

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

INVITATION TO BID NO. 20-257-ITB

ADDENDUM NO. 3

Arlington County Invitation to Bid No. 20-257-ITB for Hazardous Materials Abatement Services is amended as follows:

Reference Bid Due Date: Change to: **PUBLIC BID OPENING ON JULY 9, 2020 AT 2:00 PM:**

[Join Public Bid Opening via Microsoft Teams Meeting](#)
[+1 347-973-6905](#) United States, New York City (Toll)
Conference ID: 869 019 210#

Reference II. Revised Scope of Services: Replace Revised Scope of Services in its entirety with the attached **Revised Scope of Services dated June 29, 2020**.

Reference Revised Bid Form: Replace Revised Bid Form in its entirety with the attached **Revised Bid Form dated June 29, 2020**. Bid response **Must** be on the **“Revised Bid Form dated June 29, 2020”**.

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

1. Revised Bid Form Item B, Number1 We recognize that the County provided a response earlier to this question. But we would like to get additional clarification as to what specific testing parameters should we assume for pricing.
Answer: The specific testing parameters Bidders should assume are Carbon Dioxide, Carbon Monoxide, Temperature and Relative humidity.
2. Bid Form Item B, Number 2. Point Counting What reporting limits should we assume for pricing?
Answer: The reporting limits Bidders should assume is <0.1. Reference Revised Bid Form dated June 29, 2020.
3. Will the firm be disqualified if they do not have a VA licensed lead or asbestos project designer?
Answer: Yes, Bidders will be non-responsive to this mandatory qualification.
4. In Section C of the Revised Bid Form, there is a request for a unit price per building for and Environmental Building Survey. A cost for a building survey can vary greatly depending on the square footage, age, type of building, etc. For example, a 50,000 square foot office building takes longer to inspection and will generate more samples than an 100,000 square foot warehouse type building. Is there an assumption that should be used when providing this cost?
Answer: Removed. Reference Revised Bid Form dated June 29, 2020.
5. On Page 9 of II. Revised Scope of Services under Abatement project management reports, it is noted that all reports and invoices shall be submitted electronically in Microsoft Office Format. Will pdf files be acceptable?
Answer: Yes, this is acceptable. Reference Revised Scope of Services dated June 29, 2020.

6. Is a Certified Industrial Hygienist (CIH) certification an acceptable qualification in lieu of the ACAC/NORMI IAQ Specialist Certification?

Answer: Yes, this is acceptable. Reference Revised Scope of Services dated June 29, 2020.

7. Please indicate whether onsite analysis of PCM air samples is acceptable.

Answer: Yes, this is acceptable.

8. Please specify the type of radon screen test required for this project. There are significant differences in type/quality.

Answer: The County's requirement is that the radon screen test kit be provided by a laboratory, Bidder should use their expertise and determine which radon screen test kit to utilize in order to obtain accurate Radon level measurements.

9. Please indicate specific TEM air test required. There are several types at varying costs (i.e., AHERA, NIOSH 7402, ASTM 6281-15).

Answer: The County's requirement is that it is Asbestos Air Clearance Test that are analyzed by a Laboratory, Bidder should use their expertise and determine which Test would provide accurate results.

10. For PCB samples, the approved EPA Region 3 method is EPA SW864 8082 via Soxhlet (manual) extraction. To our knowledge, this analysis cannot be performed within a 3-day turnaround time. EPA Region 3 will accept, after written approval, the use of the 3550-extraction method (semi-automatic) for nearly all materials except for caulk and similar substances. Please designate the PCB method to be utilized for building materials and if there are any exceptions/deviations required for pricing.

Answer: The PCB method to be utilized for building materials is the PCB analytical method of testing (Method SW-846 8082).

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price, VCA
Procurement Officer
tprice@arlingtonva.us

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 3.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

II. **REVISED SCOPE OF SERVICES DATED JUNE 29, 2020**

The purpose of this solicitation is the procurement of environmental abatement testing and monitoring services, including on-site monitoring of abatement contractor, sampling and related services. The services include, but is not limited to, environmental abatement-related services involving lead-containing materials (LCMs), asbestos-containing materials (ACMs), fluorescent fixtures, polychlorinated biphenyls (PCBs), mercury-containing lamps (MLs), mold testing and Indoor Air Quality (IAQ), Indoor Environmental Quality (IEQ) and other regulated building components. All work shall be performed by the Contractor except for laboratory analysis, which shall be performed by a qualified laboratory subcontractor if necessary. The Contractor shall work and cooperate with the County's Abatement Contractor, an independent contractor chosen by the County to perform abatement/removal services.

Arlington County currently owns or leases approximately 190 buildings of varied age and condition. There is a constant need for a wide range of hazardous materials abatement services. The County does not maintain a schedule for building renovations; therefore, it is impossible to estimate the project volume. It is anticipated, however, that under this Contract the Contractor's services will be requested primarily as a result of:

- hazardous materials being exposed or encountered during routine maintenance,
- environmental building survey being a part of regulatory requirements for programs in which the County participates, and that may require building inspection certifications, or
- the requirement of conducting an environmental building survey prior to commencing construction or renovation.

The Contractor shall provide the necessary personnel, equipment, materials, written reports, correspondence, administration and any incidentals for assigned County abatement-related work.

GENERAL

The Contractor shall:

- Provide abatement project-related services, including, but is not limited to, initial environmental conditions assessment, cost estimating, monitoring, sampling, attending meetings, documentation, providing recommendations on abatement options, management alternatives, environmental laws and regulations compliance, and technical issues;
- Provide sampling and assessment of suspect regulated materials including but is not limited to asbestos-containing materials (ACMs), lead-containing materials (LCMs), Polychlorinated biphenyl (PCB) containing Fluorescent Light Ballasts and Fluorescent Fixture - Mercury Vapor Lamps (MVL) in buildings;
- Complete environmental building surveys for buildings previously surveyed for asbestos;
- Perform roof asbestos surveys;
- Upon request, review and revise the current County Abatement Master Specifications (Attachment A) to the most current [Virginia Occupational Safety and Health Administration \(VOSHA\) standards](#);

- Perform testing and evaluation procedures for mold, indoor air quality and indoor environmental quality assessments. Testing protocol shall be consistent with those of [U.S EPA](#)'s program office in Washington, D.C. A formal report will be provided to the County and a corrective action plan, if needed included on the report for implementation; and
- Provide electronic submission of survey reports for each project completed to the County Project Officer or designee.

The scope of work will **NOT** include:

- Occupational Safety and Health Administration (OSHA)- required sampling for abatement contractor's personnel on County projects;
- Repair surface finishes damaged by sampling, except to temporarily seal sample area.

DETAILED SCOPE OF SERVICES

Abatement Project Monitoring:

The Contractor shall perform all tasks as outlined in the County Abatement Master Specification (Attachment A).

The Contractor's duties and functions shall be to ensure that the work performed on County property complies with the project specifications and adhering to work practices in accordance with all applicable federal, state and local regulations.

Abatement Project Fee Proposals:

For all abatement projects the Contractor shall provide a comprehensive itemized project fee proposal, at unit prices provided on the Bid Form. Each fee proposal shall identify services, estimated hours, fees and number of days to complete, for any proposed work assignment, including both direct and indirect costs for any or all of the following:

- services provided by the Contractor,
- cost estimate for Abatement Contractor work,
- specification to current [VOSH standards](#), and
- abatement monitoring and reports.

Upon receiving the County's request abatement services, the Contractor shall submit the fee proposal to the County Project Officer or designee within ten (10) business days. If the project is determined by the County in its sole discretion to be an emergency, or if other work which cannot be delayed is being performed at the site, the fee proposal shall be provided to the County within three (3) business days of the County's request, at no additional cost to the County.

The County reserves the right to accept the fee proposal and authorize the Contractor to proceed, reject the fee proposal, or solicit another vendor to perform the proposed work if it is in the best interest of the County. Upon acceptance of the Contractor's proposal and the issuance of a valid County Purchase Order, the Contractor shall immediately proceed with the work assignment, and invoice the County upon completion at contract unit prices. Work that exceeds the proposal shall not be billed, unless authorized by the County Project Officer or designee in writing in advance of the work.

Project-specific specifications tailoring:

The Contractor shall tailor the County's Abatement Master Specifications (Attachment A) for each abatement project. A licensed project designer shall electronically submit the proposed changes to the County Project Officer or designee for approval.

For projects where the County prepared changes to the Master Specifications, a licensed project designer shall review the amended document and return it electronically to the Project Officer or designee with any further suggestions.

Sampling:

Sample collection, analysis and transportation services shall comply with all applicable regulations, as well as Virginia state and federal approved standards in effect at the time the service is performed.

The Contractor is responsible for the retention of a laboratory to perform various sample analysis testing under this Contract. The Contractor's laboratory shall maintain a written quality assurance and quality control (QA/QC) program that has been approved by the County. The QA/QC program shall include transport, laboratory, and data components. The QA/QC program shall be designed to assure that handling and transport procedures do not affect the samples' quality or influence their analyses.

Environmental Surveys of County buildings:

The Contractor shall provide environmental building surveys as requested by the County. Each survey shall identify and quantify interior and exterior material, as applicable per work assignment, documenting any potential adverse environmental health conditions or exposure sources, which may require special management and/or disposal during renovation and demolition. **The Environmental Building Survey will be performed by the Key Personnel related to this solicitation on a time and material capacity.**

Each survey shall include:

- 1) Verification of existing information concerning asbestos-containing materials and sampling of any previously suspect ACMs. Each survey report shall meet [Asbestos Hazard Emergency Response Act \(AHERA\)](#) standards and include quantities of both friable and non-friable ACMs, their condition assessment and recommendations for management. The survey report shall note the presence and condition of Category 1 Regulation ACMs (RACMs), and recommend which of them may be left in place during renovation or demolition;
- 2) Complete lead-based paint survey using X-Ray Fluorescence (XRF) and paint chip samples collected for laboratory analysis, if necessary, to clarify the XRF data;
- 3) Sampling and analysis of drinking water for lead content;
- 4) Inventory of fluorescent fixtures with:
 - a) An exact quantity of lamps (tubes),
 - b) An estimate of total quantity of polychlorinated biphenyl (PCB)-containing ballasts based on random visual examination of ten percent (10%) of the ballasts,
 - c) Mercury Vapor Lamps
- 5) Radon gas sampling and analysis, using charcoal absorption screening test kits exposed for approximately three (3) days under normal building conditions.

Master Specifications revisions:

Upon any changes in state or federal legislature, or as any other need arises, the Contractor shall, with prior written authorization of the Project Officer or designee, revise the County's Abatement Master Specifications (Attachment A) to ensure that they incorporate the most current applicable legislation and abatement procedures. The Contractor shall advise the County when such revisions are recommended. Recommended changes shall be submitted to the County Project Officer or designee electronically. Upon County approval, the changes will be incorporated into the Arlington County Abatement Master Specifications.

Abatement project management reports:

The Contractor shall prepare a written report at the completion of each assigned abatement project that contains all documentation compiled during the project. This documentation shall contain, at a minimum, an executive summary, a discussion of all significant events occurring during the project, original copies of all sampling analysis sheets, the name and signature of the person conducting clearance samples, daily log sheets, and work area sign-in and sign-out sheets.

All project reports and invoices shall be submitted electronically in Microsoft Office **or .pdf** format.

Deadlines:

For purposes of this section, "on-site work" refers to work requiring site visits on property owned, leased, or intended for acquisition by the County. "Off-site work" refers to all work performed at other locations, such as the Contractor's offices. Deadlines for electronic submission of all project reports and invoices to the County Project Officer or designee shall be in calendar days, as follows:

- For projects involving on-site work: fourteen (14) days from date of last on-site work;
- For projects involving off-site work only, such as providing the lead abatement master specification: twenty-one (21) days from receipt of work order;
- For certifications for demolition/renovation permit applications, in conjunction with abatement projects: three (3) days following the last waste removal from the site;
- For abatement contractor submittal review, in conjunction with abatement projects: three (3) days following receipt of submittal(s); and
- For abatement project design (tailoring existing Master Specifications): fourteen (14) days from the receipt of work order.

Overtime Pay:

The County retains the right to require the Contractor's employees to work additional hours based on the project needs. Work performed Monday through Friday between the hours of 7:00 am and 5:00 pm shall be paid using the regular pay rate provided in the Bid Form. Overtime pay will be applied to any hours worked outside of the above specified hours, to include, evenings, weekends and Holidays, and will be calculated using the hourly rates provided in the Bid Form multiplied by 1.5.

Regulatory compliance:

The Contractor's advice and recommendations provided to the County shall be in compliance with all applicable Federal, State and Local regulations.

Where regulations differ, the Contractor shall advise compliance with the most stringent applicable regulation. If these regulations change, or are under a legislative proposal process, the Contractor shall immediately notify the County of all pertinent details in writing. If no regulatory standard exists which specifically pertains to the County, the Contractor shall advise the most "state of the art" industry standard known at the time and offer other alternative standards/approaches. Lead-related work shall comply with the most current [Virginia Lead-based Paint Activities Regulations](#).

CONTRACTOR STAFF QUALIFICATIONS

The Contractor shall identify and utilize a project team qualified to maintain a level of service that meets the requirements of this solicitation. Project management shall place emphasis on completeness and accuracy of reports, technical quality of work, regulatory compliance and adherence to project schedules and budgets. The project team shall include a Principal of the firm, Project Manager, personnel licensed to perform the work assigned, and necessary support staff, as outlined below.

- A Contract Manager shall be assigned to the Contract within ten (10) days of contract award. The Contract Manager shall be experienced in project management, supervise employees, knowledgeable in all aspects of hazardous materials abatement services and have the ability to troubleshoot problems quickly and consult with the County's Project Officer about remedies. The Contract manager shall be responsible for quality control and may be required to meet with the County Project Officer for progress meetings and site tours.

The Contract Manager's hours are not billable to the Contract and shall be considered Contractor overhead.

- A Project Manager shall be familiar with all aspects of ACM, LCM, PCB containing fluorescent ballasts, and Fluorescent Fixture-mercury vapor lamp (MVL) inspection, project design, management planning, risk assessment and abatement operations to include Indoor Air Quality and Indoor Environmental Quality, mold remediation and has leadership and management capabilities proven in previous projects. The Project Manager shall:
 - have a minimum of five (5) years of experience in a HAZMAT project management role.
 - serve as the Contractor's primary contact person for the contract and shall manage and be responsible for the performance of the Contractor's entire field, office and laboratory staff as required.
 - review all reports.
 - be readily accessible by telephone and e-mail.
 - be permanently assigned throughout the duration of the Contract. However, if a replacement is necessary, then the newly assigned Project Manager must be approved by the County.
- The Contractor shall have available adequate, qualified staff to respond to the County's needs, including weekend work, 24 hour/day work, multiple projects running concurrently, emergencies, rush jobs, and projects which may occur for extended periods of time. The personnel resources available for this Contract shall include a minimum of one (1) employee licensed by the Virginia Department of Professional and Occupation Regulation within each of the below categories:

- asbestos inspector
 - asbestos management planner
 - asbestos project designer
 - asbestos project monitor
 - lead inspector
 - lead risk assessor
 - lead project designer
- The Contractor shall also include a minimum of one (1) employee certified by American Council for Accredited Certification (ACAC) and/or National Organization of Remediators and Mold Inspectors (NORMI) and/or a Certified Industrial Hygienist (CIH) certification for the below personnel:
 - Indoor air quality specialist
 - All personnel assigned to the Contract shall have at least two (2) years of experience in the type of work performed. All personnel assigned to the Contract shall maintain Environmental Protection Agency (EPA)-required training and Virginia-required licensure to perform the work.
 - Project Monitors shall also be certified in on-site phase contrast microscopy (PCM) reading procedures and shall have attended PCB awareness training.
 - All Project Monitors and Inspectors shall be certified for working in confined spaces, as defined by the [Occupational and Safety Hazards Administration \(OSHA\)](#).
 - The Contractor may not replace key personnel identified in its bid, including the approved Project Manager, without the County's written approval. The Contractor must submit any request to remove or replace key personnel or subcontractors to the County Project Officer at least 15 calendar days in advance of the proposed action. The request must contain a detailed justification, including identification of the proposed replacement and his or her qualifications.

If the approved Project Manager must be absent for an extended period, the Contractor must provide an interim Project Manager, subject to the County's written approval.

If the approved Project Manager resigns or is terminated by the Contractor, the Contractor will replace the Project Manager with an individual with similar qualifications and experience, subject to the County's written approval.

INFORMATION PROVIDED BY THE COUNTY FOR EACH PROJECT:

- For environmental building survey projects: a copy of the existing asbestos survey, abatement records (if available), and manufacturer's specifications for any newly-installed building materials;
- Basic project site information, such as overall square footage, floor plans, year built, etc.; and
- Upon request: a copy of the most current architectural/engineering drawings for the project sites, including mechanical and plumbing sheets, if available.

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 20-257-ITB

REVISED BID FORM DATED JUNE 29, 2020

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

BIDS WILL BE OPENED AT 2:00 P.M., ON JULY 9, 2020

FOR PROVIDING HAZARDOUS MATERIAL TESTING & MONITORING SERVICES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

GRAND TOTAL FOR SECTIONS A, B, & C \$ _____

Hourly Rates and Unit Prices shall include all labor, material, delivery costs, administrative, overhead and profit.

A. KEY PERSONNEL:

Position	Hourly Rates
Project Manager	\$ _____
Asbestos Inspector	\$ _____
Asbestos Management Planner	\$ _____
Asbestos Project Designer	\$ _____
Asbestos Project Monitor	\$ _____
Lead Inspector	\$ _____
Lead Risk Assessor	\$ _____
Lead Project Designer	\$ _____
Indoor Air Quality Specialist	\$ _____
TOTAL	\$ _____

B. SAMPLE ANALYSIS FEES: Sample analysis fees shall include all materials, equipment, analytical personnel, subcontractor's charges and delivery/transportation costs associated with analyzing each sample. Project management, office support, sample report (including interpretation and recommendation, if applicable) and report administration and quality control costs shall be included in the sample analysis unit fee. Turn-around time (TAT) shall refer to the time, in calendar days or hours, as specified, from collecting the sample to written communication of results to the County Project Officer or their designee.

- AIR SAMPLES/TAT (including all off-site labor and all supplies). Note: All samples listed below refer to asbestos samples except for Radon Screening Test Kit. **Indoor Air Quality Testing parameters include: Carbon Dioxide, Carbon Monoxide, Temperature and Relative humidity.**

Description	Unit Price
Transmission Electron Microscopy (TEM) air/ 2 days	\$ _____
Transmission Electron Microscopy (TEM) air/ 1 day	\$ _____

Transmission Electron Microscopy (TEM) air/ 12 hours	\$ _____
Phase Contrast Microscopy (PCM)/ 1 day	\$ _____
Phase Contrast Microscopy (PCM)/ 1 hour (on-site analysis)	\$ _____
Radon Screening Test Kit	\$ _____/kit
Indoor Air Quality Test/ 1 day	\$ _____
TOTAL	\$ _____

2. **MATERIALS (BULK) SAMPLES/TAT:** Note: All samples listed below refer to asbestos samples. **Point Counting reporting limits: <0.1%.**

Description	Unit Price
X-ray fluorescence (lead)/ 1 day	\$ _____
Paint Scraping Samples Analyzed by NIOSH Method 7082M	\$ _____/sample
Toxicity Characteristic Leaching Procedure-Lead/ 48 hours	\$ _____
Lead in Drinking Water Samples Analyzed by EPA Method 200.8	\$ _____/sample
Polarized Light Microscopy (PLM)/ 2 days	\$ _____
Polarized Light Microscopy (PLM)/ 1 day	\$ _____
Point counting/ 2 days	\$ _____
Gravimetric/ 2 days	\$ _____
X-ray diffraction/ 2 days	\$ _____
TOTAL	\$ _____

3. **OTHER SAMPLES RELATED TO THE WORK OF THIS CONTRACT:**

Description	Unit Price
Microbial Analysis:	
Spore Trap (24- hour TAT)	\$ _____/sample
Surface Swab (24- hour TAT)	\$ _____/sample
Surface Tape (24- hour TAT)	\$ _____/sample
Culturable ID Genus	\$ _____/sample
Culturable ID Species	\$ _____/sample
Silica	\$ _____/sample
Formaldehyde (3-day TAT)	\$ _____/sample
Construction Dust (3-day TAT)	\$ _____/sample
Polychlorinated Biphenyls (PCBs) (3-day TAT)	\$ _____/sample
TOTAL	\$ _____

4. PLEASE PROVIDE THE NAME AND ADDRESS OF THE LABORATORY THAT WILL BE PROVIDING SAMPLE ANALYSIS SERVICES UNDER THIS CONTRACT:

- C. **PROJECT-BASED PRICES:** One fee will be charged per project, along with any related on-site personnel and sampling charges, for the following (requirements and deadlines are specified in Scope of Services).

Description	Unit Price
Review/revision of master specification	\$ _____ ea.
Provision of reports on CD	\$ _____/report
Abatement project cost estimate	\$ _____ ea.
Abatement project Design: County – generated specification tailoring, submitted for Contractor review and approval	\$ _____ ea.
Abatement project Design: Contractor – generated specification tailoring	\$ _____ ea.
TOTAL	\$ _____

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)

CORPORATION

LIMITED PARTNERSHIP

option)

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

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

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?

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.

Company Qualifications: Bidders shall have 5 years of experience in HAZMAT surveying, monitoring and assessment. Bidder shall provide verification that asbestos and lead inspectors have received training for permit-required confined space entry per [OSHA standard 29 CFR 1910.146](#) with their bid submission. The experience shall be work of similar size and scope.

Bidders shall provide written Quality Assurance and Quality Control (QA/QC) program proposed by their laboratory.

Project Experience: Bidders shall provide a list of projects, of similar size and scope, that have been executed during the past five (5) years for consideration of application to the below individual requirements. Each project shall meet all of these requirements and bidders can submit separate projects for each requirement.

- Have completed ten (10) HAZMAT surveying, monitoring and assessment projects within the past five years.
- Have completed at least one (1) HAZMAT surveying, monitoring and assessment projects for a local, state, or federal government agency.

Bidders' list shall include the following information to show compliance with the experience criteria:

- Project Name
- Project description and scope of work
- Final contract value

Bidders' shall submit the bidder qualification matrix and complete with as much detail as required to confirm you meet each qualification.

Staffing Qualifications: All key personnel proposed for this project must have experience as designated key personnel in similar size and type of projects.

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.*).

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

COVERAGE MINIMUM(S)

- 1. Workers' Compensation Statutory limits of Virginia
- 2. Employer's Liability \$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- 3. Commercial General Liability \$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- 4. Premises/Operations \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 5. Automobile Liability \$1 Million BI/PD each accident, Uninsured Motorist
- 6. Owned/Hired/Non-Owned Vehicles \$1 Million BI/PD each accident, Uninsured Motorist
- 7. Independent Contractors \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 8. Products Liability \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 9. Completed Operations \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 10. Contractual Liability (Must be shown on Certificate) \$500,000 CSL BI/PD each occurrence,
\$1 Million annual aggregate
- 11. Personal and Advertising Injury Liability. \$1 Million each offense, \$1 Million annual aggregate
- 12. Umbrella Liability \$1 Million Bodily Injury, Property Damage and Personal Injury
- 13. Per Project Aggregate
- 14. Professional Liability
 - a. Architects and Engineers \$1 Million per occurrence/claim
 - b. Asbestos Removal Liability \$2 Million per occurrence/claim
 - c. Medical Malpractice \$1 Million per occurrence/claim
 - d. Medical Professional Liability \$ Limits as set forth in Virginia Code 8.01.581.15
- 15. Miscellaneous E&O \$1 Million per occurrence/claim
- 16. Motor Carrier Act End. (MCS-90) \$1 Million BI/PD each accident, Uninsured Motorist
- 17. Motor Cargo Insurance
- 18. Garage Liability \$1 Million Bodily Injury, Property Damage per occurrence
- 19. Garagekeepers Liability \$500,000 Comprehensive, \$500,000 Collision
- 20. Inland Marine-Bailee's Insurance \$ _____
- 21. Moving and Rigging Floater Endorsement to CGL
- 22. Crime and Employee Dishonesty Coverage \$ _____
- 23. Builder's Risk Provide Coverage in the full amount of Contract, including any amendments
- 24. XCU Coverage Endorsement to CGL
- 25. USL&H Federal Statutory Limits
- 26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County
at least 30 days prior to action.
- 28. The County shall be an Additional Insured on all policies except Workers Compensation and
Auto and Professional Liability.
- 29. Certificate of Insurance shall show Bid Number and Bid Title.
- 30. 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: _____

BIDDER'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____