

REQUEST FOR QUOTATIONS (RFQ) <i>(THIS IS NOT AN ORDER)</i>				PAGE OF 1	PAGES 7
1. RFQ NO. DCRL-2016-Q-0115	2. DATE ISSUED 08/11/2016	3. REQUISITION NO.	4. TYPE OF MARKET Open Set Aside CBE Sole Source		
5A. ISSUED BY: Child and Family Services Agency Contracts and Procurement Administration 200 I Street, S.E., 2nd Floor, Suite 2031 Washington, D.C. 20003			6. DELIVER BY (Date) September 30, 2016		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Ebony Elder, Contract Specialist, phone (202) 727-7117 Ebony.Terrell@dc.gov			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER			9. DESTINATION (Consignee and address, including ZIP 20003) Child and Family Services 200 I Street SE, 2nd Floor Washington, DC 20003		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: 2:00pm, Monday, August 22, 2016		11A. PLEASE STATE YOUR CBE CERTIFICATION NUMBER BELOW			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, 18, and the attached Tax Certification Affidavit (if required) and e-mail <u>signed</u> quotation along with the Tax Certification Affidavit to Ebony.Terrell@dc.gov. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.</p> <p>Terms and Conditions: This is a single-award Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). This RFQ is a <u>set aside</u> procurement. The District will apply percentage preferences applicable to each Certified Business Enterprise (CBE) that submits a quote in determining the lowest evaluated quotation for purposes of award. The District will award to the Quoter that submits the lowest evaluated quotation for all line items in this RFQ. If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Quoter; and (2) Quoter can meet the deadline specified in Block 6 of this RFQ. The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, http://ocp.dc.gov, and click on Solicitation Attachments.</p>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QTY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Please see the attached SOW				
	NOTE: All pricing must include any applicable shipping and handling charges to destination.				
	GRAND TOTAL				\$ _____
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, and the attached Tax Certification Affidavit, and e-mail quote along with the Tax Certification Affidavit to Ebony.Terrell@dc.gov. This is the <u>only</u> authorized method of submitting a quote for this RFQ.</p>					
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	



Child and Family Services
“Mock Courtroom Furniture 2016”

1. SCOPE OF WORK

The District of Columbia, Contracts and Procurement Administration, on behalf of the Child and Family Services (CFSA), is seeking a licensed contractor to furnish and install mock courtroom furniture for training purposes.

2. APPLICABLE DOCUMENTS

Picture ID - All contractors must have picture identification for access to the building.

3. DEFINITIONS

N/A

4. BACKGROUND

The Training Administration of CFSA is seeking to create a court room environment as part of the training for Social Workers so that they will be able to experience and be better prepared for actual hearing on behalf of children in the care and custody of the District.

5. PERIOD OF PERFORMANCE

The time is of the essence; all work **must** be completed by September 30th 2016. This project may require overnight and weekend hours. The contractor shall contact the contract administrator (CA) 24-hours prior to any scheduled overnight and/or weekend work.

6. CONTRACT TYPE:

The District contemplates award of a firm-fixed price contract.

7. CONTRACT ADMINSTRATOR (CA)

Gregory Holland
Chief Administrative Officer
200 I Street, SE
Washington, DC 20003
202-727-1367 – Desk
202-423-4479-Cell

Richard Drosin
200 I Street, SE
Washington, DC 20003
Desk 202 -727 -7556
Cell 202 -422-8866

8. DISTRICT RESPONSIBILITIES: N/A

9. REQUIREMENTS

- 9.1 The Contractor shall provide proof of business license and certificate of insurance.
- 9.2 The Contractor shall supply all supervision, materials and labor to furnish and install the furniture as described in the PRICE SCHEDULE (**Attachment A**). The Contractor shall confirm furniture and design prior to installation.
- 9.3 The Contractor shall confirm all measurements prior to purchase and installation.
- 9.4 The Contractor must have all furnishings, and materials approved by the CA prior to purchase.
- 9.5 The Contractor shall submit all documentation regarding warranties, guarantees and instructional literature to the CA upon completion of work.
- 9.6 The Contractor shall protect the carpet and all furnishings within the property at all times.
- 9.7 The Contractor shall remove all equipment, waste and debris from the premises after the completion of work.
- 9.8 The Contractor shall rectify any damage to all areas on completion of the work.
- 9.9 The Contractor shall provide with its quote documented verification that all furniture will be delivered at least 3-4 days prior to September 30, 2016.
- 9.10 The Contractor shall complete the installation and submit final invoice by September 30, 2016.
- 9.11 All Furniture shall qualify for LEED points in the areas of Material and Resources, Indoor Environmental Quality, Low-Emitting Materials, Adhesives Sealants, and composite wood and laminate adhesives.

NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.

10. LOCATION

**Child and Family Services
200 I Street, SE, 2nd Floor, Training Room 2003
Washington, DC 20003**

11. BRAND NAME OR EQUAL

- 11.1 As used in this clause, the term "brand name" includes identification of products by make and model.
- 11.2 If items called for by this request for quote have been identified in the schedule by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Quotes offering "equal" products will be considered for award if such products are clearly identified in the quotes and are determined by the District to be equal in all material respects to the brand name products referenced in the Request for Quotes.
- 11.3 Unless the quoter clearly indicates in his bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product referenced in the Request for Quotes.
- 11.4 If the bidder proposes to furnish an "equal" product, the brand name, if any, of the product to be furnished shall be inserted in the space provided in the Request for Quotes, or such product shall be otherwise clearly identified in the quote.
- 11.5 The evaluation of quotes and the determination as to equality of the product offered shall be the responsibility of the District and will be based on information furnished by the bidder or identified in his bid as well as other information reasonably available to the purchasing authority. **CAUTION TO BIDDERS:** The District is not responsible for locating or securing any information which is not identified in the bid and not reasonably available to the District.
- 11.6 Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his bid all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the District to (i) determine the product offered meets the requirements of the Request for Quotes, and (ii) establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchasing by making an

award. The information furnished may include specific reference to information previously furnished or to information otherwise available to the District.

11.7 If the bidder proposes to modify a product so as to make it conform to the requirements of the Request for Quotes, he shall (i) include in his bid a clear description of such proposed modifications, and (ii) clearly mark any descriptive material to show the proposed modifications.

11.8 Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Request for Quotes will not be considered.

11.9 REQUIREMENT FOR DESCRIPTIVE LITERATURE

11.9.1 Descriptive literature must be furnished as a part of a bid and must be received before the time set for opening quotes. The literature furnished must be identified to show the items in the bid to which it pertains. The descriptive literature is required to establish, for the purpose of bid evaluation and award, details of the products the bidder proposes to furnish as to design, material, quality, construction and performance characteristics.

11.9.2 Failure of descriptive literature to show that the product offered conforms to the specifications and other requirements of this Request for quotes may require rejection of the bid. Failure to furnish the descriptive literature by the time and date set for receipt of quotes will require rejection of the bid, except that if the materials are transmitted by mail and received late, it may be considered under the provision for considering late quotes, as set forth elsewhere in this Request for Quotes. The Contracting Officer may waive the requirement for furnishing descriptive literature if either of the following occurs:

- a. Bidder states in the bid that the product being offered is the same as a product previously or currently being furnished to the District; or
- b. The Contracting Officer, on advice of technical personnel determines that the product offered by the bidder complies with the specification requirements of the current Request for Quotes.

12. PRICE SCHEDULE

CLIN	Item Description	Sample Picture	Estimated Quantity	Unit of Measure	Unit Price	Extended Price
0001	INSTALLATION	N/A	1	Lump Sum		
0002	<p>Judges Bench Item Id: QF-ARD-RJB7236 Mfgr. Number RJB7236 Size: 72" x 36" x 42" without platform. All wood construction Color - Mahogany</p> <p>*Equal Product: Dimensions: _____ Description: _____ Item number: _____ _____ _____</p>		1	Each		
0003	<p>Witness/Recorder Stand Item Id: QF-ARD-RJW4230 Mfgr Number RJW4230 Size: 42" x 30" x 42" All wood and wood composites Color - Mahogany</p> <p>*Equal Product: Dimensions: _____ Description: _____ Item number: _____ _____ _____</p>		2	Each		

Attachment A – Mock Courtroom Furniture 2016 - DCRL-2016-Q-0115

0004	<p>Attorney Table Table Dimensions: 60"W x 36"D x 32"H Color - Mahogany</p>	<p>Attorney Table without Modesty Panel</p> 	2	Each		
<p>Total CLIN 0001- 0004</p>						\$

*The Contractor may attach the description to the quote.

SAMPLE LAYOUT OF MOCK COURTROOM

