

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

INVITATION TO BID NO. 21-DES-ITB-543

ADDENDUM NO. 01

Arlington County Invitation to Bid No. 21-DES-ITB-543 for Maintenance, Inspections, and Repair of Generator Equipment and Systems is amended as follows:

1. THE BID DUE DATE AND TIME IS AMENDED AS FOLLOWS:

ELECTRONIC SEALED BIDS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 4:00 P.M. ON THE 19TH DAY OF MARCH 2021

2. THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS ITB. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.

Question 1: We don't provide parts at cost, nor do we provide receipts. This requirement will limit your submission of bids, please state whether or not it will be deemed acceptable to put a mark up on parts as well as withholding receipts as confidential company information.

Answer 1: In lieu of providing parts at cost with proof of receipt, Contractor may choose to provide parts at a fixed percentage off of list price with proof of price list. Please see the attached revised Bid Form reflecting this change.

Questions 2: The system has a lot of proprietary software. What is expected outside of maintenance? Do you expect any one company to service the entire system? How does this tie into an emergency response?

Answer 2: We expect the Contractor to have access to all the tools and materials including software necessary to maintain the systems described in the ITB. Some of these systems are quite specialized and we expect that many bidders may want to work with subcontractors to accomplish certain tasks. Wherever possible we will ensure that controller programs and configurations are unlocked and accessible, but we cannot provide the software needed to access them.

Question 3: How does this tie into an emergency response?

Answer 3: The intent of the emergency response section of the ITB is to ensure that Contractor is able to initiate troubleshooting within the two-hour timeframe if the generators themselves are unable to provide power to the WPCP when the incoming power feed is lost. Because this is a wastewater treatment plant, if power is lost and the generators do not come online automatically, the incoming flow will very quickly overwhelm our system.

Scenarios which don't require a response within two hours:

1. In the event that an ancillary system is not functioning correctly, but the generators are still able to power the plant in an emergency, it is not necessary for the Contractor to be onsite within two hours.

2. If an ancillary system is found to be not working during a routine inspection but is critical enough that its malfunction will prevent the generators from running, the Project Officer shall be consulted to develop a schedule for repair.

3. THE BID FORM IS AMENDED AND PROVIDED AS AN ATTACHMENT TO THIS ADDENDUM 01.

4. THE SOLICITATION IS AMENDED AS FOLLOWS:

- I. Section II, Scope of Work, Section IV, Pricing, Paragraph 3 is replaced in its entirety with the following:

All replacement parts procured by the Contractor and used in any subsequent repairs throughout the duration of the contract shall either be provided at a percentage off Contractor's list price and accompanied by the Contractor's current list price or reimbursed at cost and must be accompanied by a receipt (as indicated during original bid submission and subsequent Contract creation), and when applicable, by the manufacturer's warranty documentation. The Contractor shall not have any reimbursement recourse for the cost of the replaced part(s) without a valid and true receipt for the purchase and a complete set of applicable warranty documentation.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Kaylin Schreiber
Procurement Officer

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 01.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 21-DES-ITB-543

B I D F O R M

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

BIDS WILL BE OPENED AT 4:01 P.M., ON MARCH 18, 2021

FOR PROVIDING INSPECTION, MAINTENANCE, AND REPAIR OF GENERATOR EQUIPMENT AND SYSTEMS PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

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

SUBMITTED BY:

(legal name of entity)

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.:

E-MAIL ADDRESS:

THIS ENTITY IS INCORPORATED IN:

THIS ENTITY IS A:

(check the applicable option)

CORPORATION

LIMITED PARTNERSHIP

GENERAL PARTNERSHIP

UNINCORPORATED ASSOCIATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP

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

YES

NO

IDENTIFICATION NO. ISSUED TO THE ENTITY BY THE SCC:

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

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

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 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?

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 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.

MINIMUM BIDDER SUBMISSION REQUIREMENTS:

Bidders must submit the following items with their bid submission in order to be deemed responsive:

1. Resumes and certifications of the Bidder’s Project Manager(s) and other key staff intended to be assigned to work on County property under this contract, including their name, title, and prior relevant experience. Key staff shall include certified technicians to perform the described work. Helpers and assistants working under the supervision of key staff need not be included.
2. At least three (3) references for similar work, all of which must be within the past three (3) years. The references shall be for scheduled and emergency (on-call) inspection, maintenance, repair and part replacement services for generators similar to what is described in and required by this solicitation, and be 2MW or greater in size. Include contact name and e-mail address of the contact person, the organization name, dates of service and a brief description of the work performed. Invalid phone numbers and/or e-mail addresses will not be considered a valid reference. References shall be provided using the reference form included in the Bid Form.
3. List of any subcontractors intended to be used for work under this Contract, and the Work and overall percentage of Work they are intended to perform provided in the Subcontractor table below.

RECOMMENDED QUALIFICATION:

Bidders are strongly encouraged to hold an EGSA certification; however, this is not a mandatory requirement. Please submit proof of this certification if obtained.

PRICING SCHEDULE

ANNUAL MAINTENANCE

Line Item	DESCRIPTION	ANNUAL COST
1	Bi-Annual Generator System Inspection and Maintenance	\$
2	Bi-Annual Paralleling Switchgear Controls, Environmental Controls – Generator Cooling, SCRs, and Bi-Fuel System	\$

HOURLY RATES

Line Item	DESCRIPTION	REGULAR HOURLY RATE	OVERTIME HOURLY RATE (OVER 8 CONSECUTIVE HOURS OF WORK)
3	Project Manager	\$	\$
4	Generator and Bi-Fuel System Technician	\$	\$
5	Generator and Bi-Fuel System Technician Helper	\$	\$
6	Selective Catalytic Reduction (SCR) System Technician	\$	\$

AWARD SCHEDULE

Using the Annual Costs (Line Items 1-2) and the Regular Hourly Rates (Line Items 3-6) complete the pricing schedule below. In accordance with the Method of Award section, award will be made to the lowest responsive, responsible bidder based on Grand Total. Quantities listed for the Hourly Rates are estimates only and do not guarantee any amount of work during the Contract period.

Line Item Description	Unit of Measure	Unit Cost	Quantity	Extended Cost
Bi-Annual Generator System Inspection and Maintenance	Annual	\$	1	\$
Bi-Annual Selective Catalytic Reduction (SCR) System Inspection and Maintenance	Annual	\$	1	\$
Project Manager	Regular Hour	\$	10	\$
Generator and Bi-Fuel System Technician	Regular Hour	\$	64	\$
Generator and Bi-Fuel System Technician Helper	Regular Hour	\$	64	\$
Selective Catalytic Reduction (SCR) System Technician	Regular Hour	\$	24	\$
GRAND TOTAL				\$

MATERIALS

All charges for materials shall either be at Contractor's cost or at a Percentage Off of Contractor's List Price. Bidder must complete the table below to indicate how materials will be provided for all parts used for repair and service beyond routine maintenance. If selecting At Cost, place an X in that column for each applicable Part Vendor. If selecting Percentage Off List Price, include the numerical value for each applicable Part Vendor.

Part Vendor	At Cost	-OR-	Percentage Off List Price
Caterpillar			
IEA Inc.			
Miratech			
Woodward			
GE			
Square D			
Other Parts			

BID FORM, PAGE 5 OF 8
SUBCONTRACTOR PARTICIPATION

Subcontractor Name	Description of Work Intended to Be Performed

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:

BID FORM, PAGE 6 OF 8

BIDDER NAME: _____

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: _____

REFERENCES

Bidders must provide three (3) references for similar services that have been provided by the Bidder within the past three (3) 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
- __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
- 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. 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
- 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.
- __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: _____

OFFEROR'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____