

Request for Quotes

Agency:

Potomac Job Corps Center
1 DC Village Lane, SW
Washington, D.C. 20032



This is a Subcontracting Opportunity

I. SOLICITATION:

This Request for Quote is to establish a firm fixed rate for all management, supervision, monitoring, personnel, transportation, labor, and materials necessary to provide advertising services to our center as set forth below in the SOW for the Potomac Job Corps Center (PJCC) operated by Exceed Corporation under Contract number DOL-ETA-17-C-0006 with the United States Department of Labor. The extent of the work is described in Section II - Scope of Work.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the request for quotes. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Phillips.Jennifer@jobcorps.org.

1. SPECIFIC REQUIREMENTS

- 1. Quotes must be submitted by Wednesday, September 26, 2018 at 9:00am.**
- 2. Once awarded, service must be able to start work October 1, 2018.**
3. Exceed/Department of Labor/Potomac Job Corps Center is an equal opportunity employer.
4. Contractor shall have been in business for a period of not less than (2) two years. Upon request, provide (3) three current business references, including company name, address, contact name, telephone number, email address and type of positions filled.
5. Potomac Job Corps will notify the contractor of any failure to comply with the requirement of this scope of work or the terms & conditions in this RFQ. Upon receipt of notice, contractor shall immediately remedy such failure. If contractor fails to do so, Potomac Job Corps may stop the work in whole or in part until such failure has been corrected. Potomac Job Corps Center also reserves the right to stop service at any time.
6. The contractor and all persons employed under the contract:
 - a) Shall observe all security regulations in effect at the center;
 - b) Shall not fraternize with the students or staff of the center;
 - c) Shall not consume or transport any alcoholic beverages or drugs on the center;
 - d) Shall not transport any firearms on the center.

7. Persons violating the above shall be dealt with in an appropriate manner to include, but not limited to, immediate removal and banning of center access.
8. The contractor shall be required to be licensed by the appropriate authority in the area to conduct the required contractual work.
9. Contractor's employees must be dressed appropriately at all times during the performance of this contract. Uniform exceptions may be presented to the Center Buyer for consideration and approval.
10. **Submittal Requirements** - All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.
 - a) Offerors must provide evidence of licenses, certification, and be registered in the District of Columbia to perform the scope of work.
 - b) Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
 - c) Contractor shall provide a pricing sheet, for requested services in SOW per the below breakdown:
 - d) This project is sales/use tax-exempt.
 - e) Contractor shall provide a certificate of insurance naming Exceed Corporation – Potomac Job Corps Center as an additional insured, per Section III - insurance requirements.
 - f) Signed Contractor's W-9

II. SCOPE OF WORK (SOW):

Potomac Job Corps Center is a federally funded program located in Washington, DC that offers free residential education and job training to youth ages 16-24. We are interested in exploring advertising opportunities with local radio stations in Washington, DC for live events and digital marketing.

The campaign we are considering would run for 4 weeks in October. We are envisioning the campaign to include sponsored Facebook & Instagram posts on the local DC station pages, email marketing to our targeted audience along with on-air advertising Monday – Sunday. Monday – Friday would air a minimum of 12 times from 6am – 10pm, per week. Saturday – Sunday would air a minimum of 14 times from 6am – 10pm, per week.

Since we are federally funded we are required to obtain competitive pricing for each award.

Please provide an overview of the local station represented. Include the estimated number of weekly listeners, coverage area, social media followers and targeted audience.

III. INSURANCE

Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the District of Columbia compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of

Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give PJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

IV. EVALUATION FACTORS FOR AWARD:

1. EXCEED anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal meets the needs of the solicitation, adequacy of outreach and is determined to be the lowest price.
2. Invitations may be cancelled and all quotes rejected before award when:
 - All otherwise acceptable bids received are at unreasonable prices, or only one bid is received and the contracting officer cannot determine the reasonableness of the bid price;
 - The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith (see Subpart 3.3 for reports to be made to the Department of Justice);
 - No responsive bid has been received from a responsible bidder;
 - For other reasons, cancellation is clearly in the company's best interest.

V. PROJECT REQUIREMENTS & SPECIFIC CONDITIONS OF THE AGREEMENT:

A. Indemnification

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Exceed Corporation, U.S. Department of Labor, Horizon Youth Services and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

VI. ATTACHMENT 1 – CONTRACT CLAUSES BY REFERENCE

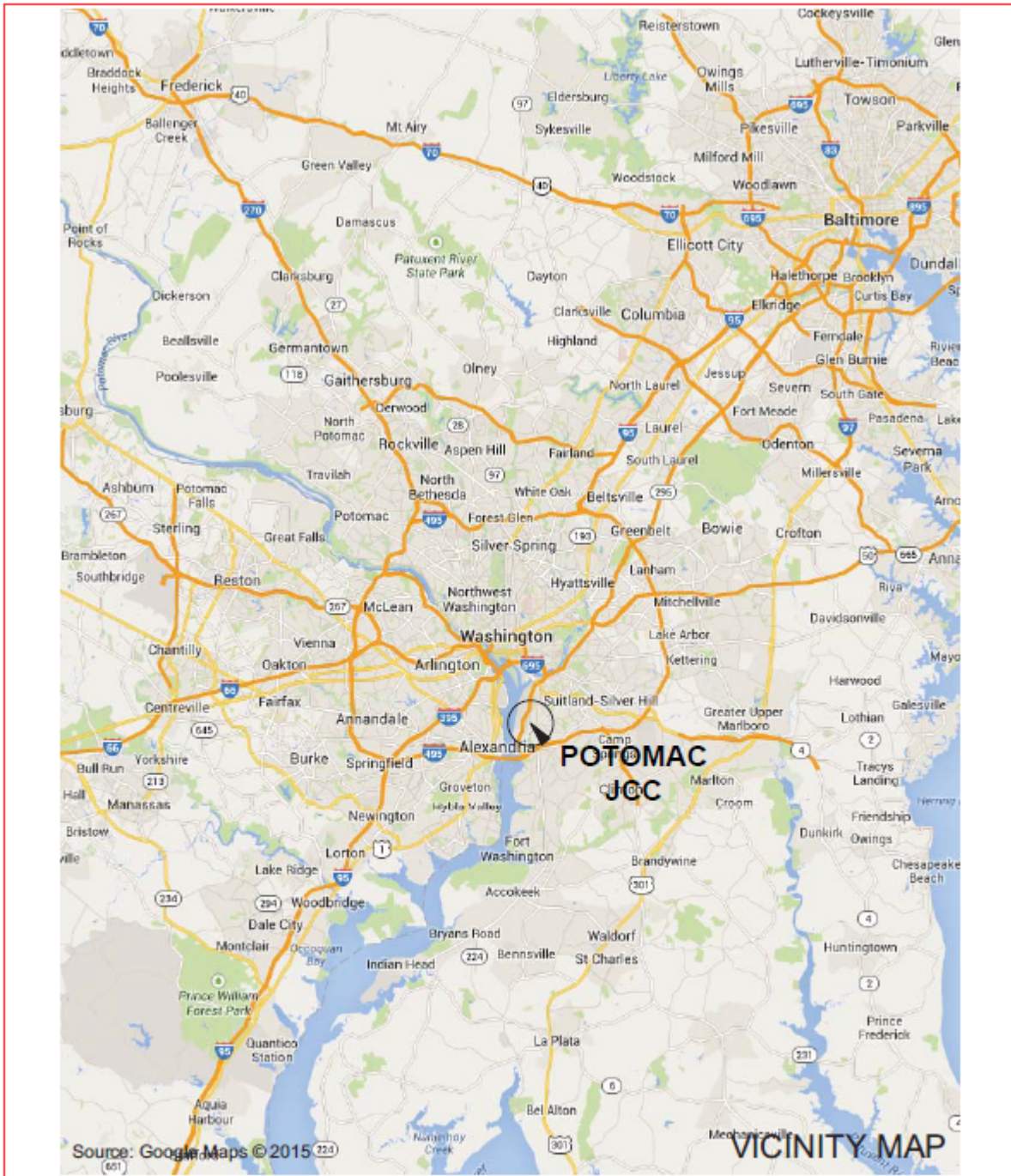
This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full test. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at:

<https://www.exceedcorporation.com/become-a-partner/>

VII. ATTACHMENT 2

Attachment 2: Vicinity Map

2. VICINITY MAP



POTOMAC JOB CORPS
CENTER
WASHINGTON, D.C.

