

1. REQUEST NO. N00173-04-Q-0002
 2. DATE ISSUED 12/31/03
 3. REQUISITION/PURCHASE REQUEST NO. 35-9001-04
 4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND CHDWS REG.
 RATING DO-C9

5a. ISSUED BY Supply Officer (Code 3410) Naval Research Laboratory Washington DC 20375-5329
 6. DELIVER BY (Date) 30 days ARO

5b. FOR INFORMATION CALL: NO COLLECT CALLS

7. DELIVERY FOB DESTINATION OTHER (See Schedule)

NAME Ogee Eckard Code 3411
 TELEPHONE NUMBER AREA CODE 202 NUMBER 767-6330
 9. DESTINATION

8. NAME OF CONSIGNEE Naval Research Laboratory
 b. STREET ADDRESS 4555 Overlook Ave. SW
 c. CITY Washington DC
 a. STATE STATE ZIP CODE 20375

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 1/23/04
 IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are able to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by letter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quote.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	See Attached Continuation Sheet				

12. DISCOUNT FOR PROMPT PAYMENT

a. 10 CALENDAR DAYS (%)

b. 20 CALENDAR DAYS (%)

c. 30 CALENDAR DAYS (%)

d. CALENDAR DAYS NUMBER PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER
 a. NAME OF QUOTER
 b. STREET ADDRESS
 c. COUNTY
 d. CITY e. STATE f. ZIP CODE

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION
 16. SIGNER
 a. NAME (Type or print) b. TELEPHONE
 c. TITLE (Type or print) NUMBER

15. DATE OF QUOTATION

CONTINUATION SHEET

N00173-04-Q-0002

2 12

NAME OF OFFEROR CONTRACTOR

All Quoters

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>The contractor shall provide all labor, materials and equipment for air balancing in building 207, Naval Reasearch Laboratory, 4555 Overlook Ave SW, Washington DC 20375.</p> <p>The contractor shall perform air balancing, building 207 consisting of:</p> <p>Phase-1</p> <ol style="list-style-type: none"> 1. Furnish all labor, equipment, tools, materials and incidentals necessary to perform air balancing, bldg. 207. The contractor shall visit job site and verify field conditions. All work shall be performed during normal office hours (8 hour period between 7:00 am and 4:00 pm). 2. Prior to air balancing bldg. 207, a survey shall be made of the bldg. The survey shall identify equipment in need of repair or replacement. 3. Provide the initial report. Include all deficient conditions, current supply exhaust and return air (include fume hood). Fill in the matrix provided. <p>Phase-2</p> <ol style="list-style-type: none"> 4. Repair and/or replace defective equipment identified in the initial report. 5. Adjust and balance 11 air handler units. 6. Adjust and balance 10 exhaust fans. 7. Adjust and balance all associated grilles, registers and diffusers. There are approximately 250 grilles, registers and diffusers. 8. Adjust and balance all fume hoods including "face velocity measurements". For bidding purposes assume approximately 150 hoods. 9. Adjust and balance all room to room cascading pressure relationships (room pressurization balance) to the existing condition. Assume 150 rooms. 10. Adjust and setup VAV boxes for maximum and minimum airflow. There are approximately 200 VAV boxes. 11. Submit a final report listing all tested conditions and locations of items tested. Include a marked up set of drawings indicating test locations. As a minimum the final report shall include the following for each AHU, fume hoods, grilles, registers, diffusers and exhaust fans: design supply, design return, design exhaust, actual supply, actual return, actual exhausts, balanced supply, balanced return and balanced exhaust. Show room-by-room, lab-by-lab air balance. 	1	lo		

12. The area shall be left clear of all debris at the end of each day.

Complete attached matrix for bldg. 207. This packet also includes mechanical drawings. Fume hoods shall be balanced at standard sash height marked by safety or 16" in absence of marked sash height. Face velocity of fume hoods shall be 80-120 ft./min.

For further information regarding bldg. floor plans, mechanical drawings, contact Shazed Islam (202) 767-1093. Contact Mark Shaner 202-404-4304 for all questions and scheduling of work as well as inspection and payment to contractor.

Upon completion of work, the contractor shall provide a document on company letterhead stating all work completed as required under the contract and total cost of the services. This letter shall be delivered to code 3524, bldg. 57 2nd floor, Naval Research Laboratory, 4555 Overlook Ave SW Washington DC 20375. Invoice for payment shall follow standard procedures as directed by the contract.

All potential bidders are invited to a site visit of bldg. 207 on Tuesday January 6, 2004 at 10:00 am. Please contact the contracting officer, Ogee Eckard at 202-767-6330 no later than January 5th to confirm your attendance. All visitors must check in at Security with proper identification prior to entrance to the Laboratory.

Any questions concerning this Request for Quotation (RFQ) must be submitted in writing five (5) days before the closing date shown in Block 10 on page 1 of this RFQ to:

SolQnA@condor.nrl.navy.mil

If available, please include your company's published price list and/or cost breakdown.

Return RFQ package to the following fax number:

202-404-7016