

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>			PAGE OF PAGES 1 1		
1. REQUEST NO.	2. DATE ISSUED February 2, 2010	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>Period of Performance:</i> Date of Award through January 29, 2010		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Helen Tilahun (202)724-4218 – O; (202)727-8843 - F			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE ALL PROSPECTIVE OFFERORS			9. DESTINATION <i>(Consignee and address, including ZIP code)</i> D.C. Department of the Environment 51 N Street NE Sixth Floor Washington DC 20002		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12:00 PM <i>(Date)</i> February 3, 2010		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input 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)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Recyclable Tote Bags - Contractor is needed to provide recyclable tote bags for the Mayor's "Skip the Bag, Save the River" program in accordance with the attached Statement of Work. Refer to Attachments B through D for a bag sample and artwork. NO EXCEPTIONS WILL BE ALLOWED. In quoting prices, all shipping and handling must be included in unit price. Prospective Offerors shall complete and return this cover page along with any supporting documentation deemed necessary. If Offerors can deliver items sooner than the "Delivery By" date listed above, Offerors shall provide that date with their bid response. If you cannot quote on these items, please return with explanation or " NO BID " statement.	20,000	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>

**ATTACHMENT A
Recyclable Tote Bags**

**STATEMENT OF WORK
Recyclable Tote Bags**

1. SCOPE

The Office of Contracting and Procurement, on behalf of the D.C. Department of the Environment, is seeking a contractor to provide recyclable tote bags for the Mayor's "Skip the Bag, Save the River" program.

2. BACKGROUND

None

3. REQUIREMENTS

- 3.1** The Contractor shall provide twenty thousand (20,000) tote bags made from 100% recyclable, non-woven polypropylene.
- 3.2** The Contractor's bags shall be Khaki-colored with a snap closure and shall fold into its own pouch. The pouch shall convert to a front pocket. The size of the bags shall be 16" H x 15" W x 8.5"D (open) / 7"H x 8.5" W (closed) with 15" carry handles. The Contractor shall refer to Attachment B for a sample of the tote bag.
- 3.3** The Contractor's bags shall have full color front and back imprints utilizing the logo samples provided in Attachments C and D.
- 3.4** The Contractor shall deliver the bags no later than January 29, 2010 to the following address:

D.C. Department of the Environment
1420 U Street Northwest
Washington, DC 20009.

4. DELIVERABLES

SOW Section	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
3.4	Delivery of tote bags	20,000	Mail/Parcel	January 29, 2010	COTR