

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



REQUEST FOR DELIVERY ORDER PROPOSALS

TO: GSA Schedule Contractors

Solicitation No.: DCAM-2011-T-0132

Caption: Furnish and Install Furniture at the Waterfront Bldg.

Issuance Date: March 10, 2011

Due Date: March 15, 2011

The Government of the District of Columbia (the District) on behalf of The Department of Real Estate Services is requesting the services of a Contractor to furnish and install furniture at the Waterfront Building in Attachment A-Statement of Work located at 1100 4th Street, SW, Washington, DC 20024. **The Contractor shall furnish furniture manufactured by Kimball International, Inc. or EQUAL TO.** The EQUAL TO product SHALL be of the same quality and consistent with furnishing in the location.

The delivery order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements

The task order proposal shall be submitted in a sealed envelope conspicuously marked: "Delivery Order Proposal in response to Solicitation No. DCAM-2011-T-0132 - Furnish and Install Furniture Waterfront Bldg."

All proposals must be submitted on 8.5" by 11" paper and typewritten. Electronic and fax submission of proposals will not be accepted, unless otherwise directed in writing.

1. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the total price for all proposed items, and shall be broken down by attachments as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless

otherwise directed in writing, the price proposal shall, at a minimum include:

- a. Identify the total price, and include a summary of all items proposed.
- b. Completed Price Schedule, **Attachments I, II, and III.**

Offerors shall also complete and return the Tax Certification Affidavit, **Attachment C.**

4. Hand Delivery or Mailing of Proposal

Delivery or Mail to:

Department of Real Estate Services
Contracting and Procurement
2000 - 14th Street, N.W.
3rd Floor, Bid Room
Washington, D.C. 20009
Attention: Janet Concepcion

5. Proposal Submission Date

The closing date for receipt of proposals is **March 15, 2011 by 2:00 p.m. local time.**

6. Evaluation for Award

Award shall be made from this solicitation to the responsible, responsive Offeror(s) whose offer is most advantageous to the District, based upon the products and pricing. The District reserves the right to reject any or all offers determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each proposal should contain the Offeror's best terms from a fixed price basis. Brand equivalents are allowed.

7. Proposal Evaluation

Offerors are advised that price proposals will be evaluated by the Government based on the criteria outlined below.

- **Price Evaluation Criteria**

The price evaluation will be objective. The offeror(s) with the lowest realistic price will receive the contract award(s).

8. Term of Contract

The term of this contract will be date of award and one year thereafter. Furniture shall be delivered within 15 days of date of award.

Attachments

Attachment A – Statement of Work
Attachment B – Pricing Schedule
Attachment C – Tax Affidavit

Questions may be referred to Janet Concepcion by email at janet.concepcion@dc.gov. Questions regarding the solicitation must be received no later than **12:00 PM (noon) on Monday, March 14, 2011.**

Janet Concepcion
Contract Specialist

Attachments

ATTACHMENT B – PRICE SCHEDULE

The District will award multiple firm fixed unit price contracts. The price stated shall include proposed items necessary to effectively conduct the required service described in Attachment A – Statement of Work. This includes, but is not limited to, the cost of labor, travel, overhead, administrative charges, taxes, profit, insurance and other expenses.

B.1 Base Period

Attachment I – please propose a price next to each item and the total amount for the item(s) in the attachment.

Contract Line Item No. (CLIN)	Item Description	Qty	Price Per Unit	Unit Price	Total Price
0001	Cost of Item		Each	\$ _____	\$ _____

Attachment II – please propose a price next to each item and the total amount for the item(s) in the attachment.

Contract Line Item No. (CLIN)	Item Description	Qty	Price Per Unit	Unit Price	Total Price
0001	Cost of Item		Each	\$ _____	\$ _____

Attachment III – please propose a price next to each item and the total amount for the item(s) in the attachment.

Contract Line Item No. (CLIN)	Item Description	Qty	Price Per Unit	Unit Price	Total Price
0001	Cost of Item		Each	\$ _____	\$ _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF REAL ESTATE SERVICES



Contracting and Procurement Division

FURNISH AND INSTALL FURNITURE AT THE WATERFRONT BLDG.

I. BACKGROUND

The District of Columbia Department of Real Estate Services (DRES) seeks the services of a Contractor to furnish and install furniture at the Waterfront Building located at 1100 4th Street, SW, Washington, DC 20024. **The Contractor shall furnish furniture manufactured by Kimball International, Inc. or EQUAL TO.** The EQUAL TO product SHALL be of the same quality and consistent with furnishing at the Waterfront Bldg.

II. REQUIREMENTS OF SERVICE

- 1) The Contractor shall furnish the furniture listed in three (3) attachments, all manufactured by Kimball International or EQUAL TO.
- 2) The Contractor shall furnish all labor, materials, tools, and equipment to install the furniture to the office space at the Waterfront located at 1100 4th Street, SW.

III. SITE VISIT

Vendors were encouraged to attend the site visit scheduled on Thursday, March 3, 2011 at 11:00 am. Vendors were to meet the Contract Administrator (CA) David Prestidge at the Main Lobby of the Waterfront. His cell# 202-671-0648.

IV. INVOICES

- 1) Invoices shall be prepared and submitted to the Office of Chief Financial Officer, Accounts Payable in accordance with the instruction delineated in the Purchase Order.
- 2) In addition, another copy of the invoice shall be submitted to the CA for DRES records and use. Non-submission of invoicing and maintenance forms to DRES may delay payment of invoices.
- 3) The format for the invoice shall, at a minimum, contain the following information:
 - a. The Contractor name, billing address, and telephone number.
 - b. The purchase order (PO) number.
 - c. The delivery date.
 - d. The Unit price for each individual/item/service and total dollar amount due, along with an itemized list of materials/services delivered and provided.

V. SUBMISSION OF PRICING

Vendors must submit their pricing by following the instruction within the Delivery Order Proposal vendors submitting proposal shall also send it via email to janet.concepcion@dc.gov by 2:00 p.m. on March 15, 2011.