

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT, <u>SET ASIDE FOR SBE/LSDBE FIRMS ONLY.</u>		PAGE OF PAGES (incl. Cover) 1 5 (+4 pgs of layout in PDF format)	
1. REQUEST NO. DCTO-2008-Q-0106 HVAC System for OUC Garage, Wash. DC 20032	2. DATE ISSUED 8/12/08	3. REQUISITION/PURCH. REQUEST NO. RQ 419083	4. COMMODITY GROUP AND CLASS CDBR/OCF	CODE	
5A. ISSUED BY Office Of Contracting And Procurement (OCP) 441- 4 th Street, NW., Suite # 700 South Washington, DC 20001			6. All work under this PO, including delivery, installation and final inspection shall be completed within: 30 days from the date of issuance of the P.O. and written Notice To Proceed (NTP).		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Ray Sharma Contract Specialist Ph: (202) -724 - 5240; email: ramesh.sharma@dc.gov			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING Zip DC Certified SBE/LSDBE Vendors Only			9. DESTINATION (Consignee and address, including ZIP code) Teddy Kavaleri Office of Unified Communications (OUC) 310 McMillan Drive, NW Washington, DC 20001 (PH: 202-730-0521)		
10. QUOTATIONS MUST BE RECEIVED BY THE ISSUING OFFICE (OCP) BY: August 20, 2008 2.00 pm ET (marked " Attn: Ray Sharma ")		11. BUSINESS CLASSIFICATION (Check appropriate boxes) Specify SBE/LSDBE total <u>Preference Points based on</u> the current DC/OLBD Certification letter =			
		DC-SBE/LSDBE Certification No.		Expiration date (ATTACH A COPY)	
<input type="checkbox"/> SBE		<input type="checkbox"/> ROB		<input type="checkbox"/> LRB	
<input type="checkbox"/> LBE		<input type="checkbox"/> DZE		<input type="checkbox"/> DBE	
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.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f) = (c x e)
CLIN-001	Design HVAC System, load calculations, sizing of equipment, drawings, wiring diagrams, and obtain required permits per the attached Scope Of Work dt. 8/12/08 for the OUC-Garage, Wash. DC	1	Lump sum
CLIN - 002	Delivery, Installation and Testing of the HVAC System, wiring, controls and all related work in accordance with the attached Scope Of Work dt. 8/12/08 for the OUC-Garage, Wash. DC 20032	1	Lumpsum
NOTES:	The following terms apply to this solicitation : (1). Quotes shall be " <u>Firm Fixed Price</u> ". (2). US-DOL WD # DC080003 - DC3, Mod.8 dt. 7/25/08 (details at: http://www.wdol.gov/wdol/scafiles/davisbacon). (3). District of Columbia Standard Contract Provisions for Use With Specifications for District of Columbia Construction Projects dt. Jan., 2007 (free copy available on request. (4) For a Site Visit please call: Daniel Lopez (OCTO) at (703-944-6147). *** YOU MUST ALSO FILL IN AND RETURN PAGE #2 ***				
TOTAL PRICE (CLIN - 001+ 002) >		IN WORDS:			\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN THE QUOTATION/BID:		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

RFQ # DCTO-2008-Q-0106
(HVAC SYSTEM for OUC-GARAGE)
EQUIPMENT OFFERED

***** FILL IN AND RERTURN THIS PAGE (#2) WITH THE QUOTE*****

1. Type, make and model number of each heating and cooling unit/equipment offered:

2. Whether one (1) "central system" for the whole garage, OR, three (3) ceiling mounted unites (one over each of three "Car-Bays", is offered:

3. Type of controls offered:

VENDOR NAME:

Authorized Signature

Date:

PRINT NAME: (.....)

RFQ # DCTO-2008-Q-0106

SCOPE OF WORK

HVAC SYSTEM for OUC-GARAGE, Washington, DC 20034

(8/12/08)

1. Scope of Work (SOW)

The Office of Unified Communications (OUC) requires the services of a qualified and HVAC contractor (“Contractor”) to design, deliver and install a complete HVAC system, wiring, control and all the necessary incidentals for an existing prefabricated garage at the District’s Office of Unified Communications (OUC) Center located at 310 McMillan Drive, NW, Washington, DC 20001. The garage is approximately 30’ x 40’ **(for details, see the attached layout in PDF format)**

2. Design of HVAC System

The Contractor shall design the HVAC system and determine capacity of each unit for proper heating and cooling requirements of the OUC garage in accordance with ASHRAE Standards and the local codes. The garage has three (3) “Car-Bays” where the technicians would be working. The Contractor shall submit the following for approval by the COTR before the installation work begins:

- a. Design and heating/cooling load calculations and marked up drawings (includes piping, duct work, air flow schematics, sizing of equipment, wiring diagrams and control systems).
- b. The contractor is responsible for obtaining all the required permits, but will submit copies of all permit submissions for HVAC System, wiring, electrical, etc.

3. Delivery and Installation

The Contractor shall deliver and install the HVAC system, wiring and controls in compliance with all the local codes and ASHRAE Standards.

4. Requirements:

4.1 Design HVAC System, load calculations, sizing of equipment, drawings, wiring diagrams, controls, etc plus obtain required permits (CLIN # 01):

The Contractor shall provide marked up drawings showing detailed placement of outdoor unit and inside heating unit(s) including any piping, duct work, if applicable and sizing of the equipment and wiring diagrams for electrical and control systems related to the installation of HVAC System. In addition, the contractor shall provide HVAC design, load calculations, equipment sizing, evaluation and adequacy of existing wall/ceiling insulation, etc. by a certified HVAC-Design Engineer for advance approval by the COTR before any installation work.

4.2 Delivery, Installation and Testing of the HVAC System (CLIN # 02):

The Contractor shall deliver and install the complete HVAC system, wiring, controls and all the related items in accordance with all the local codes and ASHRAE Standards for the HVAC system. This is an

existing garage and OUC requires the Contractor to determine the accurate capacity of the unit(s) required to properly heat during the winter months and cool during the spring and summer months in an acceptable manner. After the final testing and acceptance, the contractor shall submit two (2) sets of user's manual, operations and maintenance manuals, and all the manufactures warranties.

5. MILESTONES:

Number	Deliverable Name	Description of Contents	Format	Hard (H) or Soft (S) or both (S&H)	Number of Copiers	Number of Days After NTP
M # 1	Design and Drawings	Design and Drawings (Piping, wiring, duct work, controls, etc.)	PDF 11x17 and AutoCAD format	S & H	2 sets	Five (5) days after NTP
M # 2	HVAC Systems and controls	Deliver, Install and Test complete HVAC System, Controls, etc.	n/a		n/a	30 days (30) after NTP

6. WARRANTY:

The contractor shall provide a full material and labor warranty on all the work performed under this contract, including, but not limited to the design, delivery and installation of the HVAC System and all related items for the OUC Garage. This warranty shall be in addition to any manufacturers' warranties for all equipment, controls, and other related items.

7. STANDARD PROVISIONS:

District's Standard Contract Provisions For Use With Specifications For Construction Projects (dt. January 2007) shall apply. A free copy can be downloaded from OCP website at www.ocp.dc.gov (click on Solicitation Attachments).

8. DAVIS BACON (USDOL) WAGE RATES :

US-DOL WD # DC080003 – DC3, Mod.8 dt. 7/25/08 Wage Rates shall apply (download a free copy at <http://www.wdol.gov/wdol/scafiles/davisbacon>).

9. CONTRACTING OFFICER (CO):

In accordance with 27 DCMR 1200.1 contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The address and telephone number of the Contracting Officer is:

*Diane Wooden, Contracting Officer
Office of Contracting and Procurement
Construction, Design and Building Renovation Group
441- 4th Street, N.W., Suite 700-South
Washington, D.C. 20001
Telephone: (202) 724- 2163 or 724-4388*

10. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER:

- A. In accordance with Article 3 of the Standard Contract Provisions For Use With Specifications for District of Columbia Government Construction Projects, the Contracting Officer is the only person authorized to approve changes to any of the requirements of this contract.
- B. 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 Contracting Officer.

11. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

- A. The COTR is responsible for the technical administration of the contract and advising the Contracting Officer 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 specified in writing by the Contracting Officer. The COTR for this contract is:

Teddy Kavaleri
Office of Unified Communications (OUC)
310 McMillan Drive, NW
Washington, DC 20001

(PH: 202-730-0521)