

Attachment J.2.1

SAMPLE CONTRACTOR'S LETTERHEAD

Attachment J.2.1

[Contractor's Letterhead]

[Insert Date]

University of the District of Columbia
4200 Connecticut Avenue, NW
Washington, DC 20008

Attn: Eddie Whitaker
Reference: IDIQ for Construction Management Services

Dear Mr. Whitaker:

On behalf of [insert name of offeror], I am pleased to submit this proposal in response to the University of the District of Columbia's Request for Proposal (RFP) to provide IDIQ Construction Management Services. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and has conducted due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's Proposal is as follows:

Base Year	\$ _____
Option Year 1	\$ _____
Option Year 2	\$ _____
Option Year 3	\$ _____
Option Year 4	\$ _____
Total	\$ _____

Authorized Signature

Title