

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of Contracting and Procurement



**REQUEST FOR DELIVERY ORDER (RFDO)**

**TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS**

**Solicitation No: DCFA-2010-D-0015**

**Caption: Hewlett Packard Printer Cartridges**

**Issuance Date: February 3, 2010**

**Due Date: February 8, 2010**

**The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD), is seeking a contractor to provide Hewlett Packard Printer Cartridges under your current GSA Federal Supply Schedule (FSS). The successful contractor shall be expected to provide services under a firm fixed price and time and materials delivery order agreement.**

The RFDO should be prepared according to the instructions listed below.

**1. RFDO SUBMISSION REQUIREMENTS**

The request for quotation shall consist of one (1) original and one (1) copy. Each offer will be submitted in a sealed envelope conspicuously marked: "Request for Delivery Order in Response to Solicitation No. **DCFA-2010-D-0015, "Hewlett Packard Printer Cartridges"**. Pricing shall be firm fixed price and shall identify all costs, unless otherwise directed in writing, the price shall, at a minimum include:

- i. Unit price for Hewlett Packard Printer Cartridges
- ii. Identify the total price and include a summary of all items proposed.

Offerors shall also complete and return the Tax Certification Affidavit (Attachment B).

**2. RFDO SUBMISSION DATE AND TIME:**

RFDO must be submitted no later than 4:00 P.M., local time on February 8, 2010.

RFDO's, modifications to quotation, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and will not be considered.

**3. RFDO DELIVERY (Hand, Facsimile, and/or Electronic Mail)**

**Deliver or Mail to:**

Office of Contracting and Procurement  
Suite 700 South  
441 4<sup>th</sup> Street, NW  
Washington, DC 20001  
Attention: Gail Smith

RFDO may be faxed to the attention of Gail Smith at 202-727-8843 or submitted electronically to Gail.Smith@dc.gov.

The term of the contract shall be from the date of award through September 30, 2010.

The Contractor shall provide with their response, a copy of the current GSA Federal Supply Schedule that list the cost of the items proposed herein.

If you have any questions, please contact Gail Smith at (202) 724-4791.

**4. Invoice Payment**

The District will make payments to the contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**5. Invoice Submittal**

The Contractor will submit proper invoices on a monthly basis or as otherwise specified in Section 6.2. Invoices will be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR). The address of the COTR is:

Metropolitan Police Department (MPD)  
 300 Indiana Ave., N.W. Room 4057  
 Christopher Hughes  
 Phone: (202) 727-2644  
 Fax: (202)

**SECTION B: SUPPLIES OR SERVICES AND PRICES**

**1** The Government of the District of Columbia, Office of Contracting and Procurement on behalf of the Metropolitan Police Department (MPD), has a need to procure Hewlett-Packard printer cartridges in accordance with the requirements of this request for delivery order at fixed unit prices.

**2** This is a firm fixed price contract.

**3 PRICE SCHEDULE**

Form:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	HP Laserjet Q7551A Black Print Cartridge HP ...		each	100			
HP Laserjet Q7551A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	HP Laserjet Q5942A Black Print Cartridge HP ...		each	100			
HP Laserjet Q5942A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
3	HP Laserjet Q6461A Cyan Print Cartridge HP ...		each	14			
HP Laserjet Q6461A Cyan Print Cartridge HP Brand ONLY, No substitutions							

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
4	<b>HP Laserjet Q6460A Black Print Cartridge HP ...</b>		each	21			
HP Laserjet Q6460A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
5	<b>HP Laserjet Q6462A Yellow Print Cartridge HP...</b>		each	14			
HP Laserjet Q6462A Yellow Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
6	<b>HP Laserjet Q6463A Magenta Print Cartridge ...</b>		each	14			
HP Laserjet Q6463A Magenta Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
7	<b>HP Laserjet Q7560A Black Print Cartridge HP ...</b>		each	100			
HP Laserjet Q7560A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
8	<b>HP Laserjet Q7561A Cyan Print Cartridge HP ...</b>		each	100			
HP Laserjet Q7561A Cyan Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
9	<b>HP Laserjet Q7562A Yellow Print Cartridge HP...</b>		each	80			
HP Laserjet Q7562A Yellow Print Cartridge HP Brand ONLY, No substitutions							

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
10	<b>HP Laserjet Q7563A Magenta Print Cartridge</b> ...		each	80			
HP Laserjet Q7563A Magenta Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
11	<b>HP Laserjet CB400A Black Print Cartridge</b> HP ...		each	10			
HP Laserjet CB400A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
12	<b>HP Laserjet CB401A Cyan Print Cartridge</b> HP ...		each	4			
HP Laserjet CB401A Cyan Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
13	<b>HP Laserjet CB402A Yellow Print Cartridge</b> HP...		each	4			
HP Laserjet CB402A Yellow Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
14	<b>HP Laserjet CB403A Magenta Print Cartridge</b> ...		each	4			
HP Laserjet CB403A Magenta Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
15	<b>HP Laserjet Q6470A Black Print Cartridge</b> HP ...		each	20			
HP Laserjet Q6470A Black Print Cartridge HP Brand ONLY, No substitutions							

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
16	<b>HP Laserjet Q7581A Cyan Print Cartridge HP ...</b>		each	9			
HP Laserjet Q7581A Cyan Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
17	<b>HP Laserjet Q7583A Magenta Print Cartridge ...</b>		each	9			
HP Laserjet Q7583A Magenta Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
18	<b>HP Laserjet CC530A Black Print Cartridge HP ...</b>		each	4			
HP Laserjet CC530A Black Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
19	<b>HP Laserjet CC531A Cyan Print Cartridge HP ...</b>		each	2			
HP Laserjet CC531A Cyan Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
20	<b>HP Laserjet CC532A Yellow Print Cartridge HP...</b>		each	2			
HP Laserjet CC532A Yellow Print Cartridge HP Brand ONLY, No substitutions							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
21	<b>HP Laserjet CC533A Magenta Print Cartridge ...</b>		each	2			
HP Laserjet CC533A Magenta Print Cartridge HP Brand ONLY, No substitutions							

	<b>Total</b>	
--	--------------	--

## **SPECIFICATIONS/WORK STATEMENT**

### **1. SCOPE:**

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department, seeks a Contractor to provide Hewlett Packard printer cartridges in accordance with the requirements of this solicitation at fixed unit prices.

The successful Contractor shall provide all stock, supplies, labor, supervision, packing, equipment and delivery necessary to satisfactorily provide goods and services as specified herein.

### **2. BACKGROUND**

The MPD has a compelling need for Hewlett Packard printer cartridges, to include Delivery to the address indicated below:

Reproduction and Copy Center Branch  
300 Indiana Ave., N.W., Room 4057  
Washington, D.C. 20001

### **3. GENERAL DEFINITION OF PRODUCTS**

#### **A. Hewlett Packard Printer Cartridges**

### **4. REQUIREMENTS**

**4.1** The Contractor shall provide the following:

**4.2** The Contractor shall provide details of your company's management capabilities and a brief narrative which demonstrates its ability to implement activities in accordance with the statement of work.

**4.3** The Contractor shall provide at least three (3) previous clients with whom it has successfully performed this type of contractual service within the last three (3) years. The submission shall indicate the name, address and telephone number of clients that requested such supplies.