

COVER PAGE

REQUEST FOR QUOTATION
RFQ# 07-Q-JS-118
“Six (6) Portable Visitor Information Desks”

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



August 20, 2007

RE: Request for Quotation (RFQ) 07-Q-JS-106

Dear Quoters:

This is an invitation for you to submit a quotation to provide the WCCA with the design, fabrication and delivery of six (6) portable visitor information desks with accompanying chairs. Your quotation shall be in accordance with the attached Statement of Work.

The quote shall be submitted to the Office of Contracts and Procurement at WCCA no later than **12 noon EST, Tuesday, September 4, 2007**. The quote shall include an original and three (3) copies.

The quote must be signed by an official authorized to bind the company. The quote must state that the terms of the quote are valid for a period of thirty (30) days from date of quote. Submit quotes to Washington Convention Center, Attn: Jack Schreibman Esq., Director, Office of Contracts and Procurement Services, 801 Mount Vernon PL., NW, Washington, DC 20001. Hours of operation for this office are 8:30 am to 5:30 pm, Monday thru Friday (excluding holidays). Should you have any questions, please contact me at (202) 249-3157 or jschreibman@dcconvention.com.

Sincerely,

Jack Schreibman, Esq.
Director, Contracts and Procurement Services

REQUEST FOR QUOTATION
RFQ# 07-Q-JS-118
“Six (6) Portable Visitor information Desks”

A.1 Introduction

The Washington Convention Center Authority (“WCCA”) is seeking a company to provide the WCCA with the design, fabrication and delivery of six (6) portable visitor information desks, provide covers for the desks and supply accompanying chairs that will compliment the Convention Center’s architecture and the new WCCA Visitor desk being installed in the grand lobby of the building as generally depicted on WCCA’s Web site at <http://pennquarter.dconvention.com/contracts/wccinfocenter2.pdf> The contractor shall specialize in tradeshow, exhibit booth design, exclusively. This is not a furniture or desk design. **The WCCA needs delivery of these desks and chairs by no later than September 30, 2007.**

A.2 Statement of Work

A.2.1 The Contractor shall design, construct, and fabricate six (6) portable visitor information desks, provide covers for the desks and supply accompany chairs. Contractor shall include in its quote an initial electronic rendering of the Work. All and any renderings shall be furnished to WCCA at no charge and the cost of such documents shall not be included in the contract price. All renderings submitted hereunder shall be the sole property of Contractor; provided, however, that if Contractor is awarded the contract under this RFQ, then such renderings and all title, right and interest therein shall convey to WCCA and Contractor shall make no further use of such documents for any other purpose. WCCA may retain, reproduce, distribute, and make any use of the renderings whether or not the contract is executed without further compensation to Contractor; provided that WCCA shall not use the renderings as construction documents on other projects. In addition to any other indemnification obligation imposed on Contractor, Contractor shall indemnify, defend and hold WCCA harmless from and against any claim that the renderings or any other documents furnished to WCCA infringe the copyright, trademark, patent, trade secret, or other proprietary interest of another.

A.2.2 The desks shall be standard counter height.

A.2.3 The front of the desks shall include an “ask me” sign and the WCCA logo as generally depicted on WCCA’s Web site at <http://pennquarter.dconvention.com/contracts/newlogo.jpg> and <http://pennquarter.dconvention.com/contracts/newlogoCYMKcolor.zip>

A.2.4 The desks shall include one shelf for materials underneath the desk top.

A.2.5 The shelf shall allow for the visitor information ambassador to be seated comfortably.

A.2.6 The desks should roll easily from one location to another.

A.2.7 The desks shall be made of durable materials which are scratch and dent resistant.

- A.2.8 The desks shall be reinforced at 12 inches and below to prevent scrapes and other damages to the desks.
- A.2.9 The design of the desks shall compliment the Convention Center's architecture and the design of the visitor information desk installed in the grand lobby of the building.
- A.2.10 The design of the desks shall be modern and sleek.
- A.2.11 A grommet shall be placed in the top of the desks to accommodate any phone or computer lines that may be needed by the visitor information specialist.
- A.2.12 The desks shall accommodate one seated person in terms of size. The exact size shall be determined by the designer.
- A.2.13 A chair should accompany each desk. The chairs shall be able to roll.
- A.2.14 The Contractor shall provide one light weight cover for each desk to further protect the desks when desks are stored and not in use. Cover shall include the following words, "Property of the Walter E. Washington Convention Center."
- A.2.15 The Contractor shall ensure that the covers be able to be stored inside a pocket of the desks when not in use.
- A.2.16 The Contractor shall ensure that the covers be able to cover the entire desk as close to the ground as possible.

A.3 Qualifications of Staff

- a. The contractor shall possess a minimum of three (3) years experience with designing and building portable visitor information desks, or similar projects in size and scope.
- b. The contractor shall submit to WCCA an initial electronic rendering concept as part of the response to the RFQ
- c. All contractor personnel shall have the technical qualifications to perform the work listed in the SOW.

A.4 WCCA Responsibilities

A.6.1. The Contracting Officer Technical Representative (COTR) for this Contract is:

Lana Ostrander
Director, Public Relations and Marketing
Washington Convention Center Authority
801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3217

A.7 Deliverables

The Contractor shall provide the following deliverables:

| Deliverable | Qty | Format/Method of Delivery | Due Date | To Whom |
|---|------------|--|-------------------|----------------|
| Draft Design of portable visitor desk (Refer to Sections A.2.9-A.2.10) | 2 | 1 – Electronic (.PDF format) 1 – Hardcopy | TBD | COTR |
| Cover for Desks (Refer to Sections A.2.14- A.2.16) | 6 | Delivery of the Cover | September 30,2007 | COTR |
| Contractor shall fabricate and install the portable visitor desks (Refer to Sections A.2.1- A.2.12) | 6 | Delivery of visitor desk | September 30,2007 | COTR |
| Chairs (Refer to Section A.2.13) | 6 | Delivery of chairs | September 30,2007 | COTR |

B. PERFORMANCE

- B.1.1 WCCA desires to obtain complete and satisfactory performance in accordance with the specifications and requirements in the contract. To this end, WCCA is contracting for the complete performance of services identified in the Statement of Work. WCCA reserves the right to assess deductions for nonperformance. WCCA will consider inadequate performance to be as undesirable as non-performance, as the cost of correcting inadequate performance may equal or exceed the cost of initial performance.
- B.1.2 The average daily rate calculated from the fixed-price amount for the services of the Contractor as set forth in the contract shall be used to calculate deductions. This rate shall be multiplied by the number of productive and administrative days needed by WCCA to complete the task as determined by the COTR.
- B.1.3 The Contractor may risk termination or replacement if continued employment is contrary to a consistent productive relationship between the parties to the contract; or poses an unacceptable risk to the approved financial, development, design, construction, completion or commissioning schedule.
- B.1.4. The Contractor and its personnel shall be knowledgeable and trained in the proper use and operation of all equipment used on this project. The Contractor shall be responsible for the cost of any repairs necessary to their equipment because of the Contractor's negligence or improper use of equipment.

B.2 TECHNICAL

- B.2.1 The contractor shall set forth how it proposes to design, fabricate and install the portable information desks and shall include an electronic rendering concept design along with a narrative that specifies requirements and confirms that all requirements are met.
- B.2.2 The Contractor shall provide an estimated schedule for design, fabrication and delivery. The schedule shall set forth the amount of time necessary for each stage of work.

C. EVALUATION OF RESPONSES

- C.1 WCCA will make the award based on the contractor's response which conforms to the solicitation and is most advantageous to WCCA, when cost or price, and technical criteria as listed in Section B.2 are considered. For this solicitation, technical quality is more important than cost or price. As responses become more equal in their technical merit, the evaluated cost or price becomes more important.
- C.2 The Contractor shall complete the Quote Form of this RFQ. (Please see Attachment A). WCCA is looking to award this contract as a fixed-fee contract. However, it reserves it reserves the right to award a different type of contract.

D. TERMS AND CONDITIONS

- D.1 Insurance Requirement

- D.1.1 Commercial General Liability Insurance - The Contractor shall secure and maintain during the Contract period Commercial General Liability insurance (which shall include, without limitation, independent contractor's liability coverage and contractual liability coverage) in a per occurrence amount not less than one (1) million dollars (\$1,000,000.00) combined single limit. The Commercial General Liability coverage must be extended to include owners, employees and contractors protective liability. The coverage should also include all premises and product operations, personal and advertising injury and contractual liability.
- D.1.2 Worker's Compensation Insurance - The Contractor shall secure and maintain during the Contract Period all Worker's Compensation insurance in the amounts required by District of Columbia law for all employees, and its employees involved in the Contract, without exclusion of any class of employee.
- D.1.3 Certificates of Insurance - Upon request by WCCA, the Contractor shall provide all Certificates of Insurance to WCCA for review and approval. Certificates of Insurance shall state that WCCA, its Board of Directors, officers and employees are named as additional insureds.
- D.1.4 Notice - The Contractor shall immediately report in writing to WCCA's Director of Contracts and Procurement Services any incident which might reasonably be expected to result in any claim under any of the coverages mentioned herein. The Contractor agrees to cooperate with WCCA in promptly releasing information as to the disposition of any claims, including a resume of claims experience relating to WCCA.

D.2 Term of Contract

The term of the contract shall be for a period of date of award through September 30, 2007.

D.3 Option to Extend the term of the Contract

- a. WCCA may extend the term of this contract for a period of a six month option period, or successive fractions thereof, by written modification to the Contractor before the expiration of the contract; provided that WCCA will give the contractor a preliminary written notice of its intent to extend at least thirty (30) days before the Contract expires. The preliminary notice does not commit WCCA to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the contracting office prior to expiration of the Contract.
- b. If WCCA exercises this option, the contract shall be considered to include this option provision.
- c. The prices for the option period shall be as specified in the Contract.

D.3 Applicability of Standard Contract Provisions

The WCCA Standard Contract Provisions (SCP) dated May, 2006, is incorporated by reference as part of this solicitation and any resulting contract. A copy of the WCCA SCP may be downloaded from the WCCA's website at: http://www.dconvention.com/business_current.aspx

D.4 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

D.4.1 General Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

D.4.1.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

D.4.1.2 Five percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;

D.4.1.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;

D.4.1.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;

D.4.1.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

D.4.1.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

D.4.2 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- D.4.2.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- D.4.2.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- D.4.2.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- D.4.2.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- D.4.2.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- D.4.2.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

D.4.3 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

D.4.4 Preferences for Certified Joint Ventures

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

D.4.5 Prime Contractor Performance Requirements Applicable to Joint Ventures

D.4.5.1 If a certified joint venture is selected as a prime contractor and is granted points or price reduction pursuant to the Act, the SBE, partner of the joint venture shall perform at least 50% of the contracting effort, excluding the cost of materials, goods, and supplies, with its own organization and resources and, if the joint venture subcontracts, at least 35% of the subcontracted effort, excluding the cost of materials, goods, and supplies, shall be with SBEs.

D.4.6. LSDBE Prime Contractor Performance Requirements

If an LSDBE is selected as a prime contractor and is granted points or price reduction pursuant to the Act, that LSDBE prime contractor shall perform at least 40% of the contracting effort.

D.4.7 Vendor Submission for Preferences

D.4.7.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

D.4.7.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

D.4.7.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

D.4.7.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

D.4.7.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

E. INSTRUCTIONS

E.1 Hand Delivery, Mailing or Faxing of Quotations

All responses shall be hand-delivered, mailed or faxed, and any request for clarifications or questions regarding this inquiry, shall be addressed to:

Jack Schreibman, Esq.
Director, Contracts and Procurement Services
Washington Convention Center Authority
801 Mount Vernon Place, NW
Washington, DC 20001
Phone: 202-249-3157
Fax: 202-249-3114
E-Mail: jschreibman@dcconvention.com

E.2 Submission Date and Time

Quotations must be submitted no later than **12:00 p.m. (EST), Tuesday, September 4 2007.**

ATTACHMENT A
QUOTE FORM

The Contractor shall provide WCCA with a fixed-fee for services in accordance with the statement of work at Section A. The Contractor shall also include a budget narrative to support the overall price to include detailed pricing for the project which breaks down the costs for design, fabrication and delivery. The Contractor shall provide an itemized list of the other reasonable costs along with its quote.

| Contract Line Item Numbers | Description | Unit Price | Total |
|----------------------------------|--|------------|-------|
| 001 | Design of Six (6) Portable Visitor desks | | |
| 002 | Fabrications of Six (6) Portable Visitor desks | | |
| 003 | Six (6) accompany chairs for the Portable Visitor desks | | |
| 004 | Six (6) Visitor Desk Covers | | |
| 005 | Delivery of the of Six (6) Portable Visitor desks, covers and accompany chairs | | |
| 006 | Estimate- Reimbursable Items. <i>(include list of items)</i> | | |
| | Grand Total | | |

COST SUMMARY

| LABOR CATEGORY (List) | UNLOADED HOURLY RATE | FRINGE | OVERHEAD | G&A | FEE /PROFIT | OTHER Direct Cost | LOADED HOURLY RATE |
|-----------------------------|----------------------------|--------|----------|-----|----------------|-------------------------|--------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Overtime Rate | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| OTHER DIRECT COSTS | Description |
|---------------------------|--------------------|
| Equipment & Supplies | |
| Materials | |
| Travel | |

PARTS, SUPPLIES AND/OR EQUIPMENT (ATTACH ITEMIZED STOCK LISTING; INCLUDE DESCRIPTIONS AND QUANTITIES OR CATALOG). Material shall be reimbursed at cost.

- a. All prices shall exclude District of Columbia sales tax and all other taxes. The WCCA is exempt from state and local taxes. If Federal Excise Tax applies, show amount of same which has already been deducted to determine your net price.
- b. Price quote shall be F.O.B. Destination, unless otherwise specified in writing by the WCCA.

Signed by: _____ **Date:** _____

Title: _____ **Company:** _____

Quotes are valid for a period of thirty (30) days from date of quote