



**County of Dinwiddie
P.O. Drawer 70
Dinwiddie VA 23841
(804) 469-4500 ph
<http://www.dinwiddieva.us>**

Request for Proposals – RFP-23-072822

**HEATING VENTILATION & AIR CONDITIONING (HVAC) SYSTEMS
MAINTENANCE AND REPAIRS**

This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures. All terms and conditions of the Act and the Policies and Procedures are hereby adopted and incorporated by references as a part of this notice.

Contact Information:

Questions concerning sealed proposals should be in writing addressed to

Hollie R. Casey
Dinwiddie County

14010 Boydton Plank Road
P O Drawer 70
Dinwiddie VA 23841

(804) 469-4500 ext. 2150

or

E-Mail: hcasey@dinwiddieva.us

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1. PURPOSE

Request for Proposals Prepared By:

Request for Proposals Number:

Hollie R. Casey
Procurement Officer

RFP-23-072822

Release date: July 28, 2022

Deadline: August 19, 2022 at 2 p.m.

PURPOSE

<p>The purpose of this Request for Proposals is to solicit proposals to establish a term contract with a qualified Contractor to provide maintenance and repairs of heating, ventilation, and air conditioning systems to all Dinwiddie County government buildings.</p>
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If you are an individual with a disability and require a reasonable accommodation, please notify Hollie R. Casey at **(804) 469-4500 ext. 2150**, at least three working days prior to the date due.

Proposals, to include addenda or changes to a response, shall not be accepted via Fax machine or by E-mail, orally, or by telephone.

Nothing herein is intended to exclude any qualified responsible vendor, his/her product or service, or in any way restrain, or restrict competition. On the contrary, all responsible qualified vendors are encouraged to submit proposals.

2. Background

Dinwiddie County is a rural jurisdiction of 504 square miles with a population of approximately 28,000 located in south central Virginia.

3. Statement of Needs

Dinwiddie County is seeking the services from a qualified vendor to provide for effective and economical operation of HVAC systems including but not limited to: (1) preventive maintenance, (2) emergency services, and (3) air filter service.

See **Appendix A** for Detailed Scope of Work

See **Appendix B** for Location and Equipment List

4. Pre-Proposal Conference

A mandatory pre-proposal conference will be held Tuesday, August 9, 2022 at 1 p.m. in the Training Room of the Government Center Building, 14010 Boydton Plank Road, Dinwiddie, VA 23841. The purpose of this conference is to acquaint the offers with conditions associated with the work required in this RFP, allow potential offers an opportunity to present questions and obtain clarification relative to any facet of this solicitation and ensure offers have a clear understanding of the

specifications/scope of work and requirements of this solicitation. Offers will be escorted on site visits to inspect the Dinwiddie County Buildings to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. Offers will not be relieved from taking all responsibility for properly estimating the work to be performed and the cost of performing the required work and services because of failure to become acquainted with the services required to be performed. **Note: This will be the only time Offers will be able to visit the sites prior to the due date for proposals.**

Dinwiddie County assumes no responsibility for any conclusions or interpretations made by the Offers based on the information made available. Dinwiddie County does not assume responsibility for any understandings reached or representations made by any of its officers or agents concerning conditions, which can affect the work done before the execution of a contract, unless that understanding or representation is expressly stated in the contract.

Non-attendance shall preclude any individual or firm from submitting a proposal for this project. Any firm submitting a proposal without attending this conference shall be deemed non-responsive.

Bring a copy of the solicitation with you. Copies of the solicitation including specifications will not be available at this meeting. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

5. Proposal Preparation and Submission Instructions

5.1. General Instructions

A. In order to be considered for selection, offerors must submit a complete response to this RFP in ONE of the following ways:

i. **Hard Copy Submission:**

Submit one (1) hardcopy proposal and one electronic copy via CD-ROM or USB Drive. Please include a redacted copy of the proposal in electronic form if applicable. The proposal shall be bound or contained in a single volume where practical. No 3-ring binders please.

Envelopes shall be marked with the following information:

- Name and Address of Offeror
- Due Date – August 19, 2022 at 2 p.m.
- RFP Number – RFP-23-072822
- RFP Title – HVAC Maintenance and Repairs

The envelope should be addressed to:

Attn: Hollie Casey
County of Dinwiddie
14010 Boydton Plank Road
P.O. Drawer 70
Dinwiddie, Virginia 23841

If the proposal is not marked with the above information, the offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the proposal to be disqualified.

ii. Electronic Submission:

Electronic proposal submissions are now accepted through Vendor Registry. Go to www.dinwiddieva.us/purchasing, click Current Solicitations, click the solicitation and click Submit Bid. You will be asked to login or register with Dinwiddie County in order to submit a proposal. If applicable, please include a redacted copy of the proposal as a separate file.

No other distribution of the proposal shall be made by the offer. Electronic copies of the proposal shall be provided in a single file in PDF format, unless otherwise stated.

- B. All information requested should be submitted. Failure to submit all information requested may result in the County requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
- C. Proposals shall be signed by an authorized representative of the offeror. Proposals must give the full business address of the Offeror and be signed by him/her with his/her usual signature. Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, vice president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to the signature the word "President", "Vice President", "Secretary", "Agent" or other designation without disclosing the principal, may be held to be the proposal of the individual signing. When requested by the County, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.
- D. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- E. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
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- F. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.
- G. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
- H. All proposals must be received at the proper location listed in this RFP and by the deadline time (Local Time Prevailing). Any proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined solely by the County of Dinwiddie.
- The County is not responsible for any delay in delivery by USPS, UPS, FedEx or other delivery services. It is the responsibility of the offeror to see that proposals are received on time and in the proper location.
- I. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.
- J. The Offeror shall be fully responsible for all costs incurred in the development and submission of the proposal. It is the responsibility of the offeror to ensure that their proposals reach the appropriate office prior to the closing time on the proposal.
- K. By submitting a proposal, the Offeror agrees to the General and Special Terms and Conditions contained herein. Any exceptions shall be stated in the proposal.

5.2. Specific Proposal Instructions

Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal. Failure by Offeror to provide the information may render the proposal non-responsive.

- A. Return Section 11 of the RFP and all addenda acknowledgments, if any, signed and filled out as required.
- B. A written narrative statement to include:
 1. Brief description of company to include company structure, locations or branches, number of years in business and list of goods/services provided.
 2. Experience in providing the goods/services described herein.
 3. Experience in providing services to state and local government entities.
 4. Names, qualifications and experience of personnel to be assigned to work with the County, include resumes.
 5. Description of any required training for all technicians and the number of fully trained technicians available to service the County.
 6. List of current state and local entities with whom you have current contracts. Include contact name, phone number, email and dates of contracts.
- C. Specific plans for providing the proposed goods/services including:
 1. Your approach to providing the services described in Appendix A to include any proposed changes.
 2. Any concerns with your ability to service the County's existing units.
 3. Description of your call center operations or process for requesting services.
 4. Description of your billing process.
- D. Price. Price shall be submitted on the form listed in Section 12. Offers shall incorporate all overhead into their prices. This includes, but is not limited to, the following: all materials, equipment, labor, delivery, profit, administrative costs, insurance, permits, licensure, vehicle mileage, union pension funds, workmen's compensation, unemployment insurance, social security, etc.

6. Acceptance of Proposals / Award of Contract

6.1. Qualifications of Offerors

The Offeror shall have the following qualifications in order to be considered:

- A minimum Class A Contractors License through DPOR with classification in Heating Ventilation and Air Conditioning.
 - Maintain a shop or branch within 50 miles of the County Complex, located at 14010 Boydton Plank Road, Dinwiddie, VA 23841, staffed with qualified personnel, tools and equipment required to perform services as specified, or the ability to secure parts or equipment within reasonable period of time.
 - Have the proper equipment, tools, knowledge and certification to work on product manufacturer's listed in this RFP.
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During the evaluation process, the County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offerer(s) to perform the services/furnish the goods and the Offerer(s) shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

6.2. Ethics in Public Contracting

By submitting their proposal, Offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offerors, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction 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.

The Offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the Offeror is recommended for award, and propose how such conflicts might be resolved.

By his/her signature on the proposal documents submitted, each Offeror attests that his/her agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the Offeror, or itself, to gain any favoritism in the award of this solicitation.

6.3. Tentative Award Schedule

Deadline for Questions	August 12, 2022
Proposals Due	August 19, 2022
Shortlist Interviews/Presentations	September 1, 2022
Intent to Award Contract	September 9, 2022
County Board of Supervisors Meeting	September 20, 2022
Notice of Award	September 21, 2022

6.4. Clarification of Terms

If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the procurement agent whose name appears on the face of the solicitation **by e-mail no later than five working days before the due date**. Any revisions to the solicitation will be made only by written addendum issued which shall be posted on the County's website at <http://www.dinwiddieva.us>, on the Purchasing page.

6.5. Withdrawal or Modification of Proposals

Proposals may be withdrawn or modified by written notice received from Offerors prior to the deadline fixed for proposal receipt. The withdrawal or modification may be made by the person

signing the proposal or by an individual(s) who is authorized by him/her on the face of the proposal. Written modifications may be made on a separate document. Written modifications must be signed by the person making the modification or withdrawal.

6.6. Receipt and Opening of Proposals

6.6.1. It is the responsibility of the Offeror to assure that his/her proposal is delivered to the place designated for receipt of proposals and prior to the time set for receipt of proposals. Proposals received after the time designated for receipt of proposals will not be considered or opened.

6.6.2. The provisions of § 2.2-4342 of the Code of Virginia, as amended, shall be applicable to the inspection of proposals received.

6.6.3. In the event that the County of Dinwiddie offices are closed due to inclement weather and/or emergency situations prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time.

6.7. Evaluation Criteria

Proposals will be evaluated by the County using the following criteria. These criteria are to be utilized in the evaluation of qualifications for development of the shortlist of those offerors to be considered for interviews and/or negotiations.

	<u>Point Value</u>
1. Qualifications and experience of the company	25
2. Qualifications and experience of personnel assigned to perform the services	30
3. Specific plan or methodology to be used to perform the services	20
4. Responsiveness and completeness of the proposal.	10
5. Price	<u>15</u>
Total	100

The County reserves the right to cancel or reject any or all proposals, to waive any informalities in any proposal received and to negotiate and award a contract deemed to be in the County's best interest. It is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, §2.2-4359D).

6.8. Announcement of Award

Following the award of a contract(s) or decision to award a contract(s), the County will announce such award of a contract or decision to award a contract on the County's website at <http://www.dinwiddieva.us>, Purchasing page. Subject to the provisions of *Code of Virginia Section 2.2-4360*, any offeror who desires to protest the award of a contract(s) or decision to award a contract(s) shall submit such protest in writing to the attention of Hollie R. Casey, 14010 Boydton Plank Rd, P O Drawer 70, Dinwiddie VA 23841 (hcasey@dinwiddieva.us) no later than ten (10) days after the announcement of the award of a contract(s) or the decision of the intent to award a contract(s), whichever occurs first. Such protest shall be clearly identified as a protest and shall include the basis for the protest and the relief sought.

6.9. Award of Contract

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. The County may cancel this Request for Proposals or reject proposals at any time prior to the award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

6.10. Term of Contract

Contract will be awarded to the successful Offeror for an initial period of twelve (12) months beginning October 1, 2022, with the option for renewals under the terms and conditions of the original contract for up to four (4) additional twelve (12) month periods, unless either party gives written notification to the other party sixty (60) days prior to expiration of the then-current term that they do not wish to renew. The contract(s) and any renewals of the contract(s) are subject to the availability of funds and annual appropriations by the Board of Supervisors. Price increases, if any, shall be in accordance with initial contract or negotiated at time of renewal.

6.11. Contract Documents

The contract entered into by the parties shall consist of the Request for Proposals, the proposal submitted by the Contractor; General Terms and Conditions, the Special Terms and Conditions; the specifications; the scope of services; and all modifications and addenda to the foregoing documents, all of which shall be referred to collectively as the Contract Documents.

All time limits stated in the Contract Documents, including but not limited to the time for completion of the work, are of the essence of the contract.

6.12. Work Authorization

No work shall be performed under this contract until the Contractor has been contacted by the Director of Public Works or such person or persons as authorized by the County. A list of authorized personnel will be provided to the successful Contractor. Any and all work performed without such approval shall be considered to be unauthorized work, will not be compensated for, and may be considered grounds for cancellation of contract.

7. Reporting and Delivery Instructions

Once a contract has been awarded, all communication and documentation shall be directly to the Project Manager: Gene Jones, Director of Public Works, Dinwiddie County, 14010 Boydton Plank Road, Dinwiddie, VA 23841, (804) 469-4545.

8. General Terms and Conditions

8.1. Definitions

Whenever used in this solicitation or in the Contract Documents, the following terms have the meanings indicated, which are applicable to both the singular and plural and the male and female gender thereof:

- A. **Offeror:** One who submits a response to this solicitation
- B. **County:** The term “County” shall mean the County which is the County of Dinwiddie, Virginia through the governing body, the Board, or other agent with authority to execute the contract for the County. The County’s agent is the official with the authority to sign the contract on behalf of the County.
- C. **Contractor:** The person, firm or corporation with whom the County has entered into a contractual agreement and includes the plural number and the feminine gender when such are named in the contract as the Contractor.
- D. **Defective:** An adjective which refers to work that is unsatisfactory, faulty, or deficient, or does not conform to the Contract Documents, or does not meet the requirements of any inspections, standard, test, or approval referred to in the Contract Documents, or has been damaged prior to final payment.
- E. **Notice:** All written notices, demands, instructions, claims, approvals, and disapprovals required to obtain compliance with the contract requirements. Any written notice by either party to the contract shall be sufficiently given if delivered to or at the last known business address of the person, firm or corporation constituting the party to the contract, or to his, their or its authorized agent, representative or officer, or when enclosed in a postage prepaid envelope addressed to such last known business address and deposited in a United States mailbox.
- F. **Provide:** Shall mean furnish and install ready for its intended use.
- G. **Subcontractor:** An individual, partnership or corporation having a direct contract with the Contractor or with any other subcontractor for the performance of the work. It includes one who provides on-site labor but does not include one who only furnishes or supplies materials for the project.

8.2. Laws, Regulations, and Courts

- A. This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures.
- B. The Contractor shall comply with all federal, state and local laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work and shall give all notices required thereby.
- C. All solicitations or contracts issued by Dinwiddie County shall be governed by the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or

involving this agreement shall lie in the Circuit Court of the County of Dinwiddie, Virginia, and such litigation shall be brought only in such courts. The County and the Contractor are encouraged to resolve any issues in controversy arising from contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366).

8.3. Taxes.

Pursuant to Virginia Code Section 58.1-609.1(4), the county is exempt from the payment of Virginia state sales and use taxes. Vendors should not include such taxes in invoices presented to the County for payment. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

8.4. Anti-Discrimination Statement by County.

The County certifies that it shall not discriminate against any bidder, offeror or contractor because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the County has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

8.5. Anti-Discrimination Statement by Contractor.

- A. During the performance of the contract, the Contractor agrees to the following provisions.
- i. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- B. The Contractor also agrees to include the provisions in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

8.6. Immigration Reform and Control Act of 1986.

Contractor certifies that it does not and will not during the performance of the contract knowingly employ unauthorized alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

8.7. Drug-Free Workplace.

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's 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 violations of 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 over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

8.8. Authorization to Transact Business in the Commonwealth.

In order to contract with Dinwiddie County, contractors organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Code of Virginia, Title 13.1 or Title 50 or as otherwise required by law. Pursuant to competitive negotiation, an offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include in its proposal the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its proposal a statement describing why the offeror is not required to be so authorized. Any offeror that fails to provide the required information shall not be awarded a contract unless a waiver of this requirement is granted by the County Administrator. Any business entity as described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at anytime during the contract. Dinwiddie County may void any contract with a business entity if that entity fails to remain in compliance with the provisions of this section.

8.9. Indemnification.

Contractor agrees to indemnify, defend and hold harmless the County of Dinwiddie, Virginia and their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor or any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the County or to failure of the County to use the materials, goods, infrastructure or equipment in the manner already and permanently described by the Contractor on the materials, goods, infrastructure or equipment delivered.

8.10. Insurance.

Contractor certifies that it will have the following insurance coverage at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia.

Contractor further certifies that the Contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Subcontractors, if any, will maintain similar insurance coverage during the entire term of the contract.

Minimum Insurance Coverage and Limits Required:

- a. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
- b. Employer's Liability - \$100,000.
- c. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The "County of Dinwiddie, Virginia, its Officers, agents, and employees" shall be added as additional insured on a primary basis and so endorsed on the policy. Such additional insured status shall be primary without participation by County's insurers.
- d. Automobile Liability - \$1,000,000 combined single limit.
- e. Professional Liability - \$1,000,000 per occurrence.

8.11. Debarment Status.

The Contractor certifies that it is not currently debarred from submitting proposals or bids on contracts by any department, agency or political subdivision of (i) the Commonwealth of Virginia, (ii) any other state, or (iii) the federal government, nor is it an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by the same.

8.12. Payment.

- A. Contractor shall provide the county with a complete and accurate IRS form w-9.
- B. Invoices for products/services ordered, delivered, and accepted shall be submitted by the contractor to Dinwiddie County Accounts Payable via email to accounting@dinwiddieva.us or via postal mail to P.O. Drawer 70, Dinwiddie, VA 23841.
- C. Unless otherwise specified, any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after correct invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- D. The preferred method of payment for invoices under \$5,000 is with a visa credit card. If the vendor accepts visa payments, they must do so without any fees.
- E. Unless otherwise provided under the terms of the contract, interest shall accrue at the rate of one percent (1%) per month.
- F. Date of payment is deemed to be (1) the date of postmark in all cases where payment is made by mail, or (2) the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

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- G. Unreasonable charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the county shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the county of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).
- H. The contractor is obligated to: (1) pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the county for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or (2) notify the county and the subcontractor(s) within seven days, in writing of the contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- I. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent (1%) per month on all amounts owed by the contractor that remain unpaid after seven days following receipt by the contractor of payments from the county, except for amounts withheld as states in section g above.
- J. These provisions apply to each sub-tier contractor performing under the primary contractor. A contractor's obligation to pay an interest charge to a subcontractor shall not be construed to be an obligation of the County. A contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

8.13. Availability of Funds.

It is understood and agreed between the parties that the County shall be bound hereunder only to the extent of the funds available, or which may hereafter become available. The contract will be contingent upon annual appropriations by the Board of Supervisors of Dinwiddie County. Failure of the Board of Supervisors to appropriate adequate funds for the terms of the contract shall result in the immediate cancellation of the contract. There shall be no penalty should the Board fail to make annual appropriations for the contract.

8.14. Assignment of Contract.

A contract shall not be assignable by the Contractor in whole or in part without the written consent of the County.

8.15. Default.

It shall be the Contractor's responsibility to make sure that all work is adequately completed as required. In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after five (5) days have passed from the date of delivery of written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

8.16. Changes to the Contract.

All contract modifications must be approved by the Dinwiddie County Administrator or his designee. The County will not assume responsibility for the cost of any changes made without proper consent. No fixed-price contract may be increased by more than twenty-five percent (25%) or \$50,000, whichever is greater, without advance approval of the Dinwiddie County Board of Supervisors.

Changes can be made to the contract in any of the following ways:

- A. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

- B. The County may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt, unless the Contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the Contractor shall, in writing, promptly notify the County of the adjustment to be sought, and before proceeding to comply with the notice, shall await the County's written decision affirming, modifying, or revoking the prior written notice. If the County decides to issue a notice that requires an adjustment to compensation, the Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the County a credit for any savings. Said compensation shall be determined by one of the following methods:
 - i. By mutual agreement between the parties in writing; or
 - ii. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the County's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - iii. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the County with all vouchers and records of expenses incurred and savings realized. The County shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the County within thirty (30) days from the date of receipt of the written order from the County. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the County or with the performance of the contract generally.

8.17. Termination of Contract.

- A. Termination for Cause.

- i. If the Contractor should be adjudged as bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, the County may terminate the contract. If Contractor violates any provision of the Virginia Governmental Fraud Act, the County may terminate the contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he should fail to make prompt payment to subcontractors or suppliers of material or labor, or persistently disregards laws, ordinances, or the written instructions of the County, or otherwise be guilty of a substantial violation of any provision of the contract, then the County may terminate the contract. The County retains the sole discretion to determine any violation of this section.
- ii. Prior to termination of the contract, the County shall give the Contractor and his surety ten (10) calendar days written notice, during which the Contractor and/or his surety may rectify the cause of the termination. If rectified to the satisfaction of the County within said ten (10) days, the County may rescind its notice of termination. If it does not, the termination for cause shall become effective at the end of the ten-day (10) notice period. In the alternative, the County may postpone the effective date of the termination notice, at its sole discretion, if it should receive reassurances from the Contractor and/or its surety that the causes of termination will be remedied in a time and manner which the County finds acceptable. If at any time more than ten (10) days after the notice of termination, the County determines that Contractor and/or its surety has not or is not likely to rectify the causes of termination in an acceptable manner or within the time allowed, then the County may immediately terminate the contract for cause by giving written notice to the Contractor and its surety. This decision shall be final and not subject to an appeal to any court of law or equity. In no event shall termination for cause terminate the obligations of the Contractor's surety on its payment and performance bonds.
- iii. Notice of terminations, whether initial or given after a period of postponement, may be served upon the Contractor and the surety by mail or any other means at their last known places of business in Virginia or elsewhere, by delivery to any officer or management/supervisory employee of either wherever they may be found, or, if no such officer, employee or place of business is known or can be found by reasonable inquiry within three (3) days, by posting the notice at the job site. Failure to accept or pick up registered or certified mail addressed to the last known address shall be deemed to be delivery.
- iv. Upon termination of the contract, the County shall take possession of its property and of all materials, tools, and appliances thereon and finish the work by whatever method the County may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the County, together with any other expenses of terminating the contract and having it completed by others.

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- v. Termination of the contract under this section is without prejudice to any other right or remedy of the County.

B. Termination for Convenience

- i. County may terminate this contract at any time without cause, in whole or in part, upon giving the Contractor notice of such termination. Upon such termination, the Contractor shall immediately cease work and remove from the project site all of its labor forces and such of its materials as County elects not to purchase or to assume in the manner hereinafter provided. Upon such termination, the Contractor shall take such steps as County may require to assign to the County the Contractor's interest in all subcontracts and purchase orders designated by County. After all such steps have been taken to County's satisfaction, the Contractor shall receive as full compensation for termination and assignment the following:
- All amounts then otherwise due under the terms of this contract as of the latest request for payment,
 - Amounts due for work performed subsequent to the latest request for payment through the date of termination, and
 - Reasonable compensation for the actual cost of demobilization incurred by the Contractor as a direct result of such termination. The Contractor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, County shall have no further obligations to the Contractor of any nature.
- ii. In no event shall termination for the convenience of the County terminate the obligations of the Contractor's surety on its payment and performance bonds.

8.18. Contractual Disputes.

Disputes and claims arising under this agreement shall be processed pursuant to the Code of Virginia Section 2.2-4363.

8.19. Audit.

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment from the County, or until audited by the County, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

8.20. Patents, Copyright and Trademark.

The Contractor shall obtain all licenses necessary to use any invention, article, appliance, process, or technique of whatever kind and shall pay all royalties and license fees. The Contractor shall indemnify, defend, hold and save harmless the County, its officers, agents, and employees, from any loss or liability for or on account of such infringement.

9. Special Terms And Conditions

9.1. Use of Premises and Removal of Debris

9.1.1. The Contractor shall:

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- (1) Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any Contractor;
 - (2) Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
 - (3) Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- 9.1.2. The Contractor expressly undertakes, either directly or through his subcontractor(s), to effect all cutting, filling, or patching of his work required to make the same conform to the drawings and specifications, and, except with the consent of the County, not to cut or otherwise alter the work of any other contractor. The Contractor shall not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the contract.
 - 9.1.3. The Contractor expressly undertakes, either directly or through his subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the construction site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law. Contractor shall keep in conformance with the County's solid waste ordinance.
 - 9.1.4. The Contractor expressly undertakes, either directly or through his subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from his operations and to put the site in a neat, orderly condition. If a Contractor fails to clean up at the completion of the work, the County may do so and charge for costs thereof to the Contractor.
 - 9.1.5. During and at completion of the work, the Contractor shall prevent site soil erosion, the runoff of silt and/or debris carrying water from the site, and the blowing of debris off the site in accordance with the applicable requirements and standards of the *Virginia Erosion and Sediment Control Handbook*, latest edition, and of the Contract Documents.
 - 9.1.6. The Contractor shall not operate or disturb the setting of any valves, switches or electrical equipment on the service lines, if any, except by proper previous arrangement with the County. The Contractor shall give ample advance notice of the need for cut-offs which will be scheduled at the convenience of the County.

9.2. Protection of Persons and Property

- 9.2.1. The Contractor expressly undertakes, both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property which may come on the construction site or be affected by the Contractor's operation in connection with the work.
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- 9.2.2. The Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- 9.2.3. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, VDOT, and as issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia* shall apply to all work under this contract.
- 9.2.4. The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect the County's property from injury or loss arising in connection with this contract. He shall make good any such damage, injury, or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the County. He shall adequately protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owner(s). He shall provide and maintain all passageways, guard fences, lights, and other facilities for protection required by public authority, local conditions, any of the Contract Documents or erected for the fulfillment of his obligations for the protection of persons and property. The Contractor shall be solely responsible for any loss of material resulting from theft, malfeasance, employee sabotage or other criminal acts.
- 9.2.5. In an emergency affecting the safety or life of persons or of the work, or of the adjoining property, the Contractor, without special instruction or authorization from the County, shall act, at his discretion, to prevent such threatened loss or injury. Also, should he, to prevent threatened loss or injury, be instructed or authorized to act by the County, he shall so act immediately, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided by the General Terms and Conditions.

9.3. Work Site Damages

Any damage to existing utilities, equipment, finished surfaces, or property resulting from the performance of this contract shall be repaired to the County's satisfaction at the Contractor's expense and the Contractor shall indemnify and hold the County harmless of any action resulting from such damage to the existing utilities, equipment, finished surfaces or property.

9.4. Guarantee of Work - Warranty of Materials and Workmanship

9.4.1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment, installation or workmanship for one (1) year from the date of final acceptance of the entire project by the County in writing. Should any defect be noted by the County, the County will notify the Contractor of such defect or non-conformance. Notification will state either (1) that the Contractor shall replace or correct the deficiency, or (2) the County does not require replacement or correction, but an equitable adjustment to the contract price will be determined by the County and shall be binding upon the Contractor. If the Contractor is required to correct or replace the deficiency, it shall be at no cost to the County and shall be subject to all provisions of this clause to the same extent as materials/work initially delivered/completed. If the Contractor fails or refuses to replace or correct the deficiency, the County may have the materials/work corrected or replaced with similar

items and charge the Contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price as determined by the County.

- 9.4.2. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with Contract Documents and shall be performed by persons qualified at their respective trades.
- 9.4.3. Work not conforming to these warranties shall be considered defective.
- 9.4.4. This warranty of materials and workmanship is separate and independent from and in addition to any of the Contractor's other guarantees or obligations in this contract.
- 9.4.5. If, within the guarantee period, defects are noticed by the County which require repairs or changes in connection with the guaranteed work, those repairs or changes being in the opinion of the County rendered necessary as the result of the use of materials, equipment or workmanship, which are defective, or inferior or not in accordance with the terms of the contract, then the Contractor shall, promptly upon receipt of notice from the County, such notice being given not more than two weeks after the guarantee period expires, and without expense to the County:
- (1) Place in satisfactory condition in every particular all of such guaranteed work and correct all defects therein;
 - (2) Make good all damage to the structure, site, equipment, or contents thereof, which is the result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with the terms of the contracts; and
 - (3) Make good any work, materials, equipment, contents of structures, and/or disturbance of the site in fulfilling any such guarantee.
- 9.4.6. In any case, where in fulfilling the requirements of the contract or any guarantee embraced in or required thereby, the Contractor disturbs any work guaranteed under contract, he shall restore such work to a condition satisfactory to the County and guarantee such restored work to the same extent as it was guaranteed under such other contract.
- 9.4.7. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the County may have the defects corrected and the Contractor and his surety shall be liable for all expense incurred.
- 9.4.8. All special guarantees applicable to definite parts of the work that may be stipulated in the specifications or other papers forming a part of the contract shall be subject to the term of this section during the first year of the life of such special guarantee.
- 9.4.9. Nothing contained in this section shall be construed to establish a period of limitation with respect to any other obligation which the Contractor might have under the Contract
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Documents, including but not limited to, liability for defective work under this Warranty of Materials and Workmanship section of these Additional Terms and Conditions. This paragraph relates only to the specific obligation of the Contractor contained in this section to correct the work and does not limit the time within which his obligation to comply with the Contract Documents may be sought to be enforced, nor of the time within which proceedings may be commenced to establish the Contractor's liability with respect to his other obligations under this contract.

9.4.10. In the event the work of the Contractor is to be modified by another contractor, either before or after the final inspection, the first Contractor shall remain responsible in all respects under the guarantee of work and under any other warranties provided in the contract or by law. However, the Contractor shall not be responsible for any defects in material or workmanship introduced by the contractor modifying its work. Both the first Contractor and the contractor making the modifications shall each be responsible solely for the work done by each. The contractor modifying the earlier work shall be responsible for any damage to or defect introduced into the work which he is modifying. If any contractor shall claim that another contractor has introduced defects of materials and/or workmanship into the work of the first, it shall be the burden of the contractor making the claim to clearly demonstrate the nature and extent of such introduced defects and the responsibility of the other contractor. Any contractor modifying the work of another shall have the same burden if he asserts defects to have been caused by the contractor whose work he is modifying.

9.5. Continuity of Services

- a.) The Contractor recognizes that the services under this contract are vital to the County and must be continued without interruption and that, upon contract expiration, a successor, either the County or another contractor, may continue them. The Contractor agrees:
- (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - (ii) To make all County owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - (iii) That the County shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- b) The Contractor shall, upon written notice from the County, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to County approval.
- c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the County in writing prior to commencement of said work.

9.6. Additional Users/Cooperative Procurement

This procurement is being conducted under the provisions of Section 2.2-4304 of the Virginia Public Procurement Act (VPPA), “Cooperative Procurement”. As stated, a public body may purchase from another public body’s contract even if it did not participate in the Request For Proposals (RFP) or Invitation for Bids (RFP), if the RFP or RFP specified that the procurement was being conducted on behalf of other public bodies.

If authorized by the Offeror, the resultant contract may be extended to any jurisdiction/public body within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. It is the Offeror’s responsibility to notify the jurisdiction/public bodies of the availability of contract(s). Offerors desiring to offer to other jurisdictions/public bodies under this clause shall so indicate in their response.

9.7. Testing and Inspection

The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications. All products and services provided shall be in compliance/ accordance with all applicable federal, state and local laws, rules and regulations. If seasonal limitations prevent performance of any required testing of the product, the warranty period for such equipment shall begin after the tests have been successfully performed.

10. List of Attachments

Appendix A – Detailed Scope of Work

Appendix B – Location and Equipment List

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11. Signature Sheet

**RFP 23-072822
HVAC Maintenance and Repairs**

By signature, I certify that the proposal as submitted complies with all Terms and Conditions as set forth in RFP. If there are any parts of the terms and conditions that the company cannot meet, I have indicated which ones on an attached page.

By signature, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same material, equipment or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Offeror.

Signature: _____ Date: _____

Name (type or print): _____

Official Title: _____

Company Name: _____

FIN or SSN: _____

State of Incorporation: _____

Address: _____

Telephone: _____

E-Mail: _____

Fax: _____

Please list all subcontractors, if any:

Company Name, Address

License #

11.1. State Corporation Commission Registration

Virginia State Corporation Commission (SCC) registration information. The Offeror:

is a corporation or other business entity with the following SCC identification number: _____

OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

12. Price

COMPANY NAME: _____

12.1. Rates

Successful Offer shall furnish all labor, supervision, equipment, tools, parts, materials, test equipment, programming material and all else necessary, to provide for the effective and economical operation of HVAC systems for the County of Dinwiddie, Virginia (hereinafter referred to as the “County”), at the prices provided below, as follows:

Item #	Description	Price per unit
<i>Part A</i>	<i>Preventive Maintenance</i>	<i>Per Year</i>
1.	Courthouse	
2.	Registrar’s Office	
3.	Pamplin Building	
4.	Historic Courthouse	
5.	Landfill Trailer	
6.	Sheriff’s Training Center	
7.	Library	
8.	Animal Shelter	
9.	Eastside Enhancement Center	
10.	Sports Complex	
11.	McKenney Gym	
12.	Ragsdale Community Center	
13.	Dinwiddie Vol Fire Dept	
14.	Ford Vol Fire Dept	
15.	McKenney Vol Fire Dept	
16.	Namozine Vol Fire Dept	
17.	Old Hickory Vol Fire Dept	
18.	Information Technology Building	
19.	Public Safety Tower – DeWitt	
20.	Public Safety Tower – Dinwiddie	
21.	Public Safety Tower – Wheelers Pond Road	
22.	Public Safety Tower – Weakly Road	
23.	House on Courthouse Rd	
24.	Public Safety Building	
25.	Government Center	
	Grand Total of Part A (Items 1-25)	\$
<i>Part B</i>	<i>Hourly Rates for Repairs</i>	<i>Per Hour</i>
26.	Hourly Rate for Repairs during business hours (Mon-Fri, 8:30 am – 5:00 pm)	\$
27.	Hourly Rate for Repairs during weekends, holidays and after hours	\$
28.	Materials and Supplies for Repairs, Discount off of list price	%

APPENDIX A – Detail Scope of Work

1. **General Requirements:**

The Contractor shall provide preventive maintenance services on equipment relating to the heating, ventilation, and air conditioning within the facilities listed in Appendix B.

- A. **Work Hours:** The buildings shall remain occupied during normal business hours, which are 8:30AM to 5:00 PM. Monday thru Friday, except during State holidays. County shall allow the Contractor to perform their scheduled maintenance work during these normal business hours and anticipates some minor disruptions; however, major disruptive activities must be performed during off hours such as nights and/or weekend. The Contractor shall bear the cost of off hours work for any scheduled maintenance work.
- B. The Contractor shall contact Dinwiddie Public Works upon arrival at any County Building.
- C. The Contractor shall respond to all service requests regardless of weather conditions (snow, ice, etc.). The County will provide reasonable means of access to all equipment covered by the resulting contract. The Contractor shall be free to start and stop all primary equipment incidental to the operation of the systems as arranged with County representatives.
- D. **Inspection for damage:** Prior to the commencement of work, County and Contractor shall perform a site walkthrough and make note of all preexisting equipment conditions, to include damaged finishes and furnishings. At the conclusion of the contract period, a similar walkthrough shall be performed and the Contractor will be responsible for the repair or replacement of damaged equipment as a result of work, to include finishes or furnishings.
- E. Contractor shall start-up, check out and demonstrate to the County's satisfaction that all work has been completed in accordance with the terms and conditions of the contract and that the system is fully operational and in compliance with all local, state, and federal codes and permits.
- F. **Preventive Maintenance Scheduling:** The Contractor shall schedule preventive maintenance tasks and such schedule shall be approved by the County. To ensure a uniform and detailed method of defining preventive maintenance tasks, all preventive maintenance tasks approved by the County shall be scheduled based on the manufacturers' maintenance recommendations and, if possible, based on no less than ten years of maintenance experience.
- G. The Contractor shall provide a written report within ten (10) days of completion of each PM service identifying the sites, date(s) service was performed and equipment condition. This report shall also include recommendations for any major repairs or modifications which would enhance the operation of the equipment including an estimate of the number of man hours and cost to accomplish the recommended work.

2. **Qualifications:**

- A. Contractor shall meet all qualifications listed in Section 6.1 of the RFP.

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- B. **Maintenance Technician's Qualifications:** The Contractor shall employ sufficiently qualified technicians who can arrive on the site within the specified time period. The service technicians assigned to maintain the systems shall be qualified to service the equipment type under contract.
- C. **Inventory and Test Equipment:** To ensure timely availability in emergency situations, the Contractor shall maintain or have access to an adequate inventory of standard new replacement parts for common components in the County's systems under contract within 24 hours, and will demonstrate that they own the proper tools and test equipment to maintain all the systems and equipment under contract. For mechanical equipment, the Contractor must own and be able to document the use on other contracts the following tools and test equipment; combustion efficiency test equipment, infrared scanner, water treatment chemical drop test kit, conductivity tester, refrigeration oil test kit, electronic refrigeration leak detector, velometer, amprobe, refrigeration recovery equipment.

3. Maintenance of Existing HVAC Systems:

Preventative maintenance, control equipment repair and replacement liability (where applicable), emergency service, and air filter service (4 changes per year for all filters) for building systems.

HVAC Equipment to be Covered:

- Heating Systems – Boilers, burners, furnaces, pumps, cleaning of heating coils, water strainers, duct heaters, heat exchangers, humidifiers etc.
- Cooling Systems – Air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, cleaning of cooling coils etc.
- Air Handling Units – Fans, motors, air filters, dampers, induction units, mixing boxes.
- Miscellaneous Equipment – Exhaust fans, direct expansion valves, magnetic starters, manual motor starters, pump and fan motor drives, belts, and refrigerant.
- Temperature Control Systems and components
- All HVAC equipment, installed as part of the contract resulting from this RFP, or installed by other contractors resulting from separate contracts entered into by the County, or installed by the County.

Equipment Not Included:

Maintenance services, including repair labor and parts replacement, for portions of the system and equipment that are non-maintainable or non-moving are not included as part of this specification. This shall include: foundations, structural supports, domestic water lines, plumbing, oil lines, gas lines, piping, oil storage tanks, air handling duct work, boiler shell, and tubes, unit cabinets, boiler trim and reflector material, cooling tower structures, etc.

The Contractor shall provide the County with a report of any work that is outside the scope of this specification that is in need of attention, and that may include such equipment as outlined above. The Contractor shall only complete work that is outside the scope if approved by the County, in writing, prior to commencement of the work.

This specification covers only that equipment associated with each building listed in Appendix B, and in the event the system is altered, changed, or if any equipment is added, then that portion shall be added or deleted as required and will be in accordance with this specification.

A. Services Included:

The general services listed below shall apply to the systems and equipment as described above. This preventive maintenance work shall be provided no less than four times per year, including start-up and shut down if applicable.

- Examining each piece of equipment and device to see that it is functioning properly and is in good operating condition.
- Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricating all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- Adjusting all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- Calibrating all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies.
- Install and regularly change all filter media at a frequency dictated by dirt conditions generally accepted. Air filter replacement to include pre-filters, frame filters, fan coil filters, automatic roll type filters, and bag filters (as required)
 - Filter media (frame or roll type systems) with an average AFI gravimetric rating of not less than 70% efficiency.
 - Filter media shall be standard polyester fiber and will be bonded together preventing fiber shredding and blow through for maximum efficiency and will be of the fire retardant type of at least a Class 2 rating.
 - Roll media in varying widths, and in dry and tackified polyester or roll type filters.
- Testing and cycling all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it operates to original design specifications.
- Performing periodic vibration analysis of the equipment to be maintained. This analysis will be made on all equipment in excess of 1 HP and documented in a written or electronic report.
- Performing boiler flue gas analysis during heating season switch over with an Electric Flue Gas Analyzer to determine the proper energy efficiency of the boiler burner system to maximize efficiency documenting same in written report form.
- Using an infrared scanner for a site inspection at least semi-annually to evaluate the condition of all portions of mechanical system to include motors, pumps, chillers, boilers, motor starters and electrical panels for proper predictive/preventive maintenance. Reports not required.
- This mechanical maintenance includes, at no additional cost to the County, all parts, labor, and materials necessary to make the repairs, as approved by the County, including:
 - Belts
 - Heating Coils; (cleaning only)
 - Cooling Coils; (cleaning only)
 - Air Filters
 - Refrigerants

B. Service and Maintenance Records:

- Contractor shall maintain complete and detailed service and maintenance records for each piece of equipment in a secure central database. This comprehensive list shall include equipment covered including make, model, serial number, capacity, and vendor information, plus a structured month-by-month preventative maintenance (PM) schedule for each piece of equipment.
- Such records shall be made available to County at any time.
- Such records shall be available to County and Contractor through multiple sorting criteria including individual piece of equipment showing PM order number(s), date(s) for current and future PM's, date/time of arrival and completion for each scheduled task, tasks performed by technicians including measurements and notes.
- Such records shall be available to each and every technician servicing any piece of equipment at any time
- Such records shall be secure and available to only County or Contractor personnel.
- Contractor shall have the ability to provide status of any current work order at any time.
- Contractor shall have the ability to provide verification of completed work order or PM form to County within one (1) day of the completion of that service or maintenance action. A paperless version is preferred but not required.
- Contractor shall have the ability to receive service requests 24/7/365.
- Contractor shall provide work orders that are legible and contain sufficient information about the work performed.
- Contractor shall have certified quality processes that ensure:
 - a. Equipment is serviced and work actions recorded in a uniform manner every time, regardless of the assigned technician.
 - b. Service requests and preventive maintenance activities are tracked to completion in a timely manner.
 - c. Information and data is properly and securely controlled

4. Repair or Replacement of Existing Equipment, As Needed:

Contractor may be required to provide repairs or replacements to existing HVAC equipment, as needed and as approved by the County, at time and materials cost. Parts and materials associated with repairs shall be charged per Section 6.

5. On-Call Service:

On-call service shall be provided 24 hours a day to minimize downtime and inconvenience.

Response Time: All service delivery must be performed within the time frames stated below:

- Standard Services – Contractor shall respond to all standard on-call service requests within 2 hours and have staff on-site within 24 hours. Completion time will be based on the nature of the work.
- Critical Services – Contractor shall respond to all critical service request within 1 hour and have staff on-site within 2 hours of initial contact. Critical Services are defined as work required to correct any problems that disrupt the County staff's normal operations. County will note at time of contact whether a services request is critical or not.

Contractor shall provide cost estimates for all major repairs needed. Work shall be approved by the County, prior to Contractor beginning work.

Contractor shall provide two (2) local or toll free phone numbers. These phones must be answered by a person under the direct employment or supervision of the Contractor and the person must be trained on HVAC systems and their operation. An answering service is not sufficient.

All labor provided for on-call services shall be paid at an hourly rate. All parts and materials provided for on-call services shall be paid per Section 6. Contractor shall try to complete work during the service call in order to prevent follow-up work. If follow-up work is required to correct recent work, including improper repairs, installation, or substandard parts, the County shall not be charged.

6. Parts:

The Contractor shall include in their proposal the cost of any parts and supplies necessary to perform preventive maintenance on mechanical systems and equipment as listed in this Appendix A, Section 3.A.

Any parts and materials falling outside the scope of the requirements of Section 3.A. shall be provided by the Contractor at a discount off of list price. All replacement parts shall be with new parts. All labor for installing parts and materials falling outside the scope of the requirements of Section 3.A. shall be billed at an hourly rate.

The Contractor will not be held responsible for repairs necessitated by reason of negligence or misuse of the equipment by other than the Contractor or by reason of any other cause beyond the control of the Contractor, except ordinary wear and tear.

Location/Address	Qty	Manufacturer/Model number	Model	Serial #	Description	Installation Date
Courthouse 14008 Boydton Plank Road Dinwiddie, VA 23841	1	Carrier	30GT190610KA	1697F67774	Air cooled water chiller, 190 ton nominal, 6-30 ton compressors, 12 condenser fans,	
	2	Bell & Gossett (B&G)			Chilled water pumps, base mount, 15 hp each	
	2	Patterson-Kelly N900-C			Hot water boilers, LP gas fired, 900000 BTU/hr each	
	2	B&G			Primary hot water pumps, inline, 5 hp each	
	2	B&G			Boiler hot water pumps, inline	
	7	Carrier	78189	39TH49ZBABVMFS1	Air handling unit AHU-1, 30 hp SAF	
					Return air fan for AHU-1, 10 hp, inline, Filters 16x25x2 (10), 16x20x2 (15)	
			78189	39TH39ZBAB7MGQA	Air handling unit AHU-2, 25 hp SAF	
					Return air fan for AHU-2, 7.5 hp, inline, Filters: 16x25x2 (20)	
			78189	39LC08KAEA2AGR1	Air handling unit AHU-3, 3 hp SAF	
					Return air fan for AHU-3, 2 hp, inline, Filters: 16x25x2 (3), 16x20x2 (3)	
			78189	39LC08KAEBUAGK1	Air handling unit AHU-4, 5 hp SAF	
					Return air fan for AHU-4, 2 hp, inline, Filters	
			78189	39LC08BAEB6AGKB	Air handling unit AHU-5, 5 hp SAF	
			78189	39LC06KAEAFHGA	Air handling unit AHU-6, 3 hp SAF	
					Return air fan for AHU-6, 1.5 hp, inline, Filters 16x25x2(3), 16x20x2 (3)	
			78189	39LC03KAEATAFAB	Air handling unit AHU-7, 2 hp SAF	
					Return air fan for AHU-7, 1 hp, inline, Filters 16x25x2 (2)	
		72			Terminal boxes, with HW reheat	
		1		BSQ24050X	97D17764	Exhaust fan, 0.75 hp
	1		BSQ360100X	97D14994	Exhaust fan, 3 hp, Filters 40x24 (2), 38x24 (3), 30x20	
	6	B&G			Preheat coil HW circulator pumps, fractional hp	
	72	Andover	TCX865		VAV terminal DDC controller, connected sensors and actuators	
	7				AHU Open Hon/BACnet Distech controllers (new)	
	1				Open Lon/BACnet Distech Chiller Controller (new)	
	1	Tridium N4			Graphical interface and front end (new)	
Pamplin Building Registrar's Office 14016 Boydton Plank Road Dinwiddie, VA 23841	1	York	PHE4B3631B	W1M9428983	Heat Pump	01/2020
	1	York	PHE4B3631B	W1L9364255	Heat Pump	01/2020
Pamplin Building 14016 Boydton Plank Road Dinwiddie, VA 23841	1	Fujitsu	AQU24CL	DDN008560	Mini Split for IT	
	1	McQuay	RSC050CYY	FBOU060501081	Packaged rooftop unit, 46 ton nominal capacity (4 compressors, 2-10 ton & 2-13 ton), 15 hp SAF, 5 hp RAF, return air electric duct heater	
	2	Armstrong	BCZ60D20NCCA-1	6004J39696	Split system heat pumps, 5 tons each	
				6004J39702		
	2	Penn			Roof ventilators, 0.5 hp each	
	1	Honeywell			Building Automation System	
	1	Honeywell			XL-15 DDC plant controller, connected sensors and actuators	
	62	Honeywell			XL-10 DDC VAV controllers, connected sensors and actuators	
1	Radionics			Off-site monitoring panel		
Historic Courthouse 14101 Boydton Plank Road Dinwiddie, VA 23841	1	Weil-McLain	EG65PIDM	4	Steam boiler, cast iron, propane fired, 250000 BTU/hr	
					Condensate receiver pump, 1/3 hp	
	1	Climate Master	GRH030AGC	C14492113	Water source heat pump, 2.5 ton, w/one circulation pump, Filter 12x24x1	
	1	Climate Master	GRH048AGC10CBS	B15142805	Water source heat pump, 4 ton, w/ two circulation pumps	
	1	Climate Master	GRH04AAGC00CLSS	915142805		
	1	Climate Master	GRV042AGC10CRTS	C13986309	Water source heat pump, 3.5 ton, w/ two circulation pumps	
	1	Climate Master	GSV060AGC01CRTS	C14593594		
1	Climate Master	GRH060	Not Readable	Water source heat pump, 5 ton, w/ two circulation pumps		
Landfill Trailer 14014 Boydton Plank Road Dinwiddie, VA 23841	2	Bard	WHA10XX4XXX	125K072393389-02		
				125M072421958-02		
Sheriff's Training Center	1	Trane	2TWR3048A1000AA	6242T944F		

Location/Address	Qty	Manufacturer/Model number	Model	Serial #	Description	Installation Date
10209 Boydton Plank Road Dinwiddie, VA 23841	1	Trane	2TWR1048A1000AB	3284LPN1F		
Library 14103 Boydton Plank Road Dinwiddie, VA 23841	1	Trane	TWR030C100A5	R444XLA4F		
	1	York	4TWR3060A1000AA	84623LP2F		
Animal Shelter 10903 Wheelers Pond Road Dinwiddie, VA 23841	2	Frigidaire	FT5BD-018K	FTA070401568	Outside Unit	
				FTA060501006	Outside Unit	
	1	Janitrol	CK36-1A	9807456740		
Eastside Enhancement Ctr 7301 B. Boydton Plank Rd Petersburg, VA 23803	4	Carrier	38YDA036300	5100E00964	Outside Unit	
				4300E00863	Outside Unit	
				5100E00967	Outside Unit	
				4300E00858	Outside Unit	
	1	Carrier	25HPD636A300	392E15676	Outside Unit	Fall 2021
	1	AirTemp	VSHIBE4M1SP36A	VSG211104150	Outside Unit	Mar-22
	1	Carrier	25HCR336A300	1607E41744	Outside Unit	
	1	Trane	4TWR4036A1000AA	9124KLU4F	Outside Unit	
	1	Carrier	38YDA048300	3499E04639	Outside Unit	
	2	Carrier	38YCC060300	1101E20879	Outside Unit	
				1101E20856	Outside Unit	
	1	Carrier	38AKS024510	0301F56914	Outside Unit	
	1	Carrier	FK4CNB005	4600A64851	Outside Unit	
	1	Carrier	FK4CNB006	4600A64836	Inside Unit	
	8	Sanyo	STW1525H2P	0022372	Inside Unit	
				0022772	Inside Unit	
				0023374	Inside Unit	
				0006973	Inside Unit	
				0023272	Inside Unit	
				0023172	Inside Unit	
				0023072	Inside Unit	
				0022972	Inside Unit	
	8	Sanyo	STW1523H2P	0001072	Inside Unit	
			0004461	Inside Unit		
			0004261	Inside Unit		
			0004561	Inside Unit		
			0004061	Inside Unit		
			0001472	Inside Unit		
			0001572	Inside Unit		
			0003861	Inside Unit		
Sports Complex 5850 R. B. Pamplin Dr Sutherland, VA 23885	1	Goodman	GSZ13064AA	1006711790		
	1	Samsung	AQU36JAXCU	FA26PAFZB00221Y		
	2	Samsung	AQU12NSDXKCU	YOYSPA EZ800333N		
				YOYSPA EZ800287B		
1	Dakin	RKB18ACJM	KWD0A53LY18C			
McKenney Gym 10207 Melvin B Ashbrook Ave McKenney, VA 23872	2	Mammoth Industries Inc.	L335F	636994B	Inside Unit	
				636994A	Inside Unit	
Ragsdale Community Center 20916 Old School Road McKenney, VA 23872	4	York	B6HX024A06YA	WIL6116457	Outside Unit	
				WIM5133755	Outside Unit	
				WIH6841121	Outside Unit	
				WIL6116458	Outside Unit	
	2	York	B6HX048A06A	WIF6697680	Outside Unit	
				WIF6697683	Outside Unit	
2	York	B6HX036A25A	WIL6116455	Outside Unit		

Location/Address	Qty	Manufacturer/Model number	Model	Serial #	Description	Installation Date
				WIL6116456	Outside Unit	
	1	York	B6HX060A06YA	WIG5856410	Outside Unit	
	1	York	XP120C00B2B1BAA1A1	NIM6152774	Outside Unit	
	2	York	XP078C00B2A1BAA1A1	NIM6160252	Outside Unit	
				NIM6172230	Outside Unit	
	1	Samsung Split System	AC0185XADCH	OE7ZPAFH400071B	Outside Unit	
Dinwiddie Vol Fire Dept 13516 Boydton Plank Road Dinwiddie, VA 23841	2	York	HIRA060525A	WHHP298230		
				WHHP298229		
	1	York	H2RA036S06D	EMHM865520		
Ford Vol Fire Dept 13402 Cox Road Church Road, VA 23833	2	Lennox	XC16-024-230-02	5809H09774		
				5810B04550		
	1	Lennox	XC16-048-230-02	5809H15109		
	1	Lennox	XC16-060-230-02	5810A13145		
	1	Mitsubishi	MU-A09WA	0000093T		
McKenney Vol Fire Dept 10507 Doyle Blvd McKenney, VA 23872	2	York	HIRA060S25A	WGHP290468		
				WLHP333953		
	1	York	H2RA036S06D	EMHM865538		
Namozine Vol Fire Dept 3913 Pelham Ave Petersburg, VA 23803	6	Trane	2A7A2036A1000AA	4813NCS3F		
				420256R3F		
				4183NT93F		
				3483L023F		
				420257F3F		
				41435XS3F		
Old Hickory Vol Fire Dept 25813 Courthouse Road Stony Creek, VA 23882	1	Goodman	GSH13030IAB	704088304		
	1		AC018X1021A	WDJP096053		
	1	Bristol	H23A563ABCA	17094024784		
	1	Sanyo	CH0971	006712		
Information Technology 13910 Courthouse Road Dinwiddie, VA 23841	1	York	HIRA060S25A	WBLM040654		
	1	York	TCD60B31SA	W1M6126015		
	1	Carrier	38BNB018311	1105V97331		
	1	LG	LSU186CE	110KAPB0008		
	1	Dakin	RK18AXVJU			2021
Public Safety Tower Site – DeWitt 18407 Boydton Plank Road Dinwiddie, VA 23841	2	Bristol	H25B22QABCA	31693020378		
				00794022772		
	1	Bard	WL242A05XWXXXJ	140N031864351-02		
	1	Bard	WA242A05XWXXXJ	140K031835285-02		
Public Safety Tower Site – Dinwiddie 13516 Boydton Plank Road Dinwiddie, VA 23841	1	Bard	WA423-A05XWXXXJ	253A041878958-02		
	1	Bard	WL423-A05XWXXXJ	253A041878957-02		
Public Safety Tower Site – Wheelers Pond Road 10936 Wheelers Pond Road Dinwiddie, VA 23841	1	Bard	WA242-A05XWXXXJ	140I031848041-02		
	1	Bard	WL242A05XWXXXJ	140N031868196-02		
Public Safety Tower Site – Weakly Road 25410 Weakly Road Petersburg, VA 23803	2	ComPac II	AVP24ACA04C0	1907		
				1909		
House 13814 Courthouse Road Dinwiddie, VA 23841	1	Maytag	PDF2SEX36K096C	PDF070800254		

Location/Address	Qty	Manufacturer/Model number	Model	Serial #	Description	Installation Date
Public Safety Building 13850 Courthouse Road Dinwiddie, VA 23841	1	Trane Mini Split		170603632X		5/2018
	1	Trane		CITJ06065		5/2018
	1	Trane		173911219L		5/2018
Pump House 14012 Boydton Plank Road Dinwiddie, VA 23841	None					1/2018
Government Center 14010 Boydton Plank Road Dinwiddie, VA 23841	1	Trane		C17K06787	Main Unit	11/2019
	1	Trane		C17K06786	Main Unit	11/2019
	4	Mini Split		170706047X		11/2019
				170706046X		11/2019
				170706126X		11/2019
			170706177X			