

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 20-203-ITB

B I D F O R M

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

BIDS WILL BE OPENED AT 3:00 P.M., ON JUNE 18, 2020

FOR PROVIDING CHEVROLET ORIGINAL EQUIPMENT MANUFACTURER (OEM) PARTS AND IN-SHOP REPAIR SERVICES ON AN AS-NEEDED BASIS 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 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)*

**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 FROM THE COMMONWEALTH OF VIRGINIA'S eVA WEBSITE AT: [HTTP://WWW.EVA.VIRGINIA.GOV](http://www.eva.virginia.gov).

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

COMPLETE THE PRICING PRICING SHEET PROVIDED WITH THE BID DOCUMENTS AS ATTACHEMENT A TO ITB NO.20-203-ITB AND SUBMIT IT WITH YOUR BID.

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

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:

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 should provide 3 references for similar services 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:

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: _____

OFFEROR'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____