

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 23-DPR-ITBLW-431

B I D F O R M

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

BIDS WILL BE OPENED AT 1:30 P.M., ON JANUARY 13, 2022

FOR PROVIDING POOL MAINTENANCE AND REPAIR SERVICES 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 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 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](#).

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 QUALIFICATIONS:

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

Company Qualifications:

- Submit a list of contracts for Pool Maintenance and Repair Services, of similar size and scope, that have been executed during the past five (5) years.

Staffing Qualifications:

- Submit resumes of all key personnel proposed for this project that 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 an Offeror in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-112 of the Arlington County Purchasing Resolution, however, an Offeror seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the specific data or materials to be protected and state the reasons why protection is necessary. Please note that designation of an entire bid, proposal, or prequalification application or of line-item prices or the total bid amount is prohibited.

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: _____

Pool Maintenance and Repair Bidders Qualification Matrix					
#	Question	Confirmation (Yes/No)	Project Names	Project Description	Final Contract Value
1	Has 5 years of experience in providing Pool Maintenance and Repair Services of similar size and scope.				
2	Have five (5) years' experience installing Neptune Benson regenerative Media Filters for an indoor aquatic athletic and leisure environment.				
3	Have one (1) year experience maintaining Axiall and Accutab Acid Rite Feeders for an indoor aquatic and leisure environment.				
4	Have one (1) year experience servicing and maintaining ETS UV water treatment.				
5	Will provide at least one (1) certified Installer with three (3) years of experience installing and maintaining Axiall and Accutab Acid Rite Feeders for an indoor aquatic and leisure environment				
6	Will provide at least one (1) certified Installer with three (3) years of experience installing Neptune Benson regenerative Media Filters for an indoor aquatic and leisure environment				
7	Will provide at least one (1) certified Lochinvar pool heater maintenance and service technician.				
8	Will provide at least one (1) technician/personnel with three (3) years' experience servicing and maintaining UV Sanitizing equipment.				

INSURANCE CHECKLIST

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

COVERAGES REQUIRED

LIMITS (FIGURES DENOTE MINIMUMS)

- _X_1. Workers' Compensation.....Statutory limits of Virginia
- _X_2. Employer's Liability.....\$500,000/accident, \$500,000/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.....\$1 Million CSL BI/PD each occurrence, \$ 2 Million annual aggregate
 - _X_7. Independent Contractors.....\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - _X_8. Products Liability..... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - _X_9. Completed Operations..... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - _X_10. Contractual Liability (Must be shown on Certificate.... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - _11. Personal and Advertising Injury Liability.....\$1 million each offense, \$2 Million annual aggregate
 - _21. Moving and Rigging Floater.....Endorsement to CGL
 - _24. XCU Coverage.....Endorsement to CGL
- _X_5. Automobile Liability.....\$1million CSL BI/PD each accident, Uninsured Motorist
 - _X_6. Owned/Hired/Non-Owned Vehicle.....\$1 million BI/PD each accident, Uninsured Motorist
 - _16. Motor Carrier Act (MCS-90) and CA9948 (or equivalent) Endorsements\$2 million BI/PD each accident, Uninsured Motorist
- _12. Umbrella/Excess Liability.....\$1 million Bodily Injury, Property Damage and Personal Injury
- _13. Per Project Aggregate for __ General Liability or __ Umbrella/Excess Liability (check coverage)
- _X_14. Professional Liability/ Errors and Omission (E&O)
 - _a. Architects and Engineers.....\$1 million per occurrence/claim
 - _b. Asbestos Removal Liability\$3 million per occurrence/claim
 - _c. Medical Malpractice.....\$2.55 million per occurrence/claim or the statutory VA annual claim cap whichever is greater
- _X_15. Miscellaneous E&O.....\$1 million per occurrence/claim
- _17. Motor Cargo Insurance.....\$ _____ (to the total value of the goods being transported)
- _18. Garage Liability.....\$1 million Bodily Injury, Property Damage per occurrence
- _19. Garage Keepers Liability.....\$1Million Comprehensive, \$1 Million Collision
- _20. Inland Marine-Bailee's Insurance..... \$ _____ (maximum value of goods under Contractor's care)
- _22. Crime Liability/ Employee Dishonesty insurance or Dishonesty Bond.....\$ _____
(Maximum value of revenue or goods that can be taken at one time)
- _23. Builder's Risk.....\$ _____ (Provide Coverage in the full amount of contract)
- _25. USL&H.....Federal Statutory Limits
- _X_26. Carrier Rating shall be Best's Rating of A-VII or better or its equivalent
- _X_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.
- _X_28. The County shall be named Additional Insured on all policies except Workers Compensation, Errors, and Omissions/Professional Liability and auto.
- _X_29. Certificate of Insurance shall show Bid Number and Bid Title.
- _30. Environmental Impairment Liability, including coverage of on-site clean up.....BI/PD \$3 Million per occurrence or \$6 Million Aggregate
 - _a. 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 add #16 from this checklist.
- _31. Cyber insurance with Technology E&O..... \$2 Million per occurrence
- _X_32. OTHER INSURANCE REQUIRED: Sexual Abuse and Molestation \$1 Million per occurrence

BIDDER'S STATEMENT: If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: _____

AUTH. SIGNATURE: _____

PRICING

- 1. Quarterly Preventative Maintenance and Inspection:** Pricing per quarter shall include labor, supervision, equipment, pool chemicals, tools, parts, materials, and transportation necessary to perform preventative maintenance and inspection.

Description	Estimated Quantity	Price per Quarter	Annual Amount
Quarterly Maintenance and Inspection	4 quarters	\$ _____	\$ _____
Total for Quarterly Maintenance and Inspection			\$ _____

- 2. Hourly Rate for Regular and Emergency Repair Services** shall include labor, supervision, equipment, tools, parts, materials, and transportation necessary to perform repair services.

Description	Estimated Hours	Hourly Rate	Extended Rate
Regular and Emergency Repair: 8:00 am to 5:00 pm Monday through Friday	60 hours	\$ _____	\$ _____
Regular and Emergency Maintenance and Inspection: 8:00 am to 5:00 pm Monday through Friday	60 hours	\$ _____	\$ _____
After Hours Emergency Repair: 5:01 pm and 7:59 am Monday through Friday	20 hours	\$ _____	\$ _____
After Hours Emergency Maintenance and Inspection: 5:01 pm and 7:59 am Monday through Friday	20 hours	\$ _____	\$ _____
Weekend & Holiday Emergency Repair: 5:01 pm Friday to 7:59 am Monday, or on County approved holidays	20 hours	\$ _____	\$ _____
Weekend & Holiday Emergency Maintenance and Inspection: 5:01 pm Friday to 7:59 am Monday, or on County approved holidays	20 hours	\$ _____	\$ _____
Total for Hourly Rate for Regular and Emergency Repair Services			\$ _____

Grand Total for Sections 1 and 2.	\$ _____
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3. Percentage discount off Manufacturer’s list Price: For information purposes not to determine an award.

Categories of Percentage Discount	% Discount off List Price	Identification of published price list to include link
Neptune-Benson Defender Filter		
ETS UV Sanitizers		
PPG ACIDRITE Chemical feeders		
PPG ACCUTAB Chemical feeders		
Bec Controllers		
Pentair Motor Drives		
TechTop Pump Motors		
Lochinvar Copper-fin ² Pool Heaters		