

REQUEST FOR QUALIFICATIONS



CITY OF HOPEWELL HOPEWELL WATER RENEWAL LABORATORY SERVICES

BID: #05-19

DATE: May 2, 2018

Sealed Bids, subject to the general conditions and specifications hereby attached, will be received at the Office of the City Clerk, Second Floor, Municipal Building, 300 North Main Street, Hopewell, Virginia 23860 until, but not later than 11:00 a.m. **THURSDAY, May 24, 2018** and then publicly opened in the Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia on the aforementioned date and time for furnishing the solicited supplies or services.

1. All bids must be submitted in a sealed envelope.
2. Regardless of delivery method of bid, the **outside** of each envelope must clearly indicate the following: *(if bid is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate):*

**Office of the City Clerk
Second Floor
Municipal Building
300 North Main Street
Hopewell, Virginia 23860
Closing Date of Bid: May 24, 2018
Commodity Name: Laboratory Services
Bid #: 05-19**

FOR YOUR BID TO BE CONSIDERED, IT MUST BE SUBMITTED ON THIS INVITATION FOR BID IN THE PLACES PROVIDED. BIDDERS SHALL SIGN THIS FORM (PAGE 3) WITHOUT DETACHING FROM REST OF BID AND MUST RETURN BID IN ITS ENTIRETY.

ANY BID RECEIVED AFTER THE ANNOUNCED TIME AND DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

The right is reserved to reject any or all Bids submitted and also to place the order where it appears it will be to the best interest of the city. All quoted prices shall be FOB locations.

Term of contract shall be from award date to June 30, 2020.

The right is reserved to extend this contract, to be mutually negotiated at a reasonable time prior to the expiration date; same to be agreeable to both buyer and seller.

All bid quotations are subject to general terms and conditions hereby attached and will be rejected if not properly executed.

Individual contractors must provide their social security numbers and other types of firms must provide their federal employer identification numbers in the payment clauses to be included in contracts.

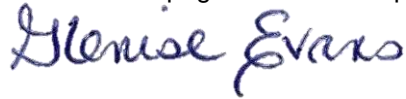
Quantities indicated herein are estimates of anticipated usage. It is understood and agreed to between the parties of a resulting contract that the City may increase or decrease quantities at the quoted price. Furthermore, it is agreed to between the parties of a resulting contract that the City shall not be obligated to purchase or pay for materials by such contract unless and until they are ordered and delivered.

The City reserves the right to be sole judge and to make the award in accordance with its own judgement as to what will best meet its requirements and be in the best interest of the City. The City reserves the right to reject any or all bids, to waive all informalities, and to reject any or all items of any bid.

AVAILABILITY OF FUNDS: It is understood and agreed between the Bidder and the City that the City shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this quotation or agreement.

WITHDRAWAL OF BID: No bid may be withdrawn for a period of ninety (90) days from the date of bid opening unless the bidder has made a clerical error. The bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers substantiating the error with such notice.

Bidding and contracting procedures shall conform to all applicable regulations and provisions of the *City of Hopewell Procurement Ordinance* effective June 27, 2017; a copy of which is available on the City's website (www.hopewellva.gov) under the tab GOVERNMENT, section LAWS/ORDINANCES. Click the link at the bottom of the page and click Chapter 2A-Procurement to view the Procurement Ordinance.

A handwritten signature in blue ink that reads "Glenise Evans". The signature is written in a cursive, flowing style.

Glenise Evans
Purchasing Agent

Please return the bids to the Office of the City Clerk, Second Floor, Municipal Building, 300 North Main Street, Hopewell, Virginia 23860. Regardless of delivery method of bid, the **outside** of each envelope must clearly indicate the following: *(if bid is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate):*

**Office of the City Clerk
Second Floor
Municipal Building
300 North Main Street
Hopewell, Virginia 23860
Closing Date of Bid: May 24, 2018
Commodity Name: Laboratory Services
Bid #: 05-19**

In compliance with Request for Qualification for Bid # 05-19 and subject to all conditions thereof and attached thereto, the undersigned offers and agrees if the Bid price and conditions will be accepted within ninety (90) calendar days from the date of opening to evaluate, to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled.

_____ NAME OF ORGANIZATION	_____ TELEPHONE NUMBER
_____ STREET ADDRESS	_____ FAX NUMBER
_____ CITY, STATE, ZIP CODE	_____ EMAIL ADDRESS
_____ NAME (TYPE OR PRINT)	_____ OFFICIAL TITLE
_____ SIGNATURE	_____ DATE
_____ STATE CORPORATION COMMISSION ID#	_____ IRS I.D. #

VIRGINIA STATE CORPORATION COMMISSION FORM:

The bidder shall submit the State Corporation Commission Form (located on page 5) with their bid. If bid submission does not include this form, the bid will be considered non-responsive.

State Corporation Commission Form,

Virginia State Corporation Commission (“SCC”) registration information:

The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the City reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

REQUEST FOR QUALIFICATIONS LABORATORY SERVICES

Hopewell Water Renewal (HWR) is a 50 MGD (189,270 m³/d) Publicly Owned Treatment Works (POTW) designed and constructed to provide regional wastewater treatment to the City of Hopewell, Prince George County, Ft. Lee Army Base, a federal prison, and 5 significant industrial users (a pulp and paper mill, 3 organic chemical manufacturing facilities, and a water treatment plant). The plant wastewater is 85% industrial waste.

Scope of Work

HWR is currently seeking a statement of qualifications for specified laboratory services. Services to be provided shall include analysis of samples of river water, untreated industrial wastewater, untreated and treated wastewater, municipal sewage sludge, incinerator ash, and wastewater treatment plant screenings in accordance with 40 CFR Part 136, 40 CFR Part 261, for all pollutants listed in Table 1 (attached), and other methods as specified.

The selected laboratory(ies) will perform (1) routine chemical analysis, and (2) Whole Effluent Toxicity testing, on the **estimated** number of samples shown in Table 1. Laboratories must have the ability to submit analytical results electronically as well as certified analytical reports. Samples will be sent to the selected laboratory(ies) between July 1, 2018 and June 30, 2019 on a schedule to be established by HWR. Laboratory qualifications can address analyses of specific constituents or can include other (VELAP-certified) partner laboratories to provide all services. The contract may be extended for a maximum of three additional years upon agreement of the selected laboratory(ies) and HWR.

Evaluation and Selection

Submittal Due Date:

To be considered, the sealed submittal must be received at the Office of the City Clerk, Room 218, Municipal Building, 300 North Main Street, Hopewell, Virginia 23860 by May 24, 2018 at 11:00 a.m.

Mandatory Pre-Proposal Meeting:

A mandatory pre-proposal meeting will be held on May 15, 2018 at 10:00 a.m. at the Hopewell Water Renewal, 231 Hummel Ross Road, Hopewell, Virginia 23860. If a firm cannot attend the meeting in person, arrangements can be made for a call-in conference call. Request to participate by conference call must be made by May 11, 2018. Firms not represented at this meeting will be disqualified. The meeting will provide HWR an opportunity to explain the types, characteristics, and timing of the samples being analyzed. It will also provide an opportunity for firms to have their

questions clarified. After the pre-bid meeting no verbal questions will be accepted. All additional questions must be made in writing to Glenise Evans, Purchasing Agent, Hopewell Water Renewal, P.O. Box 969, Hopewell, Virginia 23860. Phone Number: 804-541-2215. Fax Number: 804-541-2441. E-mail address: gevans@hopewellva.gov.

Selection Process:

The responder must demonstrate that the laboratory has extensive experience in providing the required service(s). The cost per sample will be considered in the selection but will not be the sole criteria for award. Multiple laboratories may be selected based on qualifications to perform the required analysis and provide the required services. Each submittal will be reviewed to insure compliance with the RFQ specifications and requirements. Based upon the criteria set forth below, each submittal will be scored and ranked accordingly. An on-site inspection and interview may be conducted for the top ranking firm(s). Following the interview process, a determination will be made as to the suitability of the laboratory to provide the necessary service. Based upon the evaluation of the interview panel, an award recommendation will be presented to the HWR Director and City Manager for approval. If the HWR Director or City Manager fails to approve the award recommendation, then the process will resume at the on-site inspection and interview stage with the next ranked firm(s) and continue until the bid is approved by the HWR Director and City Manager.

Selection Criteria:

The statement of qualifications must contain detailed information to allow the completion of the Evaluation Worksheet attached to this RFQ. Firms will be evaluated on the responsiveness to the RFQ in clearly stating an understanding of the type of work involved. The submittal should include the following information and should be presented in the order outlined below:

1. **Personnel:** Provide resumes describing the skill, experience, and education of the specified persons who will be performing the services required in Table 1, as well as the experience and training of laboratory support personnel and QA/QC officer. A matrix should be developed to summarize the number of years of laboratory experience each person has with each method of analysis or support services including QA/QC.
2. **Equipment and Laboratory Procedures:** Describe the procedures by which the samples will be received, identified, handled, and stored along with a description of how backlogs are handled. Include a matrix of the instruments (age, reliability, maintenance schedule, and downtime) with which the analysis will be completed. Provide a table which outlines the methods, sampling requirements, sample preservation, and holding times.
3. **Quality Control:** Provide a summary of the quality assurance procedures and systems used to ensure accurate and defensible data. This summary should

cover all methods cited in this RFQ and include all QC parameters necessary to validate results. Describe the procedure used by the laboratory to validate data and include a decision tree for QA/QC responsibilities. Include a copy of a monthly and/or quarterly QC report and a summary of the last three Proficiency Testing results for your laboratory. Provide a copy of the laboratory procedure for handling complaints, disputed data and control of non-compliant data. Include any blind QC results as well as any Internal Audits performed. Discuss the training program used to keep analysts current on analytical procedures and new technology and to maintain lab certification.

4. Sample Transport and Chain of Custody Procedures: Describe the method of sample transport (whether by shipping or sample pick-up) and the ability to get samples to the laboratory quickly. Include information on packaging, shipping procedures, selected carrier and chain of custody procedures.

Attach a copy of the chain of custody form to be used and explain how chain of custody records are controlled.

5. Analytical Reporting, Invoicing, and Data Management: Explain how the laboratory will perform the required analysis within the specified holding times and how and when the results will be reported to HWR. HWR requires an original and signed certificate of analysis and an original and completed chain of custody form within 20 working days of sample collection. **For analysis reported monthly to regulatory agencies (DEQ or EPA), HWR requires an original and signed certificate of analysis and an original and completed chain of custody form within 5 working days of sample collection.** Attach an example of a completed report. HWR may also require electronic reporting of data in an Excel format designed by HWR. NOTE: A penalty for late reporting may be applied in the following manner:

- 2 working days late: deduct 10% of cost
- 3 - 5 working days late: deduct 24% of cost

Describe method of data management and LIMS, if used. Also include a description on archiving data - how it is done and how long data is kept.

Attach an example of a typical invoice for laboratory analysis. All blind or quality control samples sent with a sample batch will be analyzed and billed as routine samples.

6. Prior Experience: Describe prior analytical experience with HWR (if any), with other wastewater treatment facilities, and with similar analyses. Complete the attached reference form. Describe methods of client communication when there are problems or questions regarding analytical results.

Also provide a statement describing the laboratory's policy on handling questions from the client or a regulatory agency with jurisdiction over the client, including questions regarding the accuracy of results.

7. Certifications and Statements: Include in this section a statement detailing the firm's general understanding of the purpose of the analyses and testing methods required. Also provide a copy of the firm's VELAP certification / NELAC accreditation verifying that the firm is qualified to perform the required analyses. All of the analysis required by this contract must be conducted by the firm or team responding to this request for qualifications. No samples will be subcontracted to other laboratories without prior written approval of HWR.

List any professional recognition or awards which distinguish the laboratory or the personnel assigned to HWR samples.

8. Cost of Analyses: Use the attached Table 1 to list the cost per analysis.

Evaluation Worksheet

Laboratory Name:

Scoring By:

Date:

Evaluation Criteria	Total Possible Points	Total Points Scored
1. Personnel Experience <ul style="list-style-type: none"> • GC/MS_____ • ICP_____ • Wet Chemistry_____ • Mercury_____ • WET testing_____ • QA/QC Officer_____ • Sampling Personnel_____ • Technicians_____ 	40	
2. Equipment and Laboratory Procedures <ul style="list-style-type: none"> • Sampling Handling (identification, storage, backlogs)_____ • Equipment (type and number)_____ • Equipment (age and reliability)_____ • Equipment downtime_____ • Equipment maintenance_____ 	40	
3. Quality Control. <ul style="list-style-type: none"> • Completeness of QA System_____ • Completeness of Monthly/Quarterly QC Reports_____ • %Passing of Proficiency Testing Samples_____ • %Passing of Blind QC Samples_____ • Internal Audits_____ • Training_____ 	50	
4. Sample Transport and Chain of Custody Procedures. <ul style="list-style-type: none"> • Method of transport or pick-up_____ • Chain of custody form and procedures_____ 	10	
5. Analytical Reporting, Invoicing, and Data Management. <ul style="list-style-type: none"> • Sample turn-around time_____ • Clarity of report format_____ • Ability to report electronically_____ • Clarity of invoice_____ • Method of archiving data_____ 	30	
6. Prior Experience.		

Evaluation Worksheet

Laboratory Name:
 Scoring By:
 Date:

Evaluation Criteria	Total Possible Points	Total Points Scored
<ul style="list-style-type: none"> • Experience with municipal wastewater _____ • Experience with industrial wastewater _____ • Experience with HWR _____ • References _____ • Communication with client _____ • Communication with regulatory agencies _____ 	20	
<p>7. Certifications and Statements.</p> <ul style="list-style-type: none"> • Understanding of project _____ • Ability to do analyses in-house or as a team _____ • Laboratory certifications or accreditations _____ • Professional recognition _____ • Overall impression of submittal _____ 	10	
Total Score	200	

REFERENCES

Provide three (3) references of current and/or past clients (two of which must be local government) for which the types of analysis reflected on Table 1 have been performed by the laboratory which will provide sample analysis for HWR.

1. Reference:				
Contact:				
Telephone:				
Status:	Current Client		Past Client	
Account serviced:	0-1 yr	1-5 yrs	5-10 yrs	>10 yrs

2. Reference:				
Contact:				
Telephone:				
Status:	Current Client		Past Client	
Account serviced:	0-1 yr	1-5 yrs	5-10 yrs	>10 yrs

3. Reference:				
Contact:				
Telephone:				
Status:	Current Client		Past Client	
Account serviced:	0-1 yr	1-5 yrs	5-10 yrs	>10 yrs

**Table 1 – Cost of Analyses
Hopewell Water Renewal
Request for Qualifications for Laboratory Services**

Analysis	Method	Estimated Number of Samples	Estimated Frequency Per Year	Cost per Analysis
A. Wastewater Samples				
Volatiles	624	144	11/month + 4/quarter	
Semi-volatiles	625	132	9/month+ 6/quarter	
Total Cyanide	335.3	60	5/month	
Amenable Cyanide	SM 4500 CN G	12	1/month	
Methanol, acetaldehyde, propionaldehyde	NCASI 99.01	3	1/year	
Methanol only	NCASI 99.01	33	3/quarter	
Methanol	GC/FID Mod	112	9/month + 3/quarter	
Ethylene Glycol + Acetaldehyde	GC/FID Mod	112	9/month + 1/quarter	
Acetone + Propionaldehyde	624	112	9/month + 1/quarter	
Methyl Ethyl Ketone + Hexane	624	112	9/month + 1/quarter	
Tertiary Butyl Alcohol	GC/FID	112	9month + 1/quarter	
Isopropyl Alcohol	GC/FID	112	9/month + 1/quarter	
Potassium	200.7	4	1/quarter	
Minerals – Ca, Mg,K, Na	200.7 ²	12	3/quarter	
Chloride	325.3	12	3/quarter	
Metals – Ag, Ar, Cd, Cr, Cu, Pb, Ni, Zn, Sb, Be, Se, Tl, Mn	200.7 ²	13	3/quarter + 1/annual	
Copper	200.7	89	6/month + 4/quarter + 1/annual	
Flashpoint	1010A	1	1/annual	
Mercury	245.1	12	1/month	
Silica	SM 4500 – SiO ₂	1	1/year	
TOC	SM 5310 – B,C,D	12	1/month	
HPC	SM 9215	12	1/month	
E Coli	SM 9221 B.1, F	54	4/month + 1/quarter + 1/semiannual	
Total Phosphorus	365.2	488	8/week + 6/month	
Total Kjeldahl Nitrogen	351.2	1795	40/week + 2/month	

**Table 1 – Cost of Analyses
Hopewell Water Renewal
Request for Qualifications for Laboratory Services**

Analysis	Method	Estimated Number of Samples	Estimated Frequency Per Year	Cost per Analysis
Ammonia	SM 4500 NH3 – H	1895	1/daily + 36/week + 6/month	
Nitrate-Nitrite	SM 4500 NO3 - E	1740	36/week + 6/month	
Turpentine	8015	48	4/month	
Non-Polar Material (SCT-HEM)	1664	12	1/month	
Oil & Grease (includes total & nonsaponifiable)	SM 5520B + F	24	2/month	
A.1. OCPSF (Organic Chemical, Plastic, and Synthetic Fibers Catagorical Standard for untreated wastewater samples.)				
Semi-volatiles	625	26	2/month + 1/semiannual	
Volatiles	624	26	2/month + 1/semiannual	
Total Cyanide	335.3	26	2/month + 1/semiannual	
Total Lead	200.7	38	3/month + 1/semiannual	
Total Zinc	200.7	38	3/month + 1/semiannual	
Total Copper	200.7	40	3/month + 1/quarterly	
B. Solids (as sludge, ash, filter cake, and/or grit screenings)				
Beryllium	6010	20	1/month + 4/semiannual	
Mercury	7471	20	1/month + 4/semiannual	
Mercury	105	1	1/annual	
Metals – Ag, Ar, Cd, Cr, Cu, Pb, Ni, Zn, Be	SW846 6010 ²	20	1/month + 4/semiannual	
Volatiles + Xylenes	8260	8	4/semiannual	
Semi-volatiles	8270	8	4/semiannual	
TCLP	SW846 1311	8	4/semiannual	
TPH	418.1	8	4/semiannual	
EOX	9020 mod.	8	4/semiannual	
Total Phenol	SW846 9066	8	4/semiannual	
Reactive Cyanide	9012	8	4/semiannual	
Reactive Sulfide	9030	8	4/semiannual	
Oil & Grease (includes total & nonsaponifiable)	SM 5520B + F	18	1/month + 3/semiannual	
Oil & Grease Leachable	1311 / 1664	8	4/semiannual	
COD	SM 5220 D	8	4/semiannual	
Ammonia	SM 4500 NH3 – H	8	4/semiannual	
Pesticides	8081	8	4/semiannual	
PCB	8082	8	4/semiannual	
Paint Filter Test	9095B	8	4/semiannual	

**Table 1 – Cost of Analyses
Hopewell Water Renewal
Request for Qualifications for Laboratory Services**

Analysis	Method	Estimated Number of Samples	Estimated Frequency Per Year	Cost per Analysis
pH	SM 4500 H – B	8	4/semiannual	
% Volatile Solids	SM 2540G	373	1/daily + 4/semiannual	
% Solids	SM 2540G	383	3/daily + 1/month + 3/semiannual	
C. River Water Samples				
Chlorophyll	SM10200H	N/A		
Alkalinity	SM 2320 B	N/A		
D. Whole Effluent Toxicity Testing				
Acute: <i>Pimephalis pronelas</i>	40 CFR 136 With DEQ Aproved Procotol and pH adjusted	4	1/quarter	
Acute: <i>Ceriodaphia pulex</i>	40 CFR 136 With DEQ Aproved Procotol and pH adjusted	4	1/quarter	
F. Clean Metals Sampling and Analysis				
Clean Metals Sampling	N/A	4	2/semiannual	
Clean Metals Analysis	1631, 200.7	4	2/semiannual	
1	Cyanide amenable to chlorination to be performed in conjunction with a total cyanide analysis.			
2	Any approved method presented in 40 CFR Part 136.			
3	Requires continuous extraction.			

GENERAL TERMS AND CONDITIONS

- A. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the City of Hopewell, Virginia; any litigation with respect thereto shall be brought in the courts of the City. The contractor shall comply with all applicable federal, state and local laws, rules and regulations. This compliance includes obtaining a City business license, if required, before work is performed.
- B. **EMPLOYMENT DISCRIMINATION/DRUG-FREE WORKPLACE BY CONTRACTOR:** By submitting the bids/proposals, the bidders/offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with the City to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the City. (Code of Virginia, § 2.2-4343.1E).

Every contract over Ten Thousand Dollars (\$10,000) shall include the provisions below. During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to discrimination employment, except where there 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 non-discrimination clause.
2. 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.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements of this section.
4. To provide a drug-free workplace for the contractor's employees.
5. To 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 prohibition.
6. To state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

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, 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.

The contractor will include the provisions of the foregoing paragraphs 1, 2, 3, 4, 5 and 6 in every subcontract or purchase order over Ten Thousand Dollars (\$10,000) so that the provisions will be binding upon each subcontractor or vendor.

- C. **DIRECT TAXES:** All bids/proposals shall be submitted exclusive of direct federal, state, and local taxes. However, if the bidder/offeror believes that certain taxes are properly payable by the City, he may list such taxes separately in each case directly below the respective item bid/proposal price. Tax exemption certification will be furnished on request.

- D. **INDEMNITY:** All contractors agree to defend, indemnify and hold harmless, the City and its council, officers, employees, agents, and other representatives from and against any and all claims, damages, demands, losses, costs and expenses, including attorney's fees, and any other losses of any kind or nature whatsoever including claims for bodily injuries, illness, disease, or death and physical property loss or damage in favor of contractor, its sub-contractors, their employees, agents, and third parties arising during the performance of services and resulting from tort, strict liability, or negligent acts or omissions of contractor, its sub-contractors and their employees or agents under the agreement, or resulting from breaches of contract, whatever by statute or otherwise.
Each contractor shall assume the responsibility for damage to or loss of its material, equipment or facilities located at any site and, in order to effect this limitation of liability, each contractor will agree to insure or self-insure such property against any such risk.

- E. **SALES TAXES:** The City is exempt from payment of state sales and use tax on all tangible personal property purchased or leased for the City's use or consumption and a certificate of exemption will be furnished upon request.

- F. **QUOTATION FORM:** The bidder/offeror must sign and properly fill out all forms in this invitation for bid/proposal or be subject to being declared unresponsive. If unable to submit a bid/proposal, please sign and return this solicitation form, advising reason for no bid/proposal.

- G. **CONTRACTOR'S DEFAULT:** In case of default of a contractor, the City may procure the articles or service from other sources and hold the contractor responsible for any excess cost incurred.

- H. **COMPUTATION OF TIME FOR DISCOUNTS:** Time in connection with discount offered will be computed from date of delivery of the supplies or materials to carrier when final inspection and acceptance are at those points or from date correct invoice is received if latter is later than the date of delivery.

- I. **ETHICS IN PUBLIC CONTRACTING:** By submitting bids/proposals, the bidders/offerors certify that the bids/proposals are made without collusion or fraud and that the bidders/offerors have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with the 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 was exchanged.

- J. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the materials, quality, workmanship, or performance of the items offered in this bid/proposal prior to their delivery, it shall be the responsibility of the successful bidder/offeror to notify the City at once, indicating in writing the specific regulation which requires such alterations. The City reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

- K. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the City, the contractor will certify that the contractor does not, and shall not during the performance of the contract for goods and services in or for the City, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- L. **DEBARMENT STATUS:** By submitting bids/proposals, the bidders/offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- M. **ANTITRUST:** By entering into a contract, the contractor will convey, sell, assign, and transfer to the City all rights, title and interest in and to all causes of action they 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 City under said contract.

- N. **PAYMENT:** Payment by the City is due thirty days (30) after delivery is made to the City and inspected unless otherwise specifically provided: subject to any discounts allowed.

To Prime Contractor:

Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized.

Unreasonable Charges: Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the City shall promptly notify the contractor, in writing, as to those charges, which it considers unreasonable, and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification.

To Subcontractors:

A contractor awarded a contract under this solicitation is hereby obligated:

1. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

2. To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

3. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month

(unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

- O. **PRECEDENCE OF TERMS:** Paragraphs A-N of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- P. **TESTING AND INSPECTION:** The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- Q. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
- R. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Department may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Department a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Department's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Department with all vouchers and records of expenses incurred and savings realized. The Purchasing Department shall have the right to audit the records of the contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Department within thirty (30) days from the date of receipt of the written order from the Purchasing Department. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Virginia Public Procurement Act. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Department or with the performance of the contract generally.
- S. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract, the City,

after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

- T. **AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or non-stock corporation, limited liability company, business trust, limited partnership, or other entity, or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with the City pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- U. **INSURANCE:** The contractor shall secure and maintain in force, at his/her own expense all required forms of insurance and payment bonds to insure the completion for the work under contract to the satisfaction of the City and without damage to, or claims against, the City. The contractor shall provide satisfactory evidence of bonds and insurance on behalf of the sub-contractors, before entering into an agreement to sublet any part of the work to be done under the contract.

The following performance and payment bonds and forms of insurance shall be secured by the contractor to cover all work under contract and to protect the contractor, the City, and general public against any damage or claims in connection with the performance of the contract. The bonds and insurance shall be by companies duly authorized to do business in the State of Virginia. Certificates of Insurance, naming the City as an additional insured for each type of coverage shall be required.

At the discretion of the City's purchasing agent, bidders/offerors may be required to submit with their bid/proposal a bid/proposal bond, or a certified check, in an amount to be determined by the purchasing agent, which shall be forfeited to the City as liquidated damages upon the bidder's/offeror's failure to execute a contract awarded or upon the bidder's/offeror's failure to execute a contract awarded to him/her or upon the bidder's/offeror's failure to furnish any required performance or payment bonds in connection with a contract awarded to him/her.

At the discretion of the purchasing agent, the winning contractor(s) may be required to submit a performance and payment bond to the City which shall be evoked upon contractor's failure to execute a contract awarded or the failure to satisfactorily complete work for which a contract or purchase order was awarded. Performance bond and payment bond in the amount of one hundred (100) percent of contract price is required as security of contract, or security for payment of all persons performing labor and furnishing materials in connection with the contract, and protecting the City from all damages or claims resulting from, or in connection with the performance of the contract or purchase order.

The performance bond and payment bond shall and does bind the surety company to protect the City from damages, claims or costs by failure of the contractor to make corrective action due to his financial solvency or for any other cause whatever.

INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits; require that the City of Hopewell, Virginia be added as an additional named insured on contractor's policy.
2. Employers Liability - \$500,000.
3. Comprehensive general liability for bodily injury liability and property damage liability shall be provided as to limits specified.
4. Contractor's protective liability shall be provided for bodily injury liability and property damage liability.
5. Fire and extended coverage shall be provided on the completed builder risk form if specified in bid specifications.
6. The contractor shall require each subcontractor to carry Workers' Compensation Insurance and public liability and property damages liability.
7. Commercial General Liability - \$1,000,000 combined single limit. The City of Hopewell, Virginia is to be named as an additional named insured with respect to the services being procured. This coverage is to include Products and Completed Operations Coverage.
8. Automobile Liability – bodily injury and property damage shall be provided as to limits set forth in the contract specifications.

The contractor shall execute and deliver to the City copies of all insurance certificates.

Executed copies of the performance bond shall become a part of all copies of the contract.

SPECIAL TERMS AND CONDITIONS

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from a bid/proposal, no indication of such sales or services to the City of Hopewell will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the City or any department or institution of the City has purchased or used the products or services.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the City of Hopewell, whichever is sooner. The City, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AWARD OF CONTRACT:** An award will be made to the lowest responsive and responsible bidder/offeree. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The City reserves the right to reject any and all bids/proposals in whole or in part, to waive any informality, and to delete items prior to making an award.
- D. **BID/PROPOSAL ACCEPTANCE PERIOD:** Any bid/proposal in response to this solicitation shall be valid for 90 days. At the end of the 90 days the bid/proposal may be withdrawn at the written request of the bidder/offeree. If the bid/proposal is not withdrawn at that time it remains in effect until an award

is made or the solicitation is canceled.

- E. **CANCELLATION OF CONTRACT:** The Purchasing Department reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 30 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- F. **EXTRA CHARGES NOT ALLOWED:** The bid/proposal price shall be for complete installation ready for the City's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- G. **MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of an awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the City. When such business has been subcontracted to minority or women-owned businesses, upon completion of the contract the contractor agrees to furnish the City the following information: name of business, address, phone number, total dollar amount subcontracted and type of product/service provided.
- H. **PREPARATION AND SUBMISSION OF BIDS/PROPOSALS:** Bids/proposals must give the full business address of the bidder/offeror and be signed by the bidder's/offeror's authorized signature. Bids/proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind the corporation. The name of each person signing shall also be typed or printed below the signature. A bid/proposal by a person, who affixes to the signature the word "President," "Secretary," "Agent" or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the City or other entity, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.
- I. **WITHDRAWAL OR MODIFICATION OF BIDS/PROPOSALS:** Bids/proposals may be withdrawn or modified by written notice received from bidders/offerors prior to the deadline fixed for bid/proposal receipt. The withdrawal or modification may be made by the person signing the bid/proposal or by an individual who is authorized on the face of the bid. Written modifications may be made on the bid/proposal form itself, on the envelope in which the bid/proposal is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, email, or otherwise, must be signed by the person making the modification or withdrawal.
- J. **RECEIPT AND OPENING OF BIDS/PROPOSALS:** It is the responsibility of the bidder/offeror to assure that the bid/proposal is delivered to the place designated for receipt of bids/proposals and prior to the time set for receipt of bids/proposals. Bids/proposals received after the time designated for receipt of bids/proposals will not be considered. Bids/proposals will be opened at the time and place advertised, and their contents made public for the information of bidders/offerors and others interested who may be present either in person or by representative. The officer or agent of the City, whose duty it is to open bids/proposals, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid/proposal not properly addressed and identified.
- K. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, the City reserves the right granted by §2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive,

responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the City's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted to and by the agency for the contract prior to the issuance of the written solicitation. Negotiations with the low bidder/offeror may include both modifications of the bid price and the scope of work/specifications to be performed. The City shall initiate such negotiations by written notice to the lowest responsive, responsible bidder/offeror that its bid exceeds the available funds and that the City wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the City and the lowest responsive, responsible bidder/offeror.