REQUEST FOR QUOTATIONS *(THIS IS NOT AN ORDER)*	TYPE OF MARKET ☒ OPEN ☐ SET-ASIDE ☐ DCSS ☐ GSA	PAGE OF PAGES 1 | 12

1. REQUEST NO.	2. DATE ISSUED	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION
	4/27/10	DCDL-2010-Q-6840	962-8600	Transportation of Goods and other Freight Services

5A. ISSUED BY
OFFICE OF CONTRACTING AND PROCUREMENT
441 4TH STREET, N.W.
SUITE 700 SOUTH
WASHINGTON, DC 20001

6. DELIVER BY *(Date)* **PLEASE PROVIDE A DELIVERY DATE*****

7. DELIVERY
☐ FOB DESTINATION ☐ OTHER *(See Schedule)*

5B. FOR INFORMATION CALL: *(Name and telephone no.) (No collect calls)*
URANUS ANDERSON @ 724-4980 AND FAX NO. 727-0245 Email:Uranus.anderson@dc.gov

8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE

9. DESTINATION *(Delivery Address)*

10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS *(Date and Time)*
4/29/10 @12:00

11. BUSINESS CLASSIFICATION *(Check appropriate boxes)*
☐ SMALL ☐ LOCAL ☐ RESIDENT OWNED ☐ LONG TIME RESIDENT ☐ ENTERPRISE ZONE

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)
0001	The D.C. Board of Elections and Ethics (BOEE) is seeking an experienced supplier to provide transportation, 24-hour storage and delivery services for various elections held in the District of Columbia. The supplier shall be responsible for providing the required trucks, truck drivers, and helpers to load, transport, deliver and pick up voting equipment and supplies for each of the voting precincts, based on the election schedule provided by BOEE. **NO FACSIMILE OR EMAIL BIDS WILL BE ACCEPTED** **SORRY, NO LATE BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.**	See Section B.3 Price Schedule			

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %

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14. NAME AND ADDRESS OF QUOTER *(Street, city, county, State and ZIP Code)*	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER *(Type or print)*	18. TELEPHONE NO. *(Include area code)*

STANDARD FORM 18 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.215-1(A)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

General Services Division

REQUEST FOR QUOTATION

TO: POTIENTAL SUPPLIERS

Solicitation No.: **DCDL-2010-Q-6840**

Caption: **Transportation of Goods and other Freight Services**

Issuance Date: **April 27, 2010**

Due Date: **April 29, 2010**

The Government of the District of Columbia, the Office of Contracting and Procurement, on behalf of the D.C. Board of Elections and Ethics (BOEE) is seeking an experienced supplier to provide transportation, 24-hour storage and delivery services for various elections held in the District of Columbia. The supplier shall be responsible for providing the required trucks, truck drivers, and helpers to load, transport, deliver and pick up voting equipment and supplies for each of the voting precincts, based on the election schedule provided by BOEE.
The bid should be prepared according to the instructions listed below:

1. PROPOSAL SUBMISSION REQUIREMENTS

Bidders shall submit a signed original a copy. The District will not accept a facsimile copy or an email of a bid as an original bid. All items accepted by the District, all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No: DCDL-2010-Q-6820.**

The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.

The District may reject as non-responsive any bid that fails to conform in any material respect to the Invitation for Bids.

The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.

2. BID SUBMISSION DATE AND TIME

Bids must be submitted no later than 12:**00,** local time on Thursday, April 29, 2010

3. PROPOSAL SUBMISSION

If via Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South, Bid Counter Room
Washington, D.C. 20001
Attention: URANUS ANDERSON

4. METHOD OF AWARD

The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.

The District intends, but is not obligated, to award **a *single*** contract resulting from this solicitation to the responsive and responsible bidder(s) who has/have the lowest bid(s).

Attachments

SECTION B - SUPPLIES OR SERVICE AND PRICE/COST

B.1 The D.C. Board of Elections and Ethics (BOEE) is seeking an experienced supplier to provide transportation and delivery services for various elections held in the District of Columbia. The supplier shall be responsible for providing the required trucks, truck drivers, and helpers to load, provide 24-hour storage, transport, deliver and pick up voting equipment and supplies for each of the voting precincts, based on the election schedule provided by BOEE.

B.2.1 ORDERING CLAUSE

B.2.1.1 Any supplies and services to be furnished under this agreement must be ordered by issuance of delivery orders or task orders by the Contracting Officer or Ordering Official. Such orders may be issued during the term of this agreement.

B.2.1.2 All delivery orders or tasks order are subject to the terms and conditions of this agreement. In the event of a conflict between a delivery order or task order and this agreement, the agreement shall control.

B.2.1.3 If mailed, a delivery order or task order is considered “issued” when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

B.3 PRICE SCHEDULE

Item	Deliverable	Estimated Quantity	Unit of Measure	Unit Cost	Ext. Unit Price
Phase I: Loading and 24-hour Storage – Sunday, September 12, 2010 - 7:00 A.M. – 1:00 P.M.					
0001	Supervisor	2	6 hours for each		
0002	Moving trucks 27ft	25	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25	ea		
0005	Laborers	25	ea		
0006	Project Manager	1	hourly		
Delivery –Monday, September 13, 2010 – 7:00 A.M. – 2:00 P.M (25 Truck Routes)					
0001	Supervisor	2	7 hours for each		
0002	Moving trucks 27ft and 1 spare truck (Fuel surcharge shall be included in your price)	25 (1 extra on stand-bye	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25 (1 extra on stand-bye	ea		
0005	Laborers	25	ea		
Pick- Up–Wednesday, September 15, 2010 -8:00 A.M.– 4:00 P.M. (17 Truck Routes)					
0001	Supervisor	2	7 hours for each		
0002	Moving trucks 27ft and 1 spare truck	25 (1 extra on stand-bye	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25 (1 extra on stand-bye	ea		
0005	Laborers	25	ea		
Phase II. Loading and 24-hour Storage – Sunday, October 31, 2010 - 7:00 A.M. – 1:00 P.M.					
0001	Supervisor	2	6 hours for each		
0002	Moving trucks 27ft.	25	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25	ea		
0005	Laborers	25	ea		
0006	Project Manager	1	hourly		

Delivery –Monday, November 1, 2010 – 7:00 A.M. – 2:00 P.M (25 Truck Routes)					
0001	Supervisor	2	7 hours for each		
0002	Moving trucks 27ft and 1 spare truck (Fuel surcharge shall be included in your price)	25 (1 extra on stand-bye	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25 (1 extra on stand-bye	ea		
0005	Laborers	25	ea		
Pick-Up –Wednesday, November 3, 2010 -8:00 A.M.– 4:00 P.M. (17 Truck Routes)					
0001	Supervisor	2	7 hours for each		
0002	Moving trucks 27ft and 1 spare truck	25 (1 extras on stand-bye	ea		
0003	Moving equipment & 12 cases of stretch wrap	1	lot		
0004	Drivers	25 (1 extra on stand-bye	ea		
0005	Laborers	25	ea		

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The D.C. Board of Elections and Ethics (BOEE) has a need for a supplier that has prior experience with moving large delicate electrical equipment. The Supplier shall be responsible for providing the required trucks, truck drivers, and helpers to load, house for 24-hours, transport, deliver and pick up voting equipment and supplies for each of the voting precincts, based on the election schedule provided by BOEE.

With the assistance of BOEE staff, the Supplier shall dispatch at a minimum two-person teams, i.e. one (1) driver and one (1) helper, to each of the polling sites during an election event. Typically, each team shall be responsible for deliveries and pick-ups on a route not to exceed more than six (6) polling sites. The average time to complete each route is approximately four to five hours.

C.2 REQUIREMENTS

C.2.1 D.C. Board of Elections and Ethics requires all of the following:

C.2.1 The supplier shall provide, at a minimum, fifty-three (53) experienced staff members to support each Election Day event schedule.

C.2.2 The supplier will be fully accountable and is required to replace any equipment that is damaged while under their possession;

C.2.3 The supplier shall provide copies of their insurance certificates (See section C.13);

C.2.4 The supplier shall provide all labor, materials, supplies and equipment;

C.2.5 The supplier shall provide twenty-five (25) trucks from its own fleet for each Election Day Event. During an election event, the Contractor shall make available one (1) spare trucks in the event of mechanical failures, breakdowns, or other unforeseen incidents.

C.2.6 The supplier must provide a fleet of trucks that are at least 27 foot or more box moving trucks, equipped with air suspension and lift gates.

C.2.7 The supplier shall be responsible for reporting any damages that may occur while moving;

C.2.8 The supplier should be familiar with the District of Columbia before moving commences; (the number of precincts may vary)

C.2.9 The supplier must have on all their trucks the necessary moving accessories, including, but not limited to, dollies/hand trucks, clips and tie down straps, heavyweight padding for electronic/paper voting machines and electronic poll books and shrink-wrap for pallets containing voting equipment to ensure timely, damage-free, site-to-site delivery of equipment and supplies. Voting equipment specifications are as follows:

Estimated Quantity *	**Description**	**Dimensions**	**Estimated Weight**
143	Paper Ballot Voting Machine	(H) 7½", (W) 19", (D) 22½"	37 lbs. (empty)
143 600	Touchscreen Voting Machine Electronic Poll Book	Booth – 27.7x24x7.4 15 inch terminal 16.1x18.5x2.65. **Secure in durable cases**	37lbs with booth; 14.35 pounds without
700 *300*	*PakFlatt Voting Booth* *Voting Booth Suitcase (Gr)*	98x24x64 (H) 6.0", (W) 24.0", (D) 18.5"	21lbs. 19lbs.
143	Supply Box	(H) 20.0", (W) 34.0", (D) 24.0"	15lbs. (empty) 75lbs-100 with contents
500	Tables/Chairs	6 ft tables; standard folding chairs	
143	Help America Vote Act (HAVA) Banners	Pick-up only	
*	Official Ballots	2-4 ballot packing boxes per precinct (142 precincts) quantity varies according to election	
143	Big Bell Alert System- packed in durable hard case		15lbs

*NOTE: Quantities listed are estimates only. The Supplier must also load boxes with official ballots – ballot boxes vary in weight - each precinct (143) may get 2-4 boxes of ballots.

C.2.10 The supplier shall, at all times, use suitable safety precautions to prevent injury to workers and all other persons who may be on or about the work area and to prevent damage to District property.

C.2.11 The supplier shall equip each truck with a functioning cell phone to maintain communication with the Project Manager and BOEE staff. The Contractor shall provide a listing of all cell phone numbers by truck to the designated BOEE representative no later than the Friday before an election event.

C.2.12 **The supplier's staff shall meet BOEE staff at the BOEE warehouse located at 3535 V Street, NE at 7:00 am on the Sunday before a scheduled election.**

C.2.13 The supplier shall load the voting equipment and supplies on its trucks as directed by BOEE staff and transport the loaded trucks to a secured lot. The supplier shall be responsible for securing voting equipment and supplies loaded on its trucks at the secured lot overnight on the Sunday before a scheduled election. Security measures shall include, but are not limited to, the use of tamper proof twist locks. The supplier shall be required to take all necessary and prudent steps to ensure all trucks and their contents are not tampered with or damaged while in the supplier's possession.

C.2.14 The supplier shall designate two-person (driver/helper) teams for each polling site. The supplier shall dispatch these teams from the overnight storage lot on the Monday before a scheduled election to make deliveries at each polling place via pre-arranged delivery routes. Drivers shall leave the storage lot on or around 9:30 am in order to arrive at the first stop on the scheduled delivery route by 10:00 am. The supplier shall complete all routes by 5:00 pm.

C.2.15 The supplier shall arrive at each stop on its assigned delivery route by the time indicated. BOEE shall provide the contractor with the assigned delivery routes and delivery times no later than the Friday prior to the scheduled event.

C.2.16 Upon completion of deliveries on the Monday before a scheduled election, the supplier shall have all its trucks returned to its headquarters or staging area.

C.2.17 On Wednesday, the day after the election, the supplier shall dispatch its teams from its headquarters at 8:00 am to pick-up voting equipment and supplies from each polling site. Once the materials are picked-up, the supplier shall deliver the load back to the BOEE warehouse for unloading. The supplier shall have all equipment and supplies back to the warehouse by **not later than 5:00 p.m**.

C.2.18 The supplier shall unload the equipment at the BOEE warehouse as directed by BOEE staff. The supplier shall obtain a delivery receipt from the designated BOEE representative indicating that all equipment and supplies have been received and accepted.

C.2.19 BOEE staff shall provide the supplier with a list of polling sites and designated delivery routes and required delivery times prior to each election event. (Current attached list of 143 precinct locations).

C.2.20 BOEE shall designate Area Representatives to lead trucks on the Monday before an Election Day. The Area Representative shall monitor the unloading of equipment and supplies at each polling site to ensure accuracy of drop-off and to ensure poll workers are on site to accept and secure the deliveries.

C.2.21 BOEE shall have a poll worker or facility representative sign at each polling site indicating that all deliveries have been received and accepted. The delivery receipt log shall include the quantity and type of equipment delivered, the quantity and description of supplies/boxes delivered, and the quantity and description of all other supplies delivered.

C.2.22 The supplier must have demonstrated experience in moving electronic and highly technical equipment in a jurisdiction of comparable size to the District of Columbia. The Suppliers shall provide performance results upon request.

C.2.23 Please provide a list of references, including contact information of the most recent and related clients they have provided similar services for.

C.3 INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number six (6) Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

C.4 TERM OF CONTRACT

The term of the agreement shall be from date of award thru September 30, 2010.

C.5 DELIVERABLES

See Price Schedule for B.3.1

C.6 INVOICE PAYMENT

C.6.1 The District will make payments to the Supplier(s), upon the submission of proper invoices, at the prices stipulated in this contract, for accepted supplies delivered and/or services performed, less any discounts, allowances or adjustments provided for in this contract.

C.6.2 The District will pay the Supplier on or before the 30th day after receiving a proper invoice from the Supplier.

C.7 INVOICE SUBMITTAL

C.7.1 The Supplier(s) shall submit proper invoices on a monthly basis or as otherwise specified in each task order. Invoices shall be prepared in duplicate and submitted to the ordering agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in each task order.

C.7.2 To constitute a proper invoice, the Supplier shall submit the following information on the invoice:

a). Supplier'**s** name, federal tax ID and invoice date (Suppliers shall date invoices as of the date of mailing or transmittal);

b). Contract number and invoice number;

c). Purchase order number;

d). Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

e). Other supporting documentation or information, as required by the Contracting Officer;

f). Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

g). Name, title, phone number of person preparing the invoice;

h). Name, title, phone number and mailing address of person (if different from the person identified in C.11.2.f above) to be notified in the event of a defective invoice; and,

i). Authorized signature.

C.8 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Supplier(s) shall be bound by the Wage Determination No. 2005-2103, Revision No. 8, dated May 26, 2009, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as part of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

C.9 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 ("SCP"), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading "Information", then click on "Standard Contract Provisions – Supplies and Services Contracts".

C.10 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

C.11 RIGHTS IN DATA

C.11.1 "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

C.11.2 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

C.11.3 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

C.11.4 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

C.11.5 The Supplier shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

C.11.6 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

C.12 SUBCONTRACTS

The Supplier(s) hereunder shall not subcontract any of the Supplier's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

C.13 INSURANCE

C.13.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverages prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

(a) **Commercial General Liability Insurance**, $1,000,000 limits per occurrence, District added as an additional insured.

(b) **Automobile Liability Insurance**, $1,000,000 per occurrence combined single limit.

(c) **Worker's Compensation Insurance** according to the statutes of the District of Columbia, including Employer's Liability, $100,000 per accident for injury, $100,000 per employee for disease, $500,000 policy limit disease.

(d) **Employer's Liability Insurance**, $1,000,000 limits per claim (note: such insurance is typically called medical malpractice insurance for doctors, professional liability insurance for lawyers and nurses, and errors and omissions liability insurance for all other "professions" with a professional liability exposure).

C.13.2 Transportation and Specialty Equipment:

(a) **Commercial General Liability Insurance**, $1,000,000 limits per occurrence, District added as an additional insured.

(b) **Automobile Liability Insurance**, $1,000,000 per occurrence combined single limit.

(c) **Worker's Compensation Insurance** according to the statutes of the District of Columbia, including Employer's Liability, $100,000 per accident for injury, $100,000 per employee for disease, $500,000 policy limit disease.

(d) **Umbrella/ Excess Liability Insurance**, $5,000,000 limits per occurrence.

(e) If District Property is being transported, Motor Cargo Insurance with Limits sufficient to cover the replacement cost.