



CITY OF MANASSAS

VIRGINIA

PURCHASING DIVISION

8500 Public Works Drive, Manassas, VA 20110
Telephone: (703) 257-8368 Facsimile: (703) 257-5813

www.manassascity.org

REQUEST FOR PROPOSAL

Issue Date: November 24, 2015

RFP No: 16P009

**FOR:
EMPLOYEE CLASSIFICATION AND COMPENSATION
CONSULTING SERVICES**

BONDS REQUIRED (yes/no)	
100% Payment Bond:	No
100% Performance Bond:	No

PROPOSAL DUE:	
DATE DUE:	DECEMBER 16, 2015
TIME PRIOR TO:	2:30 PM – LOCAL VERIZON TIME

SUBMIT PROPOSAL TO:

CITY OF MANASSAS, PURCHASING DIVISION
8500 PUBLIC WORKS DRIVE, MANASSAS, VA 20110

Purchasing Agent:

James Falls, CPPB

Purchasing Manager

(703) 257-8368

jfalls@ci.manassas.va.us

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I. PURPOSE AND INTENT

A. SCOPE OF CONTRACT

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation with a qualified and experienced human resources consulting firm.

B. PERIOD OF CONTRACT

1. The term of any contract shall be for one (1) year from date of award and may be renewed for four (4) additional one (1) year periods.
2. The City will issue a Purchase Order(s) to award task orders as requirements are identified throughout the contract period(s).

C. DEFINITIONS

Capitalized terms that are defined in the Virginia Public Procurement Act (VPPA) or City Policy have the same meanings in this Proposal as are given in that law or policy. Capitalized terms not defined in the VPPA or City Policy but used in this Proposal have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

1. **Acceptable Surety:** For any bond required under this RFP, an acceptable surety may be any of the following:
 - a. Corporate surety bond in form acceptable to the City Attorney; or
 - b. Irrevocable letter of credit in form acceptable to the City Attorney; or
 - c. Certified check or cash escrow.
2. **City/Owner:** The City of Manassas, Virginia or its actually authorized agents. Unless the context clearly requires otherwise, such as for an affirmative vote of the elected body, the Mayor, City Manager, Purchasing Manager, or other designee of City Council may always act on behalf of the City. Under Virginia law, no employee or agent may bind the City unless he or she has actual authority to do so; the doctrine of apparent authority has no application to municipalities.
3. **City Policy:** The applicable provision contained in the City of Manassas Purchasing Policies, as amended.
4. **Contractor:** The individual, company, firm, corporation, partnership or other entity to whom an award is made by the City.
5. **Due Date:** The date stated on the cover page of this Request for Proposal (RFP) for receipt of Proposals.
6. **Insurance** has the meaning given in Virginia Code § 38.2-100.

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7. **Nominal Value:** Having a fair market value or potential fair market value of no more than five dollars (\$5.00). Something has potential value if it may produce value in the future. Examples of items with potential value include lottery tickets, stock in privately held companies, and business opportunities.
8. **Non-Professional Services:** All Services other than Professional Services, as identified in the VPPA.
9. **Offeror:** Any individual, company, firm, corporation, partnership or other entity submitting a proposal on solicitations issued by the Purchasing Agent and offering to enter into contracts with the City.
10. **On Call:** Services that a Contractor makes available at an Hourly Rate when needed by the City. No particular amount of work is guaranteed. If the Specifications do not give minimum response times or similar measures of performance, then it is implied that recognized industry standards or the Bidder's published standards apply, whichever is more beneficial to the City.
11. **Procurement:** The receipt of Goods, Services, Insurance or Construction by a public body from a nongovernmental source with payment from the public body or a third party.
12. **Proof of Insurance:** A copy of the relevant portions of the insurance declaration page, or its equivalent, showing continuing coverage at the required amounts.
13. **Proposal:** The submission by an Offeror indicating its understanding of the work to be performed, how it plans to do the work, its pricing structure for doing the work (if permitted by VPPA), and any other information required by this RFP.
14. **Purchasing Agent:** The City Purchasing Division employee listed on the cover sheet of this RFP.
15. **Purchasing Manager:** The head of the City Purchasing Division.
16. **Request for Proposal (RFP):** A request which is made to prospective suppliers (offerors) for their quotation on Goods, Services, Construction or Insurance desired by the City. The issuance of an RFP will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.
17. **VPPA:** The Virginia Public Procurement Act, Virginia Code §§ 2.2-4300 et seq.

D. COMPETITION INTENDED

It is the City's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Purchasing Manager in writing if any language, requirements, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the RFP to a single source. Such notification must be received by the Purchasing Manager or appointed designee not later than seven (7) days prior to the Proposal due date.

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E. TYPE OF CONTRACT

The City of Manassas expects to award a firm fixed price Contract in the form of the City Standard Contract. Purchase Orders will be issued to award task orders as requirements are identified during the contract periods.

F. ORDER OF PREFERENCE

Procurement by the City is governed by the City of Manassas Purchasing Policies, as amended, and the Virginia Public Procurement Act, Sections 2.2-4300 et seq. of the Code of Virginia, as amended. If an inconsistency exists between the Specifications of this RFP, the General Provisions, Contract, or other included document, or the Purchasing Policies and State Procurement Law, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

1. Virginia Public Procurement Act, as amended,
2. City of Manassas Purchasing Policies, as amended,
3. The Specifications of this Request for Proposal (Section II), except to the extent modified through negotiation permitted by VPPA,
4. The Contract,
5. The General Provisions of this Request for Proposal (Sections I, III-VI)

II. SPECIFICATIONS OF RFP

A. PURPOSE

1. The City of Manassas is soliciting competitive sealed proposals (offers) from qualified and experienced human resources consulting firms to assist with a compensation analysis and review of City positions.

B. BACKGROUND INFORMATION

1. The City of Manassas, an area of ten square miles with a population of 38,000, is surrounded by Prince William County on all sides except a section of its northeast border, which abuts the City of Manassas Park. Manassas is located thirty miles southwest of Washington, DC.
2. The legislative and policy making body of the City is the Mayor and the six-member City Council whose members are elected at large for staggered four-year terms. The City Council appoints the City Manager who serves as Chief Administrative Officer. It is the City Manager's responsibility to appoint the department heads. In addition to the City Council, other elected City officials are the Commissioner of Revenue and Treasurer. The City currently employs approximately 485 full-time, part-time, and seasonal employees under approximately 220 position titles. The current pay plan consists of 26 pay ranges; each range includes a minimum, midpoint and maximum level.

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3. In early 2015, a compensation study benchmarking 75 City positions was conducted, which resulted in changes to salary range, position grading, position titles and hierarchical titling structures in some instances. It is the City's desire to benchmark each of its positions on an annual rotating basis to maintain competitiveness in the market.

C. MINIMUM OFFEROR REQUIREMENTS

1. The Consultant or its principles shall have a minimum of ten years' documented experience performing job evaluation, classification and market based compensation study work. This experience must include classification and market studies for public agencies.
2. The Consultant or its principles shall have demonstrable knowledge and experience in the interpretation of Federal and Virginia laws as they relate to pay practices, compensation, and non-exempt/exempt designation.
3. The Consultant or its principles shall have a demonstrable understanding of the principles and practices of compensation, including the development of compensation structures, policies and procedures including base pay, performance based pay, wage progression, compression, and equity solutions.
4. The Consultant or its principles shall have demonstrable knowledge and practical understanding of the Americans with Disabilities Act of 1990, as amended, as it applies to the work of this project.
5. The Consultant or its principles shall have demonstrable knowledge and practical understanding of the Fair Labor Standards Act (FLSA), as amended, especially as it applies to exempt / nonexempt classifications.
6. The Consultant or its principles shall have documented experience with the following:
 - a. Conducting classification and compensation studies and analysis for public sector organizations;
 - b. Conducting benchmarked compensation studies and analysis for public sector organizations;
 - c. Developing and conducting training on the above.
7. The Consultant shall be properly licensed and authorized to perform work in the State of Virginia.

D. SCOPE OF SERVICES

1. GENERAL:

The City of Manassas seeks proposals from qualified firms to:

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- a. Analyze current pay ranges for approximately 75 positions against markets of surrounding jurisdictions and authorities as identified by the City.
- b. Make recommendations for classification of those positions.
- c. Perform analysis and evaluation on incumbent data and make recommendations for internal equity adjustments.
- d. Prepare and present an analysis outlining the fiscal impact of recommendations.
- e. Conduct annual reviews of market data and recommend necessary revisions to pay band ranges, midpoints, position classifications, merit increases, and rewards strategies.
- f. Conduct orientation and/or facilitate focus group sessions with employees chosen by the City.
- g. Revise classification descriptions based on employee PDQ feedback.

2. **TECHNICAL:**

The Contractor shall provide services as indicated below:

Phase I:

- a. Benchmark and conduct market analysis for approximately 75 positions as identified by the City, including senior-level management and administrative positions.
- b. Identify the benchmark jobs from each grade/classification/level to survey.
- c. Compare market midpoint of benchmarked jobs to surrounding jurisdictions and Authorities as identified by the City.
- d. Work with HR team to slot un-benchmarked positions and determine market midpoints and total compensation rates.
- e. Conduct internal equity audit analysis.
- f. Perform analysis and evaluation on incumbent data (experience, education, credentials, etc.)
- g. Make recommendations for internal equity adjustments to ensure employees are getting comparable pay for knowledge, skillset, abilities.
- h. Assess total compensation based on both internal and external comparability.
- i. Recommend changes to current compensation policy and processes to continue fair, competitive, transparent, sustainable and fiscally responsible programs.

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- j. Benchmark the current rewards program (performance incentives, merit increases, bonus/awards, etc.) and make recommendations for revisions.
- k. Prepare and present an analysis outlining the fiscal impact of recommendations.
- l. Develop communication tools to keep senior leaders and employees apprised throughout the process.

Phase II:

- a. On an annual basis, conduct annual reviews of market data and recommend necessary revisions to pay band ranges, job family midpoints, merit increases, and rewards strategies.
- b. Provide compensation support to HR team for various projects that may arise during the term of the contract.

Deliverables:

- a. A detailed work plan laying out the specific deliverables and timeline for strategic planning process will be developed and due within the first 30 days of engagement. Contractor must outline initial deliverable milestones. All deliverables must include supporting data and documentation of decisions. The Contractor will perform services in accordance with the provisions, specifications, and instructions set forth in the Request for Proposal.

3. NOTES AND INSTRUCTIONS:

- a. Unless otherwise specified, all written deliverables, except final reports, shall be formatted and delivered in Microsoft Word 2010[®] format attached to an e-mail message to the Human Resources Manager, or designee.
- b. Each final report shall be formatted and delivered in Microsoft Word 2010[®] format attached to an e-mail message, and, on a DVD or USB drive delivered to the Human Resources Manager.
- c. Sign-in forms shall be scanned and submitted as PDF documents.
- d. Documents used in formal presentations shall be bound.
- e. Formal presentations to the City Manager and Human Resources Manager shall include at least 6 sets.
- f. Formal presentations to the Department Directors shall include at least 16 sets.
- g. Formal presentations to the Mayor and Council shall include at least 20 sets.

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E. SPECIAL TERMS AND CONDITIONS

1. CONTRACTOR FURNISHED RESOURCES / KEY PERSONNEL:

- a. The terms Key Person and Key Personnel are defined as any person or persons whose individual action or inaction can impact the timely accomplishment of the performance objective(s) of each contract requirement.
- b. By submitting a proposal, the offeror is representing that each person listed or referenced in the proposal will be available to perform the services described for the City, barring illness, accident, or other unforeseeable events of a similar nature in which case you must promptly provide a qualified replacement approved by the City.
- c. The Contractor shall furnish all resources including but not limited to personnel, management, equipment, supplies, resources, transportation, and support, to accomplish the performance objective(s) of each contract requirement.
- d. The Contractor shall provide sufficient personnel with the appropriate and documented knowledge, skills, training, and experience required to accomplish each contract requirement.
- e. The City reserves the right to review and approve or disapprove the qualifications of any key person or persons assigned to a requirement prior to the person beginning the performance of the work. If the City considers the qualifications of the assigned person to be inadequate, the City may request further documentation of the person's qualifications, or, may request that another qualified person be assigned, also pending the City's approval. If the City does not disapprove the qualifications within 10 business days of receipt of the qualifications, then the Contractor may consider the proposed person as approved.
- f. The Contractor shall notify the Procurement Officer in writing of any proposed changes in key personnel assigned to a requirement at least 10 business days prior to the change. The Contractor shall include with the notification
 - i. the reason for the change, and
 - ii. the qualifications of the proposed replacement person(s), and
 - iii. all steps the Contractor is taking to minimize the impacts that the personnel change will have on the success of the project / contract.
- g. In the event the requested substitute person is not satisfactory to the City and the matter cannot be promptly resolved to the satisfaction of the City, the City reserves the right to terminate the contract for cause.

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2. PERSONALLY IDENTIFIABLE INFORMATION:

- a. The Consultant shall take all precautions required to ensure that any information and data obtained as to personal facts and circumstances related to City employees will be collected and held confidential, during and following the term of the contract, and will not be divulged without the individual's and the City's prior written consent and only in accordance with Federal or Virginia law. If the Consultant utilizes, accesses, and/or stores personally identifiable information as part of the performance of the contract, then the Consultant shall safeguard this information and immediately notify the City of any breach or suspected breach in the security of such information.
- b. The Consultant shall allow the City to both participate in the investigation of incidents and exercise control over decisions regarding external reporting.

3. CONTRACTOR PERSONNEL REQUIREMENTS:

- a. The Contractor shall direct and supervise competent and qualified personnel and shall devote time and attention to the direction of the operation to insure performance of obligations and duties as set forth herein.
- b. The City's Contract Administrator shall notify the Contractor in writing when any person employed on the work is incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory; such person shall be discharged from the work and shall not again be employed for the contract except with the prior written consent of the Contract Administrator.
- c. The City's Contract Administrator has the right to request immediate removal or replacement of any Contractor / subcontractor person if said person is rude, belligerent or offers a nuisance or threat.

F. INSURANCE CHECKLIST

The minimum limits of the Contractor's Liability coverage shall be as provided in this section. Insurance may be obtained from a single insurance company and policy or from multiple companies and policies. With all types of required insurance except Worker's Compensation, the Contractor must add the City as an additional insured. Proof of insurance showing the City as an additional insured are not required at the Proposal stage but are a condition precedent to the award of a Contract.

The Contractor shall provide a signed Proof of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the Purchasing Manager before a Contract is awarded.

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No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty (30) day written notice to the Purchasing Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contract to deliver a new and valid Proof of Insurance will result in suspension of all payments until the new certificate is furnished.

1. Worker's Compensation X REQUIRED NOT REQUIRED

- a. Coverage to be in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
- b. State.....Statutory
- c. Applicable Federal.....Statutory
- d. Employer's Liability.....\$100,000
- e. Benefits Required by Union Labor Contractors.....As Applicable

2. Commercial General Liability (coverage against losses resulting in bodily injury, personal injury and property damage caused by or arising out of the contractor's operations under the contract; including Contractual Liability; Products and Completed Operations; Premises Operations):
 X REQUIRED NOT REQUIRED

a. Combined Single Limit:

\$1,000,000.....Each Occurrence, in primary policy or through use of Umbrella or Excess Limits.

If policy contains a general aggregate limit, it shall apply separately to each project.

- b. Products and Completed Operations Insurance shall be maintained for a minimum period of one (1) year after final payment, and the Contractor shall continue to provide evidence of such coverage to the City on an annual basis.

3. Automobile Liability (Owned, Non-Owned, Hired)
 X REQUIRED NOT REQUIRED

- a. \$1,000,000.....Each Accident
(Bodily Injury and Property Damage) in primary policy or through use of Umbrella or Excess Limits.

4. Professional Liability/Errors and Omissions: X REQUIRED NOT REQUIRED

Minimum Limits:

\$3,000,000.....Each Claim

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G. COMMUNICATIONS ABOUT AND REVISION OF SPECIFICATIONS; RESPONSIBILITY OF OFFEROR

1. An Offeror may submit questions and comments regarding this Solicitation only to the Purchasing Agent. To receive an answer, the Offeror must submit all questions and comments no later than seven (7) days before the due date. The City Manager, Purchasing Manager, or Purchasing Manager's designee may also issue clarifications or modifications of the terms of the Solicitation even if no Offeror requests it.
2. Only the City Manager, Purchasing Manager, or Purchasing Manager's designee may revise the terms of the Solicitation. If the City revises the terms of the Solicitation, it will do so in the form of an addendum to the Request for Proposal posted on the City of Manassas website at www.manassascity.org. Each offeror has the responsibility to insure it has any addenda that have been issued in connection with this RFP. The Offeror will not rely on any information provided orally, or from anyone other than the City Manager, Purchasing Manager, or Purchasing Manager's designee.
3. Each Offeror bears responsibility for thoroughly examining this RFP in its entirety. If an Offeror has any questions or comments regarding the proper meaning or intent of any aspect of the RFP or finds discrepancies in the plans and/or specifications, then it shall submit all such questions and comments in writing to the Purchasing Agent.
4. By submitting an offer in response to this RFP, the Offeror represents that it has thoroughly examined this RFP and all its attachments and incorporated documents, and that it has submitted any and all questions and comments it may have regarding the meaning or interpretation of this RFP to the City in the manner prescribed herein.

H. METHOD FOR MAKING SUBMISSION

1. The Offeror shall submit one (1) original and six (6) copies of their proposal along with one (1) electronic copy in the form of a thumb drive or CD to the Purchasing Department. Offerors shall submit with their proposal all pages of the completed Proposal Submission Form herein. The Offeror shall make no other distribution of the proposal. Proposal shall be submitted to:

City of Manassas, Purchasing Department
8500 Public Works Drive
Manassas, VA 20110

No later than 2:30 PM local time on Wednesday, December 16, 2015

2. All questions concerning the Request for Proposal should be directed in writing to Mr. James M. Falls at 8500 Public Works Drive, Manassas, VA 20110 (703) 257-8368. The questions and the replies will be forwarded to all firms receiving a copy of this Request for Proposal.

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The proposal submissions with all the forms must be returned in a sealed envelope or packaged and identified as follows:

From:

_____ Name of Offeror	_____ Due Date	_____ Due Time
_____ Street/Box Number	_____ RFP Title	_____ RFP Number
_____ City	_____ State/Zip Code	_____ Purchasing Agent

Proposals sent via express delivery service should be sealed in an envelope inside the express container. The Offerors assumes the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. No responsibility shall attach to the City for the premature opening of a proposal not properly addressed and identified as specified herein. The City will not make any adjustments to the proposal based on additions or deletions on the outside of the envelope. Faxed or emailed proposals are not allowed.

3. Determination of deadline:

The official time used in the receipt of Proposals is local Verizon time. Each Offeror must deliver its proposal before the minute stated on the cover page of this Request for Proposal. For example, a due time of 2:30 means that a proposal delivered at 2:29 is timely and one delivered at 2:30 is late.

4. Place for submission:

Proposals must be received at the place stated on the cover page of the RFP. Offerors who use a delivery company, U.S. Mail, or courier bear the risk that the proposal may not be received at the correct location by the deadline.

5. Extension of deadline:

Before the deadline passes or if the City receives no proposals by the due date, the City may extend the date and time for receipt of proposals or change the location of the receipt of proposals if it believes it is necessary and in the best interest of the City. If that happens, Offerors will be notified of the new date and time or new location and proposals already received will not be opened until the new date and time. If the City of Manassas or the Public Works Facility Building B is closed unexpectedly on a proposal due date, the proposals will be opened at the same time and place the next business day that the City and Building are open, or else notice will be provided by addendum of a new due date, time, and place.

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6. Process for receipt of proposals:

The Purchasing Agent shall receive proposals and read aloud the names of the Offerors who submitted proposals. Thereafter, the provision on Examination of Documents herein applies to the release of proposal data.

I. GENERAL PROPOSAL PREPARATION INSTRUCTIONS

1. All information requested should be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the City. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
4. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
5. Ownership of all data, materials and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subjected to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to the public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitutes trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal. The City is not responsible for any expenses incurred by an Offeror in preparing and submitting a proposal.

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J. PROPOSAL FORMAT GUIDELINES:

1. To facilitate analysis of your proposal, offeror should prepare your proposal in accordance with the instructions outlined in this section.
2. The City emphasizes that offeror should concentrate on accuracy, completeness, and clarity of content. **Do not assume that you will have any opportunity to make a presentation or explain any item or detail.**
3. Cross Referencing: To the greatest extent possible, offeror should compose each section on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the proposal. Unless otherwise clearly noted in a section, the Evaluation Team members will assume that information requested for proposal evaluation which is not found in its designated section has not been included in the proposal.
4. Indexing: Offeror should include a table of contents to delineate the topics and subsections for each Tab.
5. Glossary of Definitions, Abbreviations and Acronyms:
 - a. Offeror should include a glossary of all key words or phrases that if misinterpreted by the City would impact the evaluation of your proposal.
 - b. Offeror should identify and spell out any abbreviation or acronym used, with an explanation for each.
 - c. Glossaries do not count against the page limitations for their respective sections.
6. Page Size and Format:
 - a. A “page” is defined as all information that can be legibly printed within one piece of 8.5 x 11 inch piece of paper in accordance with the requirements below:

Text should be single-spaced;

Text should be left justified;

Text should be printed in a “portrait” layout;

The text size should be not less than 11 point or more than 14 point;

Margins should be one inch on all four sides;

Pages should be numbered sequentially by Tab and Section; and

Printed materials should be duplexed / double-sided printing on sustainable materials as long as it does not prevent a reader from clearly understanding the proposal.

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7. Offeror should submit legible tables, charts, graphs, figures, and pictures wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays should be uncomplicated and should be capable of being legible and understandable if printed on 8.5 x 11 inch paper.
8. Binding and Labeling:
 - a. Offeror should submit the paper proposal in a three-ring loose leaf binder, with section tabs, which should permit the proposal to lie flat when opened.
 - b. Offeror should not staple pages together.

K. SPECIFIC SUBMISSION REQUIREMENTS

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the capabilities of the Offeror to provide the required Services, however your submission should not exceed twenty (20) pages, excluding resume. Offeror should organize your proposal into the following sections:

TAB 1 – OFFEROR’S PROFILE & REQUIRED INFORMATION:

1. Cover Letter / Statement of Interest: This should focus only on introducing your firm, contact information, and your commitment to working with the City on this project.

TAB 2 - TECHNICAL APPROACH/METHODOLOGY:

1. At a minimum, Offeror’s technical proposal shall include:
 - a. The approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested.
 - b. A proposal timeline with specific milestones, stated in days after receipt of an order, for the market analysis of 75 City positions as outlined in Phase I the Technical Scope of Services.

TAB 3 – FIRM QUALIFICATIONS:

1. Describe the experience of your firm in providing human resources consulting services. Document at least ten consecutive years’ experience by the firm and/or the key principles in providing human resources consulting services to U.S. public agencies.
2. Provide specific examples of how your firm’s expertise and recommendations have benefited a public agency.
3. Provide documentation including specific examples of experience, abilities, and outcomes that the firm, or its key principles, has achieved by advising its clients on classification and compensation studies and analyses.

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4. Identify the address of the base office(s) for the individuals who will be assigned to the City and the total number of professionals in such office who serve as consultants to other public sector entities.

TAB 4 – PROJECT TEAM QUALIFICATIONS:

1. List the full names and functional titles of the project lead and all other key personnel that will be part of the engagement. (Key personnel - any person whose actions or inactions can impact the successful outcome of the engagement.)
2. Describe the type of work each is expected to perform, and provide brief biographical information for each of these individuals that identifies their educational background, work history, and past experience in conducting compensation analysis and reviews for the public sector of similar size, scope and complexity.
3. Describe their specific experience in the following specialized areas: classification systems, compensation systems, etc.

TAB 5 – REFERENCES:

1. Provide at least three public sector references for whom your firm has provided compensation analysis and review services within the past five years.
2. Include the following minimum information for each reference:
 - a. Description of Work Performed
 - b. Agency Name
 - c. City / State
 - d. Agency Contact Person
 - e. Agency Contact Person's telephone number
 - f. Agency Contact Person's Email Address
 - g. Project Start Date
 - h. Project Close-out Date

TAB 6 - OTHER INFORMATION:

- a. Provide any information that will provide insight to the City about your qualifications, capabilities, and resources not otherwise provided in one of the other tabs. This information should be pertinent and succinct.

REQUEST FOR PROPOSAL

TAB 7 – ADDENDUM ACKNOWLEDGEMENT AND CERTIFICATION FORMS:

1. Provide a copy of the “Acknowledgement of Receipt of Addendum” and “Certifications” forms from Section VII, Proposal Submission Forms.

TAB 8 - PRICE PROPOSAL:

1. Provide price proposal from Section VII, Proposal Submission Form along with additional pricing information offered. The price proposal should include total costs for performing all tasks proposed in the technical approach. Price Proposal shall include pricing for the base year and each option period. At a minimum, the price proposal should include the proposed labor categories, hourly rate(s), and any other costs (such as travel, other) incurred to successfully execute the technical proposal throughout the contract’s period of performance inclusive of all option periods.

L. OFFEROR CERTIFICATIONS

1. The Offeror shall certify, through its submission and signature on the proposals, that the following statements are true and not misleading:
 - a. That its Proposal is made without any kickbacks or inducements or any prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud.
 - b. That it is not currently debarred by the Federal Government, Commonwealth of Virginia or the City from submitting proposals on contracts for the Goods, Services, Construction or Insurance that is the subject of this RFP, nor is the Offeror an agent of any person or entity that is currently so debarred.
 - c. That it has not offered or 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 or minimal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
 - d. That to the best of its knowledge no City official or employee having official responsibility for this RFP or member of his or her immediate family has received or will receive any financial benefit of more than Nominal Value or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the proposal or as soon thereafter as it appears that such a benefit will be received.
 - e. That it has submitted a single Proposal. For purposes of this provision, the term “Offeror” includes all departments and divisions of a Business and all its Affiliates.

REQUEST FOR PROPOSAL

- f. That it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations if the City awards it a Contract, and that it will not have any claim or right to cancellation or relief from the Contract because of any misunderstanding or lack of information.

2. Duty to supplement:

If the Offeror becomes aware of any information which makes any part of the Offeror Certifications no longer accurate or complete or reveals that any part of my previously submitted information is misleading, the Offeror will immediately bring that information to the attention of the Purchasing Manager.

3. Penalty for false certification:

The City may declare an Offeror to be non-Responsible if the City discovers that the Offeror's certification contains any materially false statement. The City may also void any resulting Contract or reduce the payment under the terms of the Contract by the value of the benefit or potential benefit conferred on a City official or employee contrary to these terms.

III. EVALUATION OF RFP

A. NET PRICES AND DELIVERY TERMS; TAX EXEMPTION AND RESPONSIBILITY

1. Net prices:

Prices for Goods, unless otherwise specified, must be net, F.O.B at the address in the specifications or, if no address is specified, at the Public Works Facility Building B, 8500 Public Works Drive, Manassas, Virginia, and include all charges that may be imposed in fulfilling the terms of the Contract including all applicable fees, with transportation and handling charges fully prepaid by the Contractor to destination in the City of Manassas, Virginia, unless otherwise specified in this RFP. Title and risk of loss for such Goods shall pass to the City upon receipt and acceptance thereof at the City's designated facility. Extra charges not made a part of the negotiated price will not be allowed.

2. Prompt Payment Discount:

Unless otherwise specified in the Proposal, the City will not consider prompt payment discounts in evaluating a proposal for award. However, even though not considered in the evaluation, the City will take such discounts if it tenders payment within the discount period.

3. Default delivery schedule:

Unless otherwise specified in the Specifications, delivery is to be made between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday except on City holidays or on days when inclement weather shuts the City government. It shall be the Contractor's responsibility to insure compliance with these instructions, regardless of the method of shipping.

REQUEST FOR PROPOSAL

4. Prices to remain firm:

If a Contract is awarded, the negotiated prices shall remain firm for the period of the Contract, unless otherwise specified in the Specifications.

5. Tax exemption:

The City is exempt from state and federal taxes. The City's tax identification number is 54-600-1411. The City will not pay any tax charges assessed on Goods, Services, Construction or Insurance provided by the Offeror. The City will not indemnify the Offeror against any tax charges. Any tax assessed against the Offeror as a result of the contract resulting from this Proposal is the responsibility of the Contractor. However, when under established trade practice any Federal excise tax is included in the list price, the Offeror may quote the list price and show separately the amount of Federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the City.

B. REQUIRED ELEMENTS OF PROPOSAL PACKAGE

To be considered, a Proposal must contain the completed Proposal Submission Form(s) and any other documents, samples, or information required by the terms of the RFP. Any Offeror which submits a proposal agrees that such proposal becomes the property of the City and all costs incurred for its preparation are the responsibility of the Offeror.

1. Required permits, bonds and licenses:

- a. By submitting a Proposal, Offeror represents that it will have all necessary federal, state and local permits and all necessary licenses, including licenses to use intellectual or real property. The date that Offeror shall have the necessary licenses and permits is the date of performance unless otherwise required by law.
- b. If the "Bonds Required" box for performance and/or payment bonds are marked "Yes" on the cover sheet of this RFP, the Offeror represents that it is able to obtain Acceptable Surety for the required bond(s) within fourteen (14) days after notification of intent to award. If a Offeror fails to obtain an Acceptable Surety for the required performance or payment bonds within the allotted time, the City may reject the Offeror's proposal.
- c. All firms or individuals doing business in the City shall obtain a business license if required by the Code of the City of Manassas, Business, Professional and Occupational Licensing (BPOL) Tax, as amended. Questions concerning the BPOL Tax should be directed to the Commission of the Revenue 703-257-8214.

2. Acknowledgment of receipt of all addenda:

The Offeror must acknowledge receipt of addenda on the Proposal Submission Form unless such failure to acknowledge constitutes an Informality.

REQUEST FOR PROPOSAL

C. EVALUATION CRITERIA

1. Proposals will be evaluated by the City using the following criteria:

CRITERIA	POINTS
a. The apparent quality, thoroughness, cohesiveness, and applicability of the proposed work plans in providing value adding Employee Classification and Compensation Studies Services for the City of Manassas.	400
b. The applicability of the Proposer's qualifications and documented experience as a human resources consulting organization to U.S. public agencies to perform the required Employee Classification and Compensation Studies Services for the City of Manassas.	200
c. Proposed Schedules/Timelines.	150
d. The applicability of the qualifications and documented experience of the proposed team members in providing value adding Employee Classification and Compensation Studies Services for the City of Manassas.	100
e. The applicability of past performance as described by direct and indirect references, as well as any performance history with the City of Manassas, in providing value adding Employee Classification and Compensation Studies Services for the City of Manassas.	100
f. How well did the Proposer follow the RFP directions in preparing and submitting its proposal package?	50

D. DETERMINING IF OFFEROR IS RESPONSIBLE

1. Award only to a "Responsible Offeror":

The City will only award a Contract to an Offeror that, through evidence submitted or information available to the City, has shown that it has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Prequalification by an entity other than the City is not relevant to this determination.

2. Additional information:

If the City requests it, the Offeror must present, within two business days, evidence satisfactory to the City of the Offeror's ability to perform the Contract and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of this RFP and any resulting Contract. The City reserves the right to inspect the Offeror's physical facilities and conduct additional investigation prior to award to satisfy questions regarding the Offeror's capabilities.

REQUEST FOR PROPOSAL

3. Offeror in default:

No Proposal will be accepted from or Contract awarded to any Offeror that is in arrears, or is in default to the City upon any debt, or that is a defaulter as surety or otherwise upon any obligation to the City, until all such debts are paid.

E. PROPOSAL ACCEPTANCE PERIOD

Unless the Offeror withdraws its proposal as allowed under the terms of this RFP or agrees to one or more extensions, the proposal is binding upon the Offeror for ninety (90) calendar days following the RFP Due Date. Offeror further agrees and understands that (except to the extent of the requirement to indemnify the City for costs incurred in protection of the Offeror's confidential information) there is no binding agreement, no contractual relationship, no understanding nor mutual assent until a Contract is executed and exchanged by and between the Offeror and the City. The following City agents have general authority to sign and execute a Contract on behalf of the City, to the extent authorized by City Council: the Mayor, the City Manager, and the Purchasing Manager. Unless authorized by a recorded affirmative vote of City Council, no other City officer or employee is authorized to execute Contracts, and no Contract executed by an unauthorized officer is binding on the City.

IV. AWARD OF CONTRACT

A committee will evaluate each proposal on the basis of the evaluation criteria provided in the RFP.

The Committee shall select two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The City may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D., Code of Virginia.) Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

Upon the award or the announcement of the decision to award a contract as a result of this RFP, the Purchasing Division will post Notice of the Intent to Award or Notice of Award on the bulletin board in the lobby of Building A, located at the Public Works Facility, 8500 Public Works Drive, Manassas, VA.

REQUEST FOR PROPOSAL

V. FORM OF CONTRACT AND RELATED DOCUMENTS

A. USE OF CITY STANDARD FORM CONTRACT

Unless otherwise specified in this Request for Proposal, use of the City Standard Form Contract attached hereto is mandatory.

B. DIFFERING TERMS IN OFFEROR-SUPPLIED FORMS OR LETTERS

No term in a Offeror-supplied form or letter may alter, contradict, or supersede the terms in this Solicitation and the resulting Contract.

C. METHOD OF ORDERING

1. The City may use two (2) different methods of placing orders from the final contract:

Purchase Orders (PO's)
City Procurement Cards

2. Orders may be placed orally by authorized employees of the City identifying themselves with the Purchase Order Number, and their name.
3. A Purchase Order (PO) may be issued to the Contractor on behalf of the City agency ordering the Goods, Services, Construction or Insurance covered under the contract. An issued PO will become part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by the Code of Virginia.
4. Procurement Card orders and/or payments may also be made by the use of a City of Manassas "Procurement" Card.

D. COOPERATIVE PROCUREMENT

As authorized in Section 2.2-4304 of the Code of Virginia this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the Contractor. The Offeror shall indicate on the attached Rider Clause whether it is willing to contract with any of the agencies listed. A negative response to this clause will not adversely affect consideration of any proposal.

The Offeror shall deal directly with each entity with regard to order placement, issuance of purchase orders, invoicing and payment. The entities mentioned are not bound to participate in any resultant contract.

REQUEST FOR PROPOSAL

E. SUBCONTRACTORS

All Offerors shall include a list of all subcontractors with their proposal. The City reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the City. Any such replacement shall be at no additional expense to the City nor shall it result in an extension of time without the City's approval.

VI. MISCELLANEOUS

A. AUTHORITY OF AGENTS

1. Offeror's agent:

Each Proposal, and any Contract, must be signed by a person authorized to bind the Offeror to a valid Contract with the City. For a sole proprietorship, the principal may sign. The City may require that any agent submit a power of attorney or other appropriate documentation showing the authority of the agent to act on the Contractor's behalf. If, whether such proof of agency has been demanded or not, it later appears that the signatory was not authorized to act, the City may declare the Contract void if it is in its best interest to do so.

2. City's agent:

The Purchasing Manager has the final responsibility and full authority for issuance of requests for proposals, negotiations, placing and modifying invitations, requests, purchase orders and recommendations of award issued by and for the City of Manassas. Where permitted by City Policy, the Mayor, the City Manager, and Purchasing Manager may execute Contracts in the name of the City. No other City officer or employee is authorized to add to, vary, or waive terms of the RFP, place purchase orders, enter into purchase negotiations or contracts, or in any way obligate the City for indebtedness. Any purchase order or contract made without authority is void *ab initio*. The City will not honor or ratify any void action of its employees or agents.

3. Non-appropriation of Funds:

- a. The authority of agents for the City is limited by appropriations. In subsequent fiscal years, the City may reduce or eliminate appropriations related to the procurement which is the subject of this RFP without liability to the Contractor or any third party.
- b. By issuing a Purchase Order, the City represents that sufficient appropriations have been made to meet the cost of the procurement in the current fiscal year.

REQUEST FOR PROPOSAL

B. EXAMINATION OF DOCUMENTS

Except as provided herein, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen or representative of the news media in accordance with the Virginia Freedom of Information Act.

1. Estimates:

Cost estimates relating to a proposed transaction prepared by or for a public body shall not be open to public inspection.

2. Prior to award:

Any Offeror upon request shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, unless the City decides not to accept any of the proposals and to reissue the RFP. Otherwise, proposal records shall be open to public inspection only after award of the Contract. Any inspection of Procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

3. Trade secrets:

The City will only protect from public disclosure a Offeror's trade secrets or proprietary information submitted in connection with a procurement transaction if the Offeror invokes the protection of Virginia Code § 2.2-4342 in writing prior to or upon submission of the data or other materials, identifies the data or other materials to be protected by some distinct method, and states the reasons why protection is necessary. By asserting such trade secret or proprietary information privilege, the Offer agrees to indemnify the City for any costs, including attorney's fees, incurred defending that Offeror's information in any action under the Virginia Freedom of Information Act.

C. NONDISCRIMINATION; PARTICIPATION OF SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES

1. In general:

The City does not discriminate against Offerors on the basis of race, religion, color, sex, national origin, age or disability, nor does it discriminate against faith-based organizations on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except as permitted or required by law, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such Goods, Services or disbursements. Any Offeror believing that it or another Offeror has been discriminated against on that basis should immediately make the Purchasing Manager aware of the basis for that belief.

REQUEST FOR PROPOSAL

2. Opt-out rights with faith-based organizations:

If an award of Contract is made to a faith-based organization, and an individual who applies for or receives Goods, Services, or disbursements provided pursuant to that contract objects to the religious character of the faith-based organization from which the individual receives or would receive the Goods, Services, or disbursements, the City shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent Goods or Services, or disbursement from an alternative provider

3. Facilitating disadvantaged businesses:

It is the policy of the City to facilitate the participation of Small Businesses and Minority-Owned and Women-Owned Businesses in all aspects of procurement to the maximum extent feasible. If awarded a contract, the Offeror will use its best efforts to carry out this policy and insure that Small Businesses and businesses owned by women and minorities have the maximum practicable opportunity to compete for subcontract work, consistent with the efficient performance of this contract. If federal grant money is to be used to pay for this Procurement, then the specifications will indicate the extent of any specific participation required for Small Businesses and businesses owned by women and minorities.

D. AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Pursuant to Virginia Code §2.2-4311.2, an Offeror organized or authorized to the transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized. Any Offeror 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 established to implement this section is granted by the City Manager. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov>. Offerors should consult the Code of Virginia for more information.

REQUEST FOR PROPOSAL

VII. PROPOSAL SUBMISSION FORMS

Price Proposal (Tab 8)

Phase I Services

Please provide a fixed not to exceed price to perform a market compensation analysis for 75 positions per Phase I of the Technical Scope of Service. \$_____ Lump

Phase II Services

Please provide hourly rates and other costs to perform other Classification and Compensations services per Phase II Technical Scope of Services, include additional pricing pages, as needed.

REQUEST FOR PROPOSAL

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA – TAB 7

I certify that I received and reviewed the following Addenda to this Proposal and have included their provisions in this Proposal:

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

Please complete the following by checking the appropriate line that applies and providing the requested information.

- A. _____ Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.
- B. _____ Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.
- C. _____ Offeror does not have an Identification Number issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

REQUEST FOR PROPOSAL

CERTIFICATIONS – TAB 7

This RFP is subject to the provisions of §§ 2.2-3100 et seq. of the Virginia Code, the Virginia State and Local Government Conflict of Interests Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA).

By my signature on this form, I certify on behalf of the Offeror that I am not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code §§ 2.2-4367 through 2.2-4377.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarment, ethics in public procurement, submission of a single proposal, understanding of the conditions, and data on convictions contained in provision “Offeror Certifications” of the RFP are true and not misleading as to the Offeror.

I hereby certify that the responses to the above representations, certifications, and other statements, including all attachments, are accurate and complete. If after I sign these forms I learn of any information which makes any of the above representations, certifications or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the Purchasing Manager. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Offeror.

COMPANY NAME (Please Print)

TELEPHONE NUMBER

ADDRESS

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNATURE:

DATE

NAME: (Please Print)

TITLE

**Metropolitan Washington Council of Governments
Rider Clause**

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the Offeror(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your proposal.
- D. It is the awarded Offeror's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract:

OFFEROR'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

☐ ☐ Alexandria, Virginia
☐ ☐ Alexandria Public Schools
☐ ☐ Alexandria Sanitation Authority
☐ ☐ Arlington County, Virginia
☐ ☐ Arlington County Public Schools
☐ ☐ Bowie, Maryland
☐ ☐ Charles County Public Schools
☐ ☐ College Park, Maryland
☐ ☐ Culpeper County, Virginia
☐ ☐ District of Columbia
☐ ☐ District of Columbia Courts
☐ ☐ District of Columbia Public Schools
☐ ☐ District of Columbia Water & Sewer Auth.
☐ ☐ Fairfax, Virginia
☐ ☐ Fairfax County, Virginia
☐ ☐ Fairfax County Water Authority
☐ ☐ Falls Church, Virginia
☐ ☐ Fauquier County Schools & Government, Virginia
☐ ☐ Frederick County
☐ ☐ Gaithersburg, Maryland
☐ ☐ Greenbelt, Maryland
☐ ☐ Herndon, Virginia
☐ ☐ Loudoun County, Virginia
☐ ☐ Manassas Park, Virginia

YES NO JURISDICTION

☐ ☐ Manassas Public Schools
☐ ☐ Maryland-National Capital Park & Planning Comm.
☐ ☐ Metropolitan Washington Airports Authority
☐ ☐ Metropolitan Washington Council of Governments
☐ ☐ Montgomery College
☐ ☐ Montgomery County, Maryland
☐ ☐ Montgomery County Public Schools
☐ ☐ Prince George's County, Maryland
☐ ☐ Prince George's Public Schools
☐ ☐ Prince William County, Virginia
☐ ☐ Prince William County Public Schools
☐ ☐ Prince William County Service Authority
☐ ☐ Rockville, Maryland
☐ ☐ Spotsylvania County Schools
☐ ☐ Stafford County, Virginia
☐ ☐ Takoma Park, Maryland
☐ ☐ Vienna, Virginia
☐ ☐ Washington Metropolitan Area Transit Authority
☐ ☐ Washington Suburban Sanitary Commission
☐ ☐ Winchester Public Schools

Offeror Name



CITY OF MANASSAS, VIRGINIA

FINANCE DEPARTMENT

PURCHASING DIVISION

8500 Public Works Drive, Manassas, VA 20110

Telephone: (703) 257-8368 Facsimile: (703) 257-5813

Website: www.manassascity.org

CITY OF MANASSAS STANDARD CONTRACT FOR GOODS, SERVICES, CONSTRUCTION AND INSURANCE RESULTING FROM AN RFP

CONTRACT NO:

SUBJECT:

Between:

**CITY OF MANASSAS
8500 PUBLIC WORKS DRIVE
MANASSAS, VA 20110**

703-257-8368

And the Contractor:

This Contract (hereinafter, "Contract") is entered into on and as of _____, 20__ by and between the CITY OF MANASSAS, a municipal corporation of the Commonwealth of Virginia (hereinafter, "City"), and _____ (hereinafter "Contractor"), for Goods, Services, Construction and/or Insurance identified herein, on the following terms and conditions.

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I. BASIC TERMS:

A. DEFINITIONS:

Capitalized terms that are defined in the VPPA, City Policy, or the City's standard Request for Proposal for Goods, Services, Construction or Insurance have the same meanings in this Contract as are given in that law, policy, or Request for Proposal, except as provided below. Capitalized terms not defined in those sources but used in this Contract have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

1. "Contract Administrator" assigned to administer the Contract for the City is _____, but the City may designate a new Contract Administrator by notice to the Contractor.
2. "Contractor's Representative" means the person who is responsible for the performance obligation of the Contractor under this Contract. The initial Contractor's Representative is _____ but the Contractor may designate a new Contractor's Representative by notice to the City.
3. "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 this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.
4. "Notice of Default" means a notice sent to the other party's designee (Contract Administrator for the City, Contractor's Representative for the Contractor) setting forth the facts showing that party to be in default under the Contract.
5. "Notice of Termination" means a notice sent to the other party's designee (Contract Administrator for the City, Contractor's Representative for the Contractor) informing that party of the termination of the Contract as of a particular date.
6. "RFP" means the Request for Proposal which led to the formation of this Contract.
7. "Using Department" for purposes of this Contract shall mean _____.

B. PURPOSE OF THE CONTRACT:

1. The Contractor hereby agrees to provide the following Goods, Services, Construction and/or Insurance to the City of Manassas:

C. CONTRACT PERIOD AND EXTENSIONS:

1. The base term for this Contract shall be
2. This Contract may be extended as provided in the RFP or by change order or amendment. The City shall give the Contractor reasonable written notice of intent to renew prior to the expiration date of the current Contract. In the absence of any notification to renew, the Contract shall automatically terminate on the expiration date specified in the Contract. Agreement to extend the Contract term shall not be final until the Contractor provides written acknowledgement of the extension. The option to renew shall be exercised at the sole discretion of the City.
3. No fixed price Contract, however, may increase the price by more than twenty-five percent of the amount of the Contract or \$50,000, whichever is greater, without a recorded affirmative vote of the City Council. The City may extend the term of this Contract for Services to allow completion of any work undertaken but not completed during the original term of the Contract.

D. CONTRACT AMOUNT:

In return for the Goods, Services, Insurance and/or Construction of the RFP identified above, and subject to the Termination for Non-Appropriation provision of this Contract, the City certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor in accordance with the payment provision of this Contract as set forth herein:

II. FORMATION:

A. CONDITIONS PRECEDENT TO FORMATION:

Before any Contract between the City and the Contractor is effective, the following conditions precedent must be satisfied. Satisfaction of these conditions is the responsibility of the Contractor. If, after performance under the Contract, the City learns that a condition precedent was not met, the City may, if permitted by law, ratify the Contract by affirmative recorded vote or may disclaim it, in its sole discretion.

1. Insurance: If the RFP requires certain insurance, the Contractor must provide proof of insurance in the amounts required by the Bid with an insurance company licensed to do business in the Commonwealth of Virginia. As used in this provision, “proof of insurance” means a copy of the relevant portions of the insurance declaration page, or its equivalent, showing continuing coverage at the required amounts.
 - a. Unless the Specifications state otherwise, the City shall be made an additional insured on all required policies of insurance.

- b. No change, cancellation (other than noted below), or non-renewal shall be made in any insurance coverage without a thirty (30) day written notice to the Purchasing Manager. Notice for cancellation due to nonpayment of premium shall be no less than fifteen (15) days. The Contractor shall furnish proof of insurance prior to any change or cancellation date. The failure of the Contractor to deliver such proof of insurance is grounds for termination of the Contract.
 - c. Insurance coverage required hereunder shall be in force throughout the Contract period. Should the Contractor fail to provide proof of insurance within ten (10) days of written notice requesting such at any time during the Contract term, the City shall have the absolute right to terminate the Contract.
 - d. Compliance by the Contractor and any subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor or any subcontractors of their liabilities and obligations under this Contract.
 - e. The City may and will, if requested by Contractor, reasonably accept proof of insurance provided by subcontractors or partners of the Contractor covering risks and hazards relating to work to be performed by such subcontractor and partners, in lieu of proof of insurance provided by Contractor. However, this shall not relieve Contractor of any of its other duties under this Paragraph II.A.1.
- 2. Bonds: If the Bid requires payment or performance bonds (or certified checks or bank draft or Irrevocable Letter of Credit), then bonds with surety satisfactory to the City attorney shall be submitted to the Purchasing Manager for approval.
 - 3. Permits and licenses: If the procurement of the Goods, Services, Insurance or Construction that is the subject of this Contract requires possession of any licenses or receipt of any permits other than construction permits, then Contractor shall obtain those licenses and permits.
 - 4. Payment of Debts: Contractor must pay all amounts shown as due to the City on the City's accounts, even if a dispute exists as to the debt's validity or enforceability.

B. PARTIES:

- 1. The sole parties to this Contract are the City of Manassas and the Contractor.
- 2. The General Contractor remains responsible for work of the subcontractor(s) notwithstanding the naming of the subcontractor(s) in the proposal, and the City reserves the right to approve or reject any subcontractor(s) or substitute subcontractor(s).
- 3. It is understood and agreed that the Contractor is at all times herein acting as an independent contractor.

4. Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the City in advance. No assignment without such permission will relieve the Contractor of any responsibility under this Contract.
5. There are no intended third party beneficiaries of this Contract, unless it is made available by rider for other governmental entities to use. Making the Contract available to them by rider is the sole extent of the intended third party benefit.
6. If this Contract is made available by rider for other governmental entities to use, any contracts formed between the Contractor and such other governmental entities shall be solely between those parties. The City shall not be a party to any of these Contracts.

C. AUTHORITY TO EXECUTE:

By executing this Contract on behalf of Contractor, the Contractor's Representative warrants that he or she has full authority to do so.

D. INCORPORATION OF DOCUMENTS:

The documents listed below in this Section IID are hereby incorporated by reference and fully made a part of the Contract. This Contract and the incorporated documents describe the subject of the Procurement, the particulars of its performance, the process and time for payment, and the rights and remedies of the parties (collectively, "the terms"). In case of any conflict between those documents' terms, the documents shall be given precedence in the following order, from highest to lowest:

1. Section II of the Request for Proposal (if any), inclusive of any Addendums, except to the extent modified through negotiation permitted by the VPPA,
2. This Contract,
3. Sections I and III-VI, both inclusive, of the RFP (if any),
4. The Proposal of the Offeror.

III. PERFORMANCE:

A. CONTACTS:

In addition to the Contract Administrator and the Contractor's Representative, the parties may designate additional contacts for exchange of information.

B. BEGINNING PERFORMANCE

Contractor shall not begin performance under the Contract until the Contract Administrator issues it a purchase order, Procurement Card order, or other notification to proceed.

C. RISK OF LOSS AND ACCEPTANCE OF WORK:

1. Contractor shall perform the work and deliver all Goods in accordance with recognized and customarily accepted industry practices, and performance shall be considered complete when the Contract Administrator approves the Services as acceptable. If the Contract Administrator rejects any deliverable, the Contractor shall be notified and shall have fourteen (14) calendar days from date of issuance of notification to correct the deficiencies and resubmit the deliverable.
2. Unless the City provides the materials or supplies, the Contractor bears the risk of damage or loss for materials or supplies covered by the Contract until delivery to the designated point. If the City rejects any deliverable, the Contractor bears all risk of damage or loss on them after notice of rejection. The Contractor must remove rejected materials or supplies at its own expense promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of a rejected delivery. If the Contractor does not remove rejected materials within ten (10) days after notification of rejection, the City may return the rejected materials or supplies to the Contractor at Contractor's risk and expense or may dispose of them as abandoned property.

D. WARRANTY:

1. The Contractor warrants that all Services it performs and all Goods, Insurance, and Construction it delivers to the City will be of good quality and meet the specifications of this Contract and of all literature supplied by the Contractor as part of the selection process which led to the award of this Contract. "Literature" as used in this provision means any and all brochures, fliers, catalogs, Proposals, web sites, email, or other information, in whatever written form, relating to the quality, utility, economic advantages, or composition of the Goods or Services. This warranty is in addition to and does not substitute for the Contractor's warranties of title, against infringement, of merchantability, and of fitness for particular purpose under Virginia Code §§ 8.2-312, 8.2-314, and 8.2-315, which the parties expressly agree apply to this Contract.
2. The Contractor shall furnish all guarantees and warranties that the terms of this Contract require to the Purchasing Manager before the City makes final payment on the Contract. Unless otherwise stated, manufacturer's standard warranty applies.

E. INVOICES:

1. Unless otherwise provided in the RFP, Contractor shall submit all its invoices for payment in the fiscal year in which the Goods, Services, Insurance or Construction were provided or within thirty days thereafter. The City operates on a fiscal year beginning on July 1 and ending on June 30 of each calendar year. Late invoices are subject to rejection if no appropriated funds are available for their payment.
2. The invoice must be in the name of the Contractor unless the City has received and approved an assignment.
3. Tasks shall be billed to the City upon completion. The City will not be responsible for any cost or expenses of operation of any kind associated with Contractor's provision of Services pursuant to this Contract, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the Services to be rendered hereunder except as set out herein. The City shall have no obligation to reimburse, pay directly or otherwise satisfy any taxes or other expenses of the Contractor in connection with the performance of its obligations under this Contract except as stated herein. If Contractor is deemed not to be an independent contractor by any local, state, or federal governmental agency, Contractor agrees to indemnify and hold harmless the City for any and all fees, costs, and expenses, including, but not limited to, attorneys fees incurred thereby.
4. The Contractor shall submit a proper invoice detailing the Goods, Services, Insurance or Construction provided, in duplicate. Such invoice shall include a detailed breakdown of all charges and shall be based on completion of tasks or deliverables for the period of time being billed.

Invoices shall be submitted to:

City of Manassas
Accounting Division
P O Box 560
Manassas, VA 20108

F. PAYMENT:

1. In return for the Goods, Services, Construction and/or Insurance that are the subject of this Contract, and subject to the provision of this Contract relating to "Termination for Non-appropriation," the City shall compensate the Contractor within thirty (30) days after receipt of proper invoice for the amount of payment due or thirty (30) days after receipt of the Goods or Services, whichever is later.
2. The City reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the Contract or any modifications thereto. The City will not pay for any rejected deliverable.

3. With Construction contracts that provide for progress payments in installments based upon an estimated percentage of completion, the City shall retain 5% of the amount earned for work done and materials delivered as retainage, to be paid in the final payment to the Contractor.
4. Within seven days after receipt of amounts paid to the Contractor by the City for satisfactorily completed performance, the prime contractor agrees to:
 - a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under that contract; or
 - b. Notify the City and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

If the Contractor after having received payment from the City fails to pay each subcontractor its proportionate share of the total payment, the Contractor shall be obligated to pay interest to each subcontractor on all amounts that remain unpaid after the seven days following receipt by the Contractor of payment from the City.

5. Unless otherwise provided under the terms of this Contract or by statute, interest shall accrue at a rate of one percent per month against the Contractor on any unpaid amounts owed to each subcontractor.
6. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
7. A Contractor that is an individual must provide his or her social security number and a Contractor that is any form of business entity must provide its federal employer identification number on a completed W-9 "Request for Taxpayer Identification Number and Certification" form, to be mailed to the City of Manassas, Accounting Division's Office, 9027 Center Street, Room 303, Manassas, VA 20110. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. This information is required before payment can be made.

IV. TERMINATION OF CONTRACT:

A. TERMINATION FOR DEFAULT:

1. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

2. Except in an emergency endangering life, safety, or the operation of the City government, the party claiming default shall provide notice and an opportunity to cure the default to the other party before terminating the Contract for default.
 - a. Notice of Default shall be given at least ten business days before the date set for termination and shall set forth the grounds for claiming default of the other party and the steps demanded to cure the default.
 - b. If the party receiving the Notice of Default cures the default before the end of the cure period set out in the Notice, then the party sending the Notice of Default shall not terminate the Contract for default.
3. If the period for cure passes without curing of the default, then the party sending the Notice of Default may send a Notice of Termination for default to the defaulting party.

B. TERMINATION FOR CONVENIENCE:

1. The City may terminate this Contract or any work or delivery required hereunder from time-to-time either in whole or in part, whenever the Contract Administrator, with the concurrence of the Purchasing Manager, determines that such termination is in the best interest of the City.
2. Termination may occur in whole or as to any discrete part of the Contract. A partial termination shall set forth the portions of the Contract which are terminated.
3. The effective date of the termination shall be three (3) days after issuance of a Notice of Termination signed by the Purchasing Manager and its mailing or delivery to the Contractor, or any later date specifically set forth in the Notice of Termination.

C. TERMINATION FOR NON-APPROPRIATION:

1. If funds are not appropriated for purposes of this Contract for any succeeding fiscal year subsequent to the one in which this Contract is entered into, then the City may terminate this Contract upon thirty (30) days written notice to the Contractor. The notice shall set forth the grounds for termination and its effective date.
2. If the City terminates for non-appropriation, the City shall be liable only for payments due through the effective date of termination.

3. Until the effective date of the termination, the Contractor shall continue to perform its duties under the Contract and is not excused from any portion of the Contract.

D. CLAIMS UPON TERMINATION:

1. Upon receipt of a Notice of Termination, the Contractor shall:
 - a. Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
 - b. Place no further orders with any subcontractors except as may be necessary to perform any portion of the Contract not subject to the Notice (in the case of partial termination);
 - c. Terminate all subcontractors except to the extent necessary to complete work which was not subject to the Notice (in the case of partial termination);
 - d. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Contract Administrator and the Purchasing Manager; and
 - e. Use its best efforts to mitigate any damages which may be sustained by the Contractor or any of its subcontractors as a consequence of termination under this clause.
2. After complying with the foregoing provisions, the Contractor shall submit a termination claim within thirty days unless an extension is granted by the Contract Administrator. This termination claim shall document all amounts due under this provision.
 - a. Upon receipt of the Contractor's termination claim, the Contract Administrator, with the approval of the Purchasing Manager, shall pay from the Using Department's budget the reasonable costs of termination, including a reasonable amount for profit on Services delivered or completed. In no event shall this amount be greater than the original Contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the Goods or Services not delivered, or those Goods, Services, or Insurance not provided, or Construction work not performed. The calculation of the amount to be paid the Contractor shall be documented and made a part of the Contract file.

- b. If the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Contract Administrator, with the approval of the Purchasing Manager, shall pay the Contractor from the Using Department's budget the amounts determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph of this clause:
 - i. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - Cost of the Goods delivered or work performed; and
 - The cost of settling and paying any reasonable claims as provided above; and
 - A sum as profit on work performed determined by the Contract Administrator and Purchasing Manager to be fair and reasonable.
 - ii. The total sum to be paid shall not exceed the original Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of Goods, Services, Construction or Insurance not terminated.
 - c. If the Contractor is not satisfied with any payments which the Contract Administrator and Purchasing Manager determines to be due under this provision, the Contractor may make a claim in accordance with paragraph VI.C.1 herein.
 - d. In no event shall Contractor be entitled to any profits if this Contract is terminated for Contractor's default, and sums otherwise due to Contractor shall be reduced by the amount of any damages incurred by the City as a result of Contractor's default.
3. The Contractor shall include similar provisions for termination in any subcontracts and shall require subcontractors to make reasonable efforts to mitigate damages if the Contract is terminated. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever for loss or damage sustained by a subcontractor as a consequence of termination.

V. STATUTORY REQUIREMENTS:

A. EMPLOYMENT DISCRIMINATION:

In all contracts, regardless of contract amount, the Contractor will abide by the provisions of the Americans with Disabilities Act, and will require each subcontractor to do so. If this Contract is for a consideration in excess of Ten Thousand Dollars (\$10,000.00), then during the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state or federal 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 non-discrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this paragraph.
4. The Contractor will include the provisions of this Contract paragraph in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

B. ETHICS IN PUBLIC CONTRACTING:

The provisions contained in Chapter 43, Article 6, Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, apply to this Contract. The provisions of Article 6 of Chapter 43 supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

C. 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 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.
3. State in all solicitations or advertisement for employees placed by or on behalf of the Contractor that the Contractor maintains a Drug-Free Workplace.

4. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, or so that the provisions will be binding upon each subcontractor or vendor.

D. FAITH-BASED ORGANIZATIONS:

The City of Manassas in procuring Goods and Services, or in making disbursements pursuant to this section, shall not discriminate against a faith-based organization on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except funds provided for expenditure pursuant to contracts with public bodies shall not be spent on religious worship, instruction, or proselytizing, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such Goods, Services, or disbursement.

E. FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH:

1. A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
2. A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of this Contract. The City may void any Contract with a business entity if the business entity fails to remain in compliance with this provision.

F. LEGAL COMPLIANCE:

1. The Contractor shall be solely responsible for complying with all applicable federal, state and municipal laws, codes and regulations during the performance of the Contract.
2. The Contractor has the responsibility to ensure that its forces and its subcontractors under this Contract comply with all applicable Occupational Safety and Health Administration (OSHA) requirements and all applicable State and City safety and occupational health standards. The Contractor is responsible for the safety of its employees. The Contractor has the sole responsibility and authority to prevent 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.

3. The Contractor agrees that it does not, and shall not during the performance of the Contract for Goods and Services, knowingly employ unauthorized alien or aliens as defined in the Federal Immigration Reform and Control Act of 1986.
4. By law, the City will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Safety Data Sheet (MSDS) when received. This MSDS will be reviewed by the City, and if approved, the materials, product or chemical can be used. If the MSDS is rejected, the Contractor must identify a substitute that will meet the City's criteria for approval.

VI. DISPUTES:

A. GOVERNING LAW:

This Contract is governed by the law of the Commonwealth of Virginia, including but not limited to the Virginia Public Procurement Act (VPPA), Sections 2.2-4300 et seq. of the Code of Virginia (1950), as amended. This Contract is also governed by the applicable City Policies.

B. HOLD HARMLESS:

1. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City and its officers, agents, employees, community representatives, volunteers or others working on behalf of the City from any and all claims, judgments, suits, losses, damages, payments, costs, fines and/or fees levied against the City and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from the lack of performance or the negligent performance of work as described in this Contract, Contract Documents or any agreement that results from this Contract. Further, if the Contractor subcontracts for work, it will require in its subcontracts that each subcontractor indemnify, defend, and hold harmless the City and its officers, agents, employees and community representatives, from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this Contract.
2. To the fullest extent permitted by law, the Contractor shall also indemnify, defend, and hold harmless the City and its officers, agents, employees, community representatives, volunteers or others working on behalf of the City against all costs, including reasonable attorney's fees, arising from liens encumbering the City's Property filed by subcontractors, sub-subcontractors, material suppliers, and all other persons and entities acting for and under the Contractor, and the Contractor shall immediately discharge or bond such liens off.

3. Virginia is a Dillon Rule state. Unless specifically permitted by statute, indemnification or any attempt to have the City hold others harmless is invalid and unenforceable as an impermissible waiver of the City's sovereign immunity which may create potential future debt in violation of Virginia Constitutional and statutory requirements. The City cannot waive its sovereign immunity.

C. CONDITIONS PRECEDENT TO PURSUIT OF LEGAL REMEDIES:

Before the Contractor may exercise any legal remedy it may have in relation to rights arising out of this Contract, it must comply fully and strictly with each of the applicable conditions below. Failure to comply fully and strictly with an applicable condition precedent bars the Contractor from exercising any legal remedies it may otherwise have in relation to this Contract until it complies with the condition precedent or the City knowingly and intentionally waives the condition precedent.

1. A Contractor must submit any dispute arising out of this Contract to the Contract Administrator and Purchasing Manager for adjustment. In doing so, it shall provide all relevant evidence that bears on the City's liability for the amount claimed or responsibility to grant any non-monetary relief requested. Claims are forever barred unless (a) written notice of the Contractor's intention to file a claim is given at the time of the occurrence or beginning of the work upon which the claim is based, whichever is earlier and (b) the claim and all relevant evidence that bears on the claim is submitted to the Contract Administrator and Purchasing Manager within 60 days of receipt of final payment.
2. Disputes by the Contractor with respect to this Contract shall be decided within fifteen (15) days from submission by the Purchasing Manager, who shall reduce his/her decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within five (5) days from the date of such decision the Contractor mails or otherwise furnishes the City Manager a written appeal. The City Manager shall consider the appeal and render his or her written decision within seventy (70) days. The decision of the City Manager shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or as not supported by any evidence. Pending a final determination of the claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the decision of the Purchasing Manager or the City Manager, as the case may be.
3. The City does not have administrative appeals procedures under Virginia Code § 2.2-4365.

D. VENUE:

Any action brought under this Contract must be brought in the state courts for the City of Manassas and may not be removed to the Federal Court system. Contractor expressly waives any objection to venue or jurisdiction of the Prince William County Circuit Court, Manassas, VA.

E. LIMITATIONS ON ACTIONS:

Any action brought under this Contract, except an action for breach of warranty, shall be brought within the shorter of the statutory limitations period and the period of three years from the date of final payment without any tolling of this statutory limitations period for any reason whatsoever.

F. WAIVER OF JURY TRIAL:

In any action brought under this Contract, the parties expressly waive their right to trial by jury and agree to submit all questions of fact to the judge as trier of fact.

VII. GENERAL PROVISIONS:

A. TIME OF THE ESSENCE:

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

1. If the Contractor at any time finds that the schedule will not be met for any reason, the Contractor shall so notify the Contract Administrator in writing.
2. Where Contractor is prevented from completing any part of the Work within the Contract Period due to abnormal weather conditions the Contract Period will be extended in an amount calculated as stated below if a Claim is made for extension in writing and provided to the City within the time frame and in the manner prescribed and if the performance of the Work is not, was not, or would not have been delayed by any other cause for which the Contractor is not entitled to an extension of the Contract Period under the Contract Documents.
3. Contractor acknowledges and agrees that adjustments in the Contract Period will be permitted for a delay only to the extent such delay (i) is not caused, or could not have been anticipated, by Contractor; (ii) could not be limited or avoided by the Contractor's timely notice to the City of the delay or reasonable likelihood that a delay will occur; and (iii) is of a duration not less than one day. Such an adjustment of time shall be Contractor's sole and exclusive remedy for the delays described in this Section, except to the extent the delay is caused by acts or omissions of the City and due to causes within its control.

4. Actual adverse weather delay days must prevent work on critical activities outdoors for fifty percent (50%) or more of Contractor's scheduled workday in order to be counted. The number of actual adverse weather delay days shall include days impacted by actual adverse weather (even if adverse weather occurred in previous month), be calculated chronologically from the first to the last day of each month, and be recorded as full days. Where Contractor is prevented from completing any part of the Work within the Contract Period due to abnormal weather conditions, the Contract Period will be extended in an amount equal to the time lost due to such delay if a Claim is made therefore as provided herein. Abnormal weather conditions occur only if the total number of actual adverse weather days exceeds the standard for that month as shown in the following table:

Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
7	7	8	7	8	7	8	8	6	6	6	6

5. Upon commencement of on-site activities and continuing throughout construction, Contractor shall record daily the occurrence of adverse weather and resultant impact to normally scheduled work and within 30 days of the last day of any month (hereinafter referred to as the "Reporting Month"), Contractor shall submit a written adverse weather report, including copies of Contractor's daily weather reports and applicable climatologically data from the National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location, unless the City allows, in writing, an additional period of time for the submission of said report. Notwithstanding any other provisions, failure to submit the required written report within the time specified above shall be deemed to be and shall constitute a waiver by Contractor of any and all claims for delay due to adverse weather conditions occurring during said Reporting Month.
6. The City shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

Contractor shall not be entitled to an adjustment in Contract Price or Contract Period for delays within the control of Contractor. Delays attributable to and within the control of a subcontractor or supplier shall be deemed to be delays within the control of Contractor.

B. INTERPRETATION AND MODIFICATION OF THE CONTRACT:

1. This Contract, including its incorporated documents, contains the whole agreement between the parties as to its subject, and no prior or contemporaneous communications, representations, or agreements, written or verbal, may alter, add to, or contradict any provision in it. There are no promises, terms, conditions, or obligations related to the subject of this Contract other than those contained herein.

2. All modifications and changes to the Contract shall be in writing and signed by the Purchasing Manager.
3. If a Court of competent jurisdiction finds any provision of this Contract to be invalid, such ruling shall not invalidate the entire Contract but shall apply only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect to the maximum extent permitted by law.
4. The Contract Administrator, with the concurrence of the Purchasing Manager, shall have the authority to order changes in this Contract, which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order" and signed by the Mayor, City Manager, or Purchasing Manager.
 - a. Such orders shall be limited to reasonable changes in the supplies, Services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.
 - b. Contractor need not perform any work described in any Change Order unless it has received a written certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.
 - c. The Contractor shall make a demand for payment for completed changed work within 30 days of completion of Change Order, unless such time period is extended in writing, or unless the Contract Administrator requires submission of a cost proposal prior to the initiation of any changed work or Services.
 - d. No claim for changes made by Change Order shall be considered if made after final payment in accordance with the Contract.

C. EXAMINATION OF RECORDS:

1. The Contractor agrees that the City or any duly authorized representative of the City may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Contract. This right shall expire on the third anniversary of the issuance of final payment under this Contract.

2. The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of such subcontractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. This right expires on the third anniversary of the issuance of final payment to the subcontractor.

D. ASSIGNMENT OF RIGHTS:

1. Antitrust: By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular Goods or Services purchased or acquired by the City under said Contract.
2. Warranty: By entering into a Contract, the Contractor conveys, sells, assigns and transfers to the City all warranties related to Goods or Services provided to the City under this Contract.

IN TESTIMONY WHEREOF, the City of Manassas has caused its name to be hereunto subscribed pursuant to authority heretofore duly granted by the City Council of the City of Manassas; and

Contractor has caused its name to be hereunto subscribed by Contractor's Representative, and (if a Corporation) has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

CITY OF MANASSAS
By:

CONTRACTOR
By:

Authorized Official

Contractor's Representative

Print Name and Title

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