



DEPARTMENT OF FINANCE AND PURCHASING

345 South Main Street

Harrisonburg, VA 22801

Table with 3 columns: ISSUE DATE, INVITATION TO BID NUMBER, FOR; DEPARTMENT, DATE/TIME OF CLOSING, CONTRACT ADMINISTRATOR.

Bids - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the bid 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 this entire ITB and any addendums shall constitute a contract.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

\_\_\_\_\_

Federal Employer Identification # :

\_\_\_\_\_

State Corporation Commission #:

\_\_\_\_\_

E-mail:

Prompt Payment Discount: \_\_\_% for payment within \_\_\_ days/net \_\_\_ days

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

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

Vendor's Legally Authorized Signature

Date

Print Name

Title

Sealed bids, subject to terms and conditions of this Invitation to Bid will be received by the City of Harrisonburg Purchasing Office, 345 South Main Street, 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).

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

\*This document must be completed & returned with bid submission.

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# Tennis Courts and Skate Park Resurfacing

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*\* Denotes documents that shall be completed & returned with bid submission.*

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## 1.0 BACKGROUND & PURPOSE

The City of Harrisonburg, Parks and Recreation Department, invites all interested and qualified firms to submit bids for:

MORRISON PARK TENNIS COURTS RESURFACING (2)  
461 2<sup>nd</sup> St, Harrisonburg, VA 22802

WESTOVER SKATE PARK RESURFACING  
305 South Dogwood Dr, Harrisonburg, VA 22801

## 2.0 GENERAL SPECIFICATIONS

Specifications on the two resurfacing projects contained within this bid document may be found in the following attachments:

Attachment A: Tennis Court Resurfacing Specifications

Attachment B: Skate Park Resurfacing Specifications

## 3.0 INSTRUCTIONS TO BIDDERS

### 3.1 Submission of Bids

All bids must be in an opaque, sealed envelope or box and clearly marked: “Parks and Recreation Resurfacing ITB 2014029-PR-B.” Bids shall clearly indicate the legal name, address and telephone number of the Bidder (company, firm, partnership or individual). All expenses for making this bid to the City shall be borne by the Bidder. Any costs incurred by bidders in preparing or submitting bids are the bidder’s sole responsibility; the City of Harrisonburg will not reimburse any offeror for any costs incurred as a result of the preparation of this invitation to bid.

Bids must be received prior to **Friday, February 21, 2014 at 3:00 PM** local time at the Purchasing Office located at 345 South Main Street, Room 201, Harrisonburg, Virginia 22801. Office hours are 8:00 am to 5:00 pm Monday through Friday. Any bid received after this time and date will not be considered. The Bidder has the sole responsibility to have the bid received by the City’s Purchasing Agent at the above address and by the above stated time and date. Faxed or late bids will not be accepted.

City Offices will be closed on Monday February 17<sup>th</sup> in observance of President’s Day. Please keep this in mind when submitting your bid documents and questions.

### 3.2 Bid Submission Checklist

All bids must contain the following forms, completed and signed where required:

- Cover Sheet
- Attachment C Bid Form
- Attachment D State Corporation Commission (SCC) Form
- Attachment F Insurance Requirements Form
- Any and All Addenda

### 3.3 Questions

Questions related to bid submittals should be directed in writing to:

Ms. Pat Hilliard, Purchasing Agent  
[Purchasing@harrisonburgva.gov](mailto:Purchasing@harrisonburgva.gov)

Questions related to the specifications should be directed in writing to:

Mr. Lee Foerster, Parks & Recreation Director  
[Lee.Foerster@harrisonburgva.gov](mailto:Lee.Foerster@harrisonburgva.gov)

Questions or request for clarification may be emailed to the contact listed above by **Friday, February 14, 2014 at 12:00pm (noon)** local time. Oral questions will not be permitted. Any relevant questions will be answered and posted as an addendum on the City's website at [www.harrisonburgva.gov/bids-proposals](http://www.harrisonburgva.gov/bids-proposals) and on eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov).

### 3.4 Authority to Bind Firm in Contract

Bids must include full legal firm name and address of bidder. Failure to manually sign bid may disqualify the bidder. Person signing bid should show Title or Authority to bind the firm in a Contract.

## **4.0 AWARD OF CONTRACT**

The bid will be awarded to the lowest responsive, responsible bidder submitting as described in the attached specification form meeting the standards set forth by the City of Harrisonburg, Virginia. It is the intent of the City to award the bid on a lump sum basis. The justification of individual price is made in case the City needs to add or delete specific courts from or to the award in case of price overruns, etc. The job completion date of June 6, 2014 will also be an award consideration.

The City will reserve the right to reject any or all bids and will further reserve the right to waive or not waive any informality in any bid. The City reserves the right to waive any technical errors in bids received and/or to reject any and all bids on the basis of incomplete documentation and any discrepancies deemed pertinent in the accepting of the bid.

The City reserves the right to ask for additional information from the vendor to determine the responsibility, quality and accountability of the company.

Upon selection of a suitable vendor, the City will issue a "Notice of Award" on the City's website at [www.harrisonburgva.gov/bids-proposals](http://www.harrisonburgva.gov/bids-proposals) and also on eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov). A contract will be awarded based upon cost of product and date of delivery available.

## **5.0 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-proposals](http://www.harrisonburgva.gov/bids-proposals).

**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.

**LIABILITY AND LITIGATION:** The City shall not indemnify or hold harmless any Contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees or agents. The City does not waive the right to trial by jury for any cause of action arising from the Contract and shall not submit any Contract claim to binding arbitration or mediation. The City shall not be liable to Contractor for any special, punitive or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the Contract contrary to these statements is/are hereby deleted and rendered void.

**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: Specifications for Tennis Courts (2) Resurfacing Project**

## **General Requirements**

### **A. Scope of Work**

The contract work to be performed under these specifications consists of furnishing all required labor, materials, equipment, tools, etc. necessary for the repair and resurface of two (2) tennis courts located in the City of Harrisonburg, specifically a battery of two (2) tennis courts located at 461 2<sup>nd</sup> Street in Harrisonburg, VA and specifically known as Morrison Park Tennis Courts.

Work to be done includes the following:

1. Thoroughly clean court surface by sweeping and high-pressure washing or equivalent alternate methods.
2. Furnish and apply an acrylic all-weather system consisting of the following requirements:
  - a. Any existing cracks and low areas should be filled with acrylic patching and leveling material designed to level low spots, improve rough surfaces, and fill cracks. Overlay repaired cracks with twelve foot (12') wide petrotac reflective crack membrane.
  - b. Apply one (1) application of black NovaSport Nova Surface acrylic surfacing material to necessary areas to provide adequate base coat for resurfacing of courts.
  - c. Apply two (2) applications of NovaFil acrylic surfacing materials to proper areas of courts.
  - d. Apply one (1) application of colored NovaCoat acrylic finish material in proper colors to proper areas as a finish coat. Court area inside tennis lines to be stadium blue, area outside of the tennis court lines to be grass green. Colors to be approved by the owner before application.
  - e. Paint two-inch (2") playing lines with textured, white acrylic line paint for singles and doubles play. Paint two-inch (2") playing lines with textured yellow acrylic line paint for "Pickleball" play.

### **B. Standards**

The work hereunder shall be done in a thorough, workmanlike manner and conform to standards for tennis court construction and repair as prescribed or approved by the U.S. Tennis Court and Track Builders Association.

The area shall be kept clean and free of debris on a daily basis.

The contractor shall be responsible for all damage to existing facilities and shall be required to repair all items or areas disturbed during repairs.

Where names of specific products are mentioned the intent is to state the general type and quality of product desired without ruling out the use of other products of equal type and quality provided that use of such products be approved by the Owner or his representative. The City reserves the right to determine equivalency.

It shall be the full responsibility of all bidders to conduct a thorough and complete examination of the field conditions prior to submitting their quote.

Failure of bidders to completely familiarize themselves with the conditions and requirements prior to submission of quote shall in no way relieve the contractor of the responsibility of performing in such a manner as to meet or exceed the intent of the specifications.

**C. Completion and Timing of Work**

Consideration of ability to work within project time frame shall be of the utmost importance in order to deliver service to the citizens of Harrisonburg. Completion of work to be within then (10) calendar days after work start. Job shall be completed absolutely no later than June 6, 2014. Final invoice for payment shall be sent to the Department of Parks and Recreation no later than ten (10) calendar days following the last day of work.

**D. Guarantee**

The contractor shall guarantee all work herein specified against defective workmanship and materials for a period of one (1) year after final acceptance of the project by the City of Harrisonburg (excluding normal wear). Any material or workmanship found to be faulty during this period shall be made good by the contractor at no cost to the City.

**E. Site Visit**

To arrange a site visit please call Lee Foerster, Director of Parks and Recreation, at 540-433-9168 or email at [Lee.Foerster@harrisonburgva.gov](mailto:Lee.Foerster@harrisonburgva.gov).

## **Attachment B: Specifications for Skate Park Surfacing Project**

### **General Requirements**

#### **A. Scope of Work**

The contract work to be performed under these specifications consists of furnishing all required labor, materials, equipment, tools, etc. necessary for the repair and resurface of an asphalt Skate Park located in the City of Harrisonburg at 305 South Dogwood Drive, specifically known as Westover Skate Park.

Work to be done includes the following:

1. After thoroughly cleaning Skate Park surface by sweeping and high-pressure washing or equivalent alternate methods, the contractor shall furnish and apply an acrylic all-weather system consisting of the following:
  - a. Any existing cracks and low areas should be filled with acrylic patching and leveling material designed to level low spots, improve rough surfaces, and fill cracks. Overlay repaired cracks with twelve foot (12') wide petrotac reflective crack membrane.
  - b. Apply one (1) application of black NovaSport Nova Surface acrylic surfacing material to necessary areas to provide adequate base coat for resurfacing of Skate Park.
  - c. Apply two (2) applications of NovaFil acrylic surfacing materials to proper areas of Skate Park.
  - d. Apply one (1) application of colored NovaCoat acrylic finish material in proper colors to proper areas as a finish coat.

#### **B. Standards**

The work hereunder shall be done in a thorough, workmanlike manner and conform to standards for tennis court construction and repair as prescribed or approved by the American Sports Builders Association guide specifications.

The area shall be kept clean and free of debris on a daily basis.

The contractor shall be responsible for all damage to existing facilities and shall be required to repair all items or areas disturbed during repairs.

Where names of specific products are mentioned the intent is to state the general type and quality of product desired without ruling out the use of other products of equal type and quality provided that use of such products be approved by the Owner or his representative. The City reserves the right to determine equivalency.

It shall be the full responsibility of all bidders to conduct a thorough and complete examination of the field conditions prior to submitting their quote.

Failure of bidders to completely familiarize themselves with the conditions and requirements prior to submission of quote shall in no way relieve the contractor of the responsibility of performing in such a manner as to meet or exceed the intent of the specifications.

**C. Completion and Timing of Work**

Consideration of ability to work within project time frame shall be of the utmost importance in order to deliver service to the citizens of Harrisonburg. Work to be completed within ten (10) calendar days of work start. Job shall be completed absolutely no later than June 6, 2014. Final invoice for payment shall be sent to the Department of Parks and Recreation no later than ten (10) calendar days following the last day of work.

**D. Guarantee**

The contractor shall guarantee all work herein specified against defective workmanship and materials for a period of one (1) year after final acceptance of the project by the City of Harrisonburg (excluding normal wear). Any material or workmanship found to be faulty during this period shall be made good by the contractor at no cost to the City.

To arrange a site visit please call Lee Foerster, Director of Parks and Recreation, at 540-433-9168 or email at [Lee.Foerster@harrisonburgva.gov](mailto:Lee.Foerster@harrisonburgva.gov).

**Attachment C: Bid Form**

**For:**

Tennis Court(s) Resurfacing Project  
& Skate Park Resurfacing Project  
City of Harrisonburg Parks and Recreation Department

Bid Due Date: Friday, February 21, 2014, 3:00 p.m. local time

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature in ink*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Printed Name*

**BID AMOUNT:**

*Amount in U.S. dollars for completion of work according to specifications:*

Morrison Park Tennis Courts (2) \$ \_\_\_\_\_

WRITTEN BID AMOUNT: \_\_\_\_\_

Westover Skate Park \$ \_\_\_\_\_

WRITTEN BID AMOUNT: \_\_\_\_\_

**Completion of work is to be within ten (10) calendar days after start of work. Job is to be completed absolutely no later than June 6, 2014.**

It is the intention of the City to award the bid on a lump sum basis. The justification of individual pricing is made in case the City needs to add or delete specific courts from the award in case of price overruns, etc. The City reserves the right to negotiate contract terms within one year with the successful bidder for items/services other than those specifically stated in this ITB in the best interest of the City and agreed to by the contractor. Additional work of reasonable scale shall be priced consistent with current bid to allow for additions and future expansions of a similar nature.

*\*This form must be completed & returned with your bid documents.\**



## Attachment D: State Corporation Commission (SCC) 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 out-of-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 out-of-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:** \_\_\_\_\_

***\*This form must be completed & returned with your bid documents.\****



**Attachment E: Standard Contract ITB, City of Harrisonburg, VA**

This Contract entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_ hereinafter called the “Contractor” and the 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 Invitation to Bid (no revisions by the Contractor)

dated: \_\_\_\_\_

If applicable, any Official City Addenda(s):

#1, dated: \_\_\_\_\_

- (3) The Contractor’s Bid response dated \_\_\_\_\_ and the negotiated modifications (if applicable) to the Bid, 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: \_\_\_\_\_

## **Attachment F: Insurance Requirements Form**

By signing and submitting a bid or proposal the vendor certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded.

- 1.) The contractor will maintain a general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. **The insurer must list the City of Harrisonburg as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.**
  
- 2.) The contractor will maintain workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. The coverage must have statutory limits and be with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the contractor to be insured by a group self insurance association that is licensed by the Virginia Bureau of Insurance. The contractor will also carry employers liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.
  
- 3.) The contractor will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better.

With all policies listed above, the insurer or agent of the insurer must issue a certificate of insurance to show evidence of coverage.

### BIDDER STATEMENT

***We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Print)*

Name of Firm: \_\_\_\_\_

***\*This form must be completed & returned with your bid documents.\****