

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	TYPE OF MARKET OPEN <input checked="" type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA	PAGE OF PAGES 1
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1. REQUEST NO. DCKA-2009-Q-0006	2. DATE ISSUED 09/17/2008	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION Road-signs and blank signs
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5A. ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION Office of Contracting and Procurement 2000 14th Street, N.W., 6th Floor Washington, D.C. 20009	6. DELIVER BY <i>(Date)</i>
	7. DELIVERY

5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Scott Cary 202-671-2275 or email scott.cary@dc.gov	<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>
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8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE	9. DESTINATION <i>(Delivery Address)</i>
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10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i> November 13, 2008	11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE
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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 invoices. 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)
	SEE ATTACHED PRICE SCHEDULE FORM (ATTACHMENT A)				

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>

REQUEST FOR QUOTATION (RFQ)

ROAD-SIGNS AND BLANK SIGNS

1. GENERAL TERMS AND CONDITIONS

1.1 Designation of Solicitation for the Small Business Set Aside Market Only

1.1.1 This Request for Quotations is designated for Certified small Business Enterprise (CBE) offerors 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”, D.C. Law 16-33, effective October 20, 2005.

1.1.2 Offerors must possess a “Certified Business Enterprise” (CBE) designation granted by The Department of Small and Local Business Development, and include a copy of that certification with their bid response, in order to be eligible to submit a bid in response to this solicitation. Bids received from offerors that are not CBE-certified will not be considered.

1.1.3 In order to qualify as a Certified Business Enterprise (CBE), please note that DC Law 16-33 Section 2331 states that your principal office must be physically located within the District of Columbia and your highest level managerial staff must be operating from this location. In addition, one of the following must be true: greater than 50% of the assets or revenues of the business are derived from within the District, or greater than 50% of employees or owners are residents of the District.

2. TYPE OF CONTRACT

2.1 This is a firm-fixed-price definite quantity small purchase for the items specified. The Offeror shall deliver all items in accordance with the terms and conditions of the contract award.

3. QUANTITY INCREASE/DECREASE

The District reserves the right to increase or decrease the unit quantity specified by up to fifty percent (50%) or not less than one unit, before contract award or within sixty (60) days of date of award at the unit price bid.

4. BACKGROUND:

4.1 The District has a recurring need to install and maintain signs for the public in order to provide for the safe and efficient movement of goods and people in the District.

This activity is a “core” activity; that is, regulatory control over this activity is exercised by the Federal Highway Administration (FHWA). FHWA regulations on road-signs are incorporated in the FHWA “Manual on Uniform Traffic Control Devices” (MUTCD). The District has adopted the “Millennium” Edition of the MUTCD, published in December of 2001. For several decades, the District of Columbia has used local and federal funds appropriations to fabricate and install traffic signs placed along, beside, or above a highway, roadway, pathway, or other route to guide, warn, and regulate the flow of traffic, including motor vehicles, bicycles, pedestrians, and other travelers.

4.2 **APPLICABLE DOCUMENTS**

The Contractor shall perform work in accordance with the documents in the following table. The Contractor shall use the latest version of each of the documents in conducting the work. The Contractor shall be responsible for ensuring that it has and is using the latest version of these documents at the time that the affected work is being conducted. These documents are incorporated by reference and will be made a part of the contract.

Item No.	Document Type	Title	Date
1	Government	Standard Contract Provisions for Use With District of Columbia Government Supply and Service Contracts	March 2007
2	Government	Manual on Uniform Traffic Control Devices (MUTCD)	December 2001
3	D.C. Regulations	27 District of Columbia Municipal Regulations (DCMR)	
4	American Society for Testing and Materials (ASTM) Standard #D4956	“Standard Specification for Retroreflective Sheeting for Traffic Control”, Table 1	
5	Government	Standard Specifications for Highways and Structures	2007

5. **SERVICES/SUPPLIES REQUIRED**

- 5.1 The Office of Contracting on behalf of the District Department of Transportation (DDOT), Transportation Operations Administration (TOA) has an immediate need to procure road-signs and blank signs in preparation for the 2008 Inaugural Parade to be held in January of 2009. The current solicitation is designed to fulfill the

engineering and aesthetic requirements for road-signs necessary for those preparations while upgrading the specifications previously required, and incorporating quality innovations in sign reflectivity and durability.

5.2 The contractor shall provide signs that meet the following product and performance specifications:

5.2.1 All signs must conform to MUTCD standards.

5.2.2 All signs must conform to Type 1 Engineering Grade sheeting, Type IV High Intensity (ASTMD 4956 Table 1) sheeting in accordance with District of Columbia Department of Transportation “Standard Specifications for Highways and Structures, revised in 2007.

5.2.3 All signs must have reflective sheeting brand-name or equal to 3M “Scotchlite” High Intensity Grade 3870 Series (as specified in Attachment B). If equal, state manufacturer, and serial/catalog number:

State Manufacturer Name and Serial/Catalog Number

5.2.4 All signs must be made using 5052 alloy aluminum. The material specified for these sign blanks must be 5052-H38 Allodized Aluminum, as required by applicable Federal & State standards for road sign material.

5.2.5 Stop sign and Yield sign faces must be of brand-name or equal to 3M “Scotchlite” High Intensity Grade 3870 Series sheeting, with clear coat.

5.2.6 Sign blanks must be aluminum with alodine coating and a gauge as specified in the respective CLINs.

5.2.7 Sign Blanks shall be provided with standard radii (rounded corners).

5.2.8 Retro-reflective sheeting must be applied to the sign blank material in accordance with the sheeting manufacturer’s recommendations. The retro-reflective sheeting must maintain its characteristics (day and night visibility and retro-reflectivity) for the number of years indicated in section 5.2.10.

5.2.9 Sign and sheeting must be effective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions, or the coefficient of retro-reflection is less than the minimum specified for that sheeting during that period listed in section 5.2.10.

5.2.10 TABLE 1
Minimum Coefficient of Retro-reflection
Candles per foot Candle per Sq.Ft.
(.20obs and -4 degrees entrance)

Sheeting Color	Seven Year	Ten Year
White	212	200
Yellow	144	136
Green	38	36
Red	38	36
Blue	17	16

5.3 **VENDOR PERFORMANCE REQUIREMENTS**

- 5.3.1 The offeror shall submit with the sign shipment copies of the sheeting manufacturer certifications noting that the sheeting material on the sign supplied meets all of the sheeting manufacturer's requirements.
- 5.3.2 The offeror shall stamp all signs, on the back, with a date received by the District of Columbia for warranty purposes.
- 5.3.3 Where shown that the traffic signs supplied under this contract do not conform to the specifications described herein, the offeror shall be responsible for all replacement or restoration costs.

6. **BRAND NAME OR EQUAL**

- 6.1 As used in this clause, the term "brand name" includes identification of products by make and model.
- 6.2 If items called for by this Invitation for Bids 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. Bids offering "equal" products will be considered for award if such products are clearly identified in the bids and are determined by the District to be equal in all material respects to the brand name products referenced in the Request for Quotation.
- 6.3 Unless the bidder 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 Quotation.

- 6.4 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 Quotation, or such product shall be otherwise clearly identified in the bid.
- 6.5 The evaluation of bids 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.
- 6.6 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 Quotation, 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.
- 6.7 If the bidder proposes to modify a product so as to make it conform to the requirements of the Request for Quotation, 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.
- 6.8 Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Request for Quotation will not be considered.

7. **REQUIREMENT FOR DESCRIPTIVE LITERATURE**

- 7.1 Descriptive literature must be furnished as a part of a bid and must be received before the time set for opening bids. 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.
- 7.2 Failure of descriptive literature to show that the product offered conforms to the specifications and other requirements of this invitation for bids may require rejection of the bid. Failure to furnish the descriptive literature by the time and date set for receipt of bids 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 bids, as set forth elsewhere in this invitation for bids. The Contracting Officer may waive the requirement for furnishing descriptive literature if either of the following occurs:

- 7.2.1 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
- 7.2.2 The Contracting Officer, on advice of technical personnel determines that the product offered by the bidder complies with the specification requirements of the current invitation for bids.

8. INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number five (5) of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March, 2007.

9. PROTECTION OF PROPERTY:

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

10. DELIVERABLES AND DELIVERY SCHEDULE:

- 10.1 The contractor shall deliver all signs described in Attachment "A" as one lot to the delivery location described in 8.2.

10.2 UNIT PRICES AND DELIVERY POINT

Unit prices and/or discounts offered herein shall include delivery, all charges prepaid and exclusive of all taxes (see Paragraph 11, Standard Contract Provisions), to the following delivery point:

Ship to: Attn: Jackie Jones or Kim Walker
 1735 15th Street, NE
 202-576-5258

Hours of Operation: Monday through Friday
 7am through 4:30 pm

11. PERIOD OF DELIVERY:

Time of delivery is of the essence. Delivery shall be made at the delivery point within 14 days from date of receipt of purchase order.

12. **BASIS FOR AWARD:**

The Contracting Officer will award the PO to the lowest responsive responsible bidder who can meet the delivery period.

13. **AGGREGATE AWARD:**

Award, if made, will be to a single bidder in the aggregate for all items indicated herein. Bidder must quote unit prices on each item within each group to receive consideration.

14. **WARRANTY**

Contractor warrants that the material/equipment furnished by the contractor will be free from all defects whatsoever and agrees that for a period of one (1) year from date of acceptance by the District of Columbia any repairs, replacements, or adjustments made necessary because of such defects will be made promptly by him without cost to and to the satisfaction of the District of Columbia. This warranty shall not operate to void longer guarantees offered by the manufacturer of the material/equipment or its components.

15. **CONTRACTING OFFICER (CO):**

Contracts will be entered into and signed on behalf of the District only by Contracting Officers (CO's). The name, address and telephone number of the CO for this procurement is:

Kathy Hatcher
District Department of Transportation
Office of Contracting and Procurement
Address: 2000 14th Street, NW; 6th Floor
Telephone: (202) 671-2270

16. **AUTHORIZED CHANGES BY THE CO**

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

16.2 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.

16.3 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.

17. **CO'S TECHNICAL REPRESENTATIVE (COTR):**

17.1 The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Mr. Terry Bellamy
Title: Associate Director
Agency: District Department of Transportation, Transportation
Operations Administration
Address: 2000 14th Street, NW,
Washington, DC 20009
Telephone: (202) 671-1366

17.2 The COTR shall not have authority to make any changes in the specifications or terms and conditions of the contract/PO.

17.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

18. **INVOICE SUBMITTAL:**

18.1 The contractor shall submit proper invoices as specified in this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR. The address of the CFO is:

Name: Office of the Controller/ Agency CFO
Address: Accounts Payable
2000 14th Street, NW-6th Floor
Washington, DC 20009

18.1 To constitute a proper invoice, the Contractor shall submit the following information:

18.1.1 Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

18.1.2 contract, formal agreement or PO and invoice numbers;

- 18.1.3 description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;
- 18.1.4 other supporting documentation or information, as required by the CO or COTR;
- 18.1.5 name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 18.1.6 name, title, phone number of person preparing the invoice;
- 18.1.7 name, title, phone number and mailing address of person; and
- 18.1.8 authorized signature.

19. **LIST OF ATTACHMENTS**

- 19.1 Price Schedule
- 19.2 Product Specification sheet “3M Scotchlite High Intensity Grade Reflective Sheeting”