

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA		PAGE OF PAGES	
1. REQUEST NO. DCJZ-2009-Q-9028	2. DATE ISSUED 9/10/08	3. REQUEST/PURCHASE REQUEST NO. RQ439028	4. NIGP COMMODITY CODE 380-75-38	CAPTION BPA for Milk Services	
5A. ISSUED BY Office of Contracting & Procurement Public Safety Cluster 441 4 <sup>th</sup> St. NW 700S Washington DC 20001			6. DELIVER BY <i>(Date)</i>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> <b>Rebecca Young, Contract Specialist 202-727-0810 (ofc) / 202-727-0814 (fax)</b>			7. DELIVERY		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE  (Potential CBE Suppliers)			9. DESTINATION <i>(Delivery Address)</i>  Department of Youth Rehabilitation Services 800 Riverton Court Laurel, Maryland 20724 (As described in SOW)		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i>  <b>9/17/08, 2:00 p.m.</b>		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i>  <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
<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 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.					
<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)
	Department of Youth Rehabilitations services (DYRS) is anticipating the establishment of a Blanket Purchase Agreement for Milk. DYRS is seeking a qualified contractor to provide milk to its' Oak Hill Youth Center and the Youth Services.  As described in the attached Statement of Work (SOW), the contractor shall provide and deliver milk to the delivery locations indicated in the SOW, on an as needed basis, from date of award and continue one year thereafter.  The contract shall provide a fixed unit price per carton for the following unit items:				
1	1% low fat white milk, Grade A, Refrigerated ½ pint paperboard cartons	138,400	CTN		
2	1% chocolate milk, Grade A, Refrigerated ½ pint paperboard cartons	60,550	CTN		
3	Lactaid milk, Grade A, Refrigerated ½ pint paperboard cartons	5,000	CTN		
	<b>Note:</b> Open market solicitations with preference points given to Certified Business Enterprises (CBE).  If you cannot quote on these items, please return with explanation or "NO BID" statement.				
	If you cannot quote on these items, please return with explanation or "NO BID" statement.				
13. DISCOUNT FOR PROMPT PAYMENT I		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>			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>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CONTRACTING AND PROCUREMENT**



**1. Requirement**

The Department of Youth Rehabilitation Services (DYRS) has a need for a qualified Contractor to provide milk to its Oak Hill Youth Center (OHYC) and the Youth Services Center (YSC). Although populations tend to fluctuate periodically, OHYC is a secured facility with an average population of 70 youth located at 3201 Oak Hill Drive, Laurel Maryland 20724; YSC is a detained facility with an average population of 90 youth located at 1000 Mt. Olivet Road N.E. Washington, DC 20002. **Note: security and safety risk, these items must be in paperboard cartons. No Aluminum Tops.** All deliveries will be made between 6:00 a.m. and 7 a.m. on Monday and Thursday of each week.

The Contractor shall: Deliver milk on a two times per week basis to both facilities Oak Hill Youth Center and the Youth Services Center each **Monday and Thursday**. Table 1 shows the quantity ordered of milk for both facilities and table 2 and 3 are the fixed delivery schedules for OHYC and YSC. If the delivery schedule changes due to population changes, see the individuals listed in **Section 2**.

**Table 1**

Description	Quantity Per Carton	Unit Price per Carton
1% Low Fat White Milk Grade A, Refrigerated ½ pint Paperboard Cartons	138,400	
1% Chocolate Milk Grade A, Refrigerated ½ pint Paperboard Cartons	60,550	
Lactaid Milk, Grade A, Refrigerated ½ pint Paperboard Cartons	5,000	

**Table 2**

OHYC – Culinary, 3201 Oak Hill Drive, Laurel, Maryland 20724, 240-456-5108

Description	Cases	Delivery
Low Fat White Milk (1%)	15	Mon & Thurs 6 am – 7am
Chocolate Milk (1%)	3	Mon & Thurs 6 am – 7am
Lactaid Milk	1	Mon only 6am- 7am

**Table 3**

YSC - 1000 Mt Olivet Rd, NE, Washington, DC 20002.

Description	Cases	Delivery
Low Fat White Milk (1%)	12	Mon & Thurs 6 am – 7am
Chocolate Milk (1%)	2	Mon & Thurs 6 am – 7am
Lactaid Milk	0	Mon only 6am-7am

**2. Notice of Individual(s) Authorized to Make Changes to the Delivery Quantities**

Damion Jones, Program Analyst, Department of Youth Rehabilitation Services is the authorized individual to change orders for milk, or to adjust deliveries. The Contracting Officer is the only individual who may make changes to this purchase order, or to increase the authorized price ceiling of this purchase order.

Damion Jones  
Central Administration Building  
[Damion.jones@dc.gov](mailto:Damion.jones@dc.gov)  
Telephone: (202)456-5288

**3. Date of Order:** As determined by DYRS in Tables 2 and 3 above.

Or, upon request by individuals authorized to purchase milk and juice against the purchase order.

**4. Term of the Agreement:**

The period of performance shall begin on the date the purchase order is issued by the Contracting Officer and continue for a period of one year after award.

**5. Overall Technical Responsibility for this Delivery Order Agreement and Primary Point of Contact: Contracting Officer's Technical Representative (COTR):**

Contracting Officer's Technical Representative (COTR):

Roger Douglas  
Compliance and Procurement Officer  
Department of Youth Rehabilitation Services  
8300 Riverton Court  
Laurel, MD 20724

## 6. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District only by contracting officers. The name, address, and telephone number of the CO is:

Jean Wright, Contracting Officer  
Department of Youth Rehabilitation Services  
64 New York Ave., 6<sup>th</sup> Floor,  
Washington, DC 20002  
(202) 671-4463

- 6.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this Purchase Order.
- 6.2.2 Contractors shall not comply with any order, directive, or request that changes or modifies the requirements of this Purchase Order, unless issued in writing and signed by the Contracting Officer.
- 6.2.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the order price to cover any cost increase incurred as a result thereof.

## 7. Compensation, Invoicing and Payment

- 7.1 For satisfactory performance of the deliverables set forth in the Statement of Work (SOW), the contractor shall be paid based on the fixed price for each deliverable in accordance with the Contractor's price proposal accepted by the District.
- 7.2 **All Payment Requests Must Be Addressed as Follows and Forwarded With Concurrent Copies to the Contracting Officer's Technical Representative (COTR)**

**Chief Financial Officer**  
DC Dept of Youth Rehabilitation Services  
Attn: Accounts Payable, 6<sup>th</sup> Floor  
64 New York Ave NE  
Washington, DC 20002

- 7.3 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
  - 7.3.1 Contractor's name, Federal tax ID and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

- 7.3.2 Contract number and invoice number;
- 7.3.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- 7.3.4 Monthly Activity Report and/or other documentation as required by the Contracting Officer;
- 7.3.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 7.3.6 Name, title, phone number of person preparing the invoice;
- 7.3.7 Name, title, phone number and mailing address of person (if different from the person identified in above) to be notified in the event of a defective invoice; and
- 7.3.8 Authorized signature.

**8. Continuation of services beyond September 30, of each fiscal year is subject to availability of continuing fiscal appropriations.**

**9. Basis for Award.**

The award will be based on the lowest price determined fair and reasonable

**10. Application of LSDBE points (Not Applicable for this Award)**

**Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone**

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**11. General Preferences**

- 11.1 For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:
  - 11.1.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

- 11.1.2 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

## **11.2 Application of Preferences**

The preferences shall be applicable to prime contractors as follows:

- 11.2.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- 11.2.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- 11.2.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- 11.2.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.

11.2.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.

11.2.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

**11.3 Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

**11.4 Preferences for Certified Joint Ventures**

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph

**11.5 Vendor Submission for Preferences**

11.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

11.5.2 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

11.5.3 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

11.5.4 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

ATTN: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001

- 11.5.5 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

**12. 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.”.

**13. SECURITY REQUIREMENTS**

- 13.1 The Contractor shall secure and safeguard all security devices (including, but not limited to, ID badges, keys, key cards) which are provided to it by the District. The Contractor shall not permit any employee to access any locked and/or secured areas on the job sites until approved by the COTR. The Contractor shall immediately report to the COTR all security devices issued to it by the District. The Contractor shall be responsible for all the costs the District incurs as a result of the Contractor's loss of the keys. These costs include but are not limited to the expense of changing locks and/or replacing keys.
- 13.2 The contractor shall ensure that its personnel on the job site visibly display Contractor issued ID badges at all times.
- 13.3 The Contractor's employees shall enter and leave the facility through entrances approved/designated by the Department of Youth Rehabilitation Services Administration. The Department of Youth Rehabilitation Services reserves the right to deny entry into the facility to employees, Contractors or subcontractors during investigations of suspected violations of the law and/or Department of Youth Rehabilitation Services rules and regulations.
- 13.4 The Contractor shall ensure that, under no circumstances, any of its employees shall enter a prohibited area not authorized for access by the COTR. All breaches of security on the job site by the Contractor shall be immediately reported to the COTR.
- 13.5 The Contractor's employees shall not bring in the facility any form of weapons or contraband; shall be subject to search; shall conduct themselves in a professional manner at all times; and shall not cause any disturbance in the facility; and shall be subject to other rules and regulations of the facility and the Department of Youth Rehabilitation Services. The Contractor shall be provided a copy of all applicable rules and regulations of the facility. The Contractor shall ascertain that each civilian employee is issued a copy of said

rules and regulations and signs a statement acknowledging its receipt. The acknowledged receipt shall be maintained by the Contractor.