

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input checked="" type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA			PAGE OF PAGES <b>1</b>   <b>8</b>	
1. REQUEST NO.	2. DATE ISSUED <b>09/02/2011</b>	3. REQUEST/PURCHASE REQUEST NO. <b>DCKA-2011-Q-0172</b>		4. NIGP COMMODITY CODE	CAPTION Maintenance of Tigers and Bison	
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> <b>120 day after award</b>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> <b>Ebony Elder 202-671-2278 or email ebony.elder@dc.gov</b>				7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE <b>All Prospective Bidders</b>				9. DESTINATION <i>(Delivery Address)</i>		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE <b>4:00 pm, September 16, 2011</b>		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				
<b>IMPORTANT:</b> 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.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
0001	The contractor shall perform the maintenance services for four (4) sculptures located on the 16 <sup>th</sup> Street Bridge NW, over Piney branch Park in Ward 4, Washington, DC and;	4	LOT			
0002	The contractor shall perform maintenance service for four (4) sculptures located on the Dumbarton (Q St.) Bridge over Rock Creek Park in Ward 2, Washington, DC,	4	LOT			
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)**

***Maintenance of Tigers and Bison's***

**TO:** Prospective Bidders

**FROM:** Ms. Ebony Elder  
Contract Specialist

**DATE:** September 2, 2011

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, 55 M Street, SE 7<sup>th</sup> Floor, Washington, DC 20003 by **4:00 p.m. on September 16, 2011**. Proposals may also be or email to [Ebony.Elder@dc.gov](mailto: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.:**

**3. PERIOD OF PERFORMANCE/DELIVERY:**

The period of performance shall be from the date of award of the Purchase Order Not to exceed 120 (one hundred and twenty 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 past performance.

**4.1.1.1** The relevance of the past performance experience examples provided by the Offeror;

**4.1.1.2** The extent in which the Contractor's experience and past performance on the same or

similar projects demonstrates likelihood of successfully performing all of the task set forth in section, 2.2; and

**4.1.1.3** The quality of references provided by the identified contract personnel.

**4.1.2** Contractor's Qualifications;

**4.1.2.1** The offeror's specialized experience and technical expertise;

**4.1.3** The offeror's understanding of the Statement of Work and its ability to accomplish the Work in the Request for Quotation by the delivery date as demonstrated in his technical proposal, proposed personnel and resources.

**4.1.4** Firm-Fixed unit Price;

**4.1.5** The quality and demonstrated capability of key personnel. The experience and education of staff member(s) to be assigned to the project; and

**4.1.5.1** The extent to which personnel from the referenced projects are proposed on this project;

## **5. PROPOSAL PREPARATION**

**5.1** Offerors must submit information that demonstrates their ability to meet the evaluation criteria.

### **5.1.1 Key Personnel:**

The proposal must include a list of key personnel to be involved in this project. The contractor shall list the general experiences of your project manager and key staff and show how they directly apply to this project. Please address how each individual's qualifications and experience relate to this project and what individual will perform each aspect of the work.

### **5.1.2 Previous Experience:**

The proposal must describe your firm's experience on outdoor bronze sculpture cleaning, waxing, and general maintenance. The contractor must include projects done by your firm as well as projects done by staff listed. These examples must communicate your team's experience with the proposed scope. The contractor shall provide references for each project, including name, title, phone number, email address, and mailing address for the contacts.

### **5.1.3 Project Approach:**

The proposal must describe your approach to the maintenance of these sculptures along with any product details to be used. The contractor must submit with their proposal the estimated schedule of when the maintenance services will be perform.

**5.1.4 Cost:**

5.1.4.1 Offerors should submit a firm-fixed unit prices and estimated man-hours by labor category as their price proposal

5.1.4.2 The proposal must include all non-direct and direct expenses including travel, materials, and labor.

**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 14<sup>th</sup> Street, NW; 6<sup>th</sup> 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: Anna Chamberlin  
Title: Transportation Planner,

Agency: Transportation Policy and Planning Administration (TPPA)  
Address: 55 M Street SE, 5<sup>th</sup> Floor  
Washington, DC 20009  
Telephone: (202) 671-2218

**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 14<sup>th</sup> Street, NW-6<sup>th</sup> 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. 11, dated 06/13/2011 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 subContractors who perform services under the contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).
- 12.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subContractor 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](http://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 subContractor 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.*

**ATTACHMENT(S)**

- A. Scope of Work
- B. Wage Determination No. (2005-2103, Revision 11, dated 06/13/2011)
- C. Living Wage Act of 2006
- D. Government of the District of Columbia's Standard Contract provisions for Supplies/Services  
[http://www.ocp.in.dc.gov/ocp/lib/ocp/policies\\_and\\_form/Standard\\_Contract\\_Provisions\\_0307.pdf](http://www.ocp.in.dc.gov/ocp/lib/ocp/policies_and_form/Standard_Contract_Provisions_0307.pdf)

