



**CITY OF HARRISONBURG
DEPARTMENT OF FINANCE
AND PURCHASING
345 SOUTH MAIN STREET
HARRISONBURG, VA 22801**

INVITATION TO BID (ITB) COVER PAGE

ISSUE DATE: March 17, 2015	INVITATION TO BID NUMBER: 2015036-PW-B	FOR: One (1) Twelve (12) Yard Sewer & Catch Basin Flush Truck
DEPARTMENT: Public Works	DATE/TIME OF CLOSING: April 1, 2015 at 3:00pm local time	CONTRACT ADMINISTRATOR: Mr. Harsit Patel
DATE/TIME LAST DAY FOR QUESTIONS: March 25, 2015 at 12:00pm (noon) local time	DATE/TIME PRE-BID MEETING: N/A	PRE-BID MEETING MANDATORY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

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 addenda shall constitute a contract.

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.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____
 Address: _____ Federal Employer Identification #: _____
 _____ State Corporation Commission #: _____
 Contact Name: _____ Contact Email Address: _____

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

VENDOR'S LEGALLY AUTHORIZED SIGNATURE _____
DATE

PRINT NAME _____
TITLE

Please take a moment to let us know how you found out about this Invitation to Bid (ITB) – Check one:
 City of Harrisonburg Website eVA Website Bid Room (Please List) _____
 The Daily News Record Newspaper Notified by City Directly Posted on Municipal Building bulletin board
 Other (Please List) _____

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

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

I. INTRODUCTION

The City of Harrisonburg, hereinafter referred to as “City,” is seeking a qualified vendor to provide one (1) latest model Twelve (12) Yard Sewer and Catch Basin Cleaner Flush Truck.

II. SPECIFICATIONS

The City is looking to procure one (1) brand name or equal to CAMEL 1200 Twelve (12) Yard Sewer and Catch Basin Cleaner Flush Truck. Truck shall be the year desired (2015) or newer. The detailed specifications for the Flush Truck may be found in *Attachment A* of this document. Vendors must complete and return this document along with the Bid Form (*Attachment B*) with their bid submission. If the product quoted is an “equal” or “identical to brand name” product, it shall be clearly stated in the bid submission and bidder must also include additional literature (i.e. product catalog, brochures, etc.) on the product quoted to establish whether the item proposed is exactly identical to, or an acceptable substitute for, the requested product. All bids must be accompanied by the manufacturer’s specifications list.

A. DELIVERY INFORMATION

Pricing provided in *Attachment B. Bid Form* should include cost for delivery to the attention of Michael Newbill, Fleet Manager, at the Department of Public Transportation, located at:

473 East Washington Street, Harrisonburg, VA 22802

Bidders shall also provide a guaranteed date for delivery of the truck on *Attachment B*. Upon delivery of vehicle, an instruction and safety manual shall be provided for product.

B. TRAINING

Training of up to ten (10) City staff members on the product shall be provided separately on *Attachment B*. Training should include, but not be limited to, truck operations, safety and general maintenance.

C. FINAL INSPECTION & INVOICE DELIVERY

Final inspection of the vehicle shall be done by the Contract Administrator upon delivery of the vehicle. Vendor shall provide an invoice addressed to the Contract Administrator at the time the vehicle is delivered. No payment will be made until the vehicle is inspected and accepted by the Contract Administrator.

III. GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA (6-20-13)

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.

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>.

IV. INSTRUCTIONS TO BIDDERS

All bids must be in an opaque, sealed envelope or box and clearly marked: “**Sealed Bid: Twelve (12) Yard Sewer and Catch Basin Cleaner Flush Truck ITB #2015036-PW-B**”. Bids shall clearly indicate the legal name, address and telephone number of the bidder (company, firm, partnership, or individual). All expenses for making bid to the City shall be borne by the bidder.

Bidders shall provide one (1) paper copy of the bid documents. Bid documents shall be mailed or hand-delivered to the **Purchasing Office located at 345 South Main Street, Room 201, Harrisonburg, VA 22801**. Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed bids will not be accepted. Bids shall be received by the Purchasing Office no later than **Wednesday, April 1, 2015 at 3:00pm local time**. Any bids received after this date and time will not be accepted. The City of Harrisonburg is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The bidder has the sole responsibility to have the bid received by the Harrisonburg Purchasing Office at the above address and by the above stated time and date.

Bid Submission Checklist

- Cover Page
- Product Catalog or Brochures, if other than brand name
- Manufacturer's Specifications List
- Specifications Form (*Attachment A*)
- Bid Form (*Attachment B*)
- State Corporation Commission (SCC) Form (*Attachment C*)
- Insurance Requirements Form (*Attachment E*)
- Signed Addenda, if any

*PLEASE NOTE: The City of Harrisonburg Municipal Building (345 South Main Street) is currently undergoing construction around the facility. Parking options tend to be congested throughout the day. It is recommended to park on the North side of the building in visitor parking (follow signs). Please take this into account when submitting your bid/proposal document and give yourself enough time to park and take your bid/proposal to the correct office for acceptance.

In the event of inclement weather and the City Manager authorizes the closing of City offices, all bids will be due no later than the above-stated time on the following business day.

V. QUESTIONS

Questions related to the ITB or requests for clarification may be directed to Ms. Pat Hilliard, Procurement Manager for the City of Harrisonburg, by email (Purchasing@harrisonburgva.gov) or by fax (540-432-7778). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City's website at www.harrisonburgva.gov/bids-proposals and also on eVA at www.eva.virginia.gov. All questions must be received no later than **Wednesday, March 25, 2015 at 12:00pm (noon), local time**. It is the responsibility of all Bidders to ensure that they have received all addenda and to include signed copies of any and all addenda with their bid submission.

VI. MODIFICATION & WITHDRAWAL OF BID

A bidder may modify or withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening bids. After bid opening, Code of Virginia 2.2-4330 B. 1. shall apply: "The bidder shall give notice in writing of his claim of right to withdraw his bid

within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.”

VII. AWARD OF CONTRACT

The contract will be awarded to the lowest responsive and responsible bidder meeting the applicable specifications. The City reserves the right to reject any and all bids and will further reserve the right to waive or not waive any informality in any bid. The City reserves the right to ask for additional information from the vendor to determine whether a company is responsible. The winning bidder shall submit a recent W-9 to the City Purchasing Office via email (Purchasing@harrisonburgva.gov) or fax (540-432-7778) within fourteen (14) calendar days of contract award.

Bids will be evaluated based on total bid price, which includes the cost of the new equipment, delivery and training (A, B & C on Attachment B. Bid Form).

VIII. CONTRACT TERM

This shall be a one-time purchase contract, with no options to renew or re-purchase.

IX. INSURANCE REQUIREMENTS

Bidders shall complete and return *Attachment E. Insurance Requirements Form* with their proposal.



CITY OF HARRISONBURG, ATTACHMENT A. (ITB#2015036-PW-B)

SPECIFICATIONS FOR TWELVE (12) YARD SEWER AND CATCH BASIN CLEANER FLUSH TRUCK ITB

SPECIFICATION ITEM	CHECK (✓) IF COMPLIES	DESCRIPTION OF DIFFERING
1. Truck Mounted Combination High Pressure Jet	_____	_____
2. Vacuum Machine 12 CUBIC YARD	_____	_____
3. Water Storage Tank Features:	_____	_____
3A. 1500 Gallon Capacity Minimum	_____	_____
3B. Water storage saddle tanks mounted no lower than chassis frame rails.	_____	_____
3C. Rotational molded non-cross linked polyethylene construction with ultraviolet stabilizer and minimum 1/4" thick wall. Must be repairable type polyethylene.	_____	_____
3D. Bottom of tank protected by 1/4" steel to eliminate potential puncture from road debris.	_____	_____
3E. The total tank capacity shall be divided into 250 gallon, separate, self baffling cells and interconnected together. Individual tanks shall all be mounted at the same level to prevent pressurization and breather problems.	_____	_____
3F. Tank to pump suction shut-off valve with cast iron, "Y" type strainer with stainless steel filter element.	_____	_____
3G. Easily accessible inspection ports provided on top of each tank.	_____	_____
3H. Lifetime "no rust-through or corrosion warranty" provided.	_____	_____
3I. Minimum 4" air gap on fill tube to prevent siphoning of water from storage tanks back into hydrant.	_____	_____
3J. Clear sight level indicator tubes mounted both sides of unit	_____	_____
4. Water Pump Features:	_____	_____
4A. Double acting, single piston hydraulic powered water pump with 1:1 oil to water ratio	_____	_____
4B. Rated design capacity of 100 GPM and 3,000 PSI continuous duty	_____	_____
4C. Hydraulic pump and water pump shall be sized to produce 80GPM at 2000PSI	_____	_____
4D. Single hydro-pneumatic nitrogen charged accumulator with on/ off valve shall be provided. Hydro-pneumatic accumulator shall be equipped with valve to allow operator to selectively activate blockage busting or smooth flow characteristic.	_____	_____
4E. Piston and/or packing must not require greasing.	_____	_____
4F. Switch at control panel shall control engagement and disengagement and variable flow from 0 to full pressure.	_____	_____
4G. Pump driven hydraulically by a tandem hydraulic pump powered by a transmission-mounted hot shift PTO.	_____	_____
4H. Pump mounted below water tanks, forward of debris tank to assure flooded inlet at all times to prevent cavitation.	_____	_____
4I. Single two way ball valve for sewer nozzle operation.	_____	_____
4J. Multi flow system with dial valve at control panel to allow full vacuum with independent control of water pressure and flow	_____	_____
4K. An in line water charged oil cooler shall be installed between the water tanks and the pump. The oil cooler shall not be installed within another component such as a water or oil tank.	_____	_____
4L. For maintenance and serviceability, the water pump shall not require removal from the unit chassis for maintenance or repair. Additionally there shall be a maximum of three seals required for reassembly of the pump.	_____	_____
5. Vacuum System Positive Displacement Features:	_____	_____
5A. Vacuum Pump Rotary lobe positive displacement "Roots type" using two figure-eight impellers rotating in opposite directions to move entrapped air around the case to the outlet port. Pump shall be rated for continuous duty.	_____	_____
5B. Unit equipped with a high efficiency exhaust silencer.	_____	_____

5C. Vacuum pump direct shaft driven from the transfer case without the use of belts, poly chains or intermediate hydraulic or hydrostatic systems. Power supplied from chassis engine via transfer case.	_____	_____
5D. Controls supplied in cab to engage and disengage vacuum pump for operator safety.	_____	_____
5E. Two (2) automatic opening vacuum relief valves shall be provided. Single 14" diameter, internal stainless steel float ball supplied for automatic vacuum system shut off when unit is full. (Electric shut off systems not acceptable). A minimum 113 square inches must be provided at the air exit duct to reduce air velocity and carryover.	_____	_____
5F. An externally mounted, vertical cyclone separator with a 16" diameter clean out door shall be incorporated between the positive displacement vacuum pump and the debris tank. The clean out door shall be accessible from ground level. The cyclone shall have a minimum 2012 cubic inch internal operating size and be rated to 50 micron.	_____	_____
5G. Vacuum relief vent door switch located at operators station to automatically relieve vacuum. Switch shall open a vent door via an air cylinder to relieve the vacuum without disengaging the vacuum pump.	_____	_____
5H. Vacuum pump shall produce 4500CFM and 18" Hg	_____	_____
5I. Vacuum Pump to be Roots Model 824 RCS	_____	_____
6. Debris Body - Dump Unloading Features:	_____	_____
6A. Minimum volumetric capacity of 12.0 cubic yards. Cylindrical shaped for strength and corrosion resistance. Flat sided debris tanks are specifically prohibited due to flex and weld deterioration	_____	_____
6B. Designed to withstand 360" of water vacuum.	_____	_____
6C. Debris tank to be constructed of abrasion and corrosion resistant 1/4" Exten steel, with a yield point of 50,000 PSI and tensile strength of 70,000 PSI	_____	_____
6D. Unloading of body is accomplished without going behind unit when body is full. Hydraulic powered open and close, full height and width flat rear door with self compensating, double lipped neoprene seal located on door. Rear door to be opened and closed by two (2) power up/down hydraulic cylinders. The door shall hydraulically open 90 degrees to allow easy access to the debris body interior for clean out.	_____	_____
6E. Four (4) mechanical, wedge pin and receiver, hydraulically operated tailgate latches shall be supplied for securing rear debris tank door. Hydraulic latching shall be accomplished by a single hydraulic cylinder with mechanical linkage, separate from the door open close cylinders. The design of the locking system will not allow tailgate to open if hydraulic power is lost. Systems requiring separate manual latches to secure the door in the event of hydraulic system failure are unacceptable.	_____	_____
6G. Exterior mechanical liquid level gauge with stainless steel float and rod.	_____	_____
6H. Internal tank manifold flushing system with eight jets working from the water pump.	_____	_____
6I. The debris inlet pipe shall be bolted to the debris tank and not require welding to replace	_____	_____
6J. The make/break connection between debris inlet pipe and boom must compensate for uneven road and ground conditions by way of spring-loaded and gasketed mating plates.	_____	_____
6K. Body shall be raised with a two stage double acting telescopic cylinder to enable the debris body to be powered up or down. The cylinder shall be trunion mounted with greaseable pins. The debris body is to have a minimum dump angle of 50 degrees.	_____	_____
6L. Rear body pivot pins to be greasable to increase pin life.	_____	_____
6M. Controls for latching/unlatching, opening/closing, and raising/lowering the debris body shall be located on the passenger side and forward of the debris tank.	_____	_____
6N. Rear gravity drain valve shall be a minimum 6" diameter opening for decanting of liquids from debris body and shall include a knife valve with locking handle and 10' of fabric drain hose.	_____	_____
6O. Body drain capable of pneumatic back flushing in order to unclog without opening tailgate	_____	_____
6P.	_____	_____

18A. The entire unit shall be no more than 11' 6" in overall height to reduce high center of gravity tipping risk.

18B. Bidder shall list overall height of unit:

To eliminate obstruction of a driver's field of vision, the boom hose or tube end must be removable from the boom elbow. For safety of personnel, removal of the boom hose or tube must be able to be completed from ground level without the use

18C. of ladders, lifts, steps or any other access assisting device.

19. Chassis Features:

19A. Minimum 16,000lb. GVW

19B. 350 hp Diesel Engine, 1150 lb-ft Torque

19C. Electronic Engine Warning System

19D. Remote Mounted Engine Control

19D. 160 Amp Alternator

19E. Dual Batteries 1850 CCA Total

19F. Circuit Breakers

19G. 13.2 CFM Air Compressor

19H. Dust Shields on Air Brake Chambers, Front and Rear

19I. Air Dryer with Heater

Allison 3000 RDS P Automatic Transmission with 10 Bolt PTO's at 4 and 8 o'clock position with Oil Cooler, Push Button Control

19K. Transmission Temperature Gauge

19L. 20,000 lb. Front Axle and Suspension Set Back

19M. 40,000 lb. Rear Axle, 5.57 Ratio

19N. Electric Over Air Power Divider Switch with Indicator Light

19O. Hendrickson RT-403 Rear Suspension

19P. Vertical Exhaust

19Q. 120,000 PSI Frame with Outer C Channel 120,000 PSI Reinforcement

19R. Integral Front Frame Extension, 20"

19S. 70 Gallon Fuel Tank

Full Gauge Cluster – Speedometer, Tachometer, Oil Pressure, Dual Air Gauges,

19T. Coolant, Volts, Fuel, Transmission Temp

19U. Overhead Storage Pockets (2)

19V. Cruise Control

19W. Driver Air Seat

19X. Fixed Passenger Seat

19Y. Dual Mirrors with Dual Convex Spot Mirrors

19Z. AM/FM Radio w/ Weatherband

19AA. Air Conditioning

19AB. Tinted Glass

19AC. Air Horn

19AD. Disc Wheels aluminum front

19AE. Disc Wheels steel rear

19AF. Front Tires: 425/65R 22.5 G 286A Radial 20 Ply

19AG. Rear Tires 11R 22.5G 164 Radial 14 Ply Mud & Snow

19AH. Body Builder Wiring & Interface

19AI. Wheel base and frame dimensions according to body builders requirements

19AJ. Paint: White

20. Preferred Options:

Two columns of horizontal lines for bidder input, corresponding to the list items on the left.

Wireless Remote Control: A wireless remote control shall be provided in addition to the wired pendant control. The control shall be contained in a water proof / shock proof housing with a carrying case with belt and shoulder strap. The wireless remote control shall have the following functions: a) Boom up/down, in /out, left/right; b) Engine throttle; c) Water flow & pressure; d) Vacuum relief vent door; e) Emergency button that will automatically open vacuum relief vent door, kick out vacuum pump PTO and bring engine to an idle; f) A reset function to return the unit to normal operation after emergency button has been pushed. For safety purposes, this reset function will require constant pressure and will require a minimum of five seconds between activation of the reset and the return of the unit to normal operation; g) The wireless remote shall control the sewer hose pay out / retrieve function of the hose reel; h) Rear Door Unlock, Raise, Dump or Eject, Lower and

20A. Lock.

Electronic Debris Tank Level Sensor: Radar sensing for liquid or dry material. Four level LED indicator lights with rapid blink when tank is within 1/2 yard of being full. Once full, system automatically opens vent door

20B.

Cartridge Filter: Vacuum pump shall be protected by an HX cartridge filter capable of containing particles sized 10 micron or larger. HX Cartridge filter housing shall be constructed on 1/4" steel 28" in diameter and 22" in depth. Filter housing shall have one single door hinged on the left for easy access. Door shall be secured by one single 1/2" "T" bolt. Filter element shall be 22" x 21" constructed of washable rigid polyester, unitized in a stainless steel housing, 98% efficient @ 10 microns. Filter element shall have qty of 130-2" pleats with a total filter area of 120 sq. ft.

20C.

Supercharger Valve: Hydraulically operated vacuum supercharger valve shall be supplied. The valve shall close off the air flow through the boom, creating full rated vacuum inside the debris tank. When opened, a supercharged velocity of air shall rush through the boom and vacuum tubes.

20D.

LED Strobe/Advisor Package No. 2: Two (2) LED strobe lights mounted top rear of body. Two (2) LED strobe lights mounted at front section of boom. One (1) LED top rear traffic advisor

20E.

LED Strobe/Advisor Package No. 3: Two (2) LED strobe lights mounted on lower front of unit. Two (2) LED strobe lights mounted mid-length of unit. Two (2) LED strobe lights mounted on lower rear of unit.

20F.

LED Strobe/Advisor Package No. 4: Wiring and mount for one (1) front-mounted strobe light or beacon. Wiring and mount for two (2) rear-mounted strobe lights or beacons. Strobe lights to be supplied and installed by others

20G.

Jetting/Hydro-Excavation Water Heater (Option to be available in future): 465,000 BTU rating. Diesel fired.

20H.

Winter Recirculation: Winter recirculation system will enable travel over the road without

20I.

damaging pump, drive systems or truck transmission. High Temperature Blower Relief Valve: Vacuum pump shall be protected by a high temperature relief system. When high temperature is reached the system will automatically open the vacuum vent door to allow cool outside air into the system to protect the blower from overheating.

20J.

Vacuum Gauge at Control Center: Unit shall have vacuum gauge located at operator's control center.

20K.

Remote Grease Package - Tailgate & Boom Bearing/Motor: Boom bearing and motor grease to be delivered by way of fittings located on the passenger side of the body. Fittings to be no higher than 42" above the ground. Tailgate grease to be delivered by way of a single fitting and grease manifold. The single fitting is to be located on the tailgate and at a no higher than 72" off the ground.

20L.

Rear 6" Gravity Drain w/3" Plumbing to Front Bumper: A 3" line shall be plumbed from the rear 6" drain valve to the front bumper to gravity drain liquids from the debris tank. The terminus of the line shall have a bronze gate valve, 10' of 3" lay flat hose, cam-lock fitting and storage bin for the hose.

20M.

Rear Mounted Manual 420 GPM Trash Pump & Rear 6" Gravity Drain w/3" Plumbing to Front Bumper: A hydraulic powered 420 GPM manually operated trash pump shall be located on the rear door / outside of the debris tank. The pump shall have a pick up located inside the tank approximately 12" above the bottom of the tank. The intake pipe for the pump shall have a filter screen and stainless steel baffle encompassing the screen. Controls to engage the pump shall be adjacent to the dump controls, curb side of the unit. A 3" line shall be plumbed from the rear 6" drain valve to the front bumper to gravity drain liquids from the debris tank. The terminus of the line shall have a bronze gate valve, 10' of 3" lay flat hose, cam-lock fitting and storage bin for the hose.

20N. Front 6" Gravity Drain w/3" Plumbing to Front Bumper: A 3" line shall be plumbed from the front 6" drain valve to the front bumper to gravity drain liquids from the debris tank. The terminus of the line shall have a bronze gate valve, 10' of 3" lay flat hose, cam-lock fitting and storage bin for the hose.

20P. Front Mounted Manual 420 GPM Trash Pump & 6" Gravity Drain w/3" Plumbing to Front Bumper: A hydraulic powered manual 420 GPM trash pump shall be mounted externally on the front section of the debris body. The pump shall have a pick up located inside the tank approximately 12" above the bottom of the tank. The intake pipe for the pump shall have a filter screen. Controls to engage the pump shall be adjacent to the dump controls, curb side of the unit. A 3" line shall be plumbed from the front 6" drain valve to the front bumper to gravity drain liquids from the debris tank. The terminus of the line shall have a bronze gate valve, 10' of 3" lay flat hose, cam-lock fitting and storage bin for the hose.

20Q. Rear Mounted Manual 420 GPM Trash Pump: A hydraulic powered 420 GPM manually operated trash pump shall be located on the rear door / outside of the debris tank. The pump shall have a pick up located inside the tank approximately 12" above the bottom of the tank. The intake pipe for the pump shall have a filter screen and stainless steel baffle encompassing the screen. System shall have rear discharge with 25' x 3" layflat hose. Controls to engage the pump shall be adjacent to the dump controls, curb side of the unit.

20R. Front Mounted Manual 420 GPM Trash Pump: A hydraulic powered manual 420 GPM trash pump shall be mounted externally on the front section of the debris body. The pump shall have a pick up located inside the tank approximately 12" above the bottom of the tank. The intake pipe for the pump shall have a filter screen. System shall have 3" side discharge with 25' x 3" layflat hose. Controls to engage the pump shall be adjacent to the dump controls, curb side of the unit.

20S. Front Drain w/Riv Valve: 6" diameter front-mounted body drain. Bronze gate valve with locking handle. 10' of lay flat drain hose.

20T. Rear Drain Vertical Standpipe: Vertical standpipe inside tailgate, 18" in height with screen.

20U. Stainless Steel Baffle on Interior of Tailgate: Full height stainless steel door baffle located inside tailgate. Baffle to be bolted in to allow for replacement without cutting, welding or torching.

20V. Rear Splash Shield: The debris tank shall have a rear splash shield installed from the 3 to 9 o'clock position at the tailgate.

20W. Debris Tank/Water Tanks Interconnect: Debris body / water tank interconnect system to combine tanks for extended jetting purposes. System shall have two valves to be able to use water from either debris or water tanks or both tanks together.

20X. Fully Automatic Power Level Wind: Automatic power level wind consisting of machined scroll and follower. Means to time follower must be included.

20Y. Hose Reel Tensioning System: Roller tensioning device to prevent the hose from developing loose wraps when a sewer line obstruction is encountered or reel speed is faster than nozzle speed. A means of reducing tensioning pressure to zero when not being utilized. Automatically controlled hose tensioner utilizing two or more adjustable air cylinders for pressure. A means of adjusting air pressure to provide tensioning force regardless of how much hose is on the reel.

20Z. Digital Footage Counter on Hose Reel: Sewer hose footage counter shall be electronic with digital readout.

Low Water Warning Alarm w/Message Display: Low water alarm located at front
20AA. operators station. System to have shutoff override to silence the alarm.

Retractable Hose Reel w/Live Center - 50ft. Long x 1/2" Hose: Retractable hose
20AB. reel with live center complete with 50' x 1/2" hose provided with quick disconnect.

Hydro-Excavation Accessory Kit: One (1) 8" x 6" Reducer. One (1) 6" x 6' Dig
tube with non-conducting cuff. One (1) Handgun with on/off trigger. Two (2)
3/4" x 6' Pipe extensions with quick disconnects. One (1) Urethane coated nozzle
20AC. with three replaceable jets. One (1) Spring return hose reel with 50' of 1/2" hose.

Behind the Cab Vertical Tube Storage Rack Mounted to Vacuum Pump Exhaust
Silencer: Two (2) 3-tube vertical storage racks to be mounted on passenger side.
Tube racks on driver side, potentially placing workers in the roadway during
20AD. accessing, are not acceptable.

Toolbox - 22 x 14 x 60 - Driver Side: One (1) Lockable aluminum diamond plate
20AE. toolbox, 22" x 14" x 60". Located on the driver side of the unit.

Additional Toolbox - 18 x 18 x 48 - Passenger Side: One (1) Lockable aluminum
20AF. diamond plate toolbox, 18" x 18" x 48". Located on the passenger side of the unit.

Two (2) LED Flood Lights on Boom: Two (2) LED floodlights to be mounted on
opposite sides of the boom elbow. Light sources other than LED are not
20AG. acceptable.

LED Flood Work Lights - Two (2) on Tailgate & Two (2) on Power Unit: Two
(2) LED floodlights to be mounted on opposite sides of the boom elbow. Two (2)
LED floodlights to be mounted on at the rear above the tailgate. Two (2) LED
floodlights to be mounted mid-unit on opposite sides. Light sources other than
20AH. LED are not acceptable.

20AI. Handlight with 50' Retractable Cord

20AJ. Two (2) Front Mounted & Two (2) Rear Mounted Tow Hooks

21. 2015 or newer model

This document must be completed & returned with bid submission.



ATTACHMENT B. BID FORM

Bid of _____ (Hereinafter called "Bidder"), organized and existing under the laws of the State of Virginia as a business herein makes a proposal to the City of Harrisonburg as stated below:

By submission of the BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

Bidder agrees to provide all equipment at the total price below.

A. NEW EQUIPMENT PRICING

Lump Sum Price for one (1) latest model (2015 or newer) brand name or equal to CAMEL 1200 Twelve (12) Yard Sewer and Catch Basin Cleaner Flush Truck (excludes delivery & training pricing):

* _____ Dollars (\$ _____)

B. DELIVERY

Delivery Price for delivery to the City of Harrisonburg Department of Public Transportation (473 E. Washington St., Harrisonburg, VA 22802):

* _____ Dollars (\$ _____)

Delivery time after receipt of Notice of Award: _____ (Calendar Days)

C. TRAINING

Training of up to ten (10) City staff members on the new product:

* _____ Dollars (\$ _____)

Total Training Hours Included: _____

**Insert Bid amount in written format*

Signature

Address

Title

City, State, Zip

Date

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



ATTACHMENT C. 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 document must be completed & returned with bid submission.****



ATTACHMENT D. SAMPLE STANDARD CONTRACT ITB

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:
#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: _____

****Note: This form is just for reference and is NOT required to be submitted with your bid submission.***



ATTACHMENT E. 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 and endorsement to show evidence of coverage.

BIDDER/OFFEROR 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 document must be completed & returned with bid submission.****