



INVITATION FOR BID

City of Suffolk

IFB #2014-00011- IC

August 1, 2013

Purchasing Division

441 Market Street, Room 105

Suffolk, VA 23434

Phone: (757) 514-7523 Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

Police Uniforms – Annual Services Contract

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid.

SCOPE OF WORK – The intent of this bid is to hire a single qualified contractor to provide Suffolk Police Department uniforms and accessories on an as-needed basis to be furnished and delivered F.O.B. destination Suffolk Police Department, 111 Henley Street, in accordance with all specifications, terms, and conditions herein.

Bid Due: 3:00 p.m., August 13, 2013

Contract Officer: _____

Ivy Crawford, Buyer I, icrawford@suffolkva.us

**** SUBMIT ENTIRE SECTION A****

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

INVITATION FOR BID

Police Uniforms – Annual Services

SECTION/TITLE

Section A	3
1.0 PURPOSE	3
2.0 COMPETITION INTENDED.....	3
3.0 CONTRACT PERIOD	3
4.0 GENERAL SPECIFICATIONS.....	3
5.0 SPECIFICATIONS.....	8
REFERENCES.....	27
ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES.....	29
PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA.....	30
EXCEPTION PAGE.....	32
Section B	33
INSURANCE REQUIREMENTS.....	34

Section A

(Include cover: Submit with bid)

1.0 PURPOSE

The intent of this Invitation for Bid is to establish an annual contract whereby the City of Suffolk Police Department may acquire uniforms and accessories on an as-needed basis to be furnished and delivered F.O.B. destination Suffolk Police Department, 111 Henley Street, in accordance with all specifications, terms, and conditions herein.

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 (5) days prior to the date set for bids to close.

3.0 CONTRACT PERIOD

The contract shall cover the period from fully executed contract through August 31, 2015.

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 three (3) additional one-year periods.

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 GENERAL SPECIFICATIONS

4.1 General Specifications

Any quantities shown are approximate and are for the purpose of bid evaluation. The City of Suffolk reserves the right to order such goods or services as may be required during the said period, and it also reserves the right not to order any goods or services bid upon by the vendor, if it is found that such services are not required by the City during the period covered by this contract.

All work shall be on an AS NEEDED BASIS in accordance with specifications and conditions herein and as instructed and scheduled with the using department. The City does not guarantee any minimum amount of expenditures for the Contractor during the contract period; the quantity of goods or services ordered are to be determined by the using department.

Successful Bidder shall have at least three (3) years of experience in providing the services/goods detailed in this Invitation to Bid and the necessary resources to perform the services or provide the goods. Bidder's references shall demonstrate the capability, in all respects, to perform the work specified herein.

4.2 Substitutions/Replacements

Brand names specified herein convey the type and quality of materials and construction required by the Suffolk Police Department in the performance of their work. It is not the intent of the City for these specifications to be proprietary; equals will be evaluated in accordance with comparable quality, technology, function ability, and suitability for the purpose intended.

The City, in its sole opinion, will determine whether the clothing/accessories offered are equal to that specified.

In the event any manufacture discontinues any style of wearing apparel or shoe on this agreement, the Bidder shall supply another style equal to or greater than the specification on that item. Any substituted item shall be subject to the approval of the Police Department.

4.3 Delivery

All clothing/accessories shall be delivered F.O.B. destination Suffolk Police Department, 111 Henley Street Suffolk, Virginia 23434.

Listings of all "in-stock" items are to be maintained at 30% by the vendor and made available to the City of Suffolk upon request.

Vendor shall maintain small warehouse of slightly used uniforms and pull from those first when completing orders as available.

All stock/standard sizes shall be delivered within thirty (30) days after receipt of order and special sizing stock shall be delivered within forty (45) days after receipt of order.

Successful Bidder shall bag and label all orders per individual officer or staff member.

4.4 Measurements and Alterations

Successful Bidder shall have the capabilities, facilities, and equipment necessary to fit any and all employees with the proper size, style, and quantity of wearing apparel and/or shoes specified herein. Said Bidder shall also be required to be located, or be capable of providing a facility located, in close proximity to the City so personnel can be transported within reasonable driving time (40 miles from

Police Headquarters) to the facility for the purpose of being measured and having uniforms altered to fit on an immediate basis, if necessary. The distance requirement applies only to the footwear, shirts and blouses, sweaters, trousers and pants, coats and jackets of the specifications.

If needed and when called upon, the Contractor shall be required to have a representative available to the department within 2 business days.

Successful Bidder shall have on hand at their facility qualified personnel to measure and fit uniforms, and a trained tailor to fit and alter uniforms.

Successful Bidder shall be required to have a rep at the department 1 day a month on an agreed upon scheduled date. Any change in date shall be agreed upon at least 72 hours in advanced.

Successful Bidder shall accomplish alterations on all orders as required. The bid price of all new purchases are to include alterations, attachments, hemming and sewing.

4.5 Departmental Information

The City of Suffolk Police Department consists of multiple divisions for this bid purpose. Listed are the requirements for all divisions. The CUSTOM SPD STRIPED POLYESTER TROUSERS & SHIRTS – NAVY though not listed in each division, will be needed for most divisions. There are a few items that are not division specific.

Department contact – Sgt. Keith Fromme may be reached at (757) 514-4210.

4.6 Ownership of Work Product

Any work performed under a contract resulting from this Invitation to Bid shall be deemed to be work made-for-hire and belongs exclusively to the City. The City retains the right to obtain and to hold in its own name copyrights, registrations, or such other protection as may be appropriate to the work performed, and any extension or renewals thereof. Successful Bidder shall assist the City, or the City's designee, in perfecting the rights herein above defined and shall charge the City for such assistance at successful Bidder's then current consultant rates.

Examples:

- a. Artwork (logos, typesetting, plates, copy layouts)
- b. Computer Software Development
- c. Dies
- d. Patches, emblems, badges

4.7 Management Reports

The Contractor shall provide a semi-annual year-to-date summary report to the Purchasing Division of items purchased by the City.

Bidder should furnish sample report format if available; bidder will not be penalized for inability to provide this service.

4.8 Soft Concealable Body Armor –

The specification details the style, quality and the minimum requirements of concealable, bullet resistant, soft body armor intended for use by male and female officers. All vests shall provide protection against labeled projectile penetration while reducing blunt trauma and vest distortion to acceptable levels. The successful bidder shall be required to supply the individual vests with applicable options and colors as ordered for male or female officers.

Each piece of soft body armor shall include the following:

- a. One (1) set of ballistic panels
- b. Two (2) complete washable carrier
- c. One (1) Trauma Reduction Insert

The soft body armor alone without any additional plates, cores or accessories shall provide a minimum of threat level IIIA. Ballistic protection as described by the National Institute of Justice's (NIJ) Standard 0101.06 dated July 2008. All armor provided must be certified subsequent to July 2008 and be in complete compliance with this specification, as well as provide compliance to the aforementioned NIJ Standard for both labeling and ballistic performance. Additionally, all Body Armor Manufactures participating in this bidding process must have a certified ISO 9001/2000 Quality Management System, implemented & maintained.

Each individual piece of soft body armor must be provided with a removable Outer shell in order to allow the removal of the ballistic components for laundering. The Outer shell will be constructed with a 65/35% Poly-Cotton face with Teflon a finish for added Stain resistance. The City of Suffolk recognized that trauma plate pockets sewn onto the ballistic panel cover only increase the opportunity for water intrusion. As a result, the City will only purchase armor that incorporated a pouch located on the upper midsection of the front carrier to accommodate a 5"x8" or 6" x 8" trauma reduction device.

Each bidder must submit the following documentation for the vest being offered:

- a. NIJ letter of certification to the 01010.06 Standard
- b. HP White or US Test Labs Independent 0101.06 Certification cover letter.
- c. HP White or US Test Labs Independent 0101.06 Summary of Results.
- d. HP White or US Test Labs Independent 0101.06 V50 Detail Report 9mm.
- e. HP White or US Test Labs Independent 0101.06 V50 Detail Report 357.
- f. HP White or US Test Labs Independent 0101.06 F50 Detail Report 44 Magnum.

Delivered vests must be available in male and female versions. Each vest delivered shall provide front, back, and complete side protection. Female vests should only be available to meet at the side to ensure proper comfort and fit. All corners of the vest must be rounded. The vest design shall allow it to be worn comfortably while being concealed under a shirt or outer garment. Each version shall be designed to assure optimum fit for the gender for which it is intended.

All units shall be delivered in new condition with no flaws in color, material or workmanship.

The contractor shall warrant its ballistic panels for a minimum of 5 years and its removable washable outer shells for 12 months against defects in material and workmanship. This warranty shall be extended to the original owner.

Manufacturer of submitted armor shall provide proof of product liability insurance in the amount of \$20,000,000. No bidder shall have had a settlement on any claim filed against them for product liability at any time.

5.0 SPECIFICATIONS

See **Attachment A** for additional specifications for other than standard industry items:

5.1 FOOTWEAR -*Male and Female* - **SIZES - 4 TO 14**

- BATES, 8 INCH, SIDE ZIP
- DUTY BOOT, 6 INCH (MAGNUM OR BATES)
- DUTY BOOT, 8 INCH (MAGNUM OR BATES)
- DRESS OXFORD, HIGH GLOSS (BATES LITES)
- DISPATCHER OXFORD (SKIDBUSTER)
- ATHLETIC SHOES FOR BIKE/BOAT (BATES ZERO MASS)

5.2 SHIRTS AND BLOUSES - *Male and Female* - **L/S=LONG SLEEVE -- S/S=SHORT SLEEVE**

- POLICE CLASS A L/S, NAVY, FEMALE
- POLICE CLASS A S/S, NAVY, FEMALE
- POLICE CLASS A L/S, NAVY, MALE
- POLICE CLASS A S/S, NAVY, MALE
- ANIMAL CONTROL CLASS A L/S, GREEN, FEMALE
- ANIMAL CONTROL CLASS A S/S, GREEN, FEMALE
- ANIMAL CONTROL CLASS A L/S, GREEN, MALE
- ANIMAL CONTROL CLASS A S/S, GREEN, MALE
- CLASS A L/S, LIGHT BLUE (PARKING)
- CLASS A S/S, LIGHT BLUE (PARKING)
- DISPATCH L/S, (LADY EDWARDS)
- DISPATCH S/S, (LADY EDWARDS)
- COMMAND L/S, DRESS WHITE
- CLASS B, UTILITY L/S SHIRTS, FEMALE
- CLASS B, UTILITY S/S SHIRTS, FEMALE
- CLASS B, UTILITY L/S SHIRTS, MALE
- CLASS B, UTILITY S/S SHIRTS, MALE
- POLO L/S (5.11 OR COMPARABLE)
- POLO S/S (5.11 OR COMPARABLE)
- LARGE POLICE PANEL FOR POLO SHIRT
- FLYING WHEEL MOTORCYCLE PATCH
- CLOTH DIVER INSIGNIA FOR DIVE TEAM SHIRTS
- RECRUIT L/S SHIRT, KHAKI (DICKIES)
- RECRUIT S/S SHIRT, KHAKI (DICKIES)
- STANDARD DEPARTMENT PATCH
- SERVICE STRIPES
- CLOTH BADGES

5.3 SWEATERS - *Male and Female* - L/S=LONG SLEEVE

- DISPATCH SWEATER, BUTTON FRONT, WITH RE-ENFORCED ELBOWS

5.4 TROUSERS AND PANTS - *Male and Female*

- POLICE CLASS A WITH CUSTOM STRIPE, FEMALE
- POLICE CLASS A WITH CUSTOM STRIPE, MALE
- MOTORCYCLE CLASS A WITH CUSTOM STRIPE AND FEATURES
- ANIMAL CONTROL CLASS A WITH CUSTOM STRIPE, FEMALE
- ANIMAL CONTROL CLASS A WITH CUSTOM STRIPE, MALE
- CLASS B, UTILITY, FEMALE
- CLASS B, UTILITY, MALE
- BIKE PATROL PANTS, WIND PROOF, NON-ZIP OFF LEGS
- BIKE/MARINE/DIVE SHORTS
- DISPATCH, NAVY, FEMALE
- DISPATCH, NAVY, MALE
- PARKING, NAVY
- EMT UTILITY PANTS WITH REFLECTIVE TAPE ON REAR AND SIDE POCKETS
- RECRUIT PANTS, KHAKI (DICKIES)

5.5 ACCESSORIES

- CLIP ON NECK TIES, POST OFFICE BLUE
- CLIP ON NECK TIES, BLACK
- MOCK TURTLE NECKS
- GLOVES, WHITE CLOTH
- LEATHER DUTY BELT, HIGH GLOSS WITH SILVER BUCKLE
- LEATHER WAIST BELT, SILVER BUCKLE
- LEATHER WAIST BELT, HIGH GLOSS WITH GOLD BUCKLE
- NYLON DUTY BELT
- NYLON WAIST BELT
- BUCKLE ONLY
- CAMPAIGN STRAW HAT WITH EYE, GRAY (STRATTON)
- CAMPAIGN STRAW HAT WITH EYE, AC GREEN (STRATTON)
- CAMPAIGN HAT RAIN COVER, PER BOX
- HAT STRAP, LEATHER
- HAT CORD WITH ACORN
- VA HAT SEAL
- STOCKING CAP, BLACK WITH "SPD" EMBROIDERED

- BASEBALL STYLE CAP, NAVY BLUE (PORT AUTHORITY)

5.6 COATS AND JACKETS

- SPIEWAK COAT WITH ZIP OUT LINER, NAVY BLUE
- ANIMAL CONTROL COAT WITH LINER, GREEN
- COMMAND STAFF/HONOR GUARD CUSTOM DRESS COAT
- OLYMPIC BIKE PATROL COAT, POLICE LETTERING ON FRONT AND REAR
- SPIEWAK HI-VIZ GREEN JACKET WITH LETTERING ON RIGHT CHEST AND BACK

5.7 DUTY GEAR

- G&G H627-3 HI GLOSS MAG POUCH
- G&G H681-3 HI-GLOSS OC POUCH
- G&G H70 HI-GLOSS CUFF CASE
- G&G B59FL4R 4 STITCH LEATHER, LINED DUTY BELT, HIGH GLOSS
- SAFARILAND DUTY HOLSTER
 - 6280-180-91 RH
 - 6280-180-92 LH
- 21" ASP BATON, FRICTION LOCK #52411
- ASP TECH SCABBARD 21 A #52434
- G&G HI-GLOSS BLACK LEATHER BELT KEEPER, B-76
- HI-GLOSS LIGHT HOLDER BIANCHI BC7326
- G&G HI-GLASS GLOVE PUCH H555
- G&G X627-3 NYLON MAG POUCH
- G&G X681-3 NYLON OC POUCH
- G&G X70 NYLON CUFF CASE
- SAFARILAND (NYLON USE) DUTY HOLSTER
 - 6280-180-131 RH
 - 6280-180-132 LH
- MOLDED BELT KEEPERS, BLACKHAWK 44B300BK
- UNIVERSAL RADIO CASE (NYLON USE) UNCLE MIKE'S 88806
- NYLON LIGHT HOLDER BIANCHI 7326
- ASP TECH SCABBARD 21 A 52432 BLACK TEXTURED
- NYLON GLOVE POUCH, UNCLE MIKE'S 89072
- G&G DETECTIVE DOUBLE MAG POUCH, BLACK LEATHER 831B
- AKER DETECTIVE OC/CUFF POUCH, BLACK LEATHER 619

5.8 SWAT UNIFORM

- TACTICAL ACU STYLE BLOUSE, TDU/OD GREEN

- TACTICAL ACU STYLE TROUSERS, TDU/OD GREEN
- GORTEX RAIN TOP WITH FLEECE LINER, TDU/OD GREEN
- GORTEX RAIN PANTS, TDU/OD GREEN
- ATAC SOFT PADDED GLOVES, FLAME AND CUT RESISTANT, BLACK

5.9 BALLISTIC VESTS

- SURVIVAL ARMOUR LEVEL IIIA VEST
- TACTICAL OUTER CARRIER WITH POLICE/CSI PANELS
- CONCEALED CARRIER ONLY, WHITE/BLUE

5.10 AWARDS, BADGES, PINS, ETC. (BLACKINGTON SUPPLIES)

- BADGES, BLACKINGTON WITH PIN, BLACK LETTERING
- BADGES, BLACKINGTON, FLAT FOR WALLET WITH CLIP, BLACK LETTERING
- LARGE COLLAR DEVICE
- SMALL COLLAR DEVICE
- NAME BAR, BLACK LETTERING, BLACKINGTON
- NAME BAR, ATTACHMENT, SINGLE, BLACKINGTON
- NAME BAR, ATTACHMENT, DOUBLE, BLACKINGTON
- MOTORCYCLE PIN, BLACKINGTON
- FATALITY INVESTIGATOR PIN, BLACKINGTON
- DIVER PIN
- SWAT PIN
- CAB SLIDERS (AWARDS), BLACKINGTON
- CAB SLIDER HOLDER, SINGLE
- CAB SLIDER HOLDER, DOUBLE
- CAB SLIDER HOLDER, TRIPLE
- CAB SLIDER HOLDER, 4 BAR
- CAB SLIDER HOLDER, 5 BAR
- LIFE SAVING MEDAL WITH SLIDER IN CASE, BLACKINGTON
- MEDAL OF VALOR WITH SLIDER IN CASE, BLACKINGTON
- FLAG PINS
- WHISTLE
- WHISTLE CHAIN
- WHISTLE HOOK

5.11 ALTERATIONS/EMBROIDERY

- ADD CLOTH BADGE
- ADD CHEVRONS
- ADD SERVICE STRIPES
- ADD/CREATE NAME TAPES
- ADD XIPPERS TO FEMALE CLASS A SHIRTS
- ADJUST TROUSER HEM

- ADJUST SLEEVE LENGTH
- EMBROIDERY FOR SHIRTS
- EMBROIDERY FOR BALL CAPS

Alteration Guidelines

Pricing of each item shall include artwork, embroidery, alterations, attachments, hemming, and sewing on all new garments purchased, and such work shall be performed within ten (10) days of order placement.

- a. Successful Bidder shall be required to remove old department emblems, chevrons, patches and buttons from uniforms and sew on new ones when necessary.
- b. Successful Bidder shall, when feasible, re-alter or repair existing used uniforms for department personnel.
- c. Successful Bidder shall add sleeve braids to existing blouses or garments at no charge and install the stripe specified. Also replace on existing shirts, rank chevrons as promotions are made within the Police Department.

All female garments shall be cut on a woman's/gender specific uniform pattern. Male uniforms or patterns altered to fit females shall not be accepted.

Male Pants

Length must be long enough to touch the top of the shoe and cover the joining of the heel in the back of the shoe. Cuffs are NOT permitted.

Female Pants

Length must meet the middle of the back of the shoe. Cuffs are NOT permitted.

Special alteration will be needed for motorcycle patrol uniform trousers.

CONDITIONS AND INSTRUCTIONS

Rev: 06/27/2013

1. **Use of Form:** All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the goods and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of conflict, the bid may be considered non-responsive. The City's published specifications shall supersede any additional writings submitted with the bid. Such writings shall be clearly marked and noted as an exception.
2. **Submittals:** All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
3. **Late Bids:** Bids and amendments thereto, if received by Purchasing after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by Purchasing as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. **City Hall Closure:** If City Hall is closed for business at the time scheduled for the bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the original scheduled hour.
5. **Acceptance of Bid:** Receipt of the bid by the City is not to be construed as an award or an order to ship.
6. **Offer/Acceptance:** Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the goods and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.
7. **Withdrawal of Bids:** Bidder has the right to request withdrawal of their bids in case of error by giving notice not later than two business days after the bids are publicly opened. Work papers showing evidence of error(s) may be required.

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.

8. **Addenda:** If issued, addenda to this solicitation will be posted on the Purchasing website (<http://www.suffolkva.us/bids/index.jsp>). It is the bidder's responsibility to check the website or contact the Purchasing Division prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package. Acknowledgement of all issued Addenda shall be indicated with the submittal.

9. **Governing Document**: The solicitation document maintained by Purchasing, in the bid file, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed as an exception, the language of the official copy shall prevail. Furthermore, any exception or change to the specifications made by the bidder may be cause to disqualify your bid.
10. **Award**: Award will be made to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery, qualifications and references will be taken into consideration in making the award. The City reserves the right to refuse all bids. Determination of low bid shall be determined by the audited figure shown on the pricing page titled 'Total Bid Amount.' In case of error in the extension of prices, the unit price shall govern.
11. **Negotiation**: Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the City may negotiate with the apparent low bidder to obtain a contract price within the available funds.
12. **Announcements**: Upon the award or the announcement of the decision to award a contract, the City will publicly post such notice on the bulletin board located outside of the Purchasing Division and on the City's web site: (http://www.suffolkva.us/bids/bid_search_awarded.jsp)
13. **City's Rights**: The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
14. **Cooperative Agreements**: If authorized by the bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at the contract prices in accordance with the contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful contractor(s). The City of Suffolk acts only as the contracting agent and is not responsible for placement of orders, payment, or discrepancies of the participating jurisdictions. It is the contractor's responsibility to notify the jurisdictions of the availability of contract(s).
15. **Prices**: Prices shall be stated in units of quantity specified. No additional charges shall be passed on to the City, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the City. In case of error in the extension of prices, the unit price shall govern.
16. **Corrections**: All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated by the person signing the bid.
17. **Delivery**: The time of delivery must be stated in definite terms. If time of delivery for different goods and/or services varies, the bidder shall so state.
18. **Samples**: Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
19. **Brand Names**: The use of the name of a manufacturer, brand, make or catalog designation in specifying an item shall restrict bidders to the manufacturer, brand, make or catalog designation identified, unless qualified by the provision "or approved equal." If

qualified by the provision "or equal" the Brand Names are used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services that they propose to furnish. It shall be in the City's sole judgment if a substitute product offered is an approved equal and acceptable.

20. **Standard equipment:** Any equipment delivered must be standard, new, and unused equipment, latest model, except as otherwise specifically stated in the bid. Should any of the normal accessories or equipment is not fully described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
21. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
22. **Capacity of bidder:** All bids must be signed by a responsible officer or employee having the authority to bind the firm in contract. The bidder agrees that contract performance shall be in strict conformance with the contract documents.
23. **Rights to Damages:** By signing this bid, the bidder assigns to the City any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
24. **Anti-collusion:** The bidder certifies by signing this Invitation of Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.
25. **Indemnity / Hold Harmless:** The Contractor shall, during the term of the Contract including any warranty period, 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 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.

26. **Copyright Protection:** The Contractor agrees to defend and save the City, its agents, officials, and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Contractor is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.
27. **Laws, Regulations:** The Contractor shall keep fully informed of all federal, state, and local laws, ordinances and regulations that in any manner affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances and regulations.
28. **Alien employment:** The Contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.
29. **SCC Authorization:** All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include 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, as amended, 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.

SCC Number or Statement:

Any business entity that enters into a contract with a public body pursuant to this chapter 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, as amended, 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.

30. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia, for a contractor who performs or manages construction, removal, repair, or improvement when the total value referred to in a single contract or project is:

One hundred twenty thousand dollars (\$120,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is seven hundred fifty thousand dollars (\$ 750,000) or more shall show evidence of being licensed as a Class A Contractor.

Ten thousand dollars (\$10,000) or more, but less than one hundred twenty thousand dollars (\$120,000) or the total value of all such construction, removal, repair, or

improvement undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than seven hundred fifty thousand dollars (\$750,000) shall show evidence of being licensed as a Class B Contractor.

Over one thousand (\$1,000) but less than ten thousand (\$10,000), or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) shall show evidence of being licensed as a Class C Contractor.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditions contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

“Licensed Class A Virginia Contractor Number _____.”

“Licensed Class B Virginia Contractor Number _____.”

“Licensed Class C Virginia Contractor Number _____.”

31. **Payment Terms:** Payment terms shall be ‘Net 30’ days, from the date of Contractor invoice approval by the City.

Payment terms, if offered, shall not be considered in determining the low bidder.

Discount period, if offered, shall be computed from the date of proper receipt of the contractor’s correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest.

The payment terms stated herein must appear on the contractor’s invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction.

Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

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

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on their submittal.

The City prefers to make payment with the City’s Purchasing Card, or if that is not possible, then by electronic funds transfer. Typically this enables faster payments to the Contractor. Are you willing and able to accept this type of payment?

City Purchasing Card Yes _____ No _____

Electronic Funds Transfer Yes _____ No _____

32. **Default:** In event of default by the Contractor, the City reserves the right to procure the goods and/or services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. Such actions taken by the City shall not release the contractor from additional remedies that may be allowed by law.
33. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
34. **Appeals Procedure:** Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award, or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determination of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely all appeals shall be made within the time periods set forth by the Virginia Public Procurement Act, §2.2-4357, et seq. Contact the buyer at once for assistance.
35. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.
36. **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).

In 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 Section a., b., and c. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

37. **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.

38. **Assignment of Contract:** A contract shall not be assignable by the Contractor, in whole or in part, without the written consent of the City.
39. **Independent Contractor:** The Contractor and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of the City.
40. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the City. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The City shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the City. If the City delays the project for any reason for a continuous period of ninety (90) days or more, the City and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the act or omissions of the City due to causes within the City's control, the above waiver or release shall not apply.

41. **Governing Law:** This Agreement is made, entered into, and shall be performed in the City of Suffolk, Virginia, and 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 Agreement, the parties agree to the exclusive jurisdiction and venue of the Circuit Court of 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 the pending or during litigation proceedings, except with the express, written consent of the City or written instruction/order from the Court.

42. **Severability:** If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

43. **Termination for Convenience:** 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.

44. **Termination for Cause:** 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.

45. **Contact Prohibition:** Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Contract Officer. Violation may result in a determination that your firm is ineligible for an award.

All questions shall be in writing to the Contract Officer shown on the title page of the bid. 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.

46. **Additional Conditions:** The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends be considered must be submitted with the bid and noted as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.
47. **Contractor Failure to Perform:** Failure of the Contractor to perform the contract by reason of the City's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the City, and may result in debarment of the Contractor for a period of up to three (3) years. Termination and /or debarment of the Contractor shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.
48. **Conflict:** In the event of a conflict between the contract documents, including these Conditions and Instructions, and the terms of a purchase order or related document issued by Purchasing, the contract documents shall control.
49. **Records and Inspection:** The Contractor shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies, procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the City and its employees, agents or authorized representatives after giving at least three (3) days notice to the Contractor by the City. The City shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the City to the Contractor pursuant to this contract or any renewal or extension of this contract. The City's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits.
50. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the Contractor, or the waiver by the City of any provision under this contract including any obligation of the Contractor, constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the Contractor, and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any right or remedies available to the City.
51. **Entire Agreement:** This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.

52. **Conflicts of Interests:** Contractor shall not accept or receive commissions or other payments from third parties for soliciting, negotiating, procuring, or effecting insurance on behalf of the City.
53. **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 Agreement 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.
54. **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 Agreement. Compensation for changes or additions in the Scope of this Agreement 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 Agreement shall be made only by the full execution of the City's standard Agreement 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 Agreement prior to the City's execution of its standard Agreement change order form shall be at the total risk of the Contractor and said work may not be compensated by the City.

55. **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.
56. **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.
57. **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.
58. **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.
59. **Contractor's Form:** In cases where the City may accept the Contractor's form agreement, whereas certain standard clauses that may appear in the Contractor's form agreement cannot be accepted by the City, and in consideration of the convenience of using that form, and this form, without the necessity of negotiating a separate contract

document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Contractor's form contract, the City's Contract Agreement shall prevail over the terms of the Contractor's agreement in the event of a conflict.

60. **Bidder Qualifications**: 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. Specific Bidder Qualifications may be required for some projects and if so, will be provided by the City.
61. **Disqualification**: 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.
 - Interest by any bidder in more than one bid submitted. 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.
 - The bidder does not meet project-specific requirements, as identified in the Contract Documents.
 - The bidder cannot meet required delivery requirements.
 - Prohibited contact with City representatives as restricted herein. (see #45)
 - Bidder is in arrears on taxes or other money owed to the City.
 - Bidder is nonresponsive or nonresponsible.
62. **Pricing to be F.O.B. Destination – Freight Allowed**: 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.
63. **Contract Quantities**: The quantities specified in the Invitation for Bid are estimates only unless otherwise clearly noted, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity that will be required, since such volume will depend upon requirements that may 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, except as clearly noted.
64. **Competition Intended**: It is the City's intent that the Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Buyer 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 Contract Officer prior to the date set for bids to close.
65. **Bid Security**: Each construction bid with a value of greater than one hundred thousand dollars (\$100,000) shall be accompanied with a bid bond equal to five (5) percent of the total amount of the bid, made payable to the City of Suffolk, Virginia. Upon approval of

the City Attorney, a Bidder may furnish a personal bond or a bank or savings and loan association's letter of credit on certain designated funds for the amount required for the Bid Security. Such bid security shall be left with the city as a guarantee of good faith on the part of the Bidder that if the bid is accepted, the Bidder shall provide all required submittals and execute the contract.

66. **Default on Taxes:** 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.
67. **Insurance Requirements:** The successful bidder shall procure, maintain, and provide proof of, insurance coverage 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 prior to Notice to Proceed, and such coverage shall be maintained by the offeror for the duration of the contract period; for occurrence policies. Policies must be in force for three (3) years after delivery date. On construction bids, the breakdown of required coverage and appropriate endorsement forms may be found in Section B. Otherwise, these requirements will be found in Section A.
68. **Informalities:** The City reserves the right to waive any informality in an otherwise responsive bid by a responsible bidder. There is no requirement that the City make such a waiver if it is deemed in the City's interest to not make such a waiver. No clearly stated requirements of a bid may be waived as an informality.

BID FORM

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

BID: Uniforms - Police

DUE: August 13, 2013

TIME: 3:00 p.m., Local

Quote firm price(s), exclusive of all taxes, to furnish and deliver, on an AS NEEDED basis, F.O.B. Suffolk Police Department Uniforms in accordance with all specifications, terms and conditions herein.

The City reserves the right to reject any and all bids; to award by item, category, or in total; to waive any technicalities in bids received; to negotiate with the lowest responsible bidder(s) should bids exceed budgeted funds; and to accept the bid which may best serve the interest of the City.

Annual quantities are estimates only for the sole purpose of bid evaluation.

Post From Attachment B

GROUP 1 –

Description

Amount

FOOTWEAR

Subtotal \$ _____

GROUP 2 –

Description

Amount

SHIRTS & BLOUSES

Subtotal \$ _____

GROUP 3 –

Description

Amount

SWEATERS

Subtotal \$ _____

GROUP 4 –

Description

Amount

TROUSERS & PANTS

Subtotal \$ _____

GROUP 5 –

Description

Amount

ACCESSORIES

Subtotal \$ _____

GROUP 6 –

Description

Amount

COATS & JACKETS

Subtotal \$ _____

GROUP 7 –

Description

Amount

DUTY GEAR

Subtotal \$ _____

GROUP 8 –

Description

Amount

SWAT UNIFORM

Subtotal \$ _____

TOTAL BILL AMOUNT FOR CATEGORIES 1 – 8 \$ _____

***NOTE – the sections below will not be considered in award.**

GROUP 9 –

Description

Amount

BALLISTIC VESTS

Subtotal \$ _____

GROUP 10 –

Description

Amount

AWARDS, BADGES, PINS, ETC.

Subtotal \$ _____

GROUP 11 –

Description

Amount

ALTERATIONS/EMBROIDERY

Subtotal \$ _____

Groups 9, 10 & 11 will not be included in the Bid Total.

Additional Pricing – Uniform items carried by vendor, but not included above:

Should the City desire to obtain Uniform items not specified in this Invitation to Bid, the Bidder shall provide the City with a percentage discount from suggested retail price. Said items shall be selected from the manufacture’s catalogue and shall be discounted from the current list price. The percentage discount shall be firm throughout the entire contract period. The City reserves the right to evaluate the percentage discount submitted. Should the City deem said discount to not be in the City’s best interest the City shall exercise the right to obtain additional uniform items elsewhere.

Percentage Discount Allowed _____ %

DELIVERY

Best guaranteed delivery for REGULAR sizes shall be _____ days

Best guaranteed delivery for EXTRA LARGE (or larger) sizes shall be _____ days

Best guaranteed delivery for Accessories _____

REFERENCES

Indicate below a listing of at least three (3) recent references for whom you have provided similar services. Include the date that 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)	_____	_____	_____	_____

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 30 days from receipt of proper invoice will not be considered in award.)

DELIVERY – The contractor must agree to the following delivery specifications:

- All clothing/accessories shall be delivered F.O.B. destination Suffolk Police Department, 111 Henley Street Suffolk, Virginia 23434.
- Listings of all “in-stock” items are to be maintained at 30% by the vendor and made available to the City of Suffolk upon request.
- Vendor shall maintain a warehouse of slightly used uniforms (from the Police Department) and pull from these items prior to ordering new items.
- All stock/standard sizes shall be delivered within thirty (30) days after receipt of order and special sizing stock shall be delivered within forty (45) days after receipt of order.
- Successful Bidder shall bag and label all orders per individual officer or staff member.

Bidder has included the following with his BID FORM (please check):

- _____ “Anti-collusion/Nondiscrimination/Drug Free Workplace” clause
- _____ Proof of Authority to Transact Business in Virginia form
- _____ Attachment B
- _____ Acknowledgement of all issued Addenda
- _____ All of Section ‘A’ filled out and returned

I will accept payment by means of the City’s Purchasing Card. _____ Yes _____ No

I will accept electronic transfer of funds as payment. _____ Yes _____ No

Company Name _____

Address _____

Person Quoting _____

Title _____

Telephone No.: _____

Fax: _____

Email Address: _____

Cell Phone # : _____

Social Security Number or FIN Number _____

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 _____

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

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

EXCEPTION PAGE

EXCEPTIONS:

Provider must sign the appropriate statement below, as applicable:

- () Provider understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Date: _____

- () Provider takes exception to terms, conditions, requirements, or specifications stated herein (Provider must itemize all exceptions below, and return with this bid):

Firm: _____

Date: _____

Exceptions: _____

Providers should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.

Bid Results

For a complete written tally sheet, please go to our website:

http://www.suffolkva.us/bids/bid_search_all.jsp

Section B

*(To be filled out and returned by the Successful Bidder after
Notice of Award)*

INSURANCE REQUIREMENTS

The successful bidder shall procure, maintain, and provide proof of, insurance coverage 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 coverage 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 coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organizations:

City of Suffolk
Purchasing Division
441 Market Street
Suffolk, VA 23434

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement).

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for this insured.

CG 20 10 10 93

Endorsement

Alternate Employer

WC 00 03 01

Policy Amendment

If the following information is not complete, refer to the appropriate information page attached to the policy.

INSURED	POLICY NO.	SEQ. NO.
----------------	-------------------	-----------------

PRODUCER	EFFECTIVE DATE
-----------------	-----------------------

SCHEDULE

Alternate Employer	Address	State of Special or Temporary Employment
--------------------	---------	---

City of Suffolk, VA
c/o Purchasing Division
441 Market Street
Suffolk, Virginia

Virginia

This endorsement applies only with respect to bodily injury to your employees while in the course of special or temporary employment by the alternate employer in the state named in the Schedule. Part One (Workers Compensation Insurance) and Part Two (Employers Liability Insurance) will apply as though the alternate employer is insured.

Under Part One (Workers Compensation Insurance), we will reimburse the alternate employer for the benefits required by the workers compensation law if we are not permitted to pay the benefits directly to the person entitled to them.

The insurance afforded by this endorsement is not intended to satisfy the alternate employer’s duty to secure its obligations under the workers compensation law. We will not file evidence of this insurance on behalf of the alternate employer with any government agency.

We will not ask any other insurer of the alternate employer to share with us a loss covered by this endorsement.

Premiums will be charged for your employees while in the course of special or temporary employment by the alternate employer.

Part Four (Your Duties If Injury Occurs) applies to you and the alternate employer. The alternate employer will recognize our right to defend under Parts One and Two and our right to inspect under Part Six.

WORKER'S COMPENSATION

CERTIFICATE OF COVERAGE

Section 11-46.3, Code of Virginia, requires construction contractors and subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the Commonwealth of Virginia departments, institutions or agencies. This same requirement applies for work being performed on behalf of local governments.

Evidence of coverage needs to be provided prior to commencement of work.

This form is to be returned to the organization contracting the work.

The undersigned organization stipulates that it either:

A. Has worker's compensation insurance Yes

Insurance Company: _____

Policy Expiration Date: _____

B. Is self-insured for workers' compensation Yes

Title of Construction Contract: _____

Contract Number: _____

Signed By: _____

Title: _____

Firm Name: _____

Address: _____

NOTICE ENDORSEMENT

Policy Number: WC 99 00 10 01 10A

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**MATERIAL COVERAGE CHANGE OR CANCELLATION
NOTIFICATION – CERTIFIED MAIL**

This endorsement modifies insurance provided under the following:
WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

SCHEDULE

Name of additional Insured Person(s) Or Organization(s) and mailing address:	Location And Description Of Project
City of Suffolk c/o Purchasing Division 441 Market Street Suffolk, VA 23434	<hr/> <hr/>

We will not cancel or reduce coverage under this policy without providing at least 30 days notice of our intent to do so. Notice of such cancellation or reduction of coverage will be provided by certified mail, return receipt requested, to the Additional insured in the schedule above.

NOTICE ENDORSEMENT

Policy Number: COMMERCIAL AUTO
 CA 02 03 12 05

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**VIRGINIA CANCELLATION AND NONRENEWAL
NOTICE TO DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:
BUSINESS AUTO COVERAGE FORM
BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

SCHEDULE

1. Name:	City of Suffolk, VA c/o Purchasing Division
2. Address:	441 Market Street Suffolk, VA 23434
3. Number of days advance notice:	30
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	