



ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
(703) 228-3410

INVITATION TO BID NO. 23-DPR-ITBLW-444

ELECTRONIC SEALED BIDS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 11:00 A.M. ON THE 20TH DAY OF APRIL 2023.

FOR THE PROVISION TREE PLANTING SERVICES

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.

The County will conduct a virtual bid opening via Microsoft Teams Application (APP). Bidders interested in viewing the public bid opening must download the APP and join the meeting via the Microsoft Teams APP and enable audio, video or both. The link to join the virtual bid opening is provided below:

[Join the Meeting](#)

Join Microsoft Teams Meeting
+1 347-973-6905 United States, New York City (Toll)
Conference ID: 814 000 887#

PREBID CONFERENCE

A virtual prebid conference will be held at 1:00 P.m., March 29, 2023, on Microsoft Teams to allow potential Bidders an opportunity to obtain clarification of the specifications and requirements of the solicitation. To join the meeting, please click the following link [Join the Meeting](#) or join by dialing [+1 347-973-6905,197245097#](#) and enter Conference ID 197 245 097#. ATTENDANCE AT THE PREBID CONFERENCE IS OPTIONAL. Minutes of the prebid conference will be recorded by the County and may be incorporated into the solicitation documents through an Addendum. Interested Bidders are, however, urged to attend.

NOTICE: ANY BIDDER ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA BEFORE CONTRACT AWARD (REFER TO AUTHORITY TO TRANSACT BUSINESS SECTION OF THE SOLICITATION FOR FURTHER INFORMATION).

Arlington County reserves the right to reject any and all bids, cancel this solicitation, and waive any informalities as defined in the Arlington County Purchasing Resolution.

Arlington County, Virginia
Office of the Purchasing Agent

Rebecca Kirby
Procurement Officer
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I. INFORMATION FOR BIDDERS

1. QUESTIONS AND ADDENDA

BIDDERS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS INVITATION TO BID.

All communications relating to this solicitation must be submitted online using Vendor Registry. For a question to be considered, the question must be entered in the Question Section of the **ITB No. 23-DPR-ITB-444**. Prior to the award of a contract resulting from this solicitation, Bidders are prohibited from contacting any County staff other than those assigned to the Office of the Purchasing Agent.

QUESTIONS REGARDING THE ORIGINAL SOLICITATION MUST BE SUBMITTED BY APRIL 4, 2023, AT 5:00 PM EASTERN TIME TO BE CONSIDERED FOR AN ADDENDUM. ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL BIDDERS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.

If any questions or responses require revisions to this solicitation, such revisions will be by formal Addendum only. Bidders are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County's technical contact, that appear to change any portion of the solicitation unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

2. INTEREST IN MORE THAN ONE BID AND COLLUSION

Reasonable grounds for believing that a Bidder is interested in more than one bid for a solicitation, including both as a Bidder and as a subcontractor for another Bidder, or that collusion exists between two or more Bidders, will result in rejection of all affected bids. However, an individual or entity acting only as a subcontractor may be included as a subcontractor on bids of two or more different Bidders. Bidders rejected under the above provision will also be disqualified if they respond to a re-solicitation for the same work.

3. TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information that a bidder or contractor submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act ("VFOIA"). However, the bidder or contractor must invoke VFOIA protection clearly and in writing on the Bid Form for County review. The Bid Form must include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the bidder's sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

4. DEBARMENT STATUS

The Bidder must indicate on the Bid Form whether it or any of its principals is currently debarred, enjoined, or suspended from submitting bids to the County or to any other state or political subdivision and whether the Bidder is an agent of any person or entity that is currently debarred, enjoined or suspended from submitting bids to the County or to any other state or political subdivision. An affirmative response may be considered grounds for rejection of the bid.

5. AUTHORITY TO TRANSACT BUSINESS

Any Bidder organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the entity and the identification number issued to the Bidder by the Virginia State Corporation Commission must be included on the Bid Form. Any Bidder that is not required to be authorized to transact business in the Commonwealth must include in its bid a statement describing why the Bidder is not required to be so authorized. The County may require a Bidder to provide documentation that 1) clearly identifies the complete name and legal form of the entity and 2) establishes that the entity is authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia. Failure of a Bidder to provide such documentation will be a ground for rejection of the bid or cancellation of any award. For further information refer to the Commonwealth of Virginia State Corporation Commission website at: www.scc.virginia.gov.

The County reserves the right to waive this requirement at any time, for any reason.

6. ARLINGTON COUNTY BUSINESS LICENSES

The successful Bidder must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this solicitation, contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, at 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, tel. (703) 228-3060, or e-mail business@arlingtonva.us.

7. COVID-19 VACCINATION POLICY FOR CONTRACTORS

Due to the ongoing COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety, and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. To protect the County's workforce and the public at large, all employees and subcontractors of the Contractor who are assigned to this Contract, should be fully vaccinated against COVID-19. Any contractor employee or subcontractor who is not fully vaccinated should follow a weekly testing protocol as established by the Contractor, unless exempt pursuant to a valid reasonable accommodation under state or federal law.

8. VIRGINIA CONTRACTOR LICENSE

For all work that is classified as being performed by "Contractors" as defined by the Virginia State Board for Contractors, a Class A, B, or C License is required.

If a contract for performing or managing construction, removal, repair or improvements is for \$120,000 or more, or if the total value of all such construction, removal, repair, or improvements undertaken by the bidder within any twelve month period is \$750,000 or more, the bidder is required under Title 54.1, Chapter 11, Code of Virginia, as amended, to be licensed as a "CLASS A CONTRACTOR."

If a contract for performing or managing construction, removal, repair or improvements is for \$10,000 or more, but less than \$120,000, or if the total value of all such construction, removal, repair, or improvements undertaken by the bidder within any twelve month period is \$150,000 or more, but less than \$750,000, the bidder is required under Title 54.1, Chapter 11, Code of Virginia, as amended, to be licensed as a "CLASS B CONTRACTOR."

If a contract for performing construction, removal, repair or improvements is for \$1,000 or more, but no more than \$10,000 or if the total value of all such construction, removal, repair, or improvements undertaken by the bidder within any twelve month period is less than \$150,000, the bidder is required under Title 54.1, Chapter 11, Code of Virginia, as amended, to be licensed as a "CLASS C CONTRACTOR." Class C contractors shall not include electrical, plumbing, and heating, ventilation and air conditioning contractors.

For further information, contact the State Board for Contractors, 2 South Ninth Street, Richmond, VA 23219, (804) 367-8511.

9. ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR

The contract that will result from this solicitation will not obligate the County to purchase a specific quantity of items during the Contract Term. Any quantities that are included in the contract documents are the present expectations the County has for the period of the contract, and the County is under no obligation to the estimated quantity, or any, amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The County may require more goods than the estimated annual amount, and any such additional quantities will not give rise to any claim for compensation over the unit prices and/or rates specified in the contract.

The items covered by this contract may be or become available under other County contract(s), and the County may determine that it is in its best interest to procure the items through such other contract(s). The County does not guarantee that the selected contractor will be the exclusive provider of the goods covered by the resulting contract.

10. BID FORM SUBMISSION

The submitted Bid Form must be signed and fully executed. The Bid Form must be submitted electronically via Vendor Registry no later than the date and time specified in this solicitation. The Vendor Registry system will not accept bids after the close date and time. The County will not accept emailed or faxed bid

The Bidder name on the electronic bid submittal shall be the same as the Contractor/Vendor name as the registration in Vendor Registry for the upload to be considered a valid bid. **ONLY ELECTRONIC SUBMISSION IS ALLOWED, NO BID SUBMITTED OTHER THAN A VENDOR REGISTRY ELECTRONIC UPLOAD WILL BE ACCEPTED. Arlington County is not responsible for late submissions, missed Addendums, or questions not submitted before the end date and time.**

Timely submission is solely the responsibility of the Bidder. The Vendor Registry System will not accept applications after the publicly posted date and time. A bid may be rejected if the Bid Form is not signed in the designated space by a person authorized to legally bind the Bidder.

Modification of or additions to the Bid Form may be cause for rejection of the bid; however, Arlington County reserves the right to decide, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to bid acceptance, Arlington County may request the bidder to withdraw or modify any such modifications or additions, if it does not affect quality, quantity, price, or delivery.

Bids and all documents uploaded/submitted to Arlington County by an Bidder become the property of the County upon receipt.

11. BIDDER CERTIFICATION

Submission of a signed Bid Form is certification by the respective bidder that it is registered with the Virginia State Corporation Commission, if applicable, it is the legal entity authorized to enter into an agreement with the County, and that it will accept any award made to it as a result of the submission.

12. ERRORS IN EXTENSION

If the unit price and the extension price differ, the unit price will prevail.

13. USE OF BRAND NAMES/OR EQUIVALENT BIDS

Unless identified as a "No Equivalent" item in the solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to that specific brand, make or manufacturer. The use of the brand, make or manufacturer's identification is intended to convey the general type, style, character, and quality of the article described. When a brand name is specified and followed by the phrase "or approved equal," the brand name product may be substituted if a suitable equivalent considering quality, workmanship, economy of operation, and suitability for the intended use, is accepted by the County Purchasing Agent.

The County may accept any equivalent item(s) that it considers suitable for the intended use.

For those items not identified as "No Equivalent", and followed by the phrase "or approved equal," the County has established the following procedure for determining the equivalency of a particular item:

Bidder Submission of Proposed Equivalent Item(s):

- 1) Bidder shall submit to the County its proposed item(s) for determination of their equivalency to the Brand Name(s) specified.
- 2) Each proposed item must be described on a separate page, indicating the appropriate specification section number, product or fabrication or installation method to be replaced, and specifics of the proposed item. Attach any technical information, photographs, brochures and the relevant data listed below that supports the proposed item and will permit the County to fairly determine acceptability of the item proposed:
 - a. Reasons why the specified product cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the product specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - g. Statement of impact. If specified product or method cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
 - h. Cost information.
 - i. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.

- 3) The County will consider factors such as relative costs, equivalency of features, serviceability, the design of the item proposed, and/or pertinent performance factors as provided in the project technical specifications.
- 4) All pages of the submission shall be marked with the name, address and contact information of the Bidder, and sent via email to the Office of the Purchasing Agent to **arrive prior to the question deadline established in Section I., Paragraph I. QUESTIONS AND ADDENDA**. E-mail transmittals will be accepted at rkirby@arlingtonva.us.
- 5) Items not submitted for review as approved equals during the bidding period may be approved during contract period at the sole discretion of the County Project Officer. If the Project Officer rejects such submission, the Contractor shall provide items specified in the Contract Documents.

County Review of Proposed Equivalent Item(s):

- 1) Approved item(s) will be added to the solicitation, in the form of an Addendum to the solicitation, and forwarded to all bidders of record.
- 2) Bidders whose item(s) have not been approved will be so advised in writing simultaneously with the issuance of the Addendum.

14. EXCEPTIONS AND NONCONFORMING TERMS AND CONDITIONS

If a bid contains exceptions to the solicitation or alternate terms and conditions that do not conform to the terms and conditions in this solicitation, the bid will be subject to rejection for nonresponsiveness. The County reserves the right to permit a Bidder to withdraw such exceptions or nonconforming terms and conditions from its bid prior to the County's determination of nonresponsiveness.

15. DISCOUNTS

Discounts for the County's on-time payment of invoices are allowed, but the County will not consider the discount when evaluating bid prices or awarding the contract.

16. NEW MATERIAL

Unless the solicitation specifically allows it, all offered goods, materials, supplies and components must be new, not used or reconditioned, and must be current production models. If the Bidder believes that used or reconditioned goods, materials, supplies or components will be in the County's best interest, the Bidder must notify the County in writing of the reason(s) at least ten business days before the bid deadline. If the Purchasing Agent authorizes the bidding of used or reconditioned goods, materials, supplies or components, such approval will be communicated to the Bidders in an Addendum to the solicitation.

17. PURCHASE OF THE UNITED STATES OR COMMONWEALTH FLAG FOR PUBLIC USE

Whenever a purchase of a flag of the United States or a flag of the Commonwealth is made for public use, the Bidder shall ensure such flag shall be made in the United States from articles, materials, or supplies that are grown, produced, and manufactured in the United States, if available.

18. BIDDERS' RESPONSIBILITY TO INVESTIGATE

Before submitting a bid, each bidder must make all investigations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the bidder will rely. No pleas of ignorance of such conditions and requirements

will relieve the successful bidder from its obligation to comply in every detail with all provisions and requirements of the contract or will be accepted as a basis for any claim for any monetary consideration on the part of the successful bidder.

19. BIDDER'S RESPONSIBILITY FOR ERRORS OR OMISSIONS IN DOCUMENTS

Each Bidder is responsible for having determined the accuracy and/or completeness of the solicitation documents, including electronic documents, upon which it relied in making its bid, and has an affirmative obligation to notify the Arlington County Purchasing Agent immediately upon discovery of an apparent or suspected inaccuracy or error in the solicitation documents.

20. QUALIFICATION OF BIDDERS

The Purchasing Agent may require a Bidder to demonstrate that it has the necessary facilities, ability and financial resources to furnish the materials or goods specified herein. A Bidder may also be required to provide past history and references.

21. ALTERNATE BID

Bidders who have other items they wish to offer in lieu of, or in addition to, what is required by this solicitation shall submit a separate bid clearly marked "ALTERNATE BID". Alternate bids will be automatically deemed nonresponsive.

22. BID WITHDRAWAL PRIOR TO BID OPENING

The Bidder may withdraw a bid from Vendor Registry before the opening date and time. It is the sole responsibility of the Bidder to remove and/or resubmit a bid before the bid deadline.

23. WITHDRAWAL OF BID FROM CONSIDERATION AFTER BID OPENING

After the opening of a bid, a bidder may withdraw its bid from consideration if the price of the bid is substantially lower than other bids due solely to a mistake therein, provided the bid is submitted in good faith, the mistake is a clerical mistake as opposed to a judgment mistake, and is actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. No partial withdrawals of bids will be permitted after the time and date set for the bid opening. The bidder must give an electronic written notice to the Arlington County Purchasing Agent of a claim of right to withdraw a bid and provide all work papers, documents and other materials used in the preparation of the bid sought to be withdrawn, within two (2) business days after the date of bid opening. A bid may also be withdrawn if the County fails to award or issue a notice of intent to award the bid within ninety (90) days after the date fixed for opening bids.

24. METHOD OF AWARD

The County will award the contract to the lowest responsive and responsible Bidder. No partial bids will be accepted. Bidders must submit a bid on each line item per group (Tree Costs, Non-Tree Costs, Other Services, and Labor Costs) determined by.

25. INFORMALITIES

The County reserves the right to waive minor defects or variations from the exact requirements of the solicitation in a bid insofar as those defects or variations do not affect the price, quality, quantity, or delivery schedule of the goods being procured. If insufficient information is submitted for Arlington County to properly evaluate a bid or a bidder; the County may request such additional information after

bid opening, provided that the information requested does not change the price, quality, quantity, or delivery schedule for the goods being procured.

26. INSURANCE REQUIREMENTS

Each bidder must be able to demonstrate proof of the specific coverage requirements and limits applicable to this solicitation. If the bidder is not able to do so, it may propose alternate insurance coverage for consideration by the County. Written requests for consideration of alternate coverage must be received by the County Purchasing Agent at least 10 working days prior to bid due date. If the County permits alternate coverage, an amendment to the Insurance Checklist will be issued prior to the time and date set for receipt of bids.

27. LIVING WAGE CONTRACT

If this solicitation and the resulting contract are subject to the Service Contract Wage (also called “Living Wage”) provisions covered under Article 4-103 of the Arlington County Purchasing Resolution, all employees of any contractor or subcontractor working on County-owned, County controlled property, facilities owned, or leased, and operated by a Contractor if services provided at that location are exclusive to Arlington County, or contracts for home-based client services must be paid an hourly wage no less than the Living Wage published on the County’s website. By submitting a bid, the Bidder certifies that it will comply with this provision and will ensure that its subcontractors, if any, do so as well. (Refer to draft Contract Terms and Conditions for further Living Wage details specific to this solicitation/contract.)

28. NOTICE OF DECISION TO AWARD

When the County has made a decision to award a contract(s), the County will post a Notice of Award or Intent to Award to [Vendor Registry](#).

29. EXPENSES INCURRED IN PREPARING BID

The Bidder is responsible for all expenses related to its bid.

30. RIDER CLAUSE

The Bidder will have the option to extend any contract resulting from this solicitation as follows:

A. Extension to Other Jurisdictions

The County extends the resultant contract(s), including pricing, terms and conditions, to all public entities under the jurisdiction of the United States of America and its territories.

B. Inclusion of Governmental & Nonprofit Participants

Eligible entities include but are not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities.

C. Contract Agreement

The contractor may be required by a using jurisdiction to enter into a separate contract containing general terms and conditions unique to that jurisdiction.

31. NEGOTIATIONS WITH LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

If the bid by the lowest responsive and responsible bidder exceeds available funds, the County reserves the right to negotiate with the apparent low bidder to obtain an acceptable price. Negotiations with the apparent low bidder may involve discussions of reduction of quantity, quality, or other cost saving

mechanisms. The final negotiated contract shall be subject to final approval of the County, in its sole discretion.

32. ELECTRONIC SIGNATURE

If awarded, the Bidder may be required to accept an agreement and sign electronically through the County's e-signature solution, DocuSign.

II. SCOPE OF SERVICES

1. Purpose

- a. Arlington County will receive bids for providing plant materials, planting, warranting, watering, and maintaining trees, shrubs, perennials, and other related services at various county-wide locations on an annual basis per the Product Specifications.
- b. Most plantings will be made at individual locations on publicly managed properties throughout the County, such as parks, rights-of-way, and other publicly controlled spaces.
- c. Contractor shall provide all labor, materials, tools, and equipment as required to have plants, topsoil, amendments, mulch, seed and/or sod, and other related items installed on time on all areas called for in the plans or orders.

2. Plant selection, quantities, and order timing:

- a. The County estimates requesting approximately 800-2,000 trees per year for installation. Other plantings will be small projects requiring many types and sizes of plants according to a design provided by the Project Officer with seasonal orders or "as needed".
- b. Plants cannot be used that are on the Arlington County invasive plant list, available here: <https://www.arlingtonva.us/Government/Programs/Sustainability-and-Environment/Trees/Invasive-Plants>
- c. Seasonal orders with tree quantities of over 100, the following applies:
 - i. Spring Planting: The County will request a quote by October 1 of each contract year. Spring Plantings must be completed by the Contractor between March 1st and May 30th of each contract year.
 - ii. Fall Planting: The County will request a quote by July 1 of each contract year. Fall Plantings must be completed by the Contractor between October 1 and December 15th of each contract year.
 - iii. Planting outside of the specified seasons may only be conducted with the explicit request and approval of the Project Officer.
 - iv. The County reserves the right to narrow the planting timing window (for example, for evergreens, which have more sensitivity to digging timing and water needs) based on species requirements or for special events. The dates requested will be specified on the quote request.
 - v. The Contractor or County may change the start dates for spring planting with an agreement between both parties, to start no earlier than February 1. All seasonal end dates are firm.
- d. All trees shall be single-stem and single-leader unless otherwise specified by the Project Officer.

3. Acronyms

- a. CBAY: Chesapeake Bay, typically referring to CBAY watershed.
- b. ISA: International Society of Arboriculture
- c. NRCS: Natural Resources Conservation Service

4. Definitions

- a. Seasonal order: Large quantity orders for Spring and Fall planting
- b. Landscape Architect: Refers to an Arlington County Landscape Architect or their designee.
- c. Urban Forester: Refers to an Arlington County Urban Forester or their designee.
- d. Planting Soil/Backfill Soil Mixture: Existing soil modified as specified herein to be suitable for planting. This is further defined as manufactured soils in the Product Specifications section.
- e. Landscape Plan(s): Maps, plan sheets or drawings which designate the location of trees or plants to be planted and any other items to be constructed or executed and is used in conjunction with plant and materials lists.
- f. Project Officer: Arlington County employee responsible for issuing the purchase order and change orders, or their designee.
- g. Topsoil excavated on site: A horizon soil with significant organic matter. Depth may be from 2"-8" depending upon site conditions. Verify topsoil depth and quality and excavate for reuse based on site conditions.
- h. Subgrade: Soil below the A horizon, often defined as the soil or elevation below planting soil
- i. Finish Grade: Elevation of the finished surface of planting soil.
- j. Soil Profile rebuilding: A technique to rehabilitate compacted or construction-damaged soils, according to the specifications on the following website:
<https://www.urbanforestry.frec.vt.edu/SRES/>
- k. Provenance: The geographical origin of the seed or cutting used in propagation.

5. Product Specifications

- a. Imported Topsoil: Complying with ASTM D 5268-02; fertile, friable condition; loamy, containing less than 3 percent subsoil; free of weeds, weed seed, groundcovers, and sod, roots and stumps, stones and clods larger than 2 inches in diameter, debris, toxic substances (i.e., residual herbicides, oils, gasoline) and other extraneous material detrimental to plant growth. Soil shall be free from nematodes or other pests, pest eggs, or other undesirable organisms and disease-causing plant pathogens.

- i. Topsoil Source: Imported topsoil from off-site sources. Obtain from a naturally well-drained local or regional site, where topsoil occurs at least 4 inches deep; do not obtain from bogs or marshes. Verify the suitability of topsoil to produce planting soil. Soil should not have a clay percentage higher than 25% or a sand percentage higher than 60%.
 - ii. Texture analysis to match existing, on-site topsoil.
 - iii. May have a pH range of 4.5-7 dependent upon project site soils and specifications.
 - iv. Continuous, air-filled pore space content on a volume/volume basis shall be at least 15% when moisture is present at field capacity. Soil shall have a field capacity of at least 15 percent on a dry-weight basis. Shall have a texture similar to the existing soil.
 - v. Gravel content shall not exceed 10%. Soil shall be open-graded.
 - vi. Peds to remain 1-2". Do not use a fine screen or shred.
 - vii. Provide a standard soil report showing texture, percentage organic, CEC or ME, pH, base saturation, exchangeable anions, trace elements, and soluble salts.
- b. Manufactured soils:
- i. pH 6.5 -6.7 preferred, but soil pH may not be higher than 7
 - ii. Composition: Sandy Loam soil with no more than 60% sand, and from 15-25% clay and 15- 25% silt by weight. Top-dress with 10% pine fines and mix into top 8-10".
 - iii. Sand content shall be as follow:
 - 1. Coarse Sand: 30-55% by weight
 - 2. Fine Sand: 5-20% by weight
 - 3. Very Fine Sand 0-20% by weight
 - iv. Organic matter to be between 3 and 5% or no more than 10% by weight.
 - v. Gravel content shall not exceed 10%.
 - vi. Cation Exchange Capacity (CEC): 10-15.
 - vii. Water permeability to be between 1 and 2 inches per hour when compacted to 85% of maximum dry density. Add sand as required to achieve required permeability.

- viii. Planting mixes with a combined silt and clay content exceeding 40% without adequate coarse sand will not be accepted.
 - ix. Provide a standard soil report from the soil vendor showing texture, percentage organic, CEC or ME, pH, base saturation, exchangeable anions, trace elements, and soluble salts.
- c. Wood mulch: Clean, natural, undyed, double-shredded hardwood bark mulch, uniform in size and free of stones, clods, non-organic debris, and other foreign material.
- d. Composted leaf mulch, with a soluble salt content below 4 dS/m
- e. Pine Bark Mulch – Composted Pine Bark with average particle size ¼-1.5”
- f. Compost: Mature, stable compost made from leaves, yard waste, or food waste. Compost manufacturers that subscribe to the US Composting Council’s testing program may document stability as compost testing 7 or below in accordance with TMECC 05.08-B, “Carbon Dioxide Evolution Rate”.
 - i. Maturity (suitability for plant growth) may be documented as compost testing greater than 80% in accordance with TMECC 05.05-A.
 - ii. “Germination and Vigor”. Compost is considered mature and stable if it tests at 6.0 or higher on the Solvita Compost Maturity Index Rating, which is a combination of Carbon Dioxide and Ammonia Maturity Tests (test information and equipment available at www.solvita.com).
 - iii. Free of weed seeds
 - iv. Free of heavy metals or other deleterious contaminants
 - v. Have an EC of less than 4.0 mmhos/cm
- g. Plant Establishment Fence: Installed fence where shown on the plans to protect plants until established for the period of two years. The fence shall meet the following specifications:
 - i. Wire mesh with 2” x 2” minimum openings and a minimum 14 gauge, or alternate material outside riparian areas. If edges are exposed, provide safety caps.
 - ii. 2’-0” high above grade
 - iii. Stakes shall be powder-coated metal, green or black ‘U’ or ‘T’ posts, 4’-0” long and spaced no greater than 3’-0” O.C.
 - iv. See county detail for additional information

6. Submittals

- a. When requested by the Project Officer, samples of and certificates for all products and materials necessary for the completion of the Work shall be submitted to the Project

Officer for approval with confirmation by the Urban Forester or Landscape Architect prior to delivery to site. All approvals shall be in writing.

- b. Certificates - the Contractor shall provide the following for all plants (including trees):
 - i. Product certificates and/or manufacturer's certified analysis for each specified type of manufactured product.
 - ii. State Nursery Inspection certificates for source(s) of plant materials.
 - iii. Solid and chemical analysis to be done by a laboratory in compliance with the Virginia Environmental Laboratory Certification Program (1 VA 30 Chapter 45 and 46).
 - iv. Any relevant Virginia Department of Agriculture and Consumer Services quarantine permits.
- c. Samples - existing, manufactured and imported Topsoil used. Provide 1-pound sample of existing topsoil with the following soil test reports:
 - i. Fertility: pH, nitrate nitrogen, ammonia nitrogen, phosphate phosphorous, potassium, calcium, magnesium, zinc, iron, manganese.
 - ii. Suitability: total salinity, boron, sodium, potassium, calcium, magnesium, chloride, sulfate.
 - iii. Physical properties including organic content and particle size distribution.
- d. Imported Topsoil for Bioretention Areas: If bioretention areas are indicated in the approved landscape plans, the Contractor shall submit a soil sample per Product Specifications. Bioretention Filter Media shall conform to Arlington County's specifications. The filter media must meet specific tests and may be purchased from Arlington County's approved vendor list to meet these. The Contractor shall review the Construction Documents to ensure that they install the proper media per the approved plans. The approved vendor list can be found on the Stormwater Management – Notices to Industry page of Arlington County's website: <https://building.arlingtonva.us/codes-ordinances/stormwater-management/notices-to-industry/>
- e. Mulches and Organic Matter/Compost: A sample of mulch and organic matter/compost may be requested to support field inspection.
- f. Geotextile/Soil Stabilization/Erosion Control Fabric: 12" x 12" Sample or cut-sheet
- g. Seed Mix (Bioretention, specialty, native plant): Certification of specified grass seed including the botanical and common name, percentage by weight of each species and variety, and percentage of purity, germination, and weed seed. Include the year of production and the date of packaging.

- h. Sod: Sod grower's name, together with substantiating information as to field location from which sod is to be cut and species, percent purity, and the mixture of grass sod to be applied. Samples or photos of the sod mix may be requested in lieu of field inspection.
- i. Maintenance Instructions: If requested by Project Officer, the Contractor shall submit to the Project Officer recommended procedures for the maintenance of plants during a calendar year.
- j. Watering Schedule: Project Officer may request that the Contractor submit a draft schedule in accordance with "Watering Requirements".
- k. Planting Schedule: Project Officer may request preliminary planting schedules and weekly schedules and the Contractor will provide them.
- l. Contractor shall submit manufacturer's product data for watering bags specified in the "Water Requirements" section.

7. Substitutions After Contract Award

- a. The primary time to request a substitute of material or specification is prior to the final quote. In the event of a crop failure or other market constraint the County may approve use of a substitution prior to planting or construction. In these circumstances, the Contractor shall submit a written request for a substitute a minimum of fifteen (15) calendar days prior to the planting date for projects 'under 50 trees or orders without trees,' and a minimum of 30 days for projects 'over 100 trees.' The contractor shall submit the request to the Project Officer for approval with confirmation by the Landscape Architect or Urban Forester. Failure to notify the County of the lack of availability of material as specified will be considered cause for cancellation of the order and the County's use of the Contractor for that job.
- b. Arlington County is under no obligation to accept an offered substitute. The Contractor will work to find acceptable substitutes with the Project Officer in coordination with the Landscape Architect or Urban Forester when unforeseen circumstances arise that require substitutions. The Project Officer will review the Contractor's substitution request with confirmation by Landscape Architect or Urban Forester and notify the Contractor of the County's decisions within five (5) business days.
- c. In providing a final quote, the contractor also confirms that they have verified the availability of the requested materials as specified. Unauthorized substitutions are not permitted with final quotes.

8. Personnel Qualifications and Requirements

- a. Installer Supervisor. The Contractor shall identify to the Project Officer at least one full-time supervisor who is the Contractor's person on-site and who is, by training or experience, familiar with the policies, regulations, and standards applicable to the work being performed, capable of reading, understanding and implementing layouts on

landscape plans and maps, and capable of sufficiently communicating with the Project Officer or their designee.

- b. Assigned Crew. The Contractor's assigned crew member on-site shall be able to communicate clearly and effectively with the Project officer or their designee and inquiries from citizens until the complete installation of the project.
- c. Reforestation Installer. The Installer's Qualifications for Reforestation Projects shall demonstrate experience in Reforestation/Afforestation and Stream-Bank Stabilization projects through a project portfolio detailing a minimum of three (3) successfully completed reforestation/afforestation/streambank restoration projects in the CBAY area over the past three years. The Installer shall be able to communicate clearly and effectively with the Project officer or their designee and inquiries from citizens until the complete installation of the project.
- d. Replacement Staff. Throughout the contract term, the County will have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the County reasonably rejects staff or subcontractors, the Contractor shall provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees, and any employees of any of its subcontractors, shall be solely the responsibility of the Contractor.

9. Quality Assurance

- a. Topsoil Analysis: Furnish soil analysis by a qualified soil-testing laboratory. Comply with requirements in "Product Specifications"
- b. Plants shall be nursery-grown stock and conform to the requirements described in the most current issue of the American Standard for Nursery Stock (ANSI) Z60.1 published by the American Nursery and Landscape Association.
- c. Collected material may be used only when approved by Project Officer with confirmation by the Landscape Architect or Urban Forester.
- d. Nomenclature shall be in accordance with The World Flora Online (available at <http://www.worldfloraonline.org/>) or Flora of Virginia by A.S. Weakley et al.
- e. All trees and shrubs shall be labeled with a securely attached durable tag that includes the botanical name. Perennials and groundcovers shall be clearly identified with a durable tag bearing legible designation of botanical name within the container or flat of duplicate containers. Project officer may reject plant materials if not properly tagged at the project site.
- f. Contractor will share botanical names specified by Project Officer with any purchasing agent and warrants all material to be true to name.

- g. Pre-installation Conference for landscape plans: Conduct conference at Project site with Project Officer, Urban Forester and/or Department of Parks and Recreation representative.
- h. The Contractor shall provide ten (10) calendar days' notice to the Project Officer prior to installing the plant material (this is not the same as inspection notification).
- i. At the request of the Project Officer, the Contractor will supply information specifying the provenance of the plant material. The nursery location may also be required by the Project officer for degree day differences.
- j. Plants grown in sandy soils or soilless media will not be accepted except when approved in advance by the project officer.

10. Inspections:

- a. Preliminary inspection of Plant Materials for landscape plans: The project officer may require all plants be available to the Project Officer for inspection prior to planting. Contractor shall notify the Project Officer for inspection of plant materials at least ten (10) calendar days in advance to coordinate the plant inspection. Inspections may be at the Contractor's site or at the delivery site, or both, at the County's option. Plants not conforming to ANSI requirements, any specifications in this document, or in the project document may be rejected at that time. The contractor is assumed to be providing plants that conform to all specifications and a preliminary inspection request does not relieve the contractor of that requirement but is provided as a courtesy to the contractor to assist in catching easily identifiable non-conforming plants.
- b. The county reserves the right to reject any plant with defects discovered during planting or during inspection after planting including but not limited to stem-girdling roots, pot-bound material, injuries incurred during planting or transporting, and over-pruning.
- c. Final inspection will be performed by the Contractor and Project Officer in accordance with the "Final Inspection" Section.
- d. For non-seasonal orders, warranty inspection will be performed by the Contractor and Project Officer allow plants to be planted at the earliest appropriate planting time which may be before the completion of the warranty period in accordance with the "Warranty", Section.
- e. For seasonal orders, replacement lists under warranty will be prepared by the Project Officer, and sent to the Contractor 45 days before the beginning of the next planting season of the same kind (for example, trees needing to be replaced from the previous year's Spring season will be replaced before the next Spring planting season, trees needing to be replaced from the previous year's Fall season will be replaced before the next Fall season)

11. Workmanship

- a. Any tree pruning shall conform to the most current version of ANSI A-300 Standard Practices for Trees, Shrubs, and Other Woody Plant Maintenance. Do not prune trees and shrubs before delivery.

- b. Protect bark, branches, and root systems from sunscald, drying, sweating, whipping, bruising, scraping, and other handling and tying damage. Do not bend or bind-tie trees or shrubs in such a manner as to destroy their natural shape. Provide protective covering of plants during delivery. Do not drop plants during delivery. Plants shall not be bound with wire or rope at any time.
- c. All plants in transit shall be tarped or covered and shall be kept from drying out and shall not be delivered with dry soil media or with wilted leaves. Desiccation damage shall be cause for rejection. Plants damaged in handling or transportation may be rejected by the Project Officer with confirmation by the Urban Forester/Landscape Architect.
- d. Any tree or shrub found to have wounds over 12.5% of the circumference of any limb (larger than 1 inch), or trunk, or over 1 inch in any direction, whichever is smaller, shall be rejected.
- e. Deliver plants after preparations for planting have been completed and install immediately. If planting is delayed more than six hours after delivery the Contractor must contact Project Officer, and; set plants and trees upright in shade, protect from weather and mechanical damage, and keep roots moist. Plants shall not remain unplanted for longer than a three-day period after delivery. Any plants not installed during this time will be rejected, unless Project Officer and the Contractor provide otherwise by written agreement. All plants kept on site for any period shall be watered and cared for using ANSI A300 standards.
- f. Unless otherwise indicated by Project Officer, the Contractor shall lay out plants per the project's landscape plan(s) or map(s). The Project Officer shall approve the layout with confirmation by the Landscape Architect prior to plant installation. Plants installed without layout approval from the Project Officer with confirmation by Landscape Architect are subject to removal and replanting by the Contractor at no additional cost to Arlington County.
- g. Plants shall be installed immediately following excavation of the hole. No holes shall remain open overnight, unless specified by the Project Officer. The Contractor shall cover and barricade any open holes to effectively prevent any danger of injury to pedestrians.
- h. During delivery and installation, the Contractor shall perform in a safe, professional manner, coordinating their activities so as not to interfere with the work of other trades, and leave their work area(s) clean of litter and debris at the close of each workday.
- i. During planting, all areas shall be kept neat and clean, and precautions shall be taken to avoid damage to existing plants, soils, trees, turf and structures. All trees and plants on site shall be protected in accordance with ANSI A300 Standards and the approval of the Project Officer.
- j. Soils must be protected from compaction and disturbance during landscape operations using protective mats, or mulch, as approved by the Project Officer. Any damaged areas caused by the Contractor shall be restored to their original condition at no cost to the

County. All debris and waste material, including small stones and clumps of clay or dirt exceeding 1" by 1" in any direction, resulting from planting operations shall be removed from the project, properly disposed in accordance with Arlington County code, and the area cleaned up by the Contractor.

- k. Plants, after planting shall not have soil covering the root flare and shall be rejected by Project.
- l. The Contractor will not be held responsible for uncommon, concealed conditions such as concrete/asphalt/stone spoils encountered in excavation work which is not apparent at the time of bidding.
- m. The Contractor shall be solely responsible for coordination with private property owners for staking or marking desired planting locations on their property. Contractor shall also be responsible for advising the resident on preferred watering methods.

12. Utilities

- a. The Contractor is solely responsible for notifying the Miss Utility Center at 811 or through an online ticket request before start of any work to determine the location of any utilities. Upon request, the contractor shall supply the Project Officer with the ticket number of the Miss Utility request and a copy of the "cleared" ticket.
- b. If there is a conflict between utilities and the planting, the Project Officer will be responsible for determining new locations for affected plants prior to the planting process. The reasonable cost of relocating due to conflict with utilities will be borne by the County.
- c. Contractor shall take full responsibility for any cost incurred due to damage of said marked utilities by their operations.

13. Water Requirements

- a. Initial Waterings: The Contractor shall supply water for all plantings and shall water all plants at time of installation and again between 24 and 48 hours after installation, at the discretion of the Project Officer.
- b. Contractor shall comply with the water volume requirements below for all plant materials at each watering session:
 - i. 20 gallons per individual tree
 - ii. 4 gallons per individual shrub
 - iii. 1 gallon per 1 sq. yd. of shrub or perennial bed
 - iv. 1 gallon per 3 sq. yd. of seed or sod
- b. When watering without a water bag or reservoir, Contractor shall water slowly so that surface of soil does not puddle and crust or erode.
- c. One-year watering of trees consist of weekly waterings:

- i. Spring: after planting, until October 31
 - ii. Fall: May 1-October 31
 - iii. In years following the first year after planting: May 1-October 31.
- d. Contractor shall notify Project Officer by email at least 24-hours in advance of scheduled watering, if requested by the County.
- e. Upon request by the Project Officer, the Contractor shall provide a schedule of watering for establishment waterings, within 24 hours of the request.
- f. Weekly Reporting:
 - i. Contractor shall submit weekly reports via email to the Project Officer by close of business on Friday each week with the following week's proposed watering schedule. The weekly report and the log may be submitted at the same time as part of the same document.
 - ii. Contractor shall document the watering in a weekly log that shall be submitted via email to the Project Officer by close of business (COB) on Friday of each week. The log must document the time, date, location, and number of trees or plants that were watered. The weekly log must be received by the Project Officer via email in order to sign-off on the request for payment.
- g. Procedure for Tree Establishment Waterings:
 - i. The Contractor shall provide slow-release watering bags for each tree planted, if specifically requested by the Project Officer. Watering bags will be 20-gallon size by Treegator, or approved equivalent.
 - ii. Each tree will have a stake, tag, or waterproof writing surface (for example, Tyvek paper or approved equivalent) to record watering event.
 - iii. Contractor shall install watering bags at the time of planting.
 - iv. Contractor shall fill water bags as specified, then record date and time of watering event at each tree on the tag.
 - v. Project Officer will inspect tags to verify that required watering has occurred prior to release of payment for watering. Contractor may not be paid for waterings that have not been properly documented.
- h. Contractor shall inspect each bag at the time of each watering event to ensure positive drainage from each bag. If bag is clogged, Contractor shall clear to restore bag's ability to drain. If bag is damaged, Contractor shall replace with a new bag.
- i. Watering bags will be removed by October 31 by the Contractor, unless the mandatory watering period laps the October 31 to May 1 fall and winter period, in which case the

Contractor shall leave watering bags on trees.

14. Maintenance

- a. Initial Maintenance: Contractor shall maintain all plantings at his/her own expense until final acceptance of the plantings as specified herein. Maintenance shall include pruning, mulching, cultivating, watering, weeding, fertilizing, tightening and repairing stakes and guy supports, and resetting to proper grades or vertical position, as required to establish healthy, viable plantings.
- b. Pruning: Remove all sucker growth at base of plants, dead or broken branches at initial planting and as needed during the warranty period. Pruning will conform to ANSI-300 Tree Pruning Standards.
- c. Fertilizing: No plants shall be fertilized without a soil test showing nutrient deficiency, and before prior approval of Project Officer with confirmation by the Urban Forester or Landscape Architect. Contractor to provide recommended fertilizer information and product data as a submittal with soil test.
- d. Mulching: Contractor shall ensure that mulch is at the appropriate depth and of the mulch type and quality per project requirements and project details. Mulch will be at this depth when project acceptance occurs. Contractor should refresh mulch by raking or adding as needed, without applying more than the depth specified. Keep mulch six inches away from trunks of trees and shrubs.
- e. Sod and Seeding: The Contractor shall be responsible for maintaining all sodded and seeded areas in a healthy, vigorous condition at his/her own expense until all contracted work is completed and accepted by Project Officer with confirmation by the Landscape Architect or Urban Forester.
 - i. Maintain grades and supply additional topsoil where necessary, including areas affected by erosion.
 - ii. Water initially, after installation
 - iii. Cut lawn areas when grass reached heights of above 3". Do not cut more than 1/3 of blade at any one mowing.
 - iv. Before first mowing of lawn, water grass sufficiently to moisten soil from 3" to 5" deep.
 - v. Re-seed damaged grass areas showing root growth failure, deterioration, bare or thin spots and erosion
- f. Weeding: All plant material shall be delivered weed-free. Contractor shall perform weeding until final acceptance. A minimum of one weeding per month from April through October is required if time between planting and final acceptance extends through any months of the growing season.

- g. Stakes and Guy Supports: If installed, Contractor shall monitor and adjust all stakes and guy supports until final acceptance.
- h. Annual Maintenance/Establishment Program: If explicitly requested by Project Officer, the Contractor shall provide annual maintenance of plant materials.
- i. The maintenance/establishment period shall be for one year and shall begin after landscape inspection and final acceptance of all landscaping by the Project Officer with confirmation by Landscape Architect or Urban Forester.
- j. The Contractor shall document maintenance activities in a monthly schedule or log that notes the time, date, location and specific maintenance activities that took place. The Contractor shall submit this log to Project Officer via email within 5 business days of completing the maintenance. The Project Officer shall verify the work and shall not authorize payment unless the corresponding log for that work has been submitted by the Contractor.
- k. The one-year maintenance/establishment program shall include:
 - i. Pruning: Remove all sucker growth, dead or broken branches at initial planting and as needed during the warranty period. Pruning to be limited to necessary pruning. Do not shape plants. Pruning will conform to ANSI A300 Tree Pruning Standards.
 - ii. Fertilizing: Regular fertilization, including low-dose feeding of turfgrass, shall be approved by the Project Officer with confirmation by the Urban Forester or Landscape Architect. The County shall include any fertilization request as part of the project. Plant health issues that are the result of nutrient issues, but are discovered during the maintenance period shall be addressed by agreement between the Project Officer and Contractor.
 - iii. Mulching: At the end of one year, all mulched areas shall be re-mulched or refreshed, so they contain a minimum depth of two inches and a maximum depth of four inches depending on mulch type, planting type and specifications and details. Mulch will be of the same quality as mulch provided at the time of planting. Keep mulch six inches away from trunks of trees and shrubs.
 - iv. Weeding: Weeding shall be scheduled throughout the one-year maintenance period to keep the planting area as free of weeds as possible. A minimum of one weeding per month from April through October is required; however, the Project Officer may request more, not to exceed two per month.
 - v. Stakes and Guy Supports: If installed, Contractor shall monitor and adjust all stakes and guy supports during the year and shall be removed at the end of one year.

15. Final Inspection and Acceptance

- a. Contractor shall notify the Project Officer in coordination with the Urban Forester and/or Landscape Architect at least ten (10) calendar days in advance to conduct a final inspection.
- b. The final inspection will review all landscape work under the contract.
- c. All plants shall be alive and in good health at the time of final inspection. Any plant material that is 25% dead or more or has a dead main leader shall be considered dead and shall be replaced at no charge to the County.
- d. Seeded areas will be accepted when an even, healthy, close, and uniform stand of turf, 3" tall, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10sq. ft., and bare spots not exceeding 4 by 4 inches, is properly established. Contractor shall re-seed bare spots more than 4" per the Product Specifications.
- e. Sodded areas will be accepted provided all requirements, including maintenance, have been complied with and sod is well established in a healthy, vigorous growing condition.
- f. It shall be the Contractor's responsibility to provide in writing the results of this inspection.
- g. The Contractor shall make replacements within 30 days following the final inspection. If the inspection or this replacement date occurs after the planting season, the Contractor will replace during the next planting period unless the County specifies an earlier date. The installation period for replacement should be within 30 days of the start of the next planting season.
- h. The replacement plants will be reviewed for final acceptance within ten (10) calendar days after installation. Contractor is responsible for initial watering of replacement material per the Product Specifications after planting and until the replacement plantings are finally accepted by Project Officer.
- i. A replacement plant shall be of the specifications as the original plant and shall be installed in accordance with the Product Specifications.
- j. The Contractor will not be responsible for plants that have been damaged by vandalism, fire, removal or other activities beyond the control of the Contractor.
- k. Upon final inspection and acceptance of the work, the warranty period begins.
- l. The Contractor shall remove all staking and guying material installed with this contract at the end of the one-year warranty period.

16. Warranty

- a. All plants will include a one-year warranty period as specified in the terms below.

- i. The one-year warranty for all plant materials shall begin after final acceptance of all landscaping by the Project Officer. The final inspection can be on all or partially completed work under the contract, at the County's option.
- ii. The Project Officer shall conduct a warranty inspection at the end of the one-year warranty period. The Contractor may choose to perform their own inspection and share its findings with the Project Officer.
- iii. The Project Officer shall provide the Contractor with a list of items to be remediated. The Contractor has the option to review the plant materials to provide additional information to amend this list, within 30 days of receipt of this list.

b. Replacements and Conditions

- i. All replacement material must comply with the same conditions described in the Scope of Work, "Quality Assurance", Paragraph F.
- ii. Any plant material that is 30% dead or more shall be considered dead and shall be replaced at no charge to the County. A tree shall be considered dead when the main leader has died or 30% of the crown is dead.
- iii. The Contractor shall remove dead plant material at the time of replacement.
- iv. Replacement material shall be of the same specifications as the original.
- v. The Contractor is responsible for ensuring that replacement plants are watered in accordance with the "Water Requirements" section in order to meet this warranty.
- vi. The Contractor will not be responsible for the replacement of accepted plants that have been damaged by vandalism, fire, removal, relocation, or other activities beyond the control of the Contractor.

16. Task Order Assignment Procedures

The following procedures shall be followed when a task is required of the Contractor:

- a. The County will notify the Contractor when work is required.
 - i. The Contractor shall respond in writing to acknowledge the notification within seven (7) calendar days.
 - ii. If the Contractor fails to acknowledge the notification and/or does not accept the Task Order Assignment within the seven (7) calendar days, then the County, in its discretion, may solicit the Task Order to another Contractor for that job.
- b. For seasonal orders, the Contractor shall provide a quote within 30 days.
- c. For non-seasonal orders below 100 trees, the Contractor shall provide a quote within 14 days. For non-seasonal orders over 100, the Contractor shall provide a quote within 30 days.
- d. The County will provide maps and landscape plans for the work requested after quote approval.

17. The County may schedule a meeting with the Contractor and proper County representatives to discuss project requirements.

FOLLOWING THIS PAGE IS THE AGREEMENT THAT WILL BE ENTERED INTO BETWEEN THE COUNTY AND THE CONTRACTOR. THE AGREEMENT IS PART OF THIS SOLICITATION. THIS AGREEMENT IS SUBJECT TO REVIEW BY THE COUNTY ATTORNEY PRIOR TO BEING SUBMITTED FOR CONTRACTOR'S SIGNATURE.

III. AGREEMENT AND CONTRACT TERMS AND CONDITIONS



ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
SUITE 500, 2100 CLARENDON BOULEVARD
ARLINGTON, VA 22201

AGREEMENT NO. 23-DPR-ITBLW-444

THIS AGREEMENT is made, on _____, between Contractor's name,
Contractor's address ("Contractor") a name of state type of entity
authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County,
Virginia ("County"). The County and the Contractor, for the consideration hereinafter specified, agree as
follows:

1. CONTRACT DOCUMENTS

The "Contract Documents" consist of this Agreement, bid of the successful Bidder (hereinafter
"Contractor") and Arlington County (hereinafter "County") Invitation to Bid No. 23-DPR-ITBLW-444.

The Contract Documents set forth the entire agreement between the County and the Contractor. The
County and the Contractor agree that no representative or agent of either party has made any
representation or promise with respect to the parties' agreement that is not contained in the Contract
Documents. The Contract Documents may be referred to below as the "Contract" or the "Agreement".

2. SCOPE OF WORK

The Contractor agrees to perform the services described in the Contract Documents (the "Work"), more
particularly described in the Scope of Services included with the Invitation to Bid. The primary purpose
of the Work is to provide Tree Planting Services. The Contract Documents set forth the minimum work
estimated by the County and the Contractor to be necessary to complete the Work. It will be the
Contractor's responsibility, at its sole cost, to provide the services set forth in the Contract Documents
and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents limits the
Contractor's responsibility to manage the details and execution of the Work.

3. PROJECT OFFICER

The performance of the Contractor is subject to the review and approval of the County Project Officer,
who will be appointed by the Director of the Arlington County department or agency requesting the Work
under this Contract.

4. CONTRACT TERM

Time is of the essence. The Work will commence on _____, 20____ and must be completed no later
than _____ 20 ____ ("Initial Contract Term"), subject to any modifications provided in the Contract
Documents. Upon satisfactory performance by the Contractor the County may, through issuance of a

bilateral Notice of Renewal, authorize continuation of the Agreement under the same contract prices for not more than _____ additional 12-month periods, from _____, 20____ to _____, 20____ (each a "Subsequent Contract Term"). The Initial Contract Term and any Subsequent Contract Term(s) are together the "Contract Term".

5. CONTRACT PRICING

Unless otherwise provided in the Contract Documents, the Contractor shall provide the goods and services covered in the County's Invitation to Bid No. 23-DPR-ITBLW-444 at the prices provided in the bid of the Contractor.

6. CONTRACT PRICING WITH OPTIONAL PRICE ADJUSTMENTS

The Contract Amount/unit price(s) will remain firm until _____ ("Price Adjustment Date"). To request a price adjustment, the Contractor or the County must submit a written request to the other party not less than 90 days before the Price Adjustment Date. Adjustments to the Contract Amount/unit price(s) will not exceed the percentage of change in the U.S. Department of Labor Consumer Price Index, All Items, Unadjusted, Urban Areas ("CPI-U") for the 12 months of statistics available at the time of the Contract's renewal.

Any Contract Amount/unit price(s) that result from this provision will become effective the day after the Price Adjustment Date and will be binding for 12 months. The new Price Adjustment Date will be 12 months after the price adjustment.

If the Contractor and the County have not agreed on a requested adjustment by 30 days before the Price Adjustment Date, the County may not renew the Contract, whether or not the County has previously elected to renew the Contract's term.

7. PAYMENT TERMS

The Contractor must submit invoices to the County's Project Officer, who will either approve the invoice or require corrections. The County will pay the Contractor within 45 days after receipt of an invoice for completed work that is reasonable and allocable to the Contract and that has been performed to the satisfaction of the Project Officer. All payments will be made from the County to the Contractor via ACH. The number of the County Purchase Order pursuant to which goods or services have been delivered or performed must appear on all invoices.

If the County makes a partial payment, it may retain 5% of the estimate upon which the partial payment is based until completion and final acceptance of the Work.

8. PAYMENT OF SUBCONTRACTORS

The Contractor is obligated to take one of the two following actions within seven days after receipt of payment by the County for work performed by any subcontractor under this Contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or
- b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment, with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of 1% per month.

The Contractor must include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this section may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

9. NO WAIVER OF RIGHTS

The County's approval or acceptance of or payment for any goods or services under this Contract will not waive any rights or causes of action arising out of the Contract.

10. NON-APPROPRIATION

All payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia ("Board"). In the event that the Board does not appropriate funds for the goods or services provided under this Contract, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the fiscal year or when the previous appropriation has been spent, whichever event occurs first.

11. ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR

This Contract does not obligate the County to purchase a specific quantity of items or services during the Contract Term. Any quantities that are included in the Contract Documents are the present expectations of the County for the period of the Contract; and the County is under no obligation to buy that or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The County may require more goods and/or services than the estimated annual quantities, and any such additional quantities will not give rise to any claim for compensation other than at the unit prices and/or rates in the Contract.

The County does not guarantee that the Contractor will be the exclusive provider of the goods or services covered by this Contract. The items or services covered by this Contract may be or become available under other County contract(s), and the County may determine that it is in its best interest to procure the items or services through those contract(s).

12. COUNTY PURCHASE ORDER REQUIREMENT

County purchases are authorized only if the County issues a Purchase Order in advance of the transaction, indicating that the ordering County agency has sufficient funds available to pay for the purchase. If the Contractor provides goods or services without a signed County Purchase Order, it does so at its own risk and expense. The County will not be liable for payment for any purchases made by its employees that are not authorized by the County Purchasing Agent.

13. DELIVERY

All goods are purchased F.O.B. destination in Arlington County as described in the specifications/Scope of Work. Transportation, handling and all related charges are included in the unit prices or discounts that the Contractor submitted with its bid.

14. WARRANTY

The Contractor guarantees against and will correct at its expense factory defects that occur during the manufacturer's standard warranty period. The Contractor will provide all manufacturers' warranties at the time of delivery.

All work is guaranteed by the Contractor against defects resulting from the use of inferior or faulty materials or workmanship for one (1) year from the date of final acceptance of the work by the County. No date other than the date of final acceptance shall govern the effective date of the Guaranty, unless that date is agreed upon by the County and the Contractor in advance and in a signed writing.

15. INSPECTION, ACCEPTANCE, TITLE, AND RISK OF LOSS

The County will inspect all materials at the delivery location within ten days of delivery and may test the goods at its see fit before accepting them.

The Contractor warrants that it has good title to and will require all subcontractors to warrant that they have good title to, all delivered goods.

The Contractor bears title and risk of loss or damage to all delivered goods until the County accepts them.

Neither the Contractor nor any subcontractor may retain any interest in the goods after the County accepts them.

16. DAMAGE TO PROPERTY

Any damage, as determined by the Project Officer, to the real or personal property, whether owned by the County or others, resulting from the Work performed under this Contract shall be timely repaired or replaced to the County's satisfaction at the Contractor's expense. The County will perform the repairs unless the County agrees that such repairs will be made by the Contractor. Any such Contractor repairs will be made within ten (10) days of the date of damage to the satisfaction of the County. All costs of the repair performed by the County shall be deducted from the Contractor's final payment.

17. CLEANING UP

The Contractor shall remove, as frequently as necessary, all refuse, rubbish, scrap materials and debris from any and all work sites to the extent that the trash is the result of the Contractor's operations, to the end that any and all work sites shall present a neat, orderly, and workmanlike appearance at all times. At completion of the Work, but before final acceptance, the Contractor shall remove all surplus material, falsework, temporary structures including foundations thereof, and debris of every nature resulting from the Contractor's operations or resulting from any activity on the site related to the Contractor's operations and put the site in a neat, orderly condition; if the Contractor fails to do so, the County shall have the right to remove the surplus material, falsework, temporary structures including foundations thereof, and debris, put the site in a neat, orderly condition, and charge the cost to the Contractor. The County shall be entitled to offset such cost against any sums owed by the County to the Contractor under this Contract.

18. DISPOSAL OF PACKING MATERIALS, TRASH AND DEBRIS

The Contractor must, at its expense and without using any County waste containers, immediately remove and legally dispose of off-site all packing materials, trash and debris ("Waste"). Otherwise, the County will contract a third party to dispose of the Waste and will deduct the expense from the final payment to the Contractor.

The County will deduct from the final payment the expense to repair any damage to County-owned or-controlled property that the Contractor or its agents cause, unless the County agrees that the Contractor can make the repairs, in which case the Contractor must make the repairs at its expense within ten days of the damage and to the satisfaction of the County.

19. OSHA REQUIREMENTS

The Contractor certifies that all material supplied or used under this Contract meets all federal and state Occupational Safety and Health Administration ("OSHA") requirements. If the material does not meet the OSHA requirements, the Contractor will bear all costs necessary to bring the material into compliance.

20. HAZARDOUS MATERIALS

The Contractor must comply with all federal, state, and local laws governing the storage, transportation, and use of toxic and hazardous materials. The County is subject to the Hazard Communication Standard, 29 CFR § 1910.1200 ("Standard"). The Contractor will provide, no later than delivery or first use of the materials, Material Safety Data Sheets ("MSDS") for all hazardous materials supplied to the County or used in the performance of the Work. The Contractor will also ensure that all shipping and internal containers bear labels that meets the requirements of the Standard. The County may refuse shipments of hazardous materials that are not appropriately labeled or for which the Contractor has not timely provided MSDS. The Contractor must pay any expenses that it or the County incurs as a result of the County's refusal of goods under this section or rejection of MSDS.

21. HAZARDOUS WASTE GENERATOR/HAZARDOUS WASTE DISPOSAL

The County and the Contractor shall be listed as co-generators. The Contractor assumes all duties pertaining to the waste generator, including signing the Waste Shipment Record ("WSR") and manifest. The Contractor shall supply the County Project Officer with the executed original Owner's Copy of the WSR, as required by applicable regulatory agencies within thirty-five (35) days from the time the waste was accepted by the initial waste transporter, and prior to request for final payment. A separate WSR shall be submitted for each shipment to the disposal site.

Delayed Waste Shipment Records: The Contractor shall report in writing to the EPA Region III office within forty-five (45) days if an executed copy of the WSR is not received from the operator of the disposal site. The report to the EPA regional office shall include a copy of the original WSR and a cover letter signed by the Contractor stating the efforts taken to locate the hazardous waste shipment and the results of those efforts.

Temporary Hazardous Waste Storage Prohibited: The Contractor shall not temporarily store hazardous waste unless pre-approved by the County. If so approved, hazardous waste stored off-site in a temporary facility shall be monitored and records shall be kept on the number of containers, size, and weight. The Contractor shall inform the County when the hazardous waste is to be transported to the final disposal site. The County has the right to inspect the temporary site at any time. The Contractor shall submit copies of all relevant manifests, WSRs, and landfill receipts to the County Project Officer prior to the request for final payment. All paperwork shall be signed by the Contractor and disposal site operator as required.

22. PROHIBITION AGAINST ASBESTOS-CONTAINING MATERIALS

No goods, equipment or material that the Contractor or its subcontractor provides, or installs may contain asbestos. The Contractor must remove any asbestos-containing goods, equipment and material at its sole cost, which includes worker protection and legal disposal, and must reimburse the County for the replaced goods, equipment and material. The County may offset these costs and reimbursement against any amounts that it owes the Contractor.

23. SAFETY

The Contractor shall comply with, and ensure that the Contractor's employees and subcontractors comply with, all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry, the Federal Environmental Protection Agency standards and the applicable standards of the Virginia Department of Environmental Quality.

The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Contractor and subcontractor(s).

The Contractor shall identify to the County Project Officer at least one on-site person who is the Contractor's competent, qualified, and authorized person on the worksite and who is, by training or experience, familiar with and trained in policies, regulations and standards applicable to the work being performed. The competent, qualified and authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's personnel from the work site.

The Contractor shall provide to the County, at the County's request, a copy of the Contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the contract.

24. COVID-19 VACCINATION POLICY FOR CONTRACTORS

Due to the ongoing COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety, and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. To protect the County's workforce and the public at large, all employees and subcontractors of the Contractor who are assigned to this Contract, should be fully vaccinated against COVID-19. Any contractor employee or subcontractor who is not fully vaccinated should be following a weekly testing protocol as established by the Contractor, unless exempt pursuant to a valid reasonable accommodation under state or federal law.

25. FAILURE TO DELIVER

If the Contractor fails to deliver goods or services in accordance with the Contract terms and conditions, the County, after notice to the Contractor, may procure the goods or services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. The County shall be entitled to offset such costs against any sums owed by the County to the Contractor. However, if

public necessity requires the use of nonconforming materials or supplies, they may be accepted at a reduction in price to be determined solely by the County.

26. UNSATISFACTORY WORK

The Contractor must within 15 days of written notice from the County remove and replace, at its expense, any goods that the County rejects as unsatisfactory. Otherwise, the County may choose to remove or replace the rejected goods at the Contractor's expense. The County may offset the costs against any amounts that it owes the Contractor. The County may also decide not to remove or replace the unsatisfactory goods and instead to adjust the Contract Amount to account for the unsatisfactory performance. This paragraph applies throughout the Contract Term and any warranty or guarantee period.

27. PROJECT STAFF

The County has the right to reasonably reject staff or subcontractors whom the Contractor assigns to the Project. The Contractor must then provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees and its subcontractors is the sole responsibility of the Contractor.

28. SUPERVISION BY CONTRACTOR

The Contractor shall at all times enforce strict discipline and good order among the employees and subcontractors performing under this Contract and shall not employ on the Work any person not reasonably proficient in the work assigned.

29. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of its work pursuant to this Contract:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability or on any other basis prohibited by state law. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation will be deemed sufficient for meeting the requirements of this section.
- C. The Contractor will state in all solicitations or advertisements for employees that it places or causes to be placed that such Contractor is an Equal Opportunity Employer.
- D. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 ("ADA"), which prohibits discrimination against individuals with disabilities in employment and mandates that disabled individuals be provided access to publicly and privately provided services and activities.
- E. The Contractor must include the provisions of the foregoing paragraphs in every subcontract or purchase order of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

30. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

In accordance with §2.2-4311.1 of the Code of Virginia, as amended, the Contractor must not during the performance of this Contract knowingly employ an unauthorized alien, as that term is defined in the federal Immigration Reform and Control Act of 1986.

31. DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR

During the performance of this Contract, the Contractor must: (i) provide a drug-free workplace for its employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violating such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "workplace" means the site(s) for the performance of the work required by this Contract.

32. *SEXUAL HARASSMENT POLICY

If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.

33. TERMINATION

The County may terminate this Contract at any time as follows: (1) for cause, if, as determined by the County, the Contractor is in breach or default or has failed to perform the Work satisfactorily; or (2) for the convenience of the County.

Upon receipt of a notice of termination, the Contractor must not place any further orders or subcontracts for materials, services or facilities; must terminate all vendors and subcontracts, except as are necessary for the completion of any portion of the Work that the County did not terminate; and must immediately deliver all documents related to the terminated Work to the County.

Any purchases that the Contractor makes after the notice of termination will be the sole responsibility of the Contractor, unless the County has approved the purchases in writing as necessary for completion of any portion of the Work that the County did not terminate.

If any court of competent jurisdiction finds a termination for cause by the County to be improper, then the termination will be deemed a termination for convenience.

A. TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE

1. Termination for Unsatisfactory Performance. If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure them within 15 days or any other period specified by the County ("Cure Period"). If the Contractor fails to cure within the Cure Period, the County may terminate the Contract for failure to provide satisfactory performance by providing written notice with a termination date. The Contractor must submit any request for termination costs, with all supporting documentation, to the County Project Officer within 30 days after the expiration of the Cure Period. The County may accept or reject the request for termination costs, in whole or in part, and may notify the Contractor of its decision within a reasonable time.

In the event of termination by the County for failure to perform satisfactorily, the Contractor must continue to provide its services as previously scheduled through the termination date, and the County must continue to pay all fees and charges incurred through the termination date.

2. Termination for Breach or Default. If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination will be immediate after notice of termination to the Contractor (unless the County provides for an opportunity to cure), and the Contractor will not be permitted to seek termination costs.

Upon any termination pursuant to this section, the Contractor will be liable to the County for costs that the County must expend to complete the Work, including costs resulting from any related delays and from unsatisfactory or non-compliant work performed by the Contractor or its subcontractors. The County will deduct such costs from any amount due to the Contractor; or if the County does not owe the Contractor, the Contractor must promptly pay the costs within 15 days of a demand by the County. This section does not limit the County's recovery of any other damages to which it is entitled by law.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt the notice of the termination.

B. TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The County may terminate this Contract in whole or in part whenever the Purchasing Agent determines that termination is in the County's best interest. The County will give the Contractor at least 15 days' notice in writing. The notice must specify the extent to which the Contract is terminated and the effective termination date. The Contractor will be entitled to termination costs plus any other reasonable amounts that the parties might negotiate; but no amount will be allowed for anticipatory profits.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt of the notice of the termination.

34. INDEMNIFICATION

The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or

exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.

The Contractor agrees to defend, indemnify, and hold harmless County from any and all damages, costs, claims, expenses, suits, losses, liabilities, or obligations of any kind including without limitation, environmental assessments, evaluations, remediations, fines, penalties, and clean-up costs which may be asserted against or imposed upon, or incurred by County arising from Contractor's discharge or disposal of any hazardous or toxic materials, trash, debris, refuse, waste or other materials ("Materials") related in any way to contractor's operations herein.

35. INTELLECTUAL PROPERTY INDEMNIFICATION

The Contractor warrants and guarantees that in providing services under this Contract neither the Contractor nor any subcontractor is infringing on the intellectual property rights (including, but not limited to, copyright, patent, mask and trademark) of third parties.

If the Contractor or any of its employees or subcontractors uses any design, device, work or material that is covered by patent or copyright, it is understood that the Contract Amount includes all royalties, licensing fees, and any other costs arising from such use in connection with the Work under this Contract.

The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless, and indemnify the County Indemnitees, as defined above, from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability or exposure for infringement of or on account of any trademark, copyright, patented or unpatented invention, process or article manufactured or used in the performance of this Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.

36. COPYRIGHT

By this Contract, the Contractor irrevocably transfers, assigns, sets over and conveys to the County all rights, title and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to this Contract. The Contractor will execute any documents that the County requests to formalize such transfer or assignment.

The rights granted to the County by this section are irrevocable and may not be rescinded or modified, including in connection with or as a result of the termination of or a dispute concerning this Contract.

The Contractor may not use subcontractors or third parties to develop or provide input into any copyrightable materials produced pursuant to this Contract without the County's advance written approval and unless the Contractor includes this Copyright provision in any contract or agreement with such subcontractors or third parties related to this Contract.

37. OWNERSHIP AND RETURN OF RECORDS

This Contract does not confer on the Contractor any ownership rights or rights to use or disclose the County's data or inputs.

All drawings, specifications, blueprints, data, information, findings, memoranda, correspondence, documents or records of any type, whether written, oral or electronic, and all documents generated by the Contractor or its subcontractors as a result of this Contract (collectively "Records") are the exclusive property of the County and must be provided or returned to the County upon completion, termination, or cancellation of this Contract. The Contractor will not use or willingly cause or allow such materials to be used for any purpose other than performance of this Contract without the written consent of the County.

The Records are confidential, and the Contractor will neither release the Records nor share their contents. The Contractor will refer all inquiries regarding the status of any Record to the Project Officer or to his or her designee. At the County's request, the Contractor will deliver all Records, including hard copies of electronic records, to the Project Officer and will destroy all electronic Records.

The Contractor agrees to include the provisions of this section as part of any contract or agreement related to this Contract into which it enters with subcontractors or other third parties.

The provisions of this section will survive any termination or cancellation of this Contract.

38. CONFIDENTIAL INFORMATION

The Contractor and its employees, agents and subcontractors will hold as confidential all County information obtained under this Contract. Confidential information includes, but is not limited to, nonpublic personal information; personal health information (PHI); social security numbers; addresses; dates of birth; other contact information or medical information about a person; and information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans and expertise. The Contractor must take reasonable measures to ensure that all of its employees, agents and subcontractors are informed of and abide by this requirement.

39. ETHICS IN PUBLIC CONTRACTING

This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as all state and federal laws related to ethics, conflicts of interest or bribery, including the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor; and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

40. COUNTY EMPLOYEES

No Arlington County employee may share in any part of this Contract or receive any benefit from the Contract that is not available to the general public.

41. FORCE MAJEURE

Neither party will be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to a fire, riot, rebellion, natural disaster, war, act of terrorism or act of God that is beyond the control of the party and that makes performance impossible or illegal, unless otherwise specified in the Contract, provided that the affected party gives notice to the other party as soon as practicable after the force majeure event, including reasonable detail and the expected duration of the event's effect on the party.

42. AUTHORITY TO TRANSACT BUSINESS

The Contractor must, pursuant to Code of Virginia § 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the entire term of this Contract. Otherwise, the Contract is voidable at the sole option of and with no expense to the County.

43. RELATION TO COUNTY

The Contractor is an independent contractor, and neither the Contractor nor its employees or subcontractors will be considered employees, servants or agents of the County. The County will not be responsible for any negligence or other wrongdoing by the Contractor or its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes or Social Security tax or for any other benefits. The County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation.

44. ANTITRUST

The Contractor conveys, sells, assigns and transfers to the County all rights, title and interest in and to all causes of action under state or federal antitrust laws that the Contractor may have relating to this Contract.

45. REPORT STANDARDS

The Contractor must submit all written reports required by this Contract for advance review in a format approved by the Project Officer. Reports must be accurate and grammatically correct and should not contain spelling errors. The Contractor will bear the cost of correcting grammatical or spelling errors and inaccurate report data and of other revisions that are required to bring the report(s) into compliance with this section.

Whenever possible, proposals must comply with the following guidelines:

- printed double-sided on at least 30% recycled-content and/or tree-free paper
- recyclable and/or easily removable covers or binders made from recycled materials (proposals with glued bindings that meet all other requirements are acceptable)
- avoid use of plastic covers or dividers
- avoid unnecessary attachments or documents or superfluous use of paper (e.g. separate title sheets or chapter dividers)

46. AUDIT

The Contractor must retain all books, records and other documents related to this Contract for at least five years, or such period of time required by the County's funding partner(s), if any, whichever is greater, after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of

County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, or such period of time required by the County's funding partner(s), if any, whichever is greater, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

The Purchasing Agent may require the Contractor to demonstrate that it has the necessary facilities, ability, and financial resources to comply with the Contract and furnish the service, material or goods specified herein in a satisfactory manner at any time during the term of this Contract.

47. ASSIGNMENT

The Contractor may not assign, transfer, convey or otherwise dispose of any award or any of its rights, obligations or interests under this Contract without the prior written consent of the County.

48. AMENDMENTS

This Contract may not be modified except by written amendment executed by persons duly authorized to bind the Contractor and the County.

49. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES

Nothing in this Contract waives any provision of the Arlington County Purchasing Resolution, which is incorporated herein by reference, or any applicable County policy.

50. DISPUTE RESOLUTION

All disputes arising under this Agreement or concerning its interpretation, whether involving law or fact and including but not limited to claims for additional work, compensation or time, and all claims for alleged breach of contract must be submitted in writing to the Project Officer as soon as the basis for the claim arises. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than 60 days after the final payment. The time limit for a final written decision by the County Manager is 30 days. Procedures concerning contractual claims, disputes, administrative appeals and protests are contained in the Arlington County Purchasing Resolution. The Contractor must continue to work as scheduled pending a decision of the Project Officer, County Manager, County Board or a court of law

51. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION

This Contract is governed in all respects by the laws of the Commonwealth of Virginia; and the jurisdiction, forum and venue for any litigation concerning the Contract or the Work is in the Circuit Court for Arlington County, Virginia, and in no other court.

52. ARBITRATION

No claim arising under or related to this Contract may be subject to arbitration.

53. NONEXCLUSIVITY OF REMEDIES

All remedies available to the County under this Contract are cumulative, and no remedy will be exclusive of any other at law or in equity.

54. NO WAIVER

The failure to exercise a right provided for in this Contract will not be a subsequent waiver of the same right or of any other right.

55. SEVERABILITY

The sections, paragraphs, clauses, sentences, and phrases of this Contract are severable; and if any section, paragraph, clause, sentence or phrase of this Contract is declared invalid by a court of competent jurisdiction, the rest of the Contract will remain in effect.

56. NO WAIVER OF SOVEREIGN IMMUNITY

Notwithstanding any other provision of this Contract, nothing in this Contract or any action taken by the County pursuant to this Contract shall constitute or be construed as a waiver of either the sovereign or governmental immunity of the County. The parties intend for this provision to be read as broadly as possible.

57. ATTORNEY'S FEES

In the event that the County prevails in any legal action or proceeding brought by the County to enforce any provision of this Contract, the Contractor will pay the County's reasonable attorney's fees and expenses.

58. SURVIVAL OF TERMS

In addition to any statement that a specific term or paragraph survives the expiration or termination of this Contract, the following sections also survive: INDEMNIFICATION; INTELLECTUAL PROPERTY INDEMNIFICATION; RELATION TO COUNTY; OWNERSHIP AND RETURN OF RECORDS; AUDIT; COPYRIGHT; WARRANTY; DISPUTE RESOLUTION; APPLICABLE LAW AND JURISDICTION; ATTORNEY'S FEES, AND CONFIDENTIAL INFORMATION.

59. HEADINGS

The section headings in this Contract are inserted only for convenience and do not affect the substance of the Contract or limit the sections' scope.

60. AMBIGUITIES

The parties and their counsel have participated fully in the drafting of this Agreement; and any rule that ambiguities are to be resolved against the drafting party does not apply. The language in this Agreement is to be interpreted as to its plain meaning and not strictly for or against any party.

61. NOTICES

Unless otherwise provided in writing, all legal notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

TO THE COUNTY:

Vincent Verweij, Project Officer
Urban Forest Manager
ISA Certified Arborist (MA-5379A)
2700 S Taylor St
Arlington, VA 22206
Phone: (703) 228-1863
Email: Vverweij@arlingtonva.us

AND

Dr. Sharon T. Lewis, LL.M, MPS, VCO, CPPB
Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201
Phone: (703) 228-3294
Email: slewis1@arlingtonva.us

TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

62. ARLINGTON COUNTY BUSINESS LICENSES

The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060, or e-mail business@arlingtonva.us.

63. NON-DISCRIMINATION NOTICE

Arlington County does not discriminate against faith-based organizations.

64. LIMITED ENGLISH PROFICIENCY

The Contractor must comply with Executive Order 13166, Title VI of the Civil Rights Act of 1964 and make reasonable efforts to ensure that as part of the services that it provides, adequate communication services, including interpretation and translation, are available to persons who have limited English proficiency. If such services are not included in the Contract's scope of services and pricing, the Contractor will use a County-contracted service provider, and the County will make arrangements with a County-contracted service provider and pay the fees.

65. SERVICE CONTRACT WAGE REQUIREMENTS

a. LIVING WAGE

The County has determined that the provisions of Section 4-103 of the Arlington County Purchasing Resolution (regarding “Service Contract Wage” or “Living Wage”) apply to this Contract. All employees of the Contractor and any subcontractors working on County-owned, County controlled property, facilities owned, or leased, and operated by a Contractor if services provided at that location are exclusive to Arlington County, or contracts for home-based client services must be paid no less than the hourly Living Wage rate that is published on the County’s web site.

The Contractor shall submit a quarterly compliance report and certified copies of quarterly payroll reports for each employee, including subcontractor employees, through the [eComply website](#). If the Contractor or any subcontractor does not have an eComply profile, a one-time registration process immediately following the Notice of Award or Notice of Intent to Award and training on system functionality are required for each non-registered entity.

b. COMPLAINTS BY AGGRIEVED EMPLOYEES

If the Contractor fails to pay the Living Wage rate, an aggrieved employee or subcontractor may file a complaint with the County Purchasing Agent within six months of the underpayment. If the Purchasing Agent determines that the Contractor has failed to comply with the Living Wage rate provisions of the Purchasing Resolution, the Contractor will be liable to the employee for the unpaid wages, plus interest at the judgment rate from the date originally due, and less any deductions required or permitted by Virginia law. The Contractor must not discharge, reduce the compensation of or otherwise retaliate against any employee who files a complaint with the County Purchasing Agent or takes any other action to enforce the requirements of this section.

c. ADDITIONAL COMPLIANCE REQUIREMENTS

At all times during the term of the Contract, the Contractor must:

1. Post the current Living Wage rate, in English and Spanish, in a prominent place at its offices and at each location where its employees perform services under this Contract (see sample notice in Exhibit C);
2. Within five days of an employee’s request, provide a written statement of the applicable Living Wage rate, using the same form provided in Exhibit C;
3. Include the provisions of this section in all subcontracts for work performed under the Contract; and
4. Submit to the Purchasing Agent, within five working days of the end of each quarter, certified copies of quarterly payroll reports for each employee, including subcontractor employees, working under the Contract during the quarter and a completed Arlington County Contractor Living Wage Quarterly Compliance Report (Exhibit D).

d. CONTRACTOR RECORD KEEPING

The Contractor must preserve for five years after the expiration or termination of this Contract records of wages and benefits provided to each employee who worked under the Contract and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested

documents to the County for examination within 15 days of the request at the Contractor's expense.

e. VIOLATIONS

Violation of this section, as determined by the Purchasing Agent, will be a ground for termination of this Contract and suspension or debarment of the Contractor from consideration for future County contracts.

f. QUESTIONS

For questions regarding Living Wage, please email livingwage@arlingtonva.us.

66. INSURANCE REQUIREMENTS

Before beginning work under the Contract or any extension, the Contractor must provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force at a minimum the coverage below. The Contractor must maintain this coverage until the completion of the Contract or as otherwise stated in the Contract Documents. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.

- a. Workers Compensation - Virginia statutory workers compensation (W/C) coverage, including Virginia benefits and employer's liability with limits of \$500,000/500,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.
- b. Commercial General Liability - \$1,000,000 per occurrence, with \$1,000,000 annual aggregate covering all premises and operations and including personal injury, completed operations, contractual liability, independent contractors, and products liability. The general aggregate limit must apply to this Contract. Evidence of contractual liability coverage must be typed on the certificate.
- c. Business Automobile Liability - \$1,000,000 combined single-limit (owned, non-owned and hired).
- d. Additional Insured – The County and its officers, elected and appointed officials, employees and agents must be listed as additional insureds on all policies except workers compensation and automotive and professional liability; and the additional insured endorsement must be typed on the certificate.
- e. Cancellation - If there is a material change or reduction in or cancellation of any of the above coverages during the Contract Term, the Contractor must notify the Purchasing Agent immediately and must, with no lapse in coverage, obtain replacement coverage that is consistent with the terms of this Contract. Not having the required insurance throughout the Contract Term is grounds for termination of the Contract.
- f. Claims-Made Coverage - Any "claims made" policy must remain in force, or the Contractor must obtain an extended reporting endorsement, until the applicable statute of limitations for any claims has expired.
- g. Contract Identification - All insurance certificates must state this Contract's number and title.

The Contractor must disclose to the County the amount of any deductible or self-insurance component of any of the required policies. With the County's approval, the Contractor may satisfy its obligations under this section by self-insurance for all or any part of the insurance required, provided that the Contractor can demonstrate sufficient financial capacity. In order to do so, the Contractor must provide the County with its most recent actuarial report and a copy of its self-insurance resolution.

The County may request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible and may require a lower deductible; that funds equal to the deductible be placed in escrow; a certificate of self-insurance; collateral; or another mechanism to guarantee the amount of the deductible and ensure protection for the County.

The County's acceptance or approval of any insurance will not relieve the Contractor from any liability or obligation imposed by the Contract Documents.

The Contractor is responsible for the Work and for all materials, tools, equipment, appliances and property used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property used or persons employed in connection with the Work and for of all damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under the Contract or in connection in any way whatsoever with the Work. The Contractor's insurance shall be the primary non-contributory insurance for any work performed under this Contract.

The Contractor is as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons whom the Contractor employs directly.

67. MATERIAL CHANGES

The Contractor shall notify Purchasing Agent within seven days of any material changes in its operation that relate to any matter attested regarding certifications on its bid form.

68. CONTRACTOR PERFORMANCE EVALUATION

Arlington County will perform written evaluations of the Contractor's performance at various intervals throughout the term of this Contract. The evaluations will address, at a minimum, the Contractor's work/performance, quality, cost controls, schedule, timeliness and sub-contractor management. The Project Officer shall be responsible for completing the evaluations and providing a copy to the Contractor and County Procurement Officer.

69. COUNTERPARTS

This Agreement may be executed in one or more counterparts and all of such counterparts shall together constitute one and the same instrument. Original signatures transmitted and received via facsimile or other electronic transmission (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall be effective as delivery of a manually executed original counterpart.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED
SIGNATURE: _____

NAME: Dr. Sharon T. Lewis, LL.M, MPS, VCO, CPPB

TITLE: Purchasing Division Chief

DATE: _____

[CONTRACTOR]

AUTHORIZED
SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

IV. FORMS AND ATTACHMENTS

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 23-DPR-444

B I D F O R M

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

BIDS WILL BE OPENED AT 11:00 A.M., ON APRIL 20, 2023

FOR PROVIDING TREE PLANTING 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

HAS YOUR FIRM DEFAULTED ON ANY PROJECT IN THE LAST THREE YEARS?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

HAS YOUR FIRM HAD ANY TYPE OF BUSINESS, CONTRACTING OR TRADE LICENSE, REGISTRATION OR CERTIFICATION REVOKED OR SUSPENDED IN THE PAST THREE YEARS?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

HAS YOUR FIRM AND ITS PRINCIPALS/OWNERS BEEN CONVICTED OF ANY CRIME RELATING TO ITS CONTRACTING BUSINESS IN THE PAST TEN YEARS?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

IS YOUR FIRM PREQUALIFIED BY THE VIRGINIA DEPT. OF TRANSPORTATION?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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](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.

BID FORM, PAGE 3 OF 8

MANDATORY REQUIREMENTS

Each of the following requirements are mandatory. The Certifications must be demonstrated with supporting documentation. All Costs must be entered into EXHIBIT B – PRICING SHEETS according to the instructions below and within EXHIBIT B- PRICING SHEETS.

The Contractor and/or their subcontractors must meet the following Certification requirements as of the date of bid submission, and must maintain these requirements and certification during Contract Term:

- A. Contractor shall have at least one Officer or crew leader with **one or more of the following certifications on-site daily for quality control** and provide a copy their credentials:

1. Certified by the International Society of Arboriculture as a “Certified Arborist.”.

Please mark one:

- ☐ No, I do not have a staff member certified by the International Society of Arboriculture as a “Certified Arborist”.
- ☐ Yes, I have a staff member certified by the International Society of Arboriculture as a “Certified Arborist”.

Please include that staff member’s resume and credentials to your bid.

- B. Costs

1. Other than the labor costs, all prices in Attachment B, Price Sheet, for: Tree Costs, Non-Tree Costs, and Other Services shall include costs of labor, equipment, and material.
2. Each table’s total should auto populate to the GRAND TOTAL Section of the Labor Costs Table. Bidders are responsible for ensure the totals transfer correctly so the combined Grand Total represents your firm’s costs accurately.
3. No partial bids will be accepted.

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 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

LIMITS (FIGURES DENOTE MINIMUMS)

- ☒ 1. **Workers' Compensation**.....Statutory limits of Virginia
- ☒ 2. **Employer's Liability**.....\$5,000,000/accident, \$5,000,000/disease, \$5,000,000/disease policy limit
- ☒ 3. **Commercial General Liability**..... \$5,000,000 CSL BI/PD each occurrence, \$5 Million annual aggregate
- ☒ 4. Premises/Operations.....\$5, Million CSL BI/PD each occurrence, \$5 Million annual aggregate
- ___ 7. Independent Contractors.....\$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
- ☒ 8. Products Liability..... \$5 million CSL BI/PD each occurrence, \$5 Million annual aggregate
- ___ 9. Completed Operations..... \$1 million CSL BI/PD each occurrence, \$2 Million annual aggregate
- ___ 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.....\$5 million each offense, \$5 Million annual aggregate
- ___ 21. Moving and Rigging Floater.....Endorsement to CGL
- ___ 24. XCU Coverage.....Endorsement to CGL
- ☒ 5. **Automobile Liability**.....\$1 million CSL BI/PD each accident, Uninsured Motorist
- ☒ 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)**
- ___ 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
- ___ 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
- ☒ 26. Carrier Rating shall be Best's Rating of A-VII or better or its equivalent
- ☒ 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.
- ☒ 28. The County shall be named Additional Insured on all policies except Workers Compensation, Errors, and Omissions/Professional Liability and auto.
- ☒ 29. Certificate of Insurance shall show Bid Number and Bid Title.

[SIGNATURE REQUIRED ON NEXT PAGE]

- ___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
- ___32. OTHER INSURANCE REQUIRED: _____

BIDDER'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____

WAGE NOTICE

THE HOURLY RATE FOR EMPLOYEES OF THE CONTRACTOR AND ANY SUBCONTRACTORS WORKING ON COUNTY-OWNED, COUNTY-CONTROLLED PROPERTY, FACILITIES OWNED, OR LEASED, AND OPERATED BY A CONTRACTOR IF SERVICES PROVIDED AT THAT LOCATION ARE EXCLUSIVE TO ARLINGTON COUNTY, OR CONTRACTS FOR HOME-BASED CLIENT SERVICES MUST NOT BE LOWER THAN

\$17.00 PER HOUR

REFERENCE: ARLINGTON COUNTY PURCHASING RESOLUTION
SECTION 4-103

FOR INFORMATION CONTACT:

ARLINGTON COUNTY
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
703-228-3410

AVISO de SALARIO

MINIMO

LA TARIFA HORARIA DE LOS EMPLEADOS DEL CONTRATISTA, Y DE CUALQUIER SUBCONTRATISTA QUE TRABAJE EN PROPIEDADES DEL CONDADO, EN INSTALACIONES PROPIAS/ALQUILADAS Y OPERADAS POR UN CONTRATISTA SI LOS SERVICIOS PRESTADOS EN ESE LUGAR SON EXCLUSIVOS DEL CONDADO DE ARLINGTON, O EN CONTRATOS DE SERVICIOS DOMICILIARIOS A CLIENTES, NO DEBE SER INFERIOR
A

\$17.00 POR HORA

REFERENCIA: SECCIÓN 4-103, DE LA RESOLUCIÓN DE LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON.
(ARLINGTON COUNTY PURCHASING RESOLUTION SECTION 4-103)

PARA OBTENER MAS INFORMACIÓN, LLAME A:
LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE
ARLINGTON.
703-228-3410.

PARA INFORMACION EN PERSONA DIRIJASE A:
2100 CLARENDON BOULEVARD, OFICINA No 500
ARLINGTON, VA 22201

EXHIBIT D

LIVING WAGE QUARTERLY COMPLIANCE REPORT

By Email: Please complete the report below and return it to: livingwage@arlingtonva.us

Company Name: _____ Quarter: _____
Contract Name: TREE PLANTING SERVICES Year: _____
Contract No. 23-DPR-ITBLW-444

In order to audit your firm's compliance with Service Contract Wage (Living Wage) provisions of the Arlington County Purchasing Resolution, please complete the following report and submit to Arlington County, Office of the Purchasing Agent, 2100 Clarendon Boulevard, Suite #500, Arlington, Virginia 22201. This report shall be submitted every (3) months during the Contract Term. All employees of the Contractor and any subcontractors working on County-owned, County controlled property, facilities owned, or leased, and operated by a Contractor if services provided at that location are exclusive to Arlington County, or contracts for home-based client services, shall be listed.

EMPLOYEE NAME	TOTAL HOURS THIS QUARTER	HOURLY WAGE

By signing this form, the above-listed company certifies that the information provided is accurate and complete. If unable to electronically sign this form, then print and sign the fully executed form for submittal by email.

Authorized Signature

Date

EXHIBIT E

ARLINGTON COUNTY GOVERNMENT
Contractor Performance Evaluation Form

Contractor Name: _____ Contract No.: _____

Date: _____ Project/Contract Name: _____

Interim Evaluation _____ Final Evaluation _____

Scope of Work/Services Provided:

Contract Start Date: ____/____/____ Contract End Date: ____/____/____ Actual Completion Date: ____/____/____

Please rate the effectiveness of the Contractor's performance on the Contract/Project across the following dimensions:

Evaluation Criteria: Unacceptable Poor Satisfactory Excellent

Written comments to explain assigned ratings are required for any performance ratings below "satisfactory" or an "excellent" in any category.

Evaluation Questions

1. Quality of Workmanship

Rate the quality of the Contractor's workmanship. Were there quality-related or workmanship problems on the Contract? Was the Contractor responsive to remedial work required?

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

2. Problem Solving and Decision Making

Rate the Contractor's ability to provide effective and creative problem solving, coordination and fair decision making on Contract/Project.

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

3. Project Schedule

Rate the Contractor's performance with regard to adhering to contract schedules. Did the Contractor meet the contract schedule, or the schedule as revised by approved change orders? If not was the delay attributable to the Contractor?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

4. Subcontractor Management

Rate the Contractor's ability, effort and success in managing and coordinating subcontractors (if no subcontractors rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

5. Safety

Rate the Contractor's safety procedures on this Contract/Project? Were there any OSHA violations or serious safety accidents?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

6. Environmental Compliance

Did the Contractor comply with local, state, and federal environmental standards in the performance of the Contract? Did the Contractor comply in good faith with local erosion and sedimentation control requirements and/or any Stormwater Pollution Prevention Plan?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

7. Change Orders

Did the Contractor unreasonably claim change orders or extras? Were the Contractor's prices on change orders and extra work reasonable?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

8. Paperwork Processing

Rate this Contractor's performance in completing and submitting required project paperwork (i.e. change orders, submittal, drawings, invoices, workforce reports, etc.) Did the Contractor submit the required paperwork promptly and in proper form?

___ Unacceptable ___ Poor ___ Satisfactory ___ Excellent ___ N/A

9. Supervisory Personnel

Rate the general performance of this Contractor's supervisory personnel. Did they have the knowledge, management skills and experience to run a project of this size and scope?

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

10. Expertise, Knowledge and Experience

Rate this Contractor's personnel. Were they dedicated, experienced and qualified for the duration of project.

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

11. Project/Contract Closeout

Rate the Contractor's performance on timeliness and quality of closeout deliverables such as As-Built Drawings, Operation and Maintenance Manuals, and training. Did the Contractor complete the tasks or Project on schedule; was the punch list completed within the allotted time?

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

12. Level of Overall Performance

____ Unacceptable ____ Poor ____ Satisfactory ____ Excellent ____ N/A

Based on these comments, would you recommend this Contractor for comparable work in the future?

☐ Yes ☐ No

Please provide any comments regarding the Contractor's performance or the quality of its work. The Contractor can also provide any comments or clarification on the evaluation in the box below.

(Project Officer or Contractor, use additional sheets, if Necessary):

Signatures and Certifications:

1. The information contained in this evaluation form represents, to the best of my knowledge, a true and accurate analysis of the Contractor's performance record on this Contract; and,
2. The contents on the evaluation form and the ratings were not negotiated with the Contractor or its representative for any reason.

Evaluator's Signature: _____ Date: _____

Evaluator's (PJO) Printed Name _____ Evaluator's Title: _____

Contractor's signature below acknowledges receipt and the opportunity to respond:

Contractor Signature: _____ Date: _____

Contractor Printed Name: _____ Title: _____

EVALUATION RATINGS DEFINITIONS

Rating	Definition	Notes
Excellent	Performance meets contractual requirements and exceeds many to the County's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the County. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract/order. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be evaluated with a rating lower than Satisfactory solely for not performing beyond the requirements of the contract/order.
Poor	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	To justify poor performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the County. A poor rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).

Unacceptable	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the County. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).
Not Applicable (N/A)	N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation.	

END