

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 21-DES-ITBLW-373

B I D F O R M

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

BIDS WILL BE OPENED AT 1:00 P.M., ON NOVEMBER 30, 2020

FOR PROVIDING CUSTODIAL SERVICES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

Bidders shall provide an annual price for services specified in the Scope of Work.

Option A Justice Center	\$ _____
Option B Trades Center	\$ _____
Option C Arlington County Office Buildings	\$ _____
Option D Water Pollution Control Bureau	\$ _____

Grand Total of all Locations (Options A – D) \$ _____

For informational purpose, provide the hourly rate of the following personnel for:

Option A

Project Manager	\$ _____
Ground Porter	\$ _____

Option B:

Project Manager	\$ _____
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Option C:

Project Manager	\$ _____
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Option D:

None Required

Hourly Rate for Additional Work and Special Cleanings:

Custodian hourly rate	\$ _____
Project Manager hourly rate	\$ _____

Hourly Rate for COVID/PANDEMIC Cleaning:

Custodian hourly rate	\$ _____
Project Manager hourly rate	\$ _____
Electrostatic Machine hourly rate	\$ _____
PPE Rate Per Individual	\$ _____
Supply Cost Per Event	\$ _____

1. **OPTION A - JUSTICE CENTER** – the unit price per month is all inclusive of all work, personnel, equipment, materials, FOB Destination, overhead and profit and all charges that may be incurred.

Full-Service Price:

	PRICE/ MONTH	QTY	EST. SQ. FT.	TOTAL ANNUAL PRICE
Arlington County Detention	\$ _____	12	325,115	\$ _____
Arlington County Court/ Police	\$ _____	12	325,000	\$ _____
Total for Option A				\$ _____

Reduced Service Price:

	PRICE/ MONTH	QTY	EST. SQ. FT.	TOTAL ANNUAL PRICE
Arlington County Detention	\$ _____	12	325,115	\$ _____
Arlington County Court/ Police	\$ _____	12	325,000	\$ _____
Total for Option A				\$ _____

2. **OPTION B - TRADES CENTER** - the unit price per month is all inclusive of all work, personnel, equipment, materials, FOB Destination, overhead and profit and all charges that may be incurred.

	PRICE/ MONTH	QTY	EST. SQ. FT.	TOTAL ANNUAL PRICE
Equipment Bureau	\$ _____	12	38,200	\$ _____
Solid Waste	\$ _____	12	20,833	\$ _____
Water Sewer Streets Administration/ Water Control	\$ _____	12	32,060	\$ _____
The Cultural Affairs Building	\$ _____	12	26,234	\$ _____
Barcroft:	\$ _____	12	30,000	\$ _____
Shirlington Bus	\$ _____	12	1,456	\$ _____
Shirlington Library:	\$ _____	12	35,450	\$ _____
Trades Center Day Porter: Garage Network Operations Center Impound Lot Trades Center Support	\$ _____	12	N/A	\$ _____
Parks Operations	\$ _____	12	34,479	\$ _____
Barcroft Garage	\$ _____	12	N/A	\$ _____
Trailer Trades Center Parking Lot Water Sewer Streets	\$ _____	12	1,600	\$ _____
Pentagon City Pedestrian Tunnel	\$ _____	12	6,000	\$ _____
Courthouse Pedestrian Tunnel	\$ _____	12	8,000	\$ _____
Total for Option B				\$ _____

- 3. OPTION C - ARLINGTON COUNTY OFFICE BUILDINGS** - the unit price per month is all inclusive of all work, personnel, equipment, materials, FOB Destination, overhead and profit and all charges that may be incurred.

	PRICE/ MONTH	QTY	EST. SQ. FT.	TOTAL ANNUAL PRICE
Arlington Mill	\$ _____	12	135,875	\$ _____
Court Square West	\$ _____	12	46,286	\$ _____
Central Library	\$ _____	12	91,322	\$ _____
Madison Center	\$ _____	12	34,250	\$ _____
Westover Library	\$ _____	12	16,689	\$ _____
Columbia Pike Library	\$ _____	12	10,000	\$ _____
Walter Reed Recreation Center	\$ _____	12	24,293	\$ _____
FT. CF Smith	\$ _____	12	2,900	\$ _____
Dawson Terrace	\$ _____	12	2,900	\$ _____
Lubber Run Recreation Center	\$ _____	12	53,348	\$ _____
Harvey Hall	\$ _____	12	6,000	\$ _____
Thomas Building (2020)	\$ _____	12	38,093 (7,618/fl)	\$ _____
Fire Station 1	\$ _____	1	13,500	\$ _____
Fire Station 2	\$ _____	1	11,900	\$ _____
Fire Station 3	\$ _____	1	14,474	\$ _____
Fire Station 4	\$ _____	1	20,385	\$ _____
Fire Station 5	\$ _____	1	11,957	\$ _____
Fire Station 6	\$ _____	1	18,236	\$ _____
Fire Station 8	\$ _____	1	8,160	\$ _____
Fire Station 9	\$ _____	1	14,118	\$ _____
Fire Station 10	\$ _____	1	5,000	\$ _____
Day Care Center (2920)	\$ _____	12	15,320	\$ _____
Art Bus Transit Facility	\$ _____	12	6,500	\$ _____
Carlyn Hall	\$ _____	12	2,816	\$ _____
George Washington Baseball Club House	\$ _____	12	5,000	\$ _____
Fairlington Recreation Center (Saturday Only)	\$ _____	12	36,688	\$ _____
Woodmont	\$ _____	12	44,496	\$ _____
Independence House	\$ _____	12	16,586	\$ _____
Total for Option C				\$ _____

4. **OPTION D - WATER POLLUTION CONTROL BUREAU (WPCB)** - the unit price per month is all inclusive of all work, personnel, equipment, materials, FOB Destination, overhead and profit and all charges that may be incurred.

	PRICE/ MONTH	QTY	EST. SQ. FT.	TOTAL ANNUAL PRICE
Operation Building	\$ _____	12	27,530	\$ _____
Maintenance Building	\$ _____	12	43,686	\$ _____
Wet Weather Filtration Facility	\$ _____	12	14,800	\$ _____
Dewatering Building	\$ _____	12	41,000	\$ _____
Primary Treatment Building	\$ _____	12	18,996	\$ _____
Post Aeration Facility	\$ _____	12	6,800	\$ _____
Blower Building	\$ _____	12	5,000	\$ _____
Trailer 5	\$ _____	12	1,600	\$ _____
Eads Street Warehouse	\$ _____	12	24,229	\$ _____
Long Bridge Aquatics Center	\$ _____	12	44,471	\$ _____
Total for Option D				\$ _____

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 FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS?

YES NO

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

YES NO

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

YES NO

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

HAS YOUR FIRM BEEN FOUND IN VIOLATION OF ANY LAW APPLICABLE TO ITS CONTRACTING BUSINESS (LICENSING LAWS, TAX LAWS, WAGE AND HOUR LAWS, PREVAILING WAGE LAWS, ENVIRONMENTAL) WHERE THE RESULT OF SUCH VIOLATION WAS THE PAYMENT OF A FINE, BACK PAY DAMAGES, OR ANY OTHER PENALTY IN THE AMOUNT OF \$5000 OR MORE?

YES NO

BIDDER STATUS: MINORITY OWNED: WOMAN OWNED: NEITHER:

MINIMUM BIDDER QUALIFICATIONS:

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

- Proof of three (3) years of experience providing custodial services in Federal, State and Local and Industrial or Trades facilities. The experience shall be work of similar size and scope.
- Proof of three (3) years of experience in providing custodial services at Courthouses and Detention Centers to bid on Justice Center. The experience shall be work of similar size and scope.
- List of three (3) similar recently completed projects that involving the same material, equal size, and comparable length. For each project, Bidders shall list the following information:
 - Project Name
 - Project description and Bidder's scope of work within the project
 - Project manager's name, telephone number and email address

- Work start date, scheduled completion, and actual completion date
- Initial contract cost and final contract cost

- Resume of the proposed Project Manager for each Option with their Bids. Project Manager assigned to this work shall have at least three (3) years of experience in overseeing projects of similar type and size.

- Bidder certifies that the Custodians assigned to this work shall have at least one (1) year of experience in performing custodial duties of similar type and size.

_____ YES _____ NO

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 ON THE [VENDOR REGISTRY WEBSITE](#).

POTENTIAL BIDDERS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

The undersigned acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE: _____ INITIAL: _____

ADDENDUM NO. 2 DATE: _____ INITIAL: _____

ADDENDUM NO. 3 DATE: _____ INITIAL: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Bidder seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the bid that I have submitted does not contain any trade secrets and/or proprietary information.

- Yes, the bid that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers of the bid that contain such data or materials:

State the specific reason(s) why protection is necessary:

If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: _____

ADDRESS: _____

E-MAIL: _____

REFERENCES

Bidders should provide three (3) references for similar services that have been provided by the Bidder within the past three (3) years. The County reserves the right to evaluate the quality of Contractor's work through site visits with Contractor's references.

REFERENCE 1: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

REFERENCE 2: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

REFERENCE 3: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

BIDDER NAME: _____

INSURANCE CHECKLIST

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

COVERAGES REQUIRED

COVERAGE MINIMUM(S)

- X_1. Workers' Compensation Statutory limits of Virginia
- X_2. Employer's Liability \$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- X_3. Commercial General Liability \$1,000,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_4. Premises/Operations \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_5. Automobile Liability \$1 Million BI/PD each accident, Uninsured Motorist
- X_6. Owned/Hired/Non-Owned Vehicles \$1 Million BI/PD each accident, Uninsured Motorist
- X_7. Independent Contractors \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_8. Products Liability \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_9. Completed Operations \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_10. Contractual Liability (Must be shown on Certificate) \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- X_11. Personal and Advertising Injury Liability \$1 Million each offense, \$1 Million annual aggregate
- 12. Umbrella Liability \$1 Million Bodily Injury, Property Damage and Personal Injury
- 13. Per Project Aggregate
- 14. Professional Liability
 - a. Architects and Engineers \$1 Million per occurrence/claim
 - b. Asbestos Removal Liability \$2 Million per occurrence/claim
 - c. Medical Malpractice \$1 Million per occurrence/claim
 - d. Medical Professional Liability \$1 Million per occurrence/claim
- 15. Miscellaneous E&O \$1 Million per occurrence/claim
- 16. Motor Carrier Act End. (MCS-90) \$1 Million BI/PD each accident, Uninsured Motorist
- 17. Motor Cargo Insurance
- 18. Garage Liability \$1 Million Bodily Injury, Property Damage per occurrence
- 19. Garagekeepers Liability \$500,000 Comprehensive, \$500,000 Collision
- 20. Inland Marine-Bailee's Insurance \$ _____
- 21. Moving and Rigging Floater Endorsement to CGL
- X_22. Dishonesty Bond \$1 Million annual aggregate
- 23. Builder's Risk Provide Coverage in the full amount of Contract, including any amendments
- 24. XCU Coverage Endorsement to CGL
- 25. USL&H Federal Statutory Limits
- X_26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- X_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
- X_28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto.
- X_29. Certificate of Insurance shall show Bid Number and Bid Title.
- 30. Environmental Impairment Liability, including coverage of on-site clean up.....BI/PD \$3 Million per occurrence/\$6 Million Aggregate
 - a. Should the work require clean up, remediation, and/or removal of bio -solids, bio-hazards waste, and any hazardous or toxic material via transportation request:
 - Business Auto Liability\$2 Million per occurrence with MCS-90 and CA 9948(or equivalent) endorsements specifically referenced in the certificate of insurance
- 31. Cyberinsurance \$2Million per occurrence/Aggregate
- 32. OTHER INSURANCE REQUIRED: _____

INSURANCE AGENT'S STATEMENT:

I have reviewed the above requirements with the Offeror named below and have advised the Offeror of required coverages not provided through this agency.

AGENCY NAME: _____

AUTH. SIGNATURE: _____

BIDDER'S STATEMENT:

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

BIDDER NAME: _____

AUTH. SIGNATURE: _____