



**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 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.*

**VIRGINIA CONTRACTOR'S LICENSE NUMBER:**

\_\_\_\_\_

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

\_\_\_\_\_

**HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED, ENJOINED, OR SUSPENDED 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 certifies that (Bidder Name) \_\_\_\_\_ is currently registered with the Virginia State Board of Contractors as required by the Code of Virginia. Certificate Number \_\_\_\_\_ for a Class \_\_\_\_ License was issued on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The undersigned further certifies that the registration fee and all renewal fees required under law have been paid.

**TIME LIMIT FOR PROJECT:** SUBSTANTIAL COMPLETION – 210 **CALENDAR DAYS**  
FINAL COMPLETION – 40 **CALENDAR DAYS** FROM  
SUBSTANTIAL COMPLETION

**LIQUIDATED DAMAGES:** SUBSTANTIAL COMPLETION - **\$1,524.39** PER DAY  
FINAL COMPLETION - **\$1,524.39** PER DAY

**MINIMUM BIDDER QUALIFICATIONS:**

In a separate attachment, Bidders shall provide the following documentation:

- Proof of eight years of experience in construction/demolition of commercial buildings projects in excess of \$500,000. The Bidder's experience shall include work of similar size and scope. The Bidder's obtained project experience shall consist of the following:
  - Building demolition of multi-story buildings
  - Shoring & Bracing
  - Site improvements
  
- List of three sample projects similar projects recently completed projects that involving the same material, equal size, and comparable length. For each project, Bidders shall list the following information:
  - Project Name
  - Project description and Bidder's scope of work within the project, which shall include number of stories of building, floor numbers in which renovation work was completed, and total renovation area in square feet
  - Building owner's name, telephone number and email address
  - Project manager's name, telephone number and email address
  - Work start date, scheduled completion, and actual completion date
  - Initial contract cost and final contract cost

The experience of the contractor owner(s) may be imputed to a newly formed company/Contractor provided the Contractor owner(s) has/have at least eight (8) years of demonstrated experience of reliability and meets the criteria set forth herein.

- Proof of registered Land Disturber certification in Arlington County or State of Virginia, or Bidder must provide proof of having a licensed P.E. on staff assigned to this project. This is required for demolition.
  
- Proof of Virginia CBC Contractor's license.
  
- Resumes of the proposed Superintendent and Project Manager assigned to this work, who shall have at least five (5) years of experience each in overseeing projects of similar type and size for Land Disturbance, demolition, reconstruction, building renovation exceeding 8,000 square feet and total construction cost in excess of \$500,000. The bidder or his agents, i.e. the Superintendent or Project Manager shall have a registered Land Disturber certification in Arlington County or State of Virginia, or Bidder must have a licensed P.E. on staff assigned to this project. Bidder shall submit resumes of the proposed Superintendent and Project Manager with their Bids. Bidder shall also submit the following information for both the Project Manager and Superintendent:
  - Project description and Bidder's scope of work within the project that the Project Manager/Superintendent was responsible for, which shall include number of stories of building, floor numbers in which renovation work was completed, and total renovation area in square feet
  - Building owner's name, telephone number and email address

- Principal/Project Architect name, telephone number and email address
- Project Manager/Superintendent name, telephone number and email address
- Work start date, scheduled completion, and actual completion date
- Initial contract cost and final contract cost
- Land Disturbance Registration number of Project Manager or Superintendent, or P.E.  
Registration number of staff member assigned to this project.

**COMPLETE THE PRICING SHEET PROVIDED WITH THE BID DOCUMENTS AS ATTACHMENT A TO ITB NO. 22-DES-ITBPW-231 AND SUBMIT IT WITH YOUR BID.**

**FAILURE TO SUBMIT THE PRICING SHEET WITH THE BID WILL DEEM THE BIDDER NONRESPONSIVE.**

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 FROM THE VENDOR REGISTRY WEBSITE AT: [HTTPS://VRAPP.VENDORREGISTRY.COM/BIDS/VIEW/BIDSLST?BUYERID=A596C7C4-0123-4202-BF15-3583300EE088](https://vrapp.vendorregistry.com/bids/view/bidslst?buyerid=A596C7C4-0123-4202-BF15-3583300EE088).

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID. **NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.**

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

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, sections, and paragraphs of the bid that contain such data or materials:

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State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:

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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: \_\_\_\_\_

ACKNOWLEDGEMENT OF COUNTY COVID-19 VACCINATION POLICY

I, \_\_\_\_\_(hereinafter referred to as “Bidder”), certify that I will comply with the COVID-19 Vaccination Policy as a condition of contract award which may require that all contractor employees or subcontractors who will be working on the contract are fully vaccinated against COVID-19, or being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

**Signed:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_



**INSURANCE CHECKLIST**

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

**COVERAGES REQUIRED**

**COVERAGE MINIMUM(S)**

- X1. Workers' Compensation ..... Statutory limits of Virginia
  - X2. Employer's Liability ..... \$500,000 accident, \$500,000 disease, \$500,000 disease policy limit
  - X3. Commercial General Liability ..... \$1,000,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X4. Premises/Operations ..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X5. Automobile Liability ..... \$1 Million BI/PD each accident, Uninsured Motorist
  - X6. Owned/Hired/Non-Owned Vehicles ..... \$1 Million BI/PD each accident, Uninsured Motorist
  - X7. Independent Contractors ..... \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X8. Products Liability ..... \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X9. Completed Operations ..... \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X10. Contractual Liability (Must be shown on Certificate) ..... \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
  - X11. Personal and Advertising Injury Liability ..... \$1 Million each offense, \$1 Million annual aggregate
  - X12. Umbrella Liability ..... \$1 Million Bodily Injury, Property Damage and Personal Injury
  - 13. Per Project Aggregate
  - X14. Professional Liability
    - a. Architects and Engineers ..... \$1 Million per occurrence/claim
    - X 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 ..... \$ \_\_\_\_\_
  - X23. Builder's Risk ..... Provide Coverage in the full amount of Contract, including any amendments
  - X24. XCU Coverage ..... Endorsement to CGL
  - 25. USL&H ..... Federal Statutory Limits
  - X26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
  - X27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
  - X28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.
  - X29. Certificate of Insurance shall show Bid Number and Bid Title.
  - X30. 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:
      - Business Auto Liability ..... \$2 Million per occurrence with MCS-90 and CA 9948 (or equivalent endorsements specifically referenced in the certificate of insurance)
  - 31. Cyber insurance ..... \$2 Million per occurrence/Aggregate
32. OTHER INSURANCE REQUIRED: \_\_\_\_\_

**INSURANCE AGENT'S STATEMENT:**

I have reviewed the above requirements with the Bidder named below and have advised the Bidder 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: \_\_\_\_\_

