
**DISTRICT OF COLUMBIA HOUSING AUTHORITY
CONTRACTS AND PROCUREMENT**



REQUEST FOR QUOTATION

04-2018

ISSUE DATE: November 20, 2017

CLOSING DATE: November 28, 2017

CAPTION: ADMINISTRATIVE TECHNICAL EQUIPMENT

The District of Columbia Housing Authority (“DCHA”) issues this Request for Quote (RFQ) on behalf of its Office of Capital Programs (OCP) to solicit price quotes from interested qualified contractors to supply Administrative IT Equipment, software and supplies in compliance Simplified Procurement Methods detailed in the DCHA Procurement Policy, all applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.) as detailed within this solicitation.

Interested Qualified Offerors are invited to submit a quote in response to this solicitation.

SCOPE OF WORK

SPECIFICATIONS

The Office of Capital Programs (OCP) is requesting quotes for IT Equipment, software and technical supplies for use by Architects, Engineers, Project Managers, Construction Inspectors and Administrative Staff. OCP intends to establish Blanket Purchase Order(s) to procure IT equipment, software and technical supplies as outlined in the attached Form of Quote Form.

Items identified by spreadsheet should all be ordered on an as needed basis.

OCP has standardized Hewlett Packard (HP) printer equipment, supplies and HP cartridges.

All in one type printers must be able to print 11x17.

Products that are indicated by Brand are standardized and an equal to product will not be accepted.

Products indicated as generic or equal to will be an accepted form of quote.

Vendors must have items available (no back order delay delivery) for bulk products on the spreadsheet for CCTV equipment. Offerors shall maintain an adequate stock of items ship on an as needed basis.

Vendors shall be responsible for the safe delivery of equipment to the DCHA.

DCHA does not need any additional warranty items for any technical equipment identified.

Vendors must ensure that the equipment is working properly upon delivery or it will be shipped back at the vendor’s expense with no charges to be incurred by the DCHA for defective equipment.

DCHA reserves the right to reject any faulty equipment delivered that does not meet the requirements of the scope of work.

EQUIPMENT/SUPPLY EQUIVALENTS

Where manufacturer names or brand specific items are used in the specifications, consider the term "or equal" to follow. Equipment considered "essentially the same" (ETS) may be included as an "equivalent". **HP equipment, supplies and cartridgees are excluded are Standard and therefore, excluded from ETS item replacement.** However, ETS equipment and supplies shall be stated within the quote under the product description and shall meet or exceed requirements. ETS's included within the quote, must be specified to include manufacturer and description into the blank description field in order for the quote to be considered. Offered ETS's shall also meet or exceed all of the significant physical, functional, and performance characteristics of the equipment.

Equipment shall be new, the same DCHA equipment specified within the RFQ, or an approved Essentially the Same "ETS" equipment.

ETS's items shall conform to style, size, functionality, and appearance to existing items.

All ETS's items shall be approved by the Authority prior to order fulfillment.

MANUFACTURER'S PRICE LISTING (as applicable or RESERVED)

Offeror shall provide (2) copies of manufacturer's price listing or catalog and/or company price listing for stock materials, equipment and parts, inclusive of mark-up to be utilized under this contract.

Offeror shall provide Manufacturer's price with the quote, as updated, and annually. Failure to provide this information may result in delay of payment.

Manufacturer Part Number (MPN) data must be submitted for all products.

The Offeror must ensure that the MPN for each proposed product reflects the actual number assigned. If MPN's are submitted incorrectly or not submitted, the quote may be determined "non-responsive" and not considered for award.

Although the Quote Form breaks out different items, DCHA intends to award a firm-fixed-price contract and, ultimately, the total firm-fixed-price amount is the amount taken into consideration when reviewing the quotes.

ORDERING PROCEDURES

Performance shall be made only after receipt of purchase orders issued in accordance with the Quote and Scope of Work.

DCHA Representatives shall request items and verify pricing via telephone or email prior per order.

Vendor shall provide fill and provide price quotations for in stock items only.

Vendor shall identify Back Order Status for any Non Stock Items to include Stock Date.

The vendor shall fulfill orders placed by DCHA authorized representatives only. Designated Contract Representatives will be provided upon contract award.

The vendor shall have the responsibility to ensure delivery to authorized DCHA representatives.

TAX EXEMPT

DCHA is exempt from payment of all taxes. Necessary exemption certificates shall be furnished to the successful vendors upon request.

HOURS OF SERVICES

Services shall be provided Monday through Friday between the hours of 8:15a.m. - 4:45p.m.

Other periods of access or work shall be approved by the Contracting Officer or its designee.

TERM OF CONTRACT

The period of performance under this contract shall be two (2) years from the date of contract execution, based upon the availability of funds, as deemed appropriate in the representation of DCHA.

CONTRACT TYPE

DCHA intends to award a minimum of two (2) fixed price contracts based upon the Scope of Services. Vendor(s) shall provide all specified items required by DCHA.

Performance shall be made only after receipt of purchase order.

Orders will be placed on an as needed basis.

DCHA will award Blanket Purchase Orders.

MANNER OF AWARD

Award, if made, will be to responsive, responsible bidders quoting the lowest price (s).

CERTIFICATE OF INSURANCE

Contractor, at its expense, shall obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. All insurance provided by Contractor in this section shall set forth the DCHA as an additional insured (as applicable).

Workers' Compensation: The contractor should contact their insurer for the appropriate liability limit.

BASIC COVERAGE

Commercial General Liability (GL):

Per Occurrence: \$1,000,000

Aggregate: \$2,000,000

Products and Completed Operations: \$2,000,000

Personal/ Advertising Injury: \$1,000,000

With respect to Commercial General Liability (GL) above; the insurance policies shall be endorsed to name DCHA as an additional insured and must:

- (a) Be in place before the execution of any contract awarded;
- (b) Contractor shall provide DCHA an annual Certificate of Insurance as evidence of the limits of coverage described above;
- (c) In the event the Contractor's insurance expires during the execution of or during the term of the contract, Contractor must provide DCHA with renewal certificates 30 days prior to the expiration date of the expiring coverage;
- (d) Insurance contracts shall require the insurance company to notify DCHA in the event of a substantial change in coverage during the policy term;
- (e) Be insured by A.M. Best Companies with a rating of A-VIII or higher; companies authorized to do business and in good standing in the District of Columbia, on such companies, on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises under the contract, the Contractor will promptly notify the DCHA Contracting Officer's Technical Assistance Representative (COTR) Karl Jones, Manager of the DCHA Office of Risk Management (ORM) at 202-535-1883. In addition, the Contractor will investigate and furnish the DCHA COTR and ORM with reports of all accidents, claims and potential claims for damage or injury and will cooperate with its insurers and those of DCHA.

INDEMNIFICATION

The Offeror shall indemnify, defend and hold harmless HUD and DCHA, and its respective employees, agents, contractors, Board of Directors, Board of Commissioners, members, managers and other representatives (the "Indemnified Parties"), from any loss, cost damage, claim, demand, suit, liability, judgment and expense (including any attorney fees and other costs of litigation) arising out of or resulting from or in connection with any work called for or performed under this contract, any breach by the Contractor, its agents, employees and the Contractor of any provision of this contract, or any negligent or bad faith act(s) or omission (s) or the negligent performance of this contract by the Contractor, its agents, employees and the Contractor or any other person or entity for which the Offeror may be responsible. Any provisions or limits of insurance set forth in this contract shall not limit the Offeror's liability. At its own expense, the Offeror shall obtain the necessary insurance coverage acceptable to DCHA to comply with this indemnification requirement; provide evidence of such coverage to DCHA, and such coverage shall be in place before the execution of the contract awarded and as a condition to it.

CONTRACTOR'S PERFORMANCE

DCHA reserves the right to terminate any and all services if the Contractor fails to perform work in accordance with the scope of services and/or local, state or federal codes.

PAYMENTS/INVOICES

The Contractor must submit invoices to DCHA at the following address after services have been provided.

District of Columbia Housing Authority
Office of Financial Management
Accounts Payable
1133 North Capitol St., N.E., Suite 329
Washington, D.C. 20002

Invoices may be emailed to: DCHApayments@dchousing.org

Proper invoices shall contain the following information:

- Contract Number
- Purchase Order Number
- ITEM Number, Description, Quantity and supporting delivery documentation

DCHA's Accounts Payable Division processes checks for payment daily except for a dated that falls on a legal holiday. In the event the processing day falls on a legal holiday, checks will be processed on the next business day.

SUBMISSION OF PRICE QUOTATIONS

Price Quotations shall be submitted by completing "Exhibit 1 – CCTV Administrative Form of Quote". Failure to complete "Exhibit 1" in its entirety may result in rejection of quote."

Price quote shall be inclusive of all delivery, labor, supervision, material, overhead and profit per order.

In submitting this quote, it is understood that the right is reserved by the Authority to reject any and all quotes.

Price quotations are to be hand delivered; or emailed to the address as listed below and is due **no later than (11:00 am) on Tuesday, November 28, 2017.**

District of Columbia Housing Authority
Office of Administrative Services/Contracts and Procurement
Cheryl Moore, Contracting Officer
1133 North Capitol Street, N.E. Suite 300
Washington, D.C. 20002

DCHA will accept electronic submissions in appropriate PDF format. Electronic submissions shall be sent to the following email address: LaShawn Mizzell-McLeod, Contract Specialist at LMMCLEOD@DCHOUSING.ORG with a copy to business@dchousing.org.

CONTACT PERSON

If there are any questions pertaining to the scope of services or conditions as stated herein, please contact LaShawn Mizzell-McLeod by phone on (202)535-1212 or by email at LMMCLEOD@DCHOUSING.ORG with copy to business@dchousing.org.

ATTACHMENTS

[Attachment A](#)- HUD Form 5370-C General Conditions for Non-Construction–Section I

[Attachment B](#)- DCHA Simplified Acquisition Mandatory Contract Clauses for Small Purchases

[Exhibit 1](#)- CCTV Administrative Form of Quote