DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
(DC WATER)

Practice Solicitation

(This is not a real solicitation)



Solicitation Number : DCW-SOL-21-10002

Issue Date : 10/27/20 8:37 PM

Proposal Due Date : 10/5/40 9:00 PM

This is a practice solicitation created for suppliers for hands-on experience and practice on DC Water's new Online Solicitation system.

You may submit your responses as many times as you wish but DC Water will not respond to the submitted proposals or make any award.

Email any questions to: ProcurementInquiry@dcwater.com

Solicitation Information

Question Deadline	2040-10-05 21:00:00.0
Outreach/Pre-Bid Date and Time	
Outreach/Pre-Bid Location	Will be provided in the actual solicitation
DC Water Point of Contact Name	Will be provided in the actual solicitation
DC Water Point of Contact Tel	Will be provided in the actual solicitation
DC Water Point of Contact Email	Will be provided in the actual solicitation
Proposal Submission Method	DC Water Solicitation Application only
Regulatory Requirement	Davis Bacon Act
Inclusion Program	LSBE
Inclusion Program Utilization Goals	25%
Contract Term	Sample: 1-year base with two 1-year option years
External Funding Source	None
Bond Required	No

DC Water Introduction

In 1996, The District Government Initiated the Creation of The District of Columbia Water and Sewer Authority (DC Water), An Independent Authority of The District of Columbia Providing Services to The Region. On April 18, 1996, Following A 30-Day Congressional Review Period, The District Council Enacted DC Law 11-111, "The Water and Sewer DC Water Establishment and Department of Public Works Reorganization Act Of 1996."

DC Water Is Governed by A Board of Directors Consisting Of 11 Principal And 11 Alternate Members. The Board Is Composed of Six District of Columbia Representatives, Two Each from Montgomery And Prince George's Counties in Maryland, And One from Fairfax County in Virginia.

DC Water Distributes Drinking Water and Collects and Treats Wastewater for More Than 702 Residents And 23.8 Million Annual Visitors in The District of Columbia. DC Water Also Provides Wholesale Wastewater Treatment Services For 1.6 Million People in Montgomery And Prince George's Counties in Maryland, And Fairfax And Loudoun Counties in Virginia. We Are Proud to Provide These Vital, Safe, And High-Quality Services to Our Customers While Also Protecting and Enhancing Our Environment.

To Distribute Drinking Water DC Water Operates More Than 1,350 Miles of Pipes, Four Pumping Stations, Five Reservoirs, Four Elevated Water Storage Tanks, 43,860 Valves And 9,500 Public Hydrants. To Collect Wastewater, DC Water Operates 1,800 Miles of Sanitary and Combined Sewers, 22 Flow-Metering Stations, And Nine Off-Site Wastewater Pumping Stations. To Treat Wastewater DC Water Operates the Blue Plains Advanced Wastewater Treatment Plant, The Largest Advanced Wastewater Treatment Facility in The World.

For More Information About DC Water, Please Visit www.dcwater.com. More information about DC Water's Procurement and Compliance are also provided in the "WorK with us" section.

REQUIREMENTS (Required responses for your proposal)

**Response is required*

INSTRUCTIONS

You must review all contents and provide all requested responses or your proposal will be considered non-responsive and eliminated from considerations.

Instruction on attaching documents:

- Where required, you may attach multiple documents (no limit to the number of documents). But it is preferable to combine into a single document (up to single file size limit).
- Each document size limit is 100MB (per document). No limit to the total size of all documents combined.
- Unless asked to attach the document in its native format, the PDF format is strongly preferred to reduce the file size.

Export/Import of Requirements and Responses:

- Instead of manually entering the response to each requirement below, you may export the entire requirements to your Excel document, enter your responses in the Excel document, then import back into this section. Instruction for Export/Import is provided in the Section 1 of Requirements section.
- After importing, check your responses. You are responsible for checking to assure that your responses are imported correctly.
- Please note that you can not add attachments in Excel document. You must attach documents within the solicitation page below.

Section 1. How To Respond

1. **Attached document contains the instructions on how to respond to this solicitation. If you are not familiar with this online solicitation, please download these files to your computer and review these training documents first:**

    - **ERP Contractor Orientation: Contains high level view of creating and using vendor portal.**
    - **Managing Solicitation: Step-by-step guide on responding to the solicitation**
    - **DCW Supplier Response by Spreadsheet - Requirements: Step-by-step guide on Exporting all Requirements section to your Excel document, add your responses, then Importing back into the Requirements with your responses.**
    - **DCW Supplier Response by Spreadsheet - Lines: Step-by-step guide on Exporting all Lines (price lines) section to your Excel document, add your prices by each line, then Importing back into the Lines with your proposed prices.**

(Note: Spreadsheet Export/Import of your responses may not allow you to add Attachments. You must add Attachments within Solicitation page.)

Section 2. Solicitation Terms and Conditions

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must read and fully agree to DC Water Solicitation Terms and Conditions attached in this section. This document also contains definitions and general instruction. Collectively called "Solicitation Terms and Conditions." If you do not fully agree to the attached Solicitation Terms and Conditions, then your proposal will not be accepted and considered.

Attachments:

File Name or URL	Type	Description
DC Water Solicitation Terms an	File	

Select one of the following:

☐ a. I have read and fully agree to DC Water Solicitation Terms and Conditions
☐ b. Does not agree to all terms and consitions

Section 3. Required Consent

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must fully agree to this statement below. If you do not fully agree to this statement as written, then your proposal will not be accepted and considered.

> **"Online Response and Electronic Signature are any online answers and responses in the Supplier Portal, any electronic signature and seal, and any PDF document with signature included in the proposal contents. By submitting a proposal to the solicitation, Proposer attests and agrees that Online Response and Electronic Signature are legally binding equivalent to a handwritten response, signature, or mark or hand embossed corporate seal. Proposer further agree that it will not, at any time in the future, repudiate the meaning of any Online Response and Electronic Signature or claim that any respondent's Online Response and Electronic Signature is not legally binding."**

Select one of the following:

☐ a. Agreed
☐ b. Can not agree

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must read attached DC Water's Supplier Code of Conduct

and agree to DC Water's Supplier Code of Conduct by selecting your response from the list below. You must fully agree to this Supplier Code of Conduct or your proposal will not be accepted and considered.

Attachments:

File Name or URL	Type	Description
Supplier Code of Conduct.pdf	File	

Select one of the following:

☐ a. I have read and agree to DC Water's Supplier Code of Conduct
☐ b. I do not agree to DC Water's Supplier Code of Conduct

*3. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Proposer/Bidder's attention is directed to Title 21 of the District of Columbia Municipal Regulations (DCMR) §§ 5304 thru 5308 (as amended) regarding organizational conflict of interests.

Proposers/Bidders are advised that, in accordance with DC Water's conflict of interest rules and policies, certain firms will not be allowed to participate on any Proposer/Bidder's team because of their work with DC Water in connection with the Project development, Project procurement, and/or document preparation.

You must disclose any potential conflicts of interest by completing the attached form, sign, and attach the signed disclosure form. Please note that disclosure of any potential conflicts is not an automatic rejection of your proposal. DC Water will carefully review any disclosures and will determine at its sole discretion that if any disclosed conflict will result in the rejection of your proposal. You may contact DC Water POC of this solicitation with your disclosure prior to drafting your proposal to determine if your firm will be eligible to submit your proposal.

Failure to submit completed and signed disclosure form will automatically result in the rejection of your proposal.

Attachments:

File Name or URL	Type	Description
Procurement Conflict of Intere	File	

Select one of the following:

☐ a. Completed Disclosure Form is attached *(Response attachments are required)*
☐ b. Not attached

Section 4. Scope of Work and Requirements

*1. **READ AND ACKNOWLEDGE.**

Attached document(s) contains detailed scope of work and requirements. Please carefully review (downloading to your computer is recommended) before responding to the solicitation. If you have any questions, please submit your questions via Message feature available for this online solicitation.

Select one of the following:

☐ a. Read and acknowledged

Section 5. Qualification Responses

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach a detailed summary of your firm's capability to successfully perform the work described in the Scope of Work and Requirements

- This may include summarized details that can best demonstrate and support your firm's capability including past history, experiences (there is another section that you can provide more details about your experiences), methodology, resources, financials, market, certifications, licenses, awards and recognition, etc.
- This should show a clear set of reasons why DC Water should consider your firm over your closest competitors.
- Should not exceed 5-pages.

Select one of the following:

☐ a. Capability Statement is attached. *(Response attachments are required)*

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach a detailed summary of your firm's past experiences.

-- Provide a minimum of 3 (maximum 5) past experiences that closely match our scope of work and requirements.
-- All experiences should be within the past 5 years.
-- Each experience should contain a detailed summary, including scope of work, duration, value of work, key challenges, achievements, etc.
-- Each experience should not exceed 2-pages.
-- Include contact information (name, title, tel, email) for each experience for a reference check.

Select one of the following:

☐ a. Past Experience Attached *(Response attachments are required)*

*3. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach a chart (i.e. organizational chart) or table of proposed team that will lead the performance, quality, and safety of work.

-- For each team member Include names, titles, companies (if subcontractor), description of roles and duties, any licenses or certifications if applicable, years of experience, etc.

Select one of the following:

☐ a. Proposed Team is attached. *(Response attachments are required)*

*4. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach resumes of key personnel.

-- Each resume should not exceed 3-pages.
-- Combine all resumes in a single PDF file and attach.

Select one of the following:

☐ a. Resumes attached *(Response attachments are required)*

*5. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

-- Please attached your valid District of Columbia Business License.

Select one of the following:

☐ a. Licenses/Certifications attached *(Response attachments are required)*

Section 6. Technical Responses

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

The Scope of Work section of this solicitation identifies all required work and related requirements. You must confirm that your firm can and will perform all work specified and can and will meet all requirements identified in this section.

-- Select one of these two drop-down choices:

1. Can and will meet all requirements. (Also means included in your proposed price.)
2. Can and will meet all requirements with the following exceptions. (Will be require to attach a document explaining exceptions. Exceptions will not result in the automatic rejection but may or may not result in the lower scoring based on the significance, determined at the sole discretion of DC Water. Hint: If you have any exceptions, also propose any alternate or workaround.)

Select one of the following:

☐ a. Can and will meet all requirements
☐ b. Can and will meet all requirements with the following exceptions *(Response attachments are required)*

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach an executable Statement of Work (SOW). If your firm is selected for award, this DC Water may choose to execute the SOW without any edits and will become a part of the contract.

The SOW should contain following sections at minimum:

- Business or Service objective statement: an overall business objective or purpose statement that DC Water wants to achieve and Contractor agrees to as a result of Services performed by Contractor.
- Scope of Service: a detailed list or descriptions of work or task to be performed by Contractor, preferably listed in the sequence of events or grouped by deliverables or milestones.
- Period of performance and Project plan: a timeline showing agreed start and end dates of each work or task listed in the scope of service, preferably listed and grouped in the sequence of events, deliverables or milestones and also with a Gantt chart or in project management software format such as Microsoft Project.
- Deliverables: a clear list and description of all Deliverables agreed to. The list must clearly describe the purpose, contents, due date, and format of deliverables. The Deliverables exclude all third-party work and products, whether or not included or embedded in the Deliverables.
- Acceptance criteria: a clear definition or description, tests, or standards to be used for acceptance review or procedure of work, task, deliverables, or milestones for payment. Unless stated otherwise in the SOW, Contractor invoices will not be paid without DC Water acceptance of work, task, deliverables, or milestones that are invoiced.
- Contract type: a clearly stated contract type such as fixed cost, cost-plus, variable cost, not- to-exceed, etc.
- Rate card and total cost: a table containing the list of all resource types, roles and responsibilities, hourly rate, and total estimated or fixed hours of work by each resource type. Estimated or fixed travel cost and expenses must be shown on a separate line. The Rate card shows the total estimated or fixed cost on the last line for the SOW. The rate card is required even if the billing schedule is per deliverables or milestones.
- Billing or invoicing schedule: a clear list or table showing an estimated or fixed amount of Contractor billing or invoicing. If the SOW contains deliverables or milestones, then DC Water prefers this schedule to be tied with each deliverable or milestone and paid only when such deliverable or milestone is accepted by DC Water. Unless agreed by both parties, DC Water shall not make any down payment.
- Responsibilities: a clear list and description of responsibilities of each party.
- Project assumptions: a clear list and description of all assumptions used in the SOW, including a clear list of out of scope work.
- Technical elements: a list of all non-personnel resources to be provided by either Party toward the completion of such SOW, including but not limited to hardware and third-

party software.

- Key personnel: a list of key resources who will perform critical functions of work, including project manager, critical technical resources. Attach their resumes to the SOW.

Select one of the following:

☐ a. SOW is attached *(Response attachments are required)*

Section 7. Safety Requirements

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Review attached DC Water's safety requirements. Select your response from the drop-down choices:

-- Can meet and will meet all requirement
-- Can meet and will meet all requirement with attached exceptions (you must attach a document with your list of exceptions, explanations, and any proposed changes or alternates)

Attachments:

File Name or URL	Type	Description
Safety Provisions.pdf	File	

Select one of the following:

☐ a. Can meet and will meet all requirement
☐ b. Can meet and will meet all requirement with attached exceptions *(Response attachments are required)*

*2. **REQUIRED RESPONSE**

Attached is DC Water's standard safety and health questionnaire. Please complete and attach completed response.

Attachments:

File Name or URL	Type	Description
Contractor Safety and Health P	File	

Select one of the following:

☐ a. Completed form is attached *(Response attachments are required)*

Section 8. Compliance Requirements

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

The work described in this solicitation is subject to the Davis Bacon Act. You must confirm the wage rates used in your proposal is fully compliant to the Davis Bacon Act. Failure to meet this requirement will result in the automatic rejection of your proposal.

Select one of the following:

☐ a. Fully compliant to the David Davis Bacon Act
☐ b. Can not fully meet the Davis Bacon Act.

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

AS REQUIRED BY SECTION 622(a) OF THE TREASURY, POSTAL SERVICE AND GENERAL GOVERNMENT APPROPRIATION ACT, 1990. PUB. L. 101-136. NOVEMBER 3, 1989.

For proposer (if other than an individual) who is making an offer that equals or exceeds $25,000.00 must agree and complete attached form and submit.

Attachments:

File Name or URL	Type	Description
Drug Free Certification.docx	File	

Select one of the following:

☐ a. Completed Drug Free Workspace Certification is attached *(Response attachments are required)*
☐ b. Not attached

*3. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

You must disclose any suspension, debarment, voluntary exclusion, or determination of ineligibility under any Federal, District or State statues using attached form.

Attachments:

File Name or URL	Type	Description
Disclosure of Lobbying Activit	File	

Select one of the following:

☐ a. Certification is attached *(Response attachments are required)*
☐ b. Not attached

*4. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attached is the DC Water's Water Works Program (DC Water's employment program). Please review and respond by selecting your response from the drop down choices. Failure to agree and comply to this program will result in the automatic rejection of your proposal. It is not required to complete and return any attached

form.

Attachments:

File Name or URL	Type	Description
DC Water Works Employment Prog	File	

Select one of the following:

☐ a. Fully agree and will comply to the program
☐ b. Can not agree or comply to the program

*5. **READ AND AGREE**

This solicitation is subject to the Local Business Enterprises (LBEs) and Local Small Business Enterprises (LSBEs) program of DC Water Business Development Program. Program documents for DC Water Business Development Program and specific LBE/LSBE Program are attached to this question. Read both documents and agree to comply to the LBE/LSBE program. Failure to fully comply to the program will result in the automatic rejection of your proposal. It is not required to complete and attach any form as a response to this section.

Attachments:

File Name or URL	Type	Description
DCW Business Development Progr	File	
LBE LSBE_Program_v060120.pdf	File	

Select one of the following:

☐ a. Fully agree and will comply to the program
☐ b. Can not fully comply to this program

*6. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

To participate in the Business Development Program (LBE/LSBE, MBE/WBE, or DBE/WBE) and meet the utilization goals (if identified on the over page), complete attached Subcontractor Utilization form. If you do not intend to utilize any subcontractor (does not result in automatic disqualification), select your response from the drop down choices.

Attachments:

File Name or URL	Type	Description
Subcontractor Utilization Form	File	

Select one of the following:

☐ a. Completed Form is attached *(Response attachments are required)*
☐ b. No subcontractor will be used

*7. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

If you intend to utilize any subcontractors and included them in the Subcontractor Utilization form, send the attached "intent to Subcontract by Subcontractor" form tot he subcontractors, collect and combine their completed forms, save them in a single PDF file and attach as your response. If you do not intend to utilize any subcontract (does not result in the automatic disqualification), select your response from the drop down choices.

Attachments:

File Name or URL	Type	Description
Intent to Subcontract by Subco	File	

Select one of the following:

☐ a. Completed Form(s) is attached *(Response attachments are required)*
☐ b. No subcontractor will be used

*8. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

As explained in the Business Development Plan and applicable program documents (LBE/LSBE, MBE/WBE, OR DBE/WBE program), Proposer must demonstrate the support of the contracting goals through the exercise of Good Faith Efforts.

The Checklist is provided for your use. You must complete the attached Checklist.

In the following question, you will be asked to provide the evidence and proof of your good faith efforts.

Attachments:

File Name or URL	Type	Description
Good Faith Effort Checklist.do	File	

Select one of the following:

☐ a. Completed Good Faith Efforts Checklist is attached *(Response attachments are required)*
☐ b. Not attached

*9. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

As explained in the Business Development Plan and applicable program documents (LBE/LSBE, MBE/WBE, OR DBE/WBE program), Proposer must demonstrate the support of the contracting goals through the exercise of Good Faith Efforts.

You provided the Good Faith Effort Checklist in the previous question.

In this question, you must provide sufficient evidence and proof of your good faith efforts. These may include, but not limited to, copies of actual emails, phone logs, ad proofs, electronic searches and communications, handouts, flyers or similar records. **SUMMARY OF THESE ACTIVITIES ARE NTO ACCEPTABLE PROOF**. For example, "We contacted 20 firms" is not an acceptable proof. You must show the records or proofs of each contacts.

Please note that these must demonstrate sufficient amount of evidence and proof of your outreach effort to

search and contact subcontractors to meet DC Water's Business Development Program goals (identified on the cover page of this solicitation).

DC Water will also observe the quality of effort. For example, one time mass distribution of emails without follow ups may not be considered sufficient. Evidence of good two-way communications with subcontractors will be good evidence of good faith effort. DC Water may also contact some of these subcontractors to interview their experience and treatment by you.

DC Water reserves the right to make the final determination, at its sole discretion, of sufficiency of good faith effort. If your good faith effort is determined to be insufficient, your proposal will be rejected.

Select one of the following:

☐ a. Evidence of Good Faith Efforts is attached *(Response attachments are required)*
☐ b. Not attached

*10. **READ AND CONSENT**

During the performance of contract, DC Water's Office of Compliance will monitor the management and payment to all subcontractors and will require prime and subcontractors to regularly submit various forms for the verification of subcontractor's work and payment. Attached are 2 sample forms that will be required.

-- Subcontractor Verification Form
-- (Subcontractor) Payment Verification Form

There will be additional forms required by both Prime and subcontractors.

No forms are required as a response to this question. But please provide your consent to participate in the program by selecting from the drop-down choices. Your refusal to participate in the program will result in the automatic disqualification of your proposal. Even you do not intent to utilize subcontractor at the time of your proposal, your consent is still required in case a subcontractor(s) is utilized during the performance.

Attachments:

File Name or URL	Type	Description
Subcontractor Verification For	File	
Payment Verification Form v2 0	File	

Select one of the following:

☐ a. Consent to comply to the program
☐ b. Can not consent to the program

Section 9. Procurement Forms

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

WALSH-HEALEY PUBLIC CONTRACTS ACT (APR 1984):

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed $10,000, and are subject to the Walsh Healey Public Contracts Act, as amended

(41 U.S.C. 35-45), the following terms and conditions apply:

(a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates, to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standard Act (41 U.S.C. 40).

Select your response by selecting **all** applicable choices:

-- The Bidder/Offeror is a Regular Dealer pursuant to Part 2, (2.6) of the General Provisions.
-- The Bidder/Offeror is not a Regular Dealer pursuant to Part 2, (2.6) of the General Provisions.
-- The Bidder/Offeror is a Manufacturer pursuant to Part 2, (2.6) of the General Provisions.
-- The Bidder/Offeror is not a Manufacturer pursuant to Part 2, (2.6) of the General Provisions

Select all that apply:

☐ a. The Bidder/Offeror is a Regular Dealer pursuant to Part 2, (2.6) of the General Provisions.
☐ b. The Bidder/Offeror is not a Regular Dealer pursuant to Part 2, (2.6) of the General Provisions.
☐ c. The Bidder/Offeror is a Manufacturer pursuant to Part 2, (2.6) of the General Provisions.
☐ d. The Bidder/Offeror is not a Manufacturer pursuant to Part 2, (2.6) of the General Provisions.

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

OFFICERS NOT TO BENEFIT CERTIFICATION

No member of or delegate to Congress, or Officer or employee of the Authority (DC Water) or the District of Columbia Government shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any Authority or the District of Columbia Government employee authorized to execute contracts in which they or the employee of the Authority or the District of Columbia Government shall be personally interested shall be void, and no payment shall be made thereon by the Authority or the District of Columbia Government or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. However, should a Federal, District of Columbia or Authority employee submit a bid/proposal for his personal benefit, the Contracting Officer reserves the right to waive the aforementioned restriction; providing that said employee furnishes a Notarized Affidavit prior to the time set for opening of bids or Closing of proposals, setting forth intention to resign his Federal, District of Columbia or Authority (DC Water) employment in the event said employee shall be considered for an award of a contract. Failure to submit such Affidavit shall automatically render his bid/proposal nonresponsive and no further consideration shall be given thereto.

Check As Applicable:

-- No person subject to Part 8, (8.5) of the General Provisions will benefit from the Contract
-- The following persons (provide names and titles in the Comments box) will benefit from this Contract and the required affidavits are attached:

Select one of the following:

☐ a. No person subject to Part 8, (8.5) of the General Provisions will benefit from the Contract
☐ b. The following persons will benefit from this Contract and the required affidavits are attached. *(Response attachments are required)*

Comments:

_____

_____

Respond to the following requirements if you selected option b. for requirement 2.

*2.b.1. If there is any person(s) who will benefit from this contract, please list their names and title in the Text box provided. Also attach their required Notarized Affidavits.

Response attachments are required.

_____

_____

_____

*3. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

(A) The offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this order have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(B) Each signature on the offer is considered to be a certification by the signatory that the signatory(ies) listed in the response below:

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this offer, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (A)(1) through (A)(3) above; or

(2)

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

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i)above have not participated, and will not participate, in any action contrary to subparagraphs (A)(1) through (A) (3) above; and

(iii) As an agent, has not personally participated and will not participate, in any action contrary to subparagraphs (A)(1) through (A)(3) above.

(C) If the Bidder/Offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

INSTRUCTION:

Select from one of the 2 drop-down choices:

1. I certify and the names of titles of signatory(ies) are shown in comments and **no disclosure (Section C) has been made. (**List the names of titles of signatory(ies) in the comments box (or you may also attach the names and titles).

2. I certify and the names of titles of signatory(ies) are shown in comments and **details of disclosure (Section C) is attached. (**List the names of titles of signatory(ies) in the comments box (or you may also attach the names and titles). Also attach details of disclosure.)

Select one of the following:

☐ a. I certify and the names of titles of signatory(ies) are shown in comments and no disclosure (Section C) has been made. *(Response attachments are optional)*

☐ b. I certify and the names of titles of signatory(ies) are shown in comments and details of disclosure is attached *(Response attachments are required)*

Comments:

_____

_____

*4. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Please complete attached form, sign, notarize, save as a PDF, and attach.

Attachments:

File Name or URL	Type	Description
Tax Certificate Affidavit.docx	File	

Select one of the following:

☐ a. Tax Certification Affidavit is attached *(Response attachments are required)*

☐ b. Not attached

*5. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Please review attached Equal Employment Opportunity requirements and complete all required sections, save as a PDF, then attach.

Attachments:

File Name or URL	Type	Description
Equal Employment Opportunity.p	File	

Select one of the following:

☐ a. EEO Form is attached *(Response attachments are required)*
☐ b. Not attached

*6. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Review attached the Mid-Atlantic Purchasing Team Rider Clause. Indicate your response by selecting from the drop-down choice. Any partial acceptance or non-acceptance will not automatically result in the disqualification of your proposal but will considered negatively.

Attachments:

File Name or URL	Type	Description
Mid Atlantic Purchasing Team R	File	

Select one of the following:

☐ a. Accept with all team members
☐ b. Accept with partial team members (provide the list in comments box)
☐ c. Does not accept the clause

Comments:

Section 10. DCW Contract Terms

*1. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

DC Water' General Provisions contains legal, regulations, statutory, and other important requirements (may be modified time to time to meet the changing requirements) that DC Water is subject to and must follow. All DC Water contracts must follow and meet these requirements, and therefore will DC Water' General Provisions will be incorporated into contract via reference. The provisions in DC Water' General Provisions are not negotiable unless it can be clearly demonstrated that it negatively affect the performance, quality, and safety. If a provision is not applicable to the scope of work, then it will not be removed.

DC Water' General Provisions is available at www.dcwater.com/procurement. Please review, and if you disagree with any provisions, attach your exceptions, explanations, and alternates.

Please note that your response to this section will be scored and any exceptions may be scored negatively.

Select one of the following:

☐ a. All terms are acceptable
☐ b. Proposed changes are attached *(Response attachments are required)*

*2. **REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attached is DC Water's contract template with standard terms and conditions. The final contract that will be executed between DC Water and the awarded vendor will be substantially similar. Please review and provide your list of explanations and proposed changes for any exceptions. Please note that your response to this section will be scored and any exceptions may be scored negatively.

Attachments:

File Name or URL	Type	Description
GS Contract Template_db_071620	File	

Select one of the following:

☐ a. Agree to all terms and conditions
☐ b. Proposed changes are attached *(Response attachments are required)*

Section 11. Amendment Information

1. If there is an Amendment to this solicitation, the information will be shown here.

Lines Instructions

This is the Price Proposal section. Please provide your price for ALL items listed in this section. The financial analysis will be performed automatically by Oracle system. Therefore, an attachment is not an acceptable format.

Export/Import of Price:

- Instead of manually entering the price for each line below, you may export the entire list to you Excel document, enter the prices in the Excel document, then import back into this section. Instruction for Export/Import is provided in the Section 1 of Requirements section.
- After importing, check your prices. You are responsible for checking to assure that your prices are imported correctly.

Line Information

Line	Category Name	Quantity	UOM
1-Facilitation Service per day	918-21 Business Consulting	20	Daily
2-Materials	918-21 Business Consulting	100	EA
3-Travel	918-21 Business Consulting	20	Daily

This PDF version of solicitation is made available only for your convenience to quickly view the solicitation contents and is NOT intended to provide your responses on this PDF document.

You MUST submit your responses (proposal) online using DC Water's online solicitation application.

Contract Terms and Conditions

"This section is reserved for the future use.No response is required.The copy of the contract may have been provided in the Requirements section for proposer's review."