

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 22-DES-ITBLW-360

ADDENDUM NO. 1

Arlington County Invitation to Bid No. 22-DES-ITBLW-360 for On-Call Electrical and Instrumentation Technical Support Services is amended as follows:

Section III. Agreement and Contract Terms and Conditions is hereby amended to incorporate the following:

1. **Contract Documents:** The following Contract Document is hereby **added**:

Exhibit __ – **COVID-19 Vaccination Policy for Contractors Certification Form** (attached)

2. **Incorporation of COVID-19 Vaccination Policy for Contractors:** The following contract clause is hereby added to the Contract Terms and Conditions:

COVID-19 Vaccination Policy for Contractors

Due to the COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. All County Contractors, entering County owned, controlled, or leased facilities or facilities operated by a contractor if the services provided at that location are exclusive to Arlington County Government or contractors with public facing responsibilities must adopt these policies for implementation with their employees and subcontractors working on County contracts.

Contractors are required to obtain and maintain the COVID-19 vaccine status of employees or subcontractors, require any unvaccinated or not fully vaccinated employees should be following a weekly testing protocol established by the Contractor to submit to weekly testing, and provide any accommodations as required by law. Contractor should submit the certification of compliance to the Purchasing Agent within five working days of the end of each quarter (see Exhibit X). In addition, all Contractor and subcontractor employees subject to the requirements of this section must also comply with the County COVID-19 masking and social distancing protocols, as signed at each County location.

It is recognized that the COVID-19 pandemic is an ongoing health crisis. As such, requirements with respect to health and safety, including vaccines and face-coverings may change over time. Contractors are expected to adhere to the County requirements as they evolve in response to the crisis.

3. **Bid Form is hereby replaced in its entirety with the Revised Bid Form**. Bid responses **Must** be on the **“Revised Bid Form”**.

The following clarifications are made as a result of vendor inquiries:

1. Do you have an already PM plan? Can you give some examples of what the PM services you need?
Answer: Yes. Please reference the attached examples of the PM services and equipment.
2. Bid Form does not have a place for the emergency response rate?
Answer: Please reference the attached Revised Bid Form.

**Non-Mandatory Prebid Conference held August 24, 2021, at 1:00 PM
for
ITB No. 22-DES-ITBLW-360, On-call Electrical and Instrumentation Technical Support Services
via Microsoft Teams**

- Started @ 1:00 pm.
- Three (3) vendors and four (4) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees
- Tomeka Price, Procurement Officer, reviewed 22-DES-ITBLW-360 with emphasis on requirements and submission deadlines.
 - Teams Prebid meeting was recorded.
 - Any questions regarding the Scope of Work must be submitted via Vendor Registry for a formal response by the due date.
- Tomeka turned over the meeting to Jim Honaker for an overview of the Scope of Work. Jim explained the project and highlighted the work to be done.
- Once Jim completed the overview, Tomeka asked for questions.
 - 2 Clarifications asked – see response above.
- Meeting was adjourned.

Vendor who Sign-in are below:

MC DEAN – Brandon Zemlo, 571-206-7143, brandon.zemlo@mcdean.com

MC DEAN – Kenneth Lea, 703-286-9061, kenneth.lea@mcdean.com

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price, VCO, VCA
Procurement Officer
tprice@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO.22-DES-ITBLW-360

REVISED BID FORM

SUBMIT ONE FULLY COMPLETED AND SIGNED BID FORM ELECTRONICALLY VIA VENDOR REGISTRY

BIDS WILL BE OPENED AT 1:30 P.M., ON SEPTEMBER 16, 2021

FOR PROVIDING ON-CALL ELECTRICAL AND INSTRUMENTATION TECHNICAL SUPPORT SERVICES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE BELOW. THIS BID FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE BIDDER, OR THE BID MAY BE REJECTED.

SUBMITTED BY:

(Legal name of entity)

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.:

E-MAIL

ADDRESS:

**THIS ENTITY IS INCORPORATED
IN:**

THIS ENTITY IS A:

*(check the applicable
option)*

CORPORATION ☐

LIMITED PARTNERSHIP ☐

GENERAL PARTNERSHIP ☐

UNINCORPORATED
ASSOCIATION ☐

LIMITED LIABILITY COMPANY ☐

SOLE PROPRIETORSHIP ☐

**IS BIDDER AUTHORIZED TO TRANSACT BUSINESS IN THE
COMMONWEALTH OF VIRGINIA?**

YES ☐ NO ☐

**IDENTIFICATION NO. ISSUED TO THE ENTITY BY
THE SCC:**

Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.

ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER: *(if available)*: _____

HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS? YES ☐ NO ☐

HAS YOUR FIRM DEFAULTED ON ANY PROJECT IN THE LAST THREE YEARS? YES ☐ NO ☐

HAS YOUR FIRM HAD ANY TYPE OF BUSINESS, CONTRACTING OR TRADE LICENSE, REGISTRATION OR CERTIFICATION REVOKED OR SUSPENDED IN THE PAST THREE YEARS? YES ☐ NO ☐

HAS YOUR FIRM AND ITS PRINCIPALS/OWNERS BEEN CONVICTED OF ANY CRIME RELATING TO ITS CONTRACTING BUSINESS IN THE PAST TEN YEARS? YES ☐ NO ☐

HAS YOUR FIRM BEEN FOUND IN VIOLATION OF ANY LAW APPLICABLE TO ITS CONTRACTING BUSINESS (LICENSING LAWS, TAX LAWS, WAGE AND HOUR LAWS, PREVAILING WAGE LAWS, ENVIRONMENTAL) WHERE THE RESULT OF SUCH VIOLATION WAS THE PAYMENT OF A FINE, BACK PAY DAMAGES, OR ANY OTHER PENALTY IN THE AMOUNT OF \$5000 OR MORE? YES ☐ NO ☐

IS YOUR FIRM PREQUALIFIED BY THE VIRGINIA DEPT. OF TRANSPORTATION? YES ☐ NO ☐

BIDDER STATUS: MINORITY OWNED: ☐ WOMAN OWNED: ☐ NEITHER: ☐

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE ON THE [VENDOR REGISTRY WEBSITE](#).

POTENTIAL BIDDERS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

BIDDER SUBMISSIONS AND ASSERTIONS:

RESUMES OF THE PROPOSED CONTRACT MANAGER, SUPERVISOR, ELECTRICIAN/JOURNEYMAN AND HELPER ASSIGNED TO THIS WORK, WHO HAVE THE REQUIREMENTS AS DESCRIBED IN THE SCOPE OF SERVICE. YES ☐ NO ☐

[\(ATTACH TO YOUR BID SUBMISSION\)](#)

COPY OF CLASS A OR CLASS B LICENSE YES ☐ NO ☐
[\(ATTACH TO YOUR BID SUBMISSION\)](#)

ISA CCST-II OR NETA-II OR HIGHER CERTIFICATION
(ATTACH TO YOUR BID SUBMISSION)

YES

☐

NO

☐

PRICING:

BIDDERS MUST ENTER PRICING IN US DOLLARS FOR EACH LINE HIGHLIGHTED IN BLUE BELOW. ITEMS LEFT BLANK, WILL BE DEEMED AS A NO-BID FOR THAT ITEM AND BIDDERS MAY BE DEEMED NON-RESPONSIVE.

A. PERSONNEL HOURLY LABOR RATES

HOURLY LABOR RATES INCLUDE THE PROVISION OF ALL THINGS NECESSARY FOR PERFORMING REPAIRS, INSPECTION, AND PREVENTIVE MAINTENANCE SERVICES INCLUDING BUT NOT LIMITED TO, LABOR, TOOLS, AND TRANSPORTATION TO, FROM AND BETWEEN JOBS, PARKING, TOOLS-OF-THE-TRADE, AND MEANS FOR ACCESS, AND CONSUMABLE SUPPLIES. **OVERTIME (OVER 8 HOURS OF CONSECUTIVE WORK) RATES SHALL BE TIME AND HALF OF REGULAR HOURLY RATES. 4-HR RESPONSE TIME**

POSITION	ESTIMATED HOURS	REGULAR HOURLY RATE	TOTAL (ESTIMATED HOURS MULTIPLIED BY REGULAR HOURLY RATE)
Certified Control Systems Technician, Level II or InterNational Electrical Testing Association (NETA), level II or higher	1500	\$ _____	\$ _____
Electrician/Journeyman	1500	\$ _____	\$ _____
Helper	1500	\$ _____	\$ _____
TOTAL ESTIMATED COST OF PERSONNEL LABOR			\$ _____

B. ON-CALL AND EMERGENCY REPAIR SERVICES HOURLY LABOR RATES - 2-HR RESPONSE TIME

HOURLY LABOR RATES INCLUDE THE PROVISION OF ALL THINGS NECESSARY FOR PERFORMING **ON-CALL AND EMERGENCY REPAIR SERVICES** INCLUDING BUT NOT LIMITED TO, LABOR, TOOLS, AND TRANSPORTATION TO, FROM AND BETWEEN JOBS, PARKING, TOOLS-OF-THE-TRADE, AND MEANS FOR ACCESS, AND CONSUMABLE SUPPLIES.

POSITION	ON-CALL EMERGENCY HOURLY RATE
Certified Control Systems Technician, Level II or InterNational Electrical Testing Association (NETA), level II or higher	\$ _____
Electrician/Journeyman	\$ _____
Helper	\$ _____
TOTAL ON-CALL EMERGENCY/CRITICAL REPAIR SERVICES HOURLY RATE	\$ _____

EMERGENCY CONTACT

Provide phone numbers that are answered by a live person twenty-four (24) hours a day, seven (7) days a week:

Phone number: _____

Phone number: _____

The undersigned acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE: _____ INITIAL: _____

ADDENDUM NO. 2 DATE: _____ INITIAL: _____

ADDENDUM NO. 3 DATE: _____ INITIAL: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Bidder seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

☐ No, the bid that I have submitted does not contain any trade secrets and/or proprietary information.

☐ Yes, the bid that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers of the bid that contain such data or materials:

State the specific reason(s) why protection is necessary:

If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CERTIFICATION OF COMPLIANCE WITH THE COVID-19 VACCINATION POLICY FOR CONTRACTORS: The undersigned certifies that it will comply with the COVID-19 Vaccination Policy for Contractors as a condition of contract award which requires that all contractor employees or subcontractors assigned to the contract must be vaccinated or undergo weekly testing pursuant to the Contract Terms and Conditions.

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: _____

ADDRESS: _____

E-MAIL: _____

BIDDER NAME: _____

REFERENCES

Bidders should provide three (3) references for similar services that have been provided by the Bidder within the past five (5) years. The County reserves the right to evaluate the quality of Contractor's work through site visits with Contractor's references.

REFERENCE 1: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

REFERENCE 2: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

REFERENCE 3: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

BIDDER NAME: _____

INSURANCE CHECKLIST

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS MARKED "X".

COVERAGES REQUIRED

LIMITS (FIGURES DENOTE MINIMUMS)

- | | | |
|-----------|--|---|
| <u>X</u> | 1. Workers' Compensation..... | Statutory limits of Virginia |
| <u>X</u> | 2. Employer's Liability..... | \$500,000/accident, \$500,000/disease, \$500,000/disease policy limit |
| <u>X</u> | 3. Commercial General Liability..... | \$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate |
| <u>X</u> | 4. Premises/Operations..... | \$500,000 CSL BI/PD each occurrence, \$ 1 Million annual aggregate |
| <u>X</u> | 5. Automobile Liability..... | \$1 Million BI/PD each accident, Uninsured Motorist |
| <u>X</u> | 6. Owned/Hired/Non-Owned Vehicles..... | \$1 Million BI/PD each accident, Uninsured Motorist |
| <u>X</u> | 7. Independent Contractors..... | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| <u>X</u> | 8. Products Liability..... | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| <u>X</u> | 9. Completed Operations..... | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| <u>X</u> | 10. Contractual Liability (Must be shown on Certificate)..... | \$1 Million CSL BI/PD each occurrence, \$ 1 Million annual aggregate |
| <u> </u> | 11. Personal and Advertising Injury Liability..... | \$1 Million each offense, \$1 Million annual aggregate |
| <u> </u> | 12. Umbrella/Excess Liability..... | \$1 Million Bodily Injury, Property Damage and Personal Injury |
| <u> </u> | 13. Per Project Aggregate | |
| <u> </u> | 14. Professional Liability | |
| <u> </u> | a. Architects and Engineers..... | \$1 Million per occurrence/claim |
| <u> </u> | b. Asbestos Removal Liability | \$2 Million per occurrence/claim |
| <u> </u> | c. Medical Malpractice..... | \$1 Million per occurrence/claim |
| <u> </u> | d. Medical Professional Liability..... | \$1 Million per occurrence/claim |
| <u> </u> | 15. Miscellaneous E&O/ Professional Liability | \$1 Million per occurrence/claim |
| <u> </u> | 16. Motor Carrier Act End. (MCS-90) | \$1 Million BI/PD each accident, Uninsured Motorist |
| <u> </u> | 17. Motor Cargo Insurance | |
| <u> </u> | 18. Garage Liability..... | \$1 Million Bodily Injury, Property Damage per occurrence |
| <u> </u> | 19. Garagekeepers Liability..... | \$500,000 Comprehensive, \$500,000 Collision |
| <u> </u> | 20. Inland Marine-Bailee's Insurance..... | \$ |
| <u> </u> | 21. Moving and Rigging Floater..... | Endorsement to CGL |
| <u>X</u> | 22. Dishonesty Bond..... | \$1,000,000 |
| <u> </u> | 23. Builder's Risk..... | Provide Coverage in the full amount of contract |
| <u> </u> | 24. XCU Coverage..... | Endorsement to CGL |
| <u> </u> | 25. USL&H..... | Federal Statutory Limits |
| <u>X</u> | 26. Carrier Rating shall be Best's Rating of A-VII or better or its equivalent | |
| <u>X</u> | 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action. | |
| <u>X</u> | 28. The County shall be named Additional Insured on all policies except Workers Compensation, Errors and Omissions/Professional Liability and Auto. | |
| <u>X</u> | 29. Certificate of Insurance shall show Bid Number and Bid Title. | |
| <u> </u> | 30. Environmental Impairment Liability, including coverage of on-site clean up..... | BI/PD \$3 Million per occurrence/\$6 Million Aggregate |
| | a. In addition to environmental impairment liability, if work requires clean up, remediation, and/or removal of bio-solids, bio-hazards waste, and any hazardous or toxic material via transportation request: | |
| <u> </u> | Business Auto Liability | \$2 Million per occurrence with MCS-90 and CA 9948 (or equivalent endorsements specifically referenced in the certificate of insurance) |
| <u> </u> | 31. Cyber insurance..... | \$2 Million per occurrence/Aggregate |
| <u> </u> | 32. OTHER INSURANCE REQUIRED: | |

INSURANCE AGENT'S STATEMENT:

I have reviewed the above requirements with the Offeror named below and have advised the Offeror of required coverages not provided through this agency.

AGENCY NAME: _____

AUTH. SIGNATURE: _____

OFFEROR'S STATEMENT:

If awarded the Contract, I will comply with all Contract insurance requirements.

BIDDER NAME: _____

AUTH. SIGNATURE: _____

CERTIFICATION OF
CONTRACTOR COMPLIANCE WITH COUNTY COVID-19 VACCINATION POLICY

I, _____ (hereinafter referred to as "Bidder"), certify that I will comply with the COVID-19 Vaccination Policy for as a condition of contract award which requires that all contractor employees or subcontractors assigned to the contract must be vaccinated or undergo weekly testing pursuant to the Contract Terms and Conditions.

Signed: _____ **Date:** _____

Name of Bidder: _____

EXHIBIT _____

CERTIFICATION

I hereby certify that all _____ employees and subcontractors working on Contract No. _____ will be fully vaccinated against COVID-19 by September 13, 2021 or will be tested on a weekly basis.

Please do not send individual vaccine/testing information.

Date: _____

Signature: _____

Printed Name: _____

Title: _____