

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF REAL ESTATE SERVICES
Contracting and Procurement Division**



REQUEST FOR QUOTATION

Page of

ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY: ☞	February 4, 2011 2: 00 PM	QUESTIONS? (Please Contact) ☞	Issued: January 27, 2011 Silvia D. Silverman 202-671-1359

YOU MUST USE THIS QUOTE SHEET OR YOUR BID WILL NOT BE CONSIDERED

LINE NO.	Item Description	Quantity	UNIT / ISSUE	EXTENDED PRICE
1	<p>The DC Department of Real Estate Services is seeking a masonry contractor to provide replacement exterior doors for the Department of Parks and Recreation King Greenleaf Park, located at 201 N Street SW, Washington DC.</p> <p>Provide a Lump-sum amount per Attachment A "Statement of Work" and insurance requirements.</p>			\$
2	<p>Contractors are advised to attend the scheduled site walk, Tuesday February 1, 2011 at 2:00 PM, to allow for the contractor and owner to verify actual quantities of work to be completed as a requirement of the job prior to submitting a quotation.</p>			
3	<p>Attachment C "Department of Labor General Decision Number DC100004 Modification # 12 dated 1/21/2011" is applicable to this Request for Quotation and resultant Purchase Order.</p>			
4	<p>Attachment D "Standard Contract Provisions For Use With District of Columbia Government Construction Services Contracts", January 2007</p>			

QUESTIONS CONTACT: *COREY MORGAN*
 AT 202-286-1533. PLEASE FAX YOUR
 QUOTATION TO *SILVIA D. SILVERMAN* AT
 202.442.9506, or e-mail to silvia.silverman@dc.gov
 BY 2:00 PM on February 4, 2011.

ALL SHIPPING MUST BE FOB DESTINATION

ARE YOU LSDBE CERTIFIED? Yes No (If "yes", please attach certification)

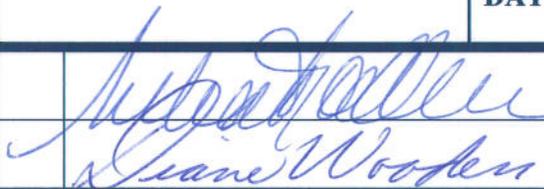
**NOTE: PROVIDE ESTIMATED NUMBER OF CALENDAR DAYS TO COMPLETE PROJECT
 AFTER RECEIPT OF PURCHASE ORDER _____ CALENDAR DAYS**

SUBMITTED BY: (Signature of Person Authorized to Sign) 

TITLE:

DATE:

Contract Specialist:
 Ms. Silvia D. Silverman



DATE: 1/28/11

Contracting Officer:
 Ms. Diane Wooden



DATE: 1/28/11



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Parks and Recreation



**STATEMENT OF WORK AND SPECIFICATION FOR INSTALLATION NEW
EXTERIOR DOORS AT KING GREENLEAF RECREATION CENTER**

1. PROJECT SUMMARY

The District of Columbia Department of Parks & Recreation (“DPR”) desires to have handicap accessible doors replaced King Green Leaf Recreation Center located at 201 N. Street SW. The existing doors are not functioning properly, affecting the agencies ability to properly secure the site

2. DESCRIPTION OF WORK

2.1 General Requirements

- 2.1.1** All prospective bidders shall review the document(s) before the time of pre-bid site inspection, and have questions ready during pre-bid review
- 2.1.2** During the execution of work qualified supervisor (s) must be on site at all times
- 2.1.3** The contractor shall assign a contract person who will provide liaison with the agency throughout the period of this contract
- 2.1.4** The contractor shall give advance notice at least 48 hours before the initiation of any work should the work anticipate disruption of normal operation of the facility
- 2.1.5** All work shall be performed in accordance with all applicable codes and regulations. Where any portion of the system specified or shown on the drawing is not installed in accordance with all applicable laws, ordinances, regulations, and codes. The contractor must make all changes required by the enforcing authority in a manner approved by the DPR Project Manger and without additional cost to DPR.
- 2.1.6** The contractor shall field-verify existing conditions, dimensions, and requirements prior to ordering doors
- 2.1.7** The contractor responsible for all the electrical and/or mechanical work required to install new doors.
- 2.1.8** Contractor responsible for obtaining, if necessary, any city permits required for installation of the doors.
- 2.1.9** All workmanship and material shall be guaranteed from defects by the contractor for a period of one year from the date of acceptance
- 2.1.10** All areas disturbed shall be restored to match existing conditions

2.2 Scope

The contractor selected shall provide all labor, materials, and equipment as specified and as required for a complete and proper execution, and examine the area(s) and conditions under which the work shall be performed. The scope of work and specification shall include but not necessary limited to:

- 2.2.1** Removal and demolition all existing exterior doors and frames
- 2.2.2** Purchase and install new doors and frames for doors that were removed, quantity not to exceed ten (10). See attachment A of the floor plan of the site, which identifies all exterior doors.
- 2.2.3** Install all wiring, circuits, and equipment needed to make the door functional, ADA compliant, and in code with D.C. Laws
- 2.2.4** The contractor shall secure all applicable permits needed to perform installation of ADA compliant doors

2.3 Execution

- 2.3.1** The contractor shall provide all service as per Scope of Work and Specifications for installation of ADA compliant doors
- 2.3.2** All materials required must be stockpiled before work commences and under Contractor's own control.
- 2.3.3** All demolition materials must be hauled off site at contractor's own cost

2.4 Requirements for Restoring Work Areas

- 2.4.1** Patch and repair concrete walkways caused by removal of existing work or alteration performed under this contract shall meet the following guidelines, when applicable
- 2.4.2** Work required to be restored or altered and not specified elsewhere shall be repaired or replaced to match existing surrounding surfaces with matching material. Join new work to existing work so that jointing will be inconspicuous as possible

2.5 Products

- 2.5.1** Catalogue cuts, manufacturer's specifications and nomenclature data required
- 2.5.2** Manufacturer's specifications, and nomenclature data will be required for all materials and equipment used for this project
- 2.5.3** Colors shall be selected by DPR's Project Manager

2.6 Warranty

- 2.6.1 The manufacturer must provide a warranty from date of installation that protects against defects in workmanship and materials
- 2.6.2 The contractor shall provide one year of labor and material warranty on all work
- 2.6.3 Upon successful completion of work, the following warranties shall be obtained before payment:

Manufacturer's Warranty for each newly installed door

3. SUBMITTALS AND DELIVERABLES

3.1 Contractor shall provide the following deliverables for review and approval by COTR.

Item	Format/Method	Due Date
Proposed Schedule of Work	One (1) electronic copy Two (2) hard copies	Within five (5) days of NTP
Shop drawing (working drawing) showing details of all work to be performed shall be submitted before work commences	One (1) electronic copy Two (2) hard copies	Within ten (10) days of NTP
Complete material list of all items proposed to be furnished and installed	One (1) electronic copy Two (2) hard copies	Within ten (10) days of NTP
Manufacturer's recommended methods of installation(s)		
Two copies of all warranties related to the newly installed doors shall be provided		before final payment can be processed

Hard copies shall be hand delivered to the COTR. Electronic deliverables shall be submitted electronically to the COTR.

3.2 Shop Drawings

- a. Submit for DPR's approval drawings showing generally layout and scope of work, all sections and details for fabrication and installation with all items requiring coordination with structure and/ with the work of other trades
- b. Submit in writing with shop drawing, any variations from contract requirements and/or specifications. Variations so noted shall take precedence over contract requirements only upon approval of the shop drawing with variations noted.

4. QUALITY ASSURANCE

- 4.1** The ADA compliant handicap accessible doors shall be product of a door manufacturer regularly engaged in the engineering, fabricating, and construction of handicap accessible doors.
- 4.2** Any request for approval of a substitute must be in the form of a complete set of engineering drawings, structural calculations, and specifications.
- 4.3** Use the adequate numbers of skilled workmen who are thoroughly trained in the methods needed for proper performance of the work.
- 4.4** Use door manufacturer who has been engaged in installation of ADA compliant doors of the type specified herein for at least 2 years immediately prior to the start of this work, and who has a history of execution of quality projects on schedule

5. CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR)

Contractor acknowledges and understands that the COTR is responsible for routine and day to day routine administration of this contract, but he/she has no authority to direct or change the terms, conditions, scope or the amount without prior written approval of the Contracting Officer. Project invoices shall be sent to the COTR for payment.

Corey E. Morgan
Project Manager
Department of Parks and Recreation
Office of Planning & Capital Projects
3149 16th Street, NW
Washington, DC 20010
202-340-3167
Corey.morgan@dc.gov

6. CONTRACTING OFFICER

The DRES Contracting Officer is:

Diane Wooden, Contracting Officer
Contracting and Procurement Division
2000 14th Street, NW, Fifth Floor
Washington, DC 20009
Phone: 202-671-2405
Fax: 202-442-9506
Diane.Wooden@dc.gov

7. INSURANCE:

- A. GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed

until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor/Insurance Company shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employers' Liability Insurance. The Contractor shall provide employers' liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

If projects hereunder include water operations, the U.S. Longshoremen and Harbor Workers' Compensation Act and Maritime endorsements must be purchased and attached to employers' liability insurance policy.

4. Installation-Floater Insurance. For projects not involving structures, the contractor shall provide an installation floater policy with a limit equal to the full contract value. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and name the District of Columbia as the loss payee on the policy, as its interests may appear. A waiver of subrogation in favor of the District of Columbia shall be included.]
5. Umbrella or Excess Liability Insurance. The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and

automobile liability) insurance as follows: \$2,000,000 per occurrence, including the District of Columbia as additional insured.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; and any required Professional Liability for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. Measure of Payment. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Diane Wooden, Contracting Officer
Contracting and Procurement Division
2000 14th Street, NW, Fifth Floor
Washington, DC 20009
Phone: 202-671-2405
Diane.Wooden@dc.gov