



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

ATTACHMENT B

Classroom Students, Teachers, and Cafeteria Furniture

The District of Columbia Public Schools Office of Contracts and Acquisitions (DCPS - OCA), hereby submits this RFQ to procure from a contractor classroom student, teachers, and cafeteria furniture per attached list (Attachment A) to be delivered to the address indicated on the RFQ Form.

The Contractor must provide price quote for the furniture (all the items listed on the Attachment A), shipping and handling charges, plus any other special terms and conditions, if applicable. The Contractor shall provide the price quote for all items using the Attachment A, and then transfer the pricing information to the columns on the RFQ Form.

This is a "Set-Aside Contract" for CBE and DC Supply Schedule contract holders.

The Contractor shall submit the completed and signed RFQ, completed pricing, and any technical proposal, as deem necessary, to the person listed on the RFQ **by 1:00pm EST Monday April 30, 2018.**

1. SPECIFICATION

- 1.1 See Attachment A.
- 1.2 The SKU# is being used for information only.
- 1.3 This is not a "Brand Name" purchase.
- 1.4 The Contractor shall provide pricing for the "Brand," "Equal," or "Similar" items.
- 1.5 The Contractor shall provide its own unique catalog SKU#.
- 1.6 For each item, the Contractor shall provide "Item Details/Specifications" page with the picture.
- 1.7 The Contractor shall provide all applicable discounts.
- 1.8 The Contractor shall provide all the shipping and handling specifications and charges.
- 1.9 All deliveries shall be "FOB DESTINATION."

2. THE PROPOSAL PREPARATION

- 2.1 The Contractor shall complete the blocks 8, 11, and 12.
- 2.2 Provide information listed on Block 12.
- 2.3 Complete the pricing column.
- 2.4 Sign by an authorized individual and date the RFQ Form.

3. PERIOD OF PERFORMANCE—DELIVERY DATE

- 3.1 The Period of Performance/Delivery date for this contract is Wednesday May 23, 2018.

4. BASIS FOR AWARD

The Contracting Officer will award this Contract based upon the proposal and pricing that is the most advantageous to DCPS based on the:

- 4.1 Lowest overall price.
- 4.2 Timely Delivery.

4.3 All other favorable discounts, terms and conditions to DCPS.

5. CONTRACTING OFFICER (CO)

5.1 Contracts will be entered and signed (Executed) on behalf of the DCPS only by the Contracting Officers. The name, address, and telephone number of the CO for this contract is:

Candace Butler
District of Columbia Public Schools
Office of the Contracts and Acquisitions
1200 First Street NE, 9th Floor
Washington, DC 20002
Telephone: (202) 442-5112

6. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- 6.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- 6.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- 6.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

7. CONTRACTS ADMINISTRATOR (CA)

- 7.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- a. Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
 - b. Coordinating site entry for Contractor personnel, if applicable;
 - c. Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
 - d. Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
 - e. Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

7.2 The CA for this contract is:

Roger L. Asterilla
Director, Warehouse & Logistical Operations
Office of the Chief Operating Officer
District of Columbia Public Schools
2000 Adams Place NE
Washington, DC 20018

Telephone: (202) 576-5445

7.3 It is understood and agreed that the CA shall NOT have the authority to:

- a. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
- b. Grant deviations from or waive any of the terms and conditions of the contract;
- c. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract;
- d. Authorize the expenditure of funds by the Contractor;
- e. Change the period of performance; or
- f. Authorize the use of District property, except as specified under the contract.

7.4 The Contractor shall be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated because of the unauthorized changes.

8. COMPENSATION AND PAYMENT

8.1 For satisfactory performance and delivery of the supplies/deliverables set forth in the RFQ, the Attachment A, and the Contract, the Contractor will be paid in accordance with the price specified in the Contractor's proposal and the resulted contract.

8.2 DCPS will make payments in accordance with the terms of the Contract and the Purchase Order upon:

- a. Receipt, inspection, and acceptance of the items listed in the Attachment A,
- b. Upon receipt of proper invoice from the Contractor less any discounts, allowances or adjustments provided for in the PO.

9. INVOICE SUBMITTAL

9.1 The Contractor shall submit proper invoice upon complete delivery, receipt, inspection, and complete acceptance of the deliverables.

9.2 Invoices shall be forwarded to the Office of the Chief Financial Officer (OCFO), Accounts Payable at dcps.invoices@dc.gov, for processing, carbon copying concurrently sending copies to the Contract Administrator (CA) specified in Section G.9. If sending paper copies the address of the CFO is:

District of Columbia Public Schools
Division of Finance, Accounts Payable
1200 First Street NE, 9th floor
Washington, D.C. 20002
(202)442-5255

9.3 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- a. Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);
- b. Contract number and invoice number;
- c. Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

- d. Other supporting documentation or information, as required by the Contracting Officer;
- e. Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- f. Name, title, phone number of person preparing the invoice;
- g. Name, title, phone number and mailing address of person (if different from the person identified above) to be notified in the event of a defective invoice; and
- h. Authorized signature.

10. QUESTIONS ABOUT THE RFQ

- 10.1 All questions shall be in writing and sent via email to zahra.hashmi@dc.gov by 11:00am EST Wednesday April 18, 2018. Responses will be posted by 11:00am EST Monday April 23, 2018.

11. LIQUIDATED DAMAGES

- 11.1 NONE

12. TERMS AND CONDITIONS

- 12.1 Contractor shall ensure all its employees, contractors, volunteers and other personnel providing services under this Contract and purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011).
- 12.2 Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students.
- 12.3 Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website: <https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>.
- 12.4 Contractor shall ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students.
- 12.5 DCPS will apply percentage preferences applicable to each CBE that submits a quote in determining the lowest evaluated quotation for purposes of award.
- 12.6 This RFQ does not commit the DCPS to pay any costs incurred in preparation of the submission of this quotation.

- 12.7 By submitting a quote, the Quoter is representing that can meet the deadline specified in Block 12, Item Number 6 of the RFQ.
- 12.8 The contractor is fully responsible for all damages during the transportation and unloading.

13. STANDARD CONTRACT PROVISIONS

- 13.1 GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV.