

Traffic Maintenance Services for Fabrication and Installation of Evacuation Route Signs

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET OPEN <input checked="" type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1												
1. REQUEST NO. 001	2. DATE ISSUED 11/10/2008	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION Street Evaluation Route Signs													
5A. ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION Office of Contracting and Procurement 2000 14th Street, N.W., 6th Floor Washington, D.C. 20009			6. DELIVER BY <i>(Date)</i>														
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Ebony Elder 202-671-2278 or email ebony.elder@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			9. DESTINATION <i>(Delivery Address)</i>														
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i> November 18, 2008		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															
<p>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 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.</p> <p style="text-align: center;">12. SCHEDULE (Include applicable Federal, State and local taxes)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ITEM NO. (a)</th> <th style="width: 45%;">SUPPLIES/SERVICES (b)</th> <th style="width: 15%;">QUANTITY (c)</th> <th style="width: 5%;">UNIT (d)</th> <th style="width: 10%;">UNIT PRICE (e)</th> <th style="width: 15%;">AMOUNT (f)</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center; vertical-align: middle;">SEE ATTACHED PRICE SCHEDULE FORM (ATTACHMENT A)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		SEE ATTACHED PRICE SCHEDULE FORM (ATTACHMENT A)				
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	SEE ATTACHED PRICE SCHEDULE FORM (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>			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>												

REQUEST FOR QUOTATION (RFQ)

**TRAFFIC MAINTENANCE SERVICES FOR FABRICATION AND INSTALLATION OF
EVACUATION ROUTE SIGNS**

1. GENERAL TERMS AND CONDITIONS

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Open Market. The District will apply preferences in evaluating submissions from District-certified CBEs. If you are unable to submit a quote, please so indicate on this form and return it.

- 1.1 The District may award a single contract resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.
- 1.2 The District may award contracts on the bases of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms.

2. SERVICES/SUPPLIES REQUIRED

The Office of Contracting on behalf of the District Department of Transportation (DDOT), Transportation Operations Administration (TOA) has an immediate need to procure the services of company to provide the personnel, supervision, management, materials, equipment and supplies required to fabricate "Evacuation Route" signs that will be installed on top of the street name signs to identify nineteen of the District's evacuation routes.

2.1 BACKGROUND:

The TOA has identified the following nineteen (19) Primary Evacuation Routes for improved signage (Maps of the Evacuation Routes may be found at <http://app.ddot.dc.gov/information/emergency/index.shtm>):

1. 16th Street, NW,
2. Georgia Avenue (7th Street.), NW,
3. Rhode Island Avenue, NE,
4. New York Avenue, NW,
5. Benning Road, NW (via H Street, NW and East Capitol Street, SE),
6. Pennsylvania Avenue, SE,
7. Branch Avenue,
8. Pennsylvania Avenue, NW/3rd St/ Independence Avenue/Washington Avenue, SW/South Capitol St./Suitland Pkwy,
9. 9th Street, NW,
10. 14th Street, NW,
11. Interstate 395/295,
12. Constitution Avenue,
13. E Street Expressway,
14. K Street, NW,
15. MacArthur Blvd NW,
16. Canal Rd. NW,
17. Wisconsin Avenue, NW, and
18. Connecticut Avenue, NW

The contractor shall be responsible for fabricating four thousand (4000) “Evacuation Route” signs and supplying their corresponding bracket(s) to be delivered to the DDOT as.

2.2 REQUIREMENTS:

2.2.1 The contractor shall perform the following:

2.2.1.1 Be responsible for fabricating four thousand (4000) “Evacuation Route” signs pursuant to the proposed design; (18x 6 blade. See EXHIBIT 1) (CLIN 001);

2.4 DELIVERABLES AND DELIVERY SCHEDULE:

2.4.1 The matrix below lists the deliverables with quantity, format and delivery date requirements.

CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
001	Fabricate "Evacuation Route" signs	1 4,000	Warehouse 1735 15 th Street NE	Within 14 days of PO issue date	COTR

2.5 DISTRICT RESPONSIBILITIES: N/A

2.6 CONTRACTOR RESPONSIBILITIES:

The contractor shall provide with it's quote information concerning the fabrication shop location and sign and bracket material specifications to include the average life of sign materials.

2.7 UNIT PRICES AND DELIVERY POINTS(S)

Unit prices and/or discounts offered herein shall include delivery, all charges prepaid and exclusive of all taxes (See paragraph 11, Standard Contract Provisions) to the following delivery point:

District Department of Transportation:
Kim Walker
Warehouse Manager
1735 15th Street, NE,
Washington, D.C.

3. PERIOD OF PERFORMANCE/DELIVERY:

N/A

4. TIME OF DELIVER ESSENTIAL:

Time of delivery is of the essence. Delivery shall be made at the delivery point within 14 days from date of receipt of purchase order.

5. BASIS FOR AWARD:

- 5.1 The Contracting Officer will award the PO based upon the following criteria listed from the most to least important order of priority:
 - 5.1.1 **Firm-Fixed unit Price;**
 - 5.1.2 **Contractor's Qualifications:**
 - 5.1.2.1 The offeror's specialized experience and technical expertise;
 - 5.1.2.2 The offeror's understanding of the Statement of Work and its ability to accomplish the Work in the Request for Quotation by the delivery date as demonstrated in his technical proposal, proposed personnel and resources.
 - 5.1.3. **Contractor's past performance.**
 - 5.1.3.1 The relevance of the past performance experience examples provided by the Offeror;
 - 5.1.3.2 The extent in which the Contractor's experience and past performance on the same or similar projects demonstrates likelihood of successfully performing all of the task set forth in section, 2.2; and

6. PROPOSAL PREPARATION

- 6.1 Offerors must submit information that demonstrates their ability to meet the evaluation criteria.
- 6.2 Offerors should submit his proposed prices on the attached price schedule.
- 6.3 The Offeror must pricing on a fixed price basis.

7. CONTRACTING OFFICER (CO):

Contracts will be entered into and signed on behalf of the District only by Contracting Officers. The name, address and telephone number of the CO is:

*Kathy Hatcher
District Department of Transportation
Office of Contracting and Procurement
Address: 2000 14th Street, NW; 6th Floor
Telephone: (202) 671-2270*

8. AUTHORIZED CHANGES BY THE CO

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

9. CO'S TECHNICAL REPRESENTATIVE (COTR):

9.1 The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Mr. Terry Bellamy
Title: Associate Director
Agency: District Department of Transportation, Transportation
Operations Administration
Address: 2000 14th Street, NW,
Washington, DC 20009
Telephone: (202) 671-1366

9.2 The COTR shall not have authority to make any changes in the specifications or SOW or terms and conditions of the contract/PO.

9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

10. COMPENSATION AND PAYMENT:

10.1 For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the price(s) specified in the contractor's Price Proposal.

10.2 The District will make payments in accordance with the terms of the PO upon the submission of a proper invoice less any discounts, allowances or adjustments provided for in the PO.

10.3 The District will pay the Contractor within 30 days after receiving a proper invoice from the Contractor.

11. INVOICE SUBMITTAL:

11.1 The contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in paragraph 6 of this RFQ. The address of the CFO is:

Name: Office of the Controller/ Agency CFO
Address: Accounts Payable

2000 14th Street, NW-6th Floor
Washington, DC 20009

11.1 To constitute a proper invoice, the Contractor shall submit the following information:

- 11.1.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 11.1.2** contract, formal agreement or PO and invoice numbers;
- 11.1.3** description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;
- 11.1.4** other supporting documentation or information, as required by the CO or COTR;
- 11.1.5** name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 11.1.6** name, title, phone number of person preparing the invoice;
- 11.1.7** name, title, phone number and mailing address of person; and
- 11.1.8** authorized signature.

12. DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2103, Revision No. 6, dated 05/29/2008 issued by the U.S. Department of Labor in accordance with the Service Contract Act incorporated herein as Attachment **D**. The Contractor shall be bound by the wage rates for the term of the contract.

13. WAY TO WORK AMENDMENT ACT OF 2006

- 13.1.1** Except as described in H._. 8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.
- 13.1.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.
- 13.1.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- 13.1.4** The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment.
- 13.1.5** The Contractor shall provide a copy of the Fact Sheet attached as J._ to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice

attached as J._ in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

13.1.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

13.1.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

13.1.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));

- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

13.1.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

ATTACHMENT(S)

- A. Price Schedule
- B. Living Wage Act of 2006
- C. Living Wage Notice
- D. Evacuation Route Specifications

Attachment A



DDOT

REQUEST FOR QUOTATION

Page 1 of 1
 Street Evacuation Route Signs
 RFQ# DCKA-2008-Q-0158

COMPANY:			
ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY:	November 18, 2008	QUESTIONS? (Please Contact)	Ebony Elder 202-671-2278

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

	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
CLINS 001	<p>In accordance with the REQUEST FOR QUOTATION</p> <p><u>CORE CONTRACT: CLINS 001 thru 004</u></p> <p>Fabricate "Evacuation Route" Signs and Brackets</p> <p>For an additional information, please call, Ebony Elder 202-671-2278</p>	4000	Each	_____	_____

ALL SHIPPING MUST BE FOB DESTINATION

NOTE: Payment Terms _____ (Discount for prompt payment of less than 20 days will not be considered in evaluating quotations)

Percent Delivery Days

SUBMITTED
 BY: (Print & Signature of Person Authorized to Signed)

	<p><u>(Check yes to all that apply/add information please)</u></p> <p>Vendor is Minority Owned? <input type="checkbox"/> Women Owned <input type="checkbox"/></p> <p>LSDBE Certified? <input type="checkbox"/> Cert.# _____</p> <p>Fed. Tax I.D NO: _____</p> <p>GSA Contract No. _____</p>			
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	<p><u>(Check yes to all that apply/add information please)</u></p> <p>Vendor is Minority Owned? <input type="radio"/> Women Owned <input type="radio"/></p> <p>LSDBE Certified? <input type="radio"/> Cert.# _____</p> <p>Fed. Tax I.D NO: _____</p> <p>GSA Contract No. _____</p>			
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