



REQUEST FOR PROPOSALS

City of Suffolk

RFP #2014-00076-JS

March 26, 2014

Purchasing Division

441 Market Street, Room 105

Suffolk, VA 23434-5237

Phone: (757) 514-7520/ Fax: (757) 514-7524

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

City of Suffolk Mowing Service for Primary Routes Annual Contract

Electronic proposals will be received at the office of the Purchasing Agent listed below, until the time and date shown below (local prevailing time), for furnishing the items or services described in the solicitation. Offers should be sent as a .pdf attachment to: proposals@suffolkva.us with the RFP number, title, and closing date in the subject line. Do not use zip files as this could prevent timely receipt of your submittal.

SUMMARY SCOPE OF SERVICE– The City of Suffolk is seeking proposals from qualified lawn maintenance firm(s) to provide grass mowing services on all primary highway routes within the City of Suffolk previously maintained by the Virginia Department of Transportation. Services required by the successful contractor shall include, but not be limited to providing of all labor, materials, transportation, equipment, licenses, permits, and other items as needed to perform the job.

Proposals Closing Date: 3:00 p.m., April 18, 2014

Contract Officer:

Jay Smigielski, CPPO, Purchasing Agent, jsmigielski@suffolkva.us

****AN ELECTRONIC DOCUMENT SHALL BE PROVIDED****

The Purchasing Agent, Jay Smigielski, CPPO, is the Contract Officer for the City of Suffolk with respect to this RFP. All questions and/or comments should be directed to him at this email address: jsmigielski@suffolkva.us. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFP. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

SOLICITATION DOCUMENTS

Request for Proposals (RFP) documents, including any addenda, are available the Purchasing website: http://www.suffolkva.us/bids/bid_search_all.jsp or on the Commonwealth's bid board (eVA), or at Demandstar.com. Questions concerning this project must be in writing (email is preferred) and addressed to Jay Smigielski, CPPO, jsmigielski@suffolkva.us and, should be received no later than five (5) business days preceding the date that the proposals are to be delivered. Email is the preferred method for asking question and will get a faster response, but other written forms are acceptable. Emails should contain RFP number and title in subject line.

Offers should be sent to: proposals@suffolkva.us. Electronic copies may be delivered to Purchasing on a CD or USB drive, prior to the closure date shown, if preferred. Documents shall be saved as a .pdf document and should conserve disk space to allow easy transfers of data. Zip files cannot be accepted.

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.

We do not have means to keep a plan-holders list, or the names of firms that have downloaded copies of the RFP from various websites. Please check the City's website prior to submitting your proposal to ensure that a complete up-to-date package has been received.

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers, if the offer is accepted within ninety (90) calendar days from the date of the receipt of proposals, to furnish any or all of the items and/or services upon which prices are quoted, at the price set, 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 Request for Proposals, and is authorized to contract on behalf of firm.

MOWING SERVICES FOR PRIMARY ROUTES

Contents

SOLICITATION DOCUMENTS	2
PURPOSE	4
COMPETITION INTENDED.....	4
SCOPE OF SERVICES.....	4
INSTRUCTIONS FOR SUBMITTING PROPOSALS	8
EVALUATION CRITERIA AND AWARD PROCESS.....	10
CONDITIONS AND INSTRUCTIONS.....	11
SIGNATURE SHEET	21
PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION.....	22
EXCEPTIONS TO RFP	23
REFERENCES.....	24
ANTI COLLUSION/DRUG FREE/ANTI DISCRIMINATION.....	26
ATTACHMENT A.....	27

Mowing Services – Primary Routes

1.0 PURPOSE

The City of Suffolk is seeking proposals from qualified lawn maintenance firm(s) to provide grass mowing services on all primary highway routes within the City of Suffolk previously maintained by the Virginia Department of Transportation. Services required by the successful contractor shall include, but not be limited to providing of all labor, materials, transportation, equipment, licenses, permits, and other items as needed to perform the job. The City does not guarantee any minimum amount of work for the Contractor during the contract period; quantity of work performed will be determined by City personnel.

As an option, the City would also like to use the successful contractor to provide Snow Removal and/or Roadway/Bridge Pretreatment for snow/ice conditions on an as needed basis.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror'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 RFP 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 acceptance of proposals.

3.0 SCOPE OF SERVICES

A. TRAFFIC CONTROL

All signage and traffic control devices shall be in place prior to commencement of work in accord with Virginia Department of Transportation (VDOT) Work Area Protection Manual Standard and Specifications 2011 or latest edition. If a Right of Way Permit is required, it shall be paid by the Contractor. The Contractor must furnish a copy of the Right-of-Way permit to the Assistant Director of Public Works for Operations prior to commencing work. A copy shall also be kept with all vehicles during the performance of the contract. All cost for traffic control, inclusive of equipment and signage, shall be the contractor's responsibility. Any changes in Federal, State or Local codes requiring additional traffic control shall be the contractor's responsibility and at no additional cost to the City. All materials/equipment utilized shall be approved by the City and must be in serviceable condition as determined by City staff at all times. Failure to comply will result in placement of a stop work order until discrepancies are corrected. The City reserves the right to require the contractor to utilize additional temporary traffic control devices for all mowing areas. Refer to Attachment A for temporary control requirements.

B. TRASH REMOVAL

Remove all litter, inclusive of tree limbs and glass, prior to mowing. Litter shall be placed in clear trash bags with a minimum of 2.0 mil thickness and placed in locations designated by the City. The City shall designate a minimum of two drop off locations for trash for each mowing route. The City will be responsible for pickup and disposal of the bags. **Liquidated damages of \$100.00 fee will be assessed for each incident of cutting through litter.**

C. MOWING AND TRIMMING

1. Definitions

Mowing – tractor and non-tractor mechanical cutting of herbaceous and woody vegetation less than 2

inches in diameter measured at base

Mowing Cycle – one complete mowing of a designated area according to City of Suffolk standards.

Litter – Man made items (bottles, paper, etc.) that can be collected by bagging and carried by hand.

Day – Calendar day

Debris – Items that cannot be collected by bagging and may need additional assistance to remove.

2. Mowing

This work shall consist of mowing vegetation and litter/debris removal within the Right of Way including all ramps, medians, and gore areas on routes specified. Mowing shall be performed in accordance with current City of Suffolk mowing practices. Vegetation will be mowed to exhibit a uniform appearance and height, without skips or uncut areas. The contractor shall be expected to give special attention to mowing gore areas, in-field areas, medians, curves and intersections in a manner to assure safe sight distance. Contractors shall include all efforts and equipment resources necessary for the specific areas, turf or terrain.

Mowing shall be completed using flail mower equipped tractors only, hand mowing and weed eaters. **BUSH HOGS WILL NOT BE ALLOWED; THIS ALSO INCLUDES THE CUTTING OF SIDE SLOPES.** All equipment shall meet OSHA/VDOT regulations. Deflective guards shall be in place at all times during mowing operations.

Contractor shall give special attention to mowing gore areas, infield areas, medians, curves and intersections to assure a safe visibility distance. Refer to Attachment "A". Acceptable mowing height will be 2" minimum and 6" maximum. The mowing shall present a neat and attractive appearance. Strips of vegetation left between cuts and areas depressed by equipment and/or left unmowed will not be acceptable and will require remowing at no expense to the city.

The Assistant Director of Public Works for Operations or his designee will give the contractor a minimum notice of five (5) working days prior to commencing mowing of each cycle.

Contractor shall complete work on each location at one setting, unless otherwise approved by the City.

Contractor shall be responsible for all damage done to City property by mowing operations. Damage determination is at the sole source of City staff and shall include scalped areas, tractor track damages, signs, guardrails and other properties hit by mowers to include dents and bent post. Replacement cost shall be determined by the City and deducted from payment for the mowing cycle.

3. Trimming around guard rails, sign post, utility poles, utility structures and other improvement or structures shall be performed at each maintenance cycle through the entire contract area. Trimming shall be accomplished utilizing hand labor or mechanical devices (push mowers, string trimmers, etc.) in all areas not specifically approved for herbicide use. **Herbicide banding is permitted in the following locations only. Herbicide bandwidths shall not exceed (6) six inches.**
 - a. At the base of utility poles or utility boxes,
 - b. At the base of fire hydrants,
 - c. All the base of fence posts,
 - d. At the bottom of **chain-link** fencing (herbicide band shall not encroach onto private property)
 - e. At the base of guardrails and posts.

Trimming shall be done in such a manner as not to damage trees, shrubs, vehicles, and etc. or endanger motorist and pedestrians.

4. Properties to be mowed is listed in Attachment A. The city requests non-binding estimates for the routes listed.

5. All mowing shall be accomplished between the hours of 6:00 a.m. and 6:00 p.m., Monday thru Sunday. **EXCEPTION:** There will be no mowing or work on the following recognized holidays. All work shall cease at 12:00 pm (noon) the day preceding the holiday and will not resume until 12:00 PM the day following the holidays.

HOLIDAYS: Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

D. APPLICATION OF CHEMICALS

All herbicides used for vegetation control purposes, shall be applied by a Virginia Certified Pesticide Applicator or Registered Technician working under the direct supervision of a Virginia Certified Pesticide Applicator, holding current certifications in all required categories (Rights-of-Way, etc.), issued by the Virginia Department of Agriculture and Consumer Services, during the contract period. The Contractor shall maintain a valid permit for the duration of this contract. Violations of any federal, state or local codes and regulations concerning pesticide use and application shall constitute grounds for termination of this contract. The Assistant Director of Public Works for Operations, or his designee must approve all herbicides prior to the application. In addition, the Contractor shall furnish the City with a Pesticide Applicator's Business License as required by the Commonwealth of Virginia and provide copies of current employee pesticide applicator permits, prior to contract execution.

E. REPLACEMENT OF DAMAGED PLANTINGS AND OTHER PROPERTIES

The Contractor shall be responsible for the replacement of any planting or other properties, whether privately or publicly owned, that may be damaged due to the improper performance of designated maintenance activities. In such case, the Assistant Director of Public Works for Operations shall specify when replacement is to be made and timeframe for completion of repair. **Liquidated damages of \$100 fee per repair will be assessed if repairs are not completed within 48 hours of notification to contractor.**

- F. All Contractor employees or personnel working under the direction of the Contractor in the execution of this contract must be fully clothed and wear all safety apparel or equipment as required by federal, state and local laws and regulations.
- G. During the months that grass cutting is not required; the Contractor shall be required to remove litter from any and/or all locations upon request. This service will be on an as need basis and is solely at the discretion of the Department of Public Works.

H. OPTIONAL SERVICES – SNOW REMOVAL/ROADWAY/BRIDGE PRETREATMENT

As an option, the City would like to utilize the successful contractor to provide equipment and operators for Snow Removal and/or Roadway/Bridge Pretreatment or snow ice conditions on an as needed basis. The City of Suffolk shall supply salt and sand; the contractor shall be responsible for supplying chemicals for pretreatment of bridges.

The contractor shall be available for snow removal twenty-four hours; seven days a week.

4.0 GENERAL CONDITIONS

4.1 Company Personnel

Only qualified personnel shall supervise and perform grassing mowing services in this contract. If in the City's sole discretion any of the Contractor's personnel are not performing satisfactorily in the delivery of services to be furnished hereunder, the Contractor shall, upon notice from the City, remove any such personnel and replace them with satisfactory personnel. Furthermore, the Assistant Director of Public Works for Operations may require replacement of Contractor's supervisory personnel on site upon written determination that such a supervisor is substantially frustrating the progress or completion of the work or any other contract obligation. **There shall be at least one employee on each crew that speaks fluent English.**

A workday contact cell phone number shall be supplied for the supervisor.

The Contractor shall use all reasonable care, consistent with its rights to manage and control its operations, not to employ any persons or use any labor or have any equipment or permit any condition to exist which shall or may cause or be conducive to pose any liability to the general public as well as any activity to be construed as a nuisance. The City reserves the right to require the Contractor to halt all work activities until such conditions are resolved. Contractor's failure to resolve any and all conflicts to the satisfaction of the Assistant Director of Public Works for Operations shall be considered a breach of contract, and subject to termination.

The Contractor shall submit with the proposal a list of equipment and manpower resources to be utilized in the execution of the contract. Such equipment and manpower shall be maintained during the performance of this contract.

4.2 Qualifications

Minimum qualifications for the firm and key forepersons/supervisors assigned to the work shall include the following:

1. Have thorough technical knowledge of the best maintenance practices for the green industry as needed for each of the locations as defined above
2. Have adequate staff to respond quickly to tasks and attend to on-site needs in a timely manner.
3. Have adequate equipment and operators to fulfill maintenance obligations and to provide timely replacement of such due to unforeseen failure(s).
4. Have had considerable favorable experiences in servicing projects of like size, stature and cost.
5. Be registered and keep valid all permits and certifications. A valid VDACS Certified Pesticide Applicator (or registered technician) shall be required of all persons applying chemicals. Certified pesticide applicators (CPA) shall be certified in categories 3A (ornamentals) and 3B (turf). CPA personnel on staff shall be a mandatory requirement for the offeror in order to be considered for this project.

4.3 Inclement Weather/Holidays

The maximum allowable days three after inclement weather will be three. In the event of severe weather such as a tropical storm, hurricane or northeast storm, additional rain days may be granted at the discretion of the Assistant Director of Public Works for Operations. All requests for rain days must be submitted in writing at the cycle end date. The City recognizes Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas (if applicable) as holidays regarding this contract. All rain days and holidays granted by the Assistant Director of Public Works for

Operations shall be time extensions only, and shall not entitle the Contractor to any additional compensation for any reason whatsoever. The Contractor assumes all risk of loss or additional costs caused by or in any way relating to weather.

4.4 City Work Crews

In the event that funding is not available or the Contractor is unable to perform the work specified, or if the Department of Public Works for Operations deems it necessary, the City reserves the right to perform any of the activities listed in this contract with City equipment, supplies and personnel without compensation to the Contractor.

4.5 Maintenance Work Schedule

Contractor shall supply the City with a written work schedule to indicate normal starting time for its operation and completion time.

4.6 Term of Contract

Contract shall commence on or about May 1, 2014 and end April 30, 2015 with an option to renew for two additional one (1) year periods. Should the contract continue in force, it is the responsibility of the contractor to submit any increases in price no less than sixty days prior to the expiration of the contract. Both parties shall agree or disagree in writing 30 days prior to the expiration of the original contract or the first renewal year.

4.7 Additional Cuttings/Special Events

If the City should request additional cuttings they shall be performed at the bid price per route.

Route cuts for special events shall commence within three (3) calendar days.

4.8 Additions and Deletions

The City reserves the right to add and delete locations during the terms of the contract.

4.9 Inspection of Job Site

By submitting a proposal, the Contractor represents that he or his representative has familiarized himself with the work to be performed and site conditions, and correlated his observations with the requirements of the contract documents.

5.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

5.1 Submission of Proposals

The City of Suffolk shall not be responsible for any expense incurred by the firm in preparing and submitting a proposal or expenses incurred related to subsequent inquiries/interviews and contract negotiations. All proposals submitted shall become property of the City of Suffolk. Proposals must be signed by the principal of the firm authorized to negotiate and contract for the work. Proposals are to be delivered as an electronic document. The subject line shall identify the project and closing date. Only electronic documents sent or delivered as indicated within this RFP shall be considered. Proposals must be received by the Purchasing Department no later than 3:00 p.m. local time, on the date specified for receipt of proposals

The intent of using electronic submissions is to reduce the use of paper, and provide a faster, more economical approach while permitting the offeror to describe their skills, education, experience, pricing, and ingenuity, that would qualify them to be selected for interviews. Offerors so selected will be allowed to make a formal

presentation of their qualifications and job approach, and may be selected for final negotiations of a contract. Therefore, care should be given to address the issues relating to the criteria to follow.

Proposals are to be submitted to: proposals@suffolkva.us , or delivered to:

Purchasing Division, 441 Market Street, Room 105, Suffolk, VA 23434-5237

Phone: (757) 514-7523/ Fax: (757) 514-7524, <http://www.suffolkva.us/purchasing>

Request for Proposals (RFP) documents, including any addenda, are available the Purchasing website: http://www.suffolkva.us/bids/bid_search_all.jsp or on the Commonwealth's bid board (eVA), or at Demandstar.com.

Offers should be sent to: proposals@suffolkva.us. Electronic copies may be delivered to Purchasing on a CD or USB drive, prior to the closure date shown, if preferred. Documents shall be saved as a .pdf document and should conserve disk space to allow easy transfers of data. **Zip files cannot be accepted.**

5.2 Questions and Inquiries

Questions concerning this project must be in writing (email is preferred) and addressed to Jay Smigielski, CPPO, jsmigielski@suffolkva.us and must be received no later than five (5) business days preceding the date that the proposals are to be delivered. Email is the preferred method for asking questions, but other written forms are acceptable. Emailed inquiries should state RFP number and title in the subject line.

5.3 Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the offeror to ensure that he has received all addendums prior to submitting a proposal.

All addenda can be downloaded from the City of Suffolk website.

5.4 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature. Any propriety information must be listed on the attached "Proprietary/confidential Information Identification" form and submitted with the proposal.

PROPOSAL PREPARATION INSTRUCTIONS

General Proposal Requirements:

- A. RFP Response: In accordance with the specifications herein, the proposals shall provide a straight forward, concise delineation of capabilities, experience, and approach to the task outlined in this request. The proposals shall be limited to approximately 30 pages, inclusive of all submitted materials, and be in .pdf format. **No zip files shall be used.** Firms are specifically requested to address the following:
- B. Firm organization, local presence, size, history, range of experience, interest in the contract.
- C. Organizational chart of key personnel.

- D. Resumes of key personnel.
- E. Project summaries, including reference contact information, for five (5) similar contracts that demonstrate the project team's experience.
- F. Proposed approach to this work, including listing of equipment and materials.
- G. Proposed fees to perform the work.
- H. Offer must provide certification that no company member has affiliation with or holds interest in any organization or contracting firm that would participate in the installation of the work contracted for.

EVALUATION CRITERIA AND AWARD PROCESS

The City's Evaluation Committee shall review each proposal and make a selection of proposals that will be considered further. This selection shall be made for each proposal on the basis of the criteria listed below. Each criterion will be evaluated based upon the strengths and weaknesses of the submittal or subsequent information gained in the process. They are listed in the order of importance.

- a. Qualifications, credentials, and related experience of the Offeror's key personnel.
- b. Established working relationships as a project team on similar jobs
- c. Adequacy and availability of support resources
- d. Quality of prior work, including design efficiencies, timeliness and cost control.
- e. Approach to the task/operational plan.
- f. Reasonableness of proposed schedule.
- g. Expected cost of the overall project.
- h. Overall quality and completeness of proposal based on the submittal requirements

The procurement of these services shall be in accordance with procedures of the Virginia Public Procurement Act, Competitive Negotiation for other than professional services.

The City shall select two or more offerors for interviews and negotiations based the proposals submitted best suited on the criteria established in the RFP. After interviews and negotiations have been conducted with selected Offerors, the City shall select the proposal which, in its sole opinion, is in the best interest of the City and make an award to that firm. Should the City determine, in its sole discretion, that only one offeror is qualified, or that one offeror is clearly more highly qualified than the other under consideration, a contract may be negotiated and awarded to that offeror.

The successful firm will be expected to enter into a contract with the City of Suffolk based upon their submittal, any additional negotiated terms, and best and final pricing. The successful firm shall execute and return the contract documents to the City within ten (10) days of receipt.

CONDITIONS AND INSTRUCTIONS

Rev: 12/27/2013

1. **Use of Form:** All proposals should be submitted in electronic (.pdf) format in accordance with this form. The offeror may attach/scan other information as required to the electronic document that will be made a part of the proposal. Electronic submittals on CD, DVD, memory sticks, or other electronic media will be accepted if delivered prior to the closing time. The preferred method is by an attachment to an email addressed to: proposals@suffolkva.us. The City's published Conditions and Instructions shall supersede any additional writings submitted with the proposal. Such writings shall be clearly marked and noted as an exception.
2. **Submittals:** Except as noted above, all proposals shall be sent as an attachment to email to: proposals@suffolkva.us. The subject line must show the proposal number and name. This form shall be included as part of your submittal; else, your response may be considered 'non-responsive.'
3. **Late Proposals:** Proposals and amendments thereto, if received by Purchasing after the date and time specified, will not be considered. It will be the responsibility of the offeror to see that their proposal is received by Purchasing as specified. There will be no exceptions. Electronic proposals show the date and time sent. This must be prior to the closing date published on the front cover.
4. **City Hall Closure:** Should the City's electronic networks connectivity prevent receipt of proposals at the time of the scheduled proposal closing, the proposals will be accepted and opened on the next business day of the City, at the original scheduled hour, or as soon as connectivity is restored during normal business hours.
5. **Offer/Acceptance:** Each proposal is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the goods and/or services described therein, shall constitute a contract between the offeror and the City, which shall bind the offeror to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted proposal; and the City on its part to order from such offeror, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.
6. **Withdrawal of Proposals:** Proposals may be withdrawn (cancelled) any time prior to the closing time and date. Withdrawal of proposals may be accomplished by submitting such request in writing on the issuing company's letterhead either by email, in person, or by certified mail.
7. **Addenda:** If issued, addenda to this solicitation will be posted on the Purchasing website (<http://www.suffolkva.us/proposals/index.jsp>). It is the offeror's responsibility to check the website or contact the Purchasing Division prior to the submittal deadline to ensure that the offeror has a complete, up-to-date package. Acknowledgement of all issued Addenda shall be indicated on the proposal form in the appropriate spaces.
8. **Award:** Award will be made to the offer considered by the City's sole determination after following the procedure outlined herein. The process used for this solicitation shall be Competitive Negotiation for Professional Services as outlined in the Virginia Public Procurement Act.
9. **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/proposals/proposal_search_awarded.jsp)

10. **City's Rights:** The City reserves the right to reject any and all proposals, and to waive any informality if it is determined to be in the best interest of the City.
11. **Delivery:** The time of delivery of services must be stated in definite terms. If time of delivery for different goods and/or services varies, the offeror shall so state.
12. **Samples:** Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the offeror's risk and expense.
13. **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.
14. **Capacity of Offeror:** All proposals must be signed by a responsible officer or employee having the authority to bind the firm in contract. The offeror agrees that its contract performance shall be in strict conformance with the contract documents.
15. **Rights to Damages:** By signing this proposal, the offeror 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 proposal. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
16. **Anti-collusion:** The offeror certifies by signing this Request for Proposals that this proposal is made without prior understanding, agreement, or accord with any other person or firm submitting a proposal for the same goods and/or services and that this proposal 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. Should sub-Contractor s or sub contractors have interest in multiple submittals, this clause does not apply except when an act of collusion or fraud.
17. **Indemnification:** The Contractor shall defend, indemnify and hold the City, and the City's employees, agents, and volunteers, harmless, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the Contractor , its employees, agents, and volunteers, or incurred by or claimed against the City, the City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the Contractor . This indemnification and hold harmless includes, but is not limited to, any financial or other loss including, but not limited to, any adverse regulatory, agency or administrative sanction or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the Contractor or any of the Contractor's officers, shareholders, employees, agents, Contractor s, sub-Contractor s, or any other person or entity acting on behalf of the Contractor. Unless otherwise provided by law, the Contractor indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Contractor under worker's compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.
18. **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.
19. **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.

20. **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.
21. **SCC Authorization:** All offerors 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 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 proposal or proposal a statement describing why the offeror 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.

22. **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.
23. **Availability of Funds:** When a contract resulting from this solicitation involves multiple fiscal periods, such 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.
24. **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 proposals, 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.
25. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.
26. **Anti-Discrimination:** By submitting their proposals, offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (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:

1. 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.
 2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
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.
27. **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 sub-contractor 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.

28. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
29. **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.
30. **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.
31. **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.

32. **Severability:** If any provision of a contract resulting from this solicitation, 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.

33. **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 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.

34. **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 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.

35. **Contact Prohibition:** Direct contact with City departments other than Purchasing, on the subject of this proposal 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 proposal. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFP. This prohibition shall also extend to the Suffolk City Council and locally elected officials. Any such unauthorized contact may disqualify the offeror from this procurement.

36. **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 offeror intends be considered must be submitted with the proposal and noted as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the proposal, negating possibility of an award to that offeror. Contractual documents submitted by the successful firm after an award will not be accepted.

37. **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.

38. **Conflict:** In the event of a conflict between the contract documents, including these Conditions and Instructions, the contract documents shall control.
39. **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.
40. **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.
41. **Entire Agreement:** An resultant 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. The contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.
42. **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. The City may not procure supplies, equipment, materials or other goods from a contractor on the same project.
43. **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.
44. **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.
45. **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 upon request.
46. **Debarment Status:** By submitting a proposal, proposers certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals 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.

47. **Safety:** All Contractor s and sub-contractor s 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 sub-contractors 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.
48. **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.
49. **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 addendum shall prevail over the terms of the Contractor 's agreement in the event of a conflict.
50. **Offeror's Qualifications:** Only proposals from established Contractor s for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Offeror shall demonstrate that they have 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 offeror and reject his proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:
- Evidence of collusion among offeror.
 - Receipt of more than one proposal on any project from an individual, or from a corporation. This restriction does not apply to sub-contractors
 - 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 Proposer's financial statement, experience and/or plant and equipment.
 - Contractor does not meet project-specific requirements, as identified in the Contract Documents
51. **Pricing to be F.O.B. Destination – Freight Allowed:** Pricing shall be F.O.B. destination-freight included for all competitive proposals. 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.
52. **Contract Quantities:** The quantities specified in the Request for Proposals are estimates only unless otherwise clearly noted, and are given for the information of offeror and for the purpose of proposal 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.
53. **Competition Intended:** It is the City's intent that the Request for Proposals (RFP) permits competition. It shall be the offeror'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 RFP to a single source. Such notification must be received by the Contract Officer prior to the date set for proposals to close.
54. **Insurance:** The successful offeror 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 offeror, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein 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 contract completion 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

\$50,000 Fire Damage Limit

\$5,000 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

\$5,000 Medical Expense Limit

c. Workers' Compensation

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

d. Professional Liability

1. The successful offeror shall provide the City with an Errors and Omissions Liability Policy (E&O Policy). The policy shall cover the City for all sources of liability which would be covered by the latest edition of the standard Errors and Omissions Liability Coverage Form, as filed for use in the Commonwealth of Virginia by the Insurance Services Office, without the attachment of restrictive endorsements.

2. The City policy shall be endorsed to include the City's officials, officers, agents and employees as insured. The E&O Policy shall include the successful offeror and the offeror's subcontractors of every tier as the offeror designated in the declarations.

3. The minimum E&O Policy limits to be provided by the successful offeror (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. The limits afforded by the E&O Policy (or umbrella or excess policy with respect to it) shall apply only to the City and City's officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.

4. Notice of Cancellation and/or Restriction - The policy must be specifically endorsed to provide the City with forty-five (45) days' notice of cancellation, non-renewal, change in coverage, and/or restriction.

a. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).

2. The City of Suffolk, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. 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 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 certificate(s) 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 certificates of insurance including endorsements affecting coverage. The certificates 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.
11. All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

55. **Invoicing/ Payment and Interest:** Prior to payment the vendor shall provide their federal employer identification number. Payment to vendor shall be made not more than forty-five (45) days after goods or services are received; or not more the forty-five (45) days after the invoice is rendered, whichever is later.

Unless otherwise provided under the terms of this contract, interest for late payment shall not exceed one percent (1%) per month.

The firm shall submit invoices on a frequency to be determined, as agreed upon by the City, for each payment requested. Such statement shall also include a detailed breakdown of all charges.

All such invoices will be paid promptly unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

Department of Public Works
 Attn: Assistant Director of Public Works
 866 Carolina Road,
 Suffolk, Virginia 23434

56. **Payments to Subcontractors:** Within seven days after receipt of amounts 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-day period except for amounts withheld as allowed in item b. above.

Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

The Contractor shall include in each of its subcontracts a provision requiring each Subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a Subcontractor pursuant to this provision may not be construed to be an obligation of the City.

57. **Ownership of Documents:** Any reports, specifications, blueprints, negatives or other documents prepared by the Contractor in the performance of its obligations under the resulting contract shall be the exclusive property of City of Suffolk, and all such materials shall be returned to the owner upon completion, termination, or cancellation of this contract. The Contractor shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Contractor's obligations under the resulting contract without the prior written consent of City of Suffolk. Documents and materials developed by the Contractor under the resulting contract shall be the property of City or Suffolk; however, the Contractor may retain file copies, which cannot be used without prior written consent of the Owner. City of Suffolk agrees that the Contractor shall not be liable for any damage, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Contractor is not the firm of record.

58. **Submissions:** All project correspondence, design/review documents, reports, etc. prepared by the Contractor shall be distributed to the City's Project Manager for each task in the format and number of copies as directed by the task statement of work.

Within thirty (30) days of project completion, the Contractor shall prepare and submit a Project Completion Report with project closeout documents and submit to the City's Project Manager

59. **Contractual Disputes:** The Contractor shall give written notice to the Purchasing Agent of his intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the Purchasing Agent no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the Purchasing Agent shall reduce his decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

The Purchasing Agent's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the City Administrator, or his designee. The City Manager shall render a decision within sixty (60) days of receipt of the appeal.

60. **Responsibility for Making Corrections:** The Contractor shall, without additional costs or fee to the City, correct or revise any errors or deficiencies in its performance, The City's review, approval, or acceptance of, nor payment of any of the services required under the contract shall be deemed a waiver of rights by the City as a result of the Contractor's negligent performance of any of the services furnished under the contract.

SIGNATURE SHEET
(Submit with Proposal)

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Suffolk and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Suffolk, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Suffolk.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: _____

Address: _____

Federal ID No.: _____

Telephone No. _____ Fax No. _____

Name (type/print): _____ Title: _____

Signature: _____



CITY OF SUFFOLK

PURCHASING DIVISION

P. O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757)514-7524

Mowing Services of Primary Routes for City of Suffolk

THE FIRM OF: _____

Address: _____

FEIN (Tax ID #) _____

The following shall be returned with your proposal. Failure to do so shall be ample cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he has received all addenda.

Item:	Included:
1. References	_____
2. Addenda, if any.	_____

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

Email Address: _____ Cell: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

References for: _____

Offerors shall provide references on this form.

1. Firm Name _____

Contact _____

Title _____ E-mail _____

Project Name _____

Mailing Address _____

Phone _____ Fax _____

2. Firm Name _____
Contact _____
Title _____ E-mail _____
Project Name _____
Mailing Address _____
Phone _____ Fax _____
3. Firm Name _____
Contact _____
Title _____ E-mail _____
Project Name _____
Mailing Address _____
Phone _____ Fax _____
4. Firm Name _____
Contact _____
Title _____ E-mail _____
Project Name _____
Mailing Address _____
Phone _____ Fax _____
5. Firm Name _____
Contact _____
Title _____ E-mail _____
Project Name _____
Mailing Address _____
Phone _____ Fax _____

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: ()	
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: _____

LOCATION	FROM	TO	CENTERLINE MILEAGE	Tractor Mowing	Non-Tractor Mowing	TRAFFIC CONTROL REQUIREMENT	Proposed Mowing Fee	Proposed Litter Pickup Only
Route 10	Isle of Wight	Route 10	8.8	yes	yes	TTC-9.0		
Route 13	NC Line	13/32 Intersection	13.2	yes	yes	TTC-9.0		
Route 32	NC Line	13/32 Intersection	9.5	yes	yes	TTC-9.0		
Route 13/32	fayette street	13/32 Intersection	3.3	yes	yes	TTC-9.0		
Route 17	Isle of Wight	Chesapeake Line	7.7	yes	yes	TTC-10		
Route 58 Bypass	Southhampton County Line	Chesapeake Line	27.7	yes	yes	TTC-10		
Route 58 Southern Bypass	Route 58 Bypass	Route 13/32	2.7	yes	yes	TTC-10		
Route 58 Business West	Lake Kilby Bridge	Route 58 Bypass	1.5	yes	yes	TTC-9.0		
Route 58 Business East	Route 58 Bypass	Route 10/32/460	3	yes	yes	TTC-9.0		
Route 58 Buisness(Ruritian Blvd)	Isle of Wight	Route 58/189	3	yes	yes	TTC-9.0		
Route 125	Route 10	Route 337	5.6	yes	yes	TTC-9.0		
Route 258	Isle of Wight	Route 58 Bypass	0.6	yes	yes	TTC-9.0		
Route 272(S.Quay Rd)	Route 189	Route 58	1.24	yes	yes	TTC-9.0		
Route 460(Pruden Blvd)	Isle of Wight	Route 10 Intersection	6.5	yes	yes	TTC-9.0		
Route 337	Chesapeake Line	Route 58 Business	8.8	yes	yes	TTC-9.0		

Route 337(E. Washington St)	Business 58	Railroad Underpass	1.6	yes	yes	TTC-9.0
Route 135(College Dr)	Route 17(Bridge Rd)	Dead End(TCC Campus)	1.8	yes	yes	TTC-9.0
Route 189	Route 58 Bypass	Southampton C.L.	3	yes	yes	TTC-9.0
Total Estimate Cost						
Boom Mowing						
per productive hour with operator						
per productive hour with support vehicle with signs and driver						
Optional - Please provide method of pricing with proposal						
Snow removal						
Pretreatment of Roads and Bridges						