

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.			PAGE OF PAGES 1   1	
1. SOLICITATION NO.	2. DATE ISSUED 10.18.10	3. REQUEST/PURCHASE REQUEST NO. RQ.714141	4. COMMODITY GROUP AND CLASS 645-33-37	RATING		
5A. ISSUED BY Office of Contracting and Procurement 441 4 <sup>th</sup> Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY (Date) <i>days from date of award</i>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) <b>Gail Smith (202) 724-4791 Fax (202) 727-8843</b>			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME A Prospective Offerors			9. DESTINATION (Consignee and address, including ZIP code)			
8a. Vendor Tax ID #						
9b. Duns Number						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE BY 10:00 AM on Thursday Oct. 21, 2010		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED				
<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 services. 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)	
01	The District of Columbia Department of Human Services has a need for recycled paper. Please provide a firm fixed price on the items on the attached list and send to: Gail Smith Office of Contracting and Procurement 441 4 <sup>th</sup> Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-724-4791 (fax) 202-727-8843	4  4	Job			
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

# 714141

**Supplier:**

**Ship To:**

**Bill To:**

**Deliver To:**

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Paper Storage and Delivery		case				
	Paper Storage and Delivery						
	<b>Total</b>						\$

**Department of Human Services  
Income Maintenance Administration  
Paper Delivery and Storage**

**SCOPE OF WORK**

**Introduction**

The Department of Human Services (DHS) is responsible for administering the delivery of social services to residents of the District of Columbia. It implements and administers programs under the personal responsibility and work Opportunity Reconciliation Act and serves as the focal point for policy and implementation of the Temporary Assistance for Needy Families, (TANF) Food Stamps and Medicaid programs.

**Description of Needed Work**

The Income Maintenance Administration (IMA) is seeking a Local Small Disadvantaged Business Enterprise (LSDBE) who can provide IMA with its 8 ½ x 11 recycled paper needs for FY2011. IMA is in need of a vendor that can store and deliver cases of paper to various locations throughout the city. The expected turnaround on all requests is 48 hours.

ASU, HSSC, HSJC 645 H Street, NE	ASC, OWO, ASJC, FSET, CF 2100 MLK jr Ave., SE	FDSC, FDJC 4001 South Cap St, SW
TSSC, TSJC 1207 Taylor St, NW	CHSC 3851 Ala Ave, SW	CC, CF, QAA 33 N Street, NE

**Skills and Knowledge:**

The preferred vendor should have extensive knowledge, experience, and capabilities to handle storage and delivery of paper. The incumbent vendor must show the ability to provide the product described above.