

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library
901 G Street, NW
Washington, DC 20009

Attn: Ms. Diane Wooden
Chief Procurement Officer

Reference: Solicitation No. DCPL-2014-R-0051
Janitorial Services at Twenty-Five DCPL
Neighborhood Branch Libraries

Dear Ms. Wooden:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the District of Columbia Public Library ("DCPL") Request for Proposals (the "RFP") to provide Janitorial Services at Twenty-Five DCPL Neighborhood Branch Libraries. We have reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract and have conducted such due diligence and analysis as we, in its sole judgment, have deemed necessary in order to submit its Proposal in response to the RFP. Our Proposal and prices quoted herein are based on the RFP, and any addenda issued thereto and assume no material alteration of the terms of those documents.

Based on the foregoing, we hereby offer to perform the work described in the documents for the prices set forth below:

B.4 PRICE

B.4.1 The following price schedule shall represent the Offeror's compensation for the base and option years. DCPL intends to evaluate the price based on total cost for the base year and option years. Offerors shall submit pricing as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. Failure to include a price for all Contract Line Item Numbers (CLIN) will result in rejection of the proposal.

B.4 PRICE SCHEDULE**B.4.1 BASE YEAR – DATE OF AWARD THROUGH ONE YEAR THEREAFTER**

BASE YEAR							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0001	Anacostia	1800 Good Hope Road, SE	23,500	12	per month	\$	\$
0002	Capitol View	5001 Central Ave., NE	21,000	12	per month	\$	\$
0003	Chevy Chase	5625 Connecticut Ave., NW	24,618	12	per month	\$	\$
0004	Cleveland Park	3310 Connecticut Ave., NW	20,000	12	per month	\$	\$
0005	Deanwood	1350 49 th Street, NE	7,000	12	per month	\$	\$
0006	Dorothy I. Height/Benning	3935 Benning Road, NE	23,500	12	per month	\$	\$
0007	Francis A. Gregory	3660 Alabama Ave., SE	25,000	12	per month	\$	\$
0008	Georgetown	3260 R Street, NW	24,000	12	per month	\$	\$
0009	Juanita E. Thorton/Shepherd Park	7420 Georgia Ave., NW	21,500	12	per month	\$	\$
0010	Lamond-Riggs	5401 South Dakota Ave., NE	18,750	12	per month	\$	\$
0011	Mount Pleasant	3160 16 th Street, NW	24,000	12	per month	\$	\$

BASE YEAR							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0012	Northeast	330 7 th Street, NE	16,000	12	per month	\$	\$
0013	Northwest One	155 L Street, NW	5,500	12	per month	\$	\$
0014	Palisades	4901 V Street, NW	19,500	12	per month	\$	\$
0015	Parklands-Turner	1547 Alabama Ave., SE	6,400	12	per month	\$	\$
0016	Petworth	4200 Kansas Ave NW	18,800	12	per month	\$	\$
0017	Rosedale	1701 Gales Street, NE	5,600	12	per month	\$	\$
0018	Southeast	403 7 th Street, SE	9,452	12	per month	\$	\$
0019	Southwest	900 Wesley Place, SW	21,662	12	per month	\$	\$
0020	Takoma Park	416 Cedar Street, NW	6,355	12	per month	\$	\$
0021	Tenley- Friendship	4450 Wisconsin Ave., NW	23,500	12	per month	\$	\$
0022	Watha T Daniel/Shaw	1701 8 th Street, NW	23,500	12	per month	\$	\$
0023	West End Interim	2522 Virginia Ave., NW	6,200	12	per month	\$	\$
0024	William O. Lockridge/ Bellevue	115 Atlantic Street, SW	23,500	12	per month	\$	\$

BASE YEAR							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0025	Woodridge Interim	1790 Douglass Street, NE	4,200	12	per month	\$	\$
BASE YEAR GRAND TOTAL						\$	

B.4.2 OPTION YEAR ONE – 12 MONTH PERIOD

OPTION YEAR ONE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0001	Anacostia	1800 Good Hope Road, SE	23,500	12	per month	\$	\$
0002	Capitol View	5001 Central Ave., NE	21,000	12	per month	\$	\$
0003	Chevy Chase	5625 Connecticut Ave., NW	24,618	12	per month	\$	\$
0004	Cleveland Park	3310 Connecticut Ave., NW	20,000	12	per month	\$	\$
0005	Deanwood	1350 49 th Street, NE	7,000	12	per month	\$	\$
0006	Dorothy I. Height/Benning	3935 Benning Road, NE	23,500	12	per month	\$	\$
0007	Francis A. Gregory	3660 Alabama Ave., SE	25,000	12	per month	\$	\$

OPTION YEAR ONE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0008	Georgetown	3260 R Street, NW	24,000	12	per month	\$	\$
0009	Juanita E. Thorton/Shepherd Park	7420 Georgia Ave., NW	21,500	12	per month	\$	\$
0010	Lamond-Riggs	5401 South Dakota Ave., NE	18,750	12	per month	\$	\$
0011	Mount Pleasant	3160 16 th Street, NW	24,000	12	per month	\$	\$
0012	Northeast	330 7 th Street, NE	16,000	12	per month	\$	\$
0013	Northwest One	155 L Street, NW	5,500	12	per month	\$	\$
0014	Palisades	4901 V Street, NW	19,500	12	per month	\$	\$
0015	Parklands-Turner	1547 Alabama Ave., SE	6,400	12	per month	\$	\$
0016	Petworth	4200 Kansas Ave NW	18,800	12	per month	\$	\$
0017	Rosedale	1701 Gales Street, NE	5,600	12	per month	\$	\$
0018	Southeast	403 7 th Street, SE	9,452	12	per month	\$	\$
0019	Southwest	900 Wesley Place, SW	21,662	12	per month	\$	\$
0020	Takoma Park	416 Cedar Street, NW	6,355	12	per month	\$	\$

OPTION YEAR ONE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0021	Tenley-Friendship	4450 Wisconsin Ave., NW	23,500	12	per month	\$	\$
0022	Watha T Daniel/Shaw	1701 8 th Street, NW	23,500	12	per month	\$	\$
0023	West End Interim	2522 Virginia Ave., NW	6,200	12	per month	\$	\$
0024	William O. Lockridge/ Bellevue	115 Atlantic Street, SW	23,500	12	per month	\$	\$
0025	Woodridge Interim	1790 Douglass Street, NE	4,200	12	per month	\$	\$
OPTION YEAR ONE TOTAL						\$	

B.4.3 OPTION YEAR TWO – 12 MONTH PERIOD

OPTION YEAR TWO							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0001	Anacostia	1800 Good Hope Road, SE	23,500	12	per month	\$	\$
0002	Capitol View	5001 Central Ave., NE	21,000	12	per month	\$	\$
0003	Chevy Chase	5625 Connecticut Ave., NW	24,618	12	per month	\$	\$
0004	Cleveland Park	3310 Connecticut Ave., NW	20,000	12	per month	\$	\$

OPTION YRAR TWO							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0005	Deanwood	1350 49 th Street, NE	7,000	12	per month	\$	\$
0006	Dorothy I. Height/Benning	3935 Benning Road, NE	23,500	12	per month	\$	\$
0007	Francis A. Gregory	3660 Alabama Ave., SE	25,000	12	per month	\$	\$
0008	Georgetown	3260 R Street, NW	24,000	12	per month	\$	\$
0009	Juanita E. Thorton/Shepherd Park	7420 Georgia Ave., NW	21,500	12	per month	\$	\$
0010	Lamond-Riggs	5401 South Dakota Ave., NE	18,750	12	per month	\$	\$
0011	Mount Pleasant	3160 16 th Street, NW	24,000	12	per month	\$	\$
0012	Northeast	330 7 th Street, NE	16,000	12	per month	\$	\$
0013	Northwest One	155 L Street, NW	5,500	12	per month	\$	\$
0014	Palisades	4901 V Street, NW	19,500	12	per month	\$	\$
0015	Parklands-Turner	1547 Alabama Ave., SE	6,400	12	per month	\$	\$
0016	Petworth	4200 Kansas Ave NW	18,800	12	per month	\$	\$
0017	Rosedale	1701 Gales Street, NE	5.600	12	per month	\$	\$

OPTION YEAR TWO							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0018	Southeast	403 7 th Street, SE	9,452	12	per month	\$	\$
0019	Southwest	900 Wesley Place, SW	21,662	12	per month	\$	\$
0020	Takoma Park	416 Cedar Street, NW	6,355	12	per month	\$	\$
0021	Tenley-Friendship	4450 Wisconsin Ave., NW	23,500	12	per month	\$	\$
0022	Watha T Daniel/Shaw	1701 8 th Street, NW	23,500	12	per month	\$	\$
0023	West End Interim	2522 Virginia Ave., NW	6,200	12	per month	\$	\$
0024	William O. Lockridge/Bellevue	115 Atlantic Street, SW	23,500	12	per month	\$	\$
0025	Woodridge Interim	1790 Douglass Street, NE	4,200	12	per month	\$	\$
OPTION YEAR TWO TOTAL						\$	

B.4.4 OPTION YEAR THREE – 12 MONTH PERIOD

OPTION YRAR THREE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0001	Anacostia	1800 Good Hope Road, SE	23,500	12	per month	\$	\$
0002	Capitol View	5001 Central Ave., NE	21,000	12	per month	\$	\$
0003	Chevy Chase	5625 Connecticut Ave., NW	24,618	12	per month	\$	\$
0004	Cleveland Park	3310 Connecticut Ave., NW	20,000	12	per month	\$	\$
0005	Deanwood	1350 49 th Street, NE	7,000	12	per month	\$	\$
0006	Dorothy I. Height/Benning	3935 Benning Road, NE	23,500	12	per month	\$	\$
0007	Francis A. Gregory	3660 Alabama Ave., SE	25,000	12	per month	\$	\$
0008	Georgetown	3260 R Street, NW	24,000	12	per month	\$	\$
0009	Juanita E. Thorton/Shepherd Park	7420 Georgia Ave., NW	21,500	12	per month	\$	\$
0010	Lamond-Riggs	5401 South Dakota Ave., NE	18,750	12	per month	\$	\$

OPTION YEAR THREE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0011	Mount Pleasant	3160 16 th Street, NW	24,000	12	per month	\$	\$
0012	Northeast	330 7 th Street, NE	16,000	12	per month	\$	\$
0013	Northwest One	155 L Street, NW	5,500	12	per month	\$	\$
0014	Palisades	4901 V Street, NW	19,500	12	per month	\$	\$
0015	Parklands-Turner	1547 Alabama Ave., SE	6,400	12	per month	\$	\$
0016	Petworth	4200 Kansas Ave NW	18,800	12	per month	\$	\$
0017	Rosedale	1701 Gales Street, NE	5,600	12	per month	\$	\$
0018	Southeast	403 7 th Street, SE	9,452	12	per month	\$	\$
0019	Southwest	900 Wesley Place, SW	21,662	12	per month	\$	\$
0020	Takoma Park	416 Cedar Street, NW	6,355	12	per month	\$	\$
0021	Tenley-Friendship	4450 Wisconsin Ave., NW	23,500	12	per month	\$	\$
0022	Watha T Daniel/Shaw	1701 8 th Street, NW	23,500	12	per month	\$	\$

OPTION YEAR THREE							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0023	West End Interim	2522 Virginia Ave., NW	6,200	12	per month	\$	\$
0024	William O. Lockridge/ Bellevue	115 Atlantic Street, SW	23,500	12	per month	\$	\$
0025	Woodridge Interim	1790 Douglass Street, NE	4,200	12	per month	\$	\$
OPTION YEAR THREE TOTAL						\$	

B.4.5 OPTION YEAR FOUR – 12 MONTH PERIOD

OPTION YRAR FOUR							
CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
0001	Anacostia	1800 Good Hope Road, SE	23,500	12	per month	\$	\$
0002	Capitol View	5001 Central Ave., NE	21,000	12	per month	\$	\$
0003	Chevy Chase	5625 Connecticut Ave., NW	24,618	12	per month	\$	\$
0004	Cleveland Park	3310 Connecticut Ave., NW	20,000	12	per month	\$	\$
0005	Deanwood	1350 49 th Street, NE	7,000	12	per month	\$	\$
0006	Dorothy I. Height/Benning	3935 Benning Road, NE	23,500	12	per month	\$	\$
0007	Francis A. Gregory	3660 Alabama Ave., SE	25,000	12	per month	\$	\$
0008	Georgetown	3260 R Street, NW	24,000	12	per month	\$	\$
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OPTION YEAR FOUR							
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0011	Mount Pleasant	3160 16 th Street, NW	24,000	12	per month	\$	\$
0012	Northeast	330 7 th Street, NE	16,000	12	per month	\$	\$
0013	Northwest One	155 L Street, NW	5,500	12	per month	\$	\$
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0022	Watha T Daniel/Shaw	1701 8 th Street, NW	23,500	12	per month	\$	\$

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CLIN	LIBRARY	ADDRESS	SQ. FT. (Est.)	QTY.	UNIT	PRICE	TOTAL
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0024	William O. Lockridge/ Bellevue	115 Atlantic Street, SW	23,500	12	per month	\$	\$
0025	Woodridge Interim	1790 Douglass Street, NE	4,200	12	per month	\$	\$
OPTION YEAR FOUR TOTAL						\$	

We acknowledge and understand that the prices quoted herein are firm, fixed prices to fully complete the work described in the RFP and attachments thereto and that such amount includes funding for work which is described in the RFP and attachments thereto. Our Proposal is based on and subject to the following conditions:

1. We agree to hold our Proposal open for a period of at least one hundred twenty (120) calendar days after the date of proposal submission.
2. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this offer form and bind the Offeror to the terms of the Offeror's Proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Proposal.
3. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a Proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

4. This offer form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Name: _____

Its: _____