



# CITY OF SUFFOLK

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## Purchasing Division

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

# INVITATION FOR BID

TITLE: **Automotive Lubricants**

ACCEPTANCE DATE: Prior to 3:00 p.m. – October 17, 2012 “Eastern Standard Time”

IFB NUMBER: 2013-00031

ACCEPTANCE PLACE: Finance Department, Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room  
441 Market St., Room 105

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

Cindy L. Norfleet, CPPB, Senior Buyer  
(757) 514-7522  
Email address: [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

This document can be downloaded from our web site: [www.suffolkva.us/bids/index.jsp](http://www.suffolkva.us/bids/index.jsp)

Issue Date: Sept. 28, 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 vendor is not listed as a prospective bidder.**

# INVITATION FOR BID

## Automotive Lubricants

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BID PRICING FORM AND OTHER FORMS TO BE EXECUTED BY THE BIDDER

Prepared by Cindy Norfleet, CPPB, Senior Buyer

Date: Sept. 28, 2012

## **1.0 PURPOSE**

The intent of this Invitation for Bid and resulting contract is to obtain the services of a qualified contractor to provide annual requirements of automotive lubricants for the Department of Fleet Management on an as needed basis in accordance with all specifications, terms and conditions herein. Products are intended for use by the City and shall not be available for resale to the general public. Products shall be delivered F.O.B. destination.

## **2.0 COMPETITION INTENDED**

It is the City's intent that this Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Purchasing Agent in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Purchasing Agent not later than five days prior to the date set for bids to close.

## **3.0 CONTRACT TERM**

The contract shall cover the period beginning immediately and continuing through September 30, 2013.

This contract may be renewed based on the terms and conditions at the expiration of its term by mutual agreement of the contractor and the City. The renewal may be for up to two (2) additional one-year periods through September 30, 2015.

Notice of intent to renew will be given to the Contractor in writing by the City, normally sixty (60) days before the expiration date of the current contract.

Initial rates and subsequent renewal rates must be guaranteed for a minimum of twelve (12) months. Any increase in rates shall be limited to the lesser of the Consumer Price Index for all Urban Consumers (CPI-U) – Other Goods and Services (unadjusted for the current 12 month period) or 3%. The City does not guarantee any rate increase.

## **4.0 PRODUCT SPECIFICATIONS**

4.1 All lubricating products delivered under this agreement shall meet all current ASTM standards. The Contractor shall only use transportation equipment that is signed, maintained, and approved for transporting petroleum products; appropriate precautions shall be taken to avoid product contamination.

4.2 Lubricating products currently used by the City, as well as estimated quantities used in the last fiscal year are listed below. Products offered must be ones currently used or approved equal. Products shall be delivered by bulk, 55-gallon drum, case, 5-gallon bucket, case, or 120-pound drum as indicted below. Whether delivered in bulk or in small quantities, product furnished shall be the same product.

<b>PRODUCT DESCRIPTION</b>	<b>ANNUAL USAGE</b>
Oil, Hydraulic, 76 UNAX AW ISO 32 (bulk)	10,300 gal.
Oil, Hydraulic, 76 UNAX AW ISO 32 (55 gallon drum)	3 drums
Oil, Hydraulic, AW32 (5 gallon bucket)	6 buckets
Oil, Hydraulic, AW45 (5 gallon bucket)	12 buckets
Oil, Hydraulic, 10W (5 gallon bucket)	4 buckets
Oil, Hydraulic, Mobile DTE 10 Excel #22 (5 gallon bucket)	6 buckets
Oil, Hydraulic, VS45 Non synthetic (5 gallon bucket)	8 buckets
Oil, Hydraulic, Aerial Lift Non-conductive (5 gallon bucket)	6 buckets
Oil, Hydraulic, 76 Tractor Fluid Low Viscosity (gallon bucket)	80 buckets
Oil, Motor, 76 Guardol QLT SAE 15W40 (bulk)	15,500 gal.
Oil, Motor, Fleet Supreme SAE 15W40 (case)	400 cases
Oil, Motor, 76 Super Synthetic Blend 5W30 (bulk)	10,000 gal.
Oil, Motor, 76 Super Synthetic Blend 5W30 (case)	40 cases
Oil, Motor, 76 Super Synthetic Blend 5W20 (case)	30 cases
Oil, Motor, 10W30 4 Stroke Outboard Motor (case)	1 case
Oil, Motor, 10W30 (case)	6 cases
Oil, Motor, SAE30 (case)	4 cases
Oil, Motor, 20W50 (case)	1 case
Oil, Motor, Synthetic 15W50 (case)	1 case
Fluid, Transmission, 76 Super ATF (case)	47 cases
Fluid, Transmission, 76 Super ATF (55 gallon drum)	4 drums
Fluid, Transmission, ATF4, Synthetic (case)	3 cases
Fluid, Transmission, Synthetic, Mercon V (case)	3 cases
Fluid, Transmission, Mercon V (case)	6 cases
Fluid, Transmission, Mercon LV (case)	4 cases
Fluid, Transmission, Mercon SP (case)	1 case
Fluid, Transmission, Synthetic, BP Autran SYN-295 (55 gal. drum)	4 drums
Fluid, Transmission, Dextron (case)	3 cases
Fluid, Transmission, Dextron III (55 gallon drum)	1 drum
Fluid, Transmission, Transynd, Fleetrite Synthetic (case)	4 cases
Oil, Gear 80W90 (55 gallon drum)	4 drums
Oil, Compressor/Turbine ISO VG 68 (5 gallon bucket)	4 buckets
Oil, Heat Transfer, Shell Turbo T68 (5 gallon bucket)	2 buckets
Oil, Pro-Tec Compressor (5 gallon bucket)	2 buckets
Grease, Dynalife L-EP 00 (35 pound bucket)	4 buckets
Grease, EP2 Permalube Redtac (120 pound drum)	2 drums
Grease, Red Tac Chassis (5 gallon bucket)	2 buckets
Lubricant, Rear Axle, 75W140 (case)	6 cases
Oil, Gear Synthetic 75W90 (55 gallon drum)	4 drums

4.3 Lubricating products delivered under this agreement shall meet or exceed those currently in use. Products offered must be from a brand name as marketed in retail outlets from the following approved MAJOR BRAND SUPPLIERS; independent suppliers will not be considered.

- Amoco
- Mobil
- BP
- Pennzoil
- Citgo
- Castrol
- Shell
- Texaco
- Exxon
- Sunoco
- Chevron
- Unocal 76
- Conoco/Phillips

4.4 Reclaimed or reprocessed oils will not be acceptable, nor will any oil which has been blended with processed or reclaimed oil.

4.5 Vendors are requested to supply "Product Application Sheets" including Typical Properties on each oil and lubricant bid upon to aid the City in its evaluation of the products proposed under this contract. Write your company name on any flyers or brochures submitted.

4.6 Product Specifications

Specifications below describe automotive lubricants required by the City. Bidder shall complete every space in the compliance column below with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied. Compliance sheets (Pages 5 - 7) must be submitted with the BID FORM.

a. **Motor Oil for use in Gasoline and Diesel Engines**

A.P.I. Licensed Brand S.A.E. Grade 15W-40 Only  
NO REREFINED OIL ACCEPTED

Must meet or exceed the A.P.I. Engine Classifications CJ-4, CI-4+, CI-4, CH-4, CG-4, CF-4, SL

Must meet or exceed the following manufacturer's specifications:

Mack EO-O Premium Plus, Mack EO-N Premium Plus 03, Mack EO-N Premium

Plus Volvo VDS-2, VDS-3

Caterpillar SEBU 6385, TO-2, ECF-1 Mercedes Benz 228.3

Cummins CES 20076, 20077, 20078 Ford M2C153-E

GMC ALLISON C-4, C-3 GMC 6094M, 6085M, ACEA E5

Navistar / International Mercedes Benz 228.3

Detroit Diesel 93K214, 7SE270, DHD-1 DDC/MTU Type 1, 2  
Case / Deere / Deutz / Komatsu / JCB

Must meet or exceed Military Specifications:

MIL-PRF-2104G, MIL-CID A-A-52306A, MIL-CID A-A-52039B

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

b. **Multi-Grade Motor Oil for use in Gasoline, and Diesel Engines**

A.P.I. Licensed Brand SAE 5W-20, 5W-30, SAE 10W-30  
NO REREFINED OIL ACCEPTED

Must meet or exceed the A.P.I. Engine Classifications:

SAE 5W-20 API SM / ILSAC GF-4  
SAE 5W-30 API SM / ILSAC GF-4  
SAE 10W-30 API SM / GF-4

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

c. **Gear Lubricants Multi-Grade SAE 80W-90, SAE 80W-140, SAE 75W-90, SAE 75W-140**

NO REREFINED OIL ACCEPTED

Must meet or exceed the following specifications:

API GL-5, MT-1 Mack GO-J Plus (75W-90)  
ArvinMeritor O-76N Mack GO-J (80W-140)  
S A E J2360 International TMS-6816  
Scania STO 1:0 Roadranger E 500 (TM)  
Shaes – 256 Mercedes Benz 235.8 (75W-90)

Must meet or exceed Military Specification: MIL-L-2105 E

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

d. **Synthetic Gear Lubricants SAE 80W-90, SAE 80W-140, SAE 75W-90, SAE 75W-140**

NO REREFINED OIL ACCEPTED

Must meet or exceed the following specifications:

API GL-5, MT-1 Mack GO-J Plus (75W-90)  
ArvinMeritor O-76N Mack GO-J (80W-140)  
S A E J2360 International TMS-6816  
Scania STO 1:0 Roadranger E 500 (TM)  
Shaes – 256 Mercedes Benz 235.8 (75W-90)

Must meet or exceed Military Specification: MIL-L-2105 E

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

- e. **HYDRAULIC FLUID Anti-Wear with Rust and Oxidation Inhibitors  
Hydraulic ISO Grade 32 Oil, Hydraulic ISO Grade 46 Oil**  
NO REREFINED OIL ACCEPTED

Must meet or exceed the following specifications:

Vickers M-2950-S, I-286-S Caterpillar

Denison HF-0, HF-1, HF-2

Cincinnati Milacron Koehring

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

- f. **MULTI PURPOSE GREASE, EXTREME PRESSURE, NLGI GRADE 00, 0,  
1, 2**  
NO REREFINED GREASE ACCEPTED

Must meet or exceed the following specifications:

Mack MG-C

Timken O.K. Load 15

Penetration ASTM – D517 280

Water Spray-off 15

Base Oil Viscosity (Extracted) 1,200

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

- g. **Transmission Fluid for use in G.M., Ford, and Allison Automatic  
Transmissions**  
NO REREFINED FLUID ACCEPTED

Transmission Fluid Must Be Licensed By Allison Transmission Under TES-  
295 Specification

Copy of License Required

Must also meet or exceed the following specifications:

Ford Mercon V, Mercon, TO-4, Voith, ZF, Dexron III, Allison C-4

Does your response comply with this requirement? Yes\_\_\_\_ No\_\_\_\_

## 5.0 SCOPE OF SERVICES

- 5.1 Bidders shall be responsible parties, regularly and practically engaged in providing the goods and services described herein and possess ample facilities for providing same. Bidder must be capable of servicing contract within five (5) days of notice of award. Bidder shall provide other information as requested to reflect his ability to guarantee delivery of product and required services.
- 5.2 The Contractor shall monitor all tanks for accumulations of water and note water level on each delivery ticket; excess water shall be removed by the Contractor as requested by the using agency. Maintenance service shall be performed during normal operating hours of the Fleet Maintenance facility.

### 5.3 Delivery

Delivery of lubricants shall be made F.O.B. destination to the Department of Fleet Management, 120 Forest Glen Drive, Suffolk, Virginia 23434 between the hours of 6:00 a.m. and 4:30 p.m., Monday through Friday (excluding holidays).

All products should be readily available. Products ordered by 12:00 noon shall be delivered on the same day of order; products ordered after 12:00 noon must be delivered by next work day.

The Contractor shall submit an invoice in duplicate with a signed copy of all delivery tickets. Delivery tickets must show quantity, part number, unit, unit price, and total cost of order. Bulk deliveries must be metered for quantity. Payments will be made in accordance with normal semi-monthly payment schedules.

Should any spillage occur during delivery by the Contractor, the Contractor shall be responsible for all cleanup, removal, and disposal of all contaminated materials. The City of Suffolk shall not be charged for the amount of product spilled.

## 6.0 **BID PRICING**

### 6.1 Unit Prices

The Contractor shall submit unit pricing on the BID FORM as indicated below. Contractors submitting bid prices in any other unit measurement may be considered non-responsive.

- a. **Bulk:** Pricing shall be furnished at a PRICE PER GALLON.
- b. **55-Gallon Drum:** Pricing shall be furnished at a PRICE PER DRUM.
- c. **Case:** Case pricing shall include 12 quarts and shall be furnished at a PRICE PER CASE (includes long-neck quarts).
- d. **5-Gallon Bucket:** Pricing shall be furnished at a PRICE PER BUCKET.
- e. **120-Pound Drum:** Pricing shall be furnished at a PRICE PER DRUM.

Whether furnished as a bulk purchase or smaller quantity purchase, product offered shall remain the same.

The City owns all bulk tanks required to house automotive lubricants; the vendor will not be required to furnish tanks.

- 6.2 The Contractor will be responsible for payment of all taxes and shall make application for reimbursement of taxes from the Internal Revenue Service, as applicable, for products sold for the exclusive use of local government. Bid prices shall be exclusive of all taxes.



## 7.0 INSTRUCTIONS TO BIDDERS

### 7.1 Submission of Bids

Pricing must be submitted on the Invitation for Bid pricing form only; failure to submit a bid on the official City form provided for that purpose shall be a cause for rejection of the bid. Include other information as requested or required. All bids shall be submitted in a sealed envelope and properly identified with the IFB number, IFB name and time and date of opening. Bids must be received by the Purchasing Division no later than the time specified on the opening date. **Bids may be mailed to City of Suffolk, Purchasing Division, P.O. Box 1858, Suffolk, VA 23439 or hand delivered to 441 Market Street, Room 105, Suffolk, Virginia 23434.** Faxed and e-mailed bids shall not be accepted.

It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. The "official" time of acceptance will be via electronic date/time stamp upon receipt of the bid package in the Purchasing Division office. The Bid may not be changed by markings on the envelope. Only the amounts indicated on the BID Form will be considered in determining the final Bid amount.

### 7.2 City Contacts

Questions related to bid submittals should be directed to:

*Cindy Norfleet, Senior Buyer*  
(757) 514-7522  
[cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

The Senior Buyer is the designated authorized spokesperson for the City of Suffolk with respect to this IFB. All questions should be directed to the Buyer's attention. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and locally elected officials. Any such unauthorized contact may disqualify the bidder from this procurement.

### 7.3 Firm Pricing

Bid price must be firm for City acceptance for ninety (90) days from bid opening date.

### 6.4 Pricing to be F.O.B. Destination – Freight Included

Pricing shall be F.O.B. destination-freight included for all competitive bids. F.O.B. Destination-Freight Included shall include all shipping costs to the City location(s) at the unit cost. No additional shipping charges shall be allowed.

## 7.5 Unit Price

Bid unit price on quantity specified – extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

## 7.6 Contract Quantities

The quantities specified in the Invitation for Bid are estimates only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity, which will be ordered, since such volume will depend upon requirements, which develop during the contract period.

Quantities shown shall not be construed to represent any amount which the City shall be obligated to purchase under the contract, or relieve the contractor of his obligation to fill all orders placed by the City. **NO BID WILL BE CONSIDERED WHICH STIPULATES THAT THE CITY OF SUFFOLK SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY.**

## 7.7 Authority to Bind Firm in Contract

Bids must include full legal firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show Title or Authority to bind the firm in a Contract.

## 7.8 Withdrawal of Bids

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request in writing on the issuing company's letterhead either in person or by certified mail. No bids may be withdrawn after the established bid opening date or time, unless the purchaser has extended the opening date.

## 7.9 Rejection of Bid

The City reserves the right to waive any technical errors in bids received and/or to reject any and all bids. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected; any bid failing to comply with all terms and conditions or failing to conform to the specifications may be rejected; any bid having interlineations, erasures, or corrections not appropriately initialed by the bidder may be rejected; and any bid accompanied by an insufficient or irregular bid security may be rejected.

## 7.10 Late Bids

Late bids will be returned to bidder unopened, if opening date and bidder's return address is shown on the container. Late bids shall not be accepted. It is the responsibility of the bidder to ensure the bid is received prior to the bid acceptance time.

## 7.11 Rights of City

The City reserves the right to accept or reject all or part of any bid, waive any informality and award the contract to the lowest responsive and responsible bidder to best serve the interest of the City.

In accordance with the Virginia Public Procurement Act Section 2.2-4320 B, a public body may waive informalities in bids. An “informality” is defined in Section 2.2-4301 as “a minor defect or variation of a bid or proposal from the exact requirements of the Invitation to Bid, or the Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.”

The City further reserves the right to request clarification on any bid submittal or any documents requested or included in the bid submittal. Requests for insurance documents, additional specification requirements, drawings, contractor’s license, standard forms, etc. which may inadvertently be omitted from the BID FORM may be considered to be an “informality” and may be submitted at a later date, at the option of the City, as long as the omissions do not affect the price, quality, quantity or delivery for the goods or services being procured.

## 7.12 Use of Contract by Other Public Bodies

Bidders are advised that the resultant contract may be extended, with the authorization of the Bidder, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract.

If any other public body decides to use the final contract, the Contractor shall deal directly with the public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The City of Suffolk acts only as the “Contracting Agent” for these public bodies. Failure to extend a contract to a public body will have no effect on consideration of your bid. It is the Contractor’s responsibility to notify the public body(s) of the availability of the contract(s).

Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of this contract is consistent with their laws, regulations and other policies.

Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

The City of Suffolk shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

### 7.13 Inclement Weather/Closure of City Hall

If City Hall is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.

### 7.14 Basis for Award

Contract award will be made to the lowest responsive and responsible bidder at the City's sole discretion. The City reserves the right to award the contract by item or in total for the contract period; the decision to make such award will be at the sole discretion of the City.

### 7.15 Announcement of Award

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the City will publicly post such notice on the bulletin board located outside of Room 105 of the Purchasing Division and/or on the City's web site, [www.suffolkva.us/bids/index.jsp](http://www.suffolkva.us/bids/index.jsp) for a minimum of ten (10) days.

### 7.16 Bidder Qualification

Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.

### 7.17 Taxes in Arrears

No bid or proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears, or is in default to the City upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the City.

## 8.0 CONTRACT TERMS AND CONDITIONS

### 8.1 License Requirement

All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance. Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement.

Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260.

### 8.2 Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall consist of all policies, endorsements, declaration pages, and certificates of insurance and shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the offeror for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after delivery date.

#### a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

##### 1. Minimum Limits

General Liability:

\$1,000,000 General Aggregate Limit  
\$1,000,000 Products & Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence Limit  
\$1,000,000 Fire Damage Limit  
\$ 500,000 Medical Expense Limit

#### b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the offeror, his agents, representatives, employees or subcontractors.

##### 1. Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit  
\$1,000,000 Each Occurrence Limit

\$ 500,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia. Employers Liability, \$1,000,000.

d. Umbrella/Excess Liability

\$1,000,000 umbrella/excess liability coverage

e. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided.
2. The City of Suffolk, its' officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. A copy of all endorsements, declaration pages, and policies that address additional insured shall be provided. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the City.
4. Shall provide thirty (30) days written notice to the City before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverages for subcontractors of the offeror shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the declaration page(s), endorsement(s), and/or policies and shall be subject to approval by the City. At the option of the City, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the offeror shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the City, its' officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the City, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.

9. The offeror shall furnish the City with all certificates of insurance, endorsements, declaration pages, and policies affecting coverage. All documents are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from City's Risk Officer.

All coverages designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

### 8.3 Indemnity/Hold Harmless Clause

The CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officials, employees, agents, and representatives thereof from any and all losses, damages, claims, fines, penalties, suits, costs, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property which arise out of any violation of law by, and all acts and omissions of the CONTRACTOR, the CONTRACTOR'S agents, employees, or customers occurring in connection with the products and services covered herein or from any claims or amounts arising from the violation of any law, bylaw, ordinance, regulation or decree.

The CONTRACTOR'S indemnification obligation with respect to any and all claims against the CITY or any of its officers, agents, employees, by any employee or statutory employee of the CONTRACTOR, or any of CONTRACTOR'S subcontractors, or anyone directly or indirectly employed by any of them, or anyone for whose acts the CONTRACTOR or CONTRACTOR'S subcontractor may be liable, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any of CONTRACTOR'S subcontractors under workers' compensation laws, disability benefit laws or other applicable employee benefit laws.

### 8.4 Safety

All contractors and subcontractors performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

## 8.5 Anti-Discrimination

By submitting their bids, bidders 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 (VPPA). 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 public bodies 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 public body. (Code of Virginia 2.2.4343.1E).

Every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in 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 nondiscrimination clause.
  - b. 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.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## 8.6 Ethics In Public Contracting

By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, 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. (Code of Virginia 2.2.4367)

#### 8.7 Compliance with Federal Immigration Law

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

#### 8.8 Debarment Status

By submitting a bid, bidders 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.

#### 8.9 Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Suffolk all rights, title and interest in and to all causes of 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 City of Suffolk under said contract.

#### 8.10 Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, 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; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) 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, 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.

#### 8.11 Exemption from Taxes

The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk.

#### 8.12 Faith Based Organization

City of Suffolk does not discriminate against faith-based organizations.

#### 8.13 Substitutions

NO substitutions or cancellations are permitted after award without written approval by the Purchasing Agent.

#### 8.14 Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments.

Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice. Unless otherwise provided, interest on the payment shall not exceed the rate of one percent (1%) per month.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

#### 8.15 Payments to Subcontractors

Within seven (7) days after receipt of monies paid by the City for work performed by a subcontractor under this contract, the contractor shall either:

- a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this contract; or
- b. Notify the City and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b above.

Payments to subcontractor(s) shall be made in accordance with §2.2-4354 of Code of Virginia (1950), as amended. Unless otherwise specified in this contract, interest shall accrue at the rate of one percent (1%) per month.

#### 8.16 Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

#### 8.17 Termination without Cause

The City may at any time, and for any reason, terminate this Contract by written Notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination.

If the City terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the City any work completed or in process for which payment has been made.

#### 8.18 Termination with Cause/Default/Cancellation

In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Contract as of the mailing date of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

#### 8.19 Non Appropriation – Availability of Funds

It is understood and agreed between the parties hereto that the City shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this Contract. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this Contract, the City shall immediately notify Contractor of such occurrence and this Contract shall terminate on the last day of the fiscal year for which (an) appropriation(s) (was) were received without penalty or expense to the City of any kind whatsoever.

## 8.20 Severability

If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

## 8.21 Responsibility of Contractor

The Contractor shall, without additional costs or fee to the City, correct or revise any errors or deficiencies in his performance. Neither the City's review, approval or acceptance of, nor payment for any of the services required under this Contract shall be deemed a waiver of rights by the City, and the Contractor shall remain liable to the City for all costs which are incurred by the City as a result of the Contractor's negligent performance of any of the services furnished under this Agreement.

## 8.22 Changes and Additions

It shall be the responsibility of the Contractor to notify the City, in writing, of any necessary modifications or additions in the Scope of this Contract. Compensation for changes or additions in the Scope of this Contract will be negotiated and approved by the City, in writing.

It is understood and agreed to by both the City and the Contractor that such modifications or additions to this Contract shall be made only by the full execution of the City's standard change order form. Furthermore, it is understood and agreed by both parties that any work done by the Contractor on such modification or addition to this Contract prior to the City's execution of its standard change order form shall be at the total risk of the Contractor and said work may not be compensated by the City.

## 8.23 Non-Assignment of Contract

The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

## 8.24 Controlling Law; Venue, Pending/During Litigation

This CONTRACT shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this CONTRACT, the parties agree to the exclusive jurisdiction and venue of the appropriate state court for the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The CONTRACTOR shall not cause a delay in services because of pending litigation or during litigation proceedings, except with the express, written consent of the CITY or by written instruction/order from the Court.

8.25 Compliance with State Law; Foreign and Domestic Business authorized to Transact Business in the Commonwealth (VPPA §2.2 – 4311.2)

A bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror 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 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. A public body may void any contract with a business if the business fails to remain in compliance with the provisions of this section.

8.26 Waiver

The failure by one party to require performance of any provision of this contract shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of the contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

# BID FORM

**TO:** City of Suffolk, VA  
 Purchasing Division  
 441 Market Street  
 Suffolk, VA 23434

**BID:** Automotive Lubricants  
**DUE:** *October 17, 2012*  
**TIME:** 3:00 p.m., Eastern Standard

Quote firm UNIT PRICE as indicated below to furnish and deliver automotive lubricants to be delivered F.O.B. Fleet Management, 120 Forest Glen Drive, Suffolk, Virginia in accordance with all specifications, terms, and conditions herein. Bid price shall be exclusive of all taxes and inclusive of all transportation, unloading, surcharges, insurance, or any other expenses incurred by the Contractor in complying with these specifications.

Quantities below are estimated for the purpose of bid evaluation; quantities purchased will be determined by actual needs.

<u>Annual Quantity</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Amount</u>
1) 10,300 gallons	Oil, Hydraulic, 76 UNAX AW ISO 32 (bulk)	\$_____/gal.	\$_____
2) 3 drums	Oil, Hydraulic, 76 UNAX AW ISO 32 (55 gallon drum)	\$_____/drum	\$_____
3) 6 buckets	Oil, Hydraulic, AW32 (5 gallon bucket)	\$_____/bucket	\$_____
4) 12 buckets	Oil, Hydraulic, AW45 (5 gallon bucket)	\$_____/bucket	\$_____
5) 4 buckets	Oil, Hydraulic 10W (5 gallon bucket)	\$_____/bucket	\$_____
6) 6 buckets	Oil, Hydraulic Mobile DTE 10 Excel #22 (5 gal. bucket)	\$_____/bucket	\$_____
7) 8 buckets	Oil, Hydraulic, VS46 Non synthetic (5 gal. bucket)	\$_____/bucket	\$_____
8) 6 buckets	Oil, Hydraulic, Aerial Lift Non-Conductive (5 gal. bucket)	\$_____/bucket	\$_____
9) 80 buckets	Oil, Hydraulic, 76 Tractor Fluid Low Viscosity (5 gal. bu)	\$_____/bucket	\$_____
10) 15,500 gallons	Oil, Motor, 76 Guardol QLT SAE 15W40 (bulk)	\$_____/gal.	\$_____
11) 400 cases	Oil, Motor, Fleet Supreme SAE 15W40 (case)	\$_____/case	\$_____
12) 10,000 gallons	Oil, Motor, 76 Super Synthetic Blend SW30 (bulk)	\$_____/gal.	\$_____
13) 40 cases	Oil, Motor, 76 Super synthetic Blend SW30 (case)	\$_____/case	\$_____
14) 30 cases	Oil, Motor, 76 Super Synthetic Blend (SW20 (case)	\$_____/case	\$_____
15) 1 case	Oil, Motor, 10W30 4 Stroke Outboard Motor (case)	\$_____/case	\$_____
16) 6 cases	Oil, Motor, 10W30 (case)	\$_____/case	\$_____

<u>Annual Quantity</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Amount</u>
17) 4 cases	Oil, Motor, SAE30 (case)	\$_____/case	\$_____
18) 1 case	Oil, Motor, 20W50 (case)	\$_____/case	\$_____
19) 1 case	Oil, Motor, Synthetic 15W50 (case)	\$_____/case	\$_____
20) 47 cases	Fluid, Transmission, 76 Super ATF (case)	\$_____/case	\$_____
21) 4 drums	Fluid, Transmission, 76 Super ATF (55 gallon drum)	\$_____/drum	\$_____
22) 3 cases	Fluid, Transmission, ATF4, Synthetic (case)	\$_____/case	\$_____
23) 3 cases	Fluid, Transmission, Synthetic, Mercon V (case)	\$_____/case	\$_____
24) 6 cases	Fluid, Transmission, Mercon V (case)	\$_____/case	\$_____
25) 4 cases	Fluid, Transmission, Mercon LV (case)	\$_____/case	\$_____
26) 1 case	Fluid, Transmission, Mercon SP (case)	\$_____/case	\$_____
27) 4 drums	Fluid, Transmission, Synthetic, VP Autran SYN-295 (55 gallon drum)	\$_____/drum	\$_____
28) 3 cases	Fluid, Transmission, Dextron (case)	\$_____/case	\$_____
29) 1 drum	Fluid, Transmission, Dextron III (55 gallon drum)	\$_____/drum	\$_____
30) 4 cases	Fluid, Transmission, Transynd, Fleetrite Synthetic (case)	\$_____/case	\$_____
31) 4 drums	Oil, Gear 80W90 (55 gallon drum)	\$_____/drum	\$_____
32) 4 buckets	Oil, Compressor/Turbine ISO VG 68 (5 gallon bucket)	\$_____/bucket	\$_____
33) 2 buckets	Oil, Heat Transfer, Shell Turbo (5 gallon bucket)	\$_____/bucket	\$_____
34) 2 buckets	Oil, Pro-Tec Compression (5 gallon bucket)	\$_____/bucket	\$_____
35) 4 buckets	Grease, Dynalife L-EP 00 (35 pound bucket)	\$_____/bucket	\$_____
36) 2 drums	Grease, EP2 Permalube Red Tac (120 pound drum)	\$_____/drum	\$_____
37) 2 buckets	Grease, Red Tac Chassis (5 gallon bucket)	\$_____/bucket	\$_____
38) 6 cases	Lubricant, Rear Axle, 75W140 (case)	\$_____/case	\$_____
39) 4 drums	Oil, Gear, Synthetic 75W90 (55 gallon drum)	\$_____/drum	\$_____

**GRAND TOTAL:** \$\_\_\_\_\_

**Best Guaranteed Delivery:** \_\_\_\_\_

Bidder has included the following with the bid submittal (√ if you comply):

- Anticollusion Clause
- Specifications Compliance Pages (5-7)
- Proof of Authority to Transact Business in Virginia

**Payment Terms/Discounts** \_\_\_\_\_ (Suffolk's payment schedule: items accepted and invoiced by 10th of month will be paid month end. Cash discounts offered for less than thirty (30) days from receipt of proper invoice will not be considered in award.)

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Person Quoting \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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 right to future claims against the City of Suffolk that the documents were incomplete or not understandable.

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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



**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.

<b>Name and Address of Bidder:</b>	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: (    )	
Fax Phone Number: (    )	Title
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

**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**