

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 23-DES-ITBLW-642

B I D F O R M

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

BIDS WILL BE OPENED AT 2:00 P.M., ON JUNE 23, 2023

FOR PROVIDING WINDOW CLEANING AND RELATED 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:

MINIMUM BIDDER QUALIFICATIONS:

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

- **Company Qualifications:** Proof of three (3) years of experience providing window and solar panel cleaning services. The experience should be work of similar size and scope. **BIDDER SHOULD PROVIDE Company Safety Protocol document outlining the company's training program and all other safety related documentation.**
- **Contract Experience:** Bidders shall provide a list of three (3) similar recently completed contracts that involves the same material, equal size, and comparable length, including one (1) current project/contract of a building taller than 14 stories in height.
- **Staffing Qualifications:** Provide the resume' of proposed Project Manager/Supervisor with Bids.

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: _____

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:

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 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

LIMITS (FIGURES DENOTE MINIMUMS)

- Workers' Compensation**.....Statutory limits of Virginia
- Employer's Liability**.....\$500,000/accident, \$500,000/disease, \$500,000/disease policy limit
- Commercial General Liability**..... \$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
 - Premises/Operations.....\$1, Million CSL BI/PD each occurrence, \$ 2 Million annual aggregate
 - Independent Contractors.....\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - Products Liability..... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - Completed Operations..... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - Contractual Liability (Must be shown on Certificate.... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
 - 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
- 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)**
 - 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
 - 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**.....\$ 500,000/ per occurrence
(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
- Carrier Rating shall be Best's Rating of A-VII or better or its equivalent**
- Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.**
- The County shall be named Additional Insured on all policies except Workers Compensation, Errors, and Omissions/Professional Liability and auto.**
- 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
 - 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.
- 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

GROUP I: \$ _____

GROUP II: \$ _____

GROUP III: \$ _____

GROUP IV: \$ _____

GRAND TOTAL FOR GROUPS I THROUGH IV: \$ _____

ADDITIONAL COST:

1425/1435 N. COURTHOUSE ROAD Rope Descend System to pull weeds. \$ _____

1435 30'x 60' Flag hanging/take down from roof. \$ _____

Solar Panel Cleaning per square foot. \$ _____/sq. ft.

#	LOCATION	COST PER CLEANING
GROUP 1 – COUNTY BUILDINGS UNDER 5 STORIES		
1	ARGUS HOUSE - 1527 CLARENDON BOULEVARD	
2	AUROR HILLS LIBRARY/RECREATION CENTER 735 18TH STREET NORTH	
3	WOODMONT CENTER 2422 NORTH FILMORE STREET	
4	FIRE TRAINING 2800 SOUTH TAYLOR STREET	
5	METRO ELEVATOR CLARENDON BOULEVARD & NORTH UHLE STREET	
6	DAWSON TERRACE 2133 NORTH TAFT STREET	
7	GULF BRANCH NATURE CENTER 3608 MILITARY ROAD	
8	LONG BRANCH NATURE CENTER 625 SOUTH CARLIN SPRINGS ROAD	
9	FORT C.F. SMITH TRACTOR BARN 2411 NORTH 24TH STREET	
10	SHIRLINGTON BUS STATION 2975 SOUTH QUINCY STREET	
11	CENTRAL LIBRARY (include solar panels) 1015 NORTH QUINCY STREET	
12	CHERRYDALE LIBRARY 2150 NORTH MILITARY ROAD	
13	WESTOVER LIBRARY (include solar panels) 1644 NORTH MCKINLEY ROAD	
14	GLEN CARLYN LIBRARY 300 SOUTH KENSINGTON STREET	
15	SHIRLINGTON LIBRARY/SIGNATURE THEATER 4200 CAMPBELL AVENUE	
16	FIRE HEADQUARTERS 1020 North Hudson Street	
17	MADISON CENTER 3829 NORTH STAFFORD STREET	
18	DHS FACILITY 3103 NORTH 9TH ROAD	
19	FIRE WAREHOUSE (outside only) 1425 North Quincy Street	
20	RPC 1554 COLUMBIA PIKE	
21	EQUIPMENT BUREAU DIVISION 2701 SOUTH TAYLOR STREET	
22	SOLID WASTE BUREAU 4300 29TH STREET SOUTH	
23	WATER, SEWER, STREETS (Green Roof) 4200 28TH STREET SOUTH	
24	WATER, SEWER, STREETS 4202 28TH STREET SOUTH	
25	LUBBER RUN RECREATION CENTER 300 NORTH PARK DRIVE	
26	LEE COMMUNITY COLLEGE 5722 LEE HIGHWAY	
27	WALTER REED COMMUNITY CENTER 2909 SOUTH 16TH STREET	

#	LOCATION	COST PER CLEANING
28	BARCROFT SPORTS COMPLEX - 4200 SOUTH FOUR MILE RUN	
29	ART BUSS OFFICE 1429 N. QUINCY STREET	
30	WETA BUILDING 3700 SOUTH FOUR MILE RUN	
31	FAIRLINGTON RECREATION CENTER 3308 SOUTH STAFFORD STREET	
32	FIRE STATION #1 500 SOUTH GLEBE ROAD	
33	FIRE STATION #2 4805 WILSON BOULEVARD	
34	FIRE STATION #4 3121 10th Street North	
35	FIRE STATION #3 4100 OLD DOMINION DRIVE	
36	FIRE STATION #5 1750 SOUTH HAYES STREET	
37	WAREHOUSE (outside only) 1435 N. QUINCY STREET	
38	OEM WAREHOUSE (outside only) 1439 NORTH QUINCY STREET	
39	FIRE STATION #9 1900 SOUTH WALTER REED DRIVE	
40	FIRE STATION #10 1535 Wilson Blvd (2 stories only)	
41	FIRE STATION #6 6950 NORTH LITTLE FALLS ROAD	
42	PRCR ADMINISTRATIVE BUILDING 2700 SOUTH TAYLOR STREET	
43	ARTS CENTER 3550 WILSON BOULEVARD (outside only)	
44	INDEPENDENCE HOUSE (screens removed) 1723 FAIRFAX DRIVE	
45	DAYCARE CENTER 2920 South Glebe Road	
46	CARLYN HALL 5711 4th Street South	
47	IMPOUND LOT 4250 29th Street South	
48	BARCROFT GARAGE 4200 South Four Mile Run Drive	
49	LONG BRIDGE AQUATIC CENTER 333 LONG BRIDGE DRIVE	
TOTAL GROUP I		

#	LOCATION	COST PER CLEANING
GROUP 2 – COUNTY BUILDINGS OVER 5 STORIES		
1	COURTS SQUARE WEST 1400 NORTH UHLE STREET	
2	AC DETENTION CENTER 1435 NORTH COURTHOUSE ROAD	
3	COURTS POLICE BUILDING 1425 NORTH COURTHOUSE ROAD	
4	ARLINGTON MILL (Basketball Court included) 909 SOUTH DINWIDDIE STREET	
5	HOMELESS CENTER 2020 14TH STREET N.	
TOTAL GROUP II		

#	LOCATION	COST PER CLEANING
GROUP 3 – WATER POLLUTION CONTROL BUREAU (WPCB) BUILDINGS		
1	WPCB OPERATIONS 3402 SOUTH GLEBE ROAD	
2	WPCB TREATMENT 3139 SOUTH FERN STREET	
3	WPCB MAINTENANCE BUILDING 3111 SOUTH FERN STREET	
4	WPCB DEWATERING 3208 SOUTH EADS STREET	
5	WPCB MAINTENANCE TRAILER (1) 3111 SOUTH FERN STREET	
TOTAL GROUP III		

GROUP 4 – ARLINGTON COUNTY PUBLIC SCHOOLS		
1	ABINGDON - 3035 SOUTH ABINGDON STREET	
2	ARLINGTON SCIENCE FOCUS - 1501 NORTH LINCOLN STREET	

#	LOCATION	COST PER CLEANING
3	ARLINGTON TRADITIONAL - 855 NORTH EDISON STREET	
4	ASHLAWN - 5950 NORTH 8TH ROAD	
5	BARCROFT - 625 SOUTH WAKEFIELD STREET	
6	BARRETT - 4401 NORTH HENDERSON ROAD	
7	CAMPBELL- 737 South Carlin Springs Road	
8	CARLIN SPRINGS - 5995 SOUTH 5TH ROAD	
9	DISCOVERY - 5231 NORTH 36TH STREET	
10	CLAREMONT - 4700 SOUTH CHESTERFIELD ROAD	
11	GLEBE - 1770 NORTH GLEBE ROAD	
12	DREW - 3500 SOUTH 23RD STREET	
13	HENRY - 702 NORTH HIGHLAND STREET	
14	HOFFMAN-BOSTOM - 1415 SOUTH QUEEN STREET	
15	JAMESTOWN - 3700 NORTH DELAWARE STREET	
16	KEY - 2300 KEY BOULEVARD	
17	LONG BRANCH - 33 NORTH FILLMORE STREET	
18	MCKINLEY - 1030 NORTH MCKINLEY ROAD	
19	NOTTINGHAM - 5900 LITTLE FALLS ROAD	
20	OAKRIDGE - 1414 SOUTH 24TH STREET	
21	RANDOLPH - 1306 SOUTH QUINCY STREET	
22	REED - 1644 NORTH MCKINLEY ROAD	
23	TAYLOR - 2600 NORTH STUART STREET	
24	TUCKAHOE - 6550 NORTH 26TH STREET	
25	STRATFORD PROGRAM - 4102 NORTH VACATION LANE	
26	H-B WOODLAWN - 4100 NORTH VACATION LANE	
27	CAREER CENTER - 816 SOUTH WALTER REED DRIVE	
28	GUNSTON - 2700 SOUTH LANG STREET	
29	JEFFERSON - 125 SOUTH OLD GLEBE ROAD	
30	KENMORE - 200 SOUTH CARLIN SPRINGS ROAD	
31	SWANSON - 5800 NORTH WASHINGTON BOULEVARD	
32	WILLIAMSBURG - 3600 NORTH HARRISON STREET	
33	WAKEFIELD - 4901 SOUTH CHESTERFIELD ROAD	
34	WASHINGTON LEE 1301 NORTH STAFFORD STREET	
35	YORKTOWN - 5201 NORTH 28TH STREET	
36	SEQUOIA - 2100 WASHINGTON BOULEVARD	
37	FACILITIES AND OPERATIONS - 2770 SOUTH TAYLOR STREET	
38	EDUCATION CENTER - 1426 NORTH QUINCY STREET	
39	LANGSTON - 4854 LEE HIGHWAY	
40	WILSON - 1601 NORTH WILSON BOULEVARD	
41	THURGOOD MARSHALL - 2847 WILSON BOULEVARD	
42	ARLINGTON COMMUNITY HIGH SCHOOL - 800 WALTER REED DRIVE SOUTH	
TOTAL GROUP IV		