



CITY OF SUFFOLK

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

Purchasing Division

INVITATION FOR BID ADDENDUM #1 Storm Sewer Pipe Repair – Annual Contract

ACCEPTANCE DATE: Prior to 3:00 p.m. April 19, 2012 “Local Verizon Time”

IFB NUMBER: 2012-00088

MAIL OR DELIVER RESPONSE TO: Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room
441 Market Street, Room 105

Requests for information related to this Invitation for Bid should be directed to:

Ivy Crawford, Buyer I
(757) 514-4015
Email address: icrawford@suffolkva.us

This document can be down loaded from our web site: www.suffolkva.us/bids

Issue Date: April 4, 2012

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the bidder is not listed as a prospective bidder.

1.0 SCOPE OF SERVICES

4.1 General

Services under the annual contract shall be provided on an "as needed" basis and shall include all labor, equipment, materials, supplies, travel time and any other costs necessary to perform the work.

The Contractor shall make all necessary repairs, including, but not limited to, replacing grout in joints and lift holes. The work is expected to take place inside the pipe system.

The Contractor shall secure all necessary permits for the proper execution and completion of work.

The Contractor shall ensure that its employees will observe and exercise all necessary caution and discretion so as to avoid injury to persons or damage to property of any and all kinds.

The City reserves the right to inspect work in progress as well as make final inspection to approve complete work.

4.1A **Services under this annual contract shall encompass necessary repairs inside and outside the pipe.**

4.2 Damages

All buildings, grounds, appurtenances and furnishings shall be protected by the Contractor from damage which might be done or caused by work performed under this contract. Any damages caused directly or indirectly by the Contractor or his agents or employees shall be repaired and/or replaced at the expense of the Contractor by methods approved by the City to restore the damaged area(s) to its original condition.

The Contractor shall be held responsible for any acts of his/her employees. All damages, if any, shall be repaired to the complete satisfaction of the City.

Upon occurrence, the Contractor must immediately notify the owner of any damage made by his work force or any damage that may be discovered as the work progresses. Any damage not properly identified to the City shall be assessed to the Contractor.

The Contractor, along with a City representative, shall assess any damages that may have occurred to the pipe structure during the process of the repairs within 48 hours after the completion of the repairs. Assessment of damage must occur within one week from time of complaint by the City. Repairs to damaged pipe or infrastructure shall be completed to the City's sole satisfaction within ten (10) working days after identification of the damage.

4.3 Labor Rates

Hourly rates shall include all overhead, profit, travel and administrative costs. The cost of supervision shall also be included.

Regular time shall be defined as the City's normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

Overtime shall be defined as work performed at times other than normal business hours. Overtime work shall be approved in advance by the City, and compensated at 1.5 times the regular hourly rate.

The Contractor may be required to have "hours worked" certified at the job site by City staff.

4.4 Cost of Materials

The City of Suffolk reserves the right to furnish materials, equipment, parts, etc. to be used by the Contractor.

Materials, equipment, parts, etc. furnished by the Contractor **shall be billed at the actual invoice cost.** Copies of all invoices for materials, equipment, parts or additional charges shall be provided with the Contractor's invoice for labor.

4.5 Bid Evaluation and Award

If awarded, the bid shall be awarded to the lowest responsive and responsible bidder. In determining the lowest bidder, the following factors shall be considered:

- Price: as outlined on the BID FORM.
- Ability, capability, and skill of the bidder to perform the contract within the time frame(s) specified.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The quality of performance of previous contracts.
- The financial resources and ability of the bidder to perform the contract.

REVISED BID FORM

TO: City of Suffolk
Purchasing Division
P.O. Box 1858
Suffolk, VA 23434

BID: Storm Sewer Pipe Repair Services
DUE: *April 19, 2012*
TIME: 3:00 p.m., Local

_____ (**Company**) offers to furnish all labor, equipment, vehicles/transportation, materials, permits and fees, and insurance required to provide annual storm sewer pipe repair services for the City of Suffolk in accordance with all specifications, terms, and conditions herein.

Part A – HOURLY RATES

Rates shall include all overhead, profit, travel and administrative costs, Materials shall be billed at cost.

Costs for Normal Working Hours

Monday through Friday - 8:00 a.m. to 5:00 p.m.

Laborer	\$ _____ per hour
Pipe Layer	\$ _____ per hour
Foreman	\$ _____ per hour
Rental of Confined Space Equipment	\$ _____ /day

Part B - Equipment

Backhoe 14 ft to 15 ft dig depth/Bucket capacity 1.25 cy min	\$ _____ hr
Loader 135 to 150 rated horsepower/Bucket 2.5 to 3.0 cy	\$ _____ hr
Dump Truck Single Axle 5 cubic yard capacity	\$ _____ hr
Dump Truck Tandem Axle 10 cubic yard capacity	\$ _____ hr
Crawler Excavator 7 to 8 metric tons operating weight	\$ _____ hr

Part C: FOR EVALUATION PURPOSES, Quantities (hours) are estimated. (City Use only)

SCENARIO NO. 1: Normal Working Hours (8 a.m. to 5 p.m.)

The City will evaluate bids using the following hypothetical scenario to determine the overall lowest responsive and responsible bidder:

<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
Laborer, 16 hours at hourly rate	\$ _____	\$ _____
Pipe Layer, 8 hours at hourly rate	\$ _____	\$ _____
Foreman, 16 hours at hourly rate	\$ _____	\$ _____
Materials required totaling \$300		\$ <u>300.00</u>

SCENARIO NO. 1 TOTAL: \$ _____

Bidder has included Anticollusion Statement with bid. Yes/No (Circle one)

Bidder has included certificate of insurance with bid. Yes/No (Circle one)

Bidder has included SCC form and number assigned Yes/No (Circle one)

Manpower: The Contractor has _____ (number) of employees available to his/her company to perform services as needed for this contract.

References: Indicate below a listing of at least three (3) recent references for whom you have provided similar services. Include the date services were furnished and the name, address, and phone number of the person we have your permission to contact.

<u>Client/Address</u>	<u>Date</u>	<u>Contact Person</u>	<u>Phone No</u>
1) _____ _____ _____	_____	_____	_____
2) _____ _____ _____	_____	_____	_____
3) _____ _____ _____	_____	_____	_____

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone No. _____ Fax _____

Email Address: _____ Cell Phone # _____

Soc. Security # or FIN # _____

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify by my signature below that I have received the documents associated with this bid and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to further claims against the City of Suffolk that the document were incomplete or not understandable.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interest Act, Code of Virginia, Section 2.1-639.1 et. seq.

* **Signature** _____ **Date** _____

Title _____

* Person signing bid should show title or authority to bind the firm in a contract.

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA
THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO
INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID**

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

RETURN THIS PAGE WITH COPIES OF DOCUMENTATION

ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM 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), 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.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

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 PROHIBITION; (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 SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, 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.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
 - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
 - C. 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.
 - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of Bidder:	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: ()	Title
Fax Phone Number: ()	
FIN/SSN#:	

Is your firm a "minority" business? Yes No If yes, please indicate the "minority" classification below:
 African American Hispanic American American Indian Eskimo Asian American Aleut
 Other; Please Explain: _____

Is your firm Woman Owned? Yes No Is your firm a Small Business? Yes No