

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.		PAGE OF PAGES 1 1	
1. SOLICITATION NO.	2. DATE ISSUED	3. REQUEST/PURCHASE REQUEST NO. RQ730788	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Department of Real Estate Services Goods and Services 2000 14 th Street, NW, 5 th Floor Washington DC 20009			6. DELIVER BY (Date) <i>days from date of award</i>		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Charmaine Callahan (202) 671-2831 Fax (202) 442-9506			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8a. Vendor Tax ID #			9. DESTINATION (Consignee and address, including ZIP code)		
9b. Duns Number					
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12:00 PM (Date) April 7 th , 2011		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input checked="" type="checkbox"/> SMALL <input checked="" type="checkbox"/> LOCAL <input checked="" type="checkbox"/> DISADVANTAGED <input checked="" type="checkbox"/> RESIDENT-OWNED			
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 services. 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)	UNIT (c)	ESTIMATED QUANTITY (d)	TOTAL ESTIMATED PRICE (e)	(f)
01	<p>Please see attached SOW;</p> <p>The District of Columbia through its Department of Real Estate Services (DRES) is seeking a contractor to move, furniture disassembling and re-assembling, and disposal services to the Department of Employment Services for approximately 14,000 Square Feet occupied by DOES at 1500 Franklin Street, NE. The purpose of this service is:</p> <p>1) to achieve a seamless move from 1500 Franklin Street, NE to 5171 South Dakota Avenue, NE</p> <p>2) to move selected furnishings from 64 New York Avenue, NE and 609 H Street, NE to 5171 South Dakota Avenue, NE, and, where needed, the decommissioning of furniture and equipment as well as removal of all trash, recyclable materials, and debris from the Franklin Street space.</p> <p>REQUIREMENTS: Contractors bid shall include cost to follow all applicable laws and codes mandated by the District of Columbia while performing work under this SOW. This RFQ is designated for certified local, small business enterprise (LBE and/or SBE) bidders only under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005" as amended.</p>				

Vendors are encouraged to attend a walkthrough on April 6th, 20011 at 9:00am

Starting at 1500 Franklin Street, NE
 Followed 609 H Street, NE
 Followed 64 New York Avenue, NE
 Ending 5171 South Dakota Avenue, NE,

Please submits bids electronically by 12:00pm **on or before April 7th, 2011**

to: Charmaine.callahan@dc.gov

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS 10%	20 CALENDAR DAYS 5%	30 CALENDAR DAYS 3%	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER (<i>Street, city, county, State and ZIP Code</i>) Government Tax ID number	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
	17. NAME AND TITLE OF SIGNER (<i>Type or print</i>)			

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF REAL ESTATE SERVICES**



NE Career Center Move

SECTION 1: SCOPE OF WORK

The District of Columbia through its Department of Real Estate Services (DRES) is seeking a contractor to move, furniture disassembling and re-assembling, and disposal services to the Department of Employment Services for approximately 14,000 Square Feet occupied by DOES at 1500 Franklin Street, NE. The purpose of this service is:

- 1) to achieve a seamless move from 1500 Franklin Street, NE to 5171 South Dakota Avenue, NE, Backus School
- 2) to move selected furnishings from 64 New York Avenue, NE and 609 H Street, NE to 5171 South Dakota Avenue, NE, and, where needed, the decommissioning of furniture and equipment as well as removal of all trash, recyclable materials, and debris from the Franklin Street space. The services required are:
 - Move coordination
 - Property inventory
 - Physical move and transportation of Franklin Street property to destination location
 - Decommissioning and disposal or warehousing of property from Franklin Street
 - Post move clean-up
 - Physical move, and transportation of recyclable materials
 - Reassembly of systems and modular furniture already on site at 5171 South Dakota Ave,

Move service implementation will commence upon award and end no later than Wednesday, April 27, 2011.

The contractor shall be responsible for providing comprehensive moving services in order to efficiently plan and execute the relocation and disposal of property. Specific requirements for this task order are listed below.

SECTION 2: REQUIREMENT

Move Inventory and Move Preparation – 1500 Franklin Street, NE

Surplus assets at target site and destination site will be identified for recycling, reuse and shipment to other DRES determined site, and at a District-designated waste facility. Contractor shall be responsible for moving all surplus assets.

Contractor shall coordinate with DRES and other relocation contractors to ensure smooth utilization of elevators and other building resources for the relocation of assets from the building.

Physical Move and Transportation – 1500 Franklin Street, NE

Contractor shall procure and coordinate all move, disposal, and relocation resources required to deconstruct, and empty all assets, property, and debris at 1500 Franklin Street, NE. Contractor shall provide on-site supervision to address and resolve issues during the physical moves. The physical move and transportation services required to deconstruct and move all items from the existing premises to a pre-identified (tagged) District designated location. The physical move, and transportation of recyclable materials requires the provision of hauling containers on the loading dock are as follows:

- Site visit will be required prior to commencement of performance of services;
- Provide packing services for all items identified by agency head as requiring packing;
- Provide dismantling services for modular furniture;
- Provide reassembly services for modular furniture;
- Clean modular furniture;
- Move all boxed contents, files, books, records, furniture, equipment, trash, debris and other miscellaneous office contents for, recycling and/or storage;
- Provide all trucks, bins, dollies, roll off service, dumpsters, and hand trucks and any other items needed to remove items in the targeted space;
- Provide all necessary protective equipment and supplies to prevent damage to elevators, carpeting, hall ways, walls, doorways and the existing premise as well as destination sites;
- Provide vacuuming of vacated space, pickup of debris, and trash required to leave the space broom swept and free of any debris of any sort;
- Provide transportation and moving services to relocate pre-identified items to storage sites, other agency locations, or other designated location as identified by DRES point of contact for reuse; and
- Provide, adequately sized hauling container(s) or alternative approved by DRES to transport waste/non-usable/non-surplus/non-recycling items to a disposal yard.

Move the identified furniture from 64 New York Avenue, NE to 5171 South Dakota Avenue, NE (to a Storage room at Backus)

- Site visit will be required prior to commencement of performance of services.
- Provide dismantling services for modular furniture;
- Provide reassembly services for modular furniture; and
- Clean modular furniture.

Moving the identified furniture from 609 H Street, NE to 5171 South Dakota Avenue, NE

- Site visit will be required prior to commencement of performance of services.
- Provide dismantling services for modular furniture;
- Provide reassembly services for modular furniture; and
- Clean modular furniture.

Surplus dismantling and move to other agency locations and warehousing – 1500 Franklin Street, NE

- Site visit will be required prior to commencement of performance of services.
- Provide dismantling services for modular furniture;
- Transport all identified surplus property to other agencies, storage, disposal sites, or other designated location as determined by DRES point of contact or other agency personnel administering the reuse of property;
- Provide, adequately sized hauling container(s) or alternative approved by DRES to transport waste/non-usable/non-surplus/non-recycled items to a disposal yard.

SECTION 3: INSURANCE

- A. GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the

declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. **Commercial General Liability Insurance.** The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. **Automobile Liability Insurance.** The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. **Workers' Compensation Insurance.** The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$1,000,000 per accident for injury; \$500,000 per employee for disease; and \$1,000,000 for policy disease limit.

4. **Umbrella or Excess Liability Insurance.** The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$2,000,000 per occurrence, including the District of Columbia as additional insured.
5. **Crime Insurance (3rd Party Indemnity).** The Contractor shall provide a 3rd Party Crime policy to cover the dishonest acts of Contractor's employees which result in a loss to the District. The policy shall provide a limit of \$1,000,000 per occurrence. This coverage shall be endorsed to name the District of Columbia as joint-loss payee, as their interests may appear.

B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.

C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- E. Measure of Payment. The District will not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. **NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Diane Wooden
Contracting Officer
DC Department of Real Estate Services
Contracting and Procurement Division
2000 14th St. NW - 5th Floor
Washington, DC 20009
Office - 202-671-2405
Fax - 202-442-9506
Cell - 202-494-4639
Email - diane.wooden@dc.gov

SECTION 4: DISTRICT'S RESPONSIBILITIES

The Contract Administrator (CA) shall be responsible for the overall management of Contractor efforts. CA shall respond to any request from the Contractor for additional information or clarity within three (3) days of receipt of such request.

CONTRACT ADMINISTRATOR

The Contract Administrator for this project is:

Ruby Washington
Department of Unemployment Services
Training Division
Minnesota Avenue
Washington DC 20009
ruby.washington@dc.gov
Phone 202-698-5160

The contact information for the Contracting Officer is:

CONTRACTING OFFICER
Diane Wooden
Department of Real Estate Services
Contracting & Procurement Division
2000 14th Street, NW, 5th Floor
Washington, DC 20009
Diane.Wooden@dc.gov

AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

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

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.

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.

Vendors are encouraged to attend a walkthrough on April 6th, 2011 at 9:00am

(Ruby Washington :Phone202-698-5160)

Starting at 1500 Franklin Street, NE

Followed 609 H Street, NE

Followed 64 New York Avenue, NE

Ending 5171 South Dakota Avenue, NE,

Please submit bids electronically by 12:00pm **on or before April 7th, 2011**
to: Charmaine.callahan@dc.gov