

| REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i> | | | | PAGE OF PAGES 1 1 | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------|
| 1. REQUEST NO. RQ687564 | 2. DATE ISSUED 05/10/2010 | 3. REQUEST/PURCHASE REQUEST NO. | 4. COMMODITY GROUP AND CLASS 715-30-00 | RATING | |
| 5A. ISSUED BY Office of Contracting & Procurement 441 4 th St. NW 700S Washington DC 20001 | | | 6. DELIVER BY <i>(Date)</i> May 28, 2010 | | |
| 5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Eun-Kyung Choi, Contract Specialist Office (202) 724-5247 Fax (202) 727-8843; eun-kyung.choi@dc.gov | | | 7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i> | | |
| 8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE To All Prospective DCSS Offerors | | | 9. DESTINATION <i>(Consignee and address, including ZIP code)</i> Serve DC 1420 U Street, NW Washington, DC | | |
| 8a. Vendor Tax ID # | | | | | |
| 10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 02:00PM <i>(Date)</i> May 13, 2010 | | 11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> DCSS <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 <i>(Include applicable Federal, State and local taxes)</i> | | | | | |
| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) |
| 0001 | Ready, Set, Go! Kits | 1,500 | Each | \$ _____ | \$ _____ |
| 0002 | Commander Ready Backpack | 1,500 | Each | \$ _____ | \$ _____ |
| Notes: See attached Statement of Work and Attachments A – H. No Bid: If your company is not interested in bidding on the RFQ, please fax the attached form back to my attention on (202) 727-8843 | | | | Total | \$ _____ |
| 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> |

STATEMENT OF WORK

1. SCOPE:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of Serve DC (Commission on National and Community Service) seeks a Contractor to provide pre-packaged emergency “Go” Kits for its Commander Ready Program.

2. BACKGROUND

The Commander Ready program is a specialized component of the DC Neighborhood Corps and DC Citizen Corps programs designed to educate and engage children ages 5-13 in emergency preparedness. This program is led by two members of the Ready Team, Reggie and Rachel, and their dog, Rodney. The Ready Team is always prepared for the unexpected, and their job is to teach the children in DC how to prepare for disasters and prevent disaster damage. With the Ready Team as their guide, youth also learn about what can cause disasters, play games and complete fun activities which help to reinforce the message of preparedness.

3. REQUIREMENTS

- 3.1** The Contractor shall provide one thousand and five hundred (1,500) Ready, Set, Go! Kits and one thousand and five hundred (1,500) Commander Ready Backpacks. The Contractor shall obtain exact quantities from orders placed against this agreement.
- 3.2** The Contractor’s bag shall hold the commodities listed in 3.4. See Attachment A – I.
- 3.3** The Contractor’s bag shall have the Commander Ready “CR” logo and the “Are You Ready?” logo provided in Attachments B and C.
- 3.4** The Contractor shall include the following items on the Ready, Set, Go! Kits:
 - 3.4.1** Commander Ready First Aid Kit
 - a.** First Aid Kits shall be red with black imprint of the Commander Ready (“CR”) logo, “Are You Ready?” logo and www.serve.dc.gov.
 - 3.4.2** Commander Ready Water Bottle
 - a.** A white bottle, black lid and Red imprint of “CR” logo and “Are You Ready?” logo. See Attachment A – I.
 - 3.4.3** Hand Sanitizer (Note: Needs to be selected and designed). See Attachment A – I.
 - 3.4.4** Commander Ready Gloves
 - a.** Small white closed with grey rubber lining with Red “CR” logo imprint on front. See Attachment D.

- 3.4.5** Commander Ready Flashlight
 - a.** Red flashlight with black imprint of “CR” logo and “Are You Ready?” logo. See Attachment A – I.
- 3.4.6** Commander Ready Glow Sticks (2)
 - a.** Two (2) clear glow sticks with black imprint of “CR” logo and “Are You Ready?” logo. See Attachment A – I.
- 3.4.7** Commander Ready Whistle
 - a.** Pocket whistle with a key light. Red with white imprint of “CR” logo. See Attachment E.
- 3.4.8** Commander Ready Notepad
 - a.** 3 x 5 Notepad without lines and with faded ink mark of Red/Black “CR” logo imprint. See Attachment F.
- 3.4.9** Commander Ready Pencil
 - a.** White pencil with red imprint of “CR” logo and “Are You Ready?” logo. See Attachment G.
- 3.4.10** Commander Ready Pencil Sharpener
 - a.** Red pencil sharpener with black imprint of “CR” logo. See Attachment A – I.
- 3.5** The Contractor shall provide Commander Ready Backpack with the following items:
 - 3.5.1** Commander Ready Stress Ball
 - a.** Red stress ball with black CR imprint. See Attachment A – II.
 - 3.5.2** Commander Ready Yo-Yo
 - a.** Red yo-yo with black CR imprint. See Attachment A – II.
 - 3.5.3** Commander Ready Bracelet
 - a.** Red bracelet with “CR” and the Serve DC website (www.serve.dc.gov). See Attachment A – II.
 - 3.5.4** Commander Ready Dog Tag
 - a.** Red dog tags with black “Are You Ready?” logo and website. See Attachment A – II.
 - 3.5.5** Commander Ready T-Shirt
 - a.** Red T-Shirt, FRONT: “CR” logo black imprint on the front. BACK: Are You Ready? logo, Washington DC Citizen Corps logo, Serve DC logo, Serve DC website address imprint under the Serve DC logo. See Attachment G.
 - 3.5.6** Commander Ready Cap
 - a.** Black cap with red “CR” imprint. See Attachment A – II.

- 3.6** The Contractor shall have “CR” logo and the “Serve DC” logo imprint on the Commander Ready Backpack. See Attachment A – II.
- 3.7** The Contractor shall provide one (1) final sample of each type of bag by May 21, 2010. Upon the review, if the sample is found to be not compliant, the COTR will notify within twenty-four (24) hours. The Contractor shall have ten (5) business days from the date of the COTR’s notification to provide a replacement sample.
- 3.8** The Contractor shall make final deliver pre-packaged kits and backpacks by May 28, 2010. The Contractor shall deliver all kits and backpacks to the following address:

Serve DC
 1420 U Street, NW
 Washington, D.C.

4. DELIVERABLES

| CLIN | Deliverable | Quantity | Due Date | To Whom? |
|-------------|-----------------------------------------------------------|-----------------|-----------------|-----------------|
| 3.7 | One (1) final complete sample of Ready, Set, Go! Kits. | 1 | May 21, 2010 | COTR |
| 3.7 | One (1) final complete sample of Commander Ready Backpack | 1 | May 21, 2010 | COTR |
| 3.2 | Ready, Set, Go! Kits | 1,500 | May 28, 2010 | COTR |
| 3.3 | Commander Ready Backpack | 1,500 | May 28, 2010 | COTR |

5. TERM OF CONTRACT

The term of this contract shall be date of award through May 28, 2010.

6. INSPECTION AND ACCEPTANCE

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to repeat these services at no increase in the contract amount.