

REQUEST FOR TASK ORDER PROPOSALS <i>(THIS IS NOT AN ORDER)</i>			TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input checked="" type="checkbox"/> DCSS <input type="checkbox"/> GSA		PAGE OF PAGES 1 2	
1. REQUEST NO. DCGD-2009-T-0017	2. DATE ISSUED October 21, 2008	3. REQUEST/PURCHASE REQUEST NO. RQ465814	4. NIGP COMMODITY CODE		CAPTION OSSE IT Equipment Maintenance	
5A. ISSUED BY Office of Contracting and Procurement (OCP) 441 4th Street NW Bid Room Suite 703 South Washington, DC 20001			6. DELIVER BY (Date) Date of Award - September 30, 2009			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Anthonisha Felton, 202-481-3799			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Prospective DC Supply Schedule (DCSS) vendors.			9. DESTINATION (Delivery Address) OSSE LOCATIONS AS LISTED IN THE ATTACHED SCOPE OF WORK			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) October 24, 2008 - 2:00 PM		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
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)
	<p>Bidder(s) shall provide Firm Fixed pricing for IT Equipment Maintenance services (Printers, Copiers, Faxes, and Scanners) for the Office of the State Superintendent of Education (OSSE) in accordance with the specification as stated herein.</p> <p><u>REQUIREMENTS:</u></p> <p>The contractor shall provide coverage of all parts and labor charges to maintain the listed equipment. (See the attached Scope of Work.)</p> <p>The contractor shall respond within 4 hours or the next business day if the call is placed after 1:00pm, Monday through Friday.</p> <p>Bidder shall state unit cost: _____</p> <p>Bidder shall state total cost: _____</p> <p>Bidder shall state TAX ID No.: _____</p> <p>District of Columbia Supply Schedule _____</p> <p>GSA Schedule _____</p> <p>(DCSS Market Solicitation with Preference Points given to Small Local Business Development Enterprise.)</p> <p><u>Delivery (5 Locations):</u> 51 N Street, NE Washington, DC 1150 5th Street, SE Washington, DC 441 4th Street, NW Washington, DC 717 14th Street, NW Washington, DC</p>					

	<p>1201 17th Street, NW Washington, DC</p> <p><u>Period of Performance/Delivery Date:</u> Date of Award – September 30, 2009</p> <p><u>Award Basis:</u> The contract will be awarded to the lowest price responsible offeror whose proposal fulfills all minimum requirements of the Scope of Work. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a firm-fixed-price basis and technical standpoint.</p> <p><u>Quotation Submission Date:</u> The closing date for receipt of quotation is October 24, 2008 by 2:00 p.m. EST.</p> <p>Any questions regarding this solicitation should be submitted to Anthonisha Felton at Anthonisha.felton@dc.gov no later than Wednesday, October 22, 2008 at 11:00 a.m.</p> <p>Bidder shall update the attached Master Supplier Information Collection Form.</p> <p>Bidder shall update the attached W-9 form.</p> <p>Please fax in to 202-727-2019 when complete.</p> <p><u>Hand delivery or Electronic Delivery of Proposals:</u></p> <p>Hand Deliver to: Office Contracting and Procurement Bid Room/Bid Counter 441 4th Street, N.W., Suite 703 South Washington, D.C. 20001</p> <p>Or E-Mail to: Anthonisha.felton@dc.gov in PDF format only.</p> <p><u>Attachments:</u> Scope of Work, Master Supplier Information Form, W-9</p> <p>Notice: The district government requires all vendors to have an approved contract or purchase order in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.</p>			
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>)	

Scope

For fiscal year 2009 the Office of the State Superintendent of Educations is looking for a vendor to provide routine maintenance and break-fix services for the agencies copiers, FAX machines, printers and scanners.

The selected vendor will cover all parts and labor charges to maintain the listed equipment in good working order. The vendor must respond to all service calls with 4 hours or the next business day of the call is placed after 1:00pm Monday through Friday.

The Office of the State Superintendent of Education has 5 locations within the District of Columbia. Below is the lost of locations that will be covered within this contract.

Location 1 - 51 N St. NE Washington DC

- Lower Level
- 3rd Floor
- 7th Floor

Location 2- 1150 5th St. SE Washington DC

- 1st Floor
- 2nd Floor
- 3rd Floor

Location 3- 441 4th St. NW Washington DC

- 3rd Floor
- 7th Floor

Location 4- 717 14th St. NW Washington DC

- 4th Floor
- 7th Floor
- 8th Floor
- 12th Floor

Location 5- 1201 17th St. NW Washington DC

- 1st Floor
- 2nd Floor
- 3rd Floor
- Attic

Equipment List

Model	Serial Number	Location	Building	Floor
Brother 9700 MFC			51N	3rd FLR
Brother HL-6050D	U60955E4J148816		51N	3rd FLR
Brother Intellifax 4100	U60Z98G5J311077	RM 103A	Van Ness	2nd FLR
Brother Intellifax 4100e	U61639E7J655068	RM 102	Van Ness	2nd FLR
Brother Intellifax 4750e	U60283M5J399668	SBOE 7TH FLR	441N	350N
CANON 3175	UYR08586	COPY ROOM	441N	350N
Canon 4100tn	USLK22307	Near George Ferguson	441N	350N
Canon 5020	JCT14238	Front Desk	441N	350N
Canon 9000L Fax	UYS33577	Rental Service 703-971-5700, Supplies 800-367-4836	51N	LL
Canon Color IC MF 8180C	UAB04249	RM 102	Van Ness	2nd FLR
Canon Color IC MF 8180C	UAB04917	RM 103	Van Ness	2nd FLR
CANON DR - 3080C	CC303252	Room 758 COPY ROOM 1	51N	7th FLR
Canon ImageClass MF8180C	UAB04714	Student Hearing Office, Room 1	Van Ness	1st FLR
CANON IR 2000	MQU07096	SBOE 7TH FLR	441N	350N
CANON IR 2000	MQU06945	3N54A	441N	350N
CANON IR 5000	NRF04959	OUTSIDE 3N67	441N	350N
CANON IR 8500	MPB02240	COPY ROOM	441N	350N
CANON LASER 2050	YKM06852	3N21	441N	350N
CANON LASER 9000L	UYS63507	OUTSIDE 3N38	441N	350N
CANON LASER 9000L	UYS13013	Room 758 COPY ROOM 1	51N	7th FLR
Canon Laser Class 810 (fax)	MZJ04106	Student Hearing Office, Room 1	Van Ness	1st FLR
CLJ 2250LN	CNGHG02814	3017-G	51N	3rd FLR
DeskJet 960C	MY1AK1S1B7	SHO, Director Aaron Jacobs' Personal Printer	Van Ness	1st FLR
Digital Sender	SGBJ7C40QW	SHO, Brittany Lacy's Office	Van Ness	1st FLR
DJ 882C	71809		51N	3rd FLR
HP 1400mfp	B0002240	Room i	51N	7th FLR
HP 7410 3-IN-1	MY674P70QJ	3N49	441N	350N
HP CLJ 2550LN	CNGHH03533		51N	3rd FLR
HP CLJ 3500	CNBRC20850	RM 108	Van Ness	2nd FLR
HP CLJ 4600DN			51N	3rd FLR
HP CLJ 4650	JPKAD33694	RM 106	Van Ness	2nd FLR
HP CLJ 8550		not being used	Van Ness	3rd FLR
HP Color Laser Jet 1600	CB37300913	Room i	51N	7th FLR
HP Color Laser Jet 2840	MY7231042	Room i	51N	7th FLR
HP Color Laser Jet 4600	JPBKB10779	3017-K	51N	3rd FLR
HP Color LJ 3500	CNBRK36090	ROOM O	51N	7th FLR
HP Color LJ 4700	JP4LB18963	COPY ROOM 2	51N	7th FLR
HP Color LJ 4700	JP4LB23735	Room 758 COPY ROOM 1	51N	7th FLR
HP COLOR LJ 4700DN	JPLLC19745	COPY ROOM	441N	350N
HP COLOR LJ 4700DN	JPLLB20714	Storage Room network card not working right.	Van Ness	1st FLR

HP COLOR LJ 4700DN	JPRLC19561	OUTSIDE 3N79	441N	350N
HP COLOR LJ 4700DN	JPLLC14198	3N63A	441N	350N
HP COLOR LJ 4700DN	JP4LB04480	SBOE 7TH FLR	441N	350N
HP Color LJ 4700dn	JP4LD01462	Room LL	51N	7th FLR
HP COLOR LJ 4700DN		In front of Kristin Yochum's Cubicle	441	350N
HP Color LJ 4700dt	JP4LB21576	Room 202	Van Ness	3rd FLR
HP Color LJ 8550dn		Room 206	Van Ness	3rd FLR
HP DESKJET 450	SG57E411WM	Room O	51N	7th FLR
HP DeskJet 450	SG56N410SG	Room ii	51N	7th FLR
HP DeskJet 460	MY75H5Z0JH	ROOM H	51N	7th FLR
HP DeskJet 460	MY61S3Z2H4	Room ii	51N	7th FLR
HP DeskJet 6122	MY52I3B0BD	Room O	51N	7th FLR
HP DeskJet 6122	MY29C2B0X6	Room J	51N	7th FLR
HP DeskJet 6940	SG73J11069	Room S	51N	7th FLR
HP DeskJet 940c	MX19B6D0RS	Room ii	51N	7th FLR
HP DeskJet 9800	NY65U1Z07V	Room 107	Van Ness	2nd FLR
HP DIGITAL SENDER 9200c	SGRR018957	SBOE 7TH FLR	441N	350N
HP DJ 5650	MY5184P1V7	3N69	441N	350N
HP DJ 5740	MY49L1X03C	ROOM J	51N	7th FLR
HP DJ 6122	MY4332BOYF		51N	LL
HP DJ 6122	MY4332BOYF	Deborah Jones	51N	LL
HP DJ 6540	MY44F1R14B	Sheryl Hamilton	51N	LL
HP DJ 6540	MY48D3R2GN	Joe Prince	51N	LL
HP DJ 6940	MY659113HD	3015-B	51N	3rd FLR
HP DJ 882C	MY98H1430M	3017-K	51N	3rd FLR
HP DJ 9800	MY71M1Z0JH		51N	3rd FLR
HP Laser Jet 4100	USLTK22307	3032-E (Michelle Robinson)	51N	3rd FLR
HP LJ 1022n	CNBC63M0HP	Room O	51N	7th FLR
HP LJ 1300	CNB8391962	RM 107 storage	Van Ness	2nd FLR
HP LJ 2015d		Dr. Partee, Glenda - Director	51N	7th FLR
HP LJ 2420	cngjc82886	Room G (Bethany Nickerson)	51N	7th FLR
HP LJ 2420	CNGKK89323	RM 107-A	Van Ness	2nd FLR
HP LJ 2420	CNYBB00068	3016-C (Ruth Aponte)	51N	3rd FLR
HP LJ 2420	CNGJF24218	Carol Scurlock	Van Ness	Records Room
HP LJ 3055	CNBJ001809	3N23	441N	350N
HP LJ 3055	CNBJ001809	IN FRONT of 3025	51N	3rd FLR
HP LJ 3800		Room AA, Cynthia Bell - Director	51N	7th FLR
HP LJ 3800	CNWB66356		51N	3rd FLR
HP LJ 4000N	USEX005655	FRONT DESK (Lizette.Brown@dc.gov)	51N	7th FLR
HP LJ 4050	USQU000980	3N21	441N	350N
HP LJ 4050N	USBC156778	DEBORAH GIST	441N	350N
HP LJ 4100	SG5C306F37	3032-E	51N	3rd FLR
HP LJ 4100TN	USLTK22277	COPY ROOM	441N	350N
HP LJ 4100TN	USLTK22308	HALLWAY BETWEEN 3N48 AND 3N49	441N	350N
HP LJ 4100TN	USLTK22295	OUTSIDE 3N79	441N	350N

HP LJ 4100TN	USLNK22311	3N63A	441N	350N
HP LJ 4100TN	USGNH17055	3N42	441N	350N
HP LJ 4200	USDNS22645	3N41	441N	350N
HP LJ 4200	USDNN23157	3N50	441N	350N
HP LJ 4200	USDNS22655	ROOM M	51N	7th FLR
HP LJ 4200	USGNN62757	Room across from SHO	Van Ness	1st FLR
HP LJ 4250	CNGXB76359	Dana Bryant's Cubicle, SHO, Room 1	Van Ness	1st FLR
HP LJ 4250	CNRXL66688	SHO DIRECTORS PERSONAL PRINTER	Van Ness	1st FLR
HP LJ 4250	USBXS22759	SHO DIRECTORS PERSONAL PRINTER	Van Ness	1st FLR
HP LJ 4250n	CNGXF94394	RM 107	Van Ness	2nd FLR
HP LJ 4300	CNGY439532	Pam Brown's Area	Van Ness	1st FLR
HP LJ 4345 MFP	CNGYF00150	RM 106	Van Ness	2nd FLR
HP LJ 4345 MFP	CNDC81F038	IN STORAGE ROOM	Van Ness	1st FLR
HP LJ 4345 MFP	CNDC81F03G	RM 210	Van Ness	3rd FLR
HP LJ 4345 MFP	CNDC81F036	COPY ROOM 2	51N	7th FLR
HP LJ 4500N	JPHCD05173	3N55	441N	350N
HP LJ 6MP	USDN006852	Dr. Partee, Glenda - Director	51N	7th FLR
HP LJ 9050 MFP	JPTL6D400P	RM 106	Van Ness	2nd FLR
HP LJ 9050mfp	JPTL71X0CD	Hearing Officer's Room	Van Ness	1st FLR
HP LJ P2015d	CNBJC47701	3N23	441N	350N
HP Office Jet 7300	MY4AEG81VX	Room O	51N	7th FLR
HP OfficeJet ProK 5400	MY75Q48086	ROOM U	51N	7th FLR
HP Phaser 7300DT	LPL202547	3017-B & 3017-C	51N	3rd FLR
HP PRO SERIES 2000C	T347304	3N5	441N	350N
HP PSC 1315 ALL IN ONE	MY4AECC0CK	Room O	51N	7th FLR
HP PSC 1315 ALL IN ONE	CN4ASC118B	Room O	51N	7th FLR
HP PSC 1315 All-in-One	CN4B1C300Y	Room ii	51N	7th FLR
HP PSC 1410 ALL-IN-ONE	CN56SB4144	RM 108	Van Ness	2nd FLR
OfficeJetProK5400	MY75Q48086	Room U	51N	7th FLR
Panafax UF-890	LBG2AV00571	COPY ROOM 2	51N	7th FLR
XEROX Phaser 7400DT	WMY701964	3017B&3017-C	51N	3rd FLR
Brother Intellifax 2820	U61325M7N321838		717 14th	12th Floor
Brother Intellifax 4100	U61639H6J529305		717 14th	12th Floor
Brother Intellifax 2920	U61326H6J431888		717 14th	12th Floor
Brother Intellifax 2920	U61326H6J432012		717 14th	12th Floor
Brother Intellifax 2820	L6J316117		717 14th	7th Floor
Canon ImageRunner105	MPT03621		717 14th	8th Floor
Canon IR7095	SHX00222		717 14th	12th Floor
Canon IR7095	SHX00223		717 14th	7th Floor
Canon Color IR3220G	JPM00706		717 14th	2nd Floor
HP Laserjet 4250dtn	SNCNGXB04772		717 14th	7th Floor
HP Scanjet 3970	CN46SB1DZT		717 14th	12th Floor

HP Laserjet 8100	USKG006877		717 14th	12th Floor
HP Color Laserjet 5550dn	JPFC58X00W		717 14th	12th Floor
HP Laserjet 4250dtn	CNGXB01788		717 14th	12th Floor
HP Color LaserJet 5550dn	JPFC58X00M		717 14th	12th Floor
HP Color Laserjet 5550dn	JPFC57S05W		717 14th	7th Floor
HP Color Laserjet 5550dn	JPFC594058		717 14th	7th Floor
HP Scanjet 8290	CN56ET0482		717 14th	8th Floor
HP Color LaserJet 5550dn	JPFC58X00R		717 14th	7th Floor
HP Laserjet 4250dtn	CNGXB01780		717 14th	2nd Floor
HP Color LaserJet 5550dn	JPFC59404Z		717 14th	2nd Floor
Xerox Documate 152 (Scanner)	739CN1079S5C1300411		717 14th	12th Floor
Xerox Documate 152 (Scanner)	730CN1077S5C1300762		717 14th	12th Floor
Xerox Documate 152 (Scanner)	736CN107985C1300684		717 14th	12th Floor
Xerox Documate 152 (Scanner)	739CN1079S5C1300370		717 14th	12th Floor
HP Scanjet 8290	CN577T0419		717 14th	12th Floor
HP Scanjet 8290	CN56GT0011		717 14th	2nd Floor
HP Scanjet 5530	CN39B57002		717 14th	8th Floor
HP Color LaserJet 5550dn	JPFC57S059		717 14th	8th Floor
HP Laserjet 4250dtn	CNGXF00239		717 14th	8th Floor