

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 type="checkbox"/> is not applicable.			PAGE OF PAGES 1 3	
1. SOLICITATION NO.  DCDB-2009-Q-7411	2. DATE ISSUED	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY Office of Contracting and Procurement 441 4 <sup>th</sup> Street NW., Suite 700 South Washington, DC 20001			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> Adele Smith (202) 724-4960 Fax (202) 727-0245			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>			
8a. Vendor Tax ID #						
9b. Duns Number						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 3:00 PM <i>(Date)</i>  1/23/09		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				
<b>IMPORTANT:</b> 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.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
01	Roofing Inspectors for various properties for the Single Family Residential Rehabilitation Program  See Scope of Work (Attachment B)  Submits Bids to: Adele Smith Office of Contracting and Procurement 441 4 <sup>th</sup> Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-724-4960 (fax) 202-727-0245 Email <a href="mailto:Adele.Smith@dc.gov">Adele.Smith@dc.gov</a>	See	Attachment	A		
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>	

**B. PRICE SCHEDULE**

The District contemplates award of a fixed price contract

<b>Contract Line Item Number (CLIN)</b>	<b>Description of Services</b>	<b>Price Per Property</b>	<b>Estimated Qty</b>	<b>Total Price</b>
0001	Conduct Roofing Inspections for various properties for the Single Family Residential Rehabilitation Program as described in the Scope of Work (C.2)	\$	75	\$

**SECTION C: SPECIFICATIONS/WORK STATEMENT**

**C.1 SCOPE:**

The District of Columbia Government, Office of Contracting and Procurement, on behalf of the Department of Housing and Community Development (DHCD) requires the services of a roofing inspector for various properties for the Single Family Residential Rehabilitation Program. The contractor shall perform single family roofing scopes of work services for fifty (50) to seventy-five (75) properties for addresses to be determined on an as needed basis. For each property, the services will include: Site visits, review property and take pictures; Inspect and evaluate property for minimum HUD standards, health and safety; Prepare scopes of work and cot estimates.

**C.2 REQUIREMENTS**

The Contractor shall perform the following:

**C 2.1 Single Family Roofing Services**

**C.2.1.1** The Contractor shall perform site visits on designated property.

**C.2.1.1.1** The Contractor shall Inspect Exiting Roof and documents each property by taking pictures.

**C.2.1.1.2** The Contractor shall prepare a scope of work and cost estimate for roof replacement.

**C 2.1.2** The Contractor shall Inspect and evaluate property for minimum HUD standards.

**C.2.2 General Requirements**

**C.2.2.1** Prior to property inspection, DHCD will notify the Contractor of the property address, names and telephone numbers of the homeowners(s).

**C.2.2.1.2** The Contractor shall not increase the number of scopes of work without the prior approval of DHCD. The inspector must submit the scope of work report for each inspection performed as per the DHCD Construction manual as revised December 2005 version.

**C.3 DELIVERIES OF PERFORMANCE**

**C.3.1 TERM OF CONTRACT**

The term of the contract shall be from date of award thru September 30, 2009.