



TOWN OF VIENNA

127 Center Street S
Vienna, VA 22180

REQUEST FOR PROPOSAL

REVISED

RFP NUMBER: 23-26

RFP SUBJECT: Maple Avenue & Church Street Streetscape

ISSUE DATE: January December 6, 2023

PRE-PROPOSAL MEETING: Teams, January 24, 2023, at 11:00 a.m. Eastern

QUESTIONS DUE DATE: January 27, 2023, at 2:00 p.m. Eastern

PROPOSAL DUE DATE: February 6, 2023, at 2:00 p.m. Eastern

Inquiries concerning this Request for Proposal shall be submitted, in writing, to jerry.amacker@viennava.gov

Procurement Officer
Jerry Amacker, CPPB, VCO, VCA

RFP 23-26

Maple Avenue & Church Street Streetscape

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POSTING NOTICE.

Proposals shall be submitted electronically via the DemandStar website.

The Town uses eVA and DemandStar for notification and distribution of solicitation documents.

Current solicitations can be viewed and downloaded [here](#).

To log in or to register your company so that you *receive notifications* of the Town's solicitations, go to [DemandStar](#). On the registration form, enter the required information and be sure to select the Town of Vienna as your *Free Agency Registration*.

Solicitations also are advertised on the Commonwealth of Virginia's [eVA Procurement Portal](#), where they may be downloaded and viewed in their entirety.

This RFP may be downloaded from the Town's website at: www.viennava.gov

An Optional Pre-Proposal Meeting will take place via Teams on January 24th at 11:00 a.m. Eastern.

Please email me at jerry.amacker@viennava.gov if you want to participate in the pre-proposal meeting.

After registering, you will receive a confirmation email containing information about joining the webinar.

While not mandatory, the purpose of this meeting is to allow potential offerors an opportunity to present questions and obtain clarification relative to this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Any questions asked during the pre-proposal conference shall also be submitted in writing for an official response from the Town of Vienna.

The Town of Vienna reserves the right to reject any and all proposals or to accept the proposal(s) which, in its judgment, will be for its best interest.

NO PROPOSAL MAY BE WITHDRAWN FOR A PERIOD OF NINETY (90) DAYS SUBSEQUENT TO THE DATE OF THE PROPOSAL OPENING.

Any proposal may be withdrawn PRIOR to the scheduled time for proposal opening or authorized postponement thereof.

SECTION 1. BACKGROUND

Located in Northern Virginia and approximately 14 miles from Washington D.C., the Town of Vienna is an incorporated town within Fairfax County—adjacent to Tysons Corner (Northeast), Oakton and Fairfax City (Southwest), Merrifield/Mosaic District (Southeast) and Reston (Northwest). The Town is 4.4 square miles with 16,473 residents.

Vienna is primarily a residential community with at least 71 percent of the land developed for residential purposes, excluding rights-of-way. The Town has approximately 3.5 million square feet of commercial and industrial space—60 percent is used for professional office space, 30 percent of the space is used for retail, and the remaining 10 percent is used for industrial purposes. Vienna is also home to a diverse business base serving independent retailers and even the nation’s largest credit union, Navy Federal Credit Union.

SECTION 2. PROJECT BACKGROUND

The Town of Vienna has streetscape improvements along Maple Avenue and Church Street that were installed approximately 20 years ago. These improvements include uniform installations of brick sidewalks, streetlamps, bus shelters and landscape planters. Maple Avenue landscape planters are irrigated while Church Street planters are not. The landscape plants have matured over the years and the uniformity of the design has waned. The trees are the predominant feature of the landscape planters while the shrub and herbaceous perennial layer is inconsistent and often absent.

SECTION 3. PROJECT OBJECTIVES, DESCRIPTION AND SCOPE

The Town of Vienna is soliciting proposals from qualified vendors to provide design and vegetation installation of the approximately:

- 81 landscape planters on Maple Avenue located between East Street and 213 Maple Avenue West on both sides of the street. Landscaped planters between East Street and Lawyers Road/Courthouse Road are irrigated. Landscape planters in front of 203 and 213 Maple Avenue W are not irrigated.
- 46 landscape planters on Church Street located between Mill Street NE and Lawyers Road NW on both sides of the street. Currently not irrigated but will be prior to plant installation.

For the purposes of the design and estimating, the vendor will break down Maple Avenue into sections as described below:

- Area 1 - 213 Maple Avenue W to Park Street (both sides of the street)
- Area 2 – Park Street to Beulah Road (both sides of the street)
- Area 3 – Beulah Road to East Street (both sides of the street)

The successful vendor shall:

Task 1 - Attend a project kick-off meeting (in person) with Town staff within one week of successful award of the contract. The meeting topics shall include but are not limited to:

- Identify and review design goals, schedule, scope of work, and expected deliverables.
- Determine scope and frequency of coordinated conference calls between vendor, Town, and project staff to discuss project progress.
- Weekly progress reports and frequency of invoices to be prepared by the vendor to keep the

project on schedule. **Invoices shall be separated by street (Maple Avenue or Church Street) and not combined.**

- o Site walk-through of the project areas.
- o Provide a brief meeting summary documenting agreements/understandings reached at the kick-off meeting, including frequency and method of project progress reports, and invoices.

Task 2 - Provide a topographic survey of the existing streetscape planter features or alternatively, provide sketches of each planter including utilities (poles, streetlamps, manhole covers, utility boxes, irrigation equipment, etc.) to scale.

Task 3 - Design Goals - Provide two cohesive design options for each location - Church Street and Maple Avenue landscape planters. The final design and construction documents shall be provided to the town for review and approval by the Town. These documents must be certified by a licensed professional engineer, architect, or landscape architect or other qualified landscape designer and the appropriate seal must be affixed to these documents. The intent of the streetscape design is to provide an attractive display (colorful foliage or long-lasting blooms) and landscape that is similar in design for each planter throughout the entire year. There are existing trees in the streetscape planters and those trees will remain or be removed and replaced by the Town prior to implementation of the vendor's design. The Vendor will show the existing trees on the landscape design.

- MAPLE AVENUE – there are 81 planters with a total area of 14,332 square feet. Collectively, the planters are 3,583 feet in length and are 4 feet wide. The plantable area is 10,204 square feet and assumes no plants will be installed within 4 feet of a tree trunk. The plantable area calculation includes the space occupied by utility poles, utility boxes, irrigation components, streetlamps, etc.
 - Design option 1 shall include:
 - woody shrubs
 - herbaceous perennials
 - spring bulbs
 - Design option 2 shall include:
 - woody shrubs
 - herbaceous perennials
 - spring bulbs
 - seasonal annuals (summer and winter) – placed primarily at the end caps of each planter however we are open to other design suggestions.
- CHURCH STREET - there are 46 planters with a total area of 4,159 square feet. Collectively, the planters are 1,084 feet in length and are 3 or 4 feet wide with two exceptions. The plantable area is 3,327 square feet and assumes no plants will be installed within 4 feet of a tree trunk. The plantable area calculation includes the space occupied by utility poles, utility boxes, irrigation components, streetlamps, etc.
 - Design option 1 shall include:
 - woody shrubs
 - herbaceous perennials
 - spring bulbs
 - Design option 2 shall include:
 - woody shrubs

- herbaceous perennials
- spring bulbs
- seasonal annuals (summer and winter) – placed primarily at the end caps of each planter however we are open to other design suggestions.

Task 4 - Public Engagement –

- The vendor will develop and conduct one (1) public engagement session to share the landscape design options, answer questions, gather feedback and identify solutions that may address the concerns identified. The vendor shall outline the method and scope of public engagement to achieve the above goal. Town Staff will attend and assist with answering questions and provide project support. Town Staff will also invite owners of all parcels located within 100 feet of the streetscape area under design to attend. The vendor will provide a written documentation of public input and if applicable, revision of draft designs based on public input.

Task 5 - Implementation and Construction Plan

In conjunction with submitting the final design documents the vendor shall submit to the Town a detailed implementation timeline and construction sequencing document. The document shall include but is not limited to projected dates of completion for:

- Removal of existing vegetation (not including trees)
- Installation of new vegetation
- Addition of soil, soil amendments and organic mulch for both options.
- Temporary traffic control devices and areas of impact to pedestrian or vehicular traffic.
- Invoicing schedule
- Any work to be completed by subcontractors, including name and contact info of the subcontractors
- Staging areas

Task 6 - Project Management and Site Inspection

The vendor shall monitor and provide oversight of the installation work including any work performed by subcontractors. The vendor shall provide daily written notification to the Town of work progress, including any delays which have occurred. After 70% of the work is completed, the progress notification will include a punch list of any incomplete items and an estimated schedule for project completion.

The vendor and/ the Town shall verify progress and completion of the work through periodic site inspections. The vendor shall submit to the Town written summaries of progress including photo documentation and identification of problems (including damaged to irrigation system and hardscape, utilities, trees, etc.) to be addressed.

Task 7 - Warranty

- Plants shall be warrantied for 1 year from approved installation. Warranty includes the purchase and installation of replacement plants and removal of dead or sick plant(s).

Task 8 - Completion of Project

Following satisfaction of punch list items, the vendor shall submit a statement that the work has been completed in accordance with the contract and the final design. The completion statement must be

prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified during project kick-off meeting, the vendor shall submit two sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect. When the Town is satisfied work is complete, it shall submit a final project report including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during and upon completion of work. The vendor shall not submit a final payment request to the Town until that the work is complete.

SECTION 4. OTHER DELIVERABLES

- Draft products: one electronic copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, two paper copies of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to the Town, and comply with the requirements for NYS Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format? or other similar product acceptable to the TOWN), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

All work produced for this project, preliminary and final, paper, and electronic format shall be property of the Town.

SECTION 5. BUDGET INFORMATION

It is anticipated that completion of a deliverable associated with each task shall serve as the basis for payment. The consultant must submit a brief progress report with each invoice describing the progress on each task.

Invoices shall be separated by street (Maple Avenue or Church Street) and not combined.

Do not include budget or pricing with your original proposal. Short listed vendors will receive an email from the Procurement Officer requesting budget and pricing. Short listed vendors will be required to provide a proposed budget with:

- i. Total project cost with a cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates.
- ii. Not to exceed fee for services required to fulfill the deliverables described herein.

SECTION 6. PROPOSAL SUBMISSION REQUIREMENTS

Responses to the RFP shall include the following components in sequential order:

1. An introductory Letter of Interest (2 pages max) – a short introduction and summary of the company/consultant and any subcontractors, including a single contact, telephone number, email address and a description of what disciplines are included within the firm/team.
2. Scope of Work (15 pages max) – include a detailed work program explaining how the consultant proposes to perform the Scope of Work that includes:
 - a. A discussion of the firm’s approach to the overall project
 - b. Each task to be completed and the firm’s approach to completing each task listed above
 - c. Timeline for each task
 - d. Schedule of work products
3. Project Management/Communication (1-page max) – proposed method of project management and proposed, best means of communication with the Town of Vienna about project progress, review, and conduct of public engagement.
4. Qualifications and References (10 pages max) – Offers must demonstrate that they have the resources and capability to provide the services required in this RFP. Any offeror wishing to submit a proposal shall have five (5) years demonstrated experience related to the design of facilities similar to this project. Project manager shall have five (5) years’ experience with a focus on similar projects. Offers will provide a firm profile that will include the following:
 - a. List of similar projects completed by firm with one (1) reference for each respective project
 - i. Current contact names, email address, and telephone numbers for references
 - ii. Summary of project(s)
 - iii. Public involvement in project(s)
 - b. Project team organizational chart
 - i. Resumes for each team member to be assigned to project
5. Work Sample: a representative work sample similar to the work being requested. Sample may be provided digitally as PDF or web link can be provided. One (1) sample is required.

SECTION 7. PROJECTED TIMELINE OF DELIVERABLES

- Early January - Post RFP
- Early March - Award RFP to successful vendor by Town Council (vendor to attend meeting)
- Mid-March - Kick off meeting (in person)
- Late March – Vendor submits topographic survey to Town Staff (email)

- Early April – Vendor presents a draft of both design options to Town Staff
- Mid-April – meet with Town staff to review the revisions to the design
- Early May – Public Engagement session at the Vienna Community Center
- Late May – meet with Town Staff to review final landscape design
- Mid-June – implement design
- End of July – project completed

SECTION 8. EVALUATION CRITERIA

An Evaluation Committee will evaluate the proposals using the following criteria.

1. Proposal (10%)
 - a. Quality and Completeness of Proposal
2. Technical Ability (20%)
 - a. Project Approach and Methodology
 - b. Strength of Proposed Team
 - c. Scope of Services
3. Design (30%)
 - a. Does the project meet design parameters of aesthetics, functionality, maintenance, etc.
4. Past Performance (10%)
 - a. Consultant Qualifications and Experience
 - b. References
 - c. Relevant Experience – submit an example of a similar completed work sample
5. Completion Date (30%)
 - a. Schedule for Completion
 - b. Timeline for each task

First Impression Score - 5-point scale:

0 = The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
 1 = Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
 2 = Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.
 3 = Good. The proposal addresses the criterion well, but a number of shortcomings are present.
 4 = Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
 5 = Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Numbers:

Maximum Score for any Criteria is 5.0.

Scores are entered in whole or half numbers.

Determine weighted score by multiplying Weight time Score.

Maximum Total Weighted Score is 500.

Criteria	Weight	Score	Weighted Score
Proposal	10		
Technical Ability	20		
Design	30		
Past Performance	10		
Completion Date	30		
Totals	100		

SECTION 9. AWARD OF CONTRACT

The Town of Vienna Evaluation Committee shall engage in individual discussions with two (2) or more of the Offerors deemed fully qualified by the Evaluation Committee. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff qualifications pertinent to the proposed project, as well as alternate concepts.

At the discussion stage, the Town may discuss non-binding estimates of total project costs including, but not limited to non-binding estimates of cost of services.

Proprietary information from competing Offerors shall not be disclosed to the public or to the competitors.

At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the Evaluation Committee shall select, in the order of preference, two or more Offerors whose professional qualifications and proposed services are deemed more meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town of Vienna can be negotiated at a price considered fair and reasonable, the Town Council shall be advised and make the award to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Should the Evaluation Committee determine in writing that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The award will be made to the responsible Offeror whose proposal, conforming to the solicitation, is the most advantageous and represents the best value to the Town of Vienna, costs and other factors considered.

The Town, as a municipal corporation of the Commonwealth of Virginia, is obligated and bound by the terms of this Agreement only to the extent that funds are lawfully appropriated therefore and are allocated and available to pay its obligations hereunder. In the event that and at such time as funds have not been appropriated or are not allocated and available to pay the Town's obligations under this Agreement, then the Town shall not be liable for any obligation to pay for the services referred to in this Agreement.

It is expressly agreed and understood that the selected firm is in all respects an independent Contractor as to work and is in no respect any agent, servant, or employee of the Town. The contract specifies the work to be done by the firm, but the method to be employed to accomplish the work shall be the responsibility of the firm.

SECTION 10. CONTRACT TERM

The term of this contract shall be from the date of award until the project is completed.

SECTION 11. SPECIAL TERMS AND CONDITIONS

Precedence of Terms: In the event that there is a conflict between the General Terms and Conditions and any Special Terms and Conditions used in this section, the Special Terms and Conditions shall apply.

- A. Mandatory Use of Town Forms and Terms and Conditions: Failure to submit a proposal accompanied by the signed and dated Cover Sheet provided shall be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, the Town of Vienna reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not such a proposal should be considered as non-responsive.

Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within three business (3) days before the closing of the RFP. Offerors are solely responsible for checking the Town website to ensure that they have the most current information regarding the RFP.

All addenda must be signed and submitted with your proposal.

- B. Ownership of Material: Ownership of all data, materials and documentation originated and prepared for the Town of Vienna pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets and proprietary information submitted by an offeror shall not be subject to public 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 identify the data or other materials to be protected and state the reasons why protection is necessary.
- C. Default: In case of failure to deliver services in accordance with the contract terms and conditions, the Town of Vienna, after due oral or written notice, may procure them from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.
- D. Obligation of Offeror: By submitting a proposal, the offeror covenants and agrees that they have satisfied themselves, from their own investigation of the conditions to be met, that he fully understands their obligation and that they will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- E. Withdrawal/Modification of Proposals: Proposals may be withdrawn or modified by written notice received from Offerors prior to the time fixed for proposal receipt.

- F. Receipt and Opening of Proposals: In the case of proposals received in response to a Request for Proposals, public openings are not required; however, if a public opening is held, only the names of the Offerors are read aloud.
- G. Qualifications of Offerors: The Town of Vienna may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Town of Vienna all such information and data for this purpose as may be requested. The Town of Vienna reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Town of Vienna further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- H. Debarment Status: By submitting their proposals, all Offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.
- I. Cancellation of Contract: The Town of Vienna reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty upon ten (10) days written notice to the consultant. Any contract cancellation notice shall not relieve the consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. Rights of the Town of Vienna: The Town of Vienna further reserves the right to request information relative to experience, reference and/or financial status of a firm.
- K. Conflict of Interest: The Offeror certifies that to the best of its knowledge no employee of the Owner nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal.
- L. Insurance: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage specified on the Insurance Checklist within ten (10) days of notification of award. Additionally, the Offeror certifies that it will maintain all required insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract the Owner reserves the right to require the Firm to furnish the certificates of insurance for coverage required to the Procurement Division.

Insurance Coverages and Limits Required:

- a. Worker's Compensation - Statutory requirements and benefits.
- b. Employers Liability - \$100,000.00
- c. General Liability - \$500,000.00 combined single limit. The Town of Vienna is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Completed

Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

- d. Automobile Liability - \$500,000.00
- e. Professional Liability/Errors and Omissions Coverage - Proof of professional liability coverage must accompany the Consultant's written proposal.

Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, the Town reserves the right to require the consultant to furnish certificates of insurance for the coverage required.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance. The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

- M. Ownership of documents: Any reports, studies, photographs, negatives, or other documents prepared by the Offeror in the performance of its obligations under this contract shall be the exclusive property of the Owner, and all such materials shall be remitted, without restriction, to the Owner by the Offeror upon completion, termination or cancellation of the contract. Offeror shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of the Offeror's obligations under this contract without the prior written consent of the Owner.

SECTION 12. INFORMATION FOR OFFERORS

1. SUBMISSION OF PROPOSALS AND PROPOSAL OPENING

- A. Proposals shall be submitted electronically via the DemandStar website.
- B. **KEEP A COPY OF THE RFP FOR YOUR FILES AND DO NOT SUBMIT IT WITH THE PROPOSAL PACKAGE.** By signing the Proposal, the offeror acknowledges they have read this solicitation, understand it, and agree to be bound by its terms and conditions. Proposals **shall not** be submitted by mail or delivered in person.
- C. The Offeror shall assume full responsibility for the timely upload of their proposal package to the DemandStar website. Proposals will not be accepted in person at Vienna's Town Hall or any other department.

2. PROPOSAL DOCUMENTS

- A. Proposal Documents include the following: Offeror's proposal, signed addendums and attachments A-D. All requirements and obligations of the Proposal Documents are hereby incorporated by reference into the Contract Documents and are binding on

the Successful Offeror upon Award of the Contract.

3. OFFERORS REFERRED TO LAWS

- A. The provisions of this Contract shall be interpreted in accordance with the laws of the Commonwealth of Virginia and in accordance with the laws, ordinances, regulations, permits and resolutions of the Town of Vienna. When there is conflict between state or local contract language and federal rules, the federal-aid or most conservative rule prevail.
- B. Offeror certifies that it does not and will not during the performance of this contract violate (i) the provisions of the Federal Immigration Reform and Control Act of 1986, as amended, and § 40.1-11.1, Code of Virginia, which prohibits the employment of illegal aliens, and (ii) the provisions of Federal and State employment and wage hour laws. The contractor shall include and enforce the language in the last sentence in every subcontract issued under this contract and shall require the subcontractor to do the same.

4. RIGHT TO REJECT PROPOSALS

The Town expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept that proposal which in its judgment, best serves the interest of the Town.

5. PROTEST OF AWARD OR DECISION TO AWARD

- A. Any offeror may protest the award or decision to award a contract by submitting a protest in writing to the Procurement Officer or his designee, or other official designated by the Town of Vienna, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first; provided, however, that no protest shall lie for a claim that the selected offeror is not a responsible offeror. The written protest shall include the basis for the protest and the relief sought. The Procurement Officer shall issue a decision within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the offeror institutes legal court action in the Town of Vienna within ten (10) days of receipt of the written decision.
- B. If prior to award, it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The Procurement Officer or his designee, shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the contract may be declared void by The Town. Where the award has been made and performance has begun, the Procurement Officer or his designee may declare the contract void upon a finding that this action is in the best interest of the Town. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance at a rate specified in the contract up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

- C. Pending final determination of a protest, the validity of a contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.
- D. An award need not be delayed for the period allowing an offeror to protest, but in the event of a timely protest, no further action to award the contract will be taken unless there is written determination that proceeding without delay is necessary to protect the public interest or unless the proposal or offer would expire.

6. SUBCONTRACTING

If one or more subcontractors are required, the Contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. Upon contract award, the prime contractor agrees to make maximum effort to provide the names addresses of each subcontractor, that subcontractor's status as defined by the Town of Vienna as a small, minority-owned, and/or woman-owned business, and the type and dollar value of the subcontracted goods/services provided.

7. EXPENSES INCURRED IN PREPARING PROPOSAL

The Town accepts no responsibility for any expense incurred by the offeror in the preparation and presentation of a proposal and such expenses are to be borne exclusively by the offeror.

8. NONAPPROPRIATION

All funds for payments by the Town under this Contract are subject to the availability of an annual appropriation for this purpose by the Town Council. In the event of non-appropriation of funds by the Town Council for the goods or services provided under this Contract or substitutes for such goods or services, which are as advanced or more advanced in their technology, the Town will terminate the Contract without termination charge or other liability to the Town on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice. However, failure to give such notice shall be of no effect and the Town shall not be obligated under this Contract beyond the date of termination.

9. CONTRACT MODIFICATIONS

- A. The Town may, upon mutual agreement with the contractor, issue written modifications to the scope of work with this contract, and within the general scope thereof, accept that no modifications can be made which will result in an increase of the original price by a cumulative amount of more than \$50,000.00 or 25%, whichever is greater, without the advance written approval of the Mayor and Council. (Section 2.2-4309 of Virginia Public Procurement Act).
- B. Should it be necessary in the best interest of the Town to make modifications, the

same shall be covered by change order. The Contractor shall not begin work on any alteration requiring a change order until the written agreement, setting forth the changes/modifications, has been executed by the Town and the Contractor.

- C. If a satisfactory agreement cannot be mutually agreed to for any item requiring a change order, the Town reserves the right to terminate the Contract as it applies to the items in question and make such arrangements as may be deemed necessary to complete the work.
- D. The Town may, in writing, omit from the work any item other than major items found unnecessary to the project and such omission shall not be a waiver of any conditions of the Contract nor invalidate any of the provisions thereof. Major items may be omitted by change order.
- E. The Contractor shall be paid for all work done toward the completion of the item prior to such cancellation, alteration, or suspension of work by the Town.
- F. A major item shall be construed to be any item, the total cost of which is equal or greater than ten percent (10%) of the total. The contract amount for each separate alternate shall be computed on the basis of the proposed quantity and the contract unit price.

10. HOLD HARMLESS CLAUSE

Proposals shall provide for the Contractor holding harmless the Town of Vienna and representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding contact work, or on account of any act or omission by the Contractor or its employees, or from any claim or amounts arising or recovered under any law, bylaw, ordinance, regulation, or decree.

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SECTION 13. TOWN OF VIENNA GENERAL TERMS AND CONDITIONS

VENDOR: THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION FOR BID, REQUEST FOR PROPOSALS, PURCHASE ORDER AND/OR OTHER AWARD ISSUED BY THE TOWN OF VIENNA, VIRGINIA, UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION DOCUMENTS. BIDDERS/OFFERORS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES AS TO THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS/PROPOSALS; FAILURE TO DO SO WILL BE AT THE BIDDERS/OFFERORS' OWN RISK AND HE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

SUBJECT TO STATE, COUNTY AND LOCAL LAWS AND ALL RULES, REGULATIONS AND LIMITATIONS IMPOSED BY LEGISLATION OF THE FEDERAL GOVERNMENT, BIDS/PROPOSALS ON ALL SOLICITATIONS ISSUED BY THE PURCHASING OFFICE WILL BIND BIDDERS/OFFERORS TO APPLICABLE CONDITIONS AND REQUIREMENTS HEREIN SET FORTH UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

1. **CLARIFICATION OF TERMS:** If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Procurement Officer or the person whose name appears on the face of solicitation NO LATER THAN SEVEN (7) WORKING DAYS BEFORE opening/closing date. Any revisions to the solicitation will be made only by addendum issued by the Procurement Officer.
2. **PREPARATION & SUBMISSION:** In order to be considered for selection, the bidder/offeror must submit a complete response to the Invitation for Bid/Request for Proposals. The bid/proposal shall be signed by an authorized representative of the bidders'/offerors' firm and uploaded to the DemandStar website by the time and date specified on the cover page.
3. **LATE BIDS/PROPOSALS:** LATE bids/proposals will not be accepted by the DemandStar website. The Town of Vienna will not accept hard copies hand delivered to Town Hall or any other departments. The Town of Vienna will not accept mailed bids/proposals.
4. **PRICING ERRORS:** In case of an error in price extension, the firm fixed unit price shall govern.
5. **BID/PROPOSAL ACCEPTANCE PERIOD:** Proposals shall be binding upon the offeror for ninety (90) days following the proposal due date. Any bid/proposal on which the bidder/offeror shortens the acceptance period may be rejected.
6. **TAXES:** The Town of Vienna is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption.

The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

7. **USE OF BRAND NAME OR EQUAL:**
 - a) Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Town of Vienna, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
 - b) The bidder/offeror is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalogs, and technical details to enable the Town of Vienna to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder/offeror clearly indicates in its bid/proposal that the product offered is an "EQUAL" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
 - c) It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The Town's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition.
8. **SAMPLES:** Samples, if required, must be furnished free of expense to the Town of Vienna on or before date specified; if not destroyed in examination, they will be returned to bidder/offeror, if requested, at their expense. Each sample must be marked with the bidder's/offeror's name and address, Town's solicitation request number and opening date.
9. **TRADE SECRETS/PROPRIETARY INFORMATION:** Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act (FOIA); however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials to be protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).
10. **DELIVERY:** Proposal must show the number of days required to provide the services/reports as specified.

Failure to state delivery time obligates bidder/offeror to complete delivery in fourteen (14) calendar days or as specified. An unrealistically short or long delivery promise may cause a bid/offer to be disregarded. Delivery shall be made during normal working hours, 8:00 am to 4:30 pm Monday through Friday, unless prior approval for another time period has been obtained from Consignee.
11. **DEFAULT:** In case of failure to deliver goods/services in accordance with the contractual terms and conditions, the Town of Vienna, Virginia, after due oral or written notice, may procure them from other sources and hold the defaulting Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.

12. **TOWN'S RIGHT TO TERMINATE THE CONTRACT:** The Contract may be terminated by the Town for any one of the following reasons:

- a) If the successful bidder/offeror should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful bidder's/offeror's insolvency, or if the successful bidder/offeror should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the bidder/offeror otherwise defaults, then the Town may without prejudice to any other right or remedy, and after giving the successful bidder/offeror seven (7) calendar days written notice, terminate the employment of the successful bidder/offeror and procure such goods or services from other sources. In such event, the successful bidder/offeror shall be liable to the Town for any additional cost occasioned by such failure or other default.
 - b) In such cases, the successful bidder/offeror shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the successful bidder/offeror shall pay the difference to the Town.
 - c) If the successful bidder/offeror should fail to make prompt payment to Subcontractor(s) for material or labor, persistently disregards laws, ordinances or the instruction of the Town, or otherwise be in substantial violation of any provisions of the Contract;
 - d) Failure of the Contractor to promptly make good any defects in materials or work or any defects of any other nature, the correction of which has been directed in writing by the Town;
 - e) Substantial evidence of collusion for the purpose of illegally procuring a contract or perpetrating fraud on the Town in the construction of work under contract.
 - f) Prior to termination of the Contract, the successful bidder/offeror and their Surety shall be notified in writing by the Town of the condition which makes termination of contract imminent. Ten (10) days after this notice is given, if a satisfactory effort has not been made by the successful bidder/offeror or their Surety to correct the conditions, the Town may declare the Contract terminated and notify the successful bidder/offeror and their Surety accordingly.
 - g) Upon receipt of notice of contract termination, the successful bidder/offeror shall immediately discontinue all operations. The Town may then proceed with the work in any lawful manner that they may elect until the project is final and complete.
 - h) The Town reserves the right to take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method is deemed expedient. In such case, the successful bidder/offeror shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the successful bidder/offeror shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damaged incurred through the Contractor's default, shall be certified by the Town.
 - i) Termination of the contract under this section is without prejudice to any rights or remedies of the Town.
 - j) The Town reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon 60 days written notice to the Contractor/ Consultant. Any contract cancellation notice shall not relieve the Contractor/Consultant of the obligation to delivery and/or perform on all outstanding services performed prior to the effective date of cancellation.
 - k) Notwithstanding anything to the contrary contained in the contract between the Town and the successful bidder/offeror, the Town may, without prejudice to any other rights it may have, terminate the contract for convenience and with cause, by giving thirty (30) days written notice to the successful bidder/offeror.
- 1) In the event the Contract is terminated for cause related to the Contractor/Consultant's (or its Subcontractor's) hiring of unauthorized aliens, Contractor/Consultant, Contractor/Consultant hereby waives any claim to lost profits and the Town will proceed in accordance with subsections f) et seq. above.
13. **RIGHTS OF THE TOWN OF VIENNA:** The Town reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsive and responsible bidder or most qualified and best suited offeror to best serve the interest of the Town.
14. **CONTRACTOR'S PERFORMANCE:**
- a) Goods and services must be delivered and rendered strictly in accordance with this bid/proposal and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid/proposal.
 - b) All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful bidder/offeror shall indemnify, keep, save, and hold the Town, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the bidder/offeror or the Town, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.
 - c) In the event that suit is brought against the Town, its officers and/or its employees, either independently or jointly with the bidder/offeror, the bidder/offeror shall defend the Town, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the Town, its officers, and/or its employees, either independently or jointly with the bidder/offeror, then the bidder/offeror shall pay such judgment, including costs and attorney's fees, if any, and hold the Town, its officers and employees, harmless there from.
 - d) The successful bidder/offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
 - e) The successful bidder/offeror shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's/offeror's goods or services by the Town of Vienna, Virginia.
 - f) The successful bidder/offeror shall cooperate with Town officials in performing the specified work so that interference with the Town's activities will be held to a minimum.
15. **DRUG-FREE WORKPLACE TO BE MAINTAINED BY THE CONTRACTOR** (Code of Virginia Section 2.2-4312): 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 prohibitions, (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 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 in accordance with the Virginia Public Procurement Act, 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.

16. **NO DISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:**

The Town of Vienna does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.

17. **ANTI-TRUST:** By entering into a contract, the bidder/offeror conveys, sells, assigns, and transfers to the Town of Vienna all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Vienna under said contract.

18. **INDEMNIFICATION:** The Contractor agrees to indemnify or hold harmless the public body against liability for damage arising out of the negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the architect or professional engineer in performance of the contract."

19. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the Town of Vienna, Virginia.

20. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, the signed bid/proposal submitted by the Contractor, the Town of Vienna's standard Purchase Order, the Mandatory/Special Specifications, Terms and Conditions, and the General Terms and Conditions, all of which shall be referred to collectively as the Contract Documents.

If the contractor has a standard contract form, this form shall be submitted with the bid/proposal submittal for the Town's review of its terms and conditions.

21. **LICENSE REQUIREMENT:** All firms doing business in the Town of Vienna are required to be organized or authorized to transact business in the Commonwealth of Virginia or include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Bidders/Offerors do not, however, need to show such evidence prior to bidding or submitting a proposal. Additionally, all firms doing business in the Town of Vienna are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Finance Department, Business License Office, Telephone number (703) 255-6321. The BPOL License number must be indicated on the submitted bid/proposal form.

22. **AWARD:** The contract shall be awarded to the lowest responsive and responsible bidder or the most qualified and best suited offeror.

The Town Council will award all contracts in the amount of thirty-thousand dollars (\$30,000.00) or more.

The Procurement Officer will award all contracts less than thirty-thousand dollars (\$30,000.00).

The Procurement Officer shall sign all contract documents, with the exception of "Construction" contracts, and issue a purchase order to the successful bidder/offeror.

23. **COMPENSATION:**

- a) It is the Town's policy not to pay for any goods or services until the same have been actually received.
- b) Individual contractors shall provide the Purchasing Office their social security numbers and proprietorships, partnerships and corporations shall provide the federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the space indicated on the Bid/Proposal Form.
- c) The successful bidder/offeror shall submit a complete itemized invoice on each item or service (**separated by street-Maple Avenue or Church Street**), which is delivered under the contract. The successful bidder/offeror shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
- d) Cash discounts shall be deducted in accordance with the terms of the bid/proposal.
- e) Payment shall be rendered to the successful bidder/offeror for satisfactory compliance with the general terms, conditions and specifications of this bid/proposal. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).
- f) Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the Town fails to pay by the payment date, the Town agrees to pay the financial charge assessed by the successful bidder/offeror, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

24. **METHOD OF PAYMENT:** Upon satisfactory delivery of the merchandise and/or satisfactory completion of the services, all invoices and statements shall reference the purchase order number and be submitted to:

Town of Vienna
ATTN: ACCOUNTS PAYABLE
127 Center St., S.
Vienna, VA 22180.

The prices and payments shall be full compensation for the labor, tools, equipment, transportation and all other incidentals necessary to complete the specified terms and conditions.

25. **SUCCESSFUL BIDDER/OFFEROR'S OBLIGATION TO PAY SUBCONTRACTOR:**

- a) The successful bidder/offeror awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful bidder/offeror by the Town for work performed by the successful bidder/offeror's subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):
 1. Pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or
 2. Notify the Town and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

- b) The successful bidder/offeror shall pay interest to the subcontractor(s) on all amounts owed by the successful bidder/offeror that remain unpaid after seven (7) days following receipt by the successful bidder/offeror of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.
 - c) The successful bidder/offeror shall include in each of its subcontractors a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).
 - d) The successful bidder/offeror's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the Town. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.
26. **ANTI-DISCRIMINATION:** By submitting their bids/proposals all bidders/offerors certify to the Town of Vienna that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000.00 the provisions in A and B below apply:

- a) During the performance of this contract, the contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin 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.

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.

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.

- b) The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

27. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the Town of Vienna. A copy of these provisions may be obtained from the Procurement Officer upon written request.

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

28. **CRIMINAL SANCTIONS:** The provisions referenced in Item 27 supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
29. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
30. **LAWS AND REGULATIONS:** The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.

The Contractors and Subcontractors shall comply with the Virginia Contractor's Registration Law, Title 54.1, Chapter 11, Code of Virginia (1950), as amended.

All non-resident Contractors and Subcontractors submitting bids on the work described herein shall register with the Department of Labor and Industry under the provisions of Subsection 40.1-30 of the Code of Virginia (1950), as amended.

This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, Code of Virginia (1950), as amended, relating to labor unions and the "right to work", and all Contractors and Subcontractors, whether residents or non-residents of the Commonwealth, who perform work related to the project shall comply with all of said provisions.

The Contractor shall furnish the Owner copies of affidavits upon request giving original dates, renewal dates and expiration dates of all labor contracts related to any phase of the work to be performed on the job site under this contract.

The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia (1950), as amended, shall apply to all work under this contract.

The Contractor/Consultant shall comply with all laws and regulations of the Commonwealth of Virginia and the United States with respect to the employment of unauthorized aliens. Contractor/Consultant shall not hire or subcontract any portion of the work under this Contract to any individual the Contractor knows or reasonably should know to be an unauthorized alien as defined by 8 U.S.C. §1324a(h)(3). A violation of this provision shall

constitute a material breach of the Contract and the Town may, in its sole discretion, terminate the contract.

31. **DEBARMENT STATUS:** By submitting their bid/proposal, Bidders/Offerors certify that they are not currently debarred by the Commonwealth of Virginia or any Political Subdivision from submitting bids/offers on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
32. **RECORD RETENTION/TOWN AUDITS:**
- a) The successful bidder/offeror shall retain, during the performance of the contract and for a period of five (5) years from the completion of the contract, all records pertaining to the successful bidder's/offeror's bid/proposal and any contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including successful bidder's/offeror's copies of periodic estimates for partial payments; ledgers; cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the Town on demand and without advance notice during the successful bidder's/offeror's normal working hours.
 - b) Town personnel may perform in-progress and post-audits of the successful bidder's/offeror's records as a result of a contract awarded pursuant to this Request for Proposal. Files would be available on demand and without notice during normal working hours.
33. **MODIFICATION OF CONTRACT:** The Town may, upon mutual agreement with the Contractor, issue written modifications to the scope of work of this contract, and within the general scope thereof, except that no modifications can be made which will result in an increase of the original contract price by a cumulative amount of more than \$50,000.00 or twenty-five percent (25%) of the amount of the original contract, whichever is greater, without the advance written approval of the Mayor and the Town Council. (Section 2.2-4309 of Virginia Public Procurement Act).

Should it become necessary, for the best interest of the Town, to make modifications, the same shall be covered by change order. The Contractor shall not begin work on any alteration requiring a change order until the agreement, setting forth the changes/modifications, has been executed in writing by the Town and the Contractor.

If a satisfactory agreement cannot be mutually agreed to for any item requiring a change order, the Town reserves the right to terminate the contract as it applies to the items in question and make such arrangements as may be deemed necessary to complete the work.

The Town may, in writing, omit from the work any item, other than major items, found unnecessary to the project and such omission shall not be a waiver of any condition of the contract nor invalidate any of the provisions thereof. Major items may be omitted by change order.

The Contractor shall be paid for all work done toward the completion of the item prior to such cancellation, alteration or suspension of the work by the Town.

A major item shall be construed to be any item, the total cost of which is equal to or greater than ten percent (10%) of the total; contract amount for each separate alternate, computed on the basis of the proposed quantity and the contract unit price.

34. **SPECIFICATION FAMILIARITY:**
- a) It is the Offeror's responsibility to examine this entire RFP carefully. If a question arises as to the meaning or intent of these documents, inquiry must be made in writing to the Procurement Officer.
 - b) The submission of a proposal shall indicate that the Offeror thoroughly understands the terms and conditions of the RFP.
35. **CONTRACT AND FORMS:**
- a) Offerors are advised that the Town does not sign standard contract forms that may be used by the offeror. The selected Offeror will be expected to enter into a contract with the Town for the commodities outlined in this RFP. The form of contract will be the Town's Purchase Order and/or Agreement.
 - b) The proposal form contains a signature line for the offeror that must be signed when submitting a proposal. The signature certifies the offeror is an agent of officer authorized to bind the Contractor to the terms and conditions of the RFP.
36. **ADDENDA AND INTERPRETATIONS:** No interpretation of the meaning of these documents will be made to any offeror orally. Any request for an interpretation must be in writing addressed to Town of Vienna, 127 Center Street, South, Vienna, VA 22180, Attention: Procurement Officer. Faxed inquiries to the Purchasing Department fax number will also be accepted. To be given consideration, requests must be received at least five days prior to the date fixed for the submission of Proposals. Any and all such interpretations and any supplemental instructions will be returned in writing to the prospective offeror requesting such interpretations or will be in the form of written addenda which, if issued, will be sent to all prospective offerors, at the respective addresses furnished for such purpose, not later than three days prior to the date fixed for the submission of Proposals. Failure of any offeror to receive any such addenda or interpretations shall not relieve said offeror from any obligation under their Proposal as submitted. All addenda so issued shall become part of the Contract Documents.
37. **INSURANCE:** The Contractor shall provide the Procurement Officer with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:

Workers' Compensation -- Standard Virginia Workers' Compensation Policy

Broad Form Comprehensive General Liability--\$1,000,000.00.

Combined Single Limit coverage to include:

Premises - Operations; Products/Completed Operations;
Contractual; Independent Contractors; Owners and Contractors
Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability--\$500,000.00 Combined Single Limit.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance.

The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

Contractor's signature on this solicitation constitutes certification that, if awarded the contract, Contractor shall obtain the required coverage as specified herein within ten (10) days of notification of award.

38. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY:

- a) The successful Bidder's/Offeror's insurance shall cover the bidder/offeror and its subcontractors of every tier of those sources of liability which would be covered by the latest edition of the standard Worker's Compensation Policy, as filed for use in the Commonwealth of Virginia by the National Council on Compensation Insurance, without restrictive endorsements, but including Broad Form All States Endorsement. In addition to coverage for the Virginia Worker's Compensation Act, where appropriate, coverage is to be included for the United States Longshore and Harbor Worker's Compensation Act, Maritime including Jones Act, Federal Liability Act and any other applicable federal or state law.
- b) Subject to the restrictions of coverage found in the standard Worker's Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Virginia Worker's Compensation Act, the United States Longshore and Harbor Worker's Compensation Act, or any other coverage customarily insured under Part One of the standard Worker's Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standards Worker's Compensation (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease each employee, and \$1,000,000 bodily injury by disease policy limit or aggregate where such aggregate is applicable under the terms of the standard Worker's Compensation Policy.

39. PROFESSIONAL LIABILITY:

- a) The successful bidder/offeror shall provide the Town of Vienna with an Errors and Omissions Liability Policy (E&O Policy). The policy shall cover the Town of Vienna 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.
- b) The policy shall be endorsed to include the Town of Vienna'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 designated in the declarations.
- c) 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 Town of Vienna officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.

The insurance provided by the successful Offeror pursuant to the resulting contract shall apply on a primary basis and any other insurance or self-insurance maintained by the Town of Vienna or the Town of Vienna official, officer, agent or employee shall be excess of and not contributing with the insurance provided by or on behalf of the Offeror.

The coverages other than Worker's Compensation may be either on an occurrence or a claims-made basis. Provided, however, that claims-made coverage for other than the Products/Completed Operations shall respond to claims arising out of accidents, occurrences, incidents and offenses happening after the commencement of the resulting contract but before the end of the contract completion date provided that the claim is made within five years after the contract completion date.

Prior to commencing work under a resulting contract, the successful Offeror shall furnish the Town of Vienna with a Certificate(s) of Insurance naming the Town of Vienna, its officers, employees and agents, as additional insureds, giving a forty-five (45) day notice of cancellation, non-renewal, or change in the insurance coverage, and/or restrictions.

40. **SAFETY:** All contractors and subcontractors performing services for the Town of Vienna are required to comply with OSHA standards and accepted safety rules and regulations.
41. **OWNERSHIP OF PRODUCTS/SERVICES:** All control work, compilation of notes, work sheets, and any and all interim and final products and materials shall be the sole property of the Town of Vienna.
42. **COLLUSION:** By submitting a bid/proposal in response to this solicitation, the Bidder/Offeror represents that in the preparation and submission of this bid/proposal, said Bidder/Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder/Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competition in violation of the Sherman Act (15 U.S.C. Section 1) or 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.

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