

AWARD/CONTRACT

1. Caption
RSVFP Equipment Supply, Repair or Maintenance Contractors

Page of Pages
1 7

2. Contract Number
DCJM-2016-A-0005

3. Effective Date
See 20C

4. Requisition/Purchase Request/Project No.

5. Issued by:
Code JMOMB
Department on Disability Services
1125 15th Street, NW, 4th Floor
Washington, D.C. 20005

6. Administered by (If other than line 5)

8. Name and Address of Contractor (No. street, city, county, state and zip code)

8. Delivery
 FOB Origin Other (See Schedule Section F)

9. Discount for prompt payment

Code TIN

10. Submit invoices to the Address shown in (3 copies unless otherwise specified) Section G.2

11. Ship to/Mark For
Code
Same as Block 5

12. Payment will be made by
Code
Office of the Controller/Agency CFO
64 New York Ave NE. 4th Floor
Washington DC 20002-3329

13. Reserved for future use

14. Accounting and Appropriation Data
ENCUMBRANCE CODES:

15A. Item	15B. Supplies/Services	15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
0001	Business Plan				

Total Amount of Contract

16. Table of Contents

(X)	Section	Description	Page	(X)	Section	Description	Page
	PART I – THE SCHEDULE				PART II – CONTRACT CLAUSES		
X	A	Solicitation/Contract Form			I	Contract Clauses	
X	B	Supplies or Services and Price/Cost			PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X	C	Description/Specifications/Work Statement			J	List of Attachments	
X	D	Packaging and Marking					
X	E	Inspection and Acceptance			K	Representations, Certifications and Other Statements of Offerors	
X	F	Deliveries or Performance					
X	G	Contract Administration data			L	Instructions, conditions & notices to offerors	
X	H	Special Contract Requirements			M	Evaluation factors for award	

Contracting Officer will complete Item 17 or 18 as applicable

17. **CONTRACTOR'S NEGOTIATED AGREEMENT** (Contractor is required to sign this document and return one (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein, see I.7.)

18. **AWARD** (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. Name and Title of Signer (Type or print)

20A. Name of Contracting Officer
Marsha Robinson, Contracting Officer

19B. Name of Contractor
(Signature of person authorized to sign)

19C. Date Signed

20B. District of Columbia
(Signature of Contracting Officer)

20C. Date Signed

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services



BLANKET PURCHASE AGREEMENT
DCJM-2016-A-0005
With

_____ (Contractor) hereby enters into a blanket purchase agreement with the Department on Disability Services (DDS), Rehabilitation Services Agency (RSA) (District) to serve as a Randolph Sheppard Vending Facilities Equipment supplier, repair, or maintenance Contractor.

1. EXTENT OF OBLIGATION:

- 1.1. The Government of the District of Columbia is obligated only to the extent that authorized requests are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future requests. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c))
- 1.2. The Contractor shall not deliver any goods or services under this agreement until a Purchase order with sufficient funding to cover the cost of the requested goods or services has been issued.

2. PURCHASE LIMITATION:

- 2.1. The limitation of orders issued against this BPA may not exceed \$100,000 without further determination of contractor responsibility.

3. NOTICE OF INDIVIDUAL(S) AUTHORIZED TO PURCHASE UNDER THE BPA:

- 3.1 Karen Whittington, Program Monitor for the Randolph Sheppard Vending Facilities Program, under the direction of the DDS Office of Contracts and Procurement, are the authorized individuals to place orders for goods or services under this BPA. A Contracting Officer is the only individual who may make changes to this BPA, or to increase the authorized amount of orders against this BPA.

4. PRICING:

- 4.1 District shall pay the Contractor at an amount not to exceed the Contractor's price quoted in Contractor's Price Schedule.

4.2 The **Contractor** warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to the their most favored customer for comparable goods and services under similar terms and conditions, in addition to any discounts for prompt payment.

5. PERIOD OF PERFORMANCE:

5.1 The period of performance shall begin on the date the BPA is executed by the Contracting Officer and continue for a period of one (1) year thereafter.

5.2 The District reserve the right to extend this BPA for four (4) one (1) year option periods, or fractions thereof, by written notice to the Provider prior to the expiration of the Agreement; provided that the District gives the Provider written notice of its intent to extend at least thirty (30) days before the Agreement expires. The Preliminary notice does not commit the district to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Provider may waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer. Purchase orders issued by the District will expire on September 30 of the year in which they are issued. The expiration date of the purchase order has no effect on the performance period of the actual BPA unless the purchase limitation amount has been met.

6. DELIVERY TICKETS AND INVOICES:

6.1 Orders for services against this BPA will be placed by telephone or email

6.2 Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets, sales slips or invoice that must contain as a minimum, the following information:

6.2.1 Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);

6.2.2 BPA and invoice number;

6.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed.

6.2.4 Other supporting documentation or information, as required by the Contracting Officer;

6.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

6.2.6 Name, title, phone number of person preparing the invoice;

6.2.7 Name, title, phone number and mailing address of person (if different from the person identified in 6.2.9) to be notified in the event of a defective invoice; and

6.2.8 Authorized signature.

6.2.9 Direct all technical inquiries to the COTR, Tiffani Davis at

6.2.10 The terms and conditions included in this BPA apply to all purchases made pursuant to it.

In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

7. PAYMENT OF INVOICES:

The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first.

All invoices should be mailed to *Office of the Controller/Agency CFO
64 New York Ave NE. 4th Floor
Washington DC 20002-3329*

8. LAWS AND REGULATIONS INCORPORATED BY REFERENCE

By signing this Agreement, the Provider 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:

1. Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;
[http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+\(March+2007\)](http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+(March+2007)) (Ctrl+click to open link or copy to web address bar)

Statement of Work for Refrigeration and Commercial Kitchen Contractors

1. Background:

The Vending Facility program authorized by the Randolph-Sheppard Act provides persons who are blind with remunerative employment and self-support through the operation of vending facilities on federal and other property. The program, enacted into law in 1936, was intended to enhance employment opportunities for trained, licensed blind persons to operate facilities. The law was subsequently amended in 1954 and again in 1974 to ultimately ensure individuals who are blind a priority in the operation of vending facilities, which includes cafeterias, snack bars, and automatic vending machines that are on federal property. The Department on Disability Services, Rehabilitation Services Administration (DDS-RSA) oversees the Randolph-Sheppard Vending Facility Program (RSVFP), which is mostly snack bars, delicatessens, and card shops at 34 facilities located in Federal and District properties throughout the District of Columbia.

2. Scope of Service:

RSVFP is seeking various contractors for the purchase or repair commercial kitchen equipment and General Contractors perform minor handyman type maintenance on the physical facility. The Contractor shall be able to respond to service repair requests between the hours of 7:00 am to 3:30pm for RSVFP facilities; the facilities are open 5 days a week Monday thru Friday and closed for all federal holidays.

The General contractor shall be responsible for installing, operating, repairing, and maintaining electrical systems, including electronics and electrical distribution systems. The General Contractor(s) on occasion may be required to upgrade or replace electrical cords on commercial kitchen equipment, replace or upgrade circuit breakers, install receptacles and or install wiring in new or existing snack bars, card shops or delicatessens. General Contractor(s) shall repair and provide maintenance of wiring commercial electrical appliances.

Example of types of kitchen equipment that may require service:

- ✓ True refrigerator and freezers,
- ✓ Delfield refrigerators and freezers
- ✓ Traulson refrigerators and freezers
- ✓ Turbo Air refrigerators and freezers
- ✓ Beverage Air refrigerators and freezers
- ✓ Ice Makers such as:
- ✓ Scotsman,
- ✓ Manitowoc,
- ✓ Follett
- ✓ Additional refrigerated equipment such as:
- ✓ Hussmann merchandiser
- ✓ Silver King sandwich counter prep unit
- ✓ ATC merchandisers
- ✓ Additional types of commercial kitchen equipment include:
- ✓ Microwaves
- ✓ Convection Ovens
- ✓ Soup Wells
- ✓ Salad bars

- ✓ Fryers
- ✓ Meat slicers
- ✓ Waffle Irons
- ✓ Warming merchandisers
- ✓ Sandwich prep tables
- ✓ Conveyor Toasters such as:
- ✓ APW Wyott
- ✓ Star
- ✓ Fusion
- ✓ Popcorn machines such as:
- ✓ Gold Medal
- ✓ Star
- ✓ Theatre
- ✓ Paragon

Other commercial kitchen equipment includes, but is not limited to, the following:

- Hot food display case – Star
- Food warmer – Hatco
- Meat slicer – Berkel
- Microwave – Amana, Panasonic
- Counter top freezer – True
- Airpots
- Nacho cheese warmer – Gold Medal
- Steam table – Vollrath, Duke
- Robo Coupe food processor
- Vita mix blender
- Quick n Crispy ventless fryer
- Sandwich grill – Wisco
- Warmer merchandiser – Wisco, Apw-Wyott
- Open air mini cooler – ATC
- Pizza warmer
- Garbage disposal – Red Goat
- Refrigerators – Delfield, Continental, True, Cold Tech, Bev Air Traulsen
- Freezers – Delfield, Continental, True, Cold Tech
- Ice Machine – Follett, Manitowac, Cornelius
- Sandwich/Salad prep table – USA Commercial
- Countertop refrigerator – True
- Chest Freezer – True
- Double door merchandiser – True
- Single door merchandiser – True
- Popcorn machine – Star
- Toaster conveyor – Hatco

3. **Requirements:**

- The Contractor shall accept service calls by phone and followed up with an email acknowledgement by either party

- The Contractor shall provide staff that is able to pass all security clearance required to obtain admittance to the federal buildings.
- Provide copy of certificate of bonding/liability insurance
- The Contractor shall specify which types of equipment it is qualified to service if there are specialized repair services or if an authorized service representative for a particular manufacturer.
- When services are requested before 12:00 pm, the Contractor shall respond to email or voicemail before close of business. If the call is made after noon, the Contractor shall respond by 12:00 pm the following day.
- The Contractor will explain the outcome repair call to the facility manager. If the service call will not be completed that day then the technician will inform the manager or designated staff person and provide an estimated date of completion. In addition the contractor is to contact DDS/ RSBVP staff that initially made the service request about outcome of repair
- The contractor must submit labor rates, by labor category from the GSA contract price schedule and the percentage markup over contractor cost for any repair parts

4. **Basis of award:** Price and a determination of Contractor Responsibility

The response to this solicitation shall include the Contractor's GSA price schedule, if applicable, or contact for another Contract from another jurisdiction that includes a rider clause for District use.

PRICE SCHEDULE

Labor Category	Regular Rate	Overtime Rate
Carpenter		
Laborer		
Helper		
Master Electrician		
Electrician		

Labor categories are only included as an example. Contractors may modify to give rates of actual employees. The Contract need only include rates for labor categories actually employed by the Contractor, not those labor categories that may be subcontracted due to the nature of a repair.