

District of Columbia Water and Sewer Authority (DC Water)

REQUEST FOR QUALIFICATIONS

for

Lead Pipe Replacement Assistance Program (LPRAP)



Old Lead



New Copper

Issue Date: June 19th, 2024

Application Due Date: August 1st, 2024



LPRAP Request for Qualification (RFQ) Information	
DC Water Main Point of Contact	Gian Cossa, CPM Senior Management Analyst Department of Engineering & Technical Services Leadwork@dcwater.com 202-288-4631
Deadline to Submit Questions	July 25 th
RFQ Due Date	August 1 st at 11:59pm
Selection Notification	August 15 th
Mandatory Approved Contractor Training	September 13 th at 12:00 pm*

*Dates may change at DC Water's convenience.

Bidder's Checklist

In order to qualify for the LPRAP program, bidder shall include the following in their submission:

- DC Water Vendor Registration Number
 - a. New Contractors will need to register as a DC Water Vendor (refer to Exhibit D):
<https://dcwater.com/vendor-registration/>.
- Completed Lead Pipe Assistance Program (LPRAP) Contractor Application Form (Exhibit C)
- Copy of the DC Master Plumber's License(s)
- Copy of the DC Business License
- Copy of your company's liability insurance policy
- Report of adverse judgment by a court within the last ten (10 years) *(New Contractors Only)*
 - a. If not applicable, include an acknowledgement of no adverse judgment in the transmittal email for your submission.
- Report any issuance of a Notice of Violation or disciplinary action by DOEE, DOB and DDOT within the last ten (10) years *(New Contractors Only)*
 - a. If not applicable, include an acknowledgement of no Issuance of Notice of Violation or disciplinary action in the transmittal email for your submission.

Failure to submit any of the above items may result in the rejection of your submission.

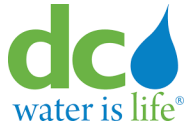


Table of Contents

BIDDER’S CHECKLIST 2

1 BACKGROUND 4

 1.1 GENERAL 4

 1.2 LEAD PIPE REPLACEMENT ASSISTANCE PROGRAM (LPRAP)..... 4

2 SCOPE OF SERVICES AND BUSINESS REQUIREMENTS..... 5

 2.1 SCOPE OF SERVICES..... 5

 2.2 CONTRACT IMPLEMENTATION 7

 2.3 POST CONSTRUCTION..... 8

3 SUBMISSION REQUIREMENTS..... 8

 3.1 NEW CONTRACTORS 9

 3.2 EXISTING CONTRACTORS 10

 3.3 DISQUALIFICATION, DENIAL AND RESCINDING LPRAP APPROVAL STATUS 10

4 DEFINITIONS 11

5 EXHIBITS 11



1 BACKGROUND

1.1 General

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 for more than 700,000 residents and 21.3 million annual visitors in the District of Columbia. DC Water operates more than 1,300 miles of pipes, four pumping stations, five reservoirs, four elevated water storage tanks, 43,860 valves and 9,500 public hydrants to supply drinking water to their customers.

1.2 Lead Pipe Replacement Assistance Program (LPRAP)

The Lead Water Service Line Replacement and Disclosure Amendment Act of 2018, D.C. Law 22-241, effective March 12, 2019, and amendments set forth in the Lead Service Line Replacement Amendment Act of 2019, D.C. Law 23-16, effective September 11, 2019 (collectively called the "Act"), established the Private Lead Service Line Replacement Payment Assistance Program (LPRAP).

As of October 1, 2019, District of Columbia residential property owners may apply for financial assistance through LPRAP to cover at least 50% of the actual costs incurred by the property owner (up to \$2,500) to replace the lead service line on their private property when the service line in public space is non-lead, whether in whole or in part. On March 16, 2021, and November 4, 2021, the District expanded the program to include assistance to replace galvanized and brass service lines. Lower-income property owners may apply for funding to cover 100% of the actual costs incurred by the property owner based on their household income, subject to the Reasonable Cap for Replacement Costs established by the Department of Energy & Environment (DOEE). In September 2023, DC Water obtained Bipartisan Infrastructure Law (BIL) funds to further subsidize any homeowner costs incurred for private side lead service replacements – resulting in a 100% discount to the customer. DC Water estimates that approximately 11,000 District property owners may qualify for this program.

In accordance with Section 6019b of D.C. Law 23-0229, "District of Columbia Water and Sewer Authority Omnibus Amendment Act of 2020," effective March 16, 2021, DC Water is required to establish a "list of approved contractors for residential property owners to use for the replacement of the eligible portion of a lead [brass or galvanized] water service line." DC Water annually establishes a LPRAP Approved Contractor List that is published on DC Water's website. The LPRAP Approved Contractor List reflects the participating contractors of that fiscal year. Residential property owners seeking financial assistance from the District will be required to hire a LPRAP Approved Contractor to complete the work.



The purpose of this Request for Qualifications (RFQ) is to identify licensed contractors with the skills, knowledge, and ability to be included on the LPRAP Approved Contractor List and to participate in the LPRAP program. Contractors approved in the previous fiscal year are still required to respond to this RFQ; see requirements described in Section 3.2.

For any questions regarding this year's LPRAP Approved Contractor submission, please submit them via email to Gian Cossa at leadworks@dcwater.com.

2 SCOPE OF SERVICES AND BUSINESS REQUIREMENTS

2.1 Scope of Services

- A. LPRAP Approved Contractors provide construction services to District residential property owners (Homeowners) to replace their lead, galvanized iron or brass service line located on private property if the portion of the water service line located on public property is non-lead. The private service line (from the curb stop to the first fitting inside the building) must be replaced with copper tubing (Type K) sized to match the diameter of the public service line (typically 1-inch).
- B. All work must be performed by a DC licensed master plumber in good standing or by a DC licensed plumber under the supervision of a DC licensed master plumber in good standing. Should the license be renewed during the fiscal year, an updated copy of the DC master plumber license must be sent to DC Water prior to expiration. Failure to do so may result in immediate removal from the LPRAP Approved Contractors List.
- C. Any work between the curb stop and the meter must be performed in the presence of a DC Water field inspector. A DC Water Tap Card documenting the work must be completed in the field by the Contractor and signed by both the Contractor and the DC Water field inspector (Exhibit B).
- D. The amount the Contractor will be paid from District funds will depend on the approved benefit amount as determined by DOEE. Any balance of the total costs will be paid from by DC Water's Bipartisan Infrastructure Law (BIL) Federal funds and is limited to DOEE's Reasonable Caps for Replacement Costs, which the Contractor cannot exceed.
- E. DC Water will pay the LPRAP eligible costs directly to the Homeowner's selected Contractor. The costs of the associated work will be detailed in the LPRAP Cost Proposal Form (Exhibit A).
- F. Upon request by a Homeowner, LPRAP Approved Contractors shall submit to DC Water a detailed quote for the work consisting of a LPRAP Cost Proposal Form signed and dated by the homeowner and the required attachments, such as photos. Please note, when preparing the LPRAP Cost Proposal the following must be provided:
 1. Clear photo(s) of:
 - a. The property address and front entrance.
 - b. The curb stop lid along with visible flag marker or T-bar.
 - c. The perspective from the curb including the flagged curb stop, the meter, nearby trees, and potential obstructions.



- d. The perspective from the house including the flagged curb stop, the meter, nearby trees, and potential obstructions.
- e. The first fitting showing the pipe material (ex. lead bulb, magnet on galvanized iron pipe, scratch test if bulb is not obvious).
- f. The first fitting showing the perspective of the room.
2. A quote to perform the replacement work and a test pit in lieu of replacement must be provided. Prior to any replacement work, a test pit must be performed at the curb stop to verify the pipe material on the public and private sides. Upon excavation:
 - a. If the water service line between the curb stop and the first fitting inside the building is lead, galvanized, or brass while the water service line between the curb stop and the meter is neither, the Contractor will perform the replacement work and the cost of excavation will be included in the lead service line replacement cost.
 - b. If lead, galvanized, or brass pipe is observed between the curb stop and the meter, the Contractor must stop work and immediately notify the DC Water field inspector. DC Water may determine that the work be completed under another program. DC Water will direct the Contractor to restore the site, and DC Water will pay the Contractor according to the test pit quote on the LPRAP Cost Proposal Form.
 - c. If neither lead, galvanized, nor brass pipe is observed between the curb stop and the first fitting inside the building, no replacement work is needed. The Contractor will restore the site, and DC Water will pay the Contractor according to the test pit quote on the LPRAP Cost Proposal Form.
3. All water flow must be isolated at the curb stop and if not present, at the meter. The LPRAP Cost Proposal must not include a charge for this work.
4. In accordance with DC Water Standards, if a curb stop does not exist along the service line (between the water main and the building), installation of a new curb stop and curb stop box may be installed at the property line as directed by DC Water. If an obstruction prevents installation of the curb stop at the property line, the curb stop must be installed no more than 18 inches (1.5 feet) from the obstruction in public space. If a new curb stop and curb stop box must be installed, the LPRAP Cost Proposal must include the cost for that work.
5. Where a shutoff valve does not exist within the Private Residence, the DOB (Department of Buildings f/k/a Department of Consumer and Regulatory Affairs) Construction Codes Supplement requires the installation of a shutoff valve. The LPRAP Cost Proposal must include the cost for that work.
- G. Any Special Conditions to complete the work must be documented in the LPRAP Cost Proposal and substantiated by clear photographs and a legible hand sketch, where applicable. Approval of the benefit amount with respect to the cost of Special Conditions is within DOEE's sole discretion, as recommended by DC Water. Special Conditions include, but are not limited to:
 - a. Extenuating interior and/or exterior restoration
 - b. Interior linear footage that exceeds the 5ft included in the Penetration fee
 - c. Disturbance of paved surfaces



- d. Disturbance of floor or ceiling tiles
- H. The LPRAP Approved Contractor will submit the signed LPRAP Cost Proposal form to DC Water. *Please note: if the Contractor performs the work before DOEE issues a Benefit Confirmation Letter, the Homeowner may not receive assistance from the District to pay the Contractor.*
- I. Marketing materials developed by the Contractor to promote LPRAP shall be submitted to DC Water for approval prior to being utilized for marketing purposes.

2.2 Contract Implementation

- A. If the Homeowner executes a contract with the LPRAP Approved Contractor and has received approval from DOEE, the Contractor must:
 - 1. Not request or accept a down-payment for the LPRAP work from the Homeowner.
 - 2. Provide any information required by DOEE and DC Water regarding the LPRAP Cost Proposal.
 - 3. Obtain all required DCRA Construction Permits and DDOT (District Department of Transportation) Permits to receive authorization to perform the work as provided in the LPRAP Cost Proposal.
 - 4. Notify and coordinate with the DC Water field inspector the morning of the scheduled pipe replacement day.
 - 5. Notify and coordinate with the DC Water field inspector if site conditions change or if the Contractor must deviate from the approved and permitted approach and methodology.
 - 6. Complete the work within 90 days as prescribed by DOEE's LPRAP Benefit Confirmation Letter, as authorized by the DOB Construction Permit and in accordance with all District laws and regulations including but not limited to, DC Water standards and specifications, DDOT regulations and standards, DC Construction Codes Supplement, and Miss Utility requirements provided in D.C. Official Code § 34-2701 *et seq.*
 - a. If DOEE determines that the work qualifies for Expedited Review, the work must be completed within 5 business days as prescribed by DOEE's LPRAP Benefit Confirmation Letter for Expedited Review.
 - 7. Minimize the disturbance of any painted surfaces to no more than a 2 ft x 2 ft area.
 - 8. Obtain a DOB or third-party final inspection of the work performed and schedule the inspection on the date and time required by DOB or the third-party inspector.
 - 9. Flush the system from an outside hose-bib for 30 minutes.
- B. The Contractor may request assistance from DC Water with obtaining the necessary DDOT Public Space Permits. The Contractor must sign the Contractor - DC Water DDOT Public Space Permit Agent Agreement. The Contractor is responsible for compliance with all permit requirements related to the work including but not limited to maintenance of traffic, tree protection, and approved working hours.
 - 1. Approved Contractors are responsible for complying with the terms and conditions of their DDOT Permits which includes installing Maintenance of Traffic (MOT) signs and



tree protection. LPRAP Approved Contractors purchasing MOT equipment for the first time may apply for a one-time reimbursement of those startup costs. The total eligible reimbursement is capped at \$4,500. Once a LPRAP Approved Contractor has been reimbursed for startup MOT equipment costs, regardless of the amount, they will not be eligible for future reimbursements. To apply for reimbursement, the LPRAP Approved Contractor must complete the MOT Equipment Reimbursement Form and submit it with the Payment Request Form for an approved LPRAP address. An invoice of the purchase and confirmation of payment must be attached. The reimbursement will be included in the contractor's payment for the given LPRAP address.

2.3 Post Construction

- A. The Contractor must complete the following requirements within 14 days of completing the work:
 - 1. Submit to DC Water post-construction documentation, including but not limited to:
 - a. Clear photo(s) of external existing pipe connection to curb stop, and pipe connection from curb stop to meter
 - b. Clear photo(s) of internal new pipe connection including shut off valve
 - c. Clear photo of external new pipe connection to curb stop
 - d. Clear photo(s) of restoration
 - e. Completed Tap Card in the field with LPRAP Inspector signature (Exhibit B)
 - f. DOB Inspection Report including any 3rd Party Inspection receipts
 - g. Clear photo(s) of curb stop and curb stop box, if applicable
 - 2. Complete and submit to DC Water the LPRAP Payment Request for Work Performed form signed and dated by Homeowner.
- B. DC Water shall issue payment to the Contractor within 30 days after receipt of the LPRAP Payment Request for Work Performed form signed by the Homeowner, and any other information necessary to certify the completion of the lead service line replacement work.

3 SUBMISSION REQUIREMENTS

All submissions must be emailed to leadworks@dcwater.com by the deadline noted on the cover of the RFQ. The acceptable electronic document format is PDF. No other formats will be accepted. A single pdf file including all required submission documentation is preferred.

The electronic document name must start with your company name (use short name) and content name.

Your company name_LPRAP_RFQ

(Example: Acme_LPRAP_RFQ)

Email and any digital media must not contain files unrelated to this RFQ and must be free from virus or other malware in order to be accepted.



3.1 New Contractors

Approval of Contractors for the Approved Contractor List is at the sole discretion of DC Water. To be a candidate for the LPRAP Approved Contactor List, the Contractor must meet the following criteria:

1. Register as a DC Water Vendor: <https://dcwater.com/vendor-registration/> (refer to Exhibit D).
2. Complete and Submit LPRAP Contractor Application Form, Exhibit C.
3. Submit a copy of your District of Columbia business license.
4. Submit a copy of the District of Columbia Master Plumbing License for each licensed plumber that will be performing LPRAP work in the District of Columbia. Must hold DC Plumbing License in good standing.
5. Submit a copy of your company’s liability insurance policy. The following minimum insurances are required to become LPRAP approved Contractor.
 - a. Workers' Compensation: Statutory limits are required.
 - b. Automobile Liability:

Coverage	Minimum
Property Damage Liability	\$10,000
Third Party Liability	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Bodily Injury	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Property Damage	\$5,000 subject to \$200 deductible

6. Report any court issued judgement within the last ten (10) years; Notice of Violations or disciplinary actions taken by DOEE, DCRA, DDOT, OSHA, or other regulatory authority within the last ten (10) years; and any disbarment actions for the last ten (10) years.
7. Perform and complete the work described in “Section 2 - Scope of Service and Business Requirements”
8. Comply with the program procedures as described in “Section 2 - Scope of Service and Business Requirements”. Details on these requirements are provided in the following link: <https://www.dewater.com/lprap-materials-and-guidance-plumbers-and-contractors>
9. Attend the yearly LPRAP Approved Contractor Training session. Contractors that DC Water determines are conditionally qualified shall be notified of the date and time to attend a training session administered by DC Water. At least one Contractor representative is required to attend the session. If a newly approved Contractor fails to attend this training, they will be classified as ineligible and their approval status will be rescinded.



3.2 Existing Contractors

Existing LPRAP Approved Contractors must reapply for LPRAP each year. For approval to be renewed for the subsequent fiscal year, existing Contractors are required to:

1. Submit completed LPRAP Contractor Application Form, Exhibit C.
2. Submit a DC Business License in good standing within 30 days of receipt from DCRA
3. Submit a DC Master Plumbing License in good standing within 30 days of receipt from DCRA
4. Submit a Valid Liability Insurance policy.
5. Attend the LPRAP Approved Contractor Training session

3.3 Disqualification, Denial and Rescinding LPRAP Approval Status

DC Water may deny or rescind approval of a Contractor from the LPRAP Approved Contractor List for actions including the following:

1. Failure to comply with requirements in “Section 2 - Scope of Service and Business Requirements.”
2. The issuance of an adverse judgement by a court within the last ten (10) years.
3. The issuance of a Notice of Violation or disciplinary action by DOEE, DOB and DDOT within the last ten (10) years.
4. Any disbarment action against the Contractor in the last five (5) years.
5. Significant customer complaints against the Contractor.
6. Failure to keep appointment times and the lack of appropriate equipment to do the work.

DC Water will notify a LPRAP Approved Contractor in writing when approval has been rescinded. Such Contractors will be ineligible to participate in LPRAP through the end of the fiscal year.

Contractors who were previously disqualified, denied, or had their approval rescinded may regain eligibility in subsequent fiscal years. If the conditions of “Section 3 – Submission Requirements” are met, such Contractors will be granted conditional approval for the first three replacements. If the first three replacements are completed successfully in accordance with the terms and conditions of this RFQ, the Contractor will receive full approval. Failure to successfully complete any one of the first three replacements in accordance with the terms and conditions of this RFQ will result in rescission of the conditional approval.



4 DEFINITIONS

- **Authorized Representative:** A DC Water Point of Contact (POC) is designated as DC Water’s authorized representative for the purposes of this RFQ.
- **DC Water:** District of Columbia Water and Sewer Authority.
- **May:** Indicates something that is not mandatory but permissible for this RFQ.
- **Must/Should:** Indicates a mandatory requirement for this RFQ. A response that fails to meet a mandatory requirement will be deemed non-responsive and may not be considered as qualified to be a LPRAP Approved Contractor.
- **Contractor:** Any person, firm, corporation, organization, agency, or a duly authorized representative that may submit a response to be considered as a LPRAP Approved Contractor as described in this RFQ.
- **Lead Water Service Line:** A water service line containing any lead, including galvanized and brass water service lines, as defined by D.C. Law 34-2158(d).
- **LPRAP Approved Contractor:** Contractor that DC Water deems qualified, following the application screening process, which District residential property owners may contract with to receive LPRAP assistance.
- **Point of Contact (POC):** A representative handling communication on behalf of their department within DC Water.
- **Responsive Contractor:** Contractor must submit a response which conforms to all requirements set forth in this RFQ, as determined solely by DC Water.
- **Should:** Indicates something that is recommended but not mandatory. Failure to do what "should" be done will not result in rejection of Contractor response but may receive lower consideration as determined solely by DC Water.

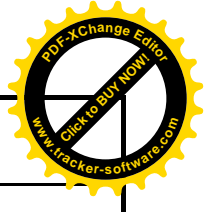
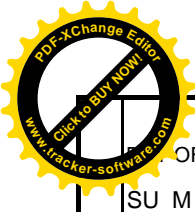
5 EXHIBITS

- Exhibit A: Sample Cost Proposal Form
- Exhibit B: LPRAP Tap Card
- Exhibit C: LPRAP Contractor Application Form
- Exhibit D: DC Water Vendor Registration Guidance

Lead Service Line Replacement Assistance Program Cost Proposal



Customer Information													
Service Address													
Customer Name													
Customer Contact Phone # & Email													
Plumber/Contractor Information													
Plumbing Company Name													
Company Rep's Name (The person filling out this information)													
Plumbing Company Phone # & Email													
DC Plumber License Number													
Length of Warranty													
As-is Condition Documentation to be Attached to Quote													
Proposal Documentation													
Proposed construction method - Molding, Pulling, directional drilling, or Open Cut Trench (open cut allowed only if site conditions do not permit moling or pulling pipe)		*Legend: L = Lead, G = Galvanized, B = Brass, C = Copper, P = Plastic CPVC											
Pipe Material to be Installed		Existing Pipe Material (check all that apply)*	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">L</td> <td style="width: 20px; text-align: center;">G</td> <td style="width: 20px; text-align: center;">B</td> <td style="width: 20px; text-align: center;">C</td> <td style="width: 20px; text-align: center;">P</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>	L	G	B	C	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	G	B	C	P									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Diameter of pipe in Inches to be Installed		inches											
Length of Pipe in Feet to be Replaced OUTSIDE	Was CS Located? Yes <input type="checkbox"/> No <input type="checkbox"/>	LF (wall to CS)	LF (CS to M)										
Length of Pipe in Feet to be Replaced INSIDE (Building Penetration to 1st Fitting, minus up to 5' included with penetration cost)		LF	LF (M to curb)										
TOTAL of Pipe in Feet to be replaced (Outside and Inside, minus up to 5' included with penetration cost)		LF											
Quote		Contractor's Quote	Reasonable Cap										
Service Line ≤ 11 LF	Cost of Lead Service Line Replacement with Copper, includes mobilization/demobilization, location of curb stop, backfill, restoration, penetration, allowance, and drywall repair		\$4,300										
Service Line > 11 LF	Turnkey cost of pipe per Linear Foot (LF) to be replaced (See Item 1. on graphic) outside the home including backfill and restoration	\$/LF	\$200/LF										
	Turnkey penetration cost thru building wall, includes 5 LF of copper pipe to 1st fitting (See item 2. on graphic) including internal shut off valve, sealing wall penetration, and drywall repair		\$1,250										
	Allowance for Communication, Permit Coordination, DOB Permit Fees and Miscellaneous		\$700										
Curb Stop and Curb Stop Box (Contingent)			\$500										
Additional cost for special conditions as documented in photographs, including restoration, attached to this quote, and a written explanation. (A) Restoration of Private Property (B) Restoration of Paved Surface (C) Restoration of Interior Surface													
Industry Adjustment for Costs & Labor (\$700)													
Other													
Fixed price allowance for expedited contracted review in case DOB inspectors are unavailable to provide inspection on requested schedule			\$450										
Total													
Test Pit		Contractor's Quote	Reasonable Cap										
Cost of performing a test pit to verify the pipe material type between the curb stop and the first fitting. (A) If the material type is copper, the test pit cost will be charged in lieu of the lead service line replacement. (B) If the material type contains lead (i.e. lead, galvanized iron, or brass) the excavation is included in the total estimated cost for lead service line replacement.			\$1,200										
Total Estimated Cost for Test Pit													
Is there an ACTIVE LEAK ON PRIVATE property? By initialing here, you affirm that a leak investigation has been performed and that this Cost Proposal shall be considered as your Plumber's Report.		Plumber's Initials for Leak:											
Notes:													
Homeowner's signature:		Date:											



DAY OF WEEK (CIRCLE) SU M T W TH F SA	DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY TAP CARD	DATE: _____ LPRAP _____
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1	INSTALLATION TYPE	PUBLIC/PRIVATE OR PRIVATE-ONLY (CIRCLE)
2	PREMISE #	
3	Address of Residence	
4	Plumber Name and License #	
5	DCRA Permit Number	

6	Test Pit Only? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

7	Existing	PUBLIC Meter to Curb-Stop	PRIVATE Curb-Stop to House
	Material Type	L / C / B / G / DI / PVC (Lead/Copper/Brass/Galvanized/Ductile Iron/PVC)	L / C / B / G / DI / PVC (Lead/Copper/Brass/Galvanized/Ductile Iron/PVC)
	Size	¾ - 1 - 1¼ - 1½ - 2	¾ - 1 - 1¼ - 1½ - 2

8	Installed	Size of Curb Stop	¾ - 1 - 1¼ - 1½ - 2
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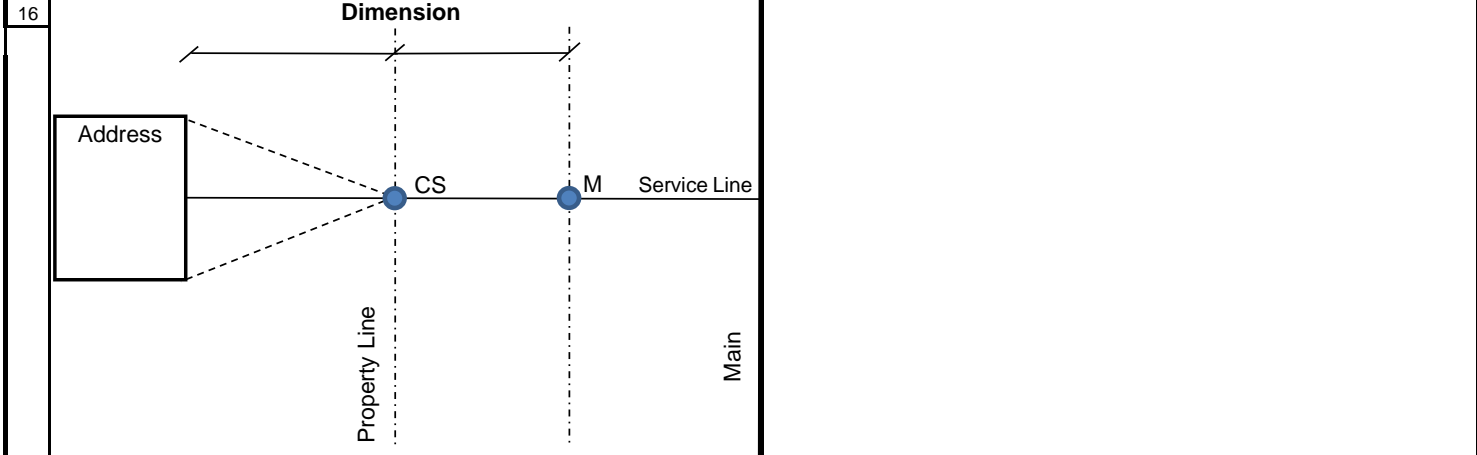
9	Location of Curb-Stop (Ties)	Left Corner of House to CS	LF	Right Corner of House to CS	LF
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10	Pipe	Meter to Curb-Stop	LF	Curb-stop to House	LF
11	Replaced			Inside house	LF
12		Public side Total	LF	Private side Total	LF

13	Existing Service Line	Removed?	If No, provide length of pipe abandoned in place.	LF
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14	New Service Line	Flushed?	If No, why?
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15	Additional Remarks
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17	PLUMBERS SIGNATURE	DC WATER INSPECTOR SIGNATURE
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18	DATE	DATE
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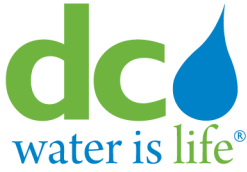


Exhibit C - Lead Pipe Assistance Program (LPRAP)

Approved Contractor Application – FY25

In accordance with Section 6019b of D.C. Law 23-0229, “District of Columbia Water and Sewer Authority Omnibus Amendment Act of 2020,” effective March 16, 2021, DC Water is required to establish a “list of approved contractors for residential property owners to use for the replacement of the eligible portion of a lead [and galvanized] water service line.” Once DC Water publishes the list, residential property owners will be required to use a LPRAP Approved Contractor to receive assistance from the District to pay for the work. Contractors that are not on the list are required to obtain DC Water written approval before starting work.

The Contractor must complete this application to be considered for inclusion in the Fiscal Year 2025 Approved Contractor List. Only Contractors on this list are eligible to perform work under LPRAP between October 1, 2024, and September 30, 2025.

At least one representative from your Firm must attend a DC Water-facilitated LPRAP Approved Contractor training session for the fiscal year. Firms meeting the minimum criteria will be invited to the training. Information on the sessions will be sent to the contact listed below. Training is also recommended for field estimators, plumbers, and administrative staff who are/will be handling LPRAP cases.

Contractor: _____

Contractor Address: _____

Firm Representative: _____
First Last

Contact Information: _____

Daytime Phone with Area Code Alternate Phone with Area Code Email

DC Business License No.: _____ Expiration Date: _____

Agree to Terms:

I HEREBY Affirm and Agree that as an Approved LPRAP Contractor:

- All information in this application is true and complete to the best of my knowledge.
- I hereby acknowledge that I have read and understood the Scope of Work and Business Requirements.
- At least one representative of my Firm shall attend the LPRAP Training Program.
- All required permits and approvals will be obtained to perform the LPRAP work.
- The LPRAP work will be completed by a DC licensed master plumber in good standing or by a DC licensed plumber working under the supervision of a DC licensed master plumber in good standing.
- LPRAP work will be performed and completed in accordance with the District of Columbia Constriction Codes Supplement.
- All required DC Water forms, pre-construction documentation, and post-construction documentation (*i.e.*, tap cards and photographs) will be submitted to DC Water as necessary and requested.
- Understand that I can be penalized by fine and/or imprisonment for making false statements.
- Understand that my signature on this application grants DC Water permission to contact any parties necessary to verify the information that I have provided.
- Understand that inclusion on the DC Water Approved LPRAP Contractor List does not represent a guarantee of contract work with District property owners.
- My Firm will notify DC Water within 24 hours of any court-issued judgements, disciplinary actions from DCRA or DDOT, or disbarment actions that have been filed against your Firm.

I have read, understand, and agree to the terms and conditions listed above:

Signature of Officer/Owner of Contractor Firm:

Print Name: _____ Date: _____



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Exhibit D – DC Water Vendor Registration Guidance

District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Part 1: Vendor Registration

Part 1: Vendor Registration - Scenario

Company Profile

Firm Name:	XYZ Corporation	Address:	555 Anywhere St
Tax Organization:	Corporation	City:	Oxon Hill
Supplier Type:	Construction Service	State:	MD
Website:	www.xyz.com	Zip:	20745
Duns Number:	555555555	Address Purpose:	Ordering/Remit To/RFQ or Building
Tax Country:	United States of America	Firm Phone:	202-555-5555
Tax ID:	26-4563123	Firm Email:	procurements@xyzcorp.com
DC Tax Registration:	N/A	Certification:	DBE
First Name:	George	Certified By:	MDOT
Last Name:	Washington	Cert Date:	1/1/2020
Email:	jamal.jones@dcwater.com	Review Date:	12/31/2022
Tel:	202-555-5555	Products/Services:	Chemical



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District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Step 1: Go to DC Water's Procurement Web Site

- a) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
- b) Go to the **DC Water** website: <https://www.dewater.com>.
- c) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration link**. The page also includes a link for DC Water Supplier Portal log-in and DC Water Solicitation Abstracts (Solicitation Listing).
- d) Click **DC Water Supplier Registration link** to register as a new supplier.



water is life



Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

Enter a value for at least one of the fields: D-U-N-S Number or US Tax-Payer ID or Foreign Tax Number. Tax number should be entered as XX-XXXX.

Supplier Type – Choose Supplier Type that closely reflects the Products/Services you provide to DC Water. It does not prevent DC Water or Supplier to do Business in other areas.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

US Tax Payer ID or Foreign Tax Number

Note to Approver

Additional Information

DC Tax Registration Number

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Step 1: Go to DC Water’s Procurement Web Site

- 1) When you click register, you will be taken to the screen above (Company Details). There are seven (7) sections related to vendor registration:

Section 1 – Company Details

Section 2 – Contacts

Section 3 – Addresses

Section 4 – Business Qualifications

Section 5 – Products and Services

Section 6 - Questionnaire

Section 7 - Review

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Step 2

- Corporation
- Foreign Corporation
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None 

Step 3

Step 2: Enter Company Information

- 2) Click in the Space Next to “Company” and Type in the Firm’s name.
- 3) Use the Drop Arrow in the “Tax Organization Type” field to select the appropriate corporate structure of your firm.



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

- Automotive Service and Parts
- Construction Service
- Construction Materials and Supplies
- Distribution and Logistics Service
- Educational Institute
- Education or Training Service
- Engineering Service
- Equipment Manufacturers & Suppliers
- ...

* Company

* Tax Organization Type

Supplier Type **Step 4**

Step 5 Corporate Web Site

Attachments None **+** **Step 6**

Step 2: Enter Company Information

- 4) Use the Drop Arrow in the “Supplier Type” field to select the firm’s core business function.
- 5) (Optional) Click in the Space Next to “Corporate Web Site” and Type in the Firm’s website.
- 6) (Optional) Click the “+” sign next to “Attachments” to upload a copy of the firm’s Capability Statement or Profile.



Register Supplier: Company Details

[Back](#)

[Next](#)

[Save for Later](#)

[Register](#)

[Cancel](#)

D-U-N-S Number

Step 7

Tax Country

Step 8

US Tax Payer ID or Foreign Tax Number

Step 9

Note to Approver

Step 10

Step 2: Enter Company Information

- 7) Click in the Space Next to “D-U-N-S Number” and Type in the Firm’s DUNS number (9 or 15 digits)
- 8) Use the Drop Arrow in the “Tax Country” field to select the country where your firm is principally located.
- 9) Click in the Space Next to “US Tax Payer ID” and Type in the firms tax identification number (9 digits)
- 10) (Optional) Click in the Space Next to “Note to Approver” and Type any message you would like DC Water to consider relative to your firm’s tax structure.



Additional Information

Step 11

DC Tax Registration Number

Step 2: Enter Company Information

- 11) If your firm is a District of Columbia based business, Click in the Space Next to “DC Tax Registration Number” and Type in the Firm’s DC Tax Identification (9 digits). If your firm is not a District of Columbia based business, leave this field blank.



Your Contact Information

Enter the contact information for communications regarding this registration.

Step 12		* First Name	<input type="text"/>
Step 13		* Last Name	<input type="text"/>
Step 14		* Email	<input type="text"/>
Step 15		* Confirm Email	<input type="text"/>

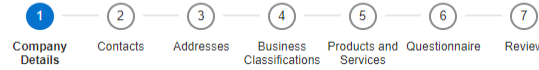
Step 2: Enter Contact Information

- 12) Click in the Space Next to “First Name” and Type the First Name of the Firm’s Primary Point of Contact.
- 13) Click in the Space Next to “Last Name” and Type the Last Name of the Firm’s Primary Point of Contact.
- 14) Click in the Space Next to “Email” and Type in the email address of the Firm’s Primary Point of Contact.
- 15) Click in the Space Next to “Confirm Email” and re-enter the email address of the Firm’s Primary Point of Contact.



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District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager



Register Supplier: Company Details [?](#)

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Step 16

Step 3: Click Next

16) After the Principal Point of Contact's Email has been entered and confirmed, click "Next" in the ribbon (upper right) to continue the registration process.



Back Next Save for Later Register Cancel

Register Supplier: Contacts

You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles

Click the + Create button to add an additional contacts.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George		jamal.jones@dcwater.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Step 18

Step 18

Step 19

Step 20

Contacts Screen

- 17) This screen identifies the points of contacts of the firm.
- 18) The Name and Email of the Principal Point of Contract is carried over from the previous screen.
- 19) The Principal Point of Contact is defaulted to have full administrative control of the firm’s profile in the system.
- 20) The contact information for the Principal Point of contact is still incomplete (missing telephone number, job title role, etc. and/or can be edited from this screen).



Back Next Save for Later Register Cancel

Register Supplier: Contacts [?](#)

You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles

Click the + Create button to add an additional contacts.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George		jamal.jones@dcwater.com	✓	✓		

Columns Hidden 7

Step 21

Step 21

Contacts Screen

21) To update the Principal Point of Contacts profile, click the “Edit” button on the ribbon (top left) or to the right in the blue ribbon.

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

▲ User Account

Request user account

Roles

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

Edit Contacts Screen

22) When you Click “edit” this pop up screen appears. On this screen the complete contact information for the Principal Point of contact can be filled in.



Edit Contact: George Washington

Salutation ← **Step 23**

* First Name ← **Step 24**

Middle Name ← **Step 25**

* Last Name ← **Step 26**

Job Title ← **Step 27**

Administrative contact ← **Step 28**

Phone

Mobile

Fax

* Email

Edit Contacts Screen

- 23) Use the Drop Arrow in the “Salutation” field to select the appropriate salutation for the Principal Point of Contact.
- 24) Click in the Space Next to “First Name” to **update** the First Name of the Firm’s Primary Point of Contact.
- 25) Click in the Space Next to “Middle Name” to Type the Middle Name of the Firm’s Primary Point of Contact.
- 26) Click in the Space Next to “Last Name” to **update** the Last Name of the Firm’s Primary Point of Contact.
- 27) Click the Space Next to “Job Title” to Type the Corporate Title of the Firm’s Primary Point of Contact.
- 28) Confirm the Principal Point of Contact is the “Administrative Contact” for the vendor portal by clicking the check box.



Edit Contact: George Washington

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Step 29

Step 30

Step 31

Step 32

Phone

Mobile

Fax

* Email

Enter country code

Enter phone area code

Enter phone

Enter extension

Edit Contacts Screen

- 29) Click in the Space Next to “Phone” to update the Telephone Number of the Firm’s Primary Point of Contact. Please note the first field is for the country code (“1” for US numbers). The Second Field is for the Area Code. The Third Field is for the number. The Fourth Field is for any extension.
- 30) Click in the Space Next to “Mobile” to update the Cell Phone Number of the Firm’s Primary Point of Contact. Please note numbering convention is the same as the primary number.
- 31) Click in the Space Next to “Fax” to update the Fax Number of the Firm’s Primary Point of Contact.
- 32) Click in the Space Next to “Email” to update the email address of the Firm’s Primary Point of Contact.

▲ User Account

Request user account

Step 33

Edit Contacts Screen

- 33) Confirm the Principal Point of Contact is requesting a "User Account". The Primary Point of contact must have an active account.



Roles

Step 34

Actions ▾ View ▾ Format ▾ ✕ 📄 Freeze 🖨️ Detach ↩ Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

OK Cancel

Edit Contacts Screen: “Roles”

- 34) Review the “roles” identified for the Principal Point of Contact. If something needs to be changed, click the “Actions” button and make the necessary selection(s). Each person who is registered will be assigned all roles.



Roles

Actions ▾ View ▾ Format ▾ ✕ 📄 Freeze Detach ↵ Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

OK Cancel

Step 35

Step 4: Click OK

35) After the Principal Point of Contact's Role(s) have been confirmed, click "OK" in the ribbon (lower right) to continue the registration process.



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Step 37

Back Next Save for Later Register Cancel

Register Supplier: Contacts

You must have at least 1 Contact as Administrative Contact. This contact will be responsible to manage all access to the DC Water Portal for its users.

Click either of the Edit pencils to complete your contact information (row highlighted in Blue).

Phone – you must enter a country code number prior to your phone number “1” is used for the United States.

Roles – registered users will automatically be assigned all Roles.

Click the + Create button to add an additional contacts.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Washington, George	CEO	jamal.jones@dcwater.com	✓	✓		

Columns Hidden 7

Step 36

Step 5: Click Next

- 36) After you click “OK” you will be returned to the “Register Supplier: Contacts” Screen. From here, you can add a new contact by clicking the “Create Button, and follow the same steps as before.
- 37) Otherwise, click “Next” in ribbon to the upper right to continue.

• **Must's and Tips**

- Enter at least **2 Contacts. 1 each** for:
 - Supplier Bidder role (person who receives invitation to solicitations)
 - Administrator (person who can manage accounts)
(can be the same person – entered twice).

- Enter **tel and email address** to receive news, invitation to solicitation, and POs

- Contact vs. Address
 - Address is the mailing address of contact
 - News, invitation to solicitation, and POs are **sent to the email address entered in Contacts**, not to the email address included in Address



Back Next Save for Later Register Cancel

Register Supplier: Addresses

Enter atleast one Address
Click the + Create button to add an address

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Step 39

Addresses Screen

- 38) This screen identifies the address(es) of the firm.
- 39) To begin adding/updating the address, click on the "create" button.



Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country

Address Line 1

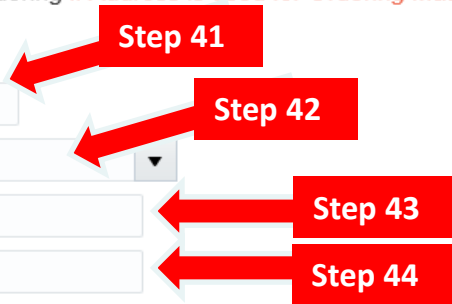
Address Line 2

City

State

Postal Code

Location Building



* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Addresses Screen

- 40) When you click create, the above "pop up" screen appears. This is where the address information is added.
- 41) Click in the space next to "Address Name" to Type in a shortcut (Main Purch) for this particular address.
- 42) Click the button next to "Country" to select the country connected with this address. The default is "United States".
- 43) Click in the space next to "Address Line 1" to Type in the Street Address.
- 44) Click in the space next to "Address Line 2" to Type in a Suite or Room Number, etc.



Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 1

Fax 1

Email

Step 45

Step 46

Step 47

Step 48

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another

Addresses Screen

- 45) Click the button next to "City" to select the city connected with this address.
- 46) Click the button next to "State" to select the state connected with this address.
- 47) Click the button next to "Postal Code" to select the zip code connected with this address.
- 48) (Optional) Click in the space next to "Location Building" to Type in a specific location of the office.



Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose Ordering **Step 49**

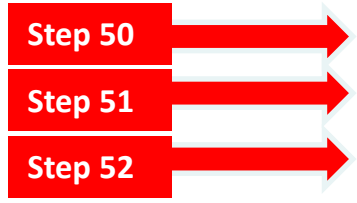
Remit to

RFQ or Bidding

Phone 1

Fax 1

Email



Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼

 Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Addresses Screen

- 49) Click one or more of the buttons next to "Address Purpose". Select "Ordering" if address is used to order materials, "Remit to" if used as Pay Site, or "RFQ or Bidding" if used for bidding purposes.
- 50) Click the space next to "Phone" to Type in the phone number (beginning with the country and area codes) for this address.
- 51) Click the space next to "Fax" to Type in the fax number connected with this address.
- 52) Click the space next to "email" to Type in the email connected with this address.



Create Address

Please check Address Purpose as 'Ordering if Address is used for Ordering Materials/Services, Remit to- if used as pay Site and RFQ or Bidding- If used for Bidding purpose.

If you have only one Business Address, please check all "Address Purpose" Boxes. If you have multiple addresses, then ensure that all the 3 Address Purposes are covered across your addresses.

Address Name – Enter "Main-Purch" if only 1 address that covers Purchasing and Pay; "Main-Pay" for address that is for Payment only.

Address Contacts

Each Address MUST have 1 Contact associated with it.

In the Address Contacts section, Click the + icon to Associate Contacts with the address. All addresses must have at least one Contact associated with the address.

* Address Name

* Country

Address Line 1

Address Line 2

City

State

Postal Code

Location Building

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 1

Fax 1

Email

Step 53

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

	Job Title	Email	Administrative Contact	User Account

Columns Hidden 4

Step 54

Create Another OK Cancel

Addresses Screen

- 53) Once the address have been entered, click the "Actions" button.
- 54) Click the "Select and Add" from the pop up.

Select and Add: Contacts [X]

Search

Name Job Title [v]

[Search] [Reset]

View [v] Format [v] [v] Wrap

Name	Job Title	Email	Phone
Washington, George	CEO	jamal.jones@dc...	+1 (202) 555-5555

Columns Hidden 1

[Apply] [OK] [Cancel]

Step 56

Step 57

Step 58

Addresses Screen

55) When you click "Select and Add", the above pop up screen will appear. At this point, although the address was created, it has not been applied to the registration.

56) To do so, click the open space next to the firm name.

57) Then click "Apply".

58) Then click "Ok".



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Register Supplier: Addresses

Enter at least one Address
Click the + Create button to add an address.

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Address Purpose	Edit	Delete
Main-Purch	555 Anywhere St, ... MD 20745	...ing; Remit to; RFO or Bidding		

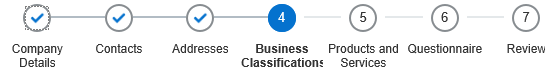
Columns Hidden 3

Step 60

Step 61

Addresses Screen

- 59) When you click ok, you will be returned to the main “Addresses” screen.
- 60) If there are more addresses that need to be entered, click “Create”.
- 61) Otherwise, click “Next” to continue.



Back Next Save for Later Register Cancel

Register Supplier: Business Classifications ?

None of the classifications are applicable

Ac View Format + Freeze Detach Wrap

* Classific...	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Step 63

Step 64

Section 4: Business Certifications

- 62) This screen identifies the small business certifications held by the firm.
- 63) If the firm is not certified, click the "None of the certifications are applicable".
- 64) To begin adding/updating the firm's certifications, click on the "+" icon.



Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="None"/>	<input type="text"/>

Red arrows point to the following fields:

- Step 65: Classification dropdown
- Step 66: Certifying Agency dropdown
- Step 67: Certificate text input
- Step 68: Start Date date input
- Step 69: Expiration Date date input
- Step 70: Attachments "+"/> icon

Business Certifications Screen

- 64) When you click the “+” icon, the pop up screen above appears.
- 65) To begin, click on the button under “Classifications” and select the appropriate certification type.
- 66) Next, click on the button under “Certifying Agency” and select the appropriate agency/authority.
- 67) In the space under Certificate, Type your firm’s certification number.
- 68) In the space under Start Date, Type the date your firm was certified.
- 69) In the space under Expiration Date, Type the expiration or re-evaluation date for your firm’s certification.
- 70) Click on the “+” icon under attachments to upload a copy of your firm’s certification letter, profile , or certificate.

The screenshot shows an 'Attachments' pop-up window with the following fields and buttons:

- Step 72:** Points to the 'Type' dropdown menu.
- Step 73:** Points to the 'File Name or URL' field, which includes a 'Browse...' button.
- Step 74:** Points to the 'Title' text input field.
- Step 75:** Points to the 'Description' text input field.
- Step 76:** Points to the 'OK' button at the bottom right of the window.

The table within the window has the following structure:

Type	* File Name or URL	Title	Description	Attached By	Attached Da
e	Browse...			anonymous	09/17/2020 12

Business Certifications Screen

- 71) When you click the “+” icon, the pop up screen above appears.
- 72) In the drop box under “Type”, select the format of the attachment (url, pdf, text file, etc).
- 73) In the drop box under “File Name or URL”, select the file to be uploaded.
- 74) In the space under “Title”, Type in a name of the attachment.
- 75) (Optional) In the space under “Description” Type a brief description of the attachment.
- 76) When you are finished, click “OK”.



Step 78

Next Save for Later Register Cancel

Register Supplier: Business Classifications

- Click the + icon to display the Classification drop down box. If **no classifications apply** check None of the classifications are applicable and click Next.
- Select the applicable Classification from the drop-down menu.
- Select the Certifying Agency from the drop-down menu.
- Enter your Certificate Number from the certifying Agency.
- Enter the Certification Start Date and Expiration Date.
- Click the + under Attachments.
- A window will open, Click Choose File to browse folders and select the certificate to attach.

None of the classifications are applicable

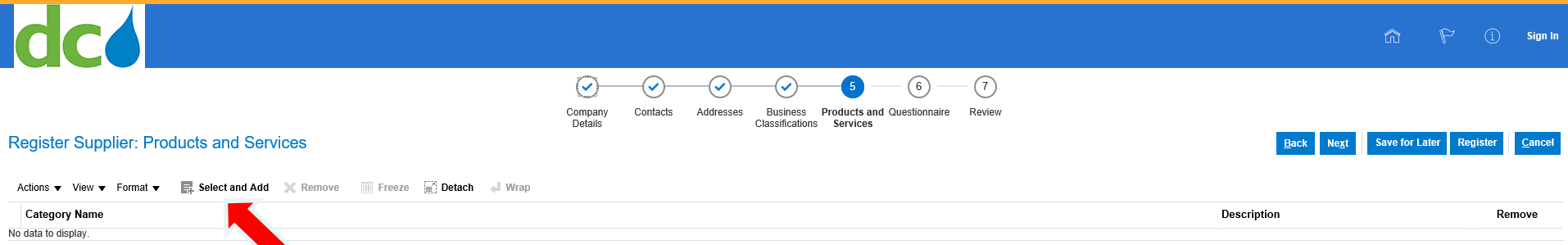
Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Disadvantaged		Maryland Depal		137445	01/1/2022	/31/2022	None	

Step 77

Business Certifications Screen

- 77) When you click the "OK", you will be returned to the Business Classification Home Screen. Please note the complete certification data will appear.
- 78) If everything looks ok, click "Next" to continue.



Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | **Select and Add** | Remove | Freeze | Detach | Wrap

Category Name	Description	Remove
No data to display.		

Step 81

Products and Services Screen

- 79) When you click “Next”, you will move to the “Products and Services” main screen.
- 80) This screen is used to identify the products and services your firm in “ready, willing, and able to provide to DC Water.
- 81) To begin, click “Select and Add”.

Products and Services

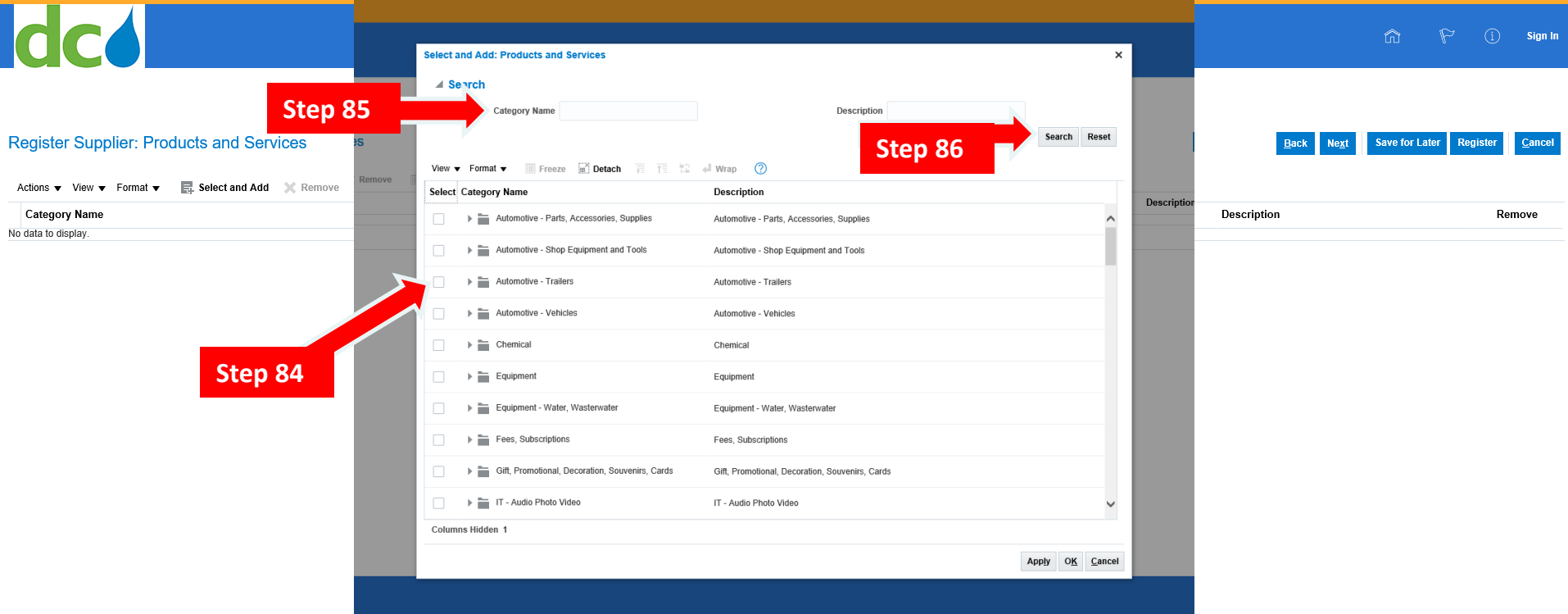
Select	Category Name	Description
<input type="checkbox"/>	Automotive - Parts, Accessories, Supplies	Automotive - Parts, Accessories, Supplies
<input type="checkbox"/>	▶ 055 Automotive parts, accessories, supplies except ti	Automotive parts, accessories, supplies except tires
<input type="checkbox"/>	▶ 055 Tires	Tires
<input type="checkbox"/>	Automotive - Shop Equipment and Tools	Automotive - Shop Equipment and Tools
<input type="checkbox"/>	▶ 075 Automotive shop equipment and tools except lifts	Automotive shop equipment and tools except lifts
<input type="checkbox"/>	▶ 075 Automotive shop lifts and hoists, floor type, elect	Automotive shop lifts and hoists, floor type, electric, hydraulic or pneumatic
<input type="checkbox"/>	▶ Automotive - Trailers	Automotive - Trailers
<input type="checkbox"/>	▶ Automotive - Vehicles	Automotive - Vehicles
<input type="checkbox"/>	▶ Chemical	Chemical
<input type="checkbox"/>	▶ Equipment	Equipment

Category Class

Category Item
(3 or 5 digit number
Is based on the NIGP
code system)

**Select by Category Class or
by each Category Item or
both**

If you select a Category Class, you are also selecting all items in that class. When unsure, always select the Category Class.



The screenshot shows a web application interface with a blue header and a main content area. A pop-up window titled "Select and Add: Products and Services" is open. The pop-up has a search bar at the top with "Category Name" and "Description" input fields, and "Search" and "Reset" buttons. Below the search bar is a table with columns "Select", "Category Name", and "Description". The table lists various product categories with checkboxes in the "Select" column. Red arrows point to specific elements: "Step 84" points to a checkbox in the "Select" column, "Step 85" points to the "Category Name" input field, and "Step 86" points to the "Search" button. The background shows a "Register Supplier: Products and Services" page with a table and navigation buttons like "Back", "Next", "Save for Later", "Register", and "Cancel".

Products and Services Screen

- 82) When you click "Select and Add", the following pop up will appear.
- 83) This pop up contain the list of products and services DC Water buys. Firms can select multiple choices.
- 84) To Select a product or service, click on the corresponding box next to its name.
- 85) To Search for a product or service, type in the name in the open space next to "Category Name" .
- 86) Then click on the "Search" button.

Select and Add: Products and Services

Search

Step 88

Category Name chemical

Description

Step 89

Search

Reset

View Format Freeze Detach Wrap

Select Category Name

Description

Chemical

Step 90

Chemical

Step 91

Step 92

Apply

OK

Cancel

Step 93

Products and Services Screen

- 87) Example: Firm is adding "Chemical" to its list of products.
- 88) Type "Chemical" in the Category Name.
- 89) Then Click "Search".
- 90) The search returned one Product Name.
- 91) Click on the Open Space under "Select" to add Chemical to the firm's list.
- 92) Click the "Apply" Button on the lower right.
- 93) Click "OK".



Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Step 98 → Next Save for Later Register Cancel

Category Name	Description	Remove
Chemical	Chemical	x

Step 95 Step 96 Step 97 Step 98

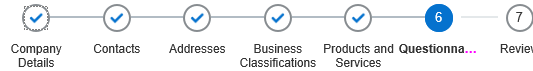
Products and Services Screen

- 94) When you click “OK”, you will be returned to the “Products and Services” main screen.
- 95) Please note the new product (in this case “Chemical”) was added.
- 96) If additional products or services needs to be added, click “Select and Add” and follow the previous steps.
- 97) If something was added in error, click the “Remove” button on the line that is not wanted.
- 98) When you are ready, click “Next” to continue.



- **Must's and Tips for Products and Services**

- Products and Services is the list of items and services that DC Water may purchase.
 - NIGP code is used for goods and services and small constructions
 - NAICS code is used for capital constructions
- DC Water Online Oracle Solicitation System finds vendors by the Products and Services that the vendor selected during the registration (saved in the Profile).
 - When a new solicitation is published, it sends an automatic notice to all vendors who have selected a particular product or service
- You must select Products and Services that your company is selling.
- If you don't, then you will not receive any invitation. You must search the solicitations manually.
- List of all DC Water Products and Services is available at www.dewater.com/procurement for your use.



Register Supplier: Questionnaire

Attachments None

Questions

Onboarding and Registration (Section 1 of 1)

Section

1. Onboarding and Registration

* 1. Please attach the W9 form by clicking "Yes" button below.

a. Yes

Comments

End of Section 1 of 1

Back Next Save for Later Register Cancel

Step 102

Step 101

Previous Section Next Section

Questionnaire Screen

- 99) When you click "Next", you will be moved to "Questionnaire" screen.
- 100) This screen is used to capture any additional documents required for registration – specifically the firms' W-9.
- 101) To begin, click the "Yes" button to attach the W-9.
- 102) Once attached, click "Next" to continue.



water is life

District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager



Company eee
 Tax Organization Type Corporation
 Supplier Type Construction Service
 Corporate Web Site

D-U-N-S Number 888888888
 Tax Country United States
 US Tax Payer ID or Foreign Tax Number 666666666
 Note to Approver

DC Tax Registration Number

Attachments

Actions View + x

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
ffff, ddd		www@www.com	✓	✓	

Review Screen

- 103) Click "Next", to move to the "Review" screen.
- 104) This screen provides a summary of the information you entered during the registration.
- 105) Please review the information on this screen for completion and correction.
- 106) If everything is in order, click the "Register" button in the top right.
- 107) Congratulations!!! You have successfully registered with DC Water.
- 108) You will receive an email from the system, acknowledging registration, and providing you with a system generated (temporary) password. Your email will be your username.