

# COVER PAGE

**REQUEST FOR QUOTATION  
(RFQ)- #09-Q-LP-040  
“Electric Security Cart”**

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

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

\_\_\_\_\_

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

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

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

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

**DATE:** \_\_\_\_\_



June 11, 2009

RE: Request for Quotation (RFQ) # **09-Q-LP-040- "Electric Security Cart"**

Dear Quoters:

This is an invitation for you to submit quotations to provide (1) one Electric Security Cart to the Washington Convention Center Authority (WCCA).

**This Request for Quotation (RFQ) is designated for open market offerors. Certified Small Business Enterprise (SBE) Offerors are encouraged to submit a bid in response to this solicitation. The quote shall be submitted to the Office of Contracts and Procurement at WCCA no later than 12noon EST, Friday, June 26, 2009. Please provide all questions no later than Monday, June 22, 2009.**

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 Walter E. Washington Convention Center, Attn: Lisa Penn, Purchasing Assistant 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) 249-3039 or lpenn@dcconvention.com.

Sincerely,

Lisa Penn  
Purchasing Assistant

**REQUEST FOR QUOTATION**  
**(RFQ)# 09-Q-LP-040**  
**Electric Security Cart**  
**Quote Form**

**Scope of Requirement**

The Washington Convention Center Authority (WCCA) is seeking to Purchase (1) one Electric Security Cart. Please set forth prices and labor rates in the quote form below.

<b>Contract Line Items Nos. (CLIN)</b>	<b>Description</b>	<b>Total</b>
<b>001</b>	Electric Security Cart	
<b>002</b>	Shipping and Handling	

a. The charts below are provided for Labor Maintenance service for (4) four one year options.

**Base Year (Date of award thru September 30, 2009)**

<b>LABOR CATEGORY (List)</b>	<b>UNLOADED HOURLY RATE</b>	<b>FRINGE</b>	<b>OVERHEAD</b>	<b>G&amp;A</b>	<b>PROFIT</b>	<b>LOADED HOURLY RATE</b>	<b>OT</b>

1. Please identify hours of operations \_\_\_\_\_.

2. Please identify mileage rate \_\_\_\_\_ per mile.

3. Please provide percentage mark-up on materials \_\_\_\_\_.

**Option Year 1 (October 1, 2009 thru September 30, 2010)**

<b>LABOR CATEGORY (List)</b>	<b>UNLOADED HOURLY RATE</b>	<b>FRINGE</b>	<b>OVERHEAD</b>	<b>G&amp;A</b>	<b>PROFIT</b>	<b>LOADED HOURLY RATE</b>	<b>OT</b>


1. Please identify hours of operations \_\_\_\_\_.
2. Please identify mileage rate\_\_\_\_\_per mile.
3. Please provide percentage mark-up on materials\_\_\_\_\_.

**Option Year 2 (October 1, 2010 thru September 30, 2011)**

<b>LABOR CATEGORY (List)</b>	<b>UNLOADED HOURLY RATE</b>	<b>FRINGE</b>	<b>OVERHEAD</b>	<b>G&amp;A</b>	<b>PROFIT</b>	<b>LOADED HOURLY RATE</b>	<b>OT</b>

1. Please identify hours of operations \_\_\_\_\_.
2. Please identify mileage rate\_\_\_\_\_per mile.
3. Please provide percentage mark-up on materials\_\_\_\_\_.

**Option year 3 (October 1, 2011 thru September 2012)**

<b>LABOR CATEGORY (List)</b>	<b>UNLOADED HOURLY RATE</b>	<b>FRINGE</b>	<b>OVERHEAD</b>	<b>G&amp;A</b>	<b>PROFIT</b>	<b>LOADED HOURLY RATE</b>	<b>OT</b>


1. Please identify hours of operations \_\_\_\_\_.
2. Please identify mileage rate \_\_\_\_\_ per mile.
3. Please provide percentage mark-up on materials \_\_\_\_\_.

**Option Year 4 (October 1, 2012 thru September 30, 2013)**

LABOR CATEGORY (List)	UNLOADED HOURLY RATE	FRINGE	OVERHEAD	G&A	PROFIT	LOADED HOURLY RATE	OT

1. Please identify hours of operations \_\_\_\_\_.
2. Please identify mileage rate \_\_\_\_\_ per mile.
3. Please provide percentage mark-up on materials \_\_\_\_\_.

**Identify contractor's District of Columbia Supply Schedule (DCSS) number, if applicable**  
\_\_\_\_\_.

- 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.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Company:** \_\_\_\_\_

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

## **A. REQUIREMENTS/ SPECIFICATIONS**

**A.1** The Washington Convention Center authority (WCCA) is soliciting Quotations from qualified vendors for (1) one Electric Security Cart for the Authority. The goods and/ or services shall be delivered to the Walter E Washington Convention Center, located at 801 Mount Vernon Place, NW, Washington, DC 20001. The Contractor shall furnish all supervision, labor, equipment, materials to provide this Requirement.

### **A.2 TECHNICAL REQUIREMENTS**

- A.2.1 Contract shall provide WCCA with a warranty on the Cart.
- A.2.2 Contractor shall provide scheduled maintenance service (twice a year) on the Cart. Also include what will be covered under this maintenance plan.
- A.2.3 Contractor may provide an alternative maintenance schedule, if applicable.
- A.2.4 Contractor shall provide labor rates in the above quote form.
- A.2.5 Contractor shall provide the name(s), telephone number, cellular number and fax number of contact person responsible for providing maintenance service.
- A.2.6 Contractors shall provide (2) Two copies of the operations manual.
- A.2.7 The Contractor shall provide a time line for the manufacturing and/or delivery of security cart.
- A.2.8 Contractor shall provide an Electric Security Cart with the following standard features:**

#### **Specified Equipment**

Standard features:

- head, tail and brake lights
- flashing lights and siren
- side and rear view mirrors
- windshield wiper
- parking brake
- charging unit
- turn signals
- horn
- toughened glass windshield
- maintenance tool kit
- back-up alert
- full captain chairs
- 3 point shoulder harnesses
- 10 inch tires and spare
- curtis controller
- reverse alarm
- floor non slip plastic
- 4 arm rests per row
- dashboard

- forward/reverse switch
- headlight indicators
- ignition key
- voltmeter
- emergency cut-off switch
- additional storage space
- rack and pinion steering
- rear and front pneumatic braking system
- independent suspension
- rear steel plate suspension
- rear wheel drive
- front and rear plate with spring
- mechanical brakes on rear wheels
- Electric vehicle that: seats 4 passengers
- speed up to 25 miles an hour
- range 50 miles
- electric motor 4KW
- turning radius 12 ft
- stopping distance less than 12 feet
- maximum load 1,500 lbs

## **B. DELIVERIES AND PERFORMANCES**

B.1 The Contracted employee shall only deliver the product onsite unless otherwise authorized by the Walter E. Washington Convention Center, 801 Mount Vernon Place, NW, Washington DC, 20001. Hours of operations are Monday through Friday, from 8:30 am to 5:30 pm.

### **B.2 Term**

The base term of the Contract shall be for a period date of award through September 30, 2009.

## **C. QUOTATION RESPONSE**

The Contractor shall complete the Quote Form **on pages 3-5** of this RFQ.

## **D. EVALUATION OF RESPONSES**

The WCCA will make the awards based on the quote demonstrating: a) experience and capability of offeror; b) qualifications of the employee c) the lowest evaluated cost to the WCCA over projected useful life; and d) administratively compliant, including all required bonds, insurance, established quality of work and general reputation financial responsibility, relevant experience, compliance with federal laws and all relevant District of Columbia laws, including EEOC hiring guidelines and requirements under the American with Disability Act and related criteria.

## **E. TERMS AND CONDITIONS**

### **E.1 Insurance Requirement**

- E.1.1 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.
- E.1.2 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.
- E.1.3 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's.
- E.1.4 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.

### **E.2 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/community/business\\_current.asp](http://www.dcconvention.com/community/business_current.asp).

### **E.3 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.

## **F. INSTRUCTION**

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

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

Lisa Penn  
Purchasing Assistant  
Contracts and Procurement Services  
Walter E. Washington Convention Center Authority  
801 Mount Vernon Place, NW  
Washington, DC 20001  
Phone: 202-249-3039  
Fax: 202-249-3114  
E-Mail: [lpenn@dcconvention.com](mailto:lpenn@dcconvention.com)

### **F.2 Submission Date and Time**

Quotations must be submitted no later than **12:00 noon EST, Friday, June 26, 2009. Please provide all questions no later than Monday, June 22, 2009.**