

INVITATION FOR BID

IFB NUMBER: IFB 12-13

IFB SUBJECT: HVAC MAINTENANCE, INSPECTION
AND ON CALL SERVICE – COMMUNITY CENTER,
BOWMAN HOUSE, FREEMAN HOUSE

MANDATORY PRE-BID MEETING: APRIL 11, 2012 9:00 AM

BID OPENING: APRIL 20, 2012 11:00 AM

PUBLIC OPENING: PURCHASING OFFICE
TOWN HALL - TOP FLOOR
127 CENTER STREET, SOUTH
VIENNA, VIRGINIA 22180

Inquiries concerning this Invitation For Bid shall be submitted, in writing, no later than April 13, 2012 to ggilpin@viennava.gov.

NOTICE TO RECIPIENT

Your name appears on the Town of Vienna bidders listing or has been identified as a potential bidder desiring to receive Invitations for Bid for the commodity/service named above. Failure to respond to this invitation with either a bid proposal or a "no bid" may result in the removal of your firm's name from the referenced commodity/service listing. If "no bid", state the reason and return the bid form to the Purchasing Agent.

INVITATION FOR BID

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SECTION 1. NOTICE OF BID

Sealed bids will be received by the Town of Vienna, Virginia at the Purchasing Office, 127 Center Street, South, Vienna, Virginia 22180, for the following:

**IFB 12-13, HVAC MAINTENANCE, INSPECTION AND ON CALL SERVICE –
COMMUNITY CENTER, BOWMAN HOUSE, FREEMAN HOUSE**

- ◆ **MANDATORY PRE-BID MEETING: APRIL 11, 2012 9:00 AM**
- ◆ **BID OPENING DATE: APRIL 20, 2012 11:00 AM**

On the above dates and at the times specified, bids so received will be publicly opened and read aloud.

Copies of bid forms and specifications are available from the Purchasing Office at the above address, or by calling (703) 255-6359 during normal business hours (8:00am-4:30pm) daily except Saturday, Sunday, and Holidays. These will also be available on the Purchasing Section of the Town's Web Site (www.viennava.gov)

Bids in DUPLICATE shall be submitted to:

Town of Vienna
Purchasing Agent
127 Center St., S
Vienna, VA 22180

PUBLICATION:
The Washington Examiner
April 2, 2012

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SECTION 2. PURPOSE

The purpose and intent of this Invitation for Bid is to establish a firm fixed price contract for Maintenance, Inspection and On Call Repair service of the Town of Vienna's Parks and Recreation Department Heating and Air Conditioning Systems. These are located at: Community Center, Bowman House Arts & Crafts Center, and the Freeman House.

A Mandatory Pre-Bid Meeting will be held on April 11, 2012, at 9:00 AM beginning at the Vienna Town Hall, 127 Center Street S.

SECTION 3. BUILDINGS, LOCATIONS AND EQUIPMENT

BOWMAN HOUSE ARTS & CRAFTS CENTER, 211 Center St, S
(Residential Historic Building)

1. 1-2 ton Payne/Carrier Heating and Air Conditioner Model PH13/PH14
2. 1-Cond Unit, York, H1DB060S06A
3. 1-Gas Furnace, York, G/VA060SA

FREEMAN HOUSE, 131 Church St, NW
(Residential Historic Building)

1. 1-Carrier AC Unit, 40VU004300
2. 1-Carrier A/C Unit 10 Seer Cube 1 1/2 Ton, Model # 38CKC018-3 0805E15074
3. 1-2.5 ton Payne/Carrier Heating and Air Conditioner Model PH13/PH14

COMMUNITY CENTER, 120 Cherry St, SE

1. 2- Hot Water Pumps, Taco, 1-1/2 hp
2. 6-Exhaust Ventilator, Penn
3. 3-Weil-McLain Boiler, 1107-2
4. 1-Cond Unit, Trane, BTA240C300MB
5. 1-Air Handler, Trane, CCMB1490RF010
6. 1-Cond Unit, Trane, TTAO72D300AO
7. 1-Gas Furnace, Master-fit btr © 120-500A
8. 1-Cond Unit, Trane, TTA180C300CA
9. 1-Air Handler, Trane, TWE240B300CA
10. 1-Cond Unit, Trane, TTA180C300CA
11. 1-Air Handler, Trane, TWE240B300CA
12. 2-Roof Top Units #1 & 2, Trane, YCH150C3HOBB
13. 1-Roof Top Unit #3, Trane, YCH150C3HOBB
14. 1-Water Heater, A.O. Smith Master-fit

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SECTION 4. HVAC MAINTENANCE REQUIREMENTS

See Attachment A

SECTION 5. SCOPE OF WORK/SPECIFICATIONS

This contract shall cover the preventive maintenance, bi-annual inspections and on call service of the Town's complete Heating and Air Conditioning Systems and all components as specified for the buildings listed in Section 2. **The initial term of this contract will be for one year beginning July 1, 2012 through June 30, 2013.**

Additional equipment acquired by the Town of Vienna during the period of this contract shall be serviced by the contractor at a pro-rated price. NOTE: Whenever the term "parts" is used in this Invitation For Bid, it is intended to mean "new parts."

The Community Center shall be inspected quarterly for preventive maintenance, with two (2) comprehensive inspections on or around April 1 and October 1. The Freeman House and the Bowman house shall be inspected bi-annually only for comprehensive inspections on or around April 1 and October 1. The maintenance and inspection shall be completed at evenly spaced intervals. Inspections shall consist of items as described in the "HVAC MAINTENANCE REQUIREMENTS" included in Section 3.

The preventive maintenance portion of this contract is to cover necessary labor and materials to inspect and perform preventive maintenance on equipment in accordance with manufacturer specifications. Bid price for quarterly and bi-annual inspections will include the cost of supplying and replacing consumables to include filters, belts, lubricants, and chemicals. Additional moneys may be charged for replacing contactors, switches, burners, and other durable components of the system.

During the quarterly inspections, the Contractor will perform all necessary preventive maintenance as listed in the HVAC Maintenance Checklist, as applicable for the equipment listed for each location and each heating or cooling season.

All regular maintenance and bi-annual inspections will require the completion of a checklist, provided by the Town, and should be turned in to the Town's building representative upon completion of the inspection.

The On Call Service portion of this contract will be an optional-use contract enabling the Town's designated representative to place service repair calls on an as-needed basis; however, the Town is not required to purchase services from any vendors which may be awarded a contract under this solicitation.

The Town reserves the option to advertise and contract for repair services on any basis it may require during the term of the resulting contract. No specific amount of contract utilization for service will be guaranteed to any vendor awarded a contract.

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SECTION 6. WORK HOURS

Regular hours for the Parks and Recreation buildings are considered to be from 7:00 AM – 6:00 PM, Monday through Friday, except holidays. Contractor must submit a list of the company's normal work hours and holiday schedule.

SECTION 7. WORK REQUIREMENTS

All work required to correct any problems diagnosed by the contractor must be approved by the Town's building representative. The Contractor shall work until each job is completed. The Contractor shall have multiple technicians available to be able, if necessary, to respond to multiple requests for service at the same time.

All services shall be performed by service technicians who are qualified through factory or other training to work on the specified makes and types of equipment to be repaired/serviced and are directly employed and supervised by the Contractor. The Town requires consistent personnel to conduct inspections and repair work for each building. Each employee must have at least five (5) years experience in this field, or be directly supervised by an employee who meets these qualifications.

For On Call Service, the Contractor shall have qualified service personnel on the job site no later than 24 hours from the time that the call for non-emergency or non-critical service is received. The Contractor shall provide the Town with a contact person and number that can be reached on a continuous 24-hour per day, 365-day per year basis. In the event of a system failure, the Contractor shall provide "on call" repair service within eight (8) hours of being called. If the faulty system requires emergency service work, ("emergency" being as defined in the sole discretion of the Town), Contractor shall respond on site within two (2) hours of receiving the call.

Service employees shall sign in and out with the Town's designated building representative during regular hours. Work to be performed during non-regular hours shall be coordinated with the Town's designated building representative. Service employees shall provide a clear, legible, and detailed copy of the Contractor's service ticket showing all work performed, listing the equipment serial number(s), and indicating the date and hours worked at the facility for each employee. Service tickets must have a statement that shall be signed by a Town building representative that work was performed and, if monthly maintenance was done, the checklist must be turned in as well. Copies of the signed service tickets must accompany invoices for payment. Each building must be invoiced separately. If the service work is completed after regular hours, arrangements shall be made the next day to get service tickets signed by the building's representative.

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SECTION 8. MATERIALS AND WORKMANSHIP

Only manufacturer's approved replacement parts shall be used and Contractor shall maintain an inventory of consumable parts at its place of business to service this contract in a satisfactory manner or have such parts readily available. Consumables shall include but not be limited to oils, belts and filters. Service tickets shall include a copy of the service receipt signed by a Town representative, a completed maintenance checklist and, when requested, a catalog cut or bill of material from the manufacturer showing catalog retail list price. Charges for replacement parts shall be list price less the discount listed on the bid form. Invoices shall clearly enumerate the number of service labor hours to be charged the Town for each service call. Labor rate shall be per the dollar value on the bid form or as agreed upon for renewed contracts with an escalating factor. Receipt shall clearly enumerate parts replaced during service call with quantities of parts, part name, part manufacturer and part catalog number.

The contractor shall guarantee all parts and workmanship for a period of thirty (30) days or the manufacturer's warranty period, whichever is longer. Any repeated calls for repairs for the same reason or problem within the warranty period shall be made at no cost to the Town. Contractor shall provide manufacturer's warranty on new parts and equipment and, upon request, make faulty part(s) available for Town inspection.

Contractor will be responsible for damage or loss of equipment when removed from the Town location for repairs.

The Contractor shall keep a maintenance record card on each piece of equipment. This record shall contain our property control number, manufacturer's make and model number and manufacturer's serial number. All calls shall be posted to this record and include the nature of the work performed. This record shall be available for inspection at all times during regular hours by personnel from the using department and/or the Purchasing Agent.

The Contractor shall attempt to complete the work during any one call to prevent or reduce call backs or follow-up work. Follow-up or call back work to correct within 30 days shall not be charged to the Town if the work is the result of improper repairs or installation of substandard parts furnished by the Contractor.

SECTION 9. MAJOR REPAIRS

After determining the problem the Town's building representative shall be notified. If requested, repairs which are estimated to cost more than \$1,000.00 in parts and labor shall require the Contractor to submit a written proposal of the cost to accomplish these repairs to the Town for approval prior to proceeding with the work. If the work is approved the Town will issue a purchase order for these repairs, or the Town's building representative will furnish the Contractor a verbal purchase order number as authorization to commence work.

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SECTION 10. HOURLY RATES AND MATERIALS COSTS

The labor rates shall be firm, fixed rates charged to the Town as bid on the attached Bid Form. Parts and materials shall be in the form of the Contractor's actual invoiced cost plus a fixed percentage fee as submitted on the Bid Form. The Town shall have the right to examine Contractor's records regarding invoices, labor, time, and other factors that are relevant to billing.

Hourly rates shall include all labor, tools, equipment required for work, travel time, and mileage. These hourly rates will be paid from the time of arrival at the work site to the time of departure.

Contractor's "Regular Time" hourly rates, as awarded, will be paid for "regular hours" as defined on Page 3, Section 6. The "Overtime Rate" will be paid only when work is requested by the Town outside of "Regular" hours and approved by the Town's designated representative. If the Contractor chooses to work other than "regular hours" without Town approval, these hours will be paid at the regular rate.

SECTION 11. UNSATISFACTORY PERFORMANCE

The Town may consider the following performance by the contractor as unsatisfactory performance:

1. In excess of one service "call back" to correct the same problem within 30 consecutive calendar days.
2. In excess of one instance within one calendar year of contractor personnel assigned to an authorized service call not having the skill or knowledge to diagnose the problem and/or perform the repair.

SECTION 12. QUALIFICATIONS

The Contractor shall have experience in the preventive maintenance and repair of an American Standard Boiler, Weil-McLain Boiler, Carrier cooling/condenser unit, Honeywell Air Compressor and Tank, and a Trane CG 50 Air Conditioning System equipment, Carrier air-handling unit, Bayley centrifugal fans, and Beacon/Norris fan coil units as specified herein.

The contractor shall have shop facilities to perform the maintenance and repair work that cannot be accomplished on-site. The facility should be located in close proximity to Vienna.

All service shall be performed by service technicians who are qualified through a minimum of five years of factory or factory endorsed training for the generic types of equipment to be repaired, and directly employed and supervised by the contractor. Verification of stated qualifications shall be made available upon request by the Purchasing Agent. The Purchasing Agent reserves the right to reject contractor's service personnel who, in the Purchasing Agent's judgment, are unqualified.

All repairs shall be made in a good workmanlike manner and shall be in accordance with the manufacturer's specifications and recommended procedures.

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The contractor shall provide the names, addresses and telephone numbers of at least three (3) other firms or government agencies for whom maintenance/repair work is currently being performed on similar equipment. BIDDERS MUST COMPLETE AND RETURN SECTION 17 WITH BID - IN DUPLICATE.

SECTION 13. PRICING FORMAT

Bidders shall quote and submit all prices on the Official Town Bid Form for all items as listed.

Estimate of hours: Service hours set forth in this solicitation are estimates only and the Contractor shall supply at Bid Price the actual hours as ordered regardless of whether such hours are more or less than those shown.

SECTION 14. CONTRACT AWARD AND RENEWAL:

All items listed in this solicitation will be awarded on the basis of a firm fixed price to the lowest responsive and responsible bidder meeting specifications.

The Town reserves the right to award the contract in the aggregate, by building, or by building group and to make a Primary and Secondary award, based on the best interest of the Town.

The Town reserves the right to cancel an award of contract using the cancellation guidelines enumerated above and make a new award of each item, a group of items or all items, and to make a new award either in whole or in part, whichever is deemed in the best interest of the Town. The new award(s) will be made to an alternate responsible Bidder or Bidders as applicable who submitted complete bids.

The resulting contract will cover a period of one year beginning July 1, 2012 through June 30, 2013. This contract can be renewed for an additional four (4) years, at one year increments at the expiration of its terms by mutual written agreement of the Contractor and the Town of Vienna. Should the contract be renewed, the prices for the renewal contract shall not exceed the prices of the original contract increased by no more than the percentage increase of the CPI-U. The renewal of the contract shall depend on the ability of the Contractor to follow instructions of this solicitation.

SECTION 15. BID SUBMISSION

Bidders must use the attached Official Bid Form to submit their bid. All bids must show unit price, if applicable, and total price. **All bidders must return TWO (2) copies of the Official Bid Form as well as any issued addendums or any other documentation considered to be part of the Bid Package. Keep a copy of the IFB for your files and do not submit it with the Bid Package.** By signing the Official Bid Form, the bidder acknowledges they have read this solicitation, understand it, and agree to be bound by its terms and conditions. Bids may be submitted by mail or delivered in person.

The signed bids must be returned in a sealed envelope and identified as follows: "SEALED BID", show the IFB number, IFB subject, opening time, opening date, and bidder's name and address. The bids must be received at the following location before the date and time specified:

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Office of the Purchasing Agent
127 Center Street S
Vienna, VA 22180

**BIDS RECEIVED AFTER THE DATE OR TIME OF OPENING WILL NOT BE
CONSIDERED FOR CONTRACT AWARD AND SHALL BE RETURNED TO THE
BIDDER.**

Bidders are reminded that changes to the IFB, in the form of addenda, are often issued between the issue date and within three business (3) days before the closing of the IFB. Bidders are solely responsible for checking the Town website to insure that they have the most current information regarding the IFB.

SECTION 16. MANDATORY TERMS AND CONDITIONS

Requirements in this section have been specified as mandatory and must be met to the degree stated in these specifications in order for the bid to receive further consideration. Bids which fail to meet ALL of the mandatory requirements may be considered unacceptable and may not be considered for selection. Final acceptance of purchase will depend on the successful completion of all necessary work as specified.

The bidders shall state on the Official Town Bid form the cost of each of the items as they appear on the attached bid forms.

All attachments to this solicitation are incorporated into this Section and therefore, they are Mandatory Requirements.

INSURANCE: The Contractor shall provide the Purchasing Agent with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:

Workers' Compensation--Standard Virginia Workers' Compensation Policy.

Broad Form Comprehensive General Liability--\$1,000,000.00

Combined Single Limit coverage to include:

Premises - Operations; Products/Completed Operations; Contractual; Independent Contractors; Owners and Contractors Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability--\$500,000.00 Combined Single Limit.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance. The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

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A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

Your signature on this solicitation constitutes certification that, if I am awarded the contract, I shall obtain the required coverage as specified herein within ten (10) days of notification of award.

HOLD HARMLESS CLAUSE: Bids shall provide for the contractor holding harmless the Town of Vienna and representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding contact work, or on account of any act or omission by the contractor or its employees, or from any claim or amounts arising or recovered under any law, bylaw, ordinance, regulation or decree.

LAWS AND REGULATIONS: The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.

The Contractors and Subcontractors shall comply with the Virginia Contractor's Registration Law, Title 54, Chapter 7, Code of Virginia (1950), as amended.

All non-resident Contractors and Subcontractors submitting bids on the work described herein shall register with the Department of Labor and Industry under the provisions of Subsection 40.1-30 of the Code of Virginia (1950), as amended.

This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, Code of Virginia (1950), as amended, relating to labor unions and the "right to work", and all Contractors and Subcontractors, whether residents or non-residents of the Commonwealth, who perform work related to the project shall comply with all of said provisions.

The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia (1950), as amended, shall apply to all work under this contract.

SUPERINTENDENCE BY CONTRACTOR: The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.

The Contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.

The Town shall have the right to terminate the contract due to communication problems between the Contractor and/or his representative and the Town's representative.

CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a

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conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

WARRANTY OF MATERIALS AND WORKMANSHIP: The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.

PROTECTION OF PERSONS AND PROPERTY: The Contractor expressly undertakes to take every precaution at all times for the protection of persons and property, including the Owner's employees and property and its own.

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the Town's property from injury or loss arising in connection with this Contract. The Contractor shall make good any such damage, injury or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Owner. The Contractor shall use customary and reasonable precautions, including suitable protective coverings wherever necessary, to prevent damage to adjoining areas. The Contractor shall adequately protect adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority, local conditions, or any of the Contract Documents.

OWNER'S RIGHT TO TERMINATE CONTRACT: The contract may be terminated by the Town for any one of the following reasons:

- A. If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency;
- B. Substantial evidence that the progress being made by the Contractor is insufficient to complete the work within the specified time frame;
- C. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extensions of time is provided, to supply enough properly skilled workers or proper materials;
- D. If Contractor persistently disregards laws, ordinances or the instructions of the Town, or otherwise be in substantial violation of any provisions of the Contract;
- E. Failure of the Contractor to promptly make good any defects in materials or work or any defects of any other nature, the correction of which has been directed in writing by the Town;

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- F. Substantial evidence of collusion for the purpose of illegally procuring a contract or perpetrating fraud on the Town.

Prior to termination of the contract, the Contractor shall be notified in writing by the Town of the condition, which makes termination of contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the contractor to correct the conditions, the Town may declare the contract terminated and notify the Contractor accordingly. Upon receipt of notice of contract termination, the Contractor shall immediately discontinue all operations. The Town may then proceed with the work in any lawful manner that they may elect until the project is final and complete.

The Town reserves the right to take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method is deemed expedient. In such case, the Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Town.

Termination of the contract under this section is without prejudice to any other rights or remedies of the Town.

DEFECTIVE WORK: All work which has been rejected or condemned shall be repaired, or, if it cannot be satisfactorily repaired, removed and replaced at the Contractor's expense. Materials not conforming to the requirements of the specifications shall be removed immediately from the site of the work and replaced with satisfactory material by the Contractor at his expense.

After receiving formal notice from the Town, if Contractor fails to make satisfactory repairs or to remove and replace rejected or condemned materials or work, the Town may recover for such defective work or materials on the contractor's bond, or by action in a court having proper jurisdiction over such matters, or may employ labor and equipment to perform corrections and charge the cost for such to the Contractor, which costs will be deducted from any money due Contractor.

CONDITIONS AT SITE, BUILDING OR STRUCTURE: Bidders shall visit the contract work site and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the site, building or structure, and the character and extent of existing work within or adjacent to the site. Claims, as a result of failure to do so, will not be considered by the Town.

USE OF PREMISES AND REMOVAL OF DEBRIS: The Contractor expressly undertakes directly:

- A. To perform this Contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;

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- B. To store its apparatus, materials, supplies, and equipment in such orderly fashion at the site of work as will not unduly interfere with the progress of its work or the work of the Owner;
- C. To effect all cutting, filling and other modifications of its work required to make the same conform to the specifications, and except with the consent of the Owner, not to cut or otherwise alter the work of any other contractor;
- D. To clean up frequently all refuse, rubbish, scrap materials and debris caused by its operation, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
- E. To remove all debris from the work site at the end of each work day.
- F. All clean up and debris removal shall be directed by the Town's Inspector.

WORK SITE DAMAGES: Any damage, including damage to finished surfaces, resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

DELIVERY AND STORAGE: It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials. The Town of Vienna will not assume any responsibility for receiving materials.

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SECTION 17. CONTRACTOR DATA SHEET

NAME OF COMPANY _____

QUALIFICATION OF BIDDER - Bidders must have the capability and capacity in all respects to fully satisfy the contractual requirements. Indicate the length of time you have been in business providing this type of service and/or product; _____ Years, _____ Months. Provide a list of at least three (3) accounts, preferably governmental, that your firm has provided similar goods and/or services to in the past twelve (12) months. PLEASE TYPE.

1. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **FAX NUMBER** - _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT) –

2. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **FAX NUMBER** - _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT) –

3. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **FAX NUMBER** - _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT) –

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SECTION 18 . GENERAL TERMS AND CONDITIONS

VENDOR: THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION FOR BID, REQUEST FOR PROPOSALS, PURCHASE ORDER AND/OR OTHER AWARD ISSUED BY THE TOWN OF VIENNA, VIRGINIA, UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION DOCUMENTS. BIDDERS/OFFERORS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES AS TO THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS/PROPOSALS; FAILURE TO DO SO WILL BE AT THE BIDDERS/OFFERORS' OWN RISK AND HE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

SUBJECT TO STATE, COUNTY AND LOCAL LAWS AND ALL RULES, REGULATIONS AND LIMITATIONS IMPOSED BY LEGISLATION OF THE FEDERAL GOVERNMENT, BIDS/PROPOSALS ON ALL SOLICITATIONS ISSUED BY THE PURCHASING OFFICE WILL BIND BIDDERS/OFFERORS TO APPLICABLE CONDITIONS AND REQUIREMENTS HEREIN SET FORTH UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

1. **CLARIFICATION OF TERMS:** If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Purchasing Agent or the person whose name appears on the face of solicitation NO LATER THAN SEVEN (7) WORKING DAYS BEFORE opening/closing date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent.
2. **PREPARATION & SUBMISSION:** In order to be considered for selection, the bidder/offeror must submit a complete response to the Invitation For Bid/Request For Proposals. One (1) original and one (1) copy of each bid/proposal must be submitted on the Town of Vienna Bid/Proposal Forms provided. The bid/proposal shall be signed by an authorized representative of the bidders'/offerors' firm and delivered to the proper location by the time and date specified on the cover page.
3. **ENVELOPE IDENTIFICATION:** The signed bids must be returned in a sealed envelope and identified as follows: "SEALED BID", show the IFB number, IFB subject, opening time, opening date, and bidder's name and address. In the case of proposals, the signed proposal cover page and proposal must be returned in a sealed envelope, marked clearly on the outside "SEALED COMPETITIVE NEGOTIATION", show the RFP number, RFP subject, closing time, closing date, and offeror's name and address.

If a bid/proposal is mailed in an envelope, not identified as specified, the bidder/offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the bid/proposal to be disqualified. The Town reserves the right to declare such a bid/proposal as non-responsive. Bids/proposals may be hand delivered to the designated location.
4. **LATE BIDS/PROPOSALS:** LATE bids/proposals will be returned to bidder/offeror UNOPENED, if the IFB/RFP number and return address is shown on the envelope.
5. **QUOTATIONS TO BE F.O.B. DESTINATION:** Quote F.O.B. DESTINATION for all competitive sealed bids. If otherwise, show exact cost to deliver.
6. **PRICING ERRORS:** In case of an error in price extension, the firm fixed unit price shall govern.
7. **BID/PROPOSAL ACCEPTANCE PERIOD:** Bids shall be binding upon the bidder for sixty (60) days following the bid opening date. Proposals shall be binding upon the offeror for ninety (90) days following the proposal due date. Any bid/proposal on which the

bidder/offeror shortens the acceptance period may be rejected.

8. **CORRECTION OR WITHDRAWAL OF BIDS AND CANCELLATION OF AWARDS UNDER COMPETITIVE SEALED BIDDING:** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent. No bid may be withdrawn when the result would be to award the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). If a bid is withdrawn, the lowest remaining bid shall be deemed to be the low bid. If the Purchasing Agent, the Using Department, or a designee of such, denies the withdrawal of a bid, he shall notify the bidder in writing stating his decision.
9. **TAXES:** The Town of Vienna is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the bidder and become a part of real property.

If a bidder is bidding on materials that require installation by the bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the successful bidder and not of the Town, and the Town shall be held harmless for same by the successful bidder.

The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

When a bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the Town, the bidder will be allowed to delete the tax from its bid.
10. **USE OF BRAND NAME OR EQUAL:**
 - a) Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Town of Vienna, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
 - b) The bidder/offeror is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalogs and technical details to enable the Town of Vienna to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder/offeror clearly indicates in its bid/proposal that the product offered is an "EQUAL" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
 - c) It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The Town's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition.
11. **SAMPLES:** Samples, if required, must be furnished free of expense to the Town of Vienna on or before date specified; if not

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destroyed in examination, they will be returned to bidder, if requested, at his expense. Each sample must be marked with the bidder's name and address, Town's request number and opening date. DO NOT ENCLOSE IN OR ATTACH BID TO SAMPLE.

12. **TRADE SECRETS/PROPRIETARY INFORMATION:** Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act (FOIA); however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials to be protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).
13. **DELIVERY:** Bids must show number of days required to place material in using agency's receiving area under normal conditions. Proposal must show the number of days required to provide the services/reports as specified.
- Failure to state delivery time obligates bidder/offeror to complete delivery in fourteen (14) calendar days or as specified. A five (5) day difference in delivery promise may break a tie bid. An unrealistically short or long delivery promise may cause a bid/offer to be disregarded. Consistent failure to meet delivery promise without valid reason may cause removal from bid list. Delivery shall be made during normal working hours, 8:00 am to 4:30 pm Monday through Friday, unless prior approval for another time period has been obtained from Consignee.
14. **DEFAULT:** In case of failure to deliver goods/services in accordance with the contractual terms and conditions, the Town of Vienna, Virginia, after due oral or written notice, may procure them from other sources and hold the defaulting Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.
15. **TOWN'S RIGHT TO TERMINATE THE CONTRACT:** The Contract may be terminated by the Town for any one of the following reasons:
- a) If the successful bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful bidder's insolvency, or if the successful bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the bidder otherwise defaults, then the Town may without prejudice to any other right or remedy, and after giving the successful bidder seven (7) calendar days written notice, terminate the employment of the successful bidder and procure such goods or services from other sources. In such event, the successful bidder shall be liable to the Town for any additional cost occasioned by such failure or other default.
 - b) In such cases, the successful bidder shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional; managerial and administrative services shall exceed the unpaid balance of the contract price, the successful bidder shall pay the difference to the Town.
 - c) If the successful bidder should fail to make prompt payment to Subcontractor(s) for material or labor, persistently disregards laws, ordinances or the instruction of the Town, or otherwise be in substantial violation of any provisions of the Contract;
 - d) Failure of the Contractor to promptly make good any defects in materials or work or any defects of any other nature, the correction of which has been directed in writing by the Town;
 - e) Substantial evidence of collusion for the purpose of illegally procuring a contract or perpetrating fraud on the Town in the construction of work under contract.

- f) Prior to termination of the Contract, the successful bidder and his Surety shall be notified in writing by the Town of the condition which makes termination of contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the successful bidder or his Surety to correct the conditions, the Town may declare the Contract terminated and notify the successful bidder and his Surety accordingly.
 - g) Upon receipt of notice of contract termination, the successful bidder shall immediately discontinue all operations. The Town may then proceed with the work in any lawful manner that they may elect until the project is final and complete.
 - h) The Town reserves the right to take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method is deemed expedient. In such case, the successful bidder shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the successful bidder shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damaged incurred through the Contractor's default, shall be certified by the Town.
 - i) Termination of the contract under this section is without prejudice to any rights or remedies of the Town.
 - j) The Town reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon 60 days written notice to the Contractor/ Consultant. Any contract cancellation notice shall not relieve the Contractor/Consultant of the obligation to delivery and/or perform on all outstanding services performed prior to the effective date of cancellation.
 - k) Notwithstanding anything to the contrary contained in the contract between the Town and the successful bidder, the Town may, without prejudice to any other rights it may have, terminate the contract for convenience and with cause, by giving thirty (30) days written notice to the successful bidder.
- 1) In the event the Contract is terminated for cause related to the Contractor/Consultant's (or its Subcontractor's) hiring of unauthorized aliens, Contractor/Consultant, Contractor/Consultant hereby waives any claim to lost profits and the Town will proceed in accordance with subsections f) et seq. above.
16. **CONDITION OF ITEMS:** All items bid/proposed shall be new and in first class condition, including containers suitable for shipments and storage, unless otherwise indicated in bid invitation/proposal request. Verbal agreements to the contrary will not be recognized.
17. **SUBSTITUTIONS:** No substitutions or cancellations permitted without prior written approval by the Purchasing Agent.
18. **RIGHTS OF THE TOWN OF VIENNA:** The Town reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsive and responsible bidder or most qualified and best suited offeror to best serve the interest of the Town.
19. **NEGOTIATION WITH THE LOWEST BIDDER:**
- a) If all bids received exceed the available funds for the proposed purchase, the Town, pursuant to Town Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds.
 - b) After bid negotiations, the lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.
 - c) If the proposed addendum is acceptable to the Town, the Town may award a contract within funds available to the lowest

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- responsible bidder based upon the bid as amended by the addendum.
- d) If the Town and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.
20. **CONTRACTOR'S PERFORMANCE:**
- a) Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.
- b) All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful bidder shall indemnify, keep, save, and hold the Town, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the bidder or the Town, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.
- c) In the event that suit is brought against the Town, its officers and/or its employees, either independently or jointly with the bidder, the bidder shall defend the Town, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the Town, its officers, and/or its employees, either independently or jointly with the bidder, then the bidder shall pay such judgment, including costs and attorneys fees, if any, and hold the Town, its officers and employees, harmless there from.
- d) The successful bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
- e) The successful bidder shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's goods or services by the Town of Vienna, Virginia.
- f) The successful bidder shall cooperate with Town officials in performing the specified work so that interference with the Town's activities will be held to a minimum.
21. **DRUG-FREE WORKPLACE TO BE MAINTAINED BY THE CONTRACTOR** (Code of Virginia Section 2.2-4312): During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibitions, (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of the contract.
22. **NO DISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:**
The Town of Vienna does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.
23. **ANTI-TRUST:** By entering into a contract, the bidder/offeror conveys, sells, assigns, and transfers to the Town of Vienna all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Vienna under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.
24. **INDEMNIFICATION:** The Contractor agrees to indemnify, defend and hold harmless the Town of Vienna, Virginia, its officers, agents, and employees from any claim, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using department or to failure of the using department to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. The vendor agrees to protect the Town from claims involving infringement of patent or copyrights.
25. **TIE BIDS:** If there is a tie for low bid and all other considerations are equal, and if the public interest will not permit the delay of re-advertising for bids, the award shall be determined by drawing lots in public.
26. **PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED BIDDING:** No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
27. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the Town of Vienna, Virginia.
28. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, the signed bid/proposal submitted by the Contractor, the Town of Vienna's standard Purchase Order, the Mandatory/Special Specifications, Terms and Conditions, and the General Terms and Conditions, all of which shall be referred to collectively as the Contract Documents.
- If the contractor has a standard contract form, this form shall be submitted with the bid/proposal submittal for the Town's review of its terms and conditions.
29. **LICENSE REQUIREMENT:** All firms doing business in the Town of Vienna are required to be organized or authorized to transact business in the Commonwealth of Virginia or include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Additionally all firms doing business in the Town of Vienna are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Finance Department, Business License Office, Telephone number (703) 255-6321. The BPOL License number must be indicated on the submitted bid form.
30. **AWARD:** The contract shall be awarded to the lowest responsive and responsible bidder or the most qualified and best suited offeror.
- The Town Council will award all contracts in the amount of ten-thousand dollars (\$10,000.00) or more.

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The Purchasing Agent will award all contracts less than ten-thousand dollars (\$10,000.00).

The Purchasing Agent shall sign all contract documents, with the exception of "Construction" contracts, and issue a purchase order to the successful bidder/offeror.

31. COMPENSATION:

- a) It is the Town's policy not to pay for any goods or services until the same have been actually received.
- b) Individual contractors shall provide the Purchasing Office their social security numbers and proprietorships, partnerships and corporations shall provide the federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the space indicated on the Bid Form.
- c) The successful bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The successful bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
- d) Cash discounts shall be deducted in accordance with the terms of the bid.
- e) Payment shall be rendered to the successful bidder for satisfactory compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).
- f) Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the Town fails to pay by the payment date, the Town agrees to pay the financial charge assessed by the successful bidder, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

32. METHOD OF PAYMENT: Upon satisfactory delivery of the merchandise and/or satisfactory completion of the services, all invoices and statements shall reference the purchase order number and be submitted to:

Town of Vienna
ATTN: ACCOUNTS PAYABLE
127 Center St., S.
Vienna, VA 22180.

The prices and payments shall be full compensation for the labor, tools, equipment, transportation and all other incidentals necessary to complete the specified terms and conditions.

33. SUCCESSFUL BIDDER'S OBLIGATION TO PAY SUBCONTRACTOR:

- a) The successful bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful bidder by the Town for work performed by the successful bidder's subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):
 - 1. Pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or
 - 2. Notify the Town and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- b) The successful bidder shall pay interest to the subcontractor(s)

on all amounts owed by the successful bidder that remain unpaid after seven (7) days following receipt by the successful bidder of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.

- c) The successful bidder shall include in each of its subcontractors a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).
- d) The successful bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the Town. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

34. ANTI-DISCRIMINATION: By submitting their bids/proposals all bidders/offerors certify to the Town of Vienna that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000.00 the provisions in A and B below apply:

- a) During the performance of this contract, the contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor, is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b) The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

35. ETHICS IN PUBLIC CONTRACTING: The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the Town of Vienna. A copy of these provisions may be obtained from the Purchasing Agent upon written request.

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value

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was exchanged.

36. **CRIMINAL SANCTIONS:** The provisions referenced in Item 27 supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.

37. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

38. **LAWS AND REGULATIONS:** The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.

The Contractors and Subcontractors shall comply with the Virginia Contractor's Registration Law, Title 54.1, Chapter 11, Code of Virginia (1950), as amended.

All non-resident Contractors and Subcontractors submitting bids on the work described herein shall register with the Department of Labor and Industry under the provisions of Subsection 40.1-30 of the Code of Virginia (1950), as amended.

This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, Code of Virginia (1950), as amended, relating to labor unions and the "right to work", and all Contractors and Subcontractors, whether residents or non-residents of the Commonwealth, who perform work related to the project shall comply with all of said provisions.

The Contractor shall furnish the Owner copies of affidavits upon request giving original dates, renewal dates and expiration dates of all labor contracts related to any phase of the work to be performed on the job site under this contract.

The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia (1950), as amended, shall apply to all work under this contract.

The Contractor/Consultant shall comply with all laws and regulations of the Commonwealth of Virginia and the United States with respect to the employment of unauthorized aliens. Contractor/Consultant shall not hire or subcontract any portion of the work under this Contract to any individual the Contractor knows or reasonably should know to be an unauthorized alien as defined by 8 U.S.C. §1324a(h)(3). A violation of this provision shall constitute a material breach of the Contract and the Town may, in its sole discretion, terminate the contract.

39. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by 3.1-250 of the Code of Virginia (1950), as amended, 42 U.S.C. § 11001 et seq., or 42 U.S.C. § 9601 et seq., then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products that the bidder/offer does not violate any of the prohibitions of Sec. 3.1-252 or the Code of Virginia or Title 15 U.S.C. Sec. 1263.

40. MATERIAL SAFETY DATA SHEETS: Material Safety Data Sheets (MSDS) and descriptive literature shall be provided with the bid/proposal or delivered materials for each chemical and/or compound offered. Failure of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as non-responsive.

41. **DEBARMENT STATUS:** By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia or any Political Subdivision from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

42. **COOPERATIVE PROCUREMENT:** As authorized in Section 2.2-4304 of the Code of Virginia this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the Contractor.

43. **RECORD RETENTION/TOWN AUDITS:**

- a) The successful bidder shall retain, during the performance of the contract and for a period of three (3) years from the completion of the contract, all records pertaining to the successful bidder's bid and any contract awarded pursuant to this Invitation for Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including successful bidder's copies of periodic estimates for partial payments; ledgers; cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the Town on demand and without advance notice during the successful bidder's normal working hours.
- b) Town personnel may perform in-progress and post-audits of the successful bidder's records as a result of a contract awarded pursuant to this Invitation for Bid. Files would be available on demand and without notice during normal working hours.

44. **MODIFICATION OF CONTRACT:** The Town may, upon mutual agreement with the Contractor, issue written modifications to the scope of work of this contract, and within the general scope thereof, except that no modifications can be made which will result in an increase of the original contract price by a cumulative amount of more than \$50,000.00 or twenty-five percent (25%) of the amount of the original contract, whichever is greater, without the advance written approval of the Mayor and the Town Council. (Section 2.2-4309 of Virginia Public Procurement Act).

Should it become necessary, for the best interest of the Town, to make modifications, the same shall be covered by change order. The Contractor shall not begin work on any alteration requiring a change order until the agreement, setting forth the changes/modifications, has been executed in writing by the Town and the Contractor.

If a satisfactory agreement cannot be mutually agreed to for any item requiring a change order, the Town reserves the right to terminate the contract as it applies to the items in question and make such arrangements as may be deemed necessary to complete the work.

The Town may, in writing, omit from the work any item, other than major items, found unnecessary to the project and such omission shall not be a waiver of any condition of the contract nor invalidate any of the provisions thereof. Major items may be omitted by change order.

The Contractor shall be paid for all work done toward the completion of the item prior to such cancellation, alteration or

IFB 12-13 HVAC MAINTENANCE, INSPECTION AND ON CALL SERVICE COMMUNITY CENTER, BOWMAN HOUSE, FREEMAN HOUSE

suspension of the work by the Town.

A major item shall be construed to be any item, the total cost of which is equal to or greater than ten percent (10%) of the total; contract amount for each separate alternate, computed on the basis of the proposed quantity and the contract unit price.

45. **SPECIFICATION FAMILIARITY:**

- a) It is the Bidder's responsibility to examine this entire IFB carefully. If a question arises as to the meaning or intent of these documents, inquiry must be made in writing to the Purchasing Agent.
- b) The submission of a bid shall indicate that the Bidder thoroughly understands the terms and conditions of the IFB.

46. **CONTRACT AND FORMS:**

- a) Bidders are advised that the Town does not sign standard contract forms that may be used by the bidder. The selected Bidder will be expected to enter into a contract with the Town for the commodities outlined in this IFB. The form of contract will be the Town's Purchase Order and/or Agreement.
- b) The bid form contains a signature line for the bidder that must be signed when submitting a bid. The signature certifies the bidder is an agent of officer authorized to bind the Contractor to the terms and conditions of the IFB.

47. **ADDENDA AND INTERPRETATIONS:** No

interpretation of the meaning of these documents will be made to any bidder orally. Any request for an interpretation must be in writing addressed to Town of Vienna, 127 Center Street, South, Vienna, VA 22180, Attention: Purchasing Agent. Faxed inquiries to the Purchasing Department fax number will also be accepted. To be given consideration, requests must be received at least five days prior to the date fixed for the submission of Bids. Any and all such interpretations and any supplemental instructions will be returned in writing to the prospective bidder requesting such interpretations, or will be in the form of written addenda which, if issued, will be sent to all prospective bidders, at the respective addresses furnished for such purpose, not later than three days prior to the date fixed for the submission of Bids. Failure of any bidder to receive any such addenda or interpretations shall not relieve said bidder from any obligation under his Bid as submitted. All addenda so issued shall become part of the Contract Documents.

48. **INSURANCE:** The Contractor shall provide the Purchasing Agent with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:

Workers' Compensation -- Standard Virginia Workers' Compensation Policy

Broad Form Comprehensive General Liability--
\$1,000,000.00.

Combined Single Limit coverage to include:
Premises - Operations; Products/Completed Operations;
Contractual; Independent Contractors; Owners and Contractors
Protective; Personal Injury (Libel, Slander, Defamation of
Character, etc.)

Automobile Liability--\$500,000.00 Combined Single
Limit.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance.

The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

Contractor's signature on this solicitation constitutes certification that, if awarded the contract, Contractor shall obtain the required coverage as specified herein within ten (10) days of notification of award.

49. **WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY:**

- a) The successful Bidder's/Offeree's insurance shall cover the bidder/offeree and its subcontractors of every tier of those sources of liability which would be covered by the latest edition of the standard Worker's Compensation Policy, as filed for use in the Commonwealth of Virginia by the National Council on Compensation Insurance, without restrictive endorsements, but including Broad Form All States Endorsement. In addition to coverage for the Virginia Worker's Compensation Act, where appropriate, coverage is to be included for the United States Longshore and Harbor Worker's Compensation Act, Maritime including Jones Act, Federal Liability Act and any other applicable federal or state law.
- b) Subject to the restrictions of coverage found in the standard Worker's Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Virginia Worker's Compensation Act, the United States Longshore and Harbor Worker's Compensation Act, or any other coverage customarily insured under Part One of the standard Worker's Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standards Worker's Compensation (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease each employee, and \$1,000,000 bodily injury by disease policy limit or aggregate where such aggregate is applicable under the terms of the standard Worker's Compensation Policy.

50. **PROFESSIONAL LIABILITY:**

- a) The successful bidder/offeree shall provide the Town of Vienna with an Errors and Omissions Liability Policy (E&O Policy). The policy shall cover the Town of Vienna for all sources of liability which would be covered by the latest edition of the standard Errors and Omissions Liability Coverage Form, as filed for use in the Commonwealth of Virginia by the Insurance Services Office without the attachment of restrictive endorsements.
- b) The policy shall be endorsed to include the Town of Vienna's officials, officers, agents and employees as insured. The E&O Policy shall include the successful Offeror and the offeror's subcontractors of every tier as the designated in the declarations.
- c) The minimum E&O Policy limits to be provided by the successful Offeror (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. The limits afforded by the E&O Policy (or umbrella or excess policy with respect to it) shall apply only to the Town of Vienna officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.

The insurance provided by the successful Offeror pursuant to the resulting contract shall apply on a primary basis and any other insurance or self-insurance maintained by the Town of Vienna or the Town of Vienna official, officer, agent or employee shall be excess of and not contributing with the insurance provided by or on behalf of the Offeror.

The coverages other than Worker's Compensation may be either on an occurrence or a claims-made basis. Provided,

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however, that claims-made coverage for other than the Products/Completed Operations shall respond to claims arising out of accidents, occurrences, incidents and offenses happening after the commencement of the resulting contract but before the end of the contract completion date provided that the claim is made within five years after the contract completion date.

Prior to commencing work under a resulting contract, the successful Offeror shall furnish the Town of Vienna with a Certificate(s) of Insurance naming the Town of Vienna, its officers, employees and agents, as additional insureds, giving a forty-five (45) day notice of cancellation, non-renewal, or change in the insurance coverage, and/or restrictions.

51. **SAFETY:** All contractors and subcontractors performing services for the Town of Vienna are required to comply with OSHA standards and accepted safety rules and regulations.
52. **OWNERSHIP OF PRODUCTS/SERVICES:** All control work, compilation of notes, work sheets, and any and all interim and final products and materials shall be the sole property of the Town of Vienna.
53. **COLLUSION:** By submitting a bid/proposal in response to this solicitation, the Bidder/Offeror represents that in the preparation and submission of this bid/proposal, said Bidder/Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder/Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.



Town of Vienna, VA
 Purchasing Office
 127 Center Street S
 Vienna, Virginia 22180

SECTION 19 . OFFICIAL TOWN BID FORM

**IFB 12-13 HVAC MAINTENANCE, INSPECTION, AND ON CALL SERVICE
 COMMUNITY CENTER, BOWMAN HOUSE, FREEMAN HOUSE**

Vendor Name: _____

Address: _____

NOTICE TO BIDDERS: The following required services shall be provided according to the contract terms and conditions and specifications of **IFB 12-13**.

Qty & Unit	Item and Description	Unit Price	Extended Price
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Quarterly Maintenance Inspections

4	Community Center 120 Cherry St, SE	\$ _____/qtr	\$ _____

Bi-Annual Comprehensive Inspections

2	Community Center 120 Cherry St, SE	\$ _____/ea	\$ _____
2	Bowman House Arts & Craft Center, 211 Center St, S	\$ _____/ea	\$ _____
2	Freeman House 131 Church St, NE	\$ _____/ea	\$ _____

	TOTAL (Monthly Maintenance & Inspections)		\$ _____
	List Price Discount on Parts	_____ %	
	Labor Rate \$ _____ x 500 hours (est)		\$ _____
	TOTAL BID (maintenance & inspections & labor hours est)		\$ _____

RETURN BID FORM IN DUPLICATE. All addendums that have been issued shall be returned with the bid. It is the responsibility of the bidder to ensure that it has received all addendums.

Person to contact regarding this bid (Please print): _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Signature: _____ Date: _____

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Contract Terms and Conditions as contained herein.

IFB 12-13

**Attachment A:
HVAC MAINTENANCE CHECKLIST**

COMPONENT	ACTIONS	INSPECTION	
		BI-ANNUAL	MONTHLY
HEATING OR COOLING SYSTEMS	EQUIPMENT TAG #:		
Control wiring	▪ Tighten electrical connections		
Motors	▪ Tighten electrical connections		
	▪ Check / record voltage :	_____	
	▪ Check / record amps:	_____	
	▪ Insulation resistance testing ohms:	_____	
	▪ Check motors for grounds		
	▪ Continuity Check ohms:	_____	
Motor Starters / Contactors	▪ Check proper operation		
	▪ Check overload setting and operation		
Bearings (motor, pulley, fan, compressor)	▪ Lubricate		
	▪ Check run out / play inches:	_____	
Belts (motor, pulley, fan, compressor)	▪ Check / adjust tension/replace belts when needed		
Air filters	▪ Inspect / replace as required		
Fans and Fan Hubs	▪ Check condition		
Air Volume Actuators	▪ Check condition		
Fire Dampers	▪ Check condition		
HEATING SYSTEM			
Controls	▪ Freeze stat proper operation		
	▪ High pressure cut out proper operation		
	▪ Low pressure cut out proper operation		
	▪ Low water cut out proper operation		
	▪ Inspect fire eye		
	▪ Test limit controls		
	▪ Oil failure switch proper operation		
	▪ Capacity actuators proper operation		
	▪ Thermostat operation		
Pumps	▪ Check / record suction pressure: inches:	_____	
	▪ Check / record discharge pressure : inches	_____	
	▪ Lubricate bearings		
Fluids	▪ Check / record levels		
	▪ Replenish record amount needed:	_____	
Boiler	▪ Proper operation of shut-off controls		
	▪ Proper operation of valves (safety, feed water)		
	▪ Main burner condition / proper operation		
	▪ Pilot light proper operation		
Air Compressor	▪ High pressure cut out proper operation		
	▪ Low pressure cut out proper operation		
	▪ Drain water from receiver		
	▪ Check / test condition of oil	Good/Bad	
	▪ Check / replenish oil level – amount needed:	_____	

Attachment A:
HVAC MAINTENANCE CHECKLIST

COMPONENT	ACTIONS	INSPECTION	
		BI-ANNUAL	MONTHLY
Auxiliary Heat	<ul style="list-style-type: none"> ▪ Proper operation / settings 		
Outside Air Intake Vent	<ul style="list-style-type: none"> ▪ Clean 		
COOLING SYSTEMS			
Controls	<ul style="list-style-type: none"> ▪ High pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low water cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Inspect fire eye 		
	<ul style="list-style-type: none"> ▪ Test limit controls 		
	<ul style="list-style-type: none"> ▪ Oil failure switch proper operation 		
	<ul style="list-style-type: none"> ▪ Thermostat operation 		
Compressor	<ul style="list-style-type: none"> ▪ Check / record operating pressures PSI: _____ 		
	<ul style="list-style-type: none"> ▪ Pump down cycle proper operation 		
	<ul style="list-style-type: none"> ▪ Check / test condition of oil 	Good/Bad	
	<ul style="list-style-type: none"> ▪ Check / replenish oil level - amount needed: _____ 		
	<ul style="list-style-type: none"> ▪ Oil heaters proper operation 		
Hermetic Compressor	<ul style="list-style-type: none"> ▪ Tighten electrical connections 		
	<ul style="list-style-type: none"> ▪ Check / record voltage: _____ 		
	<ul style="list-style-type: none"> ▪ Check / record amps: _____ 		
	<ul style="list-style-type: none"> ▪ Insulation resistance testing ohms: _____ 		
	<ul style="list-style-type: none"> ▪ Check for grounds 		
	<ul style="list-style-type: none"> ▪ Check proper operation 		
Refrigerant	<ul style="list-style-type: none"> ▪ Electronic leak testing 		
	<ul style="list-style-type: none"> ▪ Check / record levels 	High/Low	
	<ul style="list-style-type: none"> ▪ Replenish (record amount needed) 		
Fluids	<ul style="list-style-type: none"> ▪ Check / record levels 		
	<ul style="list-style-type: none"> ▪ Replenish amount needed: _____ 		
Hydronic Fluid	<ul style="list-style-type: none"> ▪ Test / replenish anti-scaling / corrosion prevention additives amount needed: _____ 		
Chiller Tower	<ul style="list-style-type: none"> ▪ Rodded / Chemically cleaned 		
Air Cooled Condenser Coils	<ul style="list-style-type: none"> ▪ Washed / chemically cleaned 		
Outside Air Intake Vent	<ul style="list-style-type: none"> ▪ Clean 		
Furnace	<ul style="list-style-type: none"> ▪ Clean and Condition 		

Technician Name

Date

*Bi-Annual to be performed on or around April 1st and October 1st and monthly to be performed each month. ** Gray shading indicates not required.