

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 checked="" type="checkbox"/> is not applicable.			PAGE OF PAGES 1 1	
1. SOLICITATION NO. DCAM-2011-Q-0126	2. DATE ISSUED March 1, 2011	3. REQUEST/PURCHASE REQUEST NO. RQ728264	4. COMMODITY GROUP AND CLASS		RATING	
5A. ISSUED BY D.C. Department of Real Estate Services Contracting and Procurement Division 2000 14 th Street, NW, 5 th Floor Washington, DC 20009			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i>			
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> Waterfront Building 1100 4 th Street, SW Washington, DC 20024			
8a. Vendor Tax ID #			9b. Duns Number			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12:00 Noon March 8, 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				
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)						
	SUPPLIES/SERVICES		ITEM		PRICE	
	<p>The District of Columbia is seeking a Contractor to furnish and install furniture manufactured by Kimball International at the Waterfront Building located at 1100 4th Street, SW in accordance with the attached "Statement of Work" and three (3) Attachments.</p> <p>Vendors are encouraged to attend a walk-thru scheduled on March 3, 2011, Thursday at 11:00 am. The Contract Administrator (CA), David Prestidge will meet you at the lobby at the Waterfront. His cell# (202) 671-0648.</p> <p>Submits quote via email on or before 12:00 noon, March 8, 2011 to:</p> <p>Janet C. Concepcion, Contract Specialist janet.concepcion@dc.gov</p>		1) Attachment I 2) Attachment II 3) Attachment III GRAND TOTAL *		<hr/> <hr/> <hr/> <hr/>	
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



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. only.**

II. REQUIREMENTS OF SERVICE

- 1) The Contractor shall furnish the furniture listed in three (3) attachments, all manufactured by Kimball International.
- 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 are encouraged to attend the site visit scheduled on Thursday, March 3, 2011 at 11:00 am. Vendors shall 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 BID

Vendors must submit bid by completing the RFQ form and send it via email to janet.concepcion@dc.gov by 12:00 noon on March 8, 2011.