

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 24-DES-ITB-298

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 AUGUST 23, 2023

FOR PROVIDING ELECTRIC VEHICLE CHARGING SYSTEMS INSTALLATION, 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

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.

The undersigned acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE: _____ INITIAL: _____

ADDENDUM NO. 2 DATE: _____ INITIAL: _____

ADDENDUM NO. 3 DATE: _____ INITIAL: _____

MINIMUM BIDDER QUALIFICATIONS:

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

- **Company Qualifications:** Submit a Company statement for proof of 3 years of commercial or government experience providing electric vehicle charging system installation, maintenance, and repair services. The experience should be work of similar size and scope. **Bidder must be an O&M partner installer with Charge Point.**

O & M Partner Installer with Charge Point YES NO

- **Contract/Project Experience:** Provide a list of five (5) similar recently completed commercial or government contracts/projects that involve the same material, equal size, and comparable length, within the past three (3) years.
- **Staffing Qualifications:** Submit resumes of all key personnel (Contract Manager, one (1) Master Electrician, two (2) Journeyman Electricians, two (2) Electrician Helpers proposed for this project that have experience as designated key personnel in similar size and type of projects with Bids.

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: _____

INSURANCE CHECKLIST

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

<u>COVERAGES REQUIRED</u>	<u>LIMITS (FIGURES DENOTE MINIMUMS)</u>
<input checked="" type="checkbox"/> Workers' Compensation.....	Statutory limits of Virginia
<input checked="" type="checkbox"/> Employer's Liability.....	\$500,000/accident, \$500,000/disease, \$500,000/disease policy limit
<input checked="" type="checkbox"/> Commercial General Liability.....	\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> Premises/Operations.....	\$1, Million CSL BI/PD each occurrence, \$ 2 Million annual aggregate
<input checked="" type="checkbox"/> Independent Contractors.....	\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> Products Liability.....	\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> Completed Operations.....	\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> Contractual Liability (Must be shown on Certificate....	\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> Personal and Advertising Injury Liability.....	\$1 million each offense, \$2 Million annual aggregate
___ Moving and Rigging Floater.....	Endorsement to CGL
___ XCU Coverage.....	Endorsement to CGL
<input checked="" type="checkbox"/> Automobile Liability.....	\$1 million CSL BI/PD each accident, Uninsured Motorist
___ Owned/Hired/Non-Owned Vehicle.....	\$1 million BI/PD each accident, Uninsured Motorist
___ Motor Carrier Act (MCS-90) and CA9948 (or equivalent) Endorsements	\$ 2 million BI/PD each accident, Uninsured Motorist
___ Umbrella/Excess Liability.....	\$1 million Bodily Injury, Property Damage and Personal Injury
___ Per Project Aggregate for ___ General Liability or ___ Umbrella/Excess Liability (check coverage)	
___ Professional Liability/ Errors and Omission (E&O)	
___ Architects and Engineers.....	\$1 million per occurrence/claim
___ Asbestos Removal Liability	\$3 million per occurrence/claim
___ Medical Malpractice.....	\$2.55 million per occurrence/claim or the statutory VA annual claim cap whichever is greater
<input checked="" type="checkbox"/> Miscellaneous E&O.....	\$1 million per occurrence/claim
___ Motor Cargo Insurance.....	\$ _____ (to the total value of the goods being transported)
___ Garage Liability.....	\$1 million Bodily Injury, Property Damage per occurrence
___ Garage Keepers Liability.....	\$1Million Comprehensive, \$ 1 Million Collision
___ Inland Marine-Bailee's Insurance.....	\$ _____ (maximum value of goods under Contractor's care)
___ Crime Liability/ Employee Dishonesty insurance or Dishonesty Bond.....	\$ _____
(Maximum value of revenue or goods that can be taken at one time)	
___ Builder's Risk.....	\$ _____ (Provide Coverage in the full amount of contract)
___ USL&H.....	Federal Statutory Limits
<input checked="" type="checkbox"/> Carrier Rating shall be Best's Rating of A-VII or better or its equivalent	
<input checked="" type="checkbox"/> Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.	
<input checked="" type="checkbox"/> The County shall be named Additional Insured on all policies except Workers Compensation, Errors, and Omissions/Professional Liability and auto.	
<input checked="" type="checkbox"/> Certificate of Insurance shall show Bid Number and Bid Title.	
___ Environmental Impairment Liability, including coverage of on-site clean up.....	BI/PD \$3 Million per occurrence or \$6 Million Aggregate
___ 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.	
___ Cyber insurance with Technology E&O.....	\$2 Million per occurrence
___ OTHER INSURANCE REQUIRED: _____	

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: _____

AUTH. SIGNATURE: _____

PRICING

FULLY BURDENED HOURLY RATES INCLUDE THE PROVISION OF ALL THINGS NECESSARY FOR PERFORMING REPAIRS, INSPECTION, AND MAINTENANCE, INCLUDING BUT NOT LIMITED TO, LABOR, TOOLS, TRANSPORTATION TO, FROM AND BETWEEN JOBS, PARKING, TOOLS-OF-THE-TRADE, MEANS FOR ACCESS, AND CONSUMABLE SUPPLIES.

Fully Burdened Regular Hourly Rates: Regular work hours under this Contract are defined as 7:00 am to 4:00 pm, Monday through Friday, except weekends and [County-observed holidays](#). **To calculate the fully burdened regular hourly rate = regular hourly rate + overhead + profit.**

Fully Burdened Overtime Hourly Rates: Overtime Work is before 7:00am and after 4:00pm, weekends and [County-observed holidays](#) (8 Hours of consecutive work shall be at time and a half (1.5) of regular hourly rates). **To calculate the fully burdened overtime hourly rate = overtime hourly rate + overhead + profit.**

POSITION	A. REGULAR HOURLY RATE	B. OVERHEAD	C. PROFIT	FULLY BURDENED REGULAR HOURLY RATES (A+B+C)	D. OVERTIME HOURLY RATE	FULLY BURDENED OVERTIME HOURLY RATES (B+C+D)
CONTRACT MANAGERER	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ELECTRICIAN	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ELECTRICIAN HELPER	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
GRAND TOTAL OF FULLY BURDENED REGULAR HOURLY RATE				\$ _____		