records. The District shall reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

#### **H.6 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

H.6.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. (“First Source Act”).

H.6.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Attachment J.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.6.3 The Contractor shall submit to DOES, no later than the 10<sup>th</sup> each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifies its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
  - (a) Name;
  - (b) Social security number;
  - (c) Job title;
  - (d) Hire date;
  - (e) Residence; and
  - (f) Referral source for all new hires.

H.6.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.6.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the Section H.6.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with Section H.6.4 and include the following documentation:
  - (a) Material supporting a good faith effort to comply;

- (b) Referrals provided by DOES and other referral sources;
- (c) Advertisement of job openings listed with DOES and other referral sources; and
- (d) Any documentation supporting the waiver request pursuant to Section H.6.6.

H.6.6 The Contracting Officer may waive the provisions of Section H.6.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certify that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.6.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to Sections H.6.5 and H.6.6, the Director, Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO) shall determine whether the Contractor is in compliance with section H.6.4 or whether a waiver of compliance pursuant to Section H.6.6 is justified. If the Director/ACCO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two (2) business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the CA.

H.6.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.6.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of Five Percent (5%) of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this Section H.6.8

H.6.9 The provisions of Sections H.6.4 through H.6.8 do not apply to nonprofit organizations.

**H.7 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.**

H.7.1 During the performance of the Contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

**H.8 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

H.8.1 During the performance of this Contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

**H.9 WAY TO WORK AMENDMENT ACT OF 2006**

H.9.1 Except as described in H.9.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.9.2 The Contractor shall pay its employees and subcontractors who perform services under the Contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

H.9.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.9.4 The DOES may adjust the living wage annually and the OCP shall publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

H.9.5 The Contractor shall provide a copy of the Fact Sheet (Attachment J.4) to each employee and subcontractor who performs services under the Contract. The Contractor shall also post the Notice (Attachment J.4) in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.9.6 The Contractor shall maintain its payroll records under the Contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the Contract.

H.9.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.9.8 The requirements of the Living Wage Act of 2006 do not apply to:

- 1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- 2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- 3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- 4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- 5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- 6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- 7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- 8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- 9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in Section 2 of the Health-Care and Community Residence Facility, Hospice and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- 10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.9.9 The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

#### **H.10 COST OF OPERATION**

H.10.1 All costs of operation under this Contract shall be borne by the Contractor. This includes but is not limited to taxes, surcharges, licenses, insurance, transportation, salaries and bonuses.

#### **H.11 CONTRACTOR LICENSE/CLEARANCES**

H.11.1 The Contractor shall maintain documentation that he/she possesses adequate training, qualifications and competence to perform the duties to which he/she is assigned and hold current licenses or certification as appropriate.

#### **H.12 MANDATORY SUBCONTRACTING REQUIREMENTS**

H.12.1 Information concerning DBH Mandatory Subcontracting Requirements for Contracts in Excess of \$250,000 is available at DBH link:  
<http://DBH1.dc.gov/sites/default/files/dc/sites/DBH/publication/attachments/Procurement%20-%20Mandatory%20Subcontracting%20Requirements%20%20%20April%202014.pdf>.

The Contractor shall be held responsible in complying with the Mandatory Subcontracting Requirements during the duration of the Contract.

#### **H.13 PRIVACY AND CONFIDENTIALITY COMPLIANCE**

H.13.1 Information concerning DBH Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) is available at DBH link:  
<http://DBH1.dc.gov/sites/default/files/dc/sites/DBH/publication/attachments/Procurement%20%20-%20HIPAA%20Clause%20%28Updated%29.%20April%202014.pdf>

The Contractor shall be held responsible in complying with the HIPAA Compliance Clause during the duration of the Contract.



**SECTION I**  
**CONTRACT CLAUSES**  
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## **SECTION I: CONTRACT CLAUSES**

### **I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Standard Contract Provisions for use with Government of the District of Columbia's Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects, dated January 2007. To obtain a copy of the SCP go to <http://ocp.dc.gov/node/599822>.

### **I.2 CONTRACTS THAT CROSS FISCAL YEARS**

Continuation of this Contract beyond the end of the current fiscal year (September 30, 2014) is contingent upon future fiscal appropriations.

### **I.3 CONFIDENTIALITY OF INFORMATION**

The Contractors shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

### **I.4 TIME**

Time, if stated in a number of days, shall include Saturdays, Sundays and holidays, unless otherwise stated herein.

### **I.5 RIGHTS IN DATA**

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications and related information and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing and management data or other information incidental to contract administration.

I.5.3 The term “Computer Software”, as used herein means computer programs

and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent and may be general purpose in nature or designed to satisfy the requirements of a particular user.

- I.5.4 The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractors hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6 The District shall have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this Contract, which the parties have agreed shall be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
  - I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
  - I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
  - I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these

restrictions.

- I.5.7 The restricted rights set forth in Section I.5.6 are of no effect unless the data is marked by the Contractors with the following legend:

**RESTRICTED RIGHTS LEGEND**

Use, duplication, or disclosure is subject to restrictions stated in Contract No. \_\_\_\_\_ with (Contractor's Name); and

If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractors may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the Contract prior to the delivery date of the software. Failure of the Contractors to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

- I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractors hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractors, in any work of authorship prepared for or acquired by the District under this Contract. Unless written approval of the CO is obtained, the Contractors shall not include in technical data or computer software prepared for or acquired by the District under this Contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.
- I.5.9 Whenever any data, including computer software, are to be obtained from a sub-contractor under this Contract, the Contractor shall use this clause, Section I.5, Rights in Data, in the subcontract, without alteration and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that sub-contractor data or computer software which is required for the District.
- I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this Contract or any paid-up maintenance agreement, or if the Contractors should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this Contract and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

- I.5.11 The Contractors shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this Contract, or (ii) based upon any data furnished under this Contract, or based upon libelous or other unlawful matter contained in such data.
- I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.
- I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractors at the time of delivery of such work.

I.6 **OTHER CONTRACTORS**

The Contractors shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee.

I.7 **SUBCONTRACTS**

The Contractors hereunder shall not subcontract any of the Contractor's work or services to any sub-Contractor without the prior written consent of the CO. Any work or service so sub-contracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution by the Contractors. Any such subcontract shall specify that the Contractors and the sub-contractor shall be subject to every provision of this Contract. Notwithstanding any such subcontract approved by the District, the Contractors shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 **INSURANCE**

**GENERAL REQUIREMENTS:**

- I.8.1 The Contractors shall procure and maintain, during the entire period of performance under this Contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this Contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall

require all of its sub-contractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractors shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent Contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia and shall contain a waiver of subrogation. The Contractors shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this Contract.
2. Automobile Liability Insurance. The Contractors shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this Contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractors shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Contract is performed. Employer's Liability Insurance. The Contractors shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

**DURATION:**

- I.8.2 The Contractors shall carry all required insurance until all contract work is accepted by the District and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this Contract.

**LIABILITY:**

- I.8.3 These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE SHALL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

**CONTRACTOR'S PROPERTY:**

- I.8.4 Contractor and sub-contractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased

equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

**Measure of Payment:**

The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the Contract Price.

**NOTIFICATION:**

- I.8.5 The Contractors shall immediately provide the CO with written notice in the event that its insurance coverage has or shall be substantially changed, canceled or not renewed and provide an updated certificate of insurance to the CO.

**CERTIFICATES OF INSURANCE:**

- I.8.6 The Contractors shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Mental Health  
64 New York Avenue, NE, Suite 200  
Washington, DC 20002  
(202) 671-3188 – Office  
[Email: Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

**DISCLOSURE OF INFORMATION:**

- I.8.7 The Contractors agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or sub-contractors in the performance of this Contract.

**I.9 EQUAL EMPLOYMENT OPPORTUNITY**

- I.9.1 In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any Offeror who has not satisfied the equal employment requirements.

**I.10 ANTI-KICKBACK PROCEDURES**

- I.10.1 Definitions:

- I.10.1.1 "Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided,

directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contractor in connection with a subcontract relating to a prime contract.

- I.10.1.2 “Person,” as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.
- I.10.1.3 “Prime contract,” as used in this clause, means a contract or contractual action entered into by the District for the purpose of obtaining supplies, materials, equipment, or services of any kind.
- I.10.1.4 “Prime Contractor” as used in this clause, means a person who has entered into a prime contract with the District.
- I.10.1.5 “Prime Contractor employee,” as used in this clause, means any officer, partner employee, or agent of a prime Contractor.
- I.10.1.6 “Subcontract,” as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.
- I.10.1.7 “Subcontractor,” as used in this clause, means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract and includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.
- I.10.1.8 “Subcontractor employee,” as used in this clause, means any officer, partner, employee, or agent of a subcontractor.
- I.10.2 The Anti-Kickback Act of 1986, 41 U.S.C. §§ 51-58 (the Act), prohibits any person from:
  - I.10.2.1 Providing or attempting to provide or offering to provide any kickback;
  - I.10.2.2 Soliciting, accepting, or attempting to accept any kickback; or
  - I.10.2.3 Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the District or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.
- I.10.3 The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph I-10.2 of this clause in its own operations and direct business relationships.
- I.10.4 When the Contractor has reasonable grounds to believe that a violation described in paragraph I-10.2 of this clause may have occurred, the Contractor shall promptly report in writing the possible violation to the Director, Contracts and Procurement/Agency Chief Contracting Officer.
- I.10.5 The Director, Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO) may offset the amount of the kickback against any monies



owed by the District under the prime contract and/or direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Director, Contracts and Procurement/Agency Chief Contracting Officer may order that monies withheld under this clause be paid over to the District unless the District has already offset those monies under this clause. In either case, the Prime Contractor shall notify the Director, Contracts and Procurement/Agency Chief Contracting Officer when the monies are withheld.

**I.11 GOVERNING LAW**

I.11.1 This Contract and any disputes arising out of or related to this Contract, shall be governed by and construed in accordance with, the laws of the District of Columbia.

**I.12 STOP WORK ORDER**

I.12.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period of ninety (90) days after the order is delivered to the Contractor and for any further period to which the parties may agree.

I.12.2 The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall either cancel the stop-work order; or terminate the work covered by the order as provided in the Default or Termination for Convenience clauses in the Standard Contract Provisions (Attachment J-1).

I.12.3 If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Director, Contracts and Procurement/Agency Chief Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both and the Contract shall be modified, in writing, accordingly.

I.12.4 If the stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and the Contractor asserts its right to the adjustment within thirty (30) days after the end of the period of work stoppage; provided, that, if the Director, Contracts and Procurement/Agency Chief Contracting Officer decides the facts justify the action, the Director, Contracts and Procurement/Agency Chief Contracting Officer may receive and act upon the claim submitted at any time before final payment under this Contract.

I.12.5 If a stop-work order is not canceled and the work covered by the order is

terminated for the convenience of the District, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

- I.12.6 If a stop-work order is not canceled and the work covered by the order is terminated for default, the Director, Contracts and Procurement/Agency Chief Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**I.13 SUSPENSION OF WORK**

- I.13.1 The Director, Contracts and Procurement/Agency Chief Contracting Officer (Director/ACCO) may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Director, Contracts and Procurement/Agency Chief Contracting Officer determines appropriate for the convenience of the District. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed or interrupted by an act of the Director, Contracts and Procurement/ Agency Chief Contracting Officer in the administration of this Contract, or by the Director, Contracts and Procurement/ Agency Chief Contracting Officer's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption and the Contract modified in writing accordingly.

- I.13.2 No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.

- I.13.3 A claim under this clause shall not be allowed for any costs incurred more than twenty (20) days before the Contractor shall have notified the Director, Contracts and Procurement/Agency Chief Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.

**I.14 CONTINUITY OF SERVICES**

- I.14.1 The Contractor recognizes that the services provided under this Contract are vital to the District of Columbia and must be continued without interruption and that, upon Contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, shall continue to provide these services. To that end, the Contractor agrees to furnish phase-out, phase-in (transition) training; Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

**I.15      ORDER OF PRECEDENCE**

- I.15.1      The Contract awarded shall contain the following clause:
- I.15.2      Any conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence documents that are hereby incorporated into this Contract by reference and made a part of the Contract:
- I.15.3      Dixon Settlement Agreement dated September 8, 2011 in Dixon, et al. v. Gray et al., CA 74-285 (TFH) (Dixon Settlement Agreement).
- I.15.4      Wage Determination No. DC140002 Revision 13, dated 08/08/2014
- I.15.5      Government of the District of Columbia's Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects, dated January 2007.
- I.15.6      Sections A through J of this Solicitation No. RM-014-IFB-278-BY4-DJW

**\*\*\* END OF SECTION I \*\*\***

**PART I: THE SCHEDULE**  
**SECTION J**  
**WEB ADDRESSES FOR COMPLIANCE DOCUMENTS**

| Attachment Number | Document   |
|-------------------|--|
| J.1               | Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects dated January 2007. <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a> |
| J.2               | Wage Determination No. DC140002 Revision 13, dated 8/08/2014 <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>   |
| J.3               | Equal Employment Opportunity (EEO) Policy Statement <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.4               | First Source Agreement <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>   |
| J.5               | 2014 Living Wage Act Fact Sheet (The Way to Work Amendment Act of 2006) <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.6               | 2014 Living Wage Notice (The Living Wage Act of 2006) <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.7               | Tax Certification Affidavit <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.8               | Bidder/Offeror Certification Form <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.9               | RESERVED   |
| J.10              | Sub-Contracting Plan Form <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>  |
| J.11              | Past Performance Evaluation Form <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>   |
| J.12              | Department of Behavioral Health Policies and Rules <a href="http://ocp.dc.gov/node/599822">http://ocp.dc.gov/node/599822</a>   |

The Contractor shall perform all services in accordance with the Standard Contract Provisions for Use With Specifications for District of Columbia Government Construction Projects, dated January 2007.

\*\*\* END OF SECTION J \*\*\*

**SECTION K**  
**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF**  
**BIDDERS**

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**SECTION K:**

**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF VENDORS**

**K.1 AUTHORIZED NEGOTIATORS**

K.1.1 The Vendor represents that the following persons are authorized to negotiate on its behalf with the District in connection with this Invitation for Bid (IFB). (List names, titles, and telephone numbers of the authorized negotiators).

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**K.2 TYPE OF BUSINESS ORGANIZATION**

K.2.1 The Vendor, by checking the applicable box, represents that  
It operates as:

a corporation incorporated under the laws of the State of \_\_\_\_\_  
 an individual,  
 a partnership  
 a nonprofit organization, or  
 a joint venture; or

(b) If the Vendor is a foreign entity, it operates as:

an individual  
 a joint venture, or  
 a corporation registered for business in \_\_\_\_\_ (Country)

**K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS**

K.3.1 Contracts”, dated June 10, 1985 and the Office of Human Rights’ regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts”, promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this IFB and require the following certification for Contracts subject to the order. Failure to complete the certification shall result in rejection of the Provider for a Contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor’s Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and agree to comply with them in performance of this Invitation for Bid (IFB).

Vendor \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_

Vendor \_\_\_ has \_\_\_ has not participated in a previous Contract or subcontract subject to the Mayor's Order 85-85. Vendor \_\_\_ has \_\_\_ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-Vendor. (The above representations need not be submitted in connection with Contracts or subcontracts, which are exempt from the Mayor's Order.)

**K.4 BUY AMERICAN CERTIFICATION**

K.4.1 The Vendor hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the Standard Contract Provisions, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

\_\_\_\_\_ EXCLUDED END PRODUCTS  
\_\_\_\_\_ COUNTRY OF ORIGIN

**K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION**

K.5.1 Each Vendor shall check one of the following:

\_\_\_\_\_ No person listed in Clause 17 of the Standard Contract Provisions shall benefit from this Contract.

\_\_\_\_\_ The following person(s) listed in Clause 17 shall benefit from this Contract. For each person listed, attach the affidavit required by Clause 17 of the Standard Contract Provisions.

**K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

K.6.1 (a) Each signature of the Vendor is considered to be a certification by the signatory that:

- 1) The Prices in this Contract have been arrived at independently, without, for the purpose of restricting competition, any
- 2) consultation, communication, or agreement with any Vendor or competitor relating to:
  - (ii) the intention to submit a Contract, or
  - (iii) the methods or factors used to calculate the prices in the Contract;
- 3) The Prices in this Contract have not been and shall not be knowingly disclosed by the Vendor, directly or indirectly, to any other Vendor or competitor before Contract opening unless otherwise required by law; and

- 4) No attempt has been made or shall be made by the Vendor to induce any other concern to submit or not to submit a Contract for the purpose of restricting competition.

Each signature on the offer is considered to be a certification by the signatory that the signatory;

- 1) Is the person in the Vendor's organization responsible for determining the prices being offered in this Invitation for Bid (IFB), and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the Vendor's organization);

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) above have not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- (ii) As an agent, has not participated, and shall not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) above.

If the Vendor deletes or modifies subparagraph (a)(2) above, the Vendor must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

## **K.7 TAX CERTIFICATION**

- K.7.1 Each Vendor must submit with its offer, a sworn Tax Certification Affidavit; EEO, Contractor's Affidavit of Responsibility and First Source Agreement as stated in Section J herein.

**These forms are also available at <http://ocp.dc.gov/node/599822> click on "Solicitation Attachments"**

**\*\*\*END OF SECTION K\*\*\***



**SECTION L**

**INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS  
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## **SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS**

### **L.1 CONTRACT AWARD**

#### **L.1.1 Most Advantageous to the District**

The District intends to Award One Contract resulting from this Solicitation to the Responsive and Responsible Bidder whose offer conform to the solicitation and are most advantageous to the District in cost or price, technical and the other factors specified elsewhere in this solicitation.

#### **L.1.2 Initial Offers**

L.1.3 The District may award Contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Bidder's best terms from a standpoint of cost or price, technical and other factors.

### **L.2 BID FORM, ORGANIZATION AND CONTENT**

L.2.1 One original and three (3) copies of the Bid shall be submitted. Bids shall be typewritten with New Roman font and 12 point font size on 8.5" by 11" bond paper, each page numbered, additional pages only for price break-out with a Detailed Price Break-Out with Budget Narrative that explains and reflects the Unit Price with its Extended Total Amount Provided on the Schedule B Pricing Sheet and supporting documentation. Telephonic and facsimile bids shall not be accepted. Each bid shall be submitted in a sealed envelope conspicuously marked "Bid in Response to Solicitation No. **RM-014-IFB-278-BY0-DJW (insert solicitation number, title and name of Bidder)**".

L.2.2 Bidders shall make no changes to the requirements set forth in this solicitation. The bidder must bid on all CLINs to be considered for this award. Failure to bid on all CLINs (Schedule B Pricing Sheet) shall render the Bid Non-Responsive thereby disqualify the IFB response submission.

L.2.3 The Bidders shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.

### **L.3 MANDATORY WALK THROUGH & OPTIONAL PRE-BID CONFERENCE**

L.3.1 **All prospective Bidders are invited to participate in a scheduled Mandatory Walk-Through of the facility, accompanied by Program Staff and a Representative of the DBH Contracts and Procurement Services at the dates and times specified:**

**DATE: Tuesday, September 23, 2014**

**TIME: 1:00 P.M. EST**

**LOCATION: Mental Health Services Division (MHSD)**

**35 K Street, NE**

**Washington, DC 20020**

**L.3.2 An Optional Pre-Bid conference shall be held at Department of Behavioral Health, 64 New York Avenue, N.E., Washington, D.C. 20002, Suite 200 Conference Room 218 on Thursday September 25, 2014 @ 1:00 PM EST.** Prospective Bidders shall be given an opportunity to ask questions regarding this Solicitation at the conference.

The purpose of the Optional Pre-Bid conference is to provide a structured and formal opportunity for the District to accept questions from Bidders on the Solicitation document as well as to clarify the contents of the Solicitation. Any major revision to the Solicitation as a result of the Pre-Bid conference, or answers to deferred questions shall be made in the form of a written addendum to the original Solicitation.

Impromptu questions shall be permitted and spontaneous answers shall be provided at the District's discretion. Verbal answers at the Pre-Bid conference are only intended for general direction and do not represent the Department's final position. All oral questions shall be submitted in writing following the close of the Pre-Bid conference in order to generate an official answer. Official answers shall be provided in writing to all prospective Bidders who are listed on the official list as having received a copy of the solicitation.

**L.4 BID SUBMISSION DATE AND TIME and LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF BIDS**

**L.4.1 Bid Submission**

Bids must be submitted no later than **12:00 NOON (EST) on October 9, 2014**. Bids, modifications to bids, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The bid or modification was sent by registered or certified mail not later than the fifth (5<sup>th</sup>) calendar day before the date specified for receipt of offers;
- b. The bid or modification was sent by mail and it is determined by the ACCO that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.
- c. The Bidders shall sign the Bid in **Blue Ink** and print or type the name of the Bidder and the name and title of the person authorized to sign the Bid in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. The Bidder's solicitation submission must be **signed in Blue Ink**. DBH shall not under any circumstances accept a submission signed by someone other than an authorized negotiator, nor submitted with either an electronic signature, a signature stamp, a color copy of a signature, or anything other than an original signature in **Blue Ink** by an authorized negotiator. Furthermore, wherever any other part of the solicitation requires you to submit a document with a signature, only an original signature by an authorized negotiator, in **Blue Ink** shall be accepted by DBH. Erasures or other changes must be initialed by the person signing the Offer.

#### **L.4.2 Postmarks**

The only acceptable evidence to establish the date of a late Bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the Bid, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the Bid shall be considered late unless the **Prospective Contractor** can furnish evidence from the postal authorities of timely mailing.

#### **L.4.3 Late Modifications**

A late modification of a successful bid, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

#### **L.4.4 Late Submissions**

A late bid, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this Contract.

#### **L.4.5 Withdrawal or Modification of Offers**

An Bidder may modify or withdraw its Bid upon written, telegraphic or facsimile transmission if received at the location designated in the solicitation for submission of offers, but not later than the closing date and time for receipt of Bids.

#### **L.4.6 HAND DELIVERY OR MAILING OF BIDS TO:**

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
64 New York Avenue, NE – Suite 200  
Washington, DC 20002

#### **L.5 EXPLANATION TO PROSPECTIVE BIDDERS**

- L.5.1 If a prospective Bidder has any questions relative to this solicitation, the prospective Bidder shall submit the question in writing to the Contact Person, identified on page one. The prospective Bidder shall submit questions No Later than 7 calendar days prior to the closing date and time indicated for this solicitation. **The District shall not consider any questions received less than 7 calendar days before the date set for submission of proposal.** The District shall furnish responses promptly to all other prospective Bidders. An amendment to the solicitation shall be issued if that information is necessary in submitting Bids, or if the lack of it would be prejudicial to any other prospective Bidders. Oral explanations or instructions given before the award of the Contract shall not be binding.

Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer  
Department of Behavioral Health  
64 New York Avenue, NE, 2nd Floor  
Washington, DC 20002  
Office (202) 671-3188 – Fax (202) 671-3395  
Email: [Samuel.feinberg@dc.gov](mailto:Samuel.feinberg@dc.gov)

#### **L.6 FAILURE TO SUBMIT BIDS**

Recipients of this Solicitation not responding with a Bid should not return this Solicitation. Instead, they should advise Director/ACCO, Department of Behavioral Health, 64 New York Avenue, N.E. Suite 200, Washington, D.C. 20002 Telephone (202) 671-3171 by letter or postcard whether they want to receive future Solicitations for similar requirements. It is also requested that such recipients advise the Director/ACCO of the reason for not submitting a bid in response to this solicitation. If a recipient does not submit a bid and does not notify the Director/ACCO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

#### **L.7 RESTRICTION ON DISCLOSURE AND USE OF DATA**

L.7.1 Bidders who include in their bid data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

“This bid includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a Contract is awarded to this Bidder as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's right to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to the restriction is contained in sheets (**insert page numbers or other identification of sheets**”).

L.7.2 Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on the sheet is subject to the restriction on the title page of this bid.”

**L.8 BIDS WITH OPTION YEARS**

NOT APPLICABLE

**L.9 BID PROTESTS**

Any actual or prospective Bidder, who is aggrieved in connection with the solicitation or award of a Contract, shall file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to proposal opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, shall be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, One Judiciary Square, 441 4<sup>th</sup> Street, NW Suite 350 North - Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the Director/ACCO for the solicitation.

**L.10 UNNECESSARILY ELABORATE PROPOSALS**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Bidder's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

**L.11 RETENTION OF BIDS**

All bid documents shall be the property of the District and retained by the District, and therefore shall not be returned to the Bidders.

**L.12 BID COSTS**

The District is not liable for any costs incurred by the Bidders in submitting bids in response to this solicitation.

**L.13 ELECTRONIC COPY OF BIDS FOR FREEDOM OF INFORMATION ACT REQUESTS**

In addition to other bid submission requirements, the Bidder shall submit an electronic copy of its bid, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code section 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that shall be made public. The District's policy is to release documents relating to District proposals following award of the Contract, subject to applicable FOIA exemption under Section 2-534(a) (1).

**L.14 CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.10 prior to commencing work. Evidence of insurance shall be submitted within fourteen (14) days of Contract award to:

Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement Administration  
Agency Chief Contracting Officer  
Department of Behavioral Health  
64 New York Avenue, N.E., Suite 200  
Washington, DC 20002  
Telephone: 202-671-3171  
E-Mail: [samuel.feinberg@dc.gov](mailto:samuel.feinberg@dc.gov)

**L.15 ACKNOWLEDGMENT OF AMENDMENTS**

L.15.1 The Bidder shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District shall receive the acknowledgment by the date and time specified for receipt of offers. Bidders' failure to acknowledge an amendment may result in rejection of the offer.

**L.16 ACCEPTABLE BID GUARANTEES:**

**L.16.1** A bid guarantee in the amount of 5% of the bid price is required with bids over and under \$100,000.00. If a bidder fails to provide the required bid guarantee, such failure will require rejection of the bid.

**L.16.2** Types of guarantees acceptable to the District of Columbia:

**L.16.2.1** A bond provided by a surety in accordance with 27 DCMR Chapter 2708.

**L.16.2.2** A certified check or irrevocable letter of credit issued by an insured financial institution in the equivalent amount of the security; or

**L.16.2.3** United States government securities that are assigned to the District which pledge the full faith and credit of the United States.

**L.17 PAYMENT AND PERFORMANCE BONDS:**

Article 12, Sections B and C of the Standard Contract Provisions for Construction Contracts, January 2007, is amended to incorporate the provisions of the District of Columbia Procurement Practices Act of 1985, D.C. Official Code § 2-305.04(b), and 27 DCMR § 2703, which require payment bonds to be in an amount not less than 50% of the amount payable by the terms of the contract and performance bonds to be in an amount not less than 100% of the amount payable by the terms of the contract.

**L.18 LEGAL STATUS OF BIDDER**

Each proposal shall provide the following information:

- L.18.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Bidder;
- L.18.2 A copy of each District of Columbia license, registration or certification which the Bidder is required by law to obtain. This mandate also requires the Bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code section 47-2862 (2001), if the Bidder is required by law to make such certification. If the Bidder is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to Contract award or its exemption from such requirements; and if the Bidder is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

**L.19 FAMILIARIZATION WITH CONDITIONS**

- L.19.1 Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered, and the conditions under which work is to be accomplished. Contractors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.20 GENERAL STANDARDS OF RESPONSIBILITY**

- L.20.1 The prospective Contractor shall demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the prospective Contractor shall submit the documentation listed below, within five (5) days of the request by the District.
- L.20.2 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Contract.
- L.20.3 Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.20.4 Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.



- L.20.5 Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.20.6 Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.20.7 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.20.8 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.20.9 If the prospective Contractor fails to supply the information requested, the DIRECTOR/ACCO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Agency Chief Contracting Officer shall determine the prospective Contractor to be non-responsible.

**L.21 KEY PERSONNEL**

- L.21.1 The Bidder shall identify proposed Key Personnel for each discipline required and outline their relevant experience, indicating the percentage of their total time to be dedicated to this project. Identify the Project Manager who shall lead the day to day activities of the project and outline his/her relevant experience, (introductory narrative plus 1 page (maximum) resumes of key personnel only are encouraged).

**\*\*\*END OF SECTION L\*\*\***

**SECTION M**  
**EVALUATION FACTORS FOR AWARD**  
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## **SECTION M – PREFERENCE POINTS FOR BIDDERS**

### **M.1 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES**

M.1.1 Under the provisions of the “Small Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code §2-218.01 et seq. (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

### **M.2 Application of Preferences**

For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to prime Contractors as follows:

- M.2.1 Any prime Contractor that is a Small Business Enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) shall receive the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this Invitation to Bid (IFB).
- M.2.2 Any prime Contractor that is a Resident-Owned Business (ROB) certified by DSLBD shall receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this IFB.
- M.2.3 Any prime Contractor that is a Longtime Resident Business (LRB) certified by DSLBD shall receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this IFB.
- M.2.4 Any prime Contractor that is a Local Business Enterprise (LBE) certified by DSLBD shall receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this IFB.
- M.2.5 Any prime Contractor that is a Local Business Enterprise with its principal offices located in an Enterprise Zone (DZE) certified by DSLBD shall receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this IFB.
- M.2.6 Any prime Contractor that is a Disadvantaged Business Enterprise (DBE) certified by DSLBD shall receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this IFB.
- M.2.7 Any prime Contractor that is a Veteran-Owned Business (VOB) certified by DSLBD shall receive the addition of two points on a 100-points scale added to the overall score for proposals submitted by the VOB in response to this IFB.
- M.2.8 Any prime Contractor that is a Local Manufacturing Business Enterprise (LMBE) certified by DSLBD shall receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LMBE in response to this IFB.

**M.3 Maximum Preference Awarded**

M.3.1 Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent to twelve (12) points on a 100-point scale for proposals submitted in response to this IFB. There shall be no preference awarded for subcontracting by the prime Contractor with certified business enterprises.

**M.4 Preferences for Certified Joint Ventures**

M.4.1 When DSLBD certifies a joint venture, the certified joint venture shall receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

**M.5 Verification of Offeror's Certification as a Certified Business Enterprise**

M.5.1 Any Bidder seeking to receive preference on this solicitation must be certified at the time of submission of its proposal. The Contracting Officer shall verify the Bidder's certification with DSLBD, and the Bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise. Any Bidder seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: CBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, D.C. 20001

All Bidders are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

**M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT**

M.6.1 Prompt payment discounts shall not be considered in the evaluation of bids. However, any discount offered shall form a part of the award and shall be taken by the District if payment is made within the discount period specified by the Bidder.

M.6.2 In connection with any discount offered, time shall be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery, payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.

**\*\*\*END OF SECTION M\*\*\***