

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF 1	PAGES 5
1. REQUEST NO. RM17RFQ038BY0DJW	2. DATE ISSUED 12/27/2016	3. REQUISITION/PURCHASE REQUEST NO. RQ939927	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY <b>OFFICE OF CONTRACTING AND PROCUREMENT</b>			6. DELIVER BY (Date)		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)					
NAME  Denise J. Wells, CPPB		TELEPHONE NUMBER  AREA CODE: 202    NUMBER: 671-3174		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
				9. DESTINATION	
				a. NAME OF CONSIGNEE	
8. TO:				b. STREET ADDRESS	
a. NAME		b. COMPANY		c. CITY	
c. STREET ADDRESS				d. STATE    e. ZIP CODE	
d. CITY		e. STATE    f. ZIP CODE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		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 to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p><b>SEE SCHEDULE B PRICING AND STATEMENT OF WORK (ATTACHED)</b></p> <p><b>SUBMIT YOUR QUOTE NO LATER THAN WEDNESDAY JANUARY 18, 2017 @ 2:00 PM</b></p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		AREA CODE	
d. CITY			c. TITLE (Type or print)		NUMBER	
e. STATE    f. ZIP CODE						

**B. SCHEDULE B PRICING SHEET**

**The Bidder shall provide a Detailed Price Breakdown with a Budget Narrative that explains and reflects Total Price that is provided on the Schedule B Pricing Sheet.**

<b>NAME OF CONTRACTOR:</b>					
<b>SOLICITATION/CONTRACT #: RM-17-RFQ-038-BY0-DJW</b>					
<b>CLIN</b>	<b>SUPPLIES/SERVICES</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>Extended Price</b>
0001	Materials/Equipment	1	LOT	\$ _____	\$ _____
0002	Installation	1	LOT	\$ _____	\$ _____
0003	Labor	_____	Hour(s)	\$ _____	\$ _____
0004	Shipping	1		\$ _____	\$ _____
<b>CONTRACT TOTAL AMOUNT</b>					\$ _____

\_\_\_\_\_  
**Print Name of Business/Organization**

\_\_\_\_\_  
**Print Name and Title of Person Authorized to Sign**

\_\_\_\_\_  
**Date**

## **DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

### **C.1 INTRODUCTION**

The District of Columbia Government, Department of Behavioral Health (DBH), Saint Elizabeths Hospital (SEH), Facilities and Environment Depart (FED) has a need for a Contractor to furnish all labor, materials, equipment, parts, supplies, and supervision necessary to furnish and install hand rails at Saint Elizabeths Hospital as per scope of services specified below.

As a result of clinical recommendations and compliance abatement plans, SEH has a requirement to upgrade the following with hand rails.

- The Corridor areas (Units 1A, 1B).
- The area in front of Post Office
- Some areas on Main Street
- Some location in the TLC's

### **C.2 SCOPE OF SERVICES**

The Contractor shall provide and install approximately five hundred (500) Linier Feet of Wood Hand Rails. All rails are to be consistent with the other rail use in the Hospital.

**C.2.1** The Contractor shall provide all labor, materials, supplies, equipment, and supervision necessary to perform the following:

- (a) The Contractor shall furnish and install approximately 500 linear feet (ln. Ft.) of Wood Handicap Railings.
- (b) The Contractor is responsible for matching the new rail type with the exiting rails at the Hospital.
- (c) The Contractor shall stain all rails to match exiting rails at the Hospital. The exiting rails staining is Minwax wood finish penetrating stain Golden oak 210B, DAP plastic wood professional wood filler, and Minwax indoor/outdoor Helmsman spar urethane clear semi-gloss.
- (d) All rails are to be stained prior to Installation.
- (e) Contractor shall install all rails using the same brackets of the exiting rails.
- (f) The Contractor shall be responsible to verify all measurements and quantity prior to submitting their Bids.

**NOTE: ALL MEASUREMENTS ARE APPROXIMATE AND IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY AND CONFIRM ALL MEASUREMENTS.**

**C.3 WORKING INSIDE/OUTSIDE OF BUILDING:**

All of the upgrades/replacements of this project shall be performed inside of the building and shall be in accordance with all applicable codes and standards to include the hospital's policies and procedures.

**C.4 STANDARD OF PERFORMANCE:**

While work is being performed at the hospital, the Contractor shall at all times, while acting in good faith and in the best interest of the DBH, use its best efforts and exercise all due care and sound business judgment in performing its duties under this Contract. Contractor shall at all times, comply with DBH operational policies, procedures and directives while performing this contract.

**C.5 WORKING HOURS:**

If the repairs are to be done at the Hospital, then all of the services provided under this Contract shall be performed during the hours of 7:30 AM through 4:00 PM Monday through Friday. Holidays and weekends are exempted. Work on holidays and weekends must be requested by the Contractor forty – eight (48) hours and approved by the Director Facilities and Environment Department (FED) prior to performing the work, unless it is an authorized emergency.

**C.6 COORDINATION OF WORK:**

The Contractor shall coordinate all work schedules with the Contracts Administrator, (CA). (See C.11)

**C.7 CARE OF ADJACENT SURFACES AND EXISTING STRUCTURES:**

The Contractor shall exercise extreme caution and care to avoid and prevent any damages to adjacent equipment, surfaces, and existing structures which are excluded from the Scope of Work. Any and all damages to such adjacent equipment, surfaces, and existing structures shall be fully restored or replaced by the Contractor at no cost to the District of Columbia Government within five (5) working days.

**C.8 CLEANING OF SITE:**

The Contractor upon completion of the work, and on a daily basis shall remove, and dispose of all protection items, tools, discarded equipment, excess materials

and debris from the job site without any delay out of Saint Elizabeths Hospital Campus prior to final acceptance of the work.

The Contractor shall not utilize any dumpster on the grounds of the hospital for the disposal of any debris or discarded equipment, materials, and or supplies generated from the performance of the contract.

**C.9 WORKMANSHIP:**

The Contractor shall accomplish all work in strict accordance to the regulations and requirements as set forth by Best Practice and Standard Specifications and other applicable codes, and standard engineering practices.

**C.10 WARRANTY:**

All repairs and parts repaired or replaced shall be guaranteed for One (1) year from the date of acceptance of the work. Warranties must be submitted in triplicate to the CA within **ten (10) working days** after completion of work.

**C.11 CONTRACTS ADMINISTRATOR (CA):**

The Hospital's CA for this Contract shall be Alvin Venson Director FED – (202) 299-5457.

**C.12 CONTRACT DURATION**

The Contract duration shall be Date of Award through One Year.

**C.13 CONTRACT TYPE:**

This is a Firm Fixed Price Contract.

**C.14 REQUIREMENT**

The Contractor shall provide proof of experience working in a Hospital or prison environment with your Bid.

**C.15 SUBMITTALS FOR GOVERNMENT APPROVAL**

The Contractor shall submit the following information to the Contracts Administrator (CA) for Government approval prior to beginning any work:

- a. **Certificates:** The Contractor shall submit certificates showing conformance to the material and performance requirements of this specification.

- b. **Work Schedule:** The Contractor shall provide a simple bar chart schedule or gnat schedule that shows key milestones, such as award, material delivery, demolition, installation, clean up and close out.
- c. **Activity Hazard Analysis (AHA):** The Contractor submit for approval AHA's for each definable features of work associated with this project.

**Purpose:** The purpose of **activity hazard analysis (AHA)** is to identify potential risks that exist around the worksite premises.

- a. **Insurance Certificates:** The Contractor shall provide proof of insurance to include workers compensation insurance.
- b. **Bonding:** The Contractor shall provide bonding as determined by the Office of Contracts and Procurement.
- c. **Material Safety Data (MSD) materials to be used as needed**

#### **C.16 WALK-THROUGH/SITE VISIT**

All prospective Bidders are invited to participate in a scheduled **Walk -Through** of each facility in order to bid, accompanied by Program Staff and a representative of the Office of Contracts and Procurement (OCP) at the dates and times specified: The proposed date and time, January 11, 2017 at Saint Elizabeth Hospital around 11:30 AM.

#### **C. 17 PRE-CONSTRUCTION MEETING**

A pre-construction meeting shall be held at the hospital within **one (1) week** after contract award. During the pre-construction meeting there shall be a Contractors Orientation at which time Contractor employees performing work on the Hospital grounds shall familiarize themselves with hospital rules, procedures, and information pertaining to patient population. Exclusion – Individuals whose sole duties are to transport items on or off campus are exempt from this orientation.

#### **C.18 SUBMISSION OF INVOICE**

- C.18.1 The Contractor shall submit, on a monthly basis, an Original and Three Copies of each Invoice to:

Accounts Payable Office  
Department of Behavioral Health  
64 New York Ave., NE, 6th Floor  
Washington, DC 20002  
or by e-mail to [dbh.ap@dc.gov](mailto:dbh.ap@dc.gov)

The invoice shall then be forwarded by the Accounts Payable Office to the CA. Payment shall be made within Thirty (30) days after the Accounts Payable Office receives a proper and certified invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized Contract Line Item Number (CLIN) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned **UNPAID** and shall be corrected and resubmitted as indicated in this clause.

C.18.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- C.18.3 Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- C.18.4 Contract number and invoice number;
- C.18.5 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- C.18.6 Other supporting documentation or information, as required by the Contracting Officer;
- C.18.7 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- C.18.8 Name, title, phone number of person preparing the invoice;
- C.18.9 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
- C.18.10 Authorized signature.

## **C.19 QUICK PAYMENT CLAUSE**

### **C.19.1 Interest Penalties to Contractors**

- C.19.2 The District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item, of property or service is made on or before:
  - a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
  - b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or

- c) the 15<sup>th</sup> day after the required payment date for any other item.

C.19.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

**C.19.4 Payments to Subcontractors**

C.19.5 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this Contract.

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the Contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

C.19.6 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item, of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

C.19.8 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

C.19.9 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.



**C.20 Subcontractor Requirements**

- C.20.1 The Contractor shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its Contract with any lower-tier sub-contractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

**C.21 CERTIFICATION OF INVOICE**

The CA shall perform the certification of each of the Contractor's Invoices. The Invoices shall be logged in by the Accounts Payable Office and forwarded to the CA to review for accuracy and to perform certification for payment. The Certified Invoice shall be forwarded to the Office of the Chief Financial Officer (OCFO) within Five (5) working days after receipt of a satisfactory Invoice.

**C.22 PAYMENT**

- C.22.1 DBH shall pay the Contractor monthly the amount due the Contractor as set forth in Section B.3 of the Contract in accordance with the Terms of the Contract and upon presentation of a properly executed invoice and authorized by the CA.
- C.22.2 DBH shall pay Interest Penalties on amounts due to the Contractor in accordance with the Quick Payment Act, D.C. Official Code § 2-221.02 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made to the Contractor.
- C.22.3 Payment shall be based upon Fixed Unit Rates and services provided as specified in Section B (Price Schedules).

**\*\*\*END OF SECTION C\*\*\***