

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	TYPE OF MARKET <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE DCSS <input type="checkbox"/> GSA	PAGE OF PAGES 1 / 6
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1. REQUEST NO. DCKA-2011-Q-0140	2. DATE ISSUED 07/22/2011	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION Two Drawer Later File and Motion Arms
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5A. ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION Office of Contracting and Procurement 55M Street SE 7th Floor Washington, D.C. 20003	6. DELIVER BY <i>(Date)</i> Contractor shall deliver and install within 20 day issue date.
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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>
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8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE All Prospective Bidders	9. DESTINATION <i>(Delivery Address)</i>
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10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i> July 29, 2011, 12:00noon	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
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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. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Double Arm Brackets Kimball Model# M8CSIC	23			
0002	Two Drawer Lateral File Cabinets Kimball Model# FND18422	345			

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
1	17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	18. TELEPHONE NO. <i>(Include area code)</i>

REQUEST FOR QUOTATION (RFQ)
Two Drawer Laterals and Monitor Arms
DCKA-20011-Q-0140

Date: July 22, 2011

TO: Vendors

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 necessary equipment, labor and supervision to complete, furnishing and installation goods/service in accordance with the attached Specifications. Pursuant to the attached specification, please submit your price quote for providing the equipment described in the specifications to joyce.ctimmons@dc.gov.

1. SERVICES/SUPPLIES REQUIRED

Work shall be performed in accordance with the specifications attached hereto and such specifications shall be made a part of any resultant purchase order (PO) awarded to the successful offeror/bidder.

2. PURCHASE ORDER/REQUISITION No.: DCKA-2011-Q-0140

3. PERIOD OF PERFORMANCE/DELIVERY:

All equipment must be delivered within two (20) calendar days from the purchase order issuance date.

4. BASIS FOR AWARD:

The Contracting Officer will award the PO to the lowest responsive responsible bidder, with the ability to meet the delivery deadline.

5. DIRECT REPLACEMENT

5.1 Brand name repair parts are required because these parts will be used in the direct replacement of existing equipment. Such replacements must be conformable to fit, form, and function characteristics of the item(s) and specifications in the Invitations for Bids (IFB), and must be usable with minimum adjustments to the items(s) or the installation thereof into an existing system.

6. WARRANTY

Contractor warrants his services, materials and 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.

7. 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.

8. UNIT PRICES AND DELIVERY POINT

8.1 Unit prices and/or discounts offered herein shall include delivery, all charges prepaid and exclusive of all taxes (see Paragraph 11, Standard Contract Provisions), to the following delivery point:

Ship to:
Elliott Garrett
Phone: 202-671-4440
District Department of Transportation
Office Of The Director (ODOCP)
55 M Street SE 7th Floor.
Washington, DC 20003

The contractor shall call Elliot Garrett, 24 hours before delivery. Deliveries are received, Monday through Friday, between the hours of 8am to 4pm.

8.2 INSTALLATIONS INSTRUCTIONS:

The contractor shall deliver and install the file cabinets within 20 days from the date of award, Monday through Friday 8:15 am through 4:00 pm

9. 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: 55 M Street Street, SE; 7th Floor
Telephone: (202) 671-2283*

10. AUTHORIZED CHANGES BY THE CO

- 10.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 10.2 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.
- 10.3 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 adjustments will be made in the contract price to cover any cost increase incurred as a result thereof.

11. CO'S TECHNICAL REPRESENTATIVE (COTR):

- 11.1 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:

Elliott Garrett
The District Department of Transportation
55 M Street SE 7th Floor
Washington DC 20003
202-671-2801

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

11.3 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.

12. COMPENSATION AND PAYMENT:

12.1 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.

12.2 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.

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

13 INVOICE SUBMITTAL:

13.1 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 Associate Chief Financial Officer
Address: Accounts Payable Division
2000 14th Street, NW-6th Floor
Washington, DC 20009*

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

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

13.1.2 contract, formal agreement or PO and invoice numbers;

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

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

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

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

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

13.1.8 authorized signature.

ATTACHMENTS:

- A. Specification/SOW
- B. Wage Determination No. (2005-2103, Revision 11, dated 06/13/2011).
- C. Living Wage Act of 2006
- D. Living Wage Notice