

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 21-FIR-ITB-469

B I D F O R M

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

BIDS WILL BE OPENED AT 3:00 P.M., ON DECEMBER 17, 2020

FOR PROVIDING BIOHAZARD WASTE REMOVAL SERVICES FOR ARLINGTON COUNTY PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE BELOW. THIS BID FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE BIDDER, OR THE BID MAY BE REJECTED.

SUBMITTED BY:

(legal name of entity)

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.:

E-MAIL
ADDRESS:

THIS ENTITY IS INCORPORATED
IN:

THIS ENTITY IS A:

*(check the applicable
option)*

CORPORATION ☐

LIMITED PARTNERSHIP ☐

GENERAL PARTNERSHIP ☐

UNINCORPORATED
ASSOCIATION ☐

LIMITED LIABILITY COMPANY ☐

SOLE PROPRIETORSHIP ☐

IS BIDDER AUTHORIZED TO TRANSACT BUSINESS IN THE
COMMONWEALTH OF VIRGINIA?

YES ☐ NO ☐

IDENTIFICATION NO. ISSUED TO THE ENTITY BY THE
SCC:

Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.

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:

BIDDERS SHALL PROVIDE THE FOLLOWING DOCUMENTATION:

1. COPIES OF EPA CERTIFICATIONS REQUIRED FOR TRANSPORTATION AND DISPOSAL OF BIO-HAZARD WASTE.
2. DOCUMENTATION THAT THE BURN AND BAG LINERS INTENDED TO BE USED UNDER THIS CONTRACT MEET OR EXCEED THE REQUIREMENTS SET FORTH IN SECTION 3 OF THE GENERAL REQUIREMENTS.

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE FROM THE VENDOR REGISTRY WEBSITE AT:

[HTTPS://VRAPP.VENDORREGISTRY.COM/BIDS/VIEW/BIDSLST?BUYERID=A596C7C4-0123-4202-BF15-3583300EE088](https://vrapp.vendorregistry.com/bids/view/bidslst?buyerid=A596C7C4-0123-4202-BF15-3583300EE088).

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID. **NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.**

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

THE UNIT PRICE SHALL BE INCLUSIVE OF ALL CHARGES FOR THE COLLECTION, TRANSPORTATION, DISPOSAL, REPLACEMENT OF BURN BOXES, AND ANY OTHER WORK REQUIRED FOR THE DISPOSAL OF BIOHAZARD WASTE CONTAINED INSIDE OF THE BURN BOX AT DESIGNATED COLLECTION SITES, INCLUDING THE PROVISION OR REPLACEMENT OF COLLECTION EQUIPMENT IDENTIFIED ABOVE. THE PRICES SHALL BE FIRM FOR THE FIRST TWO YEARS OF THE CONTRACT AND PRICES FOR YEARS THREE THROUGH FIVE SHALL BE LISTED ON THE BID FORM AS WELL.

A UNIT PRICE "PER BOX"

PERIODS	UNIT PRICE PER BOX
YEAR ONE AND TWO	\$
YEAR THREE TO FIVE	\$

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:

BIDDER NAME: _____

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

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

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

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

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

NAME:

ADDRESS:

E-MAIL:

REFERENCES

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

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

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

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

BIDDER NAME: _____

INSURANCE CHECKLIST

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

COVERAGES REQUIRED

LIMITS (FIGURES DENOTE MINIMUMS)

- ☒ 1. Workers' Compensation..... Statutory limits of Virginia
- ☒ 2. Employer's Liability.....\$500,000/accident, \$500,000/disease, \$500,000/disease policy limit
- ☒ 3. Commercial General Liability.....\$1,000,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- ☒ 4. Premises/Operations.....\$500,000 CSL BI/PD each occurrence, \$ 1 Million annual aggregate
- ☒ 5. Automobile Liability.....\$1 Million BI/PD each accident, Uninsured Motorist
- ☒ 6. Owned/Hired/Non-Owned Vehicles..... \$1 Million BI/PD each accident, Uninsured Motorist
- ☒ 7. Independent Contractors.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- ☒ 8. Products Liability.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- ☒ 9. Completed Operations.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
- ☒ 10. Contractual Liability (Must be shown on Certificate).....\$1 Million CSL BI/PD each occurrence, \$ 1 Million annual aggregate
- ☒ 11. Personal and Advertising Injury Liability\$1 Million each offense, \$1 Million annual aggregate
- ☒ 12. Umbrella/Excess 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/ Professional Liability\$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
- ☐ 22. Dishonesty Bond.....\$ _____
- ☐ 23. Builder's Risk.....Provide Coverage in the full amount of contract
- ☐ 24. XCU CoverageEndorsement to CGL
- ☐ 25. USL&H.....Federal Statutory Limits
- ☒ 26. Carrier Rating shall be Best's Rating of A-VII or better or its equivalent
- ☒ 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.
- ☒ 28. The County shall be named Additional Insured on all policies except Workers Compensation, Errors and Omissions/Professional Liability and Auto.
- ☒ 29. Certificate of Insurance shall show Bid Number and Bid Title.

☒ 30. Environmental Impairment Liability, including coverage of on-site clean up.....BI/PD \$3 Million per occurrence/\$6 Million Aggregate

- a In addition to environmental impairment liability, if work requires clean up, remediation, and/or removal of bio-solids, bio-hazardous 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. Cyber insurance.....\$2 Million per occurrence/Aggregate

☐ 32. OTHER INSURANCE REQUIRED: _____

INSURANCE AGENT'S STATEMENT:

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

AGENCY NAME: _____ AUTH. SIGNATURE: _____

BIDDER'S STATEMENT:

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

BIDDER NAME: _____ AUTH. SIGNATURE: _____

ATTACHMENT A: PICK UP LOCATION AND FREQUENCY

Location	Frequency of Pickup	Number of Boxes	Number of Boxes Annually	
Fire- Station 1	Bi-Weekly	2	26	
Fire- Station 2	Bi-Weekly	2	26	
Fire- Station 3	On-Call Basis	2	4	
Fire- Station 4	On-Call Basis	2	4	
Fire- Station 5	Bi-Weekly	2	26	
Fire- Station 6	Bi-Weekly	2	26	
Fire- Station 7	On-Call Basis	2	0	
Fire- Station 8	Bi-Weekly	2	26	
Fire- Station 9	Bi-Weekly	2	26	
Fire- Station 10	Bi-Weekly	2	26	
Fire Training Academy	On-Call Basis	2	26	
DHS- Public Health Main Lab	On-Call Basis	1-2	26	
DHS- Health Satellite	On-Call Basis	1	12	
DHS- Behavior Health Division Monthly	On-Call Basis	2-4	52	