



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

REQUEST FOR PROPOSAL (RFP) COVER PAGE

ISSUE DATE: September 2, 2015	REQUEST FOR PROPOSAL NUMBER: 2016007-PT-P	FOR: HVAC Services
DEPARTMENT: Public Transportation	DATE/TIME OF CLOSING: September 21, 2016 at 3:00pm local time	CONTRACT ADMINISTRATOR: Adam Wright, Facilities Manager
DATE/TIME LAST DAY FOR QUESTIONS: September 14, 2015 at 12:00pm (noon) local time	DATE/TIME PRE-PROPOSAL MEETING: N/A	PRE-PROPOSAL MEETING MANDATORY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

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

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Harrisonburg Purchasing Office, Harrisonburg City Hall, 409 South Main Street, Third Floor, 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 RFP.

VENDOR'S LEGALLY AUTHORIZED SIGNATURE **DATE**

PRINT NAME **TITLE**

Please take a moment to let us know how you found out about this Request for Proposal (RFP) – 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 proposal submission.***

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**Denotes document will be posted separately in MS Excel Format*

I. PURPOSE

The purpose of this Request for Proposal (RFP) by the City of Harrisonburg, Virginia (City) is to solicit sealed proposals from qualified Offerors to provide a Heating, Ventilating and Air Conditioning (HVAC) Preventative Maintenance Program and Service Agreement for the equipment listed in *Attachment K*.

II. SCOPE OF WORK

A. Requirements

1. Contractor shall furnish all labor, supervision, tools, materials and equipment necessary to fully maintain all HVAC listed in Attachment K in accordance with all terms, conditions, provisions and schedules of this specification and to keep them in first class operating condition.
2. The frequency of the inspection programs will vary by City department. The City will want either a quarterly inspection program or a semi-annual inspection program. It is listed in *Attachment K* as to which building would like which preventative maintenance program.
3. All work performed under this contract shall be performed in accordance with all applicable Codes and with the standards, which are incorporated into this contract in their entirety.

B. Preventive Maintenance Service

The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of regularly scheduled preventative maintenance servicing for all HVAC systems listed in *Attachment K*. This is a preventative maintenance agreement contract to include regularly scheduled preventative maintenance on all HVAC systems in *Attachment K*.

At a minimum, HVAC equipment preventative maintenance shall be provided as stated in *Attachment L* and shall include, but not be limited to, the latest revision of ANSI/ASHRAE/ACCA Standard 180-2008.

C. Repair Service (Non-Emergency)

The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of repair servicing for all HVAC systems listed in *Attachment K*.

Repairs, which are not included in preventative maintenance, may be paid for on an hourly labor rate basis according to final contract negotiation.

At a minimum, HVAC repair service shall be provided as stated in *Attachment L* and shall include, but not be limited to the latest revision of ANSI/ASHRAE/ACCA Standard 180-2008.

The Contractor shall be required to provide a not-to-exceed (NTE) estimate of the cost and descriptive information of the necessary repairs to the Contract Administrator at the time of the service call. No repair work shall be performed until approval is given by the Contract Administrator or Department Director.

D. On-Call Repair Service (Emergency)

If deemed an emergency by the Contract Administrator or Department Director, the Contractor shall provide service within two (2) hours of the time of the call. If the Contractor exceeds this time parameter, the City reserves the right to call another vendor to provide the needed services and bill the Contractor for the difference in price.

The provisions of this section shall apply twenty-four (24) hours a day, seven (7) days a week. This would be a billable service call as per the quoted hourly rate in *Attachment J*. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense

E. Qualifications

The importance of maintaining this equipment in line with its original design and performance and in proper and safe operating condition requires the service to be performed by an experienced and competent Contractor who has satisfactorily maintained equipment of this type and to the degree included in these specifications. Contractor shall have all tools (including software and interface means) required to properly maintain and service the HVAC equipment listed in *Attachment K*.

1. Personnel Qualifications:

The personnel used by the Contractor for the performance of this work shall be experienced and trained in the maintenance and repair of this type of equipment, and shall be capable and qualified in performing the work, and at a minimum must have a minimum of five (5) years experience as a mechanic in the maintenance and repair of the HVAC equipment in the City

Use of personnel without these qualifications may be considered on a case-by-case basis and must be approved in writing by the Contract Administrator. A qualified HVAC Mechanic shall be present during the performance of any work under this contract. Qualifications for HVAC Mechanics shall be submitted with the proposal documents and approved by the City prior to performing any work under this contract.

2. HVAC Maintenance Helpers:

HVAC Maintenance “Helpers” should be capable of providing assistance to the Mechanics and shall be equipped with all tools, equipment, safety equipment and other incidentals necessary for the performance of the work. The Contractor shall have and maintain technical support personnel who are specifically trained and experienced in the adjusting and testing of equipment similar to the type covered by this contract. The Contractor’s technical support personnel shall be available at all times to support or assist assigned Mechanics.

3. Personnel Changes:

Any changes that may occur in personnel during the term of this contract shall be submitted in writing by the Contractor to the Contract Administrator five (5) working days prior to such change. All Mechanics’ training and experience credentials shall be provided along with the notice of change in the Mechanics’ assignments. The City will notify the Contractor of approval or disapproval of the Contractor’s request within five (5) working days after receipt of notice of Mechanic change. The City reserves the right to refuse assignment of any personnel deemed by the City to have inadequate training, credentials, or who shows an inability to effectively maintain the equipment. Only those Mechanics specifically named and approved by the City shall be allowed to perform service under this contract, excluding the five (5) day notification of mechanic change period and the five (5) day approval of change period.

F. Standards

1. All work shall be performed in a professional manner according to the standards of the industry. The Contractor shall be responsible to maintain all equipment under this contract in safe operating condition in accordance with the latest version of ANSI/ASHRAE/ACCA Standard 180-2008 – Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.
2. All City of Harrisonburg facilities are smoke-free facilities. Use of tobacco products is not allowed in the facilities.
3. Each vehicle must have the Contractor’s name and phone number clearly marked on each side of the vehicle.
4. Contractor’s personnel shall wear an appropriate uniform that identifies the company performing the work. All personnel must wear a name badge or other form of identification with credentials.

G. NTE Estimates of Work

1. Upon requests by the City, and for work with adequate plans and specifications or written directions, the Contractor should prepare and submit to the City a written not to exceed estimate (quantity of each contract billable unit) required to perform the work specified under this contract. The Contractor should also provide an estimate of the costs for equipment, materials and supplies needed to perform the repair. The Contractor, only with the Contract Administrator's or Department Director's written authorization, may then perform this work.
2. The City reserves the right to make or obtain other repair cost estimates prior to authorizing the Contractor to proceed in order to comply with the requirements of State code and/or City policy. If the cost estimate is considered not to be reasonable, the Contractor will be asked to review his estimate and resubmit. If the revised estimate is still considered to be unreasonable, the City reserves the right to obtain the work from another source.
3. Repair work shall be approved and scheduled by the Contract Administrator prior to its commencement. The City of Harrisonburg reserves the right to bid separately any Repair Service to the HVAC/Plumbing and reserves the right to purchase repair parts and materials from other sources.

H. Reports

The Contractor shall submit a written report to the Contract Administrator upon the completion of, and on the same day as, Preventative HVAC Maintenance and/or Repair service call. The report may be made on the Contractor's form, to be approved by the City of Harrisonburg and should include the following:

1. Company Name, Mechanic(s) Name(s); Helper(s) Name(s) (if applicable); Time and Date of Service or Repair Work.
2. Identification of HVAC Equipment Serviced or Repaired; Checklist of Examinations Made and Work Performed; Time Worked; Type and Quantity of Material and Parts Used.
3. Certification that work was performed in accordance with the specifications, signed by the Mechanic.
4. Needed repair work, problems, failures or malfunctions discovered during repair work.

I. Method of Payment

Contractor shall invoice the City after approved work is completed. Invoices and reports shall be sent to the Contract Administrator and shall show detail of work completed. Each City Building

location shall be invoiced separately. No payment will be issued prior to the receipt of the report(s).

J. Mark-Up on Parts

All parts required for the performance of this contract shall be marked-up not more than 10% of the vendor's wholesale cost.

III. PRE-PROPOSAL MEETING

There will be no pre-proposal meeting for this solicitation.

IV. PROPOSAL REQUIREMENTS

The proposal shall provide information necessary for City of Harrisonburg to evaluate the qualifications, experience, and expertise of the proposing firm and subconsultants to perform the work required in the Scope of Work (*Section II*).

The Contractor is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Contractor has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Contractor shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the City of Harrisonburg. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal.

The Contractor is asked to address each evaluation criteria contained in *Section XI. Proposal Evaluation Criteria* and to be specific in presenting their qualifications. Responses should be as thorough and detailed as possible so that the City may properly evaluate the firm's capabilities to provide the required services.

A. The Offeror should include in their proposal the following:

1. Cover Sheet: A completed Proposal Cover Sheet which is the first page of this RFP.
2. Table of contents: All pages are to be numbered.
3. Executive Summary: This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. This section should not include cost quotations. Please include a statement regarding your firm's interest and ability to provide services as required by this RFP. Executive Summary is to be provided on company letterhead signed

by a person with the corporate authority to enter into any contract which results from the RFP.

4. Proposal: The Proposal submitted by Offeror shall include at a minimum, the following:
 - a. Scope of Work: This section should include a preventative maintenance program for each City building along with an equipment maintenance schedule and methodology offered by your company that meets the City's detailed Scope of Work requirements.
 - b. Business Information: The vendor shall include a history of the firm, including number of customers in business and size of the firm. This also includes the location of the head office and any branch offices. Contractor shall have a minimum of three (3) years' experience in providing the requested products or services. This information shall be provided in the appropriate section of Vendor Data & Reference Sheet (*Attachment G*).
 - c. Experience: The vendor shall provide a description of prior experiences with the various systems included in the contract in settings similar to the City's within the last three (3) years and no less than four (4) references to support that experience. This information shall be provided in the appropriate section of Vendor Data & Reference Sheet (*Attachment G*).
 - d. Capability/Skill: Describe the qualifications and skills of the vendor to provide each of the required services listed in the Scope of Work. Vendor shall provide evidence that the firm has the resources and personnel available to respond to and fulfill the two (2) hour emergency response time for services.
 - e. Employees: Provide a list of all company employees who would perform the services outlined in this RFP, their role in the contract, their professional certifications, licensing, and a description of their relevant industry experience. This information shall be provided in the appropriate section of Vendor Data & Reference Sheet (*Attachment G*). This section shall also include all qualifications for each HVAC mechanic (see *Section II, E, I*).
5. The Offeror shall complete and return the Cost Proposal (*Attachment J*). Prices shall be given for the entire Scope of Work and listed by individual facility, as specified in the attachment.
6. The Offeror may provide information for other services or programs that are available to its clients that may not be specified in this proposal. Additional

services should be provided with cost listed as well as details and description of the offering.

7. The Offeror shall include signed copies of any and all addenda to the RFP.
8. The Offeror shall complete, and include with their proposal, the following additional attachments:
 - a. Proprietary/Confidential Information Identification Form (*Attachment A*).
Note: If proprietary/confidential information is identified, Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested.
 - b. State Corporation Commission (SCC) Form (*Attachment B*)
 - c. Insurance Requirements Form (*Attachment C*)
 - d. Federal Transportation Administration (FTA) Clauses (*Attachment E*)
 - e. Minority Status of Business Ownership Form (*Attachments F*)
 - f. Exceptions to the RFP (*Attachment H*)
 - g. Systems for Award Management Form (SAM) (*Attachment I*)

V. GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA (JUNE 2013)

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 Procurement Manager. 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 Procurement Manager 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>.

VI. INSTRUCTIONS TO OFFERORS

All proposals must be in an opaque, sealed envelope or box and clearly marked: “**Sealed Proposal: HVAC Preventative Maintenance Program RFP 2016007-PT-P**”. Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making proposal to the City shall be borne by the Offeror.

Offerors shall provide four (4) paper copies and one (1) IDENTICAL digital copy (on CD or thumb drive) of the proposal documents.

Proposal documents shall be mailed or hand-delivered to the **Purchasing Office located in the Harrisonburg City Hall at 409 South Main Street, Third Floor, Harrisonburg, VA 22801.** Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed proposals will not be accepted. Proposals shall be received by the Purchasing Office no later than **September 21, 2015 at 3:00pm local time.** Any proposals 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 Offeror has the sole responsibility to have the proposal received by the Harrisonburg Purchasing Office at the above address and by the above stated time and date.

All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

City offices will be closed on Monday, September 7, 2015 in observance of Labor Day.

*PLEASE NOTE: The City of Harrisonburg Municipal Building (345 South Main Street) and the Harrisonburg City Hall (409 South Main Street) are currently undergoing construction in and around the facility. Parking options tend to be congested throughout the day. It is recommended to park behind the building or 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.

The City Municipal Building (345 South Main Street) will be closed on Friday, September 11, 2015 in order to move offices from this location to the new City Hall building. Offices will re-open Monday, September 14, 2015 in the new City Hall building. After September 11, 2015, no City offices will be located in the Municipal Building.

VII. QUESTIONS

Questions related to the RFP 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 (540-432-7779). 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 **September 14, 2015 at 12:00pm (noon) local time.** It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission.

VIII. MODIFICATION & WITHDRAWAL OF PROPOSAL

An offeror may modify or withdraw his proposal, either personally or by written request, at any time prior to the scheduled time for opening of proposals. After proposal 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."

IX. PROPOSAL EVALUATION CRITERIA

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposal evaluations will be based on a points scale, using the following minimum selection criteria:

- 1. Responsibility:** The capability, in all respects, to perform fully the contract requirements, the moral and business integrity and reliability which will assure good faith performance as required by the specifications contained herein, including vendor references. *(30 Points)*
- 2. Experience:** Experience by the firm in performing the services required. *(25 Points)*
- 3. Cost:** Cost will not be the sole deciding factor in the selection process, but will be considered in the case of this RFP. *(20 Points)*
- 4. Responsiveness:** The degree to which the vendor has responded to the purpose and scope of work and conformance in all respects to this RFP. *(15 Points)*
- 5. Ability to Follow Directions:** The Offerors' ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Offerors' ability to follow instructions should they receive an award as a result of this solicitation. Any Contract between the City and an Awarded Vendor requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent if a Contract was awarded. As a result, the proposal will be evaluated as a sample of data submission. Subjective judgment on the part of the City evaluators is implicit in this process. *(10 points)*

As part of the evaluation process, the City may ask questions of a clarifying nature from Offerors as required. The City may also request an oral presentation to explain the proposal and answer questions.

The City reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the City.

X. CONTRACT TERM

It is the intent to award a contract no later than September 30, 2015.

The resulting contract will have a three (3) year term with no option to renew. Prices shall remain firm for the term of the contract.

For the term of the Contract, pricing for all services will be no greater than the prices provided in the Contractor's Proposal submission. If, however, during any term of the Contract lower prices and rates become effective for like quantities of services under similar terms and conditions,

through reduction in Contractor's list prices, promotional discounts, or other circumstances, Contract Administrator must be given immediate benefit of such lower prices and rates.

XI. AWARD OF CONTRACT

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Once the selection has been made as to which Offeror will be awarded the contract, the Procurement Manager will post a Notice of Award on the City's website at www.harrisonburgva.gov/bid-proposal-award-notifications and also on eVA at www.eva.virginia.gov.

The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

Successful Offeror shall contact the Commissioner's Office to obtain proper business licensing for the City of Harrisonburg, if it does not already possess (540-432-7707).

The City desires to award to one qualified vendor for all services.

XII. EXCEPTIONS TO THE RFP

All requested information in this RFP must be supplied. Vendors may take exception to certain requirements in this RFP. Any exceptions from the RFP guidelines, requirements and specifications shall be clearly identified in this section and must be submitted in writing. Written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the City, and the description of the advantages or disadvantages to the City as a result of exceptions. All exceptions must be submitted by the due date of the proposal. The City, at its sole discretion, may reject any exceptions or specifications within the proposal. Vendor should not incorporate by reference its entire proposal.

All exceptions must be identified in Exceptions to the RFP (*Attachment H*) and be approved before the contract is signed or they are considered non-binding. Any exceptions from the RFP requirements that are being included within the proposal submission will require a written notice to be included in the proposal. This written notice in no way authorizes the proposed exception or exceptions without a written acknowledgment from the City. These exceptions notices must be brought to the attention of the City by the requestor of the exceptions. The City reserves the right to approve or deny any and all exceptions from the RFP requirement. Once the contract has been signed by both parties no exceptions will be considered without City approval.



ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM

Name of Firm/Offeror: _____

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

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

Check this box if there are none.

[Note: If proprietary/confidential information is identified, Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested.](#)

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



ATTACHMENT B. 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. **Attach opinion of legal council to this form.**

****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 proposal submission.***



ATTACHMENT C. 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. These limits can be attained through one primary liability policy or a combination of primary and excess policies. 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/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 proposal submission.***



ATTACHMENT D. SAMPLE STANDARD CONTRACT RFP

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

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

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

PERIOD OF PERFORMANCE: From _____ through _____.

The contract documents shall consist of:

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

Dated: _____

If applicable, any Official City Addenda:

#1, dated: _____

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

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

CONTRACTOR:

CITY OF HARRISONBURG, OWNER:

By: _____

By: _____

Title: _____

Title: _____

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



ATTACHMENT E. FEDERAL TRANSPORTATION ADMINISTRATION (FTA) CLAUSES

Harrisonburg Department of Public Transportation, HDPT, is responsible for ensuring full and open competition and equitable treatment of all potential sources in the procurement process. HDPT is also responsible for planning, solicitation, award, administration and documentation of all federally funded contracts.

As a recipient of federal funds, HDPT is required to comply with federal statutes and regulations applicable to their project or particular contract.

Because bids and offers can at times be ambiguous, in its solicitation documents, the Recipient reserves the right to request additional information before making an award. The Recipient also reserves the right to seek clarification from any bidder or offeror about any statement in its bid or proposal that the Recipient finds ambiguous.

In order to ensure compliance with applicable federal guidelines and requirements, the CONTRACTOR shall adhere to appropriate federal requirements.

The CONTRACTOR, _____, agrees to abide by the following FTA clauses.

_____ Date: _____

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

FTA Contract Clause Requirements (1-16) [Special Terms]

Third party contract clauses are required for this contract per FTA Circular 4220.1F, 11/01/2008, Revised, 04/14/2009. Signature of the cover page verifies bidders have read and will comply with the required federal clauses identified below. Federal Clauses take precedence over City of Harrisonburg General Terms and Conditions.

1. No Federal Government obligations to third-parties by use of a disclaimer
2. Program fraud and false or fraudulent statements and related acts
3. Access to records
4. Federal changes
5. Civil Rights (EEO, Title VI, & ADA)
6. Disadvantaged Business Enterprises (DBE)
7. Incorporation of FTA Terms
8. Termination Provisions
9. Suspension and Debarment
10. Energy Conservation

- 11. Clean Air
- 12. Clean Water Requirements
- 13. Fly America
- 14. Privacy Act
- 15. Breaches and Dispute Resolution
- 16. Lobbying
- 17. Recycled Products
- 18. Buy America

1. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

No Obligation by the Federal Government.

(1) The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

2. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

31 U.S.C. 3801 et seq.
49 CFR Part 31 18 U.S.C. 1001
49 U.S.C. 5307

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq . and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a

contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

3. ACCESS TO RECORDS AND REPORTS

49 U.S.C. 5325
18 CFR 18.36 (i)
49 CFR 633.17

Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

4. FEDERAL CHANGES

Federal Changes - Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the [Master Agreement](#) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

5. CIVIL RIGHTS REQUIREMENTS

29 U.S.C. § 623, 42 U.S.C. § 2000
42 U.S.C. § 6102, 42 U.S.C. § 12112
42 U.S.C. § 12132, 49 U.S.C. § 5332
29 CFR Part 1630, 41 CFR Parts 60 et seq.

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq. , (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining

to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 CFR Part 26

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 2%. A separate contract goal has not been established for this procurement.

b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City of Harrisonburg deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the City of Harrisonburg. In addition, the contractor may not hold retainage from its subcontractors.

The contractor must promptly notify the City of Harrisonburg, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the City of Harrisonburg.

7. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

[FTA Circular 4220.1F](#)

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in [FTA Circular 4220.1F](#) are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City of Harrisonburg requests which would cause the City of Harrisonburg to be in violation of the FTA terms and conditions.

8. TERMINATION

49 U.S.C.Part 18

[FTA Circular 4220.1F](#)

Termination for Convenience (General Provision) The City of Harrisonburg may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to the City of Harrisonburg to be paid the Contractor. If the Contractor has any property in its possession belonging to the City of Harrisonburg , the Contractor will account for the same, and dispose of it in the manner the City of Harrisonburg directs.

Termination for Default [Breach or Cause] (General Provision) If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the City of Harrisonburg may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the City of Harrisonburg that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the City of Harrisonburg, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

Opportunity to Cure (General Provision) The City of Harrisonburg in its sole discretion may, in the case of a termination for breach or default, allow the Contractor an appropriately short period of time in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to the City of Harrisonburg's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by

Contractor of written notice from the City of Harrisonburg setting forth the nature of said breach or default, the City of Harrisonburg shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude the City of Harrisonburg from also pursuing all available remedies against Contractor and its sureties for said breach or default.

Waiver of Remedies for any Breach In the event that the City of Harrisonburg elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by the City of Harrisonburg shall not limit the City of Harrisonburg's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

Termination for Default (Supplies and Service) If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, the City of Harrisonburg may terminate this contract for default. The City of Harrisonburg shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

9. SUSPENSION AND DEBARMENT

49 CFR Part 29
Executive Order 12549

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City of Harrisonburg. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City of Harrisonburg, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from

this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. ENERGY CONSERVATION

42 U.S.C. 6321 et seq.
49 CFR Part 18

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

11. CLEAN AIR

42 U.S.C. 7401 et seq
40 CFR 15.61
49 CFR Part 18

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

12. CLEAN WATER REQUIREMENTS

33 U.S.C. 1251

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

13. FLY AMERICA

49 U.S.C. 40118
41 CFR Part 301-10

The CONTRACTOR agrees to comply with 49 U.S.C. 40118 (the “Fly America” Act) in accordance with the General Services Administration’s regulations at 41 CFR Part 301-10,

which provide that recipients and sub-recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The CONTRACTOR shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The CONTRACTOR agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

14. PRIVACY ACT

5 U.S.C. 552

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974,

5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

15. BREACHES AND DISPUTE RESOLUTION

49 CFR Part 18 FTA Circular 4220.1F

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the City of Harrisonburg's attorney. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the attorney. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the attorney shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by HDPT, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between HDPT and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which HDPT is located.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by HDPT or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

16. LOBBYING

31 U.S.C. 1352

49 CFR Part 19

49 CFR Part 20

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

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

17. RECYCLED PRODUCTS

42 U.S.C. 6962
40 CFR Part 247
Executive Order 12873

Recovered Materials - The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

18. BUY AMERICA

49 U.S.C. 5323(j)
49 CFR Part 661

Buy America - The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless

a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, and microcomputer equipment and software. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.5.

Date _____

Signature _____

Company Name _____

Title _____

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

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date _____

Signature _____

Company Name _____

Title _____

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



ATTACHMENT F: MINORITY STATUS OF BUSINESS OWNERSHIP

Minority Status of Business Ownership

Bidders List Information

The City of Harrisonburg Department of Public Transportation must maintain a Bidders List with information about the minority status of firms bidding on/receiving contracts/purchases with the City. Please identify your business below, and then complete the Bidders List minority status and income information about your business, by checking on the applicable line. Information provided will be confidential, and will be used only by the City of Harrisonburg to maintain bidders' records as required per 49 CFR Part 26.11.

Name of Business: _____

City/State of Business Location: _____

Type of Business: _____

Age of Business (years), Since Establishment: _____

1. Business Owned (51% or more) by a minority? Yes No

(Minorities include: Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the Small Business Administration.)

2. Is business certified as a Disadvantaged Business Enterprise? Yes No

If yes, when was the business certified, and by which agency? _____

Annual Gross Income of Business

Less than \$500,000

\$500,000 to \$1 million

\$1 million to \$2 million

\$2 million to \$5 million

\$5 million to \$10 million

\$10 million to \$15 million

\$15 million to \$19.5 million

\$19.5 million or above

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



ATTACHMENT G. VENDOR DATA & REFERENCE SHEET

The following information is required as part of your response to this solicitation. If additional space is required to complete this form, vendor may attach additional sheets to this form and submit.

1. **Qualification:** The vendor must have the capability and capacity in all respects to satisfy full all of the contractual requirements. Additionally, completion and submission of this form certifies that I have been in business for a minimum of three (3) years with experience in the specific product or service industry being contracted.

2. **Vendor's Primary Contact:**

Name: _____ Phone: _____
Email: _____

3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service.

Years: _____ Months: _____

4. **Additional Business Information:**

Number of Customers: _____ Size of Firm: _____
Head Office Address: _____
Branch Office Addresses (closest 3): _____

5. **Prior Experience:** Describe your prior experience within the last three (3) years with the specific product or service being contracted:

6. Indicate below a listing of at least four (4) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

A. Company: _____ Contact: _____
Phone: _____ Fax: _____
Project: _____ Dates of Service: _____
B. Company: _____ Contact: _____
Phone: _____ Fax: _____
Project: _____ Dates of Service: _____
C. Company: _____ Contact: _____

Phone: _____ Fax: _____
 Project: _____ Dates of Service: _____
 D. Company: _____ Contact: _____
 Phone: _____ Fax: _____
 Project: _____ Dates of Service: _____

7. Employees: Indicate below all company employees who would perform the services outlined in this RFP, their role in the contract, their professional certifications, licensing, and a description of their relevant industry experience. Please note that a copy of all licensures and certificates are expected to be submitted with your proposal submission.

- A. Employee: _____ Role: _____
 Professional Certifications/Licensure: _____
 Experience: _____
- B. Employee: _____ Role: _____
 Professional Certifications/Licensure: _____
 Experience: _____
- C. Employee: _____ Role: _____
 Professional Certifications/Licensure: _____
 Experience: _____
- D. Employee: _____ Role: _____
 Professional Certifications/Licensure: _____
 Experience: _____

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



ATTACHMENT I: SYSTEM FOR AWARD MANAGEMENT [SAM] FORM

WHAT IS SAM?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from the link provided below. User guides and webinars are available under the Help tab. You must have an active registration in SAM to participate in this procurement.

<https://www.sam.gov/portal/SAM/#1>

System for Award Management – [SAM] registration information:

The undersigned Offeror:

is registered in SAM – provide DUNS Number _____

is in process of registering in SAM - provide DUNS Number _____

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

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



ATTACHMENT J: COST PROPOSAL

THIS DOCUMENT WILL BE POSTED SEPARATELY IN MS EXCEL FORMAT.



ATTACHMENT K: HVAC EQUIPMENT LIST

THIS DOCUMENT WILL BE POSTED SEPARATELY IN MS EXCEL FORMAT.



ATTACHMENT L: PREVENTATIVE MAINTENANCE LIST

***The following tasks for each piece of equipment are typical by most equipment manufactures. Depending on the design and configuration of the specific equipment, not all tasks will apply.**

Exhaust Fans

I. Annual Maintenance & Inspection

1. Check volts and amps of fan motor
2. Clean fan motor surface and clear ventilation openings
3. Check and tighten all electrical connections
4. Check all starter/contactors for wear
5. Check all operating and safety controls
6. Lubricate motor bearings per manufactures recommendations
7. Lubricate fan bearings per manufactures recommendations and check bearing wear
8. Replace belts (Replace annually)
9. Check sheaves wear and alignment
10. Check fan blades and clean blade surfaces
11. Lubricate back draft dampers and stroke damper actuators
12. Verify temperature controls operate fan, as applicable
13. Check rain and belt guards

II. Operational Inspection

1. Check fan motor operation
2. Check all operating and safety controls
3. Check motor bearings
4. Check fan bearings
5. Check sheaves wear and alignment
6. Check fan blades
7. Check back draft damper operation
8. Check overall condition of unit

Pumps

I. Annual Maintenance & Inspection

1. Check voltage & amperage of motor
2. Check & tighten all electrical connections
3. Check starters/contactors for wear & free & smooth operation
4. Verify water flow thru pump, use suction & discharge gauges (check gauges), and verify smooth/proper operation

5. Check all operating & safety controls
6. Inspect coupling for wear
7. Check mechanical seals for leaks
8. Check seal packing for proper drip rate
9. Lubricate motor bearings per manufactures recommendations
10. Lubricate pump bearings per manufactures recommendations
11. Check pump & motor alignment
12. Check & clean strainers
13. Check, exercise & operate hand valves
14. Check mounts and vibration pads

II. Operational Inspection

1. Verify smooth/proper operation
2. Check coupling
3. Check seals, packing &/or gaskets – leaks or drip rate
4. Check starter & contactor
5. Check motor and pump bearings – noises/temp
6. Check & clean strainers
7. Check & operate/exercise hand valves

Water Chiller – air cooled scroll

I. Annual Cooling Season Maintenance and Inspection

1. Check oil level & color in the compressors. Sample & test oil as indicated
2. Verify operation of crankcase heaters
3. Check & inspect entire system for leaks & unusual conditions
4. Check electrical contacts
5. Inspect control panel and tighten connections
6. Check starter and panel and tighten connections
7. Check contactors condition and for free and smooth operation
8. Test low evaporator pressure safety devices
9. Check & verify operation of electrical interlocks
10. Check operation of condenser fans control devices
11. Check & tighten motor terminal connections
12. Check the setting and function of control setpoints
13. Check condenser coils and surface clean with coil cleaner
14. Measure and record system superheat and system subcooling

II. Operating Maintenance and Inspection

1. Check oil level in the compressors
2. Check electrical contacts
3. Inspect control panel and tighten connections
4. Check starter and panel and tighten connections
5. Check contactors condition and for free and smooth operation
6. Check & verify operation of electrical interlocks

7. Check condenser coils
8. Check control setpoints

Roof Top Air Conditioning Units

I. Annual Cooling Season Maintenance and Inspection

1. Check condenser and evaporator coils for damage and clean coils surfaces
2. Check, clean and clear unit drain pan and condensate piping
3. Inspect, clean & lubricate supply and return air damper hinges and pins
4. Verify dampers linkages move freely and lubricate with white grease
5. Check & clean fan motors
6. Lubricate fan shaft bearings
7. Replace supply fan belts
8. Check fan sheaves for wear and alignment
9. Check compressor oil levels
10. Check crankcase heater
11. Verify all wiring terminal connections are tight
12. Check contactor operation for free & smooth operation
13. With unit running, check compressor suction and discharge pressures, each circuit and superheat, each circuit
14. Replace filters and clean unit interior
15. Check expansion/reversing valves as applicable

II. Operational Maintenance and Inspection

1. Verify smooth operation of compressors and fans
2. Verify the starter operation
3. Check coil condition
4. Check & clean condensate pan & drain
5. Check fan belts, sheaves, and alignment
6. Replace filters and clean unit interior
7. Verify operation and lubricate damper linkages, hinges and pins

Air Handling Units

Perform the following tasks as applicable to unit being serviced

I. Quarterly Inspection

1. Check the general condition of the fan.
2. Verify smooth fan operation.
3. Check and record supply and control air pressure, if applicable.
4. Verify the operation of the control system.
5. Log the operating conditions after the system has stabilized.
6. Review operating procedures with operating personnel.

7. Provide a written service report indicating completed work, operating conditions and uncorrected deficiencies that were detected.

II. Cooling Annual Maintenance & Inspection

1. Check volt/amps of blower motor
2. Check/tighten all electrical connections
3. Check all starters/contactors for wear
4. Check all operating/safety controls
5. Check/clean condensate drain pan and lines
6. Check condensate pump if applicable
7. Check evaporator coil/clean surface
8. Check chilled water coil/clean surface
9. Check dampers/linkages
10. Check damper actuators
11. Check economizer operation
12. Check filters/replace per contract
13. Replace belts (one per yr)
14. Check blower wheels/ clean surface
15. Check sheaves wear/alignment
16. Check/lubricate motor bearings
17. Check/lubricate blower bearings
18. Check overall condition of unit

III. Cooling Quarterly Operational Inspection

1. Check blower motors operation
2. Clean filters (metal) or replace (cartridge/other)
3. Check belts
4. Check sheaves wear/alignment
5. Check/lubricate motor beings
6. Check/lubricate blower bearings
7. Check overall condition of unit

IV. Heating Annual Maintenance & Inspection

1. Check volt/amps of blower motor
2. Check/tighten all electrical connections
3. Check all starters/contactors for wear
4. Check all operating/safety controls
5. Check steam coil/clean surface
6. Check hot water coil/clean surface
7. Check electric heat sequence
8. Check valves/actuators
9. Check steam traps/strainers
10. Check dampers/linkages
11. Check damper actuators
12. Check economizer operation

13. Clean filters (metal) or replace (cartridge/other)
14. Check belts
15. Check blower wheels/clean surface
16. Check sheaves wear/alignment
17. Check/lubricate motor bearings
18. Check/lubricate blower bearings
19. Check overall condition of unit
20. Test and verify operation of duct smoke detector (1 per yr)

V. Heating Quarterly Operational Inspection

1. Check blower motors operation
2. Clean filters (metal) or replace (cartridge/other)
3. Check belts
4. Check sheaves wear/alignment
5. Check/lubricate motor bearings
6. Check/lubricate blower bearings
7. Check overall condition of unit

Cooling Tower

I. Annual PM and inspection

1. Disassemble all screens and access panels & inspect
 - a. Inspect condition of slats, tower fill, support structure, basins & spray nozzles
 - b. Clean basins & strainer
 - c. Verify operation of basin fill valve system & check for signs of deterioration
2. Mechanical components
 - a. Replace all belts – verify tension
 - b. Inspect sheaves and pulleys condition for wear & check alignment
 - c. Check and lubricate fan shafts and bearings
 - d. Check fan assembly condition and clearances
 - e. Clean motor and lubricate motor bearings
3. Electrical components
 - a. Clean inside control cabinet and the starters
 - b. Inspect wiring and connections
 - c. Check condition of contacts for wear and signs of trouble
 - d. Check disconnect terminal block for wear, tightness and signs of trouble
 - e. Check condition & operation of basin heater contactors

II. Start Up & Check out procedures

1. Fill basin with water & verify float operation
2. Verify operation of the heaters
3. Start condenser water pumps

4. Verify balance of the return water thru distribution boxes
5. Operate fan and verify operation is smooth

III. Shutdown & Inspection

1. Check voltage and amperage of fan motor
2. Flust and drain sump
3. Drain make-up water piping
4. Drain piping
5. Clean strainers and screens
6. Check/clean debris from unit
7. Check distribution pans & spray nozzles
8. Check blower/fan bearings

IV. Running Inspection

1. Check the general operation of the tower
2. Verify and clean basins and strainers
3. Verify proper water level
4. Verify proper operation of the water level control device
5. Verify smooth fans operations

Terminal Unit (VAV, FCU, etc)

I. Annual Tasks/Procedures

1. Verify terminal box sequence of operations
2. Check air valve operation
3. Brush and clean grilles, coil, fan and unit interior
4. Lubricate fan and motor bearings per manufacture recommendations
5. Check belt and sheaves
6. Check and clean drain and drain pan
7. Check operation of box with BAS (if applicable)
8. Check and tighten electrical connections
9. Tighten linkage
10. Check heat source (HW, Electric)
11. Replace filters (if applicable)
12. Lubricate dampers and linkage
13. Check damper motor operation
14. Verify box program

**Unit Heaters –
Electrical, Hot Water & Gas Fired**

I. Annual Heating Season Maintenance & Inspection

1. Check voltage & amperage of fan motor
2. Check & tighten all electrical connections
3. Check all starters/contactors for wear

4. Check all operating & safety controls
5. Check heat exchanger/coils for cracks/corrosion & clean
6. Check valves if applicable
7. Check electric heaters
8. Check gas pressure
9. Check burner for proper operation
10. Clean & lubricate motor bearings
11. Clean & lubricate fan bearings
12. Check overall condition of unit

II. Heating Season Operational Inspection

1. Check fan motor operation
2. Check operation of gas train components
3. Check all operating & safety controls
4. Clean dirt accumulation on units
5. Check for leakage on HW

Package Air Conditioning Units

I. Cooling Annual Maintenance & Inspection

1. Check voltages and amps of compressor (s)
2. Check voltages and amps of condenser fan motor
3. Check voltages and amps of evaporator fan motor
4. Check refrigerant pressure/levels & for visible refrigerant leaks
5. Check compressor oil levels & for visible oil leaks
6. Check operation of unit controls and safeties
7. Replace air filter
8. Check & clean condenser coil surface
9. Check & clean evaporator coil surface
10. Check blower wheels & clean surface
11. Check & blow out condensate drain pan
12. Check overall condition of unit

II. Cooling Operational Inspection

1. Check overall operation and condition of unit
2. Replace air filter
3. Check for visible refrigerant and oil leaks
4. Check condenser and evaporator fan motors operation
5. Check condensate pan and drain

Water Chiller – water cooled scroll

I. Annual Cooling Season Maintenance and Inspection

1. Check oil level & color in the compressors. Sample & test oil as indicated.
2. Verify operation of crankcase heaters
3. Check suction & discharge gages on the unit
4. Check refrigerant levels in the liquid line sight glasses
5. Measure and record system superheat and system sub-cooling
6. Inspect entire system for unusual conditions
7. Check the setting and function of each control
8. Inspect the condition of and replace compressor contactors if needed
9. Drain water from condenser and evaporator and associate piping systems. Inspect all piping components for leakage, damage, etc.
10. Clean out any in-line water strainers.
11. Inspect evaporator and condenser tubes
12. Mechanically clean condenser tubes with Good-way machine
13. Chemically clean condenser & evaporator tubes if scale is not removed by flushing or brush cleaning
14. Clean and paint any corroded surfaces
15. Inspect the expansion valve sensing bulbs for cleanliness. Clean if required for good contact between bulbs and suction lines and be properly insulated.

II. Operating Maintenance and Inspection

1. Check oil level in the compressors
2. Check suction & discharge gages on the unit
3. Check refrigerant levels in the liquid line sight glasses
4. Measure and record system superheat and system sub-cooling
5. Inspect entire system for unusual conditions

Split Air Conditioning & Heat Pump Systems

I. Annual Maintenance & Inspection

1. Check voltages & amps of compressors
2. Check voltages & amps of condenser fan motor
3. Check voltages & amps of evaporator fan motor
4. Check & tighten all electrical connections
5. Check starters & contactors for wear/damage
6. Check all operating and safety controls
7. Check refrigerant pressures/levels & tighten connections
8. Check evaporator temperature differential
9. Check compressor oil level as applicable
10. Check for visible refrigerant and oil leaks
11. Check & clean/clear condensate drain pan and drain lines
12. Check and clean surface of condenser coil
13. Check and clean surface of evaporator coil
14. Check expansion and/or reversing valves, if applicable
15. Check crankcase heater

16. Check operation of defrost module, if applicable
17. Check and verify operation of economizer operation
18. Replace filter and clean unit interior
19. Replace belts
20. Check sheaves wear and alignment
21. Check blower wheels and clean their surfaces
22. Lubricate motor bearings
23. Lubricate blower bearings
24. Check overall condition of unit

II. Operational Inspection and Maintenance

1. Check compressor operation
2. Check crankcase heater
3. Check economizer operation, if applicable
4. Check belts & sheaves wear & alignment
5. Replace filters and clean interior of unit
6. Check fan and drive condition and there operation

Boiler Maintenance

I. Annual Maintenance and Inspection

1. Secure and drain boiler
2. Open fireside and waterside for cleaning and inspection
3. Remove burner for cleaning and inspection
4. Check heating surfaces and waterside for corrosion, pitting, scale, blisters, bulges and soot.
5. Inspect refractory
6. Clean and replace water column sight glass (If needed)
7. Clean fire inspection glass
8. Disassemble, clean and inspect low water cutoff control(s)
9. Reassemble boiler and low water cutoff control(s) with new gaskets
10. Check blow-down valve packing and lubricate
11. Refill boiler
12. Clean or replace fuel filters
13. Clean or replace fuel nozzles
14. Clean burner fan wheel and air dampers
15. Clean flame safeguard scanner
16. Clean and adjust ignition electrodes
17. Check all burner linking for excessive wear
18. Tighten all linkage set screws
19. Lubricate motor and shaft bearings
20. Check gas valves against leakage (Where test cocks are provided)
21. Check incoming gas pressure to boiler
22. Check operation of flame safeguard control

23. Check operation of modulating motor
24. Perform pilot turn down test
25. Check operation of low water cutoff and feed control(s)
26. Check settings and test all operating and limit control(s)
27. Review auxiliary equipment operation including condensate pump(s) and float level control
28. Inspect burner and boiler controls prior to start-up
29. Start burner, check operating controls
30. Perform combustion tests and adjust burner for maximum efficiency, record readings
31. Log all operating conditions
32. Test safety relief valve(s) after start-up
33. Review all services performed and report any uncorrected deficiencies to the contract administrator.

II. Operational Inspection and Maintenance

1. Inspect boiler and burner
2. Test low water cutoff and pressure relief valve
3. Blow down and test low water cutoff and feed controls
4. Check for water, steam and fuel leaks
5. Check sequence and operation of flame safeguard control
6. Check setting of operation and limit controls
7. Check operation of modulating motor.
8. Blow down gauge cocks and tricocks to confirm glass water level
9. Check and test boiler blow down valve
10. Lubricate motor and shaft bearings per manufacture recommendation