

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE OF 1	PAGES 5
1. RFQ NO. DCTO-2008-Q-0227	2. DATE ISSUED July 1, 2008	3. REQUISITION NO. RQ410408	4. TYPE OF MARKET <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 <sup>th</sup> Street N.W., Suite 971 North Washington, D.C. 20001			6. DELIVERY Immediately upon notification of contract award.		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Leon T. Borroum, Contract Specialist, Phone (202) 727-6793, fax (202) 727-1679 Leon.Borroum@dc.gov			7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL CERTIFIED CBE OFFERORS</b>			9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Kenneth Boley One Judiciary Square 441 4 <sup>th</sup> Street, NW, Room 1C030N Washington, DC 20001		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: <b>July 15, 2008</b> , 2:00 PM (BID ROOM ONLY) 441 4 <sup>th</sup> Street. N.W. Suite 703		11A. PLEASE STATE YOUR CBE CERTIFICATION NUMBER BELOW (Attach Copy)			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>					
<p><b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4<sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.</p> <p><b>Terms and Conditions:</b> SEE ATTACHED.</p>					
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See attached Statement of Work				
0001	MFG# :WA-AU-58-230V-FU-B, MFG: WaveIP or equal  MFG: _____ MFG# _____	70	EA	\$	\$
0002	MFG: WA-SU-58-230V-FU, MFG: WaveIP or equal  MFG: _____ MFG# _____	70	EA	\$	\$
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

<b>Supplies/Services Cond't - (B)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0003	MFG#: AU-O9QO-100V-FU-B, MFG: WaveIP or equal  MFG: _____ MFG# _____	15	EA	\$	\$
0004	MFG#: HSU-O9QO-100V-FU, MFG: WaveIP or equal  MFG: _____ MFG# _____	15	EA	\$	\$
0005	<i>MFG#: ComSite Hardware, MFG: ComSite Hardware or equal</i>  MFG: _____ MFG# _____	170	EA	\$	\$
0006	<i>MFG#: CAT-5 12' Jumpers, MFG: Tessco or equal</i>  MFG: _____ MFG# _____	100	EA	\$	\$
0007	MFG#: Univmount-I, MFG: Sadoun Satellite Sales or equal  MFG: _____ MFG# _____	4	EA	\$	\$
0008	MFG#: 65TMK1 JVI, MFG: Sadoun Satellite Sales or equal  MFG: _____ MFG# _____	80	EA	\$	\$
0009	MFG: AIR-LAP1242AG-A-K9, MFG: Cisco or equal  MFG: _____ MFG# _____	50	EA	\$	\$
0010	MFG# AIR-ANT5135D-R, MFG: Cisco or equal  MFG: _____ MFG# _____	100	EA	\$	\$
0011	MFG#: AIR-ANT4941, MFG: Cisco or equal  MFG: _____ MFG# _____	100	EA	\$	\$
0012	MFG#: BEFSR81, MFG: Linksys or equal  MFG: _____ MFG# _____	15	EA	\$	\$
0013	MFG# EZXS88W, MFG: Linksys or equal  MFG: _____ MFG# _____	15	EA	\$	\$

<b>Supplies/Services Cond't - (B)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0014	MFG#: MR3201-CASE, MFG: open-mesh or equal  MFG: _____ MFG# _____	4	EA	\$	\$
0015	MFG: HG2407RD-RSP. MFG: HyperLink or equal  MFG: _____ MFG# _____	80	EA	\$	\$
0016	MFG: PLE200, MFG: Linksys or equal  MFG: _____ MFG# _____	40	EA	\$	\$
0017	MFG# CISCO2811, MFG: Cisco or equal  MFG: _____ MFG# _____	12	EA	\$	\$
0018	MFG: NM-16ESW, MFG: Cisco or equal  MFG: _____ MFG# _____	12	EA	\$	\$
0019	MFG: S28NEBK9-12415T, MFG: Cisco or equal  MFG: _____ MFG# _____	12	EA	\$	\$

## 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, and 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. The District will apply preferences in evaluating submissions from Certified Business Enterprises (CBEs). If you are unable to submit a quote, please so indicate on this form and return it.

## 2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a fixed price contract. **The contractor shall state delivery times.**

## 3. CONTRACTING OFFICER (CO)

The name, address and telephone number of the Contracting Officer is:

Annie R. Watkins  
Contracting Officer  
Office of Contracting and Procurement  
441 Fourth St., NW, Suite 971 North  
Washington, DC 20001  
Phone: (202) 727-5274 (main)  
Fax: (202) 727-1679

## 4. CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general 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 may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; 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.

## 5. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later than on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the Officer of the Chief Technology Officer (OCTO) is:

**Name:** Kenneth Boley/ Lisa Harely  
Office of the Chief Technology Officer (OCTO)  
441 4<sup>th</sup> Street, NW, Suite 930S  
Washington, D.C. 20001  
**Telephone:** (202) 727-5298  
**Fax:** (202) 727-4845

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

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is recommended;
- (c) Description, unit, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

## 6. ATTACHMENTS

Statement of Work (Attachment A)