

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,		Page of Pages 1   8	
1. REQUEST NO.  GAGA-2020-Q-0124	2. DATE ISSUED  September 10, 2020	3. REQUISITION/PURCH. REQUEST NO.  RK159100	4. COMMODITY GROUP AND CLASS →		
5A. ISSUED BY: District of Columbia Public Schools (DCPS) Office of Contracts and Acquisitions 1200 First Street, N.E., 9 <sup>th</sup> floor, Washington, D.C. 20002			6. DELIVER BY (Date) <b>September 21, 2020</b>		
5B. FOR INFORMATION CONTACT: (Name and telephone no.) (No collect calls) Zahra Hashmi <a href="mailto:Zahra.Hashmi@k12.dc.gov">Zahra.Hashmi@k12.dc.gov</a> 202-365-0978 (Cell)			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER (See Schedule) DESTINATION		
8. TO: NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			9. DESTINATION (Consignee and address, including ZIP code) District of Columbia Public Schools (DCPS) 1200 First Street, N.E., Washington, D.C. 20002		
10. FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00pm, September 17, 2020		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
<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 contract for supplies or invoices. 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)
001	Goods/Supplies listed in the Price Schedule  <u>Please:</u> <u>1.Complete and send this form with your quote. Make sure all the blocks on this form are accurately and correctly completed.</u> <u>2.Federal Tax ID Number:</u> <u>3.DCSS contract Number or GSA Contract Number:</u> <u>4.DSLBD Certificate Number:</u> <u>5.The Contractor shall deliver before September. 21, 2020.</u>				
13. DISCOUNT FOR PROMPT PAYMENT		10 Calendar Days	20 Calendar Days	30 Calendar Days	----- Calendar Days
		%	%	%	%
14. QUOTER FEDERAL ID AND EMAIL ADDRESS:			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)



**SECTION A: INTRODUCTION AND BACKGROUND**

**A.1** The District of Columbia Public Schools (DCPS) educates approximately 50,000 students in 118 schools and educational centers. DCPS employs about 8000 teachers, principals, classroom aides, social workers, counselors, custodians and other support staff who work to carry out the public education mission in DC.

**A.2** This Delivery Order(s) is for purchase and delivery of goods/supplies in accordance to the Section B.3 below.

**SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

**B.1** The District contemplates an award of Firm Fixed Price (FFP) type Delivery Order.

**B.2** Price Schedule: Firm Fixed Price

**B.3 Base Period: Date of Award to September 21, 2020**

NO.	ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	OXF31	RULED INDEX CARDS, 3 X 5, WHITE, 100/PACK	25	PACK	\$	\$
2	1565694	WASHABLE SCHOOL GLUE, 4 OUNCE BOTTLE, WHITE	4,512	EACH	\$	\$
3	MMM260024A	ECONOMY MASKING TAPE, 3" CORE, 0.94" X 60.1 YDS, TAN	138	EACH	\$	\$
4	158965	POTTING SOIL FOR BRASSICA SEEDS, 1 LITER BAG	203	EACH	\$	\$
5	158812	WISCONSIN FAST PLANT BRASSICA SEEDS, PACK OF 50	205	EACH	\$	\$
6	CYO588610	WASHABLE SUPER TIPS MARKERS, BROAD/FINE	11,339	EACH	\$	\$

		BULLET TIP, 10 ASSORTED COLORS				
7	PAC6503	CONSTRUCTION PAPER, 58LB, 9 X 12, ASSORTED, 50/PACK	12,139	PACK	\$	\$
8	PAC74510	CHART TABLETS, UNRULED, 24 X 32, 25 SHEETS	160	EACH	\$	\$
9	MMM2027RCR	POST-IT NOTE ORIGINAL CUBES, 3 X 3, 400-SHEET	154	EACH	\$	\$
10	OXF57513	TWIN-POCKET FOLDER, EMBOSSED LEATHER GRAIN PAPER, ASSORTED COLORS, 25/BOX	20	BOX	\$	\$
11	PAC3763	TRIFOLD CARBOARD PRESENTATION BOARD, 48 X 36, WHITE	172	EACH	\$	\$
12	OXF31	RULED INDEX CARDS, 3 X 5, WHITE, 100/PACK	200	PACK	\$	\$
13	SAN27005	POCKET STYLE HIGHLIGHTERS, CHISEL TIP, YELLOW, 12/PACK	46	PACKS	\$	\$
14	SAR668231	ART TIME WATERCOLORS WASHABLE PAINT, 36/PK CLASSPACK PRIMARY COLORS	36	EACH	\$	\$
15	70740	HAMILTON BEACH FOOD PROCESSOR, SLICER AND VEGETABLE CHOPPER WITH COMPACT STORAGE, 8 CUPS, BLACK	40	EACH	\$	\$
16	206429	SAX HALIFAX COLD PRESS WATERCOLOR PAPER, 90 LB, 11 X 15 IN, WHITE, PACK OF 100	43	EACH	\$	\$
17	21960-0249	SARGENT ART DRAWING CHALK BOX OF 24	100	EACH	\$	\$
18	20042-1509	NEOCOLOR II ARTISTS' CRAYON SET - ASSORTED COLORS, SET OF 15	284	EACH	\$	\$

19	10209-1075	BLICK WHITE SULPHITE DRAWING PAPER-REAM, 500 SHEETS 12" × 18" 50 LB	21	EACH	\$	\$
20	BAGGK6500	GROCERY PAPER BAGS, 35 LBS CAPACITY, #6, 6"W X 3.63"D X 11.06"H, KRAFT, 500 BAGS	8	BX	\$	\$
21	EPIE555	WASHABLE SCHOOL GLUE STICKS, PURPLE, 30/BOX	9	BX	\$	\$
22	65/61179	DIE CUTS WITH A VIEW® THE HEIRLOOM STACK®, 180 PCS/UNIT	70	EACH	\$	\$
24	CY0236001	MODEL MAGIC MODELING COMPOUND, 1 OZ EACH PACKET, WHITE, 6 LBS. 13 OZ	152	EACH	\$	\$
25	BHT410XL120	REPLACEMENT INK - BLACK	20	EACH	\$	\$
26	BHT410XL320	REPLACEMENT INK - MAGENTA	20	EACH	\$	\$
27	BHT410XL220	REPLACEMENT INK - CYAN	20	EACH	\$	\$
28	BHT410XL420	REPLACEMENT INK - YELLOW	20	EACH	\$	\$
29	BWK6272	PERFORATED PAPER TOWEL ROLLS, 2-PLY, 11 X 9, WHITE, 85 SHEETS/ROLL, 30 ROLLS/CARTON	1	EACH	\$	\$
30	01625-2036	CHROMA ACRYLIC MURAL PAINT BLACK	44	EACH	\$	\$
31	01625-1696	CHROMA ACRYLIC MURAL PAINT WHITE	45	EACH	\$	\$
32	01625-4866	CHROMA ACRYLIC MURAL PAINT BLUE	39	EACH	\$	\$
33	01625-3916	CHROMA ACRYLIC MURAL PAINT RED	39	EACH	\$	\$
34	01625-4026	CHROMA ACRYLIC MURAL PAINT YELLOW	36	EACH	\$	\$

35	06060-1012	GOLDEN TALKON LARGE AREA BRUSH	14	EACH	\$	\$
36	833185	1/2 IN. X 4 FT. X 8 FT. PUREBOND BIRCH PLYWOOD	15	EACH	\$	\$
37	2013323	SPHERO EDUCATIONAL CODING ROBOT BALLS, PACK OF 12	21	EACH	\$	\$
38	EPDUPWRROW	CHARGING HUB (12 PORT) ROW	30	EACH	\$	\$
<b>TOTAL PRICE</b>					\$	

**THIS SPACE INTENTIONALLY LEFT BLANK.**

**SECTION C: STATEMENT OF WORK**

**C.1. SCOPE**

The purpose of this Request for Quotation (RFQ) is to request quotations to purchase the necessary goods/supplies as listed in Section B.3 as a Delivery Order to support the warehouse/schools/offices functions.

**SECTION D: CONTACT**

All quotations must be received on or before Thursday September 17, 2020 by 2:00 pm EST by Zahra Hashmi, Contract Specialist, via email: [zahra.hashmi@k12.dc.gov](mailto:zahra.hashmi@k12.dc.gov); Subject line: “RFQ GAGA-2020-Q-0124, FY21\_SummerAdvance\_OTL\_Cornerstones.”

**SECTION E: PERIOD OF PERFORMANCE**

The period of performance shall begin on the date the purchase order is executed by the Contracting Officer and continue through completion of this Delivery Order.

**SECTION F: QUOTE INSTRUCTIONS**

**F.1 SUBMISSION**

- F.1.1 In order to be considered for selection, contractors must email the quote to Zahra Hashmi via email: [zahra.hashmi@k12.dc.gov](mailto:zahra.hashmi@k12.dc.gov), Subject line: “GAGA-2020-Q-0124.” A bidder may submit no more than one (1) quote in response to this RFQ.
- F.1.2 All electronic responses are to be formatted for print on standard 8.5” X 11” paper in 12-point font minimum type.
- F.1.3 Any costs incurred by contractors in preparing or submitting a quote shall be the contractor's sole responsibility.
- F.1.4 Quotes should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of this RFQ so that DCPS may properly evaluate contractor's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.
- F.1.5 DCPS reserves the right to waive informalities or irregularities, to reject any or all quotes received, to accept the quotes deemed best for the agency, and/or request new quotes if necessary.

## **F.2 MINIMUM ACCEPTANCE PERIOD**

DCPS requires a minimum acceptance period of 30 calendar days from the due date and time of this RFQ.

## **F.3 TYPE OF AWARD**

F.3.1 DCPS will award a single Fixed Price Delivery Order/Purchase Order resulting from this solicitation. Unless otherwise specified, all goods and materials furnished to DCPS must be new and unused. Contractors are advised that:

- a) If “Services” are to be performed pursuant to this RFQ, they must be provided in all respects as specified herein and include the services to be furnished, together with any labor, material or other work necessary for satisfactory performance.
- b) If “Supplies” are to be provided pursuant to this RFQ, they must be in all respects as specified herein and include the items to be furnished, together with any labor, service or other work necessary for satisfactory performance.

## **F.4 BASIS OF AWARD**

F.4.1 The Award(s), if made, will be made to the Contractor (i) whose Quote is determined to be responsive to the terms of the solicitation and based solely upon the price as identified in the Price Schedule. Any such award will be made within five (5) days after receipt of the quote.

F.4.2 If, after receipt of the quotes, the Contracting Officer determines that adequate price competition does not exist, the Contractor shall provide certified cost or pricing data as requested by the Contracting Officer.

F.4.3 Unless otherwise expressly specified in the Section B - Price Schedule, DCPS may make multiple awards as a result of this solicitation.

F.4.4. Notwithstanding the foregoing or any other provision in Terms and Conditions, DCPS reserves the right to reject all bids and cancel this RFQ at any time prior to award.

## **F.5 QUOTE STRUCTURE**

The bidder shall submit the following:

### **F.5.1 REQUIRED DOCUMENTATION:**

- a) Certificate of Clean Hands, Section I, Attachment 05.
- b) Certificate of Tax Affidavit, Section I, Attachment 06.
- c) Bidder/Offeror Certification, Section I, Attachment 07.
- d) GSA/DCSS.

### **F.5.2 PRICE QUOTE**

- a) The bidder shall submit its pricing in accordance with the Section B: Price schedule. Pricing shall be F.O.B Destination, covering all costs including but not limited to labor, materials, markups, overhead, profit, insurance, fuel, freight, and transportation.
- b) The Contractor shall complete entries in the columns titled Unit Price and Extended Price. The prices shown on the Price Schedule Sheet shall constitute full compensation for all costs of performance under this contract. Price evaluation will be based on the Extended Price.
- c) DCPS will pay the contractor an amount not to exceed the contractor's price quoted in contractor's price schedule and accepted by DCPS.
- d) The bidder warrants and agrees that the prices charged to DCPS shall be as low, or lower than the prices charged to their most favored customer for comparable services/supplies under similar terms and conditions, in addition to any discounts for prompt payment.

**SECTION G: WARRANTY**

The Contractor warrants all services/supplies provided, components, parts and material furnished under this contract against defects or failures for a period of at least three (3) years from the date of acceptance.

**SECTION H: LAWS AND REGULATIONS INCORPORATED BY REFERENCE**

The bidder certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this agreement:

Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;  
<https://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Standard%20Contract%20Provisions%20-%20July%202010.pdf>



**SECTION I: ATTACHMENTS**

<b>Attachment Number</b>	<b>Document</b>
01	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on “Solicitation Attachments”
02	U.S. Department of Labor Wage Determination No. 2015-4282, Rev. No. 17, issued on April 23, 2020
03	Way to Work Amendment Act of 2006 - Living Wage Notice
04	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet
05	Certificate of Clean Hands
06	Tax Certification Affidavit <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> , click on “Solicitation Attachments”
07	Bidder/Offeror Certifications available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on “Solicitation Attachments”

**NOTE: Bidders shall submit the attachment numbers 05, 06, 07 with the quotation.**