

# COVER PAGE

REQUEST FOR QUOTATION  
# 09-Q-JW-017  
“ART CLEANING CONSERVATION SERVICES”

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_



WALTER E. WASHINGTON  
CONVENTION CENTER

June 16, 2009

RE: Request for Quotation (RFQ) # **09-Q-JW-017**

Dear Quoters:

This is an invitation for you to submit a quotation to provide art cleaning services for the Art Collection of the Walter E. Washington Convention Center. WCCA intends to award a contract to up to four conservators, one per medium, or to a consortium of conservators qualified in providing artwork cleaning, conservation and occasional restoration services for all mediums for the Art Collection.

This RFQ is designated for open market, DC Certified Small Business are strongly encouraged to respond. Your quotation should be submitted to this office no later than 12 noon EST, Thursday July 16, 2009 or earlier. The proposal (an original and three (3) copies) should consist of the following:

- A brief (1-3) page outline of your firms and/or subcontractor's capability and experience (include references).
- Resumes for key personnel you would employ on this project
- A milestone chart which specifies number of days for each task
- The labor category and fixed billing rate (hourly) for all personnel you plan to use on this project.

Other Direct Costs/Out-of-Pocket expenses will be reimbursed at cost plus a material handling rate or a reasonable G&A rate.

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 ninety (90) days from date of quote. Submit quotes to Walter E. Washington Convention Center, Attn: Sean K. Mitchell, Contracts, 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) 249-3027 or [Smitchell@dcconvention.com](mailto:Smitchell@dcconvention.com).

Art Cleaning & Conservation Services  
RFQ 09-Q-JW-017  
Page 2 of 32

Sincerely,

Sean K. Mitchell  
Contracts Specialist  
Enclosure: Statement of Work

## QUOTE FORM

**Prime Contractor**  
**Base Year - (Date of Award – September 30, 2009)**

The Contract will be awarded on a fixed rate with a ceiling. Please provide the rate for all labor categories, the unloaded hourly rate, fringe, overhead, G&A, profit, other, and loaded hourly rates for the contract. Offerors shall describe what is included in the loader hourly rates (i.e., fringe, overhead, general & administrative, profit & other). Also, provide a list of materials and equipment to include description, quantity and total cost.

LABOR CATEGORY (List)	UNLOADED HOURLY RATE	FRINGE	OVERHEAD	G&A	PROFIT	OTHER	LOADED HOURLY RATE	Overtime Rate

For payment purposes, regular working hours shall be 7:00 AM to 3:00 PM Monday through Friday, excluding District Government Holidays. When services are requested during this specified period, WCCA shall be charged straight-time labor rates.

\*Over Time: \_\_\_\_\_ (%) percent increase over regular rate.

\*\*Mileage reimbursement rate:   55   per mile.

**Sub-Total Fixed Price Labor:**

\_\_\_\_\_ \$ \_\_\_\_\_

**MATERIALS AND EQUIPMENT (PLEASE ATTACH ITEMIZED LIST THAT INCLUDES DESCRIPTIONS AND QUANTITIES). Material shall be reimbursed at cost, plus a materials handling charge.**

**Sub-Total Fixed Price Materials:**

\$ \_\_\_\_\_

\_\_\_\_\_

**Discount offered: \_\_\_\_\_ (%) percent**

**Grand Total:**

\$ \_\_\_\_\_

- \_\_\_\_\_
- 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 Name:** \_\_\_\_\_

*Quotes are valid for a period of ninety (90) days from date of quote*



<b>OTHER DIRECT COSTS</b>	
Equipment & Supplies	
Materials	
Travel	
Other	

**PARTS, SUPPLIES AND/OR EQUIPMENT (ATTACH ITEMIZED STOCK LISTING; INCLUDE DESCRIPTIONS AND QUANTITIES OR CATALOG).**  
 Material shall be reimbursed at cost, plus a reasonable materials handling charge when supplying parts, supplies and/or equipment.

Materials Markup: \_\_\_\_\_ (%) Percent



<b>OTHER DIRECT COSTS</b>	
Equipment & Supplies	
Materials	
Travel	
Other	

**PARTS, SUPPLIES AND/OR EQUIPMENT (ATTACH ITEMIZED STOCK LISTING; INCLUDE DESCRIPTIONS AND QUANTITIES OR CATALOG).**  
 Material shall be reimbursed at cost, plus a reasonable materials handling charge when supplying parts, supplies and/or equipment.

Materials Markup: \_\_\_\_\_ (%) Percent



<b>OTHER DIRECT COSTS</b>	
Equipment & Supplies	
Materials	
Travel	
Other	

**PARTS, SUPPLIES AND/OR EQUIPMENT (ATTACH ITEMIZED STOCK LISTING; INCLUDE DESCRIPTIONS AND QUANTITIES OR CATALOG).**  
 Material shall be reimbursed at cost, plus a reasonable materials handling charge when supplying parts, supplies and/or equipment.

Materials Markup: \_\_\_\_\_ (%) Percent



<b>OTHER DIRECT COSTS</b>	
Equipment & Supplies	
Materials	
Travel	
Other	

**PARTS, SUPPLIES AND/OR EQUIPMENT (ATTACH ITEMIZED STOCK LISTING; INCLUDE DESCRIPTIONS AND QUANTITIES OR CATALOG).**  
 Material shall be reimbursed at cost, plus a reasonable materials handling charge when supplying parts, supplies and/or equipment.

Materials Markup: \_\_\_\_\_ (%) Percent

**QUOTE FORM**

**Scope of Requirement**

The Washington Convention Center Authority (WCCA) seeks to establish a Purchase Agreement for a Curator (s) for its art collection located at the WCCA.

**Price/Costs**

<b>Contract Line Item Nos. (CLIN)</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
001		TBD	Each		
002		TBD	Each		
003		TBD	Each		
004		TBD	Each		
005		TBD	Each		
<b>Grand Total</b>					

**This requirement for delivery of services is needed to begin with one week of signing the agreement.**

**Discount offered: \_\_\_\_\_ (%) percent**

- 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 ninety (90) days from date of quote*

**Request for Quotation  
#09-Q-JW-016  
“Art Cleaning Conservation Services”**

**A. Statement of Work**

**A.1 Service Requirement**

The Washington Convention Center Authority (WCCA) seeks a qualified conservator(s) to provide art cleaning services for the Art Collection of the Walter E. Washington Convention Center. WCCA intends to award a contract to up to four conservators, one per medium, or to a consortium of conservators qualified in providing artwork cleaning, conservation and occasional restoration services for all mediums for the Art Collection.

The successful offeror(s) shall conduct all work under a Curator to be engaged by WCCA under separate contract. The Curator shall be responsible for managing the Art Collection, conducting tours and planning and scheduling all cleaning, conservation, or restoration required to maintain the Art Collection.

The following documents are attached hereto:

- **Appendix 1: Maintenance Quote sheet** is required to calculate the hours/rates for the proposed services. The sheet is also attached as a MS Excel.
- **Appendix 2: The Art Collection can be viewed by following the link below.**  
<http://pennquarter.dconvention.com/contracts/art.pdf>  
Plan and index with images in Adobe Acrobat Reader listing the artwork by location, artist name, including floor plans and building information.

A pre-proposal conference has not been scheduled associated with this requirement.

**A.2 Art Collection Overview**

The WCCA art installation is the largest permanent public Art Collection in the District of Columbia and is the largest Art Collection in a U.S. Convention Center. With over 135 works, the \$5 million Collection features an array of paintings, sculptures, photographs and works on paper. Over half of the artists represented are from the Washington metropolitan area.

This diverse Collection is located throughout the Convention Center at central axis points, in public lobbies and corridors. It highlights renowned artists including but not be limited to Sol LeWitt, Pat Steir, Donald Lipski, Costas Varatosos, Larry Kirkland, Sam Gilliam and Kendal Buster.

**B. Art Collection Statistics**

## Project Profile

Site Specific Commissions	21
Purchases	115
Total Artworks	136
Total Artists	106
Collection Value (Approx.)	\$5,000,000

## Collection Profile

DC Artists	52%
Regional Artists (including DC)	68%
International Artists	13%
Foreign Born Artists	27%

## Media Profile

Sculptures	32
Paintings	55
Works on Paper	29
Photographs	20

## C. Scope of Services

- C.1 The Conservator(s) shall clean surface dust, dirt and grime from the one hundred thirty six (136) artworks that comprise the Collection in a safe and professional manner. The cleaning does not include any deep cleaning of varnish or other applied layers. It is anticipated that each piece in the Collection shall be cleaned every twelve to eighteen months (12-18) with the exception of glazed and framed art works. The glazed and framed art works shall be cleaned very infrequently and consideration should be given to access the art for cleaning. The Collection is located throughout the 2.3 million square foot facility and all services must be performed on site. All work must be scheduled and performed during down-time and slow periods of business so as not to interfere with the Convention Center's events and/or operations.
- C.2 When possible, the WCCA shall make large lifts (Excluding lift operators) available for the performance of these services, however, the Contractor shall be responsible and include in its bid the cost for all materials and equipment and staff to be used to perform all services. The lift operators must be certified and the Conservator(s) shall prior to work submit to WCCA copies of their certification to be kept on file throughout the duration of the work.

- C.3 The Conservator(s) shall be allowed to store and all materials and products. WCCA will identify an area within the facility to stage all equipment, materials and products associated with this work.
- C.4 The Conservator(s) shall take all necessary steps to ensure adequate protection of all work areas, including the sealing and taping off of each area. Work areas are always to be left in a clean and orderly condition.
- C.5 The Conservator(s) shall provide all labor properly licensed in the District of Columbia (if applicable) within their work. The Conservator(s) shall adhere to the Schedule of Work approved by the Curator and COTR.
- C.6 The Conservator(s) shall hire and supervise qualified professionals as needed to provide cleaning, conservation and the occasional restoration services. The Conservator(s) shall provide valid licenses/certifications for use of all lift equipment and safety harnesses required during the assigned cleaning, maintenance, or restoration projects, for all staff who will be assigned to use such equipment.
- C.7 The Conservator(s) shall provide names of all sub-contractors and conservators who will be completing the work specific to assigned areas for approval by WCCA at least thirty (30) days before the work is scheduled to begin.
- C.8 The Conservator(s) shall provide written estimates for any cleaning, conservation and/or restoration service recommended to WCCA, a minimum of thirty (30) days, prior to the scheduling of any cleaning, conservation and/or restoration service. The estimates shall be approved by the Curator and the COTR before the work can commence. The written estimates shall include an itemized breakdown for the work recommended.
- C.9 The Conservator(s) shall meet regularly with the Curator and COTR staff regularly during scheduled cleanings to report on the overall status of the work, any findings and determinations.
- C.10 The Art Curator shall inspect all work to determine the satisfaction of the work performed and certify for each Artwork pieces and ensures work is completed as defined..
- C.11 All services shall be performed at the negotiated fixed rate set forth in the executed contract.
- C.12 The conservation shall be managed by the Curator(s) of the Collection which shall be contracted independently by WCCA.

C.13 From time to time, the Conservator may be requested to subcontract work on the Collection.

#### **D. Schedule of Work**

It is anticipated that the work to be performed hereunder shall occur during down-time and slow periods of business so not to interfere with the Convention Center events and/or operations. However, some work may necessitate being performed while the Convention Center is hosting its full schedule of events, including local, national and international tradeshows, conventions, meetings, banquets and ticketed public events. WCCA will attempt to avoid this situation unless it is critical to perform the services; i.e. art piece damage and is creating a safety hazard. At all times, the Conservator(s), Conservator's employees and subcontractors shall:

- Comply with WCCA's "Rules of the Jobsite for Contractors", attached for reference as Attachment J.1.8.
- Anticipate performing work in the evenings and/or on weekends, as necessary.
- Make appropriate provisions to minimize noise and dust and to centralize work, storage and staging areas.
- Ensure that all of its subordinate staff, and subordinate contractor staff, remain within assigned work areas so as not to encroach upon the WCCA clients' right to peaceably conduct their licensed business during the work.
- Work in conjunction with WCCA and the Curator to coordinate all work, delivery and storage of materials and equipment. The Conservator may work in several areas simultaneously.

#### **E. DELIVERABLES OR PERFORMANCE**

E.1 The Consultant shall provide, at a minimum, the deliverables set fourth in the table below. Additionally, upon request, the Consultant shall provide other reports which may be presented to the Board of Directors, or the Council of the District of Columbia. The number of copies of the other reports will be Determined at the time of the request by WCCA.

E.2 **Contractor (Conservator) shall submit a detailed lost proposal to Curator (Consultant) and COTR. All cleaning, conservation, and restoration sources requested by consultant. Proposal will be reviewed by consultant for approval by COTR.** Contractor shall prepare and file "Daily Report", for each day of contract performance. These reports shall be delivered to or if directed, mailed to the COTR on Fridays. Each Daily Report shall include all Contractor and subcontractor

personnel on the project site, all work performed, equipment used, tests performed, and all general activities for each day of work. The Contractor shall provide three (3) copies of the daily report to the COTR.

**E.3 Final Inspection**

**Final inspection, punch list, acceptance and cleanup of the project site. Final inspection and acceptance of the work will be by the Contracting Officer or the authorized representative.**

E.4 The Contractor shall be required to (a) commence work under this contract within five (5) calendar days after the date the Contractor receives the Delivery Order, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than the date indicated on each Delivery Order. The time stated for completion shall include final cleanup of the premises.

**E.5 Delivery Order/Task Order (DO/TO)**

a. A delivery order is the contractual instrument issued by the WCCA to the Contractor to order work. The delivery order is issued upon agreement between the WCCA and the Contractor on the scope of work, performance time, and the fixed price for the work. The signed delivery order becomes the Contractor's notice to proceed (NTP). Each individual delivery order becomes a fixed priced lump sum contract. A delivery order when mailed shall be issued for purposes of this contract at the time the WCCA deposits the order in the mail. The WCCA reserves the right to issue delivery orders unilaterally if prior negotiated agreement to the terms of that order cannot be reached before the date that the Contracting Officer determines that prosecution of work must begin.

b. Orders placed under this indefinite delivery contract shall contain the following information, (1) Date of order, (2) Contract number and delivery order number, (3) Item number and scope of work, (4) Delivery or performance date, (5) Place of delivery or performance, (6) Packaging, packing, and shipping instructions, (7) Accounting and appropriation data, and (8) Any other pertinent information.

**E.6 Accelerated Delivery Order:**

E.7 An accelerated delivery order may be initiated by telephone in urgent/emergency situations determined by the COTR. If an accelerated delivery order is placed the following conditions will apply.

E.8 Upon notification of this accelerated urgent/emergency delivery order the

Contractor shall:

- a. Within 24 hours visit the proposed work site in the company of the COTR or his authorized representative, identify and review the scope of work required; and
- b. Within Two (2) calendar days from the date of the site visit, submit to the COTR a detailed cost proposal, however, this requirement maybe waived by the COTR due to the nature of the urgent/emergency situation in which case other acceptable cost proposal information may be submitted.

**E.9 Modifications to Delivery Orders:**

Modifications to delivery orders may be required due to differing site conditions, increased scope of work or a decreased scope of work, which are beyond the control of the Contractor or the Government. Modifications are issued pursuant to specific standard clauses contained in the basic contract. If a modification to a delivery order is required, the Contractor shall submit a detailed cost proposal in the same manner and form as required for the initial scope of work.

**TABLE A**

<b>DELIVERABLE</b>	<b>QUANTITY</b>	<b>FORMAT/METHOD OF DELIVERY</b>	<b>DUE DATE</b>	<b>TO WHOM</b>
Routine Inspection Schedule ( <u>section C.1</u> )	One original and one electronic (PDF) file	Mail or Hand Delivery (e-mail for electronic)	5 days after the award of Contract	COTR

<b>DELIVERABLE</b>	<b>QUANTITY</b>	<b>FORMAT/METHOD OF DELIVERY</b>	<b>DUE DATE</b>	<b>TO WHOM</b>
Inspection Reports ( <u>Section E-2</u> )	One original and one electronic (PDF) file	Mail or Hand Delivery (e-mail for electronic)	TBD	COTR
Inventory	One original and one	Mail or Hand Delivery (e-mail for electronic)	TBD	COTR

	electronic (PDF) file			
Report of Written Estimates for Cleaning, Conservation and/or restoration services (Section E-2)	One original, one copy and one electronic (PDF) file	Mail or Hand Delivery (e-mail for electronic)	Ten (10) Days after consultant Request	COTR/Consultant-Curator
Project list of artwork, receiving cleaning, conservation and/or restoration services (Section E)	One original, one copy and one electronic (PDF) file	Mail or Hand Delivery (e-mail for electronic)	TBD	COTR
Daily Report (Section E-2)	Three (3)	Mail/Hand Delivery/ Fax/ Electronic	Each day of work	COTR
Final Inspection Report, Punch List (Section E-3)	Three (3)	Mail/Hand Delivery/Fax/Electronic.	Two days after completion of Task Order	COTR
Corrective Action Plan (Section E)	Three (3)	Mail/Hand Delivery/ Fax/Electronic	Seven days after written deficiency notification	COTR

### F. Performance

F.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 herein. WCCA reserves the right to assess deductions for nonperformance. WCCA shall 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 poor performance.

- F.2 The average daily rate calculated from the fixed-price amount for the services of the Consultant 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.
- F.3 The Consultant 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 Art Collection.
- F.4 If at any time WCCA finds that the key individual(s) assigned to the Contract are unsatisfactory for the performance of the Consultant obligations hereunder, and such causes and reasons for such belief are reasonable and reported in writing to the Consultant by WCCA, the Consultant shall, within ten (10) days, replace such key individual with a key individual who is satisfactory to WCCA. WCCA may, at its sole discretion, extend the period to correct by written notification to the Consultant. If, at any time, the key individual(s) desires to leave his/her employment, the replacement key individuals must be approved in writing by WCCA and the individual(s) shall have the requisite background to ensure that he/she is prepared and competent to assume the remaining responsibilities.

Reports shall be numbered, dated and signed by the Contractor or his Project Manager. The Daily Report shall list the Order Number versus the Contract Number. Failure to submit the daily reports could result in payment being withheld until such time as all daily reports are current.

### **G. QUALIFICATIONS OF CONSERVATOR(S)**

To be considered for this award, the Offeror(s) shall demonstrate significant experience and provide evidence of similar work in providing artwork cleaning, conservation and restoration services for all Artwork mediums identified herein.

Additionally, the Offeror(s) shall meet the following minimum qualifications:

- Conservator(s) must be located within a 50 mile radius from the site location.
- Minimum eight (8) years post graduate professional experience in art cleaning and conservation for all media represented in WCCA Art Collection.
- Process a Master's degree or equivalent
- Process a Professional Associate or Fellow of American Institute for Conservation.
- Demonstrate that Conservation is the Offeror(s) primary activity.

**Conformance with Laws**

The Conservator(s) shall comply with any and all applicable District of Columbia, State, and federal licensing, accreditation, registration requirements and standards and laws necessary for performance of the contract.

**H. CONTRACTOR FURNISHED EQUIPMENT**

The Conservator(s) shall furnish and maintain in acceptable condition, all materials and equipment necessary to perform work required by the Contract. The Conservator(s) is solely responsible for the quality and performance of all contractor-provided materials and equipment used in performance of the Contract.

**I. Inspection and Acceptance**

The inspection and acceptance requirements for the resultant contract shall be governed by clause number 1.10, Inspection of Services, of WCCA’s Standard Contract Provisions (SCPs) date May 2006. A copy of WCCA’s SCPs may be downloaded from WCCA’s website at [http://www/dcconvention.com/community/business\\_current.asp](http://www/dcconvention.com/community/business_current.asp).

**J. COST**

**J.1 Cost**

Offeror submitting a quotation for Services shall complete and include the Cost sheets in the RFQ.

**J.2.1** Fixed Fee – Free supplies and their delivery, WCCA contemplates award of a fixed-free contract with cost reimbursable components.

**J.2.2 Indefinite-Delivery, Indefinite-Quantity (IDIQ) - Delivery or performance shall be made only as authorized by task orders issued in accordance with the Ordering Clause, Section F.3.4, .5, and .6. The Contractor shall furnish to WCCA, when and if ordered, the supplies or services specified in the Section C, up to and including the maximum dollar amount set forth below. WCCA will order at least the minimum amount of services.**

Period	Minimum Per Order	Maximum Per Order
Base Term	\$ 300.00	\$ 99,999.00

- J.2.3 There is no limit on the number of task orders that may be issued. WCCA may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- J.2.4 Any task order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and WCCA's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.
- J.2.5 WCCA reserves the right to award different types of contracts.

### **J.3 PRICE SCHEDULE/BID FORMAT**

**Offerors to provide services shall submit an estimate of fees based on a Fixed Hourly Rate per Labor Category and a list of cost reimbursable materials, supplies and/or equipment. Offerors shall also submit Labor rates utilizing their DC Supply Schedule Contract.**

J.3.1 **Offerors that propose to provide supplies, materials and equipment shall submit an estimate of fixed unit rates on Quote Form.**

J.3.2 For payment purposes, regular working hours shall be 7:00 AM to 3:00 PM Monday through Friday, excluding WCCA Holidays. When services are requested during this specified period, WCCA shall be charged straight-time labor rates.

### **J.4 SUPPORTING COST DATA**

J.4.1 The pricing in the Base Year shall not be adjusted after execution of the Contract, except by written Modification due to reasonably unforeseeable circumstances. In estimating cost in bid preparation, Offeror shall anticipate increases in costs of labor and materials, taxes, and fees.

J.4.2 Indirect Costs: The Offeror shall indicate its proposed Fringe, Overhead and Administrative rates for each applicable fiscal year (as appropriate). The Offeror shall provide its actual indirect rates for overhead, G&A and fringe benefits for at least the past three (3) years and shall explain the basis for any significant rate difference between the prior three (3) year period and the rates proposed now.

J.4.3 Other Direct Costs: Other Direct Costs consists of materials, travel, reproduction, postage, telephone, and supplies for the prime and all subcontracted effort. This includes all other direct costs associated with performance of the contract.

J.4.3.1 The Offeror should identify types, quantities, and costs of all materials and supplies proposed including a non-loaded priced listing of individual materials or supplies ordered, or a consolidated and priced bill of materials for the entire proposal. A thoroughly documented bill of materials includes part numbers, description, unit cost, quantity required, extended cost (including delivery charges) and basis for the proposed cost (price quotation, prior buy, signed purchase orders, etc.) plus any other non-recurring costs. Deliverable materials are items delivered as a part of the work product. Examples of this are copies and binders delivered to WCCA as a report or software ordered for and installed on a computer in a WCCA office.

J.4.6 The Offeror shall use a separate table to Exhibit its total costs by prime and subcontractor(s). A separate table should be completed for each year (base and out-years). **(See Quote Form)**

J.4.7 For the initial description of the quantity the Authority will purchase, see the attached **Quote Form**. Quoters shall affirm that they stock filter most commonly used by the Authority and/or possess the capability to deliver said items to the Authority within 24 hours of the request for supplies. The supplies shall be of a quality grade, in good operating condition, and available for inspection by the Authority. The equipment shall meet all OSHA safety requirements.

## **J.5 Estimated Annual Quantity**

The Authority estimates the cumulative quantity of cleaning for each Contract period will not exceed \$99,000.00. This estimate is based on the maximum allowable ceiling for this T/A, but is not a guaranteed minimum.

## **J.6 Guaranteed Minimum**

There is no guaranteed minimum for the base year and/or option periods (if renewed). The WCCA is not obligated to buy any quantities beyond the guaranteed minimum quantity and may, if justified, buy elsewhere after that quantity has been procured (through that is not the intent and is not a common occurrence).

## K. EVALUATION OF RESPONSES

### K.1 Selection Criteria

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 factors. 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.

### K.2 Technical Criteria

The technical criteria to be considered are listed below in descending order based on importance:

- a. Compliant to the stated or implied specifications, and
- b. Experience of Offeror

Administratively compliant including all required insurance, established quality of work and, relevant experience, compliance with federal laws and all relevant District of Columbia laws, including EEOC hiring guidelines and requirements under the American with Disabilities Act and related criteria.

## L. TERMS AND CONDITIONS

### L.1 Insurance Requirement

L.1.2 Commercial General Liability Insurance-The Contractor shall secure and maintain during the Contract period Commercial General Liability insurance with limits of not less than one (1) million dollars(\$1,000,000.00) per occurrence and in the aggregate. 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.

L.1.3 Worker's Compensation Insurance-The Contractor shall secure and maintain during the Contract period all Worker's Compensation insurance required by the District of Columbia Government law for all employees, and its employees involved in the Contract, without exclusion of any class of employee.

L.1.4 Upon execution of this Contract, the Contractor shall provide Certificates of Insurance to WCCA for review and approval. All insurance policies and Certificates described herein shall state that WCCA, its Board of Directors, employees and officers, are named as additional insured.

L.1.5 Notice- The Contractor shall immediately report in writing to the WCCA's Director of Contracts and Procurement any incident which might reasonably be expected to result in any claim under any of the coverage's mentioned herein. 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

## **L.2 Term of Contract**

The base term of the contract shall be from the date of award to September 30, 2009.

## **L.3 Option to Extend the Term of the Contract**

WCCA may extend the term of this contract for a period of four (4) one-year option periods, 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 Officer prior to expiration of the contract.

L.3.1 If WCCA exercises this option, the extended contract shall be considered to include this option provision.

L.3.2 The price for the option period shall be as specified in the contract.

## **L.4 Quality and Performance**

All performance under this Contract must be of the highest quality standards and must conform to industry accepted trade practices

L.4.1 If WCCA exercises this option, the extended contract shall be considered to include this option provision.

L.4.2 The price for the option period shall be as specified in the contract.

#### **L.4 Applicability of Standard Contract Provisions**

WCCA Standard Contract Provisions (SCP) dated May, 2006, is incorporated by reference from this solicitation and any resulting contract. A copy of WCCA's SCP may be downloaded from WCCA's website at [http://www.dcconvention.com/business\\_current.aspx](http://www.dcconvention.com/business_current.aspx)

#### **M.5 Incorporated Attachment**

*The W 9 Form located at [http://www.dcconvention.com/business\\_current.aspx](http://www.dcconvention.com/business_current.aspx) shall be completed and incorporated with the offer.*

#### **M.6 Local, Disadvantaged Businesses, Businesses Operating In an Enterprise Zone, Or Resident Business Ownership**

Quoters submitting evidence that they are certified as small, local, disadvantaged, operating in an enterprise zone or having resident business ownership shall receive:

- (a) A three (3%) 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 District of Columbia Small and Local Business Opportunity Commission (SLBOC) or the D.C. Department of Small and Local Business Development (DSLBD), as applicable,
- (b) A five (5%) percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business (ROB) certified by the SLBOC or the DSLBD, as applicable,
- (c) A ten (10%) 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) A two (2%) 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,
- (e) A two (2%) 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 and certified by the SLBOC or the DSLBD, as applicable, and

- (f) A two (2%) 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.
- (g) Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

## **N. INSTRUCTIONS**

### **N.1 Quotation Form, Organization and Content**

Please deliver, electronically, mail or fax or for any request for clarifications or questions regarding this inquiry to:

Sean K. Mitchell, Contract Specialist  
Contracts and Procurement Services  
Washington Convention Center Authority  
801 Mount Vernon Place, NW  
Washington, DC 20001  
Phone: 202-249-3027  
Fax: 202-249-3114  
E-Mail: [Smitchell@dcconvention.com](mailto:Smitchell@dcconvention.com)

N.1.2 One (1) original and three (3) copies of the written quotation shall be submitted in two parts, titled "Technical Quotation" and "Cost Quotation", in accordance with Section L.2.3. Quotations shall be typewritten in 12 point font size on 8.5" by 11" paper. Telephonic, telegraphic, e-mail or facsimile quotations will Not be accepted. Each Technical and Cost Quotation shall be submitted in a sealed envelope conspicuously marked with the following: "Quotation in Response to RFQ No. 09-Q-JW-017, **ART CLEANING & CONSERVATION SERVICES**".

N.1.3 Offerors are directed to the specific section criteria found in Section L of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that will allow WCCA to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of the services required hereunder. The information requested below for the technical quotation shall facilitate evaluation and source selection for all quotations. The technical quotation must contain sufficient detail to provide a clear and concise representation of the requirements of Section C above.

N.1.4 The following items are required in each Technical Quotation:

**N.1.5 Offeror Profile (Tab 1)**

- (1) Offeror name, business address, telephone and fax number;
- (2) Year established (including former Offeror names and year(s) established, if applicable);
- (3) Type of Ownership (i.e. corporate, partnership, etc.);
- (4) A statement as to whether the Offeror is licensed to do business in the District of Columbia and possesses the necessary professional licenses to perform the service;
- (5) The Primary Contact's name, mailing address, e-mail address and telephone number;
- (6) Five professional references;
- (7) Full disclosure of any existing condition or interest which might conflict with the interest, operation or reputation of WCCA;
- (8) A description of the specialized experience of the Offeror, and its current personnel with respect to providing art curator services;
- (9) If a joint venture is contemplated, statements containing the same information as requested above for each joint venture firm; and
- (10) If applicable, the Consultant shall include their LSDBE certification (letter) with their quotation.

**N.2 Company's Qualifications, Experience, Key Personnel and References – (Tab 2)**

WCCA considers the positions of the Art Curator and certain other professional personnel to be key personnel for the Contract. The Offeror shall set forth in its quotation the names and reporting relationships of all key personnel the Offeror will use to perform the work under the Contract. All resumes shall be included. The experience of the key personnel shall include at a minimum:

- the length of professional experience
- scope of practice;
- involvement in Art Curator organizations; and
- references and detailed description of similar projects.

The hours that each will devote to the Contract shall be provided in total and broken down by task.

**N.3 Experience and References (Tab 3)**

Please provide:

- A. The name, addresses and phone numbers of the five (5) references, who have used the Offeror's services for similar types of work within the last three (3) years and who can validate the Offeror's ability to successfully perform the work;
- B. An overview of Offeror's business and its qualifications to perform the work contemplated hereunder;
- C. Evidence that a significant proportion of the primary business activity of the Offeror is within the Art Curator field;
- D. Documentation validating that the Art Curator has a degree in Art, Art History, Art Conservation or other related degree;
- E. All resumes, valid certifications, and professional affiliations for all staff who will be assigned to the project;
- F. The name of the key personnel to be assigned to accomplish the Scope of Work contemplated hereunder; and
- G. Evidence of the Project Manager's extensive experience with similar type of projects.

## **O. INSTRUCTIONS**

### **O.1 Hand Delivery, Mailing or Faxing of Quotations**

Responses may be deliver, e-mail, and regular mail or fax any request for clarifications or questions regarding this inquiry to:

Sean K. Mitchell, Contract Specialist  
Contracts and Procurement Services  
Washington Convention Center Authority  
801 Mount Vernon Place, NW  
Washington, DC 20001  
Phone: 202-249-3027  
Fax: 202-249-3114  
E-Mail: [Smitchell@dcconvention.com](mailto:Smitchell@dcconvention.com)

### **O.2 Site Visit**

No Pre-proposal Conference/Site Visit is scheduled for this requirement.

### **O.3 Submission Date and Time**

Quotations must be submitted no later than **12 Noon, EST, Monday, July 16, 2009** to Mr. Sean Mitchell, Contract Specialist at 801 Mount Vernon Place, NW Washington, D.C. 20001.

