

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET X OPEN SET-ASIDE DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1 8	
		1. REQUEST NO. DCKA-2011-A-0049	2. DATE ISSUED 12/28/2011	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION DC Water Signs on 295
5A. ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION Office of Contracting and Procurement 2000 14th Street, N.W., 6th Floor Washington, D.C. 20009			6. DELIVER BY <i>(Date)</i> 45 days after award			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Ebony Elder 202-671-2278 or email ebony.elder@dc.gov			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE All Prospective Bidders			9. DESTINATION <i>(Delivery Address)</i>			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i> January 11, 2011		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. <i>(a)</i>	SUPPLIES/SERVICES <i>(b)</i>	QUANTITY <i>(c)</i>	UNIT <i>(d)</i>	UNIT PRICE <i>(e)</i>	AMOUNT <i>(f)</i>	
00001	Fabrication and installation of the modified wording on existing highway signs along our interstate route.	5	EACH			
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>			18. TELEPHONE NO. <i>(Include area code)</i>			

REQUEST FOR QUOTATION (RFQ)

***“DC Water Signs on 295”
DCKA-2011-A-0049***

TO: ALL VENDORS

FROM: Ms. Ebony Elder
Contract Specialist

DATE: December 28, 2010

The Office of Contracting and Procurement (OCP) on behalf of the District Department of Transportation, hereby submits this Request for Quotation for a contractor to provide all goods/services in accordance with the attached Statement of Work. Please submit your proposal for providing the services and price quotation to the attention of Ebony Elder, Office of Contracting and Procurement, District Department of Transportation, 2000 14th Street, NW, 6th Floor, Washington, DC 20009 by **4:00 p.m. on January 11, 2011**. Proposals may also be email to Ebony.Elder@dc.gov.

1. SERVICES/SUPPLIES REQUIRED

Work shall be performed in accordance with the Scope of Work (SOW) attached hereto and such SOW shall be made a part of any resultant Purchase Order (PO) awarded to the successful bidder.

2. PURCHASE ORDER (PO) No.: N/A

3. PERIOD OF PERFORMANCE/DELIVERY:

The period of performance shall be from the date of award of the Purchase Order, not to exceed 45 (forty five) days.

4. BASIS FOR AWARD:

4.1 The Contracting Officer will award the PO based upon the following criteria listed from the most to least important order of priority:

4.1.1 Contractor's Qualifications;

4.1.2 The offeror's specialized experience and technical expertise;

4.1.2.1 Firm-Fixed unit Price;

4.1.3. Contractor's past performance, at least three references.

4.1.4 The quality of references provided by the identified contract personnel.

5. PROPOSAL PREPARATION

5.1 Offerors must submit information that demonstrates their ability to complete the task set forth in the SOW.

5.2 Offerors should submit a firm-fixed unit prices as their price proposal.

6. CONTRACTING OFFICER (CO):

Contracts will be entered into and signed on behalf of the District only by Contracting Officers. The name, address and telephone number of the CO is:

*Kathy Hatcher
District Department of Transportation
Office of Contracting and Procurement
Address: 2000 14th Street, NW; 6th Floor
Telephone: (202) 671-2270*

7. AUTHORIZED CHANGES BY THE CO

7.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

7.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

7.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

8. CO'S TECHNICAL REPRESENTATIVE (COTR):

8.1 The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: James Burney
Title: Engineering Tech. Supv.
Agency: Traffic Operation Administration (TOA/FOD)
Address: 1338 G Street SE (REAR)
Washington, DC 20003
Telephone: (202) 698-3600

8.2 The COTR shall not have authority to make any changes in the specifications or SOW or terms and conditions of the contract/PO.

8.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

9. COMPENSATION AND PAYMENT:

9.1 For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the price(s) specified in the contractor's Price Proposal.

9.2 The District will make payments in accordance with the terms of the PO upon the submission of a proper invoice less any discounts, allowances or adjustments provided for in the PO.

9.3 The District will pay the Contractor within 30 days after receiving a proper invoice from the Contractor.

10. INVOICE SUBMITTAL:

10.1 The contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in paragraph 6 of this RFQ. The address of the CFO is:

Name: Office of the Controller/ Agency CFO
Address: Accounts Payable
2000 14th Street, NW-6th Floor
Washington, DC 20009

10.1 To constitute a proper invoice, the Contractor shall submit the following information:

10.1.1 Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

10.1.2 contract, formal agreement or PO and invoice numbers;

10.1.3 description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;

10.1.4 other supporting documentation or information, as required by the CO or COTR;

10.1.5 name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

10.1.6 name, title, phone number of person preparing the invoice;

10.1.7 name, title, phone number and mailing address of person; and

10.1.8 authorized signature.

11. DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2103, Revision No. 10, dated 06/15/2010 issued by the U.S. Department of Labor in accordance with the Service Contract Act incorporated herein as Attachment "D". The Contractor shall be bound by the wage rates for the term of the contract.

12. WAY TO WORK AMENDMENT ACT OF 2006

12.1 Except as described in H.12. 8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 9, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.

- 12.2 The Contractor shall pay its employees and sub-Contractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.
- 12.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the sub-Contractor to pay its employees who perform services under the contract no less than the current living wage rate.
- 12.4 The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- 12.5 The Contractor shall provide a copy of the Fact Sheet attached as J.1.5 to each employee and sub-Contractor who performs services under the contract. The Contractor shall also post the Notice attached as J.1.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subContractor to post the Notice in a conspicuous place in its place of business.
- 12.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- 12.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- 12.8 The requirements of the Living Wage Act of 2006 do not apply to:
- 12.8.1 Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- 12.8.2 Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- 12.8.3 Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- 12.8.4 Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- 12.8.5 Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- 12.8.6 An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25

hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

- 12.8.7 Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
 - 12.8.8 Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
 - 12.8.9 Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
 - 12.8.10 Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.
- 12.9 The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

13 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED.

During the performance of the Contract, the Contractor and any of its subcontractors shall comply with Title VI of the Civil Rights Act of 1964, as amended. This Act provides that no person shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied the benefits of or be subject to discrimination in federally funded program and activities. See 42 U.S.C. §2000d *et seq.*

14. PROTECTION OF PROPERTY:

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

15. WARRANTY

Contractor warrants that the material/equipment furnished by the contractor will be free from all defects whatsoever and agrees that for a period of one (1) year from date of acceptance by the District of Columbia any repairs, replacements, or adjustments made necessary because of such defects will be made promptly by him without cost to and to the satisfaction of the District of Columbia. This warranty shall not operate to void longer guarantees offered by the manufacturer of the material/equipment or its components.

ATTACHMENT(S)

- A. Scope of Work
- B. Photos/Diagrams/Locations
- C. Wage Determination No. (2005-2103, Revision 10, dated 06/15/2010)
- D. Living Wage Act of 2006/ Living Wage Notice

ATTACHMENT “A”

Scope of Work

DC Water Signs on 295

A.1 SCOPE:

The Office of Contracting and Procurement (OCP) on behalf of the District Department of Transportation (District), hereby submits this Request for Quotation for a contractor to provide the good and services required to modify the wording on existing highway signs along our interstate route. The existing signs are installed on both overhead structures and ground mounted structures.

A.1.1 Applicable Documents:

Item No.	Title	Date
	MUTCD, Federal Highway Standards and Specifications and DC Government Standards and Specifications.	
	DC Government Standards and Specifications	

A.1.2 Definitions

NONE

A.2 BACKGROUND

On June 15, 2010, DC WASA unveiled their new name – “DC WATER”. Along with the approval to change their name to DC WATER, it was also requested that all directional signs on Rt. 295 leading to the District of Columbia Water and Sewer Authority be changed to reflect the new name. Based on this request, we are soliciting bids to change the name on existing directional signs from “DC WASA” to “DC WATER”.

A.3 REQUIREMENTS:

The Contractor shall provide the DC Government with two (2) copies of the proposed shop drawings showing the dimensions and details of the new sign plates and a detailed description of how the signs will be attached to the existing signs. The contractor shall perform all work in accordance with the MUTCD, Federal Highway Standards and Specifications and DC Government Standards and Specifications.

A.3.1 Task 1: Evaluation

The contractor shall locate and evaluate each sign location to be modified. At each location the contractor shall take measurements of the area of the existing sign.

A.3.2 Task 2: Fabrication

The contractor shall fabricate a new aluminum sign plate to match the exact background color (green) on the existing signs and the exact font (color and size) that is on the existing signs. The existing sign reads **DC WASA**. The new sign should read **DC WATER**.

A.3.3 Task 3: Installation

The Contractor shall attach the new sign plate to the surface of the existing sign plate using a safe and secured method. The total area of new sign plate **must not** extend more than 2” (all sides) beyond the coverage area needed to modify the existing wording on the sign. The contractor shall accomplish all work without removing the existing sign from its structure.

All industry standards and specifications for attaching signs over existing plates shall be met to assure safety to our commuters. At all times, Work Zone Safety methods must be in place when working in the roadway.

A.4 LOCATIONS:

There are a total of (5) five locations; each location has only one (1) one sign to be modified. The sign structures are located on Rt. 295 from Suitland Parkway to the Woodrow Wilson Bridge, in both north and south bound directions. **(See attachment B)**

A.5 WORK SCHEDULE:

There shall be no work performed in the roadway between the following hours – 6:00am to 9:30am and 4:00pm to 7:30pm Monday – Friday, and 8:00am to 8:00pm Saturday - Sunday. Weekend work shall receive prior approval from the COTR or his designee.

A.6 DELIVERABLES:

- A.6.1 The Contractor shall provide the DC Government with two (2) copies of the shop drawing showing the dimensions and details on the new sign plate and detailing how the new signs will be attached.
- A.6.2 The Contractor shall notify the District COTR or its designee 48 hours in advance of working in the roadway for approval.
- A.6.3 The Contractor shall notify the District COTR or its designee immediately upon completion of roadwork.