

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**



**REQUEST FOR DELIVERY ORDER (RFDO)**

TO: Prospective Offerors

Solicitation No: **DCFA-2011-D-3906**

Caption: Copy Paper

Issuance Date: December 7, 2010

Due Date: December 9, 2010

**The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD), is seeking a contractor to provide and deliver copy paper. The successful contractor shall be expected to provide services under a firm fixed price and time and materials delivery order agreement.**

The RFDO should be prepared according to the instructions listed below.

**1. RFDO SUBMISSION REQUIREMENTS**

The request for quotation shall consist of one (1) original and one (1) copy. Each quotation will be submitted in a sealed envelope conspicuously marked: "Request for Quotation in Response to Solicitation No. **DCFA-2011-D-3906** "Copy Paper". Pricing shall be firm fixed price and shall identify all costs, unless otherwise directed in writing, the price shall, at a minimum include:

- i. Unit price per case for copy paper
- ii. Unit price for Delivery
- iii. Identify the total price and include a summary of all items proposed.

Offerors shall also complete and return the Tax Certification Affidavit (Attachment B).

**2. RFDO SUBMISSION DATE AND TIME:**

RFDO must be submitted no later than 2:00 P.M., local time on December 9, 2010. RFDO's, modifications to quotation, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and will not be considered.

**3. RFDO DELIVERY (Hand, Facsimile, and/or Electronic Mail)**

**Deliver Mail or Fax to:**

Attention: Gail Smith  
Contract Specialist  
DC Office of Contracting and Procurement  
441 4<sup>th</sup> Street, NW. Suite 700S  
Washington, DC 20001

[gail.smith@dc.gov](mailto:gail.smith@dc.gov)

RFDO may be submitted electronically to [gail.smith@dc.gov](mailto:gail.smith@dc.gov).

The period of performance shall be from the Date of Award through September 30, 2011.

If you have any questions, please contact Gail Smith at (202) 724-4791.

**4. Invoice Payment**

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

The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**5. Invoice Submittal**

The Contractor will submit proper invoices on a monthly basis or as otherwise specified in Section 6.2. Invoices will be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR). The address of the COTR is:

Phyllis Gilbert, Program Manager  
 Metropolitan Police Department (MPD)  
 DC Government  
 300 Indiana Ave., NW  
 Room 4150  
 Washington, D.C,  
 Phone: (202) 492-1150

**SECTION B: SUPPLIES OR SERVICES AND PRICES**

The Government of the District of Columbia, Office of Contracting and Procurement on behalf of the Metropolitan Police Department (MPD), has a need to procure copy paper in accordance with the requirements of this request for delivery order at fixed unit prices.

2 This is a firm fixed price contract.

**B.1. SCOPE**

**PRICE SCHEDULE**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Estimated Quantity*</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
0001	Copy Paper	3,287	case		
<b>TOTAL AMOUNT FOR BASE PERIOD</b>					\$

**\*The District does not guarantee that the Contractor will receive the estimated quantity.**



