

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

ADDENDUM NO. 2

Arlington County ITB 21-DES—ITB-517 for Minor Building Repair and Construction Services is amended as follows:

- The due date for bids was extended to **March 4, 2020 at 2:00 pm** in Addendum No.1
 - **The revised Bid Sheet must be used to respond to the solicitation. Bidders will be deemed non-responsive if the revised Bid Sheet submitted.**
 - ***THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS RFP. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.***
1. Question: Section IV. B; 13: SURVEYS AND CONTROLS (page 47)
The professional land surveyor is not listed on the Bid Form Labor Rates. Do we add this position to the Bid Form?
ANSWER: No, Section IV; B; 13: SURVEYS AND CONTROLS is deleted from scope of work as not applicable to the service requirements.
 2. Question: Section IV; B; 14: AS-BUILT DRAWINGS (page 47)
The CADD position is not listed on the Bid Form Labor Rates. Do we add this position to the Bid Form?
ANSWER: No, Section IV; B; 14: AS BUILT DRAWINGS is deleted from scope of work as not applicable to the service requirements.
 3. Question: Section IV; B; 15: WEB BASED RECORDS DOCUMENTATION
Do we need to submit a price for expertise with e-Builder?
ANSWER: No, Section IV; B; 15: WEB BASED RECORDS DOCUMENTATION is deleted from the scope of work as not applicable to the service requirements.
 4. Question: Section IV; C; 9: CONTRACTOR MANAGEMENT PERSONNEL
The Superintendent or Foreman positions are not listed on the Bid Form Labor Rates. Do we add these positions to the Bid Form?
ANSWER: The County has revised the Bid Form to include Superintendent or Foreman position. All Bidders must use the revised Bid Form to be deemed responsive.
 5. Question: Section IV; E; 3: SAFETY AND ACCIDENT PREVENTION
The Safety Officer position is not listed on the Bid Form. Do we add this position?
ANSWER: The County's position is that the Contractor's Superintendent or Foreman can complete this task. Therefore, a Safety Officer position is not required.
 6. Question: Section VI; QUALIFICATION OF BIDDERS
Do we provide the resume of the proposed Forman/Superintendent only, or the proposed Forman/Superintendent and proposed Project Manager?
ANSWER: Provide resumes of the proposed Project Manager and the Foreman/Superintendent.

7. Question: Qualification of Bidders, Part 2 requests documentation of “All Bidder’s employees assigned to this contract (except for the Contract Manager) must have a current OSHA confined Space Safety Training”. Do we need to provide every employee’s certificate, or can we provide our training records or a statement that our employees receive this training?
ANSWER: Statement will suffice.
8. QUESTION: Confirm a Bid Bond is not required.
ANSWER: Bid Bond is not required.
9. QUESTION: Confirm there are no MBE/SBE/VSBE/SWaM requirements.
ANSWER: There are no MBE/SBE/VSBE or SWaM requirements for this solicitation.
10. QUESTION: Can Bidders submit resumes for multiple personnel for each position required per page 8, number 5 of Qualification of Bidders?
ANSWER: Yes
11. QUESTION: Page 12 of the ITB states that no individual project will exceed \$100,000 and page 14 references projects up to \$150,000. Clarify what the maximum project size will be.
ANSWER: Scope revised to reference single project to not exceed \$150,000 under this contract.
12. QUESTION: Confined Space: Per page 7 of the ITB under item # 18. Qualifications of Bidders, Minimum Qualification of Requirements item #2. It is stated that all bidder’s employees assigned to this contract must have a current OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 “Permit Required Confined Spaces”. Can this requirement be fulfilled within 30 days of award of the contract?
ANSWER: No.
13. QUESTION: If you must subcontract certain contract labor positions in the bid form submission does an OSHA Confined Space Safety Training Certification need to be presented for the firms you may subcontract to?
ANSWER: Yes, upon request by the County Project Officer.
14. QUESTION: Indicate if every position listed on the bid form or rather every trade employee with the contractor’s firm must have a confined space permit certification submitted with their bid.
ANSWER: See response to Question #7.
15. QUESTION: Project Manager: Please define if the Project manager position in the contract labor rates section pertains for an office-based Project Manager or an onsite based superintendent / foreman?
ANSWER: Depends on the needs of the project, the County Project Officer will advise on the project specifics and required on-site versus off-site Contractor personnel.
16. QUESTION: Who are the five (5) incumbents who currently hold the Arlington County Minor Repairs contract?
ANSWER: Colossal Contractors, Tito Contractors, Unisource Services, TMG Construction, and Combined Services.
17. QUESTION: What is the expected annual volume spend that will be allocated to this contract?
ANSWER: THE County is not providing the budget.
18. QUESTION: What has historically been spent on this contract with the 5 contractors?
ANSWER: Approximately \$280,000 per year.

19. QUESTION: Subcontractor Markup: Please confirm that the allowable percentage mark up for subcontractors in the event that the awarded contractor must subcontract certain parts of their contracted work is per the mark ups listed on Page 75 of the ITB.

ANSWER: This section "Force Account Work" deleted in its entirety from the scope of work.

20. QUESTION: Material Markup: Please confirm that there is no Overhead or Profit markup permitted to be charged for material per page 16 of the ITB. All overhead or profit or materials must be included in the contract labor rates pricing. Page 73 of the ITB states the contractor is entitled to 15% Overhead & Profit for material. Please confirm if Overhead & Profit are allowable to materials and at what percentage increase if allowable.

ANSWER: Language pertaining to Force Account work section is removed entirely from the scope of work. Confirming that there is no Overhead or Profit markup permitted under this contract- all such costs must be included in the fully loaded labor rates pricing.

21. QUESTION: Equipment Mark Up: Please confirm that there is no Overhead or Profit markup permitted to be charged for material per page 16 of the ITB. All overhead or profit or equipment must be included in the contract labor rates pricing. Page 75 of the ITB states the contractor is entitled to 10% Overhead & Profit for equipment. Please confirm if Overhead & Profit are allowable to materials and at what percentage increase if allowable.

ANSWER: Please see response to question #19.

22. QUESTION: Incidental Materials: Per page 16 of the ITB under "Contract Rates" item #1 it is stated that all "incidental materials are to be included in the contract labor rates. Please determine how the County defines incidental materials.

ANSWER: Items carried on hand of which no record of use is kept for example, pens, rubber bands, paper clips etc.

23. QUESTION: Non-Listed Trade Personnel: If there is a trade asked to be performed that is not listed in the contract labor rates sections please identify how the contractor would provide pricing for non-listed trades people for a construction project if those labor rates are not listed in the contract labor rates portion of this contract.

ANSWER: Only the listed labor type personnel in the revised bid form will be used for this contract.

The balance of the solicitation remains unchanged.

Arlington County, Virginia
Vanessa Moorehead
Procurement Officer
vmoorehead@arlingtonva.us

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

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

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

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 21-DES-ITB-517

**REVISED
BID FORM**

ELECTRONIC BIDS WILL BE RECEIVED BY THE COUNTY VIA VENDOR REGISTRY NOT LATER THAN
2:00 P.M., MARCH 4, 2021 FOR:

PROVISION OF MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES

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 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

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.

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	Labor Rate <u>Regular Time</u>	Estimated Hours	<u>Total</u>
Superintendent or Foreman	\$ _____/hour x 25=		\$ _____
Project Manager	\$ _____/hour x 25 =		\$ _____
Lead carpenter	\$ _____/hour x 1500 =		\$ _____
Carpenter's helper	\$ _____/hour x 1750 =		\$ _____
Brick mason	\$ _____/hour x 75 =		\$ _____
Cement finisher	\$ _____/hour x 75 =		\$ _____
Drywall installer/finisher	\$ _____/hour x 250 =		\$ _____
Plasterer/painter/wall finisher	\$ _____/hour x 750 =		\$ _____
Laborer	\$ _____/hour x 500 =		\$ _____
Helper	\$ _____/hour x 500 =		\$ _____
Ceramic tile setter	\$ _____/hour x 200 =		\$ _____
Ceramic tile helper	\$ _____/hour x 200 =		\$ _____
Millwork finisher	\$ _____/hour x 250 =		\$ _____
Electrician	\$ _____/hour x 500 =		\$ _____
Plumber	\$ _____/hour x 500 =		\$ _____
Sheetmetal worker	\$ _____/hour x 250 =		\$ _____
Snow removal Forman	\$ _____/hour x 25 =		\$ _____
Snow removal laborer	\$ _____/hour x 150 =		\$ _____
2. <u>Contractor's Support Equipment</u>			
Pickup truck and driver	\$ _____/hour x 250 =		\$ _____
Truck and driver (5 cubic yards minimum capacity)	\$ _____/hour x 125 =		\$ _____

Air compressor and operator \$ _____/hour x 150 = \$ _____

Mortar mixer \$ _____/hour x 150 = \$ _____

BIDDERS MUST BID ON ALL LINE ITEMS TO BE DEEMED RESPONSIVE.

GRAND TOTAL 1-2 (Total Labor Rates and Total Contractor's Support Equipment):

\$ _____

II. MINIMUM QUALIFICATION REQUIREMENTS:

Provide documentation demonstrating compliance with the mandatory minimum qualification requirements listed below. BIDS SUBMITTED WITHOUT FULL SUPPORTING DOCUMENTATION MAY BE CONSIDERED NONRESPONSIVE.

1. The Bidder must hold a valid Contractor License, Class B minimum, from the Virginia Department of Professional and Occupational Regulation.
2. All Bidder's employees assigned to this contract (except for the Contract Manager) must have a current OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 "Permit- Required Confined Spaces".
3. Proof of [five (5) years] continuous years of experience conducting public works infrastructure and [minor construction services] projects. The experience shall be work of similar size and scope.
4. List of five (5) 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
 - 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
5. Resume of the proposed Foreman with their Bids Foreman/Superintendent/ Project Manager assigned to this work, who shall have at least five (5) years of experience in overseeing projects of similar type and size.

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/BIDSLIST?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:

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

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: _____

REFERENCES

Bidders should provide three (3) references for similar goods that have been provided by the Bidder within the past 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)

- X__1. Workers' Compensation Statutory limits of Virginia
- X__2. Employer's Liability \$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- X__3. Commercial General Liability.....\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- X__4. Premises/Operations\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X__5. Automobile Liability.....\$1 Million BI/PD each accident, Uninsured Motorist
- X__6. Owned/Hired/Non-Owned Vehicles.....\$1 Million BI/PD each accident, Uninsured Motorist
- X__7. Independent Contractors\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X__8. Products Liability\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X__9. Completed Operations\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X__10. Contractual Liability (Must be shown on Certificate) \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X__11. Personal and Advertising Injury Liability. \$1 Million each offense, \$1 Million annual aggregate
- X__12. Umbrella Liability \$1 Million Bodily Injury, Property Damage and Personal Injury
- X__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
- X__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. Garage keepers 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
- X__26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- X__27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
- X__28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.
- X__29. Certificate of Insurance shall show Bid Number and Bid Title.
- X__30. **Certificate Holder shall be: The County Board of Arlington County, VA c/o The Purchasing Agent, 2100 Clarendon Blvd. Suite 500, Arlington, VA 22201**
- __31. 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: _____