



DEPARTMENT OF FINANCE AND PURCHASING

345 South Main Street
Harrisonburg, VA 22801
540-432-7794
540-432-1640 Fax

Table with 3 columns: ISSUE DATE, REQUEST FOR PROPOSAL NUMBER, FOR; DEPARTMENT, DATE/TIME OF CLOSING, CONTRACT ADMINISTRATOR.

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, , delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the City of Harrisonburg the items or services offered and accompanying attachments shall constitute a contract.

NAME AND ADDRESS OF FIRM:

Form fields for firm information: Telephone/Fax No., Federal Employer Identification #, State Corporation Commission #, Prompt Payment Discount, E-mail.

By signing this proposal, Vendor(s) certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP.

CHECK ONE: [] INDIVIDUAL [] PARTNERSHIP [] CORPORATION [] LLC

Signature and Date fields: Vendor's Legally Authorized Signature, Date, Print Name, Title

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Harrisonburg Purchasing Agent at 345 South Main St, Room 201, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

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I. PURPOSE

- A. The intent of this Request for Proposal (RFP) is to obtain firm fixed price proposals from qualified firms to:
- 1) Conduct an employee compensation and classification study of public and private employers who are providing equitable services and,
 - 2) Based on that study, determine if individualized position/job descriptions are needed; and if so, assist in the development of these descriptions and,
 - 3) Based on that study, prepare a comparative analysis that identifies the City of Harrisonburg's competitive position in the labor market and,
 - 4) Based on that study, provide a recommendation for total salaries and benefits, including the total compensation package of insurance and other benefits (including paid leave) and,
 - 5) Based on that study, prepare recommendations for compensation rules, and policies, including variable/incentive pay options, to maintain competitiveness, reward employees, and ensure equity. Responding firms should have significant experience conducting salary surveys and comparative analyses, preferably involving both public and private employers.

II. BACKGROUND INFORMATION

As of November 2, 2012, the City had a total of 633.29 FTE, (573 full time, 105 regular part time and 49 temporary employees for a total of 729 employees) under approximately 215 job classifications. The City has three (3) salary schedules (Police, Fire and Regular Employees). The current salary schedules consist of 10 pay ranges; each range includes a minimum, midpoint and maximum level. A current copy of each of the salary schedules is included as Attachment F, G and H. In 2002 the City implemented a new salary structure based on a former compensation and classification review. Classification specifications are reviewed and revised on an as-needed basis and the listing of these are included as Attachment I.

A thorough compensation and classification study and analysis of the City and those organizations that draw on a shared labor market will indicate the City's current position and its ability now and in the future to recruit and retain talented employees to provide quality services to the City of Harrisonburg. It is expected that the study will indicate what actions should be taken, if any, to avoid loss of qualified staff and difficulties in recruiting new employees for City employment, while competitively compensating its current employees. In addition, it is expected that the study will recommend adjustments to the City's pay plan rules, policies, and salary structure, including variable/incentive pay options, to allow appropriate compensation, to account for employee's service, special achievements, or to rectify compression/equity issues; and a total compensation comparison; and an executive compensation comparison.

III. PROPOSED SCHEDULE

Activity	Dates
Release RFP	November 26, 2012
Deadline for submission of questions	December 12, 2012

Deadline for submission of proposals	December 19, 2012 @ 3:00 pm
Evaluation of proposals and selection process	Week of January 7, 2013
Interview finalists	Week of January 21, 2013
Negotiations	Week of January 28, 2012
Award of contract	Week of February 4, 2013
Completion of Work	Week of April 30, 2013

*All firms must set aside these dates for potential interviews if short-listed. Due to the short timeline to award a contract, only these dates and times will be made available for interviews.

IV. SCOPE OF SERVICES

A. All proposals must be made on the basis of and either meet or exceed the requirements contained herein. Failure to provide any of the following requirements shall be ample cause for proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum:

1. Attendance at an initial meeting with various City representatives to discuss the process and tasks to be performed and reasonable dedication of key personnel and accessibility of the Offeror's point of contact.
2. Weekly written progress reports including data collected.
3. Profile survey of a minimum of twelve (12) government organizations and private employers, including name, geographic location, type of organization, number of employees:
 - a. City Government Organizations: Cities of Blacksburg, Charlottesville, Danville, Lynchburg, Manassas, Roanoke and Suffolk and Counties of Albemarle and Rockingham, Virginia.
 - b. Other Public Sector Organizations: City of Harrisonburg Public Schools and James Madison University.
 - c. Other Private Sector Organizations: Rockingham Memorial Hospital, specifically.
4. Base Pay Salary Survey and analysis of benchmark positions for organizations named in A.3 as well as management positions. City Staff will identify benchmark positions and provide descriptions according to the needs of the consultant. The Base Pay Salary Survey shall include:
 - a. Pay plan salary range comparison to the City of Harrisonburg for each benchmark position for each participant by minimum, midpoint, and maximum;
 - b. Existing employee average salary comparison to the City of Harrisonburg for each benchmark position for each participant;
 - c. Combined average pay plan salary range comparison to the City of Harrisonburg for each benchmark position by minimum, midpoint, and maximum;
 - d. Combined existing employee average salary comparison to the City of Harrisonburg for each benchmark position;
 - e. Comparison of City of Harrisonburg's existing employee average salary for all benchmarks to the combined average of all participants;
 - f. City of Harrisonburg's market position for each benchmark individually, and overall;

- g. Analysis of pay practices, pay rules, and salary structure;
 - h. Recommend salary ranges/s to include percent spreads between ranges. Prepare a new salary structure based on the results of the study;
 - i. Fair Labor Standards Act designation for each job title/classification;
 - j. Formal position/job descriptions developed for each classification specification, if needed.
5. Survey of Compensation Policies and Procedures of named organization to include:
- a. Type of compensation system: number of classes, number of pay ranges, percent spread for ranges, number of pay plans and/or schedules;
 - b. Executive/Management pay schedule options to include best practices and recommended options for positions as designated by the City;
 - c. Career ladder position recommendations;
 - d. Pay delivery: merit pay, pay for performance, steps or open ranges, other, with what frequency do base pay increases occur, maximum percent base pay increase for the next 12 months;
 - e. Hiring incentives: sign on bonuses, interview expenses, relocation expenses;
 - f. Compression analysis;
 - g. On-call compensation;
 - h. Compensatory time for exempt employees;
 - i. Any other monetary incentives (e.g. performance and/or team bonus, special pay band increase, certification pay, education pay);
 - j. Shift differentials (what positions/classes of positions and amount).

V. STUDY CONCLUSION

- A. Prepare written final report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan.
- B. Prepare an analysis of the financial impact for implementation of the new classification and compensation plan and define funding issues.
- C. Provide instructional information and instructions to allow City staff/Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods.
- D. Provide implementation support and training, as needed.
- E. Attend meetings, if requested, throughout the process with employees, the City Manager, City Council to explain the methodology, survey results and recommendations.

VI. SPECIAL TERMS AND CONDITIONS

A. Insurance Requirements:

By signing and submitting a proposal under this solicitation, the provider certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have workers' compensation insurance. The provider further certifies that they or any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

The City of Harrisonburg requires by endorsement, to be added as an additional insured on the bidder policy and a Certificate of Insurance needs to be filed with the City showing the City of Harrisonburg listed as an additional insured.

B. Insurance Coverages & Limits Required:

1. Worker's Compensation - Statutory requirements and benefits.
2. Commercial General Liability - \$1,000,000 combined single limit.
3. Automobile Liability - \$1,000,000 combined single limit.
4. Excess Liability - \$1,000,000

C. Substitutions

NO substitutions or cancellations are permitted after award without written approval by the Purchasing Agent.

D. Method of Payment

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

Invoices shall be submitted to using departments.

Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the City upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the City until said work or services are completed and accepted.

1. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

2. Termination for Cause

Termination by the City for cause, default or negligence on the part of the contractor shall be

excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

VII. EVALUATION OF PROPOSALS: SELECTION FACTORS

The City's Evaluation Committee will independently read, review and evaluate each proposal and selection will be made on the basis of the criteria listed below.

- A. Availability, credentials and related experience of the firm and key staff with similar studies.
- B. Ability to meet and exceed the requirements set forth in Section IV, the quality of the proposed product, and the ability to meet the required timeline
- C. Compliance with Contract Terms and Conditions as well as overall quality and completeness of proposal.
- D. Cost of services; (i.e., price proposal)

Once the Evaluation Committee has rated the proposals, the Evaluation Committee may conduct interviews with only the top ranked firms, usually the top two depending upon the number of proposals received. The Evaluation Committee will then make a recommendation for the contract award.

VIII. PROPOSAL FORMAT

Offerors are to make written proposals that present the Offeror qualifications and understanding of the work to be performed. Offerors *shall* address each of the specific topics listed below as a minimum portion of their proposal submission. *Failure to include any of the requested information may be ample cause for proposal to be considered non-responsive and rejected.*

- A. Availability, credentials and related experience of the firm and key staff with similar studies:
 - 1. Identify who will be the project manager and key staff involved if awarded. Provide copies of resumes of the proposed project manager and key staff. Also, include specific information on the staff's experience with public sector compensation studies. Provide information on specific experience with successful outcomes in conducting salary surveys and making presentations to public bodies.
 - 2. Explain in detail how the project manager and key staff will be assigned to this project. Identify the availability of the project manager and key staff to address any questions or concerns as well as to attend meetings to present the findings to the City Manager and senior management staff.
 - 3. Provide an overview of your firm's daily operations, detailing the firm's experience in performing compensation studies.
 - 4. All offerors shall include, with their proposals, a list of at least five (5) current references for whom comparable work has been performed. This list shall include company name, person to contact, address, telephone number, and a detailed description of work performed.
- B. Ability to meet and exceed the requirements set forth in Section 5.0, the quality of the proposed

product, and the ability to meet the required timeline:

1. Describe your firm's understanding of economic conditions and the regional labor market.
 2. Describe techniques your firm would use to keep the City abreast of the progress of the project and how your firm will meet the proposed timetable.
- C. Compliance with Special Terms and Conditions as well as overall quality and completeness of proposal:
1. State your firm's compliance with the Special Terms and Conditions as listed in Section V.
 2. Specifically list any deviations along with detailed justification for the deviation.
- D. Cost of services:
1. Provide a detailed *not-to exceed* cost estimate for all work to be performed. The breakdown should include, at a minimum, task to be performed, time line, estimated number of hours for completion, and the not-to-exceed cost for that task.

IX. INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. Submission of Proposals

Proposals will be received until 3 p.m., December 19, 2012. All proposals shall be submitted in a sealed envelope and properly identified with the name:

Pay Compensation Study RFP-HR-Pay Study-2012

Sealed proposals must be received by the Harrisonburg Purchasing Office no later than the time specified. Proposals may be mailed or hand delivered to:

City of Harrisonburg, Purchasing Office
345 South Main St., Room 201
Harrisonburg, Virginia 22801

Faxed and emailed bids shall not be accepted. It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. Late bids will not be accepted. The City reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the City.

B. Questions and Inquiries

1. All inquires for information should be directed in writing to:
Jennifer Whistleman, HR Director
Email: Jennifer.Whistleman@harrisonburgva.gov
2. Clarifications and additional information, if any, will be posted as addendums on the City of Harrisonburg Purchasing website at www.harrisonburgva.gov/bids. It is the responsibility of the prospective bidders to check the website for updates.
3. Firm Pricing for City Acceptance

Proposal pricing must be firm for the City's acceptance for 90 days from proposal receipt date.

4. Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **the offeror must invoke the protections of this section PRIOR to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary.**

5. Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the signature page.

6. Preparation and Submission of Proposals

- a. All proposals, both technical and price, shall be signed in ink by the individual or authorized principals of the firm.
- b. All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals, including the State Corporation Commission Form.
- c. Each firm shall submit one original and five (5) copies of their proposal (including price proposal) to the Purchasing Department as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked. We also request a digital submission on CD or flash drive.

7. Withdrawal of Proposals

- a. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- b. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.

8. City Furnished Support/Items

- a. The level of support required from City personnel for the completion of each task shall be estimated by position and man days.
- b. The City may furnish the facilities if the City considers them reasonable, necessary and available for the contractor to complete his task.

9. Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The City reserves the right to determine the responsiveness of any deviation.

10. Miscellaneous Requirements

- a. The City will not be responsible for any expenses incurred by a firm in preparing and

submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

- b. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The HR Department will schedule the time and location for this presentation.
- c. The contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful firm will be expected to sign a contract with the City.

11. Notice of Award

A Notice of Award will be posted on the City's web site at www.Harrisonburgva.gov/bids.

12. Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

13. Taxes in Arrears

No bid or proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears, or is in default to the City upon any debt or Contract, or that is a defaulter as surety or otherwise upon any obligation to the City.

X. CONTRACT TERM

Contract term will be from Date of Award through April 30, 2013. The City reserves the right to negotiate contract terms with the successful offeror/bidder for items/services other than those specifically stated in this RFP/ITB in the best interest of the City and agreed to by the contractor. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions of a similar nature.

XI. GENERAL TERMS AND CONDITIONS FOR THE CITY OF HARRISONBURG, VA

PURCHASING AND CONTRACTING MANUAL: This solicitation is subject to the provisions of The Purchasing and Contracting Policy Manual for the City of Harrisonburg (City) and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at www.Harrisonburgva.gov/bids.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the *Virginia Public Procurement Act*.

In every contract over \$10,000 the provisions below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. The City does not discriminate against small and minority businesses or faith based organizations.

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

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is

currently so debarred.

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.

MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs

1. (For Invitation For Bids(ITB):) Failure to submit a bid on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the City may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. (For Request For Proposals(RFP):) Failure to submit a proposal on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

REVISIONS TO THE OFFICIAL ITB/RFP: No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Official Invitation to Bid (ITB) or Official Request for Proposal (RFP). The Official solicitation document and the Addenda(s) are the documents posted on the City of Harrisonburg's web site and/or authorized by the City of Harrisonburg's Purchasing Agent. Any such violation as stated above may result in rejection of the ITB/RFP response. In addition, violations may result in the debarment of the offeror by the City of Harrisonburg.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT:

1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. Individual contractors shall provide their social security numbers, and proprietors , partnerships, and corporations shall provide the City with a federal employer identification number, prior to receiving any payment from the City.
- f. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, 2.2.4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

PRECEDENCE OF TERMS: General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The City further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the City that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent or City delegated agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.

CANCELLATION OF THE CONTRACT: The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.

TAXES: Sales to the City of Harrisonburg are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an "equal" product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have insurance coverages per the solicitation document at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. **(NOT NORMALLY REQUIRED FOR GOODS CONTRACTS. INSURANCE IS REQUIRED WHEN WORK IS TO BE**

PERFORMED ON CITY OWNED OR LEASED FACILITIES OR PROPERTY.)

AVAILABILITY OF FUNDS: Agreements are made subject to the appropriation of funds by the Harrisonburg City Council and are null and void in the event of non-appropriation by the City Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the City.

SELECTION PROCESS/AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerors.

BID/PROPOSAL ACCEPTANCE PERIOD: Any bid/proposal resulting from this solicitation shall be valid for (30) days. At the end of the (30) days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

EXCUSABLE DELAY: The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include, but are not restricted to acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and usually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SAFETY and OSHA STANDARDS: All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Harrisonburg or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of VA.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except architectural and engineering services, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia. If any other Public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to any public body will have no effect on consideration of your bid.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of VA 2.2-4311.2

subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the SCC site is <http://www.scc.virginia.gov>.

ATTACHMENT A: State Corporation Commission Form

Virginia State Corporation Commission (“SCC”) registration information:

The undersigned Offeror:

- is a corporation or other business entity with the following SCC identification number:
_____ **-OR-**
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- is an outof-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**
- is an outof-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

ATTACHMENT B:

References for:

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

ATTACHMENT C: SIGNATURE SHEET

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

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

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

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

Complete Legal Name of Firm: _____

Address: _____

Remit To Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: (____) _____ **Fax No.:** (____) _____

e-mail address : _____

Date: _____ **Minority:** _____ **Women Owned:** _____

**ATTACHMENT D:
PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION
(RFP-HR-PAY STUDY-2012)**

Name of Firm/Offeror: _____

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons 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 constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
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ATTACHMENT F: City of Harrisonburg – Regular Employees

City of Harrisonburg, Virginia
Salary Schedule
Fiscal Year 2012-2013

This schedule is based upon 2080 hours (26x80)

GRADE	MINIMUM	FIRST QRT	MIDPOINT	MAXIMUM
Regular Grade	REG			
Grade 15				
Annual	18,761.60	22,032.40	25,303.20	31,844.80
Hourly	9.02	10.59	12.17	15.31
Grade 14				
Annual	20,854.40	24,247.60	27,840.80	35,027.20
Hourly	9.93	11.66	13.39	16.84
Grade 13				
Annual	22,734.40	26,876.00	30,817.60	38,500.80
Hourly	10.93	12.83	14.72	18.51
Grade 12				
Annual	25,022.40	29,359.20	33,696.00	42,369.60
Hourly	12.03	14.12	16.20	20.37
Grade 11				
Annual	27,476.80	32,260.80	37,044.80	46,812.80
Hourly	13.21	15.51	17.81	22.41
Grade 10				
Annual	30,264.00	35,516.00	40,768.00	51,272.00
Hourly	14.55	17.08	19.60	24.65
Grade 9				
Annual	33,259.20	39,041.60	44,824.00	56,388.80
Hourly	15.99	18.77	21.55	27.11
Grade 8				
Annual	36,828.80	42,972.80	49,316.80	62,004.80
Hourly	17.81	20.66	23.71	29.81
Grade 7				
Annual	40,248.00	47,236.80	54,225.60	68,203.20
Hourly	19.35	22.71	26.07	32.79
Grade 6				
Annual	44,262.40	51,958.40	59,654.40	75,046.40
Hourly	21.28	24.98	28.68	36.08
Grade 5				
Annual	48,713.60	57,188.80	65,624.00	82,534.40
Hourly	23.42	27.49	31.55	39.68
Grade 4				
Annual	53,580.80	62,883.60	72,186.40	90,792.00
Hourly	25.76	30.23	34.71	43.65
Grade 3				
Annual	57,803.20	70,522.40	83,241.60	108,680.00
Hourly	27.79	33.91	40.02	52.25
Grade 2				
Annual	66,456.00	81,109.60	95,763.20	125,070.40
Hourly	31.95	39.00	46.04	60.13
Grade 1				
Annual	78,398.40	93,262.00	110,125.60	143,852.80
Hourly	36.73	44.84	52.95	69.16
Part-time/Temporary/Seasonal				
PTT01	7.25	10.25	13.26	19.26
Part-time/Temporary/Negotiator				
PTN0101 Hourly	7.25	13.85	20.46	33.66

ATTACHMENT G: City of Harrisonburg – Fire Suppression Employees

**City of Harrisonburg, Virginia
Salary Schedule
Fiscal Year 2012-2013**

Fire suppression is based upon 2756 hours (26x106)

GRADE		MINIMUM	FIRST QRT	MIDPOINT	MAXIMUM
Fire Suppression					
Grade 10F (06)	Annual	32,823.96	38,163.71	43,503.46	54,182.96
	Hourly	11.91	13.85	15.79	19.66
Grade 9F (05)	Annual	35,883.12	41,732.73	47,582.34	59,281.56
	Hourly	13.02	15.14	17.27	21.51
Grade 8F (04)	Annual	39,190.32	45,632.47	52,074.62	64,958.92
	Hourly	14.22	16.56	18.90	23.57
Grade 7F (03)	Annual	42,855.80	49,924.94	56,994.08	71,132.36
	Hourly	15.55	18.12	20.68	25.81
Grade 6F (02)	Annual	46,907.12	54,665.26	62,423.40	77,939.68
	Hourly	17.02	19.84	22.65	28.28
Grade 5F (01)	Annual	51,316.72	59,832.76	68,348.80	85,380.88
	Hourly	18.62	21.71	24.80	30.98

ATTACHMENT H: City of Harrisonburg – Sworn Officers

**City of Harrisonburg, Virginia
Salary Schedule
Fiscal Year 2012-2013**

This schedule is based upon 2080 hours (26x80)

GRADE	MINIMUM	FIRST QRT	MIDPOINT	MAXIMUM
Police Grade	REG			
Grade 10P				
Annual	32,364.80	38,204.40	44,044.00	55,723.20
Hourly	15.56	18.37	21.18	26.79
Grade 9P				
Annual	35,880.00	42,125.20	48,370.40	60,860.80
Hourly	17.25	20.25	23.28	29.26
Grade 8P				
Annual	39,249.60	46,061.60	52,873.60	66,497.60
Hourly	18.87	22.15	25.42	31.97
Grade 7P				
Annual	42,868.80	50,315.20	57,761.60	72,654.40
Hourly	20.61	24.19	27.77	34.93
Grade 6P				
Annual	46,883.20	55,026.40	63,169.60	79,456.00
Hourly	22.54	26.46	30.37	38.20
Grade 5P				
Annual	51,334.40	60,252.40	69,170.40	87,006.40
Hourly	24.68	28.97	33.26	41.83
Grade 4P				
Annual	56,201.60	65,962.00	75,722.40	95,243.20
Hourly	27.02	31.71	36.41	45.79
Grade 3P				
Annual	60,424.00	73,710.00	86,996.00	113,568.00
Hourly	29.05	35.44	41.83	54.60
Grade 2P				
Annual	69,076.80	84,328.40	99,580.00	130,083.20
Hourly	33.21	40.54	47.88	62.54

ATTACHMENT I: City of Harrisonburg Classification Titles/Compensation Ranges

Grade Level	Classification Title	Regular Class Coding	FLSA Status	PT/ Seasonal Coding	FLSA Status	Workers' Comp Code	EEO Categ Code
Clerical, Fiscal, Administrative and Related							
11	Technology Support Specialist (140) Technology Support Specilaist Public Works Technology Support Specialist - Fire	1205	NE	2205	NE	8810	3
9	Department Systems Analyst	1209	NE	2209	NE	8810	3
9	Web Developer	1212	NE	2212	NE	8810	3
8	Programmer/Analyst	1214	NE	2214	NE	8810	3
8	GIS Coordinator	1217	NE	2217	NE	8810	3
8	Controls and Instrument Technician	1220	NE	2220	NE	7590	7
7	Systems Analyst	1222	NE	2222	NE	8810	3
7	Network Analyst	1224	NE	2224	NE	8810	3
6	MIS Coordinator	1227	EX	2227	NE	8810	3
3	Director of IT	1234	EX	2234	NE	5191	1
15	Receptionist/Clerk (101) Travel Specialist/Cashier	3101	NE	4101	NE	8810	6
14	Office Assistant (103) IT Office Assistant	3103	NE	4103	NE	8810	6
14	Secretary (105)	3105	NE	4105	NE	8810	6
12	Administrative Secretary (107)	3107	NE	4107	NE	8810	6
11	Administrative Specialist (108)	3108	NE	4108	NE	8810	6
10	Office Manager (109) Treasurer's Office - Office Manager	3109	NE	4109	NE	8810	6
10	Program Support Specialist Program Support Spec - PW	3110	NE	4110	NE	8810	6

	Project Assistant - Public Utilities						
9	Program Support Specialist Senior	3111	NE	4111	NE	8810	6
	Tourism & Visitor Services Manager						
NA	City Clerk (115)	3112	NE	4111	NE	8810	6
11	Accounting Technician (135)	3113	NE	4113	NE	8810	6
10	Accounting Technician Senior	3114	NE	4114	NE	8810	6
9	Accountant (143)	3116	EX	4116	NE	8810	2
8	Grants and Compliance Officer	3117	EX	4117	NE	8810	3
12	Storekeeper (331)	3118	NE	4118	NE	8292	6
10	Inventory Control Specialist (335)	3120	NE	4120	NE	8292	6
9	Warehouse Specialist	3121	NE	4121	NE	8292	6
7	Purchasing Agent (139)	3122	EX	4122	NE	8810	3
7	Auditor	3123	EX	4123	NE	9410	2
4	Assistant Director of Finance (145)	3124	EX	4124	NE	8810	2
2	Director of Finance (149)	3127	EX	4127	NE	8810	1
11	Deputy I (052)	3130	NE	4130	NE	8810	6
	State and Local Tax Deputy						
11	Deputy II (053)	3131	NE	4131	NE	8810	6
	Business License Compliance Officer						
	Real Estate Appraiser					9410	
	Real Estate / Revenue Clerk						
	Personal Preoperty Assessor						
	Deputy III (054)	3132	NE	4132	NE	8810	6
10	Personal Property Supervisor						
10	Chief Deputy						
8	Chief Deputy III/Supervisor	3133	NE	4133	NE	8810	6
6	Real Estate Director (057)	3134	EX	4134	NE	8810	1
NA	Commissioner of the Revenue (059)	3136	EX	4136	EX	8810	1
11	Deputy Treasurer (053)	3140	NE	4140	NE	8810	6
8	Assistant Treasurer (108)	3142	NE	4142	NE	8810	6

NA	Treasurer (058)	3146	EX	4146	EX	8810	1
12	Assistant Registrar	3148	NE	4148	NE	8810	6
NA	Registrar	3149	EX	4149	EX	8810	2
10	HR Technician	3162	NE	3162	NE	8810	6
9	HR Specialist (188)	3160	NE	4160	NE	8810	6
8	HR Generalist	3163	EX	4163	EX	8810	5
3	Director of Human Resources (189)	3166	EX	4166	EX	8810	1
11	Tourism/Marketing Coordinator	3167	NE	4167	NE	8742	6
7	Public Information Officer	3169	EX	4169	NE	8810	2
3	Director of Economic Development (195)	3170	EX	4170	EX	8742	1
5	Assistant to the City Manager	3175	EX	4175	EX	8810	1
1	Assistant City Manager (199)	3180	EX	4180	EX	8810	1
NA	City Attorney	3185	EX	4185	EX	8820	2
NA	City Manager (999)	3190	EX	4190	EX	8810	1
Inspections, Engineering, Planning and Related							
12	Permit Clerk (201)	3201	NE	4201	NE	8810	6
10	Engineering Technician (231)	3203	NE	4203	NE	9410	3
9	Engineering Technician Senior (233)	3208	NE	4208	NE	8810	3
9	Planner Technician (215)	3213	NE	4213	NE	9410	3
7	Planner Senior (218)	3218	EX	4218	NE	9410	3
9	Zoning/Planning Technician (216)	3223	NE	4223	NE	9410	3
7	Zoning Administrator (217)	3228	NE	4228	NE	9410	1
9	Building Codes Inspector (205)	3233	NE	4233	NE	9410	3
	Building Codes Inspector-Entry Level	3233-I	NE	4233-I	NE	9410	3
	Building Codes Inspector-Inspector I/General	3233-II	NE	4233-II	NE	9410	3
	Building Codes Inspector-Inspector II/General	3233-III	NE	4233-III	NE	9410	3
7	Building Codes Inspector Senior (208)	3235	NE	4235	NE	9410	3

8	Plans Reviewer (207)	3238	NE	4238	NE	9410	3
9	Construction Inspector (237)	3243	NE	4243	NE	9410	3
8	Construction Inspector Chief (239)	3248	NE	4248	NE	9410	3
7	City Surveyor (235)	3250	NE	4250	NE	9410	2
9	Site Development Technician	3252	NE	4252	NE	9410	3
6	Engineer (241) Civil Engineer - Community Development Engineer - Public Utilities	3254	EX	4254	NE	9410	2
4	City Planner (219)	3263	EX	4263	NE	8810	1
4	Building Official (209)	3266	EX	4266	NE	9410	1
4	City Engineer (249)	3270	EX	4270	NE	9410	1
2	Director of Planning & Comm Dev (259)	3275	EX	4275	EX	8810	1
5	Block Grant Coordinator	3285	EX	4285	NE	8810	2
6	Director of Special Projects & Grants	3287	EX	4287	NE	8810	2
9	Management Analyst	3289	NE	4289	NE	8810	5
Trades and Skilled Labor							
15	Custodian (301)	3301	NE	4301	NE	9015	8
15	Trainee						
	Parks & Recreation Trainee	3303	NE	4303	NE	9102	8
	Public Utilities Trainee	3304	NE	4304	NE	7520	8
	Public Works Trainee	3305	NE	4305	NE	5221	8
	Transit Trainee	3306	NE	4306	NE	7382	8
	Garage/Transportation Trainee	3307	NE	4307	NE	8385	8
13	Crew Member						
	Laborer (303)	3310	NE	4310	NE	9015	8
	ParaTransit Driver (612)	3311	NE	4311	NE	7382	8
	School Bus Driver (613)	3312	NE	4312	NE	7380	8
	School Bus Driver - Trip Driver						
	Parks & Recreation Crew Member	3313	NE	4313	NE	9102	8
	Public Utilities Crew Member	3314	NE	4314	NE	7520	8
	Public Works Crew Member	3315	NE	4315	NE	9403	8

	Transit Bus Driver (615)	3316	NE	4316	NE	7382	8
	Transit Dispatcher (601)	3317	NE	4317	NE	8810	6
	Wash Bay Assistant	3318	NE	4318	NE	8385	8
12	Journeyman						
	Bus Driver/Trainer (617)	3320	NE	4320	NE	7382	8
	Laborer Senior (304)	3321	NE	4321	NE	9015	8
	Laborer Senior - Public Safety Building						
	Public Works Journeyman I (311)	3322	NE	4322	NE	9403	8
	Public Works Journeyman II (305)	3323	NE	4323	NE	5506	8
	Parks & Recreation Journeyman	3324	NE	4324	NE	9102	8
	Public Utilities Journeyman	3325	NE	4325	NE	7520	8
	Asst. Washbay Supervisor	3326	NE	4326	NE	7380	8
11	Technician I						
	Public Works Technician I (313)	3331	NE	4331	NE	5506	7
	Parking Facilities Technician	3332	NE	4332	NE	9402	7
	Parks & Recreation Technician I (781)	3333	NE	4333	NE	9102	8
	Public Utilities Technician I	3334	NE	4334	NE	7520	7
	Front Line Supervisor - Public Transit	3335	NE	4335	NE	7382	8
10	Technician II						
	Public Works Technician II (315)	3350	NE	4350	NE	5506	7
	PW - Sanitation Team Leader						
	Parks & Recreation Technician II	3351	NE	4351	NE	9102	8
	Stream Health Coordinator	3351	NE	4351	NE	9102	8
	Public Utilities Technician II	3352	NE	4352	NE	7520	7
	Transportation Technician II	3353	NE	4353	NE	7382	8
	Paratransit Coordinator						
9	Technician III						
	Horticulturalist (785)	3370	NE	4370	NE	0042	3
	Parks & Recreation Technician III	3371	NE	4371	NE	9102	7
	Customer Crew Supervisor	3371	NE	4371	NE	9015	
	Public Utilities Technician III	3372	NE	4372	NE	7520	7
	Team Leader (Public Works)	3373	NE	4373	NE	5506	7
	Traffic Technician (Public Works)	3373	NE	4373	NE	6325	7
10	Specialist I						
	Equipment Mechanic I (323)	3340	NE	4340	NE	8380	7
	Public Utilities Specialist I	3341	NE	4341	NE	7520	8

	Public Works Specialist I (352)	3342	NE	4342	NE	5506	8
	PW - Traffic Technicians	3342	NE	4342	NE		8
9	Specialist II						
	Equipment Mechanic II (324)	3360	NE	4360	NE	8380	7
	Public Utilities Specialist II	3361	NE	4361	NE	7520	7
	Public Works Specialist II (353)	3362	NE	4362	NE	6325	7
8	Specialist III						
	Public Utilities Specialist III	3381	NE	4381	NE	7520	7
	Public Works Specialist III	3382	NE	4382	NE	6325	7
8	Crew Supervisor (317)						
	Parks and Recreation Crew Supervisor	3384	NE	4384	NE	9102	7
	Public Utilities Crew Supervisor	3385	NE	4385	NE	7520	7
	Public Works Crew Supervisor	3386	NE	4386	NE	5506	7
8	Maintenance Project Coordinator	3388	NE	4388	NE	5506	7
9	Asst Equip Maintenance Supervisor (327)	3390	NE	4390	NE	8380	7
8	Equipment Maintenance Supervisor (329)	3392	NE	4392	NE	8380	7
7	General Supervisor (319)	3396	EX	4396	NE	9410	7
7	Traffic Signal Systems Analyst	3397	NE	4397	NE	9410	7
6	Traffic Superintendent	3398	NE	4398	NE	9410	7

Public Utilities and Related							
13	Customer Care Representative (125)	3401	NE	4401	NE	8810	6
	Customer Response Coordinator						
	Customer Support Specialist						
	Customer Liaison Officer						
11	Billing Management Specialist	3403	NE	4402	NE	8810	6
12	Account Management Specialist	3404	NE	4402	NE	8810	6
13	Water Service Technician (121)	3405	NE	4405	NE	7520	8
11	Water Service Technician Senior (123)	3406	NE	4406	NE	7520	8
12	Water Plant Shift Operator (Trainee) (411)	3411	NE	4411	NE	7520	8
13	Water Plant Operator Trainee/Specialist	3412	NE	4412	NE	7520	8
11	Water Plant Shift Operator IV (412)	3413	NE	4413	NE	7520	7

12	Water Plant Operator IV/Specialist	3414	NE	4414	NE	7520	7
10	Water Plant Shift Operator III (413)	3415	NE	4415	NE	7520	7
11	Water Plant Operator III/Specialist	3416	NE	4416	NE	7520	7
9	Water Plant Shift Operator II (414)	3417	NE	4417	NE	7520	7
10	Water Plant Operator II/Specialist	3418	NE	4418	NE	7520	7
8	Water Plant Shift Operator I (415)	3419	NE	4419	NE	7520	7
9	Water Plant Operator I/Specialist	3420	NE	4420	NE	7520	7
6	Water Plant Operations Superintend (419)	3421	EX	4421	NE	7520	2
7	Utilities Planner	3423	EX	4423	NE	7520	3
	Utilities Planner/Utilities Coordinator						
8	Assets/Operations Manager	3425	EX	4425	NE	7520	3
7	Utilities Supervisor	3427	NE	4427	NE	7520	3
7	Utilities Services Manager	3428	EX	4428	NE	8810	12
7	Asst Field Utilities Superintend (477)	3429	EX	4429	NE	7520	3
6	Field Utilities Superintendent (479)	3430	EX	4430	NE	7520	3
5	Public Utilities Engineering Superintendent	3433	EX	4333	NE	9410	2
4	Assistant Director of Public Utilities (479)	3435	EX	4435	NE	9410	2
2	Director of Public Utilities (489)	3440	EX	4440	EX	9410	1
Solid Waste, Recycling, Resource Recovery and Related							
12	RR Plant Operator Apprentice (501)	3501	NE	4501	NE	7590	8
10	RR Plant Operator (507)	3502	NE	4502	NE	7590	7
8	RR Plant Operator II (508)	3503	NE	4503	NE	7590	7
10	RR Plant Mechanic Apprentice (520)	3510	NE	4510	NE	7590	8
8	RR Plant Mechanic (521)	3511	NE	4511	NE	7590	7
7	RR Operations Supervisor (525)	3515	EX	4515	NE	7590	7
6	RR Operations Superintendent (511)	3516	EX	4516	NE	7590	3
6	Environmental Compliance Manager	3517	EX	4517	NE	7590	2

8	Environmental Technology Specialist Environgmental Tech Specialist - RRF	3518	NE	4518	NE	7590	3
8	Sanitation Supervisor	3519	NE	4519	NE	9403	7
6	Public Works Planner	3520	EX	4520	NE	8810	3
7	Public Works Project Coordinator	3521	NE	4521	NE	9410	2
6	Street Superintendent (375)	3522	EX	4522	NE	5506	1
6	Solid Waste Operations Superintendent	3523	EX	4523	NE	9410	3
6	Sanitation Superintendent (376)	3524	EX	4524	NE	9403	1
5	Solid Waste Superintendent (538)	3526	EX	4526	NE	7590	1
5	Public Works Superintendent (379)	3528	EX	4528	NE	9410	1
5	Public Works Engineer	3530	EX	4530	NE	9410	1
4	Asst. Director PW - Field Operations	3532	EX	4532	EX	9410	1
4	Asst. Director PW - Solid Waste	3534	EX	4534	EX	9410	1
4	Asst. Director PW - Policy & Administration	3536	EX	4536	EX	9410	1
2	Director of Public Works (389)	3540	EX	4530	EX	9410	1

Public Transportation and Related

15	School Bus Aide (611)	3601	NE	4601	NE	7380	8
6	Transit/School Superintendent (629)	3615	EX	4615	NE	8810	3
6	Asst to Director/Safety & Training Coordinator	3617	EX	4618	NE	7382	3
2	Director of Public Transportation (639)	3620	EX	4620	EX	8810	1
8	Traffic Analyst	3628	NE	4628	NE	6325	3
7	Transportation Planner	3630	EX	4630	NE	8810	3
6	Transportation Planning Superintendent	3635	EX	4635	NE	5506	2
5	Transportation Engineer	3640	EX	4640	NE	9410	2
9	Program Manager	3650	NE	4650	NE	8810	5
12	Parking Services Patroller	3653	NE	4653	NE	7720	8
9	Transportation Outreach & Comm Coordinator	3660	NE	4660	NE	8810	6

Human and Leisure Services and Related							
15	Pool Cashier (101)	3701	NE	4701	NE	9102	5
15	Lifeguard (741)	3703	NE	4703	NE	9102	5
11	Pool Supervisor (745)	3706	NE	4706	NE	9102	5
7	Aquatics Director (747)	3708	EX	4708	NE	9102	3
14	Pre-School Instructor (751)	3710	NE	4710	NE	9102	5
11	First Tee Coordinator	3711	NE	4711	NE	9060	5
11	Assistant Golf Professional (753)	3712	NE	4712	NE	9060	5
14	Recreation Instructor (753)	3713	NE	4713	NE	9102	5
12	Recreation Program Spec I (761)	3714	NE	4714	NE	9102	5
10	Recreation Program Spec II (763)	3715	NE	4715	NE	9102	5
10	Recreation Services Coordinator	3716	NE	4716	NE	9102	5
9	Recreation Center Supervisor (771)	3718	NE	4718	NE	9102	5
10	Athletic Program Specialist (765)	3720	NE	4720	NE	9102	5
7	Athletic Director (779)	3722	EX	4722	NE	9102	5
9	Special Projects Coordinator (772)	3725	NE	4725	NE	9102	5
6	Community Center Activities Dir (775)	3727	EX	4727	NE	9102	5
8	Simms Center Supervisor	3729	NE	4729	NE	9102	5
6	Golf Course Professional (773)	3730	EX	4730	NE	9060	3
8	Asst Golf Course Superintendent (317)	3740	NE	4740	NE	9060	5
6	Golf Course Superintendent (774)	3742	EX	4742	NE	9060	1
6	Superintendent of Parks (789)	3745	EX	4745	NE	9102	1
5	Asst Director of Parks & Recreation (795)	3750	EX	4750	NE	9102	2
2	Director of Parks & Recreation (799)	3755	EX	4755	EX	9102	1
Public Safety and Related							
10-F/06	Firefighter I (Trainee) (801)	3811	NE	4811	NE	7710	4
9-F/05	Firefighter II (812)	3812	NE	4812	NE	7710	4

8-F/04	Master Firefighter (813)	3813	NE	4813	NE	7710	4
7-F/03	Fire Lieutenant (815)	3815	NE	4815	NE	7710	2
7	Fire Prevention Lieutenant (816)	3816	NE	4816	NE	7710	2
6F/02	Fire Captain (819)	3819	NE	4819	NE	7710	2
6F/02	Shift Commander	3820	NE	4820	NE	7710	2
6	Safety/Wellness/EMS Officer	3821	EX	4821	NE	7710	4
9	Fire Prevention Education Specialist (772)	3823	EX	4823	NE	7710	6
8	Fire Prevention Education Supervisor	3824	EX	4824	NE	7710	6
5F/01	Battalion Chief	3825	EX	4825	NE	7710	2
6	Fire Prevention Captain (827)	3827	EX	4827	NE	7710	2
5	Fire Assistant Chief/Training (829)	3829	EX	4229	NE	7710	2
4	Fire Deputy Chief/Operations (838)	3830	EX	4830	NE	7710	2
2	Fire Chief (839)	3835	EX	4835	EX	7710	1

Public Safety and Related

15	School Crossing Guard (841)	3841	NE	4841	NE	7720	4
14	School Crossing Guard Supervisor (842)	3842	NE	4842	NE	7720	4
11	Animal Control Officer (849)	3849	NE	4849	NE	7720	4
12	Police Records Clerk (855)	3855	NE	4855	NE	8810	6
11	Police Records Clerk Senior	3856	NE	4856	NE	8810	6
11	Property/Evidence Technician (857)	3857	NE	4857	NE	8810	6
10	Police Records Supervisor	3859	NE	4859	NE	8810	6
10P	Police Officer I (Trainee) (861)	3861	NE	4861	NE	7720	4
9P	Police Officer II (862)	3862	NE	4862	NE	7720	4
8P	Master Police Officer (863)	3863	NE	4863	NE	7720	4
8P	Police Corporal	3864	NE	4864	NE	7720	4
8P	Police Investigator (865)	3865	NE	4865	NE	7720	4
7	Crime Analyst	3868	NE	4868	NE	7720	2

7P	Police Sergeant (869)	3869	NE	4869	NE	7720	3
6P	Police Lieutenant (871)	3871	EX	4871	NE	7720	2
4P	Police Captain (875)	3875	EX	4875	NE	7720	2
3P	Major (Deputy Chief)	3877	EX	4877	NE	7720	2
2P	Police Chief (879)	3879	EX	4879	EX	7720	1
Public Safety and Related							
8	Safety and Training Coordinator	3900	EX	4900	NE	7382	3
12	Child Safety Seat Technician	3910	NE	4910	NE	9410	3
9	ECC Telecommunications Specialist	3920	NE	4920	NE	8810	3
11	ECC Basic Communicator	3930	NE	4930	NE	8810	6
10	ECC Communicator Senior	3931	NE	4931	NE	8810	6
9	ECC Master Communicator	3932	NE	4932	NE	8810	3
8	ECC Communications Supervisor	3935	NE	4935	NE	8810	4
7	ECC Training Coordinator	3936	EX	4936	NE	8810	3
9	ECC Technician	3937	NE	4937	NE	9516	3
7	ECC Technology Coordinator	3938	EX	4938	NE	8810	3
5	ECC Operations Manager	3942	EX	4942	NE	8810	2
2	ECC Director (810)	3944	EX	4944	EX	8810	1

PT, temporary and seasonal positions

PTT01 Compensation Range: **\$7.25** to **\$19.26** (#4000 classification codes) NE

Attachment J: Sample Contract



**CITY OF HARRISONBURG, VA
STANDARD CONTRACT RFP**

This Contract entered into this ____ day of _____ 20____, by _____
hereinafter called the “Contractor” and City of Harrisonburg, VA, called the “Owner”.

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Owner as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____.

The contract documents shall consist of:

- (1) This signed form;
- (2) The entire City of Harrisonburg’s Official Request for Proposal (no revisions by the Contractor)

dated: _____

If applicable, any Official City Addenda(s):

#1, dated: _____

- (3) The Contractor’s Proposal dated _____ and the attached negotiated modifications (if applicable) to the Proposal, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

CITY OF HARRISONBURG, OWNER:

By: _____

By: _____

Title: _____

Title: _____