

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 21-DES-ITB-280

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 NOVEMBER 16, 2020

FOR PROVIDING ULTRA LOW SULFUR DIESEL (ULSD) FOR STANDBY AND REMOTE GENERATORS 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.

BID FORM, PAGE 2 OF 6

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 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/BIDSLIST?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.

BIDDER NAME: _____

BIDDERS MAY QUOTE ON ONE OR BOTH FUELS

Item	Description/Term	Chemical Additive	Unit Price	Estimated Quantity	Total Unit Price
1	ASTM D975 No. 1-D or No. 2-D Ultra-Low Sulfide Diesel Fuel	N/A	\$	1000/gal.	\$
2	Winter Blend ASTM D975 No. 1-D or No. 2 D Ultra-Low Sulfide Diesel Fuel		\$	500/gal.	\$

NAME OF CHEMICAL ADDITIVE FOR WINTER BLEND: _____

TO BE DEEMED RESPONSIVE, BIDDERS MUST PROVIDE THE FOLLOWING DOCUMENTATION:

- **PROOF OF THE BALTIMORE, MD OPIS RACK AVERAGE AND CONTACT INFORMATION OF REFINERY EMPLOYEE(S), TO INCLUDE NAME AND PHONE NUMBER, TO VERIFY FUEL PRICES. THE BALTIMORE, MD OPIS RACK AVERAGE DOCUMENTATION SHALL BE DATE FOR SEVEN (7) DAYS BEFORE THE BID DUE DATE.**

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.

BIDDER NAME: _____

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 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: _____

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, \$2 Million 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, \$2 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
X_7. Independent Contractors \$500,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
X_8. Products Liability \$500,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
X_9. Completed Operations \$500,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
X_10. Contractual Liability (Must be shown on Certificate) \$500,000 CSL BI/PD each occurrence,
\$2 Million annual aggregate
__11. Personal and Advertising Injury Liability \$1 Million each offense, \$2 Million annual aggregate
X_12. Umbrella Liability \$2 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. Garage keepers 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: **21-DES-ITB-280 'ULTRA LOW SULFUR DIESEL
(ULSD) FOR STANDBY AND REMOTE GENERATORS**
__30. OTHER INSURANCE REQUIRED: _____

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: _____

BIDDER'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____