

INVITATION FOR BID

City of Suffolk
IFB#18024-AG
October 10, 2017



Purchasing Division
442 W. Washington Street, Room 1086
Suffolk, VA 23434
Phone: (757) 514-7520 Fax: (757) 514-7524

Fire Hose, Nozzles, Appliances, Adapters & Miscellaneous Fire Equipment

<http://www.suffolkva.us/739/Purchasing-Division>

SCOPE OF WORK: The intent of this Invitation for Bid (IFB) is to purchase requirements for NFPA Compliant Fire Hose, Nozzles, Appliances, Adapters and Miscellaneous Fire Equipment to be delivered FOB Destination to 300 Kings Fork Road, Suffolk, VA 23434. Materials shall be in accordance with all specifications, terms, and conditions herein.

Bid Due: 3:00 p.m., November 1, 2017

Contract Officer: _____ *Amy Gardner* _____
Amy Gardner, Buyer, agardner@suffolkva.us

The Buyer, Amy Gardner is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: agardner@suffolkva.us. 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 other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement. All questions concerning bid must be in writing and received five (5) business days prior to the bid opening.

Full bid documents can be downloaded at the City of Suffolk website www.suffolkva.us.

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 above (local prevailing time), for furnishing the items or services described in the bid.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

In compliance with this Invitation for Bid (IFB), and subject to all the conditions thereof, the signatory 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 above signature certifies the bidder has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named above.

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.

INVITATION FOR BID

Fire Hose, Nozzles, Appliances, Adapters & Miscellaneous Fire Equipment

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PURPOSE

The intent of this Invitation for Bid (IFB) is to purchase requirements for NFPA Compliant Fire Hose, Nozzles, Appliances, Adapters and Miscellaneous Fire Equipment to be delivered FOB Destination to 300 Kings Fork Road, Suffolk, VA 23434. Materials shall be in accordance with all specifications, terms, and conditions herein.

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) business days prior to the date set for bids to close.

CONTRACT PERIOD

The contract shall cover the period from date of award through August 31, 2018.

The City reserves the option to renew this agreement for three (3) additional one-year periods ending August 31, 2021. Unless notified in writing thirty (30) days prior to the expiration date, the contract will automatically renew during these periods.

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). The City does not guarantee any rate increase. **The City must be notified of any rate increases during the contract period.**

GENERAL SPECIFICATIONS

Fire Hose must meet or exceed NFPA 1961 (latest edition)

Couplings must meet or exceed NFPA 1963 (latest edition)

Single Jacketed Forestry Hose must meet the USDA Forest Service "Type II" Specification 5100-187 for "Synthetic Lined Hose"

Nylon Double Jacket-Poly Lined Attack Hose

The fire hose assembly is a premium quality, 100% nylon double jacket, thermoplastic polyurethane (TPU) lined, municipal grade attack fire hose with a Proof Test rating of 800 PSI manufactured to all the requirements of NFPA 1961, Standard on Fire Hose, Latest Edition. This product must be woven, extruded, assembled, coupled and tested in the United States by a U.S. owned and operated company which must constitute the product's country of origin.

Jacket Construction

Both the inner and outer jackets must be evenly, firmly and well woven of 100% synthetic high strength, low stretch filament polyamide (nylon) yarns. The inner jacket must be woven in a reverse twill weave pattern to provide a smooth water way. Both

inner and outer jackets must be free from unsightly defects, dirt, knots, lumps, and irregularities of weave that might affect the serviceability of the finished product.

Protective Treatment

The outer jacket is completely impregnated, by a force applied mechanical process, to provide coverage on the outside and within the fabric, with a synthetic nitrile/latex(emulsified) rubber compound. The compound is fused to the jacket by a high temperature curing process cross linking the rubber for increased chemical, ultraviolet, moisture, abrasion, burn resistance of the hose. The rubber compound is colored with pigments to provide a method of color coding identification of the hose.

Lining Construction

The clear thermoplastic lining must be a single-ply extruded tube of synthetic polyurethane that is highly resistant to ozone and oxidation. The tube must be extruded with uniform thickness throughout the length, and the waterway of the tube shall be smooth and free of imperfections.

Quality Assurance Provisions

The Manufacturer must be committed and shall provide evidence of compliance to a Total Quality Management system designed to meet the current ISO 9001 requirements. Further, quality assurance procedures must be managed and performed by the manufacturer over the entire hose manufacturing process from procurement of premium quality raw materials, through twisting and weaving of yarns, liner and cover extrusion, jacket impregnation, hose assembly, curing/vulcanization, and coupling attachment process. The Manufacturer is defined for this specification as the one creating the hose by using all of these processes. The direct distributor who supplies the hose under this specification shall procure the hose directly from the manufacturer. The hose, coupled or un-coupled, must not come from a third party source and be coupled, tested, and re-sold to the direct distributor. The end customer reserves the right to request documentation and perform an on sight audit of the processes at the manufacturer to verify compliance with these provisions.

Hydrostatic Testing

Every piece of coupled hose must be subjected to a Hydrostatic Proof Pressure Test by the manufacturer at the point of completion and prior to shipment per requirements of NFPA 1961 (latest edition). A printed Proof Test Certificate of compliance will be supplied with each piece of hose passing the test that references the manufacturer of the hose, the hose identifier number, the manufacturer part number, the test date/time, the test operator, and the specified test pressure. Elongation, Twist, Warp, Rise and Coupling Retention will also be evaluated on all hose during the Hydrostatic Test and shall meet the requirements of NFPA 1961(latest edition)

Identification and Marking

Every piece of coupled hose supplied under this specification must have a unique barcode identifier number located on the coupling. This identifier number will be used by the manufacturer to record manufacturing and hydrostatic test data for the piece of hose. Further the hose identification system shall be used for capturing the hose number for

maintaining an electronic hose inventory data base for the documentation of hose records as required per the current NFPA 1962 requirements. Each piece of hose passing the hydrostatic proof test shall be indelibly marked/stenciled with the manufacturer's name, month and year of manufacture, the country of origin, and the service test "words" per NFPA 1961(latest edition). The manufacture will also number or mark hose jacket with numbers and words as Suffolk Fire Department wishes not to exceed 24 characters, symbols or letters. Couplings may be laser engraved or stamped.

Couplings

All couplings must meet or exceed NFPA 1963 (latest edition). Couplings will be a 3-lug Aluminum Rocker Lug coupling with National Standard Threads (NST) threads.

Warranty

The Fire hose furnished under this specification must have a potential service life of 10 years barring mistreatment or accidental damage such as would render the hose unfit for service. The fire hose shall be warranted against defects in material or workmanship for a period not less than 10 years.

- a. 50 foot sections **Nylon double jacketed 1 ¾ inch** fire hose with 1 ½ inch couplings NST. Coating colors should be available in the following colors: Yellow, Orange, Blue, Green, White or Red.
- b. 50 foot sections **Nylon double jacketed 2 1/2 inch** fire hose with NST couplings. Coating colors should be available in the following colors: Yellow, Orange, Blue, Green, White or Red.
- c. 25 foot sections **Nylon double jacketed 2 ½ inch** hose with NST couplings. Coating colors should be available in the following colors: Yellow, Orange, Blue, Green, White or Red.

Polyester Double Jacketed-Rubber Lined Attack Hose

The fire hose assembly is a premium quality, all polyester double jacket, rubber lined, municipal grade fire hose with a Proof Test rating of 800 PSI manufactured to all the requirements of NFPA 1961, Standard on Fire Hose, Latest Edition. This product shall be woven, extruded, assembled, coupled and tested in the United States by a U.S. owned and operated company which must constitute the product's country of origin.

Jacket Construction: Both the inner and outer jackets shall be evenly, firmly, and well woven of 100% synthetic polyester yarns. Staple polyester yarn shall be used in the warp (lengthwise) ends (yarns). Filament or entangled yarn will not be acceptable. The filler (radial yarns) shall be made of high tenacity, low stretch filament polyester thread, shall be interwoven with and completely covered by the warp ends. Both inner and outer jackets shall be free from unsightly defects, dirt, knots, lumps, and irregularities of weave that might affect the serviceability of the finished product.

Protective Treatment: The outer jacket shall be completely impregnated, by a force applied mechanical process, to provide coverage on the outside and within the fabric, with a synthetic nitrile/latex (emulsified) rubber compound. The compound is fused to the jacket by a high temperature curing process linking the rubber for increased chemical, ultraviolet, moisture, abrasion, and burn resistance of the hose. The rubber compound can be colored with pigments to provide a method of color coding

identification of the hose.

Lining Construction

The rubber lining shall be single-ply, light weight extruded tube of EPDM (Ethylene Propylene Diene Monomer) synthetic rubber, which resists ozone and oxidation. The tube shall be extruded with uniform thickness throughout the length, and the waterway of the tube shall be smooth and free of imperfections.

Quality Assurance Provisions

The Manufacturer must be committed and shall provide evidence of compliance to a Total Quality Management system designed to meet the current ISO 9001 requirements. Further, quality assurance procedures must be managed and performed by the manufacturer over the entire hose manufacturing process from procurement of premium quality raw materials, through twisting and weaving of yarns, liner and cover extrusion, jacket impregnation, hose assembly, curing/vulcanization, and coupling attachment process. The Manufacturer is defined for this specification as the one creating the hose by using all of these processes. The direct distributor who supplies the hose under this specification shall procure the hose directly from the manufacturer. The hose, coupled or un-coupled, shall not come from a third party source and be coupled, tested, and re-sold to the direct distributor. The end customer reserves the right to request documentation and perform an on sight audit of the processes at the manufacturer to verify compliance with these provisions.

Hydrostatic Testing

Every piece of coupled hose supplied under this specification must be subjected to a Hydrostatic Proof Pressure Test by the manufacturer at the point of completion and prior to shipment per requirements of NFPA 1961 (latest edition). A printed Proof Test Certificate of compliance will be supplied with each piece of hose passing the test that references the manufacturer of the hose, the hose identifier number, the manufacturer's part number, the test date/time, the test operator, and the specified test pressure. Elongation, Twist, Warp, Rise and Coupling Retention will also be evaluated on all hose during the Hydrostatic Test and shall meet the requirements of NFPA 1961(latest edition)

Identification and Marking

Every piece of coupled hose supplied under this specification must have a unique barcode identifier number located on the coupling. This identifier number will be used by the manufacturer to record manufacturing and hydrostatic test data for the piece of hose. Further the hose identification system shall be used for capturing the hose number for maintaining an electronic hose inventory data base for the documentation of hose records as required per the current NFPA 1962 requirements. Each piece of hose passing the hydrostatic proof test shall be indelibly marked/stenciled with the manufacturer's name, month and year of manufacture, the country of origin, and the service test "words" per NFPA 1961(latest edition). The manufacturer will also number or mark hose jacket with numbers and words as Suffolk Fire Department wishes not to exceed 24 characters, symbols or letters. Couplings may be laser engraved or stamped.

Couplings

All couplings shall meet or exceed NFPA 1963 (latest edition). Couplings will be a 3-lug Aluminum Rocker Lug coupling with (NST) threads.

Warranty

The Fire hose furnished under this specification shall have a potential service life of 10 years barring mistreatment or accidental damage such as would render the hose unfit for service. The fire hose shall be warranted against defects in material or workmanship for a period not less than 10 years.

- a. 50 foot sections **Polyester double jacketed-Rubber Lined Attack Hose 1 ¾ inch** fire hose with 1 ½ inch couplings. Coating colors should be available in the following colors: Yellow, Orange, Blue, Green, White or Red.
- b. 15 foot sections **Polyester double jacketed-Rubber Lined Attack Hose 2 ½ inch** hose with NST couplings. Coating colors should be available in the following colors: Yellow, Orange, Blue, Green, White or Red.

Extruded Through-the-Weave Nitrile Rubber Hose

The fire hose assembly is a premium quality, 100% synthetic, Nitrile Rubber extruded thru-the weave attack and supply hose manufactured to all the requirements of NFPA 1961, Standard on Fire Hose, Latest Edition. This product shall be woven, extruded, vulcanized (cured), coupled and tested in the United States by a U.S. owned and operated company which must constitute the product's county of origin.

Hose Construction

Hose shall be made with a 100% synthetic high tensile strength yarn reinforcement fabric, circular woven in a twill weave configuration. The woven reinforcement fabric shall be completely encapsulated by an extruded Thru-the-Weave interlocking matrix of synthetic nitrile rubber without the use of any adhesives. The Rubber compound shall be composed of a minimum of 65% Nitrile rubber. The outside surface of the hose shall have raised ribs running the entire length of the hose for improved abrasion resistance.

Quality Assurance Provisions

The Manufacturer must be committed and shall provide evidence of compliance to a Total Quality Management system designed to meet the current ISO 9001 requirements. Further, quality assurance procedures must be managed and performed by the manufacturer over the entire hose manufacturing process from procurement of premium quality raw materials, through twisting and weaving of yarns, liner and cover extrusion, jacket impregnation, hose assembly, curing/vulcanization, and coupling attachment process. The Manufacturer is defined for this specification as the one creating the hose by using all of these processes. The direct distributor who supplies the hose under this specification shall procure the hose directly from the manufacturer. The hose, coupled or un-coupled, shall not come from a third party source and be coupled, tested, and re-sold to the direct distributor. The end customer reserves the right to request documentation and perform an on sight audit of the processes at the manufacturer to verify compliance with these provisions.

Hydrostatic Testing

Every piece of coupled hose supplied under this specification shall be subjected to a Hydrostatic Proof Pressure Test by the manufacturer at the point of completion and prior to shipment per requirements of NFPA 1961 (latest edition). A printed Proof Test Certificate of compliance will be supplied with each piece of hose passing the test that references the manufacturer of the hose, the hose identifier number, the manufacturer's part number, the test date/time, the test operator, and the specified test pressure. Elongation, Twist, Warp, Rise and Coupling Retention will also be evaluated on all hose during the Hydrostatic Test and shall meet the requirements of NFPA 1961(latest edition)

Identification and Marking

Every piece of coupled hose supplied under this specification must have a unique barcode identifier number located on the coupling. This identifier number will be used by the manufacturer to record manufacturing and hydrostatic test data for the piece of hose. Further the hose identification system shall be used for capturing the hose number for maintaining an electronic hose inventory data base for the documentation of hose records as required per the current NFPA 1962 requirements. Each piece of hose passing the hydrostatic proof test shall be indelibly marked/stenciled with the manufacturer's name, month and year of manufacture, the country of origin, and the service test "words" per NFPA 1961(latest edition). The manufacturer will also number or mark hose jacket with numbers and words as Suffolk Fire Department wishes not to exceed 24 characters, symbols or letters. Couplings may be laser engraved or stamped.

Couplings

All couplings shall meet or exceed NFPA 1963(latest edition). Storz locking couplings shall be all metal construction with 3 bolt segmented field repairable bindings. Metal locks on the Storz couplings shall be painted hi-visibility red. The Storz heads shall have reflective arrows providing as a visual aid to assist in full rotation of the heads for proper connection between sections.

Warranty

The Fire hose furnished under this specification shall have a potential service life of 10 years barring mistreatment or accidental damage such as would render the hose unfit for service. The fire hose shall be warranted against defects in material or workmanship for a period not less than 10 years.

- a. 100 foot **Extruded Through-the-Weave Nitrile Rubber Hose 5 inch** with STORZ Quick Connect Aluminum Couplings. Coating color would be yellow. Hose will be numbered on jacket starting with (15001-) to (15059-). Dashes must be included with the numbering.
- b. 25 foot **Extruded Through-the-Weave Nitrile Rubber Hose 5 inch** with STORZ Quick Connect Aluminum Couplings. Coating color would be Yellow.

Single Jacketed Forestry Hose

Forestry hose is a lightweight, all-synthetic fire hose with a polyurethane lining inside a polyester jacket which meets the USDA Forest Service "Type II" specification 5100-187 for "Synthetic Lined" fire hose. This product shall be woven, extruded, assembled, coupled and tested in the United States by a U.S. owned and cooperated company which must constitute the product's country of origin

Construction

Polyester single jacket with Polyurethane Inner Liner with a coating that increases abrasion, heat and flame resistance while virtually eliminating water pick up.

Protective Treatment

A nitrile/latex (emulsified rubber) material that is force applied and cross-linked during a high temperature curing process to build a virtually impenetrable shield.

Quality Assurance Provisions

The Manufacturer shall be committed and shall provide evidence of compliance to a Total Quality Management system designed to meet the current ISO 9001 requirements. Further, quality assurance procedures must be managed and performed by the manufacturer over the entire hose manufacturing process from procurement of premium quality raw materials, through twisting and weaving of yarns, liner and cover extrusion, jacket impregnation, hose assembly, curing/vulcanization, and coupling attachment process. The Manufacturer is defined for this specification as the one creating the hose by using all of these processes. The direct distributor who supplies the hose under this specification shall procure the hose directly from the manufacturer. The hose, coupled or un-coupled, shall not come from a third party source and be coupled, tested, and re-sold to the direct distributor. The end customer reserves the right to request documentation and perform an on sight audit of the processes at the manufacturer to verify compliance with these provisions.

Couplings

All couplings shall meet or exceed NFPA 1963(latest edition).
Couplings will be Aluminum Rocker Lug coupling with (NST) threads

Warranty

The Fire hose furnished under this specification shall have a potential service life of 10 years barring mistreatment or accidental damage such as would render the hose unfit for service. The fire hose shall be warranted against defects in material or workmanship for a period not less than 10 years.

- a. 100 foot sections 1 inch fire hose with yellow color coating.

Nozzles and Appliances

NFPA 1965: This standard shall cover the requirements for the fire hose appliances up to and including 150 mm (6 in.) nominal dimension designed for connection to fire hose, fire apparatus, and fire hydrants and intended for general fire service use in controlling or conveying water.

Akron Nozzles: The Akron Turbojet is a multiple gallonage nozzle providing flexibility and flow control. They shall conform to ALL aspects of current NFPA 1964 Standard.

- a. Akron 1744 Fog Nozzle w/ 2390 shut-off NST
- b. Akron 2393 Nozzle NST (2390 w/ 1420 stack tips)
- c. Akron 2390 shut-off NST
- d. Akron1702 Booster Nozzle
- e. Akron 3095 Foam Eductor (2 ½ inlet, 1 ½ outlet NST)
- f. Akron 1581 Gated Wye NST
- g. Akron 3433 Apollo Hi-Riser with dual 2 ½ inlet ground base
- h. Akron 5160 Akromatic Nozzle w/ 2 ½ inlet NST
- i. Akron 3488 Discharge Pipe
- j. Akron 7980 Black Max Intake Valve 6 in. Female NST inlet and 5 in. Storz outlet
- k. Akron 7960 Butterfly Valve 6 in. with manual handle
- l. Akron 2499 NST Stack Tips
- m. Akron 1582 or Kochek Hydrant Wye, 5 in. Storz to (2) 2 ½ NST male outlets
- n. Akron 2431 Saber Shutoff 7/8" Integrated Smoothbore Nozzle (NST)
- o. Akron 4866 Assault Tip 150 GPM @ 50PSI Nozzle (NST)
- p. Akron 1762 Wide-Range Turbojet 75 PSI nozzle 30-200 GPM (NST)
- q. Akron 1763 Wide-Range Turbojet 75 PSI Nozzle 30-200 GPM with Pistol Grip (NST)
- r. Akron 4863 Mid-Range Assault 150 GPM @75 PSI with Pistol Grip(NST)
- s. Akron 2581 Light Weight Leader Line Wye 2.5" x (2) 1.5"
- t. Akron 35 In-Line Gauge 2.5"
- u. Akron 439 Dual Stack Tips 15/16 x ½"

Adapters

- a. 6 in. female NST pyrolite barrel strainers
- b. Hydrant and (2) Spanner set with metal holder
- c. Single End 5 in spanner sets with mounting bracket
- d. Hydrant Wrenches
- e. Hole type spanners
- f. 2 ½ spanners
- g. 2 ½ Double male adapters NST pyrolite
- h. 2 ½ Double female adapters NST pyrolite
- i. 4in female swivel NST to 5 in Storz 30degree elbow
- j. 5 in Storz Caps with chain
- k. 6 in x 4 ½ in double female swivel adapter NST
- l. 4 ½ female swivel NST x 5 in. Storz adapter
- m. 6 in female swivel NST x 5 in. Storz adapter
- n. 2 ½ female swivel NST x 5 in Storz adapter
- o. 1 ½ female NST x 1 in. male NST adapter
- p. Akron 631 Angle Elbow 60 degrees
- q. Akron 1828 Hydrant Valve 2.5"

Miscellaneous Items

- a. Water Extinguishers 2 ½ gallon
- b. Bladder style Indian tanks
- c. 3 ft. Standard pike pole w/fiberglass holder
- d. 51in. pinch bar with mounting bracket
- e. 10 lb. sledge hammer w/fiberglass handle
- f. 30 in. halligan bar
- g. 24 in. heavy duty bolt cutters
- h. Dead blow hammers
- i. Fire rakes
- j. Pick head axe w/ fiberglass handle
- k. Pick head axe w/ fiberglass handle
- l. K-tool kits
- m. Treated canvas 12 x 14 salvage covers
- n. Vinyl 12 x 14 salvage covers
- o. 18 oz. vinyl 3 x 20 floor runner
- p. ½ in. x 200 ft. rescue rope with bag
- q. 1 in. NST plastic forestry nozzles

Bid Evaluation and Award

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

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

The City reserves the right to make award by bid line or total bid amount.

CONDITIONS AND INSTRUCTIONS

Rev: 1/26/2016

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 a conflict with published requirements, the bid may be considered non-responsive. The City's published specifications shall supersede any additional writings submitted with the bid. Such additional 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 required pages may result in a determination that the submittal is non-responsive. The bid may not be changed by markings on the envelope. Only the amounts indicated on the BID form will be considered in determining the final Bid amount.
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 from consideration due to 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, electronically, or by certified mail.

8. **Addenda**: If issued, addenda to this solicitation will be posted on the Purchasing website: <http://apps.suffolkva.us/bids/>. It is the bidder's responsibility to check the website or to 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 on the bid form in the appropriate spaces.
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://apps.suffolkva.us/bids/>.
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. Where any part or the normal accessories of equipment is not 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 its 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. **Indemnification:** Offeror shall defend and indemnify the City, and the City's employees, agents, and volunteers, 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 Offeror, 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 Offeror. This indemnification 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 Offeror or any of the Offeror's officers, shareholders, employees, agents, consultants, sub-consultants, or any other person or entity acting on behalf of the Offeror. Unless otherwise provided by law, the Offeror 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 workers' 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.
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. **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 _____.”

30. **Payment Terms:** Payment terms shall be ‘Net 45’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. Typically this enables faster payments to the Contractor. Are you willing and able to accept this type of payment? Yes____ No____

31. **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.
32. **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.
33. **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.
34. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.
35. **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.
36. **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.

37. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
38. **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.

39. **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.

40. **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.

41. **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.

42. **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.

43. **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.

44. **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.

45. **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.

46. **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.

47. **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.

48. **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.

49. **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.
50. **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.
51. **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.
52. **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.
53. **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.

54. **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.
55. **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.
56. **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.
57. **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 or email comrev@suffolkva.us .
58. **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.
59. **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. The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
 - Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
 - Default on any previous contract.
 - For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
 - Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.
 - Contractor does not meet project-specific requirements, as identified in the Contract Documents
60. **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.
61. **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.
62. **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.
63. **Default on Taxes:** No bid or proposal will be accepted from, or any Contract awarded to, any person, firm, or corporation that is in arrears, or 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.
64. **Ethics in Procurement:** Bidders, offers, contractors or consultants must provide written disclosure with their bid or proposal if one of your officers, directors, trustees, partners, employees, or lenders is an employee or officer of the City of Suffolk or an immediate family member of the employee or officer (as defined by Section 2.2-4368 of the Virginia Public Procurement Act) who is involved personally or substantially participates in procurement transactions or owns or controls an interest of more than three percent (3%) of the company or receives more than \$5,000 annually from the bidder, offeror, contractor or consultant.

BID FORM

TO: City of Suffolk, VA
Purchasing Division
442 W. Washington Street
Suffolk, VA 23434

BID: Fire Hose, Nozzles,
Appliances, Adapters, &
Misc Fire Equipment

DUE: November 1, 2017

TIME: 3:00 p.m., Local

_____ **(Company)** quote firm price, exclusive of all taxes, to furnish, deliver, and unload, F.O.B. destination, materials specified in accordance with specifications and conditions herein. All quantities are estimates only; materials to be available on an **AS NEEDED** basis. Product substitutions must be identified on the Bid Form.

Bidders must submit ONE bid only; alternate bids will not be accepted.

The City reserves the right to award by group or by total bid amount.

(Attachment A)

Total Bid Amount: \$ _____

REFERENCES

Indicate below a listing of at least three (3) recent references for which 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.)

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
- _____ Bidder has acknowledged and complied with item #64 Ethics in Procurement, under the Conditions & Instructions Section.

Bidder has examined copies of all the Bid Documents including the following Addenda:

<u>Date</u>	<u>Number</u>
_____	_____
_____	_____
_____	_____
_____	_____

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. 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.
 - C. 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

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.

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.

Minimum Limits

\$2,000,000 General Aggregate Limit
\$2,000,000 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.

Minimum Limits

\$1,000,000 Combined Single Limit
\$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia.
Employers Liability, \$100,000/\$500,000/\$100,000

d. Umbrella/Excess Liability

\$2,000,000 umbrella/excess liability coverage

e. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided.
2. The City of Suffolk, its' officers/officials, employees, agents and volunteers shall be

added as "additional insured" as their interests may appear. A copy of all endorsements, declaration pages, and policies that address additional insured shall be provided. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.

3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the City.
 4. Shall provide thirty (30) days written notice to the City before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
 5. All coverages for subcontractors of the offeror shall be subject to all of the requirements stated herein.
 6. 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.
 7. 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.
 8. 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.
 9. 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.
- f. Notice of Cancellation and/or Restriction

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