

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

NOTICE OF AWARD OF CONTRACT

TO:	DATE ISSUED:	July 7, 2016
1. Colossal Contractors, Inc.	CURRENT CONTRACT NO:	16-242-ITB
2. Tito Contractors, Inc.	CONTRACT TITLE:	DES/FMB – Minor Building Repairs
3. Unisource Services, LLC	PRIOR CONTRACT NO:	
4. TMG Construction Corporation		
5. Combined Services, Inc.		

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on March 31, 2021.

The contract documents consist of the terms and conditions of Invitation to Bid No. 16-242-ITB including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

- 1) REFER TO CONTRACTORS' BID FORMS
- 2) PRICING FIRM UNTIL APRIL 30, 2018. OPTIONAL PRICE INCREASE THEREAFTER BASED ON NOVEMBER CPI-U.

ATTACHMENTS:

- 1) SPECIFICATION EXCERPTS
- 2) CONTRACTORS' BID FORMS

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: see below

TELEPHONE NO.: See below

EMAIL ADDRESS: see below

COUNTY CONTACT: Rami Natour

TELEPHONE NO.: 703-228-0789

EMAIL ADDRESS: rnatour@arlingtonva.us

CONTRACT AUTHORIZATION

DISTRIBUTION

K Hepler  
Krystyna Hepler, CPPB  
Assistant Purchasing Agent

7/7/2016  
Date

VENDOR: 1  
BID FOLDER: 2

## CONTRACTOR CONTACT LIST

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1. Colossal Contractors, Inc.  
15456 Old Columbia Pike  
Burtonsville, MD 20866  
Juan R. Navarro  
[rnavarro@colossalcontractors.com](mailto:rnavarro@colossalcontractors.com)  
301 476 9060
  
2. Tito Contractors, Inc.  
7308 Georgia Avenue, NW  
Washington, DC 20012  
Kenneth Brown  
[bids@titocontractors.com](mailto:bids@titocontractors.com)  
202 291 2255
  
3. Unisource Services, LLC  
2211 Spencerville Road, Suite D  
Spencerville, MD 20868  
Jose A. Ramos  
[jramos@unisourceservicesllc.com](mailto:jramos@unisourceservicesllc.com)  
240 375 5373
  
4. TMG Construction Corporation  
18915 Lincoln Road  
Purcellville, VA 20132  
Jason Lynch  
[jlynch@tmgworld.net](mailto:jlynch@tmgworld.net)  
540 751 3557
  
5. Combined Services, Inc.  
10400 Eaton Place #101  
Fairfax, VA 22030  
William E. Turner  
[wturner@csiva.us](mailto:wturner@csiva.us)  
703352 9070

## SPECIFICATIONS EXCERPT

### BACKGROUND

The County is responsible for the maintenance and repairs of all building components and systems in various County owned and leased buildings throughout Arlington County. The scope of services covers the contract requirements for a qualified Contractor to provide minor building repairs, construction services and miscellaneous snow removal services.

### SERVICE REQUIREMENTS

The Contractor shall provide all supervision, labor, tools, equipment, transportation, and shall obtain permits required for the complete and satisfactory performance of various types of building repair projects (primarily carpentry, masonry and related types).

Work assignments will range in size as needed by the County. The minimum work assignment will be a one-half day assignment (4 hours) for one (1) person. No individual assignment shall exceed \$100,000. The County reserves the right to combine work orders requiring the same trade(s) and general location to achieve the minimum work assignment.

Work assignments will include, by way of illustration and not limitation, projects such as:

- Demolition, removal and disposal of wallboard partitions.
- Furnishing, installing, taping and filling wallboard partitions, preparing for painting and finishing.
- Demolition, removal and disposal of door and frame in wood or metal studded wallboard and masonry partitions, filling in repaired areas with matching material preparing for painting or finishing.
- Furnishing and installing door and frame in partition, preparing for painting or finishing.
- Furnishing and installing door and/or replacing missing 2 x 4 lay-in acoustical tile, 1 x 1 concealed spline acoustical tile or 1 x 1 glued-on acoustical ceiling tile.
- Furnishing and installing ceramic, wood and masonry wall and floor tile, grouting and sealing walls and floors.
- Furnishing and installing or repair of cabinets, counter-tops and vanities.
- Minor painting, sealing, staining or wall covering as part of other work or repairs (general area painting and finishing will normally be done by others).
- Carpentry services (window frames, loose wood trim, walls and/or doors) and patching to match existing conditions, framing, cabinetry and other normal repair services.
- Installing mirrors, hanging pictures, plaques and bulletin boards.
- Wall blocking for TV equipment installation.
- Exterior wall caulking, waterproofing, patching, repairing and finishing to match existing conditions.
- New work and repair of millwork (i.e. kitchen and bathroom counters and cabinets), to include plastic laminate and solid surface materials.
- Snow removal from County building roofs, sidewalks and bus stops.
- Concrete repair (walkways, curbs, sidewalks, patches, etc.).

In addition to the above illustrations, the Contractor may be requested to provide general sheetmetal work; carpet and/or floor repairs; minor electrical, mechanical or plumbing work and to repair/install door and/or lock hardware as part of a larger renovation or repair project.

The Contractor will often be required to perform the work in occupied buildings and spaces. The Contractor must conduct their work in such a way as to minimize disruption, inconvenience or safety of building occupants.

The County may require the Contractor to coordinate the work of other trade services (i.e. plumbing, electrical, painting, and mechanical, etc.). The Contractor may be requested by the County to provide a Project Manager who will coordinate and integrate the services of all trades involved in the project.

#### SNOW REMOVAL

The Contractor shall provide snow removal services for the County on an as needed basis. Snow removal work shall include, but not be limited to, removal of snow from County building roofs and sidewalks, removal of snow from County bus shelters, and application of snow/ice melting materials as needed. The Contractor shall be able to provide a minimum of 15 workers upon request from the County for each snow event, as well as all tools and equipment required to complete the work. It is anticipated that most snow removal work will require work by shovel and hand. The Contractor shall also have the capacity and equipment to remove snow from site and dispose of it legally. All invoices for snow removal services shall be on time and materials basis using contract hourly rates.

In addition to the services specified above, the Contractor shall provide snow removal from residential and commercial sidewalks upon request by the County to meet specific County snow removal ordinances. The Contractor shall provide a report to include before and after time stamped digital photographs and an itemized list of labor and material cost for jobs associated with snow removal to meet County ordinances.

#### WORK HOURS/OVERTIME

Regular work hours are defined as 7:00 a.m. to 5:00 p.m., Monday through Friday, except County observed holidays. All work shall be performed during regular work hours unless specified otherwise by the County Project Officer.

Work performed outside of normal business hours may be charged at one-and one half of the Contract Labor Rates. However, no work outside of the normal business hours is authorized unless approved in advanced by the County Project Officer. Written approval of overtime by the Project Officer shall be included in the proposal or on the current day's job ticket prior to the start of overtime work. For snow removal services, overtime will be requested of the County Project Officer in writing in advance of the work performed. Failure to obtain written approval in advance will result in payment of straight time only.

#### TIMELY COMPLETION OF WORK

The Contractor shall proceed diligently to complete the work during regular working hours without interruption, except for scheduled lunch breaks. The Contractor shall ensure their employees arrive on time to perform work. The County will deduct from Contractor's invoice any charges for time spent by the Contractor's crew on extended lunch breaks or other breaks.

Scheduling of priority work, including the interruption of a current assignment, requires the advance approval by the County Project Officer or designee shall take precedent over current work.

No portal to portal charges are allowable under this contract.

### STATUS MEETINGS

The Contractor shall attend project status meetings with the County Project Officer as needed at the County Project Officer's request.

### PROJECT ASSIGNMENT

All projects estimated to cost between \$5,000 and \$25,000 will be awarded to the highest ranked Contractor, as listed on the Notice of Award, provided that the Contractor is able to perform the work when required by the County and the Contractor's written quotation is acceptable to the County. If the highest ranked Contractor is unable to meet the County's requirements, the 2<sup>nd</sup> highest ranked Contractor will be contacted. This procedure will continue until an award is made.

For projects which are estimated to cost between \$25,000 and \$100,000, all awardees will be required to attend a pre-quotation meeting, and shall submit a written quotation to the County, based on contract labor rates and excluding materials, within five (5) days following the date of the pre-quotation meeting.

Only projects up to \$100,000 in total are covered under this contract. The County will bid separately projects in excess of this amount.

### PRICING AND SCHEDULES

The Contractor shall submit a written quotation for all projects to the County, based upon the Contractor's labor rates bid, within five (5) days of receipt of County request.

1. Written proposals and change orders submitted by the Contractor to the County shall include:
  - a) Types and number of craftsmen and laborers.
  - b) Itemized hourly contract labor rates for craftsmen and laborers.
  - c) Itemized list and quantity of any materials to be reimbursed. This list shall include specialty tools and/or equipment (Contractor must receive approval from the County prior to ordering materials).
  - d) Project schedule expressed in number of calendar days after receipt of the work request or purchase order (Include time for acquisition and delivery of materials and subcontractors assistance).
  - e) For each subcontractor used in the work, the Contractor shall:
    - i. Identify the subcontractor.
    - ii. Provide either a percentage or dollar amount of the total work to be performed by the subcontractor.
    - iii. Provide the dollar amount to be paid to the subcontractor.

Labor, materials and minor equipment, which are necessary in the performance of the work, but which are not specifically referred to in the specifications or shown in the drawings, shall be furnished by the Contractor at its own cost and expense. Such work and materials shall correspond with the general character of the work as may be determined by the County whose decision as to the necessity for and character of such work and materials shall be final and conclusive.

Payment for all jobs under \$20,000 shall be on a time and materials basis. Jobs under \$20,000 shall be invoiced by the Contractor one time only, at the completion of the work, no partial payments will be allowed unless at the discretion of the County Project Officer.

Jobs over \$20,000 shall be invoiced by the Contractor based on the percentage of the work completed (if

done on a lump sum basis), or on a monthly basis for the work actually completed (if done on a time and materials basis).

If during the job's progress, the actual cost of the work will exceed the initial estimate proposed requiring a Change Order, the Contractor shall notify the County Project Officer within twenty-four (24) hours, and obtain approval from the County representative ordering the work and supported by issuance of a Purchase Order from the County. Work performed by the Contractor without notification or approval from the County Project Officer and County issued Purchase Order, shall be at the sole cost of the Contractor. Change orders associated with lump sum jobs shall be based on time and material rates as listed in the Contract and so itemized on the invoice.

If the Contractor continually underestimates jobs during the Contract Term, the Contract shall be subject to termination. The term "continually" for the purpose of this specification shall mean more than three (3) incidents of underestimating during any ninety (90) day period.

#### CONTRACT RATES

1. Contract Labor Rates shall include all tools, trade consumables, and incidental materials normally used by the respective trades, transportation costs to and from the job site, mobilization/demobilization and parking. The labor rates shall only apply to actual time on the job site. The rates shall include profits, overhead, general supervision, mobilization, administration and all other costs associated with the work. Standard tools of the trade and trade consumables shall be available to Contractor's personnel from their service vehicle.
2. Rental of specialty equipment or tools, or vehicles not included in the Bid Form shall be subject to prior written approval by the County. The County will reimburse the Contractor only for the actual cost of such approved equipment.

#### MATERIALS

The Contractor understands and agrees that payment to the Contractor for materials used in the performance of any work under this Contract on a cost-plus-a-percentage-of-cost basis is specifically prohibited. The price for materials provided to the County shall be reimbursed to the Contractor in the following manner:

The County will reimburse the Contractor, on completion and acceptance of each assigned job, only for those materials actually used in the performance of such job. The Contractor's request for payment shall be supported by invoices issued by the supplier(s) of the Contractor, detailing the materials used on the assigned job. No surcharge shall be added to the supplier(s) invoices or included in the Contractor's invoice submitted to the County, which would increase the dollar amount indicated on the supplier(s) invoices for the materials used on the assigned job; the County will reimburse the Contractor for the purchase of materials at Contractor's cost only. All incidental costs of the Contractor, including profit, which may apply to the job must be included in the Contract hourly labor rates.

Originals or certified copies of all supplier(s) invoices and/or price lists used in calculating the job cost shall be provided to the County on forty-eight hours' notice if the County desires to verify or justify the Contractor's proposal. Additionally, the supplier (s) invoices and/or price lists must be submitted with Contractor's invoice to the County.

The Contractor agrees that the County may, at its sole option and discretion, provide materials to the Contractor for installation by the Contractors at the contract unit prices for labor.

#### JOB TICKETS (PROJECTS UNDER \$20,000)

The Contractor shall document the work through daily job tickets in the Contractor's format. Job tickets shall, at a minimum, contain the following information:

1. Project location- building name and address;
2. Date work performed;
3. Description of work performed;
4. Number and types of craftsmen (separately identify number and type of subcontractor craftsmen);
5. Materials used;
6. Rental equipment (if any); and
7. Subcontractor(s).

All job tickets pertaining to the work shall be signed within 24 hours of the day's work by the County Project Officer or designee at the building, and submitted, by fax or electronically, together with the invoice at the completion of the job.

#### RESPONSE TIME

Jobs under \$20,000 – the Contractor shall commence work within three (3) working days after receipt of work order/Purchase Order, unless approved otherwise by the Project Officer.

Jobs in excess of \$20,000 – the Contractor shall commence work within five (5) working days after receipt of the Purchase Order, unless otherwise approved by the Project Officer.

The Contractor shall provide twenty-four (24) hours per day, seven (7) days per week emergency response services. The Contractor shall arrive onsite with all tools, equipment and materials necessary to complete the work within three (3) hours of a call identifying an emergency.

#### CONTROL OF WORK, EMPLOYEES AND SUBCONTRACTORS

The Contractor shall perform the work in accordance with all applicable industry standards and workmanship practices. The Contractor shall supervise and direct the work, using the Contractor's best skill and attention. The Contractor's supervisory employees must be able to effectively speak, read and write in the English language and be onsite at all times during projects. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract, unless Contract documents give other specific instructions concerning these matters.

The Contractor shall enforce strict discipline and good order among the Contractor's employees and subcontractors. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. The County reserves the right to require the removal of any employee of the Contractor, or subcontractor, who is incompetent, careless, or insubordinate or otherwise objectionable, or whose continued employment is contrary to consistent good relations with the County or the general public from the work site at any time. The Contractor who has supervisory authority over their employee/subcontractor in question, shall remove such employee/subcontractor from the work site at the direction of the County. The Contractor shall replace the employee/subcontractor with another

acceptable to the County at no additional cost to the County. All work is subject to inspection by the County Project Officer prior to acceptance and payment.

The Contractor shall be responsible to the County for the acts and omissions of the Contractor's employees, subcontractors and their agents and employees, and other persons performing portions of the work for the Contractor.

#### SAFETY WORK PLAN

The Contractor shall provide a safety work plan to the County Project Officer or designee for all work requested unless otherwise directed by the County Project Officer or designee. This plan shall be submitted for approval at the beginning of the contract with the schedule and separately at County's request for any project work prior to the start of work.

#### CODES AND STANDARDS

All work performed under this Contract shall be performed in strict accordance with the plans, specifications, and all applicable codes, industry standards, and County standards, or directions provided by the County Project Officer. Quality of workmanship shall conform to the generally accepted standards of the building industry. Should permits for any work performed by the Contractor be required by Arlington County, the Contractor shall prepare, submit, and obtain approval and permit from the County. The Contractor shall be responsible for paying all permit fees, and will be reimbursed for the cost by the County. The Contractor shall follow and shall be responsible for coordination of all County requirements and procedures associated with impairments of fire protection.

#### CONTRACTOR'S PERSONNEL

##### 1. CONTRACT MANAGER

The Contractor shall assign a qualified individual to serve as the Contract Manager. The Contractor shall identify to the County the Contract Manager within ten (10) calendar days from the notification of award of contract. The Contract Manager shall be experienced in project management; supervision of employees; knowledgeable in all aspects of construction and commercial buildings; have the ability to troubleshoot problems and issues quickly, and be able to consult with the County Project Officer about remedies. The Contract Manager shall report to the County's Project Officer for communication, coordination and evaluation of maintenance services and quality control. The Contract Manager shall serve as the single point of contact with the County for work assignments, Contractor cost proposals, and problem resolution.

The Contract Manager shall meet with the County Project Officer for progress meetings at the County Project Officer's request. The Contract Manager hours are not billable and shall be considered Contractor overhead.

##### 2. PROJECT MANAGER

The Contractor shall provide project management on an as-needed basis. The Project Manager shall be responsible for project coordination. The coordination tasks shall include, but not be limited to: scheduling, ordering and delivery of equipment and materials, project oversight, coordination and close-out (i.e. punch list, start-up, close out report etc.). Work of a Project Manager may only be charged for project work with the cost estimate of over \$25,000. No overtime work will be allowed for the Project Manager. Project Manager shall have at least five (5) years' experience in the construction trade.



### 3. SUPERINTENDENT/FOREMAN

On an as-needed basis, the Contractor shall provide a Superintendent/Foreman for project work estimated to cost between \$0 and \$25,000. The Superintendent/Foreman shall be responsible for all project coordination of work. The coordination tasks shall include, but not be limited to, scheduling, ordering, and delivery of equipment and materials, project oversight, coordination, preparing reports, and project close-out (i.e. punch list, close out report etc.). The Superintendent/Foreman shall have at least five (5) years' experience in the construction trade.

All Contractor's employees assigned to this contract (except for the Contract Manager) must maintain the OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 "Permit-Required Confined Spaces" throughout the duration of this contract.

### COORDINATION WITH CONTRACTORS AND COUNTY PERSONNEL

The Contractor shall not unduly interfere with the performance of work by other contractors or County personnel and shall coordinate its efforts to minimize interruption to other projects adjacent to the work. The Contractor shall permit other contractors reasonable opportunity to store their materials and perform their work. The Contractor shall immediately notify the County if work done by a separate contractor is defective or so performed as to prevent the Contractor from performing the work.

### SUBCONTRACTORS

The Contractor shall not engage the services of any subcontractor to whom the County has made reasonable and timely objection. Upon notification of rejection by the County, the Contractor shall, with reasonable promptness, provide the County with a substitute subcontractor.

### WORK SITE MAINTENANCE AND CLEAN-UP

The Contractor shall protect all surface areas, equipment, fixtures, hardware and other items that may be affected by the work being performed. The Contractor shall compensate the County for repair of damage to any property due to the Contractor's negligence. The County may, in its own discretion, deduct the cost of repairing such damage from any amount due to the Contractor.

The Contractor shall clean and remove all trash; provide and maintain barricades and signs; provide proper isolation of the work area for safety upon completion of the work day or task; and other site protection as necessary. All tools and loose materials shall be safely secured and contained in an orderly manner at the end of each working day.

Upon completion of a project, and at such time as directed by the Project Officer, the Contractor shall remove and legally dispose of off-site, all trash generated by the work assignment and remove all Contractor-provided tools, excess materials and equipment.

### MATERIAL DISPOSAL

The Contractor shall be responsible for all material disposal in accordance with local, state and federal regulations. The Contractor shall not dispose of any materials in County owned or operated refuse devices and/or equipment (i.e. trash cans, dumpsters, etc.).

### CHECK-IN AT SITE AND SIGN-OFF

The Contractor's employees and subcontractors shall check in and out with the County's Facilities Management Bureau Hotline (703-228-4422) to allow for proper notification to County staff at the

various sites.

THE CONTRACTOR'S PERSONNEL SHALL CALL THE FACILITIES MANAGEMENT BUREAU  
HOTLINE (703-228-4422) AND INFORM THE DISPATCHER IN ADVANCE OF THEIR TIME OF ARRIVAL AT  
THE COUNTY FACILITY.

#### INVOICES

1. Invoices shall be submitted to the County Project Officer who initiated the Purchase Order covering the job assignment within fifteen (15) days of completion of the assignment. The invoice shall contain a legible description of work performed; identify the location where the work was performed; identify the Contract Labor Rates and their quantity charged (for time and materials projects and change orders); and show the applicable County Purchase Order number.
  - a) Invoices for work performed on a time and materials basis must be clearly itemized to reflect all materials and labor (by class) charged to the project.
  - b) Invoices for work performed on a lump sum basis shall be submitted for a lump sum price as quoted in the initial proposal.
2. All work tickets shall be approved by the County Project Officer in charge of the assignment, before final invoices are submitted for payment. The original approved work ticket(s) shall be attached to the final invoice submitted to the County as a "complete, correct and final invoice".
3. The County will issue payments to the Contractor upon completion and acceptance of the work by the County Project Officer, and receipt and acceptance of a correct invoice. The County will reimburse the Contractor for time spent on the job only. Mobilization/demobilization, travel time between jobs, time spent in obtaining additional supplies or equipment (other than minimal time necessary to obtain supplies from an on-site truck) and preparing estimates shall be at the Contractor's expense. These are considered administrative expenses and shall be included in the hourly Contract labor rates bid. On the job time shall commence when the personnel arrive at the work site and report to the County Project Officer in charge of the assignment, and ends when the personnel reports the end of the work day to the Project Officer.
4. Invoices shall show labor, equipment and material breakdowns by line item where possible.

#### COUNTY'S RIGHT TO STOP WORK

The County reserves the right to cancel any job assigned if the Contractor, in the opinion of the County Project Officer, does not progress at a satisfactory pace, or fails to perform in a professional manner commensurate with accepted trade and safety standards.

#### JUSTICE CENTER BACKGROUND CHECK AND SECURITY REQUIREMENTS

All Contractor personnel anticipated to work on this Contract must obtain background check clearance from the Arlington County Sheriff's Office to access the Justice Center. Personnel who successfully pass the background check must attend one (1) day Arlington County Sheriff's Office security class in order to be allowed to work in the Arlington County Detention Facility (ACDF) and Courthouse buildings. The one day training session provided by the Sheriff's Office will include, but not be limited to, required onsite security protocols, responsibilities and compliance with the Prison Rape Elimination Act (PREA) as specified in 28 CFR Part 115 of the Federal Registry. All personnel shall also be required to attend an

annual one day security/PREA refresher training. The Contractor shall not be reimbursed for time required for ACDF security trainings.

When entering or performing work at the ACDF, any and all Contractor's personnel carrying tools and replacement parts shall carry tools and replacement parts in a locked tool bag or mobile tool cart with lockable drawers/doors. In addition, the Contractor shall ensure that each tool bag or mobile tool cart has a current (daily) inventory of the list of tools, replacement parts and any hazardous materials or products contained in the bag or mobile cart prior to entering and leaving the ACDF.

#### METHOD OF MEASURING PERFORMANCE

The performance of the Contractor will be measured during the Term of the Contract by consideration of the following performance criteria:

- Failure to adhere to the contract requirements.
- Failure to provide appropriately qualified and trained personnel as required in the specification.
- Providing and adhering to the approved schedules as described in the specification.
- Failure to follow all applicable local, state and federal standards regarding confined space entry and material disposal.
- More than three (3) call-backs to correct malfunctions, failures, or breakages for the same project.
- Failure to respond on two or more occasion during a three month period may result in termination of the contract by the County.
- Failure to perform services within accepted industry standards and codes may result in termination of the contract by the County.
- Failure to follow industry standards in contract work within the time prescribed. Excessive time to complete work on three (3) or more jobs within a three (3) month period may result in termination of the contract by the County.

#### SERVICES FOR OTHER COUNTY AGENCIES

This contract is extended to other County Departments. If other Departments make use of this contract a separate Purchase Order ("PO") must be issued by that Department. All the following, including but not limited to, project and Contractor management, invoices, scheduling, coordination, and payments shall be the responsibility of the Department issuing the PO.

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 16-242ITB

BID FORM

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON MARCH 17, 2016

FOR PROVIDING MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES ON AN AS NEEDED BASIS FOR COUNTY OWNED AND LEASED FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	Labor Rate <u>Regular Time</u>
Project Manager	\$ <u>29.00</u> /hour
Lead carpenter	\$ <u>24.89</u> /hour
Carpenter's helper	\$ <u>24.89</u> /hour
Brick mason	\$ <u>24.89</u> /hour
Cement finisher	\$ <u>24.89</u> /hour
Drywall installer/finisher	\$ <u>23.89</u> /hour
Plasterer/painter/wall finisher	\$ <u>21.89</u> /hour
Laborer	\$ <u>19.89</u> /hour
Helper	\$ <u>19.89</u> /hour
Ceramic tile setter	\$ <u>23.89</u> /hour

BIDDER NAME: Colossal Contractors, Inc

- REFERENCE 1: Contact Name: Tom Lyons  
Organization: Montgomery County, MD  
Phone Number: 301-279-8097  
E-mail Address: Tom.Lyons@montgomerycountymd.gov  
Contract/Project Name: On Call Painting, Carpentry, Masonry services  
Contract/Project Dates (from-to): Nov 2006 thru Present  
Contract/Project Description: This is a time and materials contracts for painting, carpentry, fencing and masonry services throughout the County occupied building and Court House.
- REFERENCE 2: Contact Name: Kurk Hess  
Organization: The Maryland National Capital Park and Planning Commission  
Phone Number: 301-780-2434  
E-mail Address: Kurk.hess@pgparks.com  
Contract/Project Name: Time and Material painting services, and building and ground improvement services.  
Contract/Project Dates (from-to): Nov 2009 thru present  
Contract/Project Description: Renovation, painting and improvements services at MNCPPC locations in Montgomery and Prince George's Counties.
- REFERENCE 3: Contact Name: Greg Thompson  
Organization: Charles County Public Schools  
Phone Number: 301-643-2784  
E-mail Address: gthompson@ccboe.com  
Contract/Project Name: Building and ground improvement services.  
Contract/Project Dates (from-to): June 2009 thru Present  
Contract/Project Description: Provide labor, materials and equipment to perform painting projects and renovations at various schools.
- REFERENCE 4: Contact Name: David Sherman  
Organization: University of Maryland  
Phone Number: 240-882-5587

BIDDER NAME: Colossal Contractors, Inc

E-mail Address: dsherman@fm.umd.edu  
Contract/Project Name: On Call painting contracting services for  
Contract/Project Dates (from-to): the UOM April 2008 thru Present  
Contract/Project Description: On Call painting contracting services

REFERENCE 5: Contact Name: Noel Gonzalez  
Organization: City of Rockville  
Phone Number: 240-314-8728  
E-mail Address: ngonzalez@rockvillemd.gov  
Contract/Project Name: Carpentry and Painting Services  
Contract/Project Dates (from-to): July 2012 to present  
Contract/Project Description: Provide labor and materials to perform  
carpentry and painting services at various Historic places

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL ADDENDUMS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

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

BIDDER NAME: Colossal Contractors, Inc

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

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

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

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If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of 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, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

NAME: Juan R. Navarro  
ADDRESS: 15456 Old Columbia Pike  
Burtonsville MD 20866  
E-MAIL: rnavarro@colossalcontractors.com

BIDDER NAME: Colossal Contractors, Inc

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE: \_\_\_\_\_

Juan R. Navarro, President

PRINT NAME AND TITLE: \_\_\_\_\_

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID AND THE CONTRACT, IF AWARDED (I.E. PROJECT MANAGER):

NAME (PRINTED): Juan R. Navarro TITLE: President  
rnavarro@colossalcontractors.com  
 E-MAIL ADDRESS: \_\_\_\_\_ TEL. NO.: 301-476-9060

SUBMITTED BY: (LEGAL NAME OF ENTITY)		Colossal Contractors, Inc	
ADDRESS: 15456 Old Columbia Pike			
CITY/STATE/ZIP: Burtonsville MD 20866			
TELEPHONE NO:	301-476-9060	FACSIMILE NO.:	301-476-9064
VA CONTRACTOR LICENSE #: 2705076019			
THIS FIRM IS A: • INSERT NAME OF STATE <u>Maryland</u> <input checked="" type="checkbox"/> CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP			
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?			Yes
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:		F184286-5	
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED			
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?			No
BIDDER STATUS:	MINORITY OWNED:	<input checked="" type="checkbox"/>	WOMAN OWNED: _____ NEITHER: _____



INSURANCE CHECKLIST

BID FORM, PAGE 7 OF 9

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

COVERAGES REQUIRED

COVERAGE MINIMUM(S)

- X\_1. Workers' Compensation..... Statutory limits of Virginia
- X\_2. Employer's Liability..... \$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- X\_3. Commercial General Liability ..... \$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- X\_4. Premises/Operations..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_5. Automobile Liability..... \$1 Million BI/PD each accident, Uninsured Motorist
- X\_6. Owned/Hired/Non-Owned Vehicles ..... \$1 Million BI/PD each accident, Uninsured Motorist
- X\_7. Independent Contractors..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_8. Products Liability ..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_9. Completed Operations ..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_10. Contractual Liability (Must be shown on Certificate)..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_11. Personal and Advertising Injury Liability ..... \$1 Million each offense, \$1 Million annual aggregate
- X\_12. Umbrella Liability..... \$1 Million Bodily Injury, Property Damage and Personal Injury
- X\_13. Per Project Aggregate
- 14. Professional Liability
  - a. Architects and Engineers ..... \$1 Million per occurrence/claim
  - b. Asbestos Removal Liability ..... \$2 Million per occurrence/claim
  - c. Medical Malpractice ..... \$1 Million per occurrence/claim
  - d. Medical Professional Liability ..... \$ Limits as set forth in VA Code 8.01.581.15
- 15. Miscellaneous E&O ..... \$1 Million per occurrence/claim
- 16. Motor Carrier Act End. (MCS-90)..... \$1 Million BI/PD each accident, Uninsured Motorist
- 17. Motor Cargo Insurance
- 18. Garage Liability ..... \$1 Million Bodily Injury, Property Damage per occurrence
- 19. Garagekeepers Liability ..... \$500,000 Comprehensive, \$500,000 Collision
- 20. Inland Marine-Bailee's Insurance..... \$
- 21. Moving and Rigging Floater..... Endorsement to CGL
- 22. Crime and Employee Dishonesty Coverage..... \$
- 23. Builder's Risk ..... Provide Coverage in the full amount of Contract, incl. any amendments
- 24. XCU Coverage ..... Endorsement to CGL
- 25. USL&H..... Federal Statutory Limits
- X\_26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- X\_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
- X\_28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.
- X\_29. Certificate of Insurance shall show Bid Number and Bid Title.
- X\_30. Certificate Holder shall be: The County Board of Arlington County, VA c/o The Purchasing Agent, 2100 Clarendon Blvd., Suite 500, Arlington, VA 22201
- 31. 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: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

BIDDER'S STATEMENT:

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

BIDDER NAME: Colossal Contractors, Inc AUTHORIZED SIGNATURE: 

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
RIDER CLAUSE

PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

*Continued on next page*

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES/NO JURISDICTION

- \_\_\_ Alexandria, Virginia
- \_\_\_ Alexandria Public Schools
- \_\_\_ Alexandria Sanitation Authority
- \_\_\_ Arlington County, Virginia
- \_\_\_ Arlington County Public Schools
- \_\_\_ Bladensburg, Maryland
- \_\_\_ Bowie, Maryland
- \_\_\_ Charles County Public Schools
- \_\_\_ College Park, Maryland
- \_\_\_ Culpeper County, Virginia
- \_\_\_ District of Columbia
- \_\_\_ District of Columbia Courts
- \_\_\_ District of Columbia Public Schools
- \_\_\_ District of Columbia Water and Sewer Authority
- \_\_\_ Fairfax, Virginia
- \_\_\_ Fairfax County, Virginia
- \_\_\_ Fairfax County Water Authority
- \_\_\_ Falls Church, Virginia
- \_\_\_ Fauquier County Schools and Government, Virginia
- \_\_\_ Frederick, Maryland
- \_\_\_ Frederick County, Maryland
- \_\_\_ Gaithersburg, Maryland
- \_\_\_ Greenbelt, Maryland
- \_\_\_ Herndon, Virginia
- \_\_\_ Leesburg, Virginia
- \_\_\_ Loudoun County, Virginia
- \_\_\_ Loudoun County Public Schools
- \_\_\_ Loudoun County Sanitation Authority
- \_\_\_ Manassas, Virginia
- \_\_\_ City of Manassas Public Schools
- \_\_\_ Manassas Park, Virginia
- \_\_\_ Maryland-National Capital Park and Planning Commission

YES/NO JURISDICTION

- \_\_\_ Metropolitan Washington Airports Authority
- \_\_\_ Metropolitan Washington Council of Governments
- \_\_\_ Montgomery College
- \_\_\_ Montgomery County, Maryland
- \_\_\_ Montgomery County Public Schools
- \_\_\_ OmniRide
- \_\_\_ Prince George's County, Maryland
- \_\_\_ Prince George's Public Schools
- \_\_\_ Prince William County, Virginia
- \_\_\_ Prince William County Public Schools
- \_\_\_ Prince William County Service Authority
- \_\_\_ Rockville, Maryland
- \_\_\_ Spotsylvania County Schools
- \_\_\_ Stafford County, Virginia
- \_\_\_ Takoma Park, Maryland
- \_\_\_ Upper Occoquan Sewage Authority
- \_\_\_ Vienna, Virginia
- \_\_\_ Virginia Railway Express
- \_\_\_ Washington Metropolitan Area Transit Authority
- \_\_\_ Washington Suburban Sanitary Commission
- \_\_\_ Winchester, Virginia
- \_\_\_ Winchester Public Schools

BIDDER'S LEGAL NAME:

Colossal Contractors, Inc

DATE OF BID: 03/21/16

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 16-242ITB

BID FORM

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE S11, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON MARCH 17, 2016

FOR PROVIDING MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES ON AN AS NEEDED BASIS FOR COUNTY OWNED AND LEASED FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	Labor Rate <u>Regular Time</u>
Project Manager	\$ <u>35.00</u> /hour
Lead carpenter	\$ <u>24.00</u> /hour
Carpenter's helper	\$ <u>19.00</u> /hour
Brick mason	\$ <u>24.00</u> /hour
Cement finisher	\$ <u>22.00</u> /hour
Drywall installer/finisher	\$ <u>22.00</u> /hour
Plasterer/painter/wall finisher	\$ <u>20.50</u> /hour
Laborer	\$ <u>18.00</u> /hour
Helper	\$ <u>18.00</u> /hour
Ceramic tile setter	\$ <u>20.00</u> /hour

BIDDER NAME: Tito Contractors, Inc.

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Ceramic tile helper	\$ <u>18.00</u> /hour
Millwork finisher	\$ <u>30.00</u> /hour
Electrician	\$ <u>45.00</u> /hour
Plumber	\$ <u>60.00</u> /hour
Sheetmetal worker	\$ <u>40.00</u> /hour
Snow removal worker	\$ <u>24.00</u> /hour
Snow removal laborer	\$ <u>21.00</u> /hour

2. Contractor's Support Equipment

Pickup truck and driver	\$ <u>42.00</u> /hour
Truck and driver (5 cubic yards minimum capacity)	\$ <u>48.00</u> /hour
Air compressor and operator	\$ <u>25.00</u> /hour
Mortar mixer	\$ <u>20.00</u> /hour

II. MINIMUM QUALIFICATION REQUIREMENTS:

Provide documentation demonstrating compliance with the mandatory minimum qualification requirements listed below. BIDS SUBMITTED WITHOUT FULL SUPPORTING DOCUMENTATION MAY BE CONSIDERED NONRESPONSIVE.

1. The Bidder must hold a valid Contractor License, Class B minimum, from the Virginia Department of Professional and Occupational Regulation.
2. All Bidder's employees assigned to this contract (except for the Contract Manager) must have a current OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 "Permit- Required Confined Spaces".

III. REFERENCES:

In the spaces below, provide five references of similar work completed by the Bidder's organization within the last 5 years.

BIDDER NAME: Tito Contractors, Inc.

REFERENCE 1: Contact Name: Mr. Larry Flynn  
Organization: Baltimore City Public Schools  
Phone Number: 443-984-2000  
E-mail Address: Lflynn01@bcps.k12.md.us  
Contract/Project Name: Baltimore Community High School  
Contract/Project Dates (from-to): March 2015 - August 2015  
Contract/Project Description: Classroom Renovation

REFERENCE 2: Contact Name: Mr. William Smith  
Organization: Prince George's County Public Schools  
Phone Number: 301-952-6611  
E-mail Address: william5.smith@pgcps.org  
Contract/Project Name: PSC #16.030.13C – Deerfield Run  
Contract/Project Dates (from-to): June 2014 - June 2015  
Contract/Project Description: ES Open Space POD Conversion

REFERENCE 3: Contact Name: Mr. Thomas Liberati  
Organization: Fairfax County, Government  
Phone Number: 703-293-8054  
E-mail Address: thomas.liberati@fairfaxcounty.gov  
Contract/Project Name: Minor Repairs Contract  
Contract/Project Dates (from-to): 2012 - Current  
Contract/Project Description: Minor Repairs

REFERENCE 4: Contact Name: Mr. Richard Krumenaker  
Organization: Arlington County, VA.  
Phone Number: (703)228-4395

BIDDER NAME: Tito Contractors, Inc

E-mail Address: \_\_\_\_\_

Contract/Project Name: Minor Repairs Contract

Contract/Project Dates (from-to): 2011 - Current

Contract/Project Description: Minor Repairs

REFERENCE S: Contact Name: Mr. John Colston

Organization: Howard County, Government

Phone Number: \_\_\_\_\_

E-mail Address: jcolston@howardcountymd.gov

Contract/Project Name: Painting and Minor Repairs

Contract/Project Dates (from-to): 2015

Contract/Project Description: Painting and Minor Repairs – Various places

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL ADDENDUMS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

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

BIDDER NAME: Tito Contractors, Inc

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

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

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

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If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of 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, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

NAME: Kenneth Brown, General Manager

ADDRESS: 7308 Georgia Avenue, NW  
Washington, DC. 20012

E-MAIL: bids@titocontractors.com

BIDDER NAME: Tito Contractors, Inc



THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE: Kenneth Brown

PRINT NAME AND TITLE: Kenneth Brown, General Manager

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID AND THE CONTRACT, IF AWARDED (I.E. PROJECT MANAGER):

NAME (PRINTED): Kenneth Brown TITLE: General Manager

E-MAIL ADDRESS: bids@titocontractors.com TEL. NO.: (202)291-2255

SUBMITTED BY: (LEGAL NAME OF ENTITY) Tito Contractors, Inc.	
ADDRESS: 7308 Georgia Avenue, NW	
CITY/STATE/ZIP: Washington, DC. 20012	
TELEPHONE NO: (202)291-2255	FACSIMILE NO.: (202)726-0495
VA. CONTRACTOR LICENSE #: 2705-010570A	
THIS FIRM IS A: • INSERT NAME OF STATE <u>Maryland</u> <input checked="" type="checkbox"/> CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP	
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?	yes
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:	F110817-6
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED	
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?	NO
BIDDER STATUS:	MINORITY OWNED: <input checked="" type="checkbox"/> WOMAN OWNED: <input type="checkbox"/> NEITHER: <input type="checkbox"/>

INSURANCE CHECKLIST

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

COVERAGES REQUIRED

COVERAGE MINIMUM(S)

- X\_1. Workers' Compensation.....Statutory limits of Virginia
- X\_2. Employer's Liability.....\$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- X\_3. Commercial General Liability.....\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- X\_4. Premises/Operations.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_5. Automobile Liability.....\$1 Million BI/PD each accident, Uninsured Motorist
- X\_6. Owned/Hired/Non-Owned Vehicles.....\$1 Million BI/PD each accident, Uninsured Motorist
- X\_7. Independent Contractors.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_8. Products Liability.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_9. Completed Operations.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_10. Contractual Liability (Must be shown on Certificate).....\$500,000 CSL BI/PD each occurrence,  
\$1 Million annual aggregate
- X\_11. Personal and Advertising Injury Liability.....\$1 Million each offense, \$1 Million annual aggregate
- X\_12. Umbrella Liability.....\$1 Million Bodily Injury, Property Damage and Personal Injury
- X\_13. Per Project Aggregate
- 14. Professional Liability
  - a. Architects and Engineers.....\$1 Million per occurrence/claim
  - b. Asbestos Removal Liability.....\$2 Million per occurrence/claim
  - c. Medical Malpractice.....\$1 Million per occurrence/claim
  - d. Medical Professional Liability.....\$ Limits as set forth in VA Code 8.01.581.15
- 15. Miscellaneous E&O.....\$1 Million per occurrence/claim
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- 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. Crime and Employee Dishonesty Coverage.....\$
- 23. Builder's Risk.....Provide Coverage in the full amount of Contract, incl. any amendments
- 24. XCU Coverage.....Endorsement to CGL
- 25. USL&H.....Federal Statutory Limits
- X\_26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- X\_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
- X\_28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.
- X\_29. Certificate of Insurance shall show Bid Number and Bid Title.
- X\_30. Certificate Holder shall be: The County Board of Arlington County, VA c/o The Purchasing Agent, 2100 Clarendon Blvd., Suite 500, Arlington, VA 22201
- 31. 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: See Attachment..... AUTHORIZED SIGNATURE: \_\_\_\_\_

BIDDER'S STATEMENT:

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

BIDDER NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

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METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
RIDER CLAUSE

PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

*Continued on next page*

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES/NO JURISDICTION

- Alexandria, Virginia
- Alexandria Public Schools
- Alexandria Sanitation Authority
- Arlington County, Virginia
- Arlington County Public Schools
- Bladensburg, Maryland
- Bowie, Maryland
- Charles County Public Schools
- College Park, Maryland
- Culpeper County, Virginia
- District of Columbia
- District of Columbia Courts
- District of Columbia Public Schools
- District of Columbia Water and Sewer Authority
- Fairfax, Virginia
- Fairfax County, Virginia
- Fairfax County Water Authority
- Falls Church, Virginia
- Fauquier County Schools and Government, Virginia
- Frederick, Maryland
- Frederick County, Maryland
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Leesburg, Virginia
- Loudoun County, Virginia
- Loudoun County Public Schools
- Loudoun County Sanitation Authority
- Manassas, Virginia
- City of Manassas Public Schools
- Manassas Park, Virginia
- Maryland-National Capital Park and Planning Commission

YES/NO JURISDICTION

- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools
- OmniRide
- Prince George's County, Maryland
- Prince George's Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Spotsylvania County Schools
- Stafford County, Virginia
- Takoma Park, Maryland
- Upper Occoquan Sewage Authority
- Vienna, Virginia
- Virginia Railway Express
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Winchester, Virginia
- Winchester Public Schools

BIDDER'S LEGAL NAME:

Tito Contractors, Inc

DATE OF BID: 3/17/2016

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 16-242ITB

BID FORM

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON MARCH 17, 2016

FOR PROVIDING MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES ON AN AS NEEDED BASIS FOR COUNTY OWNED AND LEASED FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	<u>Labor Rate</u> <u>Regular Time</u>
Project Manager	\$ <u>65.00</u> /hour
Lead carpenter	\$ <u>48.00</u> /hour
Carpenter's helper	\$ <u>28.00</u> /hour
Brick mason	\$ <u>48.00</u> /hour
Cement finisher	\$ <u>48.00</u> /hour
Drywall installer/finisher	\$ <u>40.00</u> /hour
Plasterer/painter/wall finisher	\$ <u>38.00</u> /hour
Laborer	\$ <u>24.00</u> /hour
Helper	\$ <u>24.00</u> /hour
Ceramic tile setter	\$ <u>45.00</u> /hour

BIDDER NAME: UNISOURCE SERVICES, LLC

REFERENCE 1: Contact Name: BOB ATKINS  
Organization: CALVERT COUNTY GOVERNMENT  
Phone Number: 410.535.1600 EXT 2233  
E-mail Address: ATKINSRA@CO.CAL.MD.US  
Contract/Project Name: COMMERCIAL BUILDER CONTRACT  
Contract/Project Dates (from-to): JUNE 2014 - JUNE 2018  
Contract/Project Description: On-call services for carpentry, renovations, concrete, masonry, roofing, welding, drywall, siding installation, fascia and soffit installation throughout Calvert County government buildings.

REFERENCE 2: Contact Name: CHUCK NIGHTINGALE  
Organization: HOWARD COMMUNITY COLLEGE  
Phone Number: 443.518.4615  
E-mail Address: CNIGHTINGALE@HOWARDCC.EDU  
Contract/Project Name: On-call carpentry services  
Contract/Project Dates (from-to): JULY 2012 - PRESENT  
Contract/Project Description: Carpentry, roofing, interior and exterior painting services, waterproofing, flooring, and renovations throughout Howard Community college campuses.

REFERENCE 3: Contact Name: JIM HYNES  
Organization: HARFORD COUNTY GOVERNMENT  
Phone Number: 410.638.3939  
E-mail Address: JCHYNES@HARFORDCOUNTYMD.GOV  
Contract/Project Name: GENERAL CONTRACTOR SERVICES  
Contract/Project Dates (from-to): JULY 2014 - JULY 2018  
Contract/Project Description: Industrial painting, carpentry, drywall, doors installation, window replacement, concrete, roofing, flooring, masonry, plumbing, interior/exterior painting, and cleaning services throughout Harford county government.

REFERENCE 4: Contact Name: WAYNE MASSEY  
Organization: MONTGOMERY COUNTY PUBLIC SCHOOLS  
Phone Number: 301.840.5344

BIDDER NAME: UNISOURCE SERVICES, LLC

E-mail Address: WAYNE\_A\_MASSEY@MCPSMD.ORG

Contract/Project Name: Acoustical ceiling and light fixtures replacement

Contract/Project Dates (from-to): March 2015 - March 2019

Contract/Project Description: Replacement of light fixtures and acoustical ceiling throughout Montgomery County public Schools and interior/exterior painting services

REFERENCE S: Contact Name: BART SHIFLER

Organization: MARYLAND STADIUM AUTHORITY

Phone Number: 410.230.8066

E-mail Address: BSHIFLER@MDSTAD.COM

Contract/Project Name: PAINTING SERVICES

Contract/Project Dates (from-to): FEBRUARY 2016 - FEBRUARY 2018

Contract/Project Description: INTERIOR AND EXTERIOR PAINTING SERVICES FOR RAVENS STADIUM AND ORIOLES STADIUM

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL ADDENDUMS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

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

BIDDER NAME: UNISOURCE SERVICES, LLC

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of 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, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

NAME: JOSE A. RAMOS

ADDRESS: 2211 SPENCERVILLE ROAD. SUITE D  
SPENCERVILLE, MD 20868

E-MAIL: JRAMOS@UNISOURCESERVICESLLC.COM

BIDDER NAME: UNISOURCE SERVICES, LLC



THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE: \_\_\_\_\_



PRINT NAME AND TITLE: JOSE A. RAMOS

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID AND THE CONTRACT, IF AWARDED (I.E. PROJECT MANAGER):

NAME (PRINTED): JOSE A. RAMOS TITLE: PRESIDENT

E-MAIL ADDRESS: JRAMOS@UNISOURCESERVICESLLC.COM TEL. NO.: 240.375.5373

SUBMITTED BY: (LEGAL NAME OF ENTITY) UNISOURCE SERVICES, LLC	
ADDRESS: 2211 SPENCERVILLE ROAD. SUITE D	
CITY/STATE/ZIP: SPENCERVILLE, MD 20868	
TELEPHONE NO: 240.342.2415	FACSIMILE NO.: 240.342.2479
VA. CONTRACTOR LICENSE #: 2705153939	
THIS FIRM IS A: • INSERT NAME OF STATE <u>MARYLAND</u> <input type="checkbox"/> CORPORATION, <input type="checkbox"/> GENERAL PARTNERSHIP, <input type="checkbox"/> LIMITED PARTNERSHIP, <input type="checkbox"/> UNINCORPORATED ASSOCIATION, <input checked="" type="checkbox"/> LIMITED LIABILITY COMPANY, <input type="checkbox"/> SOLE PROPRIETORSHIP	
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?	YES
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:	T056957-6
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED	
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?	NO
BIDDER STATUS:	MINORITY OWNED: x
WOMAN OWNED:	NEITHER:

INSURANCE CHECKLIST

BID FORM, PAGE 7 OF 9

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

COVERAGES REQUIRED

COVERAGE MINIMUM(S)

- X\_1. Workers' Compensation.....Statutory Limits of Virginia
- X\_2. Employer's Liability.....\$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- X\_3. Commercial General Liability.....\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- X\_4. Premises/Operations.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_5. Automobile Liability.....\$1 Million BI/PD each accident, Uninsured Motorist
- X\_6. Owned/Hired/Non-Owned Vehicles.....\$1 Million BI/PD each accident, Uninsured Motorist
- X\_7. Independent Contractors.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_8. Products Liability.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_9. Completed Operations.....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_10. Contractual Liability (Must be shown on Certificate).....\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- X\_11. Personal and Advertising Injury Liability.....\$1 Million each offense, \$1 Million annual aggregate
- X\_12. Umbrella Liability.....\$1 Million Bodily Injury, Property Damage and Personal Injury
- X\_13. Per Project Aggregate
- 14. Professional Liability
  - a. Architects and Engineers.....\$1 Million per occurrence/claim
  - b. Asbestos Removal Liability.....\$2 Million per occurrence/claim
  - c. Medical Malpractice.....\$1 Million per occurrence/claim
  - d. Medical Professional Liability.....\$ Limits as set forth in VA Code 8.01-581.15
- 15. Miscellaneous E&O.....\$1 Million per occurrence/claim
- 16. Motor Carrier Act/End. (MCS-90).....\$1 Million BI/PD each accident, Uninsured Motorist
- 17. Motor Cargo Insurance
- 18. Garage Liability.....\$1 Million Bodily Injury, Property Damage per occurrence
- 19. Garagekeepers Liability.....\$500,000 Comprehensive, \$500,000 Collision
- 20. Inland Marine-Bailees Insurance.....\$
- 21. Moving and Rigging Floater.....Endorsement to CGL
- 22. Crime and Employee Dishonesty Coverage.....\$
- 23. Builder's Risk.....Provide Coverage in the full amount of Contract, incl. any amendments
- 24. XCU Coverage.....Endorsement to CGL
- 25. U&H.....Federal Statutory Limits
- X\_26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- X\_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action
- X\_28. The County shall be an Additional Insured on all policies except: Workers Compensation and Auto and Professional Liability.
- X\_29. Certificate of Insurance shall show Bid Number and Bid Title.
- X\_30. Certificate Holder shall be: The County Board of Arlington County, VA c/c The Purchasing Agent, 2100 Carrendon Blvd., Suite 500, Arlington, VA 22201
- 31. 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: ASHCRAFT ASSOCIATES AUTHORIZED SIGNATURE: S. Cardell Glen

BIDDER'S STATEMENT

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

BIDDER NAME: UNISOURCE SERVICES, LLC AUTHORIZED SIGNATURE: Ramos

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
RIDER CLAUSE**

**PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE**

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

*Continued on next page*

*BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:*

YES/NO JURISDICTION

- Alexandria, Virginia
- Alexandria Public Schools
- Alexandria Sanitation Authority
- Arlington County, Virginia
- Arlington County Public Schools
- Bladensburg, Maryland
- Bowie, Maryland
- Charles County Public Schools
- College Park, Maryland
- Culpeper County, Virginia
- District of Columbia
- District of Columbia Courts
- District of Columbia Public Schools
- District of Columbia Water and Sewer Authority
- Fairfax, Virginia
- Fairfax County, Virginia
- Fairfax County Water Authority
- Falls Church, Virginia
- Fauquier County Schools and Government, Virginia
- Frederick, Maryland
- Frederick County, Maryland
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Leesburg, Virginia
- Loudoun County, Virginia
- Loudoun County Public Schools
- Loudoun County Sanitation Authority
- Manassas, Virginia
- City of Manassas Public Schools
- Manassas Park, Virginia
- Maryland-National Capital Park and Planning Commission

YES/NO JURISDICTION

- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools
- OmniRide
- Prince George's County, Maryland
- Prince George's Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Spotsylvania County Schools
- Stafford County, Virginia
- Takoma Park, Maryland
- Upper Occoquan Sewage Authority
- Vienna, Virginia
- Virginia Railway Express
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Winchester, Virginia
- Winchester Public Schools

**BIDDER'S LEGAL NAME:**

UNISOURCE SERVICES, LLC

DATE OF BID: 03/21/2016



ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 16-242ITB

BID FORM

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON MARCH 17, 2016

FOR PROVIDING MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES ON AN AS NEEDED BASIS FOR COUNTY OWNED AND LEASED FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	<u>Labor Rate</u> <u>Regular Time</u>
Project Manager	\$ <u>84.00</u> /hour
Lead carpenter	\$ <u>46.00</u> /hour
Carpenter's helper	\$ <u>37.00</u> /hour
Brick mason	\$ <u>52.00</u> /hour
Cement finisher	\$ <u>52.87</u> /hour
Drywall installer/finisher	\$ <u>45.97</u> /hour
Plasterer/painter/wall finisher	\$ <u>46.00</u> /hour
Laborer	\$ <u>37.00</u> /hour
Helper	\$ <u>37.00</u> /hour
Ceramic tile setter	\$ <u>56.19</u> /hour

BIDDER NAME:  The Matthews Group, Inc. t/a TMG Construction Corporation



BID FORM, PAGE 2 OF 9

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Ceramic tile helper	\$ <u>38.13</u> /hour
Millwork finisher	\$ <u>70.24</u> /hour
Electrician	\$ <u>83.01</u> /hour
Plumber	\$ <u>83.01</u> /hour
Sheetmetal worker	\$ <u>99.18</u> /hour
Snow removal worker	\$ <u>38.31</u> /hour
Snow removal laborer	\$ <u>38.31</u> /hour

2. Contractor's Support Equipment

Pickup truck and driver	\$ <u>62.00</u> /hour
Truck and driver (5 cubic yards minimum capacity)	\$ <u>85.00</u> /hour
Air compressor and operator	\$ <u>75.00</u> /hour
Mortar mixer	\$ <u>30.00</u> /hour

II. MINIMUM QUALIFICATION REQUIREMENTS:

Provide documentation demonstrating compliance with the mandatory minimum qualification requirements listed below. BIDS SUBMITTED WITHOUT FULL SUPPORTING DOCUMENTATION MAY BE CONSIDERED NONRESPONSIVE.

1. The Bidder must hold a valid Contractor License, Class B minimum, from the Virginia Department of Professional and Occupational Regulation. **see Attachment A**
2. All Bidder's employees assigned to this contract (except for the Contract Manager) must have a current OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 "Permit- Required Confined Spaces". **see Attachment B**

III. REFERENCES:

In the spaces below, provide five references of similar work completed by the Bidder's organization within the last 5 years.

BIDDER NAME: TMG The Matthews Group, Inc. t/a TMG Construction Corporation



BID FORM, PAGE 3 OF 9

REFERENCE 1: Contact Name: Please see attached Reference Sheet on the following page

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: \_\_\_\_\_

REFERENCE 4: Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

BIDDER NAME: **TMG** The Matthews Group, Inc. t/a TMG Construction Corporation



BID FORM, PAGE 4 OF 9

E-mail Address: \_\_\_\_\_

Contract/Project Name: \_\_\_\_\_

Contract/Project Dates (from-to): \_\_\_\_\_

Contract/Project Description: \_\_\_\_\_

REFERENCE 5: Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contract/Project Name: \_\_\_\_\_

Contract/Project Dates (from-to): \_\_\_\_\_

Contract/Project Description: \_\_\_\_\_

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL ADDENDUMS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

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

BIDDER NAME: **TMG** The Matthews Group, Inc. /a TMG Construction Corporation





BID FORM, PAGE 5 OF 9

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

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

Hourly rates, pricing and financial information

References and names of key personnel

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

The above is proprietary information exclusive to TMG Construction Corporation

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of 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, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

NAME: Tatiana (Tanya) C. Matthews, FAIC, President

ADDRESS: 18915 Lincoln Road  
Purcellville, VA 20132

E-MAIL: tmatthews@tmgworld.net

BIDDER NAME: **TMG** The Matthews Group, Inc. t/a TMG Construction Corporation



BID FORM, PAGE 6 OF 9

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED.

AUTHORIZED SIGNATURE: Tanya C. Matthews

PRINT NAME AND TITLE: Tatiana (Tanya) C. Matthews, FAIC, President

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID AND THE CONTRACT, IF AWARDED (I.E. PROJECT MANAGER):

NAME (PRINTED): Jason Lynch TITLE: Program Manager

571.258.9011 cell

E-MAIL ADDRESS: jlynch@tmgworld.net TEL. NO.: 540.751.3557 office

SUBMITTED BY: (LEGAL NAME OF ENTITY) <b>TMG</b> The Matthews Group, Inc. t/a TMG Construction Corporation	
ADDRESS: 18915 Lincoln Road	
CITY/STATE/ZIP: Purcellville, VA 20132	
TELEPHONE NO: 540.751.4465	FACSIMILE NO.: 540.338.9518
VA. CONTRACTOR LICENSE #: 2705028766	
THIS FIRM IS A: • INSERT NAME OF STATE <u>Virginia</u> <input checked="" type="checkbox"/> CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP	
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?	Yes
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:	0401562-4
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED	
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?	No
BIDDER STATUS:	MINORITY OWNED: <u>Yes</u>
	WOMAN OWNED: <u>Yes</u>
	NEITHER:



**INSURANCE CHECKLIST**

BID FORM, PAGE 7 OF 9

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

<u>COVERAGES REQUIRED</u>	<u>COVERAGE MINIMUM(S)</u>
<input checked="" type="checkbox"/> X_1. Workers' Compensation	Statutory limits of Virginia
<input checked="" type="checkbox"/> X_2. Employer's Liability	\$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
<input checked="" type="checkbox"/> X_3. Commercial General Liability	\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> X_4. Premises/Operations	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_5. Automobile Liability	\$1 Million BI/PD each accident, Uninsured Motorist
<input checked="" type="checkbox"/> X_6. Owned/Hired/Non-Owned Vehicles	\$1 Million BI/PD each accident, Uninsured Motorist
<input checked="" type="checkbox"/> X_7. Independent Contractors	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_8. Products Liability	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_9. Completed Operations	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_10. Contractual Liability (Must be shown on Certificate)	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_11. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate
<input checked="" type="checkbox"/> X_12. Umbrella Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury
<input checked="" type="checkbox"/> X_13. Per Project Aggregate	
<input type="checkbox"/> 14. Professional Liability	
<input type="checkbox"/> a. Architects and Engineers	\$1 Million per occurrence/claim
<input type="checkbox"/> b. Asbestos Removal Liability	\$2 Million per occurrence/claim
<input type="checkbox"/> c. Medical Malpractice	\$1 Million per occurrence/claim
<input type="checkbox"/> d. Medical Professional Liability	\$ Limits as set forth in VA Code 8.01.581.15
<input type="checkbox"/> 15. Miscellaneous E&O	\$1 Million per occurrence/claim
<input type="checkbox"/> 16. Motor Carrier Act End. (MCS-90)	\$1 Million BI/PD each accident, Uninsured Motorist
<input type="checkbox"/> 17. Motor Cargo Insurance	
<input type="checkbox"/> 18. Garage Liability	\$1 Million Bodily Injury, Property Damage per occurrence
<input type="checkbox"/> 19. Garagekeepers Liability	\$500,000 Comprehensive, \$500,000 Collision
<input type="checkbox"/> 20. Inland Marine-Bailee's Insurance	\$ _____
<input type="checkbox"/> 21. Moving and Rigging Floater	Endorsement to CGL
<input type="checkbox"/> 22. Crime and Employee Dishonesty Coverage	\$ _____
<input type="checkbox"/> 23. Builder's Risk	Provide Coverage in the full amount of Contract, incl. any amendments
<input type="checkbox"/> 24. XCU Coverage	Endorsement to CGL
<input type="checkbox"/> 25. USL&H	Federal Statutory Limits
<input checked="" type="checkbox"/> X_26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent	
<input checked="" type="checkbox"/> X_27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action. <i>(can be provided upon insurance company approval/endorsement)</i>	
<input checked="" type="checkbox"/> X_28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.	
<input checked="" type="checkbox"/> X_29. Certificate of Insurance shall show Bid Number and Bid Title.	
<input checked="" type="checkbox"/> X_30. Certificate Holder shall be: The County Board of Arlington County, VA c/o The Purchasing Agent, 2100 Clarendon Blvd., Suite 500, Arlington, VA 22201	
<input type="checkbox"/> 31. 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: Heck Group ..... AUTHORIZED SIGNATURE: [Signature]  
*dba Eng'g, Design & Maintenance*

**BIDDER'S STATEMENT:**

If awarded the Contract, I will comply with all Contract insurance requirements.  
 Tatiana (Tanya) C. Matthews

BIDDER NAME: President ..... AUTHORIZED SIGNATURE: [Signature]  
**TMG** The Matthews Group, Inc. t/a TMG Construction Corporation  
 ITB No. 16-242-ITB



METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
RIDER CLAUSE

PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

*Continued on next page*



**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

YES/NO JURISDICTION

- \_\_\_ Alexandria, Virginia
- \_\_\_ Alexandria Public Schools
- \_\_\_ Alexandria Sanitation Authority
- \_\_\_ Arlington County, Virginia
- \_\_\_ Arlington County Public Schools
- \_\_\_ Bladensburg, Maryland
- \_\_\_ Bowie, Maryland
- \_\_\_ Charles County Public Schools
- \_\_\_ College Park, Maryland
- \_\_\_ Culpeper County, Virginia
- \_\_\_ District of Columbia
- \_\_\_ District of Columbia Courts
- \_\_\_ District of Columbia Public Schools
- \_\_\_ District of Columbia Water and Sewer Authority
- \_\_\_ Fairfax, Virginia
- \_\_\_ Fairfax County, Virginia
- \_\_\_ Fairfax County Water Authority
- \_\_\_ Falls Church, Virginia
- \_\_\_ Fauquier County Schools and Government, Virginia
- \_\_\_ Frederick, Maryland
- \_\_\_ Frederick County, Maryland
- \_\_\_ Gaithersburg, Maryland
- \_\_\_ Greenbelt, Maryland
- \_\_\_ Herndon, Virginia
- \_\_\_ Leesburg, Virginia
- \_\_\_ Loudoun County, Virginia
- \_\_\_ Loudoun County Public Schools
- \_\_\_ Loudoun County Sanitation Authority
- \_\_\_ Manassas, Virginia
- \_\_\_ City of Manassas Public Schools
- \_\_\_ Manassas Park, Virginia
- \_\_\_ Maryland-National Capital Park and Planning Commission

YES/NO JURISDICTION

- \_\_\_ Metropolitan Washington Airports Authority
- \_\_\_ Metropolitan Washington Council of Governments
- \_\_\_ Montgomery College
- \_\_\_ Montgomery County, Maryland
- \_\_\_ Montgomery County Public Schools
- \_\_\_ OmniRide
- \_\_\_ Prince George's County, Maryland
- \_\_\_ Prince George's Public Schools
- \_\_\_ Prince William County, Virginia
- \_\_\_ Prince William County Public Schools
- \_\_\_ Prince William County Service Authority
- \_\_\_ Rockville, Maryland
- \_\_\_ Spotsylvania County Schools
- \_\_\_ Stafford County, Virginia
- \_\_\_ Takoma Park, Maryland
- \_\_\_ Upper Occoquan Sewage Authority
- \_\_\_ Vienna, Virginia
- \_\_\_ Virginia Railway Express
- \_\_\_ Washington Metropolitan Area Transit Authority
- \_\_\_ Washington Suburban Sanitary Commission
- \_\_\_ Winchester, Virginia
- \_\_\_ Winchester Public Schools

**BIDDER'S LEGAL NAME:**

 **The Matthews Group, Inc.**  
**t/a TMG Construction Corporation**

DATE OF BID: March 22, 2016

ORIGINAL

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 16-242ITB

BID FORM

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON MARCH 17, 2016

FOR PROVIDING MINOR BUILDING REPAIR AND CONSTRUCTION SERVICES ON AN AS NEEDED BASIS FOR COUNTY OWNED AND LEASED FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

I. PROVIDE FULLY LOADED HOURLY RATES:

1. <u>Labor Rates</u>	<u>Labor Rate</u> <u>Regular Time</u>
Project Manager	\$ <u>75.</u> /hour
Lead carpenter	\$ <u>48</u> /hour
Carpenter's helper	\$ <u>38</u> /hour
Brick mason	\$ <u>48</u> /hour
Cement finisher	\$ <u>48</u> /hour
Drywall installer/finisher	\$ <u>48</u> /hour
Plasterer/painter/wall finisher	\$ <u>48</u> /hour
Laborer	\$ <u>38</u> /hour
Helper	\$ <u>38</u> /hour
Ceramic tile setter	\$ <u>48</u> /hour

BIDDER NAME: Combined Services, Inc.

Ceramic tile helper	\$ <u>38</u> /hour
Millwork finisher	\$ <u>55</u> /hour
Electrician	\$ <u>80</u> /hour
Plumber	\$ <u>80</u> /hour
Sheetmetal worker	\$ <u>80</u> /hour
Snow removal worker	\$ <u>48</u> /hour
Snow removal laborer	\$ <u>38</u> /hour

2. Contractor's Support Equipment

Pickup truck and driver	\$ <u>75</u> /hour
Truck and driver (5 cubic yards minimum capacity)	\$ <u>85</u> /hour
Air compressor and operator	\$ <u>125.</u> /hour
Mortar mixer	\$ <u>75</u> /hour

II. MINIMUM QUALIFICATION REQUIREMENTS:

Provide documentation demonstrating compliance with the mandatory minimum qualification requirements listed below. BIDS SUBMITTED WITHOUT FULL SUPPORTING DOCUMENTATION MAY BE CONSIDERED NONRESPONSIVE.

1. The Bidder must hold a valid Contractor License, Class B minimum, from the Virginia Department of Professional and Occupational Regulation.
2. All Bidder's employees assigned to this contract (except for the Contract Manager) must have a current OSHA Confined Space Safety Training Title 29 Code of Federal Regulations Part 1910.146 "Permit- Required Confined Spaces".

III. REFERENCES:

In the spaces below, provide five references of similar work completed by the Bidder's organization within the last 5 years.

BIDDER NAME: Combined Services, Inc.

REFERENCE 1: Contact Name: Tony Brown  
Organization: University of Maryland - Facil. Mgr.  
Phone Number: 301-405-0206 cell 240-508-4816  
E-mail Address: abrown11@umd.edu  
Contract/Project Name: On Call Contractor  
Contract/Project Dates (from-to): 1998-2016  
Contract/Project Description: Lab, Classroom, Dorm. renovations  
at various campuses

REFERENCE 2: Contact Name: Greg Long  
Organization: PM Services Facilities Manager  
Phone Number: 202-769-5471 cell 202-567-1305  
E-mail Address: glong@pmservicescompany.net  
Contract/Project Name: Homeland Security  
Contract/Project Dates (from-to): 2008-2015  
Contract/Project Description: various renovations in secure facility

REFERENCE 3: Contact Name: Scott Klose  
Organization: Loudoun County Schools  
Phone Number: 571-252-1161 cell 703-475-3360  
E-mail Address: scott.klose@lcps.org  
Contract/Project Name: Park View High School Addition  
Contract/Project Dates (from-to): 2012-2015  
Contract/Project Description: School addition and lab renovations

REFERENCE 4: Contact Name: Greg Nucci  
Organization: MBC Realty Advisors  
Phone Number: 703-915-8327 cell 703-615-9511

BIDDER NAME: Combined Services, Inc.



E-mail Address: gnucci@aol.com  
Contract/Project Name: retail, office, warehouse renovations  
Contract/Project Dates (from-to): 1994-2011  
Contract/Project Description: renovations to owner's facilities

REFERENCE 5: Contact Name: Jesse Almario  
Organization: Arlington County  
Phone Number: 703-228-4509  
E-mail Address: jalmario@arlingtonva.us  
Contract/Project Name: Jail Laundry Renovations / New Doors  
Contract/Project Dates (from-to): 2011  
Contract/Project Description: Replace Laundry Equipment and  
replace existing jail doors

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL ADDENDUMS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

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

BIDDER NAME: Combined Services, Inc.

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of 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, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

**CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES**

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

NAME: William E. Turner  
ADDRESS: 10400 Eaton Place #101  
Fairfax, VA 22030  
E-MAIL: wturner @ csiva.us

BIDDER NAME: Combined Services, Inc.

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE: 

PRINT NAME AND TITLE: William E. Turner - President

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID AND THE CONTRACT, IF AWARDED (I.E. PROJECT MANAGER):

NAME (PRINTED): William E. Turner TITLE: President

E-MAIL ADDRESS: wturner@csiva.us TEL. NO.: 703-352-9070

SUBMITTED BY: (LEGAL NAME OF ENTITY) Combined Services, Inc.	
ADDRESS: 10400 Eaton Place #101	
CITY/STATE/ZIP: Fairfax, VA 22030	
TELEPHONE NO: 703-352-9070	FACSIMILE NO.: 703-352-9071
VA. CONTRACTOR LICENSE #: 024982A	
THIS FIRM IS A: • INSERT NAME OF STATE <u>Virginia</u> <u>X</u> CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP	
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?	Yes
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:	0426963 -5
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED	
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?	NO
BIDDER STATUS: Current	MINORITY OWNED: X WOMAN OWNED: NEITHER:

**INSURANCE CHECKLIST**

BID FORM, PAGE 7 OF 9

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

<u>COVERAGES REQUIRED</u>	<u>COVERAGE MINIMUM(S)</u>
<input checked="" type="checkbox"/> 1. Workers' Compensation.....	Statutory limits of Virginia
<input checked="" type="checkbox"/> 2. Employer's Liability.....	\$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
<input checked="" type="checkbox"/> 3. Commercial General Liability.....	\$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
<input checked="" type="checkbox"/> 4. Premises/Operations.....	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 5. Automobile Liability.....	\$1 Million BI/PD each accident, Uninsured Motorist
<input checked="" type="checkbox"/> 6. Owned/Hired/Non-Owned Vehicles.....	\$1 Million BI/PD each accident, Uninsured Motorist
<input checked="" type="checkbox"/> 7. Independent Contractors.....	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 8. Products Liability.....	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 9. Completed Operations.....	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 10. Contractual Liability (Must be shown on Certificate).....	\$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 11. Personal and Advertising Injury Liability.....	\$1 Million each offense, \$1 Million annual aggregate
<input checked="" type="checkbox"/> 12. Umbrella Liability.....	\$1 Million Bodily Injury, Property Damage and Personal Injury
<input checked="" type="checkbox"/> 13. Per Project Aggregate	
<input type="checkbox"/> 14. Professional Liability	
<input type="checkbox"/> a. Architects and Engineers.....	\$1 Million per occurrence/claim
<input type="checkbox"/> b. Asbestos Removal Liability.....	\$2 Million per occurrence/claim
<input type="checkbox"/> c. Medical Malpractice.....	\$1 Million per occurrence/claim
<input type="checkbox"/> d. Medical Professional Liability.....	\$ Limits as set forth in VA Code 8.01.581.15
<input type="checkbox"/> 15. Miscellaneous E&O.....	\$1 Million per occurrence/claim
<input type="checkbox"/> 16. Motor Carrier Act End. (MCS-90).....	\$1 Million BI/PD each accident, Uninsured Motorist
<input type="checkbox"/> 17. Motor Cargo Insurance	
<input type="checkbox"/> 18. Garage Liability.....	\$1 Million Bodily Injury, Property Damage per occurrence
<input type="checkbox"/> 19. Garagekeepers Liability.....	\$500,000 Comprehensive, \$500,000 Collision
<input type="checkbox"/> 20. Inland Marine-Bailee's Insurance.....	\$
<input type="checkbox"/> 21. Moving and Rigging Floater.....	Endorsement to CGL
<input type="checkbox"/> 22. Crime and Employee Dishonesty Coverage.....	\$
<input type="checkbox"/> 23. Builder's Risk.....	Provide Coverage in the full amount of Contract, incl. any amendments
<input type="checkbox"/> 24. XCU Coverage.....	Endorsement to CGL
<input type="checkbox"/> 25. USL&H.....	Federal Statutory Limits
<input checked="" type="checkbox"/> 26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent	
<input checked="" type="checkbox"/> 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.	
<input checked="" type="checkbox"/> 28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.	
<input checked="" type="checkbox"/> 29. Certificate of Insurance shall show Bid Number and Bid Title.	
<input checked="" type="checkbox"/> 30. Certificate Holder shall be: The County Board of Arlington County, VA c/o The Purchasing Agent, 2100 Clarendon Blvd., Suite 500, Arlington, VA 22201	
<input type="checkbox"/> 31. 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: The Jacobs Company Inc AUTHORIZED SIGNATURE: *Kimberly J. Kozel*

**BIDDER'S STATEMENT:**

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

BIDDER NAME: Combined Services, Inc. AUTHORIZED SIGNATURE: *JK Turner*

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
RIDER CLAUSE**

**PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN WASHINGTON COUNCIL  
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE**

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of a bidder's bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
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*Continued on next page*

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES/NO JURISDICTION

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- District of Columbia Courts
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- Fairfax, Virginia
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- Prince George's Public Schools
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- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Spotsylvania County Schools
- Stafford County, Virginia
- Takoma Park, Maryland
- Upper Occoquan Sewage Authority
- Vienna, Virginia
- Virginia Railway Express
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Winchester, Virginia
- Winchester Public Schools

BIDDER'S LEGAL NAME:

Combined Services, Inc.

DATE OF BID: March 22, 2016