

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

INVITATION TO BID NO. 24-DPR-ITBLW-415

ADDENDUM NO. 1

Arlington County (hereinafter referred to as the "County") Invitation to Bid (ITB) No. **24-DPR-ITBLW-415** for Re-lamping Athletic Fields and Courts is amended as follows:

- **ITB EXTENSION: SEALED BIDS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY UNTIL 3:00 P.M. ON THE 12TH DAY OF FEBRUARY 2024. ALL CORRESPONDING REFERENCES TO THE BID OPENING DATE AND TIME SHALL REFLECT THIS CHANGE.**
- **QUESTIONS AND ADDENDA EXTENSION: FOR A QUESTION TO BE CONSIDERED, THE QUESTION MUST BE ENTERED IN THE QUESTION SECTION OF VENDOR REGISTRY FOR ITB NO. 24-DPR-ITBLW-415 AND MUST BE SUBMITTED ON OR BEFORE 5:00 P.M. ON JANUARY 31, 2024.**
- **SECTION II. SCOPE OF SERVICES HAS BEEN REPLACED WITH REVISED SECTION II. SCOPE OF SERVICES ATTACHED.**
- **ATTACHMENT A – PRICING SHEET HAS BEEN REPLACED WITH ATTACHMENT A – REVISED PRICING SHEET ATTACHED.**
- **THE SUMMARY OF THE NON-MANDATORY PREBID CONFERENCE HELD ON JANUARY 12, 2024 IS AS FOLLOWS:**

During the non-mandatory Pre-bid Conference, the County reviewed the ITB and highlighted key information such as: Submission deadline; Questions deadline; Bid Form submission and the requirements; Bidder's responsibilities for Errors or Omissions in Documents; Qualifications of Bidders; Bid Withdrawal Prior to Bid Opening; Withdrawal of Bid Form Consideration After Bid Opening; Method of Award; Living Wage Requirements; and the requirements for the Bid Form. Bidders were reminded to submit all required documents with the Bid Form, along with the Pricing Sheet. The Requirements or Scope of Services were explained by the Department of Parks and Recreations, and Wage Compliance explained the Living Wage requirements.

- **THE NON-MANDATORY PREBID CONFERENCE POWERPOINT AND SIGN-IN SHEETS ON FRIDAY, JANUARY 12, 2024, AT 10:00 A.M. ARE ATTACHED.**
- **THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS RFP. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.**
 - **Question #1: Will the county provide a link to the Microsoft Team Prebid meeting? The link in the IFB does not seem to work.**

Answer #1: The link to the Pre-Bid Conference was included in the solicitation. If you were unable to attend, please review the pre-bid conference summary above.
 - **Question #2: The insurance requirement, "Errors and Omission Liability - \$1,000,000 per occurrence, with \$2,000,000 aggregate" seems unnecessary for a lamp and ballast replacement contract and will only serve to increase pricing to the county. Would the county consider removing this requirement?**

Answer #2: The County requires Errors and Omission coverage for this type of contract. Although the potential for risk is minimal, this insurance requirement protects against various types of damages. Some examples may include faulty workmanship or the use of defective materials.

- **Question #3:** We understand the county is revising the Pricing Sheet. Under, "REPLACEMENT COST PER LAMP (Includes Price of Lamps)", the item description title is, "Type (LED Light Only)". Is this an error? Additionally LED lamps are mentioned in Section II. Lamp Replacement.

Answer #3: Please see the Attachment A – Revised Pricing Sheet attached.

- **Question #4:** On page 6 under 9. Bid Form Submission, the county listed, "Class B License from the Electrician" to be submitted. Is this a Class B CDL license?

Answer #4: No, the Class B is an Electrician License.

- **Question #5:** Under Section II.P, Equipment Accessibility, a scissor lift is considered overhead and is not billable. Would the county consider adding a scissor lift as a line item since they are expensive to provide?

Answer #5: No, the Contractor shall provide the means and methods to access all electrical equipment included in this Contract (Section II. Equipment Accessibility).

- **Question #6:** What is the length of time for the resulting contract?

Answer #6: A one (1) year contract, with the option to renew for four (4) additional terms.

The balance of the solicitation remains unchanged.

Arlington County, Virginia
Antonino Mautino
Buyer
amautino@arlingtonva.us

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER _____.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

II. REVISED SCOPE OF SERVICES

INTRODUCTION

The objective of this solicitation is to establish a Contract with one (1) qualified firm to provide re-lamping maintenance, repair, and installation/replacement of sports field and courts light fixtures, light bulbs, Light-Emitting Diode (LED) Bulbs, lenses, ballasts, lighting control systems, seasonal timing systems, and electrical service enclosures (hereinafter referred to as re-lamping services) per the terms and conditions herein.

A. SERVICE REQUIREMENTS

The Contractor shall furnish all necessary labor, transportation, parking fees, tool-of-the-trade including specialized equipment, and consumable supplies as required to provide re-lamping services identified herein. Tools of the trade and other trade consumables are not valid contract expenses. The cost of consumables (include but are not limited to wire nuts, bolts and fasteners, solder, tape, fuses, Ground Fault Interrupters boxes, and other consumables) are considered administrative expenses and should be included as part of the hourly rates.

The Contractor must have the equipment and qualifications to perform repairs or electrical work at heights greater than thirty-five (35) feet occasionally. Bidders shall provide on the Pricing Sheet the hourly rates for this type of work for which the County will be charged on a Time and Materials basis.

No work is authorized unless specifically approved in advance by the County Project officer or designee and unless a valid County Purchase Order is issued. Once work is authorized, the Contractor shall arrive onsite with all tools and equipment necessary to perform the maintenance and repair, and authorization has been given.

B. ADDITIONAL SERVICES

From time to time, the County may require "additional services" other than "per unit" services listed on the Bid Form. These additional services may include, but are not limited to, ballast repairs, setting and/or resetting timers, tracing electrical lines, etc. For additional services, the Contractor will charge the hourly rates provided on the Bid Form plus the actual cost of materials. The County will reimburse the Contractor for additional services only upon satisfactory completion of the assigned work.

The Contractor will only be paid for material used for any additional services. No allowances will be made for other materials ordered by the Contractor. The Contractor shall provide invoices from supplier(s) of the Contractor, detailing the materials provided with itemized descriptions of components and number of units used for any additional service at the time the Contractor requests payment. These invoices shall be available for review at the County's request.

In these instances, the Contractor is prohibited from submitting invoices containing charges for materials on a "cost-plus a percentage-of-cost" basis. No surcharge of any kind may be added to any supplier or sub-contractor's invoices or included in the Contractor's invoice submitted to the County. Upon completion the Project Officer will verify satisfactory completion of any work prior to the County's release of payment to the contractor. Additional services shall only be authorized by the approval of the Project Officer and after a valid County Purchase Order has been issued.

C. MAINTENANCE AND REPAIR

The Contractor shall provide re-lamping maintenance and repairs to athletic field and court lighting systems including but not limited to contactors, coils, breakers, time clocks, switches, buss bars, wiring, ground fault locating and repair, and related work pertaining to existing field lights and their electrical supply systems. These services shall be provided on a Time and Materials basis, which will be calculated by the Hourly Rates specified on the Bid Form

D. LIGHT REPLACEMENT

Replacement Light Bulbs must be LED equivalent and should be authorized/approved by project officer before installation. The price for replacement of Light Bulbs shall include the provision of new LED light bulbs and installation including and all necessary pole climbing whether the poles have steps or not.

The Contractor shall replace light bulbs with new LED light bulbs within forty-eight (48) hours of work approval notification from the Project Officer and a valid County Purchase Order. If the Contractor does not replace the lamps within forty-eight (48) hours, the County may employ another firm to finish uncompleted work and charge the Contractor for any difference in cost resulting from the open market purchase. If the Contractor fails to comply with the replacement time frame on more than three (3) occasions during the contract term, the contract may not be renewed or may be terminated at the sole option of the County.

E. RE-ALIGNMENT

The Contractor shall realign field lights when notified by the County. The Project Officer will provide aiming charts upon request within forty-eight (48) hours' notice. The cost of such service shall be per-pole regardless of the number of lights on the pole.

F. EMERGENCY SERVICE

The Contractor shall provide emergency on-call response, repairs, testing, replacement, and installation re-lamping services on a time and materials or project basis in accordance with the pricing listed in the Bid Form. All charges for materials, parts and equipment shall be at the Contractor's cost and no additional markup. Upon request by the County, the Contractor shall provide evidence of cost of the materials. The County will reimburse the Contractor for any subcontractor work at the labor rate and materials charged by the subcontractor at the Contractor's cost. The Contractor must be present on site to oversee subcontractor work during projects.

The Contractor shall be on-call and available to provide emergency services twenty-four (24) hours per day, seven (7) days per week. When notified, the Contractor shall arrive onsite with all tools and equipment necessary to perform the repairs within two (2) hours of a request identified as an emergency or critical. Scheduling of emergency work, including the interruption of a current assignment, requires the advance approval of the County Project Officer and a valid County Purchase Order. Emergency work identified by the County Project officer or designee shall take precedence over current work.

G. IMPROPER REPAIR AND/OR OPERATION

In the event of an equipment and/or system failure due to the Contractor, its employees, or its subcontractor's improper repair, operation, negligence, misuse or accidents, the Contractor shall arrive onsite with all tools and materials necessary to complete the repairs within one (1) business day of the County's notification. All such repairs shall be performed at Contractor's cost with no additional charges to the County.

H. REGULAR HOURS

Routine maintenance or light installations shall be performed during regular working hours Monday through Friday from 7:00 AM to 4:00 PM ([except for County-observed holidays](#)). All work shall be performed during regular working hours unless indicated otherwise in this contract or expressly authorized in writing by the County Project Office or designee. It is the Contractor's responsibility to determine the hourly schedule and access availability for each area covered by this Contract. No overtime payments will be allowed for work done before 7:00 AM or after 4:00 PM when such scheduling is done at the Contractor's option.

I. OVERTIME WORK

Overtime work applies when work to be performed on a time and materials basis outside of regular work hours is first authorized in advance and writing by the County Project officer or designee. Approved overtime work shall be paid at the overtime hourly labor rate(s) provided on the Pricing Sheet. The Contractor shall not perform overtime work for any reason without the advance approval of the County Project Officer or designee and a valid County Purchase Order. Work performed outside of regular work hours without the advance approval of the Project Officer and a valid County Purchase order and for the Contractor's convenience shall be paid for at straight-time hourly labor rate(s) only.

J. ESTIMATES

The County at its discretion may require a written estimate for work on a Time and Materials basis prior to the contractor's starting an assignment.

K. ADDITIONAL EQUIPMENT REQUIREMENTS

Standard tools of the trade and trade consumables shall be available to the Contractor's personnel from their service vehicle(s). If the project assigned requires the use of equipment and/or services not covered by this contract or normally associated with the provision of re-lamping services, the estimated costs of the additional equipment and/or services shall be identified by the Contractor to the County in advance or scheduling the work. If the County accepts the use of additional equipment and/or service, the Contractor will be reimbursed only for the actual amount of the cost of such equipment and/or services. The County reserves the right to have others provide the additional equipment and/or services.

L. LIAISON TO COUNTY

The Contractor shall provide to the County the name and telephone number of a designated Contractor employee who shall be responsible for inquiries relating to job progress, scheduling, and purchases.

M. LIGHT SPILLAGE AND LIGHT POLLUTION

The Contractor shall be knowledgeable about light spillage and light pollution pertaining to ball field lights and work with County staff to minimize the occurrence of such incidents.

N. CONTRACTOR'S PERSONNEL

CONTRACT MANAGER - The Contractor shall assign a qualified individual to serve as the Contract Manager. The Contractor shall identify to the County the Contract Manager within ten (10) calendar days of Contract award. The Contract Manager shall be experienced in project management; supervision of employees; knowledgeable in all aspects of re-lamping; have the ability to troubleshoot problems and issues quickly and be able to consult with the County Project Officer or designee about remedies. The

Contracts Manager's main office of operation shall be located within seventy-five (75) miles of the Arlington County Courthouse.

The Contract Manager shall report to the County's Project Officer for communication, coordination and evaluation of inspection, testing, and maintenance services and for quality control. The Contract Manager shall serve as the single point of contact with the County for work assignments and problem resolution.

The Contract Manager shall meet with the County Project officer for progress meetings at the County Project Officer's request. The Contract Manager hours are not billable and shall be considered Contractor overhead.

ELECTRICIANS - The Contractor shall provide an as-needed basis Electricians who currently hold an active Journeyman or master Electrician tradesman certification through the Virginia Board for Contractors. Evidence of stated certification shall be made available to the County upon request at any time. Electrician shall have a State of Virginia Electrical Journeyman license with a minimum of 15 years of related ball field experience. Electricians must be capable of climbing wooden, metal and concrete poles. The Contractor shall employ at all times during the Contract term at least three (3) Journeyman Electricians and one (1) Master Electrician that are readily available to perform work under this Contract.

ELECTRICIAN HELPER - The Contractor shall provide an Electrician Helper to assist the Electrician on an as-needed basis. The Electrician Helper shall be capable of providing assistance to the journeyman or master Electrician; have a minimum of one (1) year's exposure to the electrical craft; be able to work with basic tools of the trade and be able to independently perform basic electrical tasks. The Contractor shall employ at all times during the Contract term at least four (4) Electrician Helpers that are readily available to perform work under this Contract.

O. COUNTY'S RIGHT TO STOP WORK

The County reserves the unilateral right to cancel any job assigned in progress if the Contract, in the opinion of the County Project Officer or designee, is not performing work at a satisfactory pace or fails to perform work in a professional manner commensurate with accepted trade and safety standards. If a job is canceled the County will reimburse the Contractor for all work performed and all reasonable quantities of materials delivered to the site prior to the time of cancellation. The County reserves the right to contract for completion of such work with another vendor.

P. SPECIAL TERMS AND CONDITIONS

TRAFFIC MANAGEMENT - The Contractor shall be responsible for maintaining traffic flow, and for protection and safety of vehicles and pedestrians in the area affected by all Contract work. The Contractor must provide all signs, barricades, flashers, and flag-personnel required to maintain traffic flow and safety. Signs and other traffic control devices must be in accordance with the most current [Virginia Department of Transportation \(VDOT\) standards](#). At least one Contractor employee at each site where traffic control is required shall be a VDOT certified flagger trained on Basic Work Zone Traffic Control.

EQUIPMENT ACCESSIBILITY - The Contractor shall provide the means and methods to access all electrical equipment included in this Contract. This includes, but is not limited to, ladders and scissors lifts (man-lifts). Cost for access shall be considered Contractor overhead and shall not be charged separately.

ROOF SAFETY - The Contractor shall follow all applicable federal, state, and local safety requirements and regulations for roof safety.

SAFETY WORK PLAN - The Contractor shall provide a safety work plan to the County Project Officer or designee for all work requested unless otherwise directed by the County Project Officer or designee. This plan shall be submitted for approval at the beginning of the contract with the initial schedule and separately at County's request for any project work prior to the start of work.

QUALITY CONTROL PLAN - The Contractor shall provide a quality control plan to the County Project Officer or designee for all work requested unless otherwise directed by the County Project Officer or designee. This plan shall be submitted for approval at the beginning of the contract with the initial schedule and separately at County's request for any project work prior to the start of work.

Q. METHOD OF MEASURING PERFORMANCE

The performance of the Contractor will be measured throughout the term of the Contract by consideration of the following performance criteria:

- Adherence to the contract requirements.
- Provision of appropriately certified and trained personnel as required in Section – CONTRACTOR'S PERSONNEL.
- Provision and adherence to the approved schedules for time-and-material and project work.
- Number of call-backs to correct malfunctions/failures.
- Response to requests for work as provided for in the Scope of Work.
- Performance of services within accepted industry standards and codes.
- Adherence to contractual requirement for onsite response for emergency work and routine service calls.
- Performance of services within the time prescribed within accepted industry standards and codes.
- Contract Manager's ability to evaluate performance and effectively communicate and/or report to the County's Project Officer as required in Section - CONTRACTOR'S PERSONNEL.

R. SERVICES FOR OTHER COUNTY AGENCIES

This Contract is extended to other County Agencies. If other Agencies make use of this Contract, a separate Purchase Order ("PO") must be issued by that Agency. All project and Contractor management, invoices, scheduling, coordination, and payments shall be the responsibility of the Agency issuing the PO.



Pre-bid Conference

Solicitation #24-DPR-ITBLW-415

For Re-lamping Athletic Fields and Courts

1/12/2024

Agenda

- ❑ Overview of the Solicitation Process

Purchasing Office

- Antonino Mautino

- ❑ Overview of the Requirements

Department of Parks and Recreation

- Tom Mitchler

- Richard Holley

- ❑ Overview of Living Wage

Wage Compliance

- En Kite

Before we start....

- a) Attendance – Please add your name, company, and email address to the chat box.
- b) If you have any questions, Please raise your hand.
- c) You may ask questions during this presentation; however, Only the questions submitted via Vendor Registry and a formal response via an addendum will constitute the official Q&A.
- d) All questions must be submitted directly to Antonino Mautino via Vendor Registry. No other County employee should be approach with questions regarding this solicitation.

Pre-Bid Conference for Solicitation #24-DPR-ITB-415

- Overview of the Solicitation Process....

Section I

- i. P9 – Bid Form Submission
- ii. P17, 18, 20, 21 Bid Submission Information
- iii. P22 – Method of Award
- iv. P25 – Living Wage

Section II

- i. Sample of the agreement
- ii. Updated and Signed by County and Successful Bidder

Bid Form

- i. Completed & Signed
- ii. Page 40: Resumes and Copy of License
- iii. Page 43: references

Pre-Bid Conference for Solicitation #24-DPR-ITB-415

- Overview of the Requirements....

Pre-Bid Conference for Solicitation #24-DPR-ITB-415

- Overview of the Living Wage...

Important Dates:

- Questions deadline: January 18, 2024 @ 5:00 p.m.
- Submission deadline: January 30, 2024 @ 3:00 p.m.

Submission deadline: January 30, 2024 @ 3:00 p.m.

1. Bid form with all required documents.
2. Attachment A – Pricing Sheet

The background features a blue gradient. A diagonal line runs from the bottom-left towards the top-right. To the left of this line is a lighter blue area, and to the right is a darker blue area. A hatched pattern is visible along the diagonal line.

QUESTIONS?



Thank You!



ARLINGTON
VIRGINIA

Arlington County Government
Office of the Purchasing Agent

Non-Mandatory PreBid Conference Attendees List

FOR: Re-Lamping Athletic Fields and Courts
DATE & TIME: 1/12/2024 - 10:00 a.m. Non-Mandatory PreBid Conference
PLACE: Microsoft Teams Meeting
BID/PROPOSAL 24-DPR-ITBLW-415

PLEASE WRITE CLEARLY

Name	Antonino Mautino, Buyer
Company	Arlington County Government
E-mail	amautino@arlingtonva.us
Phone #	(703) 228-3554

Name	Justin Yoder
Company	Lighting Maintenance Inc
E-mail	Jyoder@lightingmaintenance.com
Phone #	410-507-0997

Name	Meloni Hurley
Company	Arlington County Government
E-mail	Please contact Antonino Mautino for all questions relating to this procurement
Phone #	

Name	Richard Yoder
Company	Lighting Maintenance Inc
E-mail	ryoder@lightingmaintenance.com
Phone #	301-674-0161

Name	En Kite
Company	Arlington County Government
E-mail	Please contact Antonino Mautino for all questions relating to this procurement
Phone #	

Name	Helen Kerner
Company	Dalton Electric Service
E-mail	daltonelectric@starpower.net
Phone #	301-236-0429

Name	Richard Holley
Company	Arlington County Government
E-mail	Please contact Antonino Mautino for all questions relating to this procurement
Phone #	

Name	
Company	
E-mail	
Phone #	

Name	Tom Mitchler
Company	Arlington County Government
E-mail	Please contact Antonino Mautino for all questions relating to this procurement
Phone #	

Name	
Company	
E-mail	
Phone #	

Name	Fernando Buenaventura
Company	Arlington County Government
E-mail	Please contact Antonino Mautino for all questions relating to this procurement
Phone #	

Name	
Company	
E-mail	
Phone #	