

<b>REQUEST FOR QUOTATIONS</b> <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 checked="" type="checkbox"/> is not applicable.			PAGE OF PAGES 1   1	
1. SOLICITATION NO. DCAM-2011-A-0096	2. DATE ISSUED January 5, 2011	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY D.C. Department of Real Estate Services Contracting and Procurement Division 2000 14 <sup>th</sup> Street, NW, 5 <sup>th</sup> Floor Washington, DC 20009			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i> Period of Performance: Shall be from date of award through September 30, 2011			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Janet C. Concepcion Tel. (202) 671-2342 Fax (202) 442-9506			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>			
8a. Vendor Tax ID #						
9b. Duns Number						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12:00 Noon January 11, 2011		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				
<b>IMPORTANT:</b> 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.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO.	SUPPLIES/SERVICES				RATE	
	<p>The District of Columbia is seeking a Contractor to provide bleachers repairs and maintenance services at DC Armory in accordance with the attached "Statement of Work".</p> <p>Please note that Department of Labor Wage Determination # 2005-2103, Revision # 10 dated 06/15/10 is applicable to this Request for Quotation.</p> <p>A walk-thru at the DC Armory will be held on Friday, January 7, 2011 at 10:00 am.</p> <p>Submits quote via email <b>on or before 12:00 noon, January 11, 2011</b> to:</p> <p>Janet C. Concepcion, Contract Specialist <a href="mailto:janet.concepcion@dc.gov">janet.concepcion@dc.gov</a></p>				<p>Lump sum Price _____</p> <p>Hourly Rate _____</p>	
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> 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>		18. TELEPHONE NO. <i>(Include area code)</i>	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Real Estate Services**



**Repairs and Maintenance of D.C. Armory Telescopic Bleachers**

**I. Scope of Work**

The Contractor will provide labor and materials to perform safety inspection, preventive maintenance and minor repairs to existing telescopic seating sections at DC Armory located at 2100 East Capitol, SE, Washington, DC 20003.

The existing bleachers are very high maintenance at this time due to age of equipment and deteriorating conditions. It would benefit DC Armory to enter some type of periodic maintenance agreement in order to prolong the life of this equipment.

For the one-time service, the Vendor is asked to submit a lump sum price. The tasks include the following:

- Inspection and repair to all system components.
- Check function of all drive motors and electrical system and make needed repairs.
- Adjust and align all sections to allow bleacher system to open/close properly without use of forklift or excessive pushing/pulling.
- Lubricate where needed and replace all missing or damaged hardware, row locks, etc using owner stock or purchasing parts as need.
- Assist owner with closure of stands when necessary due to malfunction.

NOTE: For additional maintenance or repairs on an as needed basis, the Vendor is asked to submit their hourly rate.

**II. Contractor Officers Technical Representative (COTR)**

The Contractor shall provide to Contractor Officers Technical Representative (COTR) emergency contact telephone number(s) and emergency contact email address(s). The COTR for this project:

Devante White  
Off. (202) 608-1131  
Cell. (202) 821-9517  
[devante.white@dc.gov](mailto:devante.white@dc.gov)

**III. 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, all invoicing shall be submitted to the COTR 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 Supplier name, billing address, and telephone number;
  - b. The purchase order (PO) number;
  - c. The delivery date; and
  - 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.

#### **IV. Site Visit**

Vendors are encouraged to attend the walk-thru on Friday, January 7, 2011 at 10:00am at the DC Armory. Please contact the COTR, Devante White, for details.