



**INVITATION FOR
BID
IFB # 23-7110-0213**

**DEPARTMENT OF BUDGET AND FINANCE
17090 Monument Circle, Suite 137
Isle of Wight, VA 23397
<https://www.co.isle-of-wight.va.us/>**

Heritage Park ATV Trail

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed below, until the time and date shown below (local prevailing time), for furnishing services described herein.

SCOPE OF WORK: The project is generally described as the construction of a new ATV Trail, parking area, and other associated improvements at the County's Heritage Park facility.

Bid Due: May 26, 2023, 2:00 pm

Bid Opening: May 26, 2023, 2:15 pm

Contract Officer:

Erin Wishall

Erin Wishall, Purchasing Agent, ewishall@isleofwightus.net

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within thirty (30) calendar days from the date of the opening, to furnish all of the services on which prices are quoted, at the price set opposite each item, to be performed as specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company

Name: _____

Address: _____

City / State /

Zip: _____

Telephone: _____

FAX No.: _____

E-mail: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

BIDDING

The County of Isle of Wight, Virginia shall accept sealed bids until the date and time noted on the cover page. Bids received prior to the opening time specified below shall be publicly opened and read aloud at the specified opening time at the Isle of Wight County Board Room. Electronic bids will not be accepted at this time.

BID DOCUMENTS

Bid Documents may be obtained on the Isle of Wight website under Budget and Finance:

<http://www.co.isle-of-wight.va.us/budget-and-finance/> *and on the State's eVA website:*

<http://eva.virginia.gov/>, or from the Purchasing office at: Isle of Wight County, Department of Budget and Finance, 17090 Monument Circle, Suite 137, Isle of Wight, Virginia, 23397

QUESTIONS

Questions concerning this project must be in writing (email preferred) and addressed to ewishall@isleofwightus.net and must be received no later than **3:00 pm, May 17, 2023**.

BID OPENING

Bids shall be publicly opened and read aloud on the date that the bids are accepted. Public opening will be held at the time and date noted on the cover page., or nearly thereafter as possible, in the Department of Budget & Finance, Purchasing Office at: 17090 Monument Circle, Isle of Wight, Virginia 23397. **Tabulations of all opened bids will be posted on our website and eVA as soon thereafter as possible for those who choose not to attend the bid opening.**

ACCESSIBILITY

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

BID SUBMITTALS

Bids may be mailed or hand delivered to the Isle of County Department of Budget & Finance at the address posted below. Isle of Wight County will not be responsible for any bids that are not able to be delivered, for any reason, to the County by/on the closing date and time listed. Bids received by email, telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. Bids will be received on or before the date and the hour and at the place stipulated in the Invitation to Bid as may be modified by subsequent Addenda. **Late bids will NOT be accepted.**

Department of Budget & Finance
17090 Monument Circle, Suite 137
Isle of Wight, VA 23397

The entire bid must be submitted on the designated Bid Form and Addenda Forms, with Bid Form and Addenda Forms signed by an authorized representative and delivered as a sealed hard copy. Failure to comply with this instruction may result in the bid being deemed non-responsive. In an effort to reduce the volume of documents to be submitted hard copy, the Bid Specifications provided in bid documents do not have to be reproduced and submitted hard copy with the Bid Documents.

Bidders should carefully examine the specifications and fully inform themselves of all conditions and matters that could any way affect the cost thereof. Should a bidder find discrepancies in or omissions from the

specifications or Invitation to Bid, or should be in doubt as to their meanings, he should notify the Purchasing Agent, Erin Wishall, by email at: ewishall@isleofwightus.net. All questions shall be directed in writing (email) to Purchasing Agent.

The right is reserved to revise or amend these specifications prior to the date set for receipt of bids as may be required by the County. That date may be delayed if deemed necessary by the County. Any revisions and/or amendments will be in the form of an addendum to this document.

The right is reserved to accept or reject any or all bids in whole or in part and to waive any informalities in the IFB, and to enter into any contract deemed to be in the best interest of the County.

Bidder has examined copies of all the Bid Documents including the Addenda. Bidder has made such independent investigations as Bidder deems necessary to fully inform himself as to the conditions affecting cost and progress of performance of the Work.

AWARD

Award shall be given to the lowest responsive and responsible bidder **based upon the TOTAL LUMP SUM AMOUNT** (including any properly submitted bid modifications).

WORK DAY

Daily work may begin at 8:00 AM with work areas secured by 5:00 PM unless otherwise requested and approved by the County in writing.

LIQUIDATED DAMAGES

If said work is not completed within the time stated in the Notice to Proceed, the Contractor shall be liable and hereby agrees to pay to the Owner as liquidated damages, and not as a penalty, the amount of five hundred dollars (\$500.00) per calendar day for each and every part of a day thereafter that said work remains substantially incomplete for a location. The County reserves the right, at its sole discretion, to deduct liquidated damages from any outstanding amount due the Contractor.

PRE-BID MEETING

No Pre-bid conference will be held. All work will occur on public property and the work area is available for independent access. The Bidder is required to be familiar with the site conditions prior to submitting a bid.

SCOPE OF WORK

Site Improvements: Contractor shall provide all labor, superintendence, tools, equipment, testing, project safety, and other ancillary items necessary as identified to complete the improvements shown on Construction Plans prepared by the ATCS entitled "Heritage Park ATV Trail dated June 8, 2022. Work includes but is not limited to the construction of approximately 4,200 linear feet of single and 2-way ATV trail while minimizing impacts to the existing conditions. The majority of clearing required for this project was completed in advance of this Advertisement. Tree Protection is not included as a Bid Item as no trees are to be removed with the proposed construction, and protection of all existing trees is implicit with the Contractor's Offer. Site grading is required to construct the trail to the alignment and grade proposed. Multiple trail sections are required. The work generally consists of site and trail grading, signage, fencing, a limited amount of asphalt paving and pavement marking, and landscaping. Price submitted shall be considered turnkey for the lump sum offered. Unit pricing provided shall be used only when changes required to the line item vary significantly from the tabulated quantities.

local VSMP Authority permit for land disturbing. All permanent and temporary erosion control measures are to be included in the Offer.

All Work shall be completed in accordance with the 2018 edition of the Virginia Statewide Building Code. Contractor shall obtain all required permits. County will waive local permit fees. Services are being performed in accordance with the Recreational Trails Program and the Compliance Guidance in the United States Department of Transportation regulations in 49 CFR and applicable parts 18, 19 and 26 as amended

WARRANTY

Contractor shall provide a warranty on all work for a period of one (1) year after final completion.

PROJECT SCHEDULE

The County requires all work to be substantially complete within 45 days of notice to proceed. Refer to Bid Form for Contract Time reference. Final completion shall be 15 days after substantial completion.

PAYMENT TERMS

Terms of payment on work performed with a good and correct invoice shall be Net 15 days with a 5% retainage.

PRICING – PAY ITEMS *Pay Items prices shall include the furnishing of labor, material, testing and all incidental work called for in the Contract Documents. The prices in the tabulation on the Bid Form are to be used only if conditions result in a substantially higher or lower requirement than the estimated quantity. If progressive payments for overages is required there will be a 5% retainage withheld until the final payment for the project is made.*

BID FORM

IFB # 23-7110-0313

Heritage Park ATV Trail Isle of Wight County, VA

Due Date: May 26, 2023

Time: 2:00 p.m. local time

In compliance with and subject to your Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment and materials and perform all work necessary for construction of this project, in accordance with the Plans entitled 'Heritage Park ATV Trail' dated, December 2, 2022 as prepared by ATCS, located at 690 Town Center Drive, Suite 201 Newport News, VA 23606 for the consideration of the following amount:

BASE BID:

Item 1. - Mobilization

Lump sum price for Mobilization to and off the site including all cleanup of the area.

Item 1 = _____ Dollars (\$ _____)

Item 2. - NS Maintenance of Traffic

Lump sum price for required traffic maintenance and access control.

Item 2 = _____ Dollars (\$ _____)

Item 3. - Temporary Silt Fence Type A

Linear foot pricing for material, equipment, and labor as needed to install perimeter silt fence controls per plan detail and VDOT requirements.

Estimated quantity of 3,674 linear feet @ \$ _____ per LF = \$ _____

Item 3 = _____ Dollars (\$ _____)

Item 4. - Inlet Protection Type A

Unit pricing for material, equipment, and labor as needed to install inlet protection control measure per plan detail and VDOT requirements.

Quantity of 3 each @ \$ _____ per EA = \$ _____

Item 4 = _____ Dollars (\$ _____)

Item 5. - NS Construction Entrance

Unit pricing for material, equipment, and labor as needed to install construction entrance per plan detail.

Quantity of 2 @ \$ _____ per EA = \$ _____

Item 5 = _____ Dollars (\$ _____)

Item 6. - Temporary and Regular Seed

Per pound pricing for material, equipment, and labor as needed to provide 240 pounds of temporary seeding and 240 pounds of permanent seeding per plan details and VDOT requirements.

Quantity of 480 pounds (total) @ \$ _____ per lb = \$ _____

Item 6 = _____ Dollars (\$ _____)

Item 7. – Lime

Per ton pricing for material, equipment, and labor as needed to apply lime for permanent seeding per plan detail and VDOT requirements.

Quantity of 0.48 tons @ \$ _____ per TN = \$ _____

Item 7 = _____ Dollars (\$ _____)

Item 8 – Fertilizer (10-20-10)

Per pound pricing for material, equipment, and labor as needed to apply fertilizer for permanent seeding per plan detail and VDOT requirements.

Quantity of 384 pounds @ \$ _____ per lb = \$ _____

Item 8 = _____ Dollars (\$ _____)

Item 9. – HECP, Type 1 (Mulch)

Per square yard pricing for material, equipment, and labor as needed to apply mulching per plan detail and VDOT requirements.

Estimated quantity of 2,324 square yards @ \$ _____ per SY = \$ _____

Item 9 = _____ Dollars (\$ _____)

Item 10. – Asphalt Concrete (SM-9.5A,21A (8” Thick)

Per ton pricing for material, equipment, and labor as needed to install asphalt concrete pavement per VDOT specifications.

Quantity of 45 each ton @ \$ _____ per TN = \$ _____

Item 10 = _____ Dollars (\$ _____)

Item 11. Aggregate Base Material Type I, Size 21A (8” Thick)

Per ton pricing for material, equipment, and labor as needed to install 8-inch aggregate base per VDOT specifications.

Quantity of 789 tons @ \$ _____ per TN = \$ _____

Item 11 = _____ Dollars (\$ _____)

Item 12. – Undercut Excavation

Per cubic yard pricing for material, equipment, and labor as needed to excavate, haul, and dispose unsuitable materials per VDOT specifications.

Estimated quantity of 877 cubic yards @ \$ _____ per CY = \$ _____

Item 12 = _____ Dollars (\$ _____)

Item 13. – Backfill for Undercut Excavation

Per cubic yard pricing for material, equipment, and labor as needed to import and replace unsuitable in-situ materials per VDOT specifications.

Estimated quantity of 877 cubic yards @ \$ _____ per CY = \$ _____

Item 13 = _____ Dollars (\$ _____)

Item 14. – (Type B, Class I) Pavement Line Marking (6” White)

Per linear foot pricing for material, equipment, and labor as needed to provide permanent 6-inch white pavement line marking per VDOT specifications.

Estimated quantity of 40 linear feet @ \$ _____ per LF = \$ _____

Item 14 = _____ Dollars (\$ _____)

Item 15. – (Type B, Class I) Pavement Line Marking (4” Blue)

Per linear foot pricing for material, equipment, and labor as needed to provide permanent 4-inch blue pavement line marking per VDOT specifications.

Estimated quantity of 125 linear feet @ \$ _____ per LF = \$ _____

Item 15 = _____ Dollars (\$ _____)

Item 16. – PVMT SYMB MRKG (Int'l Accessibility Symbol, Type B, Class I Blue)

Per unit pricing for material, equipment, and labor as needed to provide permanent Accessibility symbol marking per VDOT specifications.

Quantity of 2 each @ \$ _____ per EA = \$ _____

Item 16 = _____ Dollars (\$ _____)

Item 17. – Grading

Lump sum price for equipment and labor as needed to adjust the slope and elevation of soil materials to achieve the line and grade of final surface elevation shown on the Construction Plans.

Item 17 = _____ Dollars (\$ _____)

Item 18. – NS Concrete Wheel Stop

Per unit pricing for material, equipment, and labor as needed to provide concrete wheel stop per VDOT specifications.

Quantity of 2 each @ \$ _____ per EA = \$ _____

Item 18 = _____ Dollars (\$ _____)

Item 19. – NS Fence (Timber Rail)

Per linear foot pricing for material, equipment, and labor as needed to provide timber rail fencing per plan detail.

Estimated quantity of 563 linear feet @ \$ _____ per LF = \$ _____

Item 19 = _____ Dollars (\$ _____)

Item 20. – Sign Post (STP-1,2” 14 Gauge)

Per linear foot pricing for material, equipment, and labor as needed to provide 14-gauge metal posts per VDOT Specification.

Estimated quantity of 34 linear feet @ \$ _____ per LF = \$ _____

Item 20 = _____ Dollars (\$ _____)

Item 21. – Sign Post (Wood, 4”x4”)

Per linear foot pricing for material, equipment, and labor as needed to provide 4-inch by 4-inch wooden posts per VDOT Specification.

Estimated quantity of 272 linear feet @ \$ _____ per LF = \$ _____

Item 21 = _____ Dollars (\$ _____)

Item 22. – Sign Post (Wood, 5” Dia.) -ATV Trail Reassurance

Per linear foot pricing for material, equipment, and labor as needed to provide 5-inch wooden posts per VDOT Specification.

Estimated quantity of 297 linear feet @ \$ _____ per LF = \$ _____

Item 22 = _____ Dollars (\$ _____)

Item 23. – Sign Panel, Trail Reassurance Markers

Per square foot pricing for material, equipment, and labor as needed to Trail Reassurance Marker Panels per Detail.

Estimated quantity of 8 square feet @ \$ _____ per SF= \$ _____

Item 23 = _____ Dollars (\$ _____)

Item 24. – Sign Panel, Trail Signage

Per square foot pricing for material, equipment, and labor as needed to install Trail Signage Marker Panels per Detail.

Estimated quantity of 9 square feet @ \$ _____ per SF= \$ _____

Item 24 = _____ Dollars (\$ _____)

Item 25. – Square Tube Post Foundation (Type A)

Per unit pricing for material, equipment, and labor as needed to provide square tube post foundation per Detail.

Quantity of 4 each @ \$ _____ per Unit= \$ _____

Item 25 = _____ Dollars (\$ _____)

Item 26. – Storm Sewer Pipe 15” (HDPE)

Per linear foot pricing for material, equipment, and labor as needed to install 15-inch HDPE storm sewer pipe per VDOT Specification.

Estimated quantity of 64 linear feet @ \$ _____ per LF = \$ _____

Item 26 = _____ Dollars (\$ _____)

Item 27. – 15” End Section ES-1 or 2

Per unit pricing for material, equipment, and labor as needed to provide 15-inch end section per VDOT Specification.

Quantity of 4 each @ \$ _____ per Unit= \$ _____

Item 27 = _____ Dollars (\$ _____)

Item 28. – Tree, Nellies Steven Holly (8-10’HT)

Quantity of 9 @ \$ _____ per EA= \$ _____

Item 28 = _____ Dollars (\$ _____)

Item 29. – Tree, Red Maple (2-2.5” CAL)

Per unit pricing for material, equipment, and labor as needed to provide tree planting per VDOT Specification.

Quantity of 9 @ \$ _____ per EA = \$ _____

Item 29 = _____ Dollars (\$ _____)

Item 30. – Shrub, Autumn Encore Azalea (3 GAL 24” MIN HT)

Per unit pricing for material, equipment, and labor as needed to provide shrub planting per VDOT Specification.

Quantity of 19 @ \$ _____ per EA= \$ _____

Item 30 = _____ Dollars (\$ _____)

Item 31. – Shrub, Hoodendorn Japanese Holly (3 GAL, 24” MIN HT)

Per unit pricing for material, equipment, and labor as needed to provide shrub planting per VDOT Specification.

Quantity of 17 @ \$ _____ per EA= \$ _____

Item 31 = _____ Dollars (\$ _____)

Item 32. – Shrub, Carissa Holly (3 GAL, 24” MIN HT)

Per unit pricing for material, equipment, and labor as needed to provide shrub planting per VDOT Specification.

Quantity of 19 @ \$ _____ per EA = \$ _____

Item 32 = _____ Dollars (\$ _____)

Lump sum price shall include all labor, superintendence, material, tools and equipment, and all other ancillary items necessary to complete project in accordance with the plans and specifications.

LUMP SUM BID = _____ **Dollars (\$** _____ **)**

Contract award will be based on the **TOTAL LUMP SUM BID AMOUNT shown above** (including any properly submitted bid modifications)

Acknowledgement is made of examination and receipt of all Bid Documents including the following Addenda:

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____

If notice of acceptance of this bid is given to the undersigned within thirty (30) days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form within ten (10) days after the Notice to Proceed has been presented to the Contractor for signature.

The time for Substantial Completion of the entire project is estimated to be 45 consecutive calendar days from the date of commencement of the Work as specified in the Notice to Proceed, and Final Completion shall be achieved within thirty (15) consecutive calendar days after the date of Substantial Completion as determined by the A/E and/or Owner.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and shall not during the performance of the Contract for this project violate the provision of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens or knowingly employ an unauthorized alien as defined by the Act.

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency or public body of the Commonwealth of Virginia, or any public body or agency of another state or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatements.

I certify by my signature below that I have received the documents associated with this Bid and understand that the review for completeness of these documents and the understanding and comprehension of the specifications is solely my responsibility; based on this, by my signature below, I waive all rights to future claims against Isle of Wight County that the documents were incomplete or not understandable.

My signature below certifies that this Bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Section 18.2-498.1 et. seq. of the Code of Virginia (1950, as amended). Furthermore, I understand that fraudulent bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and federal law and can result in fines, prison sentences, and civil damage awards.

Either the undersigned or one of the following individuals, if any, is authorized to modify this bid prior to the deadline for receipt of bids by writing the modification and signing their name on the face of the bid, on the envelope in which it is enclosed on a separate document, or on a document which is hand delivered to the owner.

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulations, Board for contractors, to perform all Work included in the scope of the Contract. I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interest Act, Section 2.2-3100 et. seq. of the Code of Virginia (1950, as amended).

Bidder: _____
(Name of Firm)

By: _____
(Signature)

Print Name & Title: _____

Virginia License No.: _____ Contractor Class: _____

Virginia Contractor No.: _____ FIEN/SSN: _____

If General Partnership (List Partner Names): _____

Business Address: _____

Telephone #: _____

If Corporation, affix Corporate Seal & List State of Incorporation

State: _____
(Affix Seal)

REFERENCES:

(Name a minimum of three references)

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

CONDITIONS AND INSTRUCTIONS

Rev: 06/1/22

1. **Use of Form**: All bids shall be submitted in sealed hard copy in accordance with this form. The County's published Conditions and Instructions shall supersede any additional writings submitted with the proposal. Such writings shall be clearly marked and noted as an exception. The County requests that the entire document sans reproduced bid specifications provided in bid document be returned. Contractor will be responsible for ensuring the bid specifications are followed as required in the bid documents.
2. **Submittals**: Bids may be mailed or hand delivered to the Isle of County Department of Budget & Finance at the address posted below. Isle of Wight County will not be responsible for any bids that are not able to be hand delivered, for any reason, to the County by/on the closing date and time listed. Late bids will NOT be accepted.

Department of Budget & Finance
17090 Monument Circle, Suite 137
Isle of Wight, VA 23397

The entire bid must be submitted on the designated Bid Form and Addenda Forms, with Bid Form and Addenda Forms signed by an authorized representative and delivered as a sealed hard copy. Failure to comply with this instruction may result in the bid being deemed non-responsive. In an effort to reduce the volume of documents to be submitted hard copy, the Bid Specifications provided in bid documents do not have to be reproduced and submitted hard copy with the Bid Documents.

Bidders should carefully examine the specifications and fully inform themselves to all conditions and matters that could any way affect the cost thereof. Should a bidder find discrepancies in or omissions from the specifications or Invitation to Bid, or should be in doubt as to their meanings, he should notify the Purchasing Agent, Erin Wishall, by email at: ewishall@isleofwightus.net. All questions shall be directed in writing (email) to Purchasing Agent. The right is reserved to revise or amend these specifications prior to the date set for receipt of bids as may be required by the County. That date may be delayed if deemed necessary by the County. Any revisions and/or amendments will be in the form of an addendum to this document. The right is reserved to accept or reject any or all bids in whole or in part and to waive any informalities in the IFB, and to enter into any contract deemed to be in the best interest of IOWC.

3. **Late Bids**: Bids and amendments thereto, if submitted after the date and time specified, will not be considered. It will be the responsibility of the offeror to see that their bid is received before the time specified. There will be no exceptions.
4. **County Offices Closures**: Should the County's offices be closed, or if its electronic networks connectivity prevents receipt of bids at the time of the scheduled bid closing, the bids will be opened on the next business day of the County, at the original scheduled hour, or as soon as connectivity is restored during normal business hours.

5. **Acceptance of Bid**: Receipt of the bid by the County is not to be construed as an award.
6. **Offer/Acceptance**: Each bid is received with the understanding that the acceptance in writing by the County of the bidder to furnish any or all of the goods and/or services described therein, shall constitute a contract between the bidder and the County, which shall bind the bidder to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted bid; and the County on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.
7. **Withdrawal of Bids**: Bidder has the right to request withdrawal of their bids from consideration due to error by giving notice not later than two business days after the bids are publicly opened. Work papers showing evidence of error(s) may be required.

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request in writing on the issuing company's letterhead in person, electronically (email) or by certified mail.
8. **Addenda**: If issued, addenda to this solicitation will be posted on the Purchasing website <http://www.co.isle-of-wight.va.us/budget-and-finance/> and on the Commonwealth's website, <http://eva.virginia.gov/>. It is the bidder's responsibility to check one of the websites or to contact the Purchasing division prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package. Acknowledgement of all issued Addenda shall be indicated on the bid form in the appropriate spaces.
9. **Governing Document**: The solicitation document maintained by Purchasing in the bid file, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the County, but not clearly listed as an exception, the language of the official copy shall prevail. Furthermore, any exception or change to the specifications made by the bidder may be cause to disqualify your bid.
10. **Award**: Award will be made to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery, qualifications and references will be taken into consideration in making the award. The County reserves the right to refuse all bids. Determination of low bid shall be determined by the Total Bid including the deduct for installing 12" C900 PVC instead of 12" class 52 ductile iron pipe.
11. **Brand Names**: The use of the name of a manufacturer, brand, make or catalog designation in specifying an item shall restrict bidders to the manufacturer, brand, make or catalog designation identified, unless qualified by the provision "or equal." If qualified by the provision "or equal" the Brand Names are used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services that they propose to furnish. It shall be in the County's sole judgment if a substitute product offered is an approved equal and acceptable.

12. **Samples:** Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense. Once a decision to award has been made, samples may be returned. Those left for more than 60 days may incur storage fees or be disposed of by the County.
13. **Negotiation:** Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with the apparent low bidder to obtain a contract price within the available funds.
14. **Announcements:** Upon the award or the announcement of the decision to award a contract, the County will publicly post such notice on the bulletin board located outside of the Purchasing Division and on the County's web site: <http://www.co.isle-of-wight.va.us/budget-and-finance/>
15. **County's Rights:** The County reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the County.
16. **Prices:** Prices shall be stated in units of quantity specified. No additional charges shall be passed to the County, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the County. In case of error in the extension of prices, the unit price shall govern.
17. **Corrections:** All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated by the person signing the bid.
18. **Delivery:** The time of performance of work must be as required in the specifications.
19. **Standard equipment:** Any equipment delivered must be standard, new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
20. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
21. **Capacity of Bidder:** All bids must be signed by a responsible officer or employee having the authority to bind the firm in contract. The bidder agrees that its contract performance shall be in strict conformance with the contract documents.
22. **Rights to Damages:** By signing this bid, the bidder assigns to the County any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the County.
23. **Anti-collusion:** The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid

for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of

any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.

24. **Indemnification:** The Contractor shall defend, indemnify and hold the County, and the County's employees, agents, and volunteers, harmless, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the contractor, its employees, agents, and volunteers, or incurred by or claimed against the County, the County's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the contractor. This indemnification and hold harmless includes, but is not limited to, any financial or other loss including, but not limited to, any adverse regulatory, agency or administrative sanction or civil penalties, incurred by the County due to the negligent, fraudulent or criminal acts of the contractor or any of the Contractor's officers, shareholders, employees, agents, contractors, subcontractors, or any other person or entity acting on behalf of the Contractor. Unless otherwise provided by law, the Contractor indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Contractor under worker's compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof. (Isle of Wight has no legal authority to indemnify others. Firms submitting responses agree that they will not require the County to indemnify them in any resulting contract.)
25. **Laws, Regulations:** The Contractor shall keep fully informed of all federal, state, and local laws, ordinances and regulations that in any manner affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances and regulations.
26. **Alien employment:** The Contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.
27. **SCC Authorization:** All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bidder proposal a statement describing why the bidder or offeror is not required to be so authorized.

SCC Number or Statement: _____

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1, or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

28. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia, for a contractor who performs or manages construction, removal, repair, or improvement when the total value referred to in a single contract or project is:

One hundred twenty thousand dollars (\$120,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve- month period is seven hundred fifty thousand dollars (\$ 750,000) or more shall show evidence of being licensed as a Class A Contractor.

Ten thousand dollars (\$10,000) or more, but less than one hundred twenty thousand dollars (\$120,000) or the total value of all such construction, removal, repair, or improvement undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than seven hundred fifty thousand dollars (\$750,000) shall show evidence of being licensed as a Class B Contractor.

Over one thousand (\$1,000) but less than ten thousand (\$10,000), or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) shall show evidence of being licensed as a Class C Contractor.

The County shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditions contractors.

A valid business license from the County may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class 'A' Virginia Contractor Number _____."

"Licensed Class 'B' Virginia Contractor Number _____."

"Licensed Class 'C' Virginia Contractor Number _____."

29. **Payment Terms:** Payment terms shall be 'Net 30'days, from the date of Contractor invoice approval by the County. Payment terms, if offered, shall not be considered in determining the low bidder. Discount period, if offered, shall be computed from the date of proper receipt of the contractor's correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest. The payment terms stated herein must appear on the contractor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction. Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

Contractor shall submit invoices in duplicate, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on their submittal.

The County prefers to make payment with the County's Purchasing Card or EFT through Paymode Direct Deposit. Typically, this enables faster payments to the Contractor. Are you willing and able to accept this type of payment?

Yes _____ No _____ (See paragraph 62 for links)

30. **Default:** In event of default by the Contractor, the County reserves the right to procure the services from other sources and hold the Contractor liable for any excess cost occasioned thereby. Such actions taken by the County shall not release the contractor from additional remedies that may be allowed by law.
31. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The County's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
32. **Appeals Procedure:** Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award, or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determination of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely all appeals shall be made within the time periods set forth by the Virginia Public Procurement Act, §2.2-4357, et seq. Contact the buyer at once for assistance.
33. **Faith-based Organizations:** The County of Isle of Wight does not discriminate against faith-based organizations.
34. **Anti-Discrimination:** By submitting their bids, bidders certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service-disabled veterans, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of Section a, b, and c above in every subcontractor purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
35. **Drug-Free Workplace:** During the performance of this contract, the Contractor agrees to (1) provide a drug-free workplace for the Contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
36. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the County.
37. **Independent Contractor:** The Contractor and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of the County.
38. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the County. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The County shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the County. If the County delays the project for any reason for a continuous period of ninety (90) days or more, the County and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the act or omissions of the County due to causes within the County's control, the above waiver or release shall not apply.
39. **Governing Law:** This Agreement is made, entered into, and shall be performed in the County of Isle of Wight, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this Agreement, the parties agree to the exclusive jurisdiction and venue of the Circuit Court of the County of Isle of Wight, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The Contractor shall not cause a delay in services because of the pending or during litigation proceedings, except with the express, written consent of the County or written instruction/order from the Court.

40. **Severability**: If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

41. **Termination for Convenience**: The County may at any time, and for any reason, terminate this Contract by written notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract. In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the County, at the time of termination. If the County terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the County any work completed or in process for which payment has been made.

42. **Termination for Cause**: In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the County may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid/Proposal or as provided in this Contract.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is delivered, whether electronic, by mail, or in person, in which to cure the default. Upon failure of Contractor to cure the default, the County may immediately cancel and terminate this Contract as of the delivery date, whether electronic, US Mail, or by hand, of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the County any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the County and provisions herein with respect to opportunity to cure default shall not be applicable.

43. **Contact Prohibition**: Direct contact with County departments other than Purchasing, on the subject of this bid, is expressly forbidden except with the foreknowledge and permission of the Contract Officer. Violation may result in a determination that your firm is ineligible for an award.

All questions shall be in writing to the Contract Officer shown on the title page of the bid. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the County regarding this IFB. This prohibition shall also extend to the County Board of Supervisors and locally elected officials. Any such unauthorized contact may disqualify the bidder from this procurement.

44. **Additional Conditions**: The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends be considered must be submitted with the bid and noted as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.

45. **Contractor Failure to Perform**: Failure of the Contractor to perform the contract by reason of the County's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the County and may result in debarment of the Contractor for a period of up to three (3) years. Termination and /or debarment of the Contractor shall not constitute a waiver by the County of any other rights or remedies available to the County by law or contract.
46. **Conflict**: In the event of a conflict between the contract documents, including these Conditions and Instructions, and the terms of a purchase order, or related document issued by Purchasing, the contract documents shall control.
47. **Records and Inspection**: The Contractor shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies, procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the County and its employees, agents or authorized representatives after giving at least three (3) days' notice to the Contractor by the County. The County shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the County to the Contractor pursuant to this contract or any renewal or extension of this contract. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records and shall be provided adequate and appropriate workspace, in order to conduct audits.
48. **Rights and Remedies Not Waived**: In no event shall the making by the County of any payment to the Contractor, or the waiver by the County of any provision under this contract including any obligation of the Contractor, constitute or be construed as a waiver by the County of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the Contractor, and the making of any such payment by the County while any such breach or default exists shall not impair or prejudice any right or remedies available to the County.
49. **Entire Agreement**: This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.
50. **Conflicts of Interests**: Contractor shall not accept or receive commissions or other payments from third parties for soliciting, negotiating, procuring, or effecting insurance on behalf of the County.
51. **Responsibility of Contractor**: The Contractor shall, without additional costs or fee to the County, correct or revise any errors or deficiencies in his performance. Neither the County's review, approval or acceptance of, nor payment for any of the services required under this Agreement shall be deemed a waiver of rights by the County, and the Contractor shall remain liable to the County for all costs which are incurred by the County as a result of the Contractor's negligent performance of any of the services furnished under this Agreement.
52. **Changes and Additions**: It shall be the responsibility of the Contractor to notify the County, in writing, of any necessary modifications or additions in the Scope of this Agreement. Compensation for changes or additions in the Scope of this Agreement will be negotiated and approved by the County, in writing.

It is understood and agreed to by both the County and the Contractor that such modifications or

additions to this Agreement shall be made only by the full execution of the County's standard Agreement change order form. Furthermore, it is understood and agreed by both parties that any work done by the Contractor on such modification or addition to this Agreement prior to the County's execution of its standard Agreement change order form shall be at the total risk of the Contractor and said work may not be compensated by the County.

53. **Debarment Status:** By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
54. **Safety:** All Contractors and subcontractors performing services for the County are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
55. **License Requirement:** All firms doing business in the County of Isle of Wight are required to be licensed in accordance with the County of Isle of Wight business license ordinance. Wholesale and retail merchants without a business location in the County of Isle of Wight are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office.
56. **Contractor's Form:** In cases where the County may accept the Contractor's form agreement, whereas certain standard clauses that may appear in the Contractor's form agreement cannot be accepted by the County, and in consideration of the convenience of using that form, and this form, without the necessity of negotiating a separate contract document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Contractor's form contract, the County's contract addendum shall prevail over the terms of the Contractor's agreement in the event of a conflict.
57. **Contract Quantities:** The quantities specified in the Invitation for Bid are estimates only unless otherwise clearly noted and are given for the information of bidders and for the purpose of bid evaluation. They may not indicate the actual quantity that will be required, since such volume will depend upon requirements that may develop during the contract period. Quantities shown shall not be construed to represent any amount which the County shall be obligated to purchase under the contract or relieve the Contractor of his obligation to fill all orders placed by the County, except as clearly noted. To make determination of low bid these quantities shall be used.
58. **Bidder Qualifications:** Only bids from established contractors for work similar in scope to work herein shall be considered; the County reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The County may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
- Receipt of more than one bid on any project from an individual, or from a corporation.
This restriction does not apply to subcontractors
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.
- Contractor does not meet project-specific requirements, as identified in the Contract Documents.

59. **Competition Intended:** It is the County's intent that the Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Contract Officer prior to the date set for bids to close.
60. **Value Engineering:** The purchasing agent may provide for incentive contracting that offers a Contractor whose bid is accepted, the opportunity to share in any cost savings realized by the locality when the projects costs are reduced by such Contractor, without affecting project quality, during the construction of the project. The fee, if any, charged by the project engineer or architect for determining such cost savings shall be paid as a separate cost and shall not be calculated as part of any cost savings. Such provisions, including the percentage of cost sharing, shall be included in the language of the contract or may be added by change order with the agreement of both parties.
61. **Default on Taxes:** The County reserves the right to withhold payment to any contractor that is in arrears, or in default to the County on any debt or Contract, or that has defaulted as a surety, or otherwise on any obligation to the County.
62. **Faster Payments:** The County prefers to make payment with the County's Purchasing Card, or by direct deposit (EFT). If you are willing to use either of these methods for faster turnaround of payments to your firm, please register at one, or both of the following sites:

Pcards: www.bankofamerica.com/epayablesvendors

Direct Deposit: www.paymode.com/isleofwight

INSURANCE REQUIREMENTS

The Contractor shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained and provided proof of the required insurance coverages to the County, and such proof has been approved by the County. The Contractor confirms to the County that all subcontractors have provided Contractor with proof of such insurance or will do so prior to commencing any work under this Contract.
- B. Contractor, including all subcontractors, shall, at their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. The County and its officers, employees, agents, assigns, and volunteers shall be added as an additional insured to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Contractor shall immediately notify in writing the County of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Contractor shall provide to the County with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:

- (1) The County and its officers, employees, agents, assigns, and volunteers are additional insureds as coverage under this policy includes ISO endorsement CG20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. If additional insured status is automatic under a different coverage form, Contractor must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract.

OR

- (2) ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Contractor under this Contract, to the County and its officers, employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. A copy of the binder confirming the issuance must be attached to the certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract.

However, if B (1) or (2) cannot be provided, the County's Attorney, in such Attorney's sole discretion, may approve such other certificate of insurance or insurance document(s) that the Attorney deems acceptable.

- C. The minimum insurance policies and/or coverages that shall be provided by the Contractor, including its subcontractors, include the following:

- (1) Commercial General Liability: \$1,000,000.00

\$1,000,000.00 General Aggregate Limit (other than Products/Completed Operations).

\$1,000,000.00 Products/Completed Operations Aggregate Limit.

\$1,000,000.00 Personal Injury Liability (including liability for slander, libel, and defamation of character).

\$1,000,000.00 each occurrence limit.

- (2) Automobile Liability: \$1,000,000.00 combined single limit with applicable endorsement to cover waste cargo.
- (3) Workers' Compensation and Employer's Liability: Workers' Compensation: statutory coverage for Virginia Employer's Liability:

\$100,000.00 Bodily Injury by Accident each occurrence

\$500,000.00 Bodily Injury by Disease Policy Limit.

\$100,000.00 Bodily Injury by Disease each employee.

- (4) Errors and Omissions coverage in an amount of not less than \$1,000,000 per occurrence and in the aggregate. Coverage may be written on an occurrence or claims made coverage form. However, if a claim made coverage form issued, coverage must remain in effect for a minimum of 3 years after the Contractor's work is concluded.
- (5) The required limits of insurance for this Contract may be achieved by combining underlying primary coverage with an umbrella liability coverage to apply in excess of the general and automobile liability policies, provided that such umbrella liability policy follows the form of the underlying primary coverage.
- (6) Such insurance policies and/or coverages shall provide for coverage against any and all claims and demands made by a person or persons or any other entity for property damages or bodily or personal injury (including death) incurred in connection with the services, work, items, and/or other matters to be provided under this Contract with respect to the commercial general liability coverages and the automobile liability coverages. With respect to the workers' compensation coverage, Contractor's and its subcontractors' insurance company shall waive rights of subrogation against the County and its officers, employees, agents, assigns, and volunteers.
- (7) Contractor shall provide such other insurance policies and/or coverages that may be required by other parts of this Contract. If required by the Contract, such policies and/or coverages could include, but are not limited to, Errors and Omissions/Professional Liability, Crime/ Fidelity, Environmental and/or Pollution, Builder's Risk, Umbrella/Excess.

D. Proof of Insurance Coverage:

- (1) Contractor shall furnish the County with the above required certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies.
- (2) Where waiver of subrogation is required with respect to any policy of insurance required under this Section, such waiver shall be specified on the certificate of insurance.

E. Insurance coverage shall be in a form and with an insurance company approved by the County, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this Contract shall be authorized to do business in the Commonwealth of Virginia.

- F. The Contractor's insurance policies and/or coverages shall not contain any exclusions for the Contractor's subcontractors.
- G. The continued maintenance of the insurance policies and coverages required by the Contract is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Contractor for default.
- H. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Contractor, and/or its subcontractors, or their insurance carriers. The County does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Contractor's interest or liabilities but are merely minimums. The obligation of the Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Contractor in the event that the County or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance. Furthermore, there is no requirement or obligation for the County to seek any recovery against the Contractor's insurance company before seeking recovery directly from the Contractor.

ANTICOLLUSION / DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE ISLE OF WIGHT COUNTY HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

Name and Address of Bidder:	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: ()	
Fax Phone Number: ()	Title
FIN/SSN#:	

Is your firm a "minority" business? ☐ Yes ☐ No If yes, please indicate the "minority" classification below:

☐ African American ☐ Hispanic American ☐ Native American ☐ Eskimo ☐ Asian American ☐ Aleut ☐

☐ Other; Please Explain: _____

Is your firm Woman Owned? ☐ Yes ☐ No

Is your firm a Small Business? Yes ☐ No ☐

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM
MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the County Administrator, as applicable.

If this quote for goods or services is accepted by the Isle of Wight County, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is

_____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is

_____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

RETURN THIS PAGE WITH COPIES OF DOCUMENTATION

EXCEPTION PAGE

Provider must sign the appropriate statement below, as applicable:

- () Provider understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Date: _____

- () Provider takes exception to terms, conditions, requirements, or specifications stated herein (Provider must itemize all exceptions below, and return with this bid):

Firm: _____

Date: _____

Exceptions:

[illegible]

Providers should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.

Bid Bond # _____

BID BOND

KNOW ALL MEN BY THOSE PRESENT: That we, the undersigned: _____ as Principal, and _____, as Surety, are hereby held and firmly bound unto Isle of Wight County as Owner in the penal sum of _____ for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns. Signed, this _____ day of _____ 20___. The condition of the above obligation is such that whereas the Principal has submitted to Isle of Wight County a certain BID, attached hereto and hereby made a part thereof to enter into an Agreement in writing, for the construction of **Heritage Park ATV Trail, IFB #23-7110-0313**

NOW, THEREFORE,

- a) If said BID shall be rejected, or
- b) If said BID shall be accepted and the Principal shall execute and deliver an Agreement in the form attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said Agreement, and from the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all respects perform the Agreement created by the acceptance of said BID, then this obligation shall be void; otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said
Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year set forth above.

Principal

Surety

BY: _____

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

PERFORMANCE BOND

(CONTRACT DOCUMENT TO BE COMPLETED AT TIME OF AWARD)

Bond No. _____

Amount: \$ _____

KNOW ALL PERSONS BY THESE PRESENTS, that _____
of _____, hereinafter called the Contractor and
_____ a corporation duly organized and
existing under and by virtue of the laws of the State of _____, hereinafter called the Surety, and
authorized to transact business within the Commonwealth of Virginia as the Surety, are held and firmly bound unto
Isle of Wight County, Virginia as Owner, in the sum of _____ dollars (\$ _____),
lawful money of the United States of America, for payment of which, well and truly be made to the Owner, the
Contractor and the Surety bind themselves and each of their heirs, executors, administrators, successors, and assigns,
jointly and severally, firmly by these presents as follows:

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the Contractor has executed and entered into a certain Agreement, hereto attached, with the Owner dated
_____, 20____, for project location(s) _____ as described in the
bid titled **Heritage Park ATV Trail, IFB #23-7110-0313** including detailed plans.

NOW THEREFORE, if the Contractor, and its successors and assigns, shall at all times duly, promptly, and faithfully perform the Work and any alteration in or addition to the obligations of the Contractor arising there under, including the matter of infringement, if any, of patents or other proprietary rights, and shall assure all guarantees against defective workmanship and materials, including the guarantee period following final completion by the Contractor and final acceptance by the Owner and comply with all the covenants therein contained in the Specifications, Drawings, and other Contract Documents required to be performed by the Contractor, in the manner and within the times provided in the Agreement, and shall fully indemnify and save harmless the Owner from all costs and damage which it may suffer by reason or failure to do so, and shall fully reimburse and repay it all outlay and expenses which it may incur in making good any default, and reasonable counsel fees incurred in the prosecution of or defense of any action arising out of or in connection with any such default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract Documents or to the Work to be performed there under, or payment there under before the time required therein, or waiver of any provision thereof, or assignment, subletting or transfer thereof or any part thereof, shall in any way affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration, addition to the terms of the Contract Documents or any such payment, waiver, assignment, subcontract or transfer.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied. Whenever Contractor shall be declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations there under, the Owner shall have the right, at its option, to require the Surety to promptly proceed to remedy the default within 30 days of notice by proceeding or procuring others to proceed with completing the Agreement with its terms and conditions; and all reserves, deferred payments, and other funds provided by the Agreement to be paid to Contractor shall be paid to Surety at the same times and under the same conditions as by the terms of that Agreement such fund would have been paid to Contractor had the Agreement been performed by Contractor; and Surety shall be entitled to such funds in

preference to any assignee of Principal of any adverse claimant. Notwithstanding the above, the Owner shall have the right, with the approval of the Surety which shall not be unreasonably withheld, to take over and assume completion of the Agreement and be promptly paid in cash by the Surety for the cost of such completion less the balance of the Contract price.

IN WITNESS WHEREOF, all above parties bounded together have executed this instrument this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and those present, duly signed by its undersigned representative, pursuant to authority of its governing body.

CONTRACTOR

By: _____ (Seal)

Name: _____

Title: _____

Attest

SURETY

By: _____ (Seal)

Attest

APPROVED AS TO FORM: _____, 20

Robert W. Jones, Jr, County Attorney

NOTE: Date of Bond shall not be prior to the date of the Agreement. If the Contractor is a partnership, all partners shall execute the Bond.

IMPORTANT: The Surety named on this Bond shall be one who is licensed to conduct business in the Commonwealth of Virginia and named in the current list of Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies, as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent shall be accompanied by a certified copy of the authority to act for the Surety at the time of signing of this Bond.

PAYMENT BOND

(CONTRACT DOCUMENT TO BE COMPLETED AT TIME OF AWARD)

Bond No. _____

Amount: _____

KNOW ALL PERSONS BY THESE PRESENTS, that _____ of _____ hereinafter called the Contractor and _____, a Corporation duly organized and existing under and by virtue of the laws of the State _____, Virginia as the Surety, are held and firmly bound unto Isle of Wight County, Virginia as Owner, in the sum of _____ dollars (\$ _____), lawful money of the United States of America, for payment of which, well and truly be made to the Owner, the Contractor and the Surety bind themselves and each of their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents as follows:

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the Contractor has executed and entered into a certain Agreement, hereto attached, with the Owner dated _____, 20_ , for the Construction of the Heritage Park ATV Trail, parking area, and other associated improvements, as described and awarded to the Contractor for project location(s) _____ according to the bid entitled, **Heritage Park ATV TRAIL, IFB #23-7110-0313**

Detailed drawings are shown and part of the Agreement.

NOW THEREFORE, if the Contractor shall promptly make payments to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the Work provided for in the Agreement, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools consumed, used or rented in connection with the construction of the Work, and all insurance premiums on the Work, and for all labor performed in the Work, whether by Subcontractor or otherwise, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract Documents or to the Work to be performed there under, shall in any way affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract Documents.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, all above parties bounded together have executed this instrument this _____ day of _____, 20_, the name and corporate seal of each corporate party being hereto affixed and those presents duly signed by its undersigned representative, pursuant to authority of its governing body.

CONTRACTOR

By: _____ (Seal)

Name: _____

Title: _____

Attest

SURETY

By: _____ (Seal)

Attest

APPROVED AS TO FORM: _____, 20

Robert W. Jones, Jr., County Attorney

NOTE: Date of Bond shall not be prior to the date of the Agreement. If the Contractor is a partnership, all partners shall execute the Bond.

IMPORTANT: The Surety named on this Bond shall be one who is licensed to conduct business in the Commonwealth of Virginia and named in the current list of Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies, as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent shall be accompanied by a certified copy of the authority to act for the Surety at the time of signing of this Bond

