IMPORTANT NOTIFICATION:

The Purchasing Office has moved to a new location. The new address is **8600 Staples Mill Road, Henrico VA 23228**. The Office is located near the intersection of Staples Mill Road and Parham Road in Henrico County, VA.

Bidders/Offerors who elect to deliver their IFB's/RFP's in person or by special courier are encouraged to allow extra time to assure timely receipt of documents. Call (804) 501-5691 for further information.

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

DEPARTMENT OF FINANCE
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

IFB: #15-1046-9LC

September 23, 2015
Invitation for Bid
Annual Contract for Alarm Maintenance Services

Subject: Annual contract to furnish all tools, labor and equipment necessary to provide annual and semi-annual preventive maintenance and repairs on alarm systems, to the County of Henrico, Building and Grounds, Public Utilities – Water Reclamation, and Henrico County Public Schools, in accordance with the enclosed general terms, conditions and specifications.

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **11:30 a.m.**, local prevailing time, **October 21, 2015** and will be opened and publicly read aloud.

IN PERSON OR SPECIAL COURIER		**U.S. POSTAL SERVICE**
County of Henrico		**County of Henrico**
Department of Finance		**Department of Finance**
Purchasing Division	**OR**	**Purchasing Division**
8600 Staples Mill Road ←NEW ADDRESS		**P.O. Box 90775**
Henrico, Virginia 23228		**Henrico, Virginia 23273-0775**

This IFB and any addenda are available on the County of Henrico website at: http://henrico.us/purchasing To download the IFB, click the link and save the document to your hard drive. To receive an email copy of this document please contact col119@henrico.us

Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. The time clock stamp in the Purchasing Division shall determine the time of receipt. Bidders are responsible for ensuring that Purchasing Division personnel stamp their bids by the deadline indicated.

Envelopes containing bids shall be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.

All Bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Division reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids.

The awarding authority for this contract is the Purchasing Director, Department of Finance.

Nothing herein is intended to exclude any responsible Bidder, its product or service or in any way restrain or restrict competition. On the contrary, all responsible Bidders are encouraged to bid and their bid is solicited. Comments as to how bid documents, specifications or drawings can be improved are welcome.

Should you have any questions concerning this Invitation for Bid, please contact Leisel Collins at Col119@henrico.us by no later than **October 8, 2015**.

Very truly yours,
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

Leisel O. Collins
Procurement Analyst

I. SCOPE OF WORK/SERVICES

The intent and purpose of this Invitation for Bid is to establish a term contract with a qualified firm to furnish all labor, materials, special tools, testing and metering equipment necessary to provide scheduled semi-annual preventive maintenance and repairs on alarm systems for 63 Henrico County Facilities and annual preventive maintenance and repairs on alarm system for 79 Henrico Public School buildings, as needed and requested in accordance with the enclosed general terms, conditions and specifications.

From July 1, 2013 through June 30, 2014, the County of Henrico and Henrico County Public Schools (HCPS), spent approximately $74,656.00 for such services and from July 1, 2014 through June 30, 2015 the spend was approximately $104,827.00.

A. GENERAL REQUIREMENTS:

1. Schedule Preventive Maintenance:

   The scheduled preventive maintenance testing and inspections of the Fire Alarm Systems will be in compliance with any applicable federal and state laws, manufacturer'(s) specifications, OSHA regulations, and tables 10.3.1, 10.4.2.2, and 10.4.4 of the National Fire Alarm Code , NFPA 72. Testing and inspection of all fire alarm system equipment at the County facilities shall be performed in October and April and all fire alarm system equipment at HCPS shall be performed during the summer months (June, July, or August). Fire alarm system drawings shall be available in the Buildings and Grounds Manager's office for reference in servicing this contract. Fire alarm system drawing shall be available for the schools by contacting Henrico County Public Schools Electronic Technician Foreman. The Successful Bidder shall receive the name, phone number and email address of the Buildings and Grounds Manager and HCPS Electronic Technician Foreman. During each inspection, the Successful Bidder will perform the following minimum requirements:

   a. Inspect control panels and clean the enunciator screen/panel cover.
   b. Inspect for loose wires, and inspect lamps for proper operation and replace, as required.
   c. Inspect for correct voltages.
   d. Inspect and tighten all mechanical fasteners.
   e. Check response of smoke Detector and duct smoke detector to smoke entry.
   f. Inspect for physical damage.
   g. Inspect and test condition of pull Station.
   h. Clean and test each heat, duct and smoke detector.
   i. Perform Sensitivity Test and calibrate as applicable codes apply using the appropriate metering devices. Sensitivity test will be performed during the first inspection in October and every other October thereafter for the county locations. Sensitivity test will be performed during the annual inspections for the school locations.
   j. Inspect response of the alarm Horn. **Horn must be tested after normal business hours for the County facilities and during summer months for HCPS.**
   k. Inspect coded alarm signals.

2. Facilities and Equipment:

The Successful Bidder shall furnish all labor, special tools, testing and metering equipment necessary to provide preventive maintenance and service on the alarm equipment listed at the following Henrico County and HCPS facilities. During the contract period, the County and HCPS may add new facilities and equipment to the Inspections Facilities list. Should any discrepancies be discovered as to the quantity, or type of equipment, the Successful Bidder shall inform the Buildings and Grounds Manager and Henrico Public Schools Electronic Technician Foreman. Special instructions listed for each facility shall be adhered to. The County's normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, unless otherwise indicated by the facility:

**** ALL ALARM/HORN AT THE COUNTY FACILITIES MUST BE TESTED AFTER NORMAL WORKING HOURS**

LOT 1: INSPECTIONS FACILITIES

COUNTY FACILITIES

1. ADMINISTRATION ANNEX - 4301 E. Parham Road
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Simplex #4010-9101 Control Panel
16	each	Simplex #2099-9756 Pull Station
37	each	Simplex #4903-9245 Audio/Visual Horn
1	each	Simplex #4903-9235 Weatherproof *AN* unit
34	each	Simplex #4904-9341 Visual Only Horn
33	each	Simplex #4098-9710 Photoelectric Smoke Sensor
6	each	Simplex #4098-9429 Heat Detector (135 degrees)
7	each	Duct Smoke Detector

2. ADMINISTRATION BUILDING - 4301 E. Parham Road
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	EST II FACP
1	each	Edwards 6500
55	each	Smoke Detector
26	each	Horn/Strobe
14	each	Strobe
9	each	Duct Detector
28	each	Pull Station
1	each	Heat Detector
12	each	Horn
4	each	Signal Power Extender

3. ANIMAL SHELTER - 10421 Woodman Road

1	each	Seimens FS 250
5	each	Smoke Detector
1	each	Duct Detector
1	each	Heat Detector
3	each	Pull Station
8	each	Strobe
14	each	Horn/Strobe

4. **BELMONT PARK - 1600 Hilliard Road**

1	each	Simplex 2001
1	each	Heat Detector
7	each	Pull Station
2	each	Horn

5. **BEST PLAZA BUILDING – 1400 Best Plaza Drive**

1	each	Simplex 4100/4020
131	each	Smoke Detector
16	each	Duct Detector
6	each	Heat Detector
44	each	Pull Station
272	each	Strobe
139	each	Horn/Strobe

6. **CENTRAL AUTOMOTIVE MAINTENANCE - 10301 Woodman Road**

1	each	Simplex 4020-8001 Addressable Fire Alarm Control Panel
1	each	Simplex 4603 Enunciator
11	each	Pull Station
9	each	Duct Detector
4	each	Flow Switch
18	each	Audio Visual Alarm
4	each	Visual Only Alarm

7. **CONFEDERATE HILLS RECREATION CENTER – 302 Lee Avenue**

1	each	Ademco FA 1600
5	each	Pull Station
2	each	Duct Detector
1	each	Smoke Detector
5	each	Horn/Strobe
5	each	Horn

8. **COURTS BUILDING- 4301 E. Parham Road**
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	EST II 5754-27
10	each	Duct Detector
4	each	Smoke Detector
19	each	Pull Station
4	each	Heat Detector
1	each	Signal Power Expander
14	each	Horn/strobe
3	each	Strobe

9. CULTURAL ARTS CENTER - 10771 Old Washington Hwy.
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Siemens FS 250
1	each	Smoke Detector
2	each	Duct Detector
4	each	Pull Station
4	each	Strobe
11	each	Horn/Strobe

10. DABBS HOUSE - 3812 Nine Mile Road

1	each	Fire Control Instruments Panel FC7100
1	each	Edwards Smoke Detector
12	each	Edwards Horn
8	each	Edwards Red Pull Station
2	each	Edwards Heat Detector
26	each	Horn/Strobe

11. DEEP RUN PARK - 9900 Ridgefield Parkway

1	each	Seimens MXL
25	each	Smoke Detector
11	each	Horn
11	each	Pull Station
4	each	Heat Detector
10	each	Duct Detector
17	each	Horn/Strobe

12. DEPARTMENT OF PUBLIC UTILITIES OPERATIONS - 10401 Woodman Road

1	each	Simplex Control Panel
10	each	Pull Station
6	each	Horn Strobe
2	each	Smoke Detector

13. DOREY PARK RECREATION CENTER - 2999 Darbytown Road

1	each	Notifier 5000
5	each	Smoke Detector
4	each	Duct Detector
9	each	Pull Station
1	each	Heat Detector
6	each	Horn/Strobe

14. DUMBARTON LIBRARY- 6800 Staple Mill Road

1	each	Simplex 4246
8	each	Smoke Detector
8	each	Red Pull Station
3	each	Horn

15. EASTERN GOVERNMENT CENTER - 3820 Nine Mile Road
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	EST II
14	each	Pull Station
8	each	Duct Detector
3	each	Smoke Detector

16. EASTERN HENRICO MENTAL HEALTH – 1400 N. Laburnum Avenue

1	each	EST
4	each	Pull Station
1	each	Duct Detector
1	each	Smoke Detector
21	each	Horn/Strobe
37	each	Strobe

17. EASTERN HENRICO RECREATION CENTER – 1440 N. Laburnum Avenue

1	each	Firelite MS 9200
57	each	Smoke Detector
9	each	Pull Station
4	each	Duct Detector
4	each	Heat Detector
31	each	Horn/Strobe
6	each	Horn

18. EDA BUILDING - 4300 E. PARHAM ROAD
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Morley/IAS FACP
1	each	Enunciator
1	each	Signal Power Expander
18	each	Smoke Detector
1	each	Duct Detector
4	each	Heat Detector
5	each	Pull Station
7	each	Strobe
6	each	Horn/Strobe

19. EXPRESSION/CONFERENCE CENTER 10771 Old Washington Hwy.

1	each	Firelite 9050ud
1	each	Smoke Detector
5	each	Pull Station
2	each	Duct Detector
6	each	Heat Detector
10	each	Horn/Strobe
5	each	Strobe

20. FAIRFIELD LIBRARY - 1001 N. Laburnum Road

1	each	EST LSS4
12	each	Smoke Detector
5	each	Pull Station
6	each	Horn

21. FIRE STATION #3 - 1310 E. Washington Street

1	each	EST I/O 500
16	each	Smoke Detector
5	each	Pull Station
12	each	Horn/Strobe
15	each	Strobe

22. FIRE STATION #5 Lakeside Avenue

1	each	Siemens, FS-250
12	each	Smoke Detector
5	each	Pull Station
16	each	Horn/Strobe
5	each	Strobe

23. FIRE STATION #7 - 2701 East Laburnum Avenue

1	each	Vigilent VS1
25	each	Smoke Detector
5	each	Pull Station
17	each	Horn/Strobe
5	each	Strobe

24. FIRE STATION #8 - 8000 Patterson Avenue

1	each	Simplex 4010
21	each	Smoke Detector
7	each	Pull Station
15	each	Horn/Strobe
10	each	Strobe

25. FIRE STATION #9 - 9401 Quioccasin Road

1	each	Siemens, FS-250
12	each	Smoke Detector
5	each	Pull Station
12	each	Horn/Strobe
11	each	Strobe

26. FIRE STATION #10 - 6313 Horsepen Road

1	each	EST
7	each	Smoke Detector
3	each	Pull Station
15	each	Horn/Strobe
1	each	Duct Detector

27. FIRE STATION #13 - 12491 Church Road

1	each	Notifier NFW-50
10	each	Smoke Detector
5	each	Pull Station
13	each	Horn/Strobe
11	each	Strobe

28. FIRE STATION #14-5901 Memorial Drive

1	each	Simplex #4001 Panel
6	each	Smoke Detector
5	each	Horn

29. FIRE STATION #15 – 3820 Mountain Road

1	each	Firelite MS-4
7	each	Smoke Detector
1	each	Heat Detector
5	each	Horn/Strobe

30. FIRE STATION #16 - 5381 Shady Grove Road

1	each	Faraday Panel
6	each	Smoke Detector
7	each	Heat Detector
4	each	Horn/Strobe

31. FIRE STATION #17 - 110 North Gaskins Road

1	each	Faraday Panel
7	each	Smoke Detector
5	each	Heat Detector
5	each	Horn/Strobe

32. FIRE STATION #18 - 4410 Darbytown Road

1	each	EST Firesheild
16	each	Smoke Detector
8	each	Pull Station
5	each	Duct Detector
1	each	Heat Detector
4	each	Horn/Strobe

33. FIRE STATION #21 - 1201 Virginia Center Parkway

1	each	MS 9200
13	each	Smoke Detector
5	each	Pull Station
2	each	Strobe
14	each	Horn/Strobe

34. FIRE STATION #22 - 3790 Westerre Parkway

1	each	FCI 7100 FACP
14	each	Smoke Detector
4	each	Pull Station
11	each	Horn/Strobe
1	each	Strobe

35. GAYTON GROUP HOME -10700 Gayton Road

1	each	Notifier #500 Panel
7	each	Smoke Detector
5	each	Horn/Strobe
5	each	Red Pull Station

36. GAYTON LIBRARY - 10600 Gayton Road

1	each	Simplex #4001 Panel
2	each	Smoke Detector
4	each	Red Pull Station
4	each	Horn
3	each	Duct Detector

37. GLEN ALLEN LIBRARY - 10501 Staples Mill Road

1	each	Honeywell
25	each	Smoke Detector
20	each	Red Pull Station
8	each	Horn
2	each	Duct Detector

38. GLEN ECHO BUILDING - 3810 Nine Mile Road

1	each	Simplex #2001 Control Panel
4	each	Simplex #4251-20 Red Pull Station
28	each	Simplex #4259-36 Smoke Detector
5	each	Simplex #4051 Horn

39. HENRICO THEATRE - 305 East Nine Mile Road

1	each	Notifire AFP400
12	each	Pull Station
11	each	Smoke Detector
3	each	Duct Detector
5	each	Heat Detector
25	each	Horn/Strobe
6	each	Strobe

40. HUMAN SERVICES BUILDING - 8600 Dixon Powers Drive
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Simplex #2001 Control Panel
1	each	Simplex #4002 Control Panel
9	each	Pull Station
28	each	Audio/Visual Enunciators
46	each	Smoke Detector
20	each	Duct Detector

41. JAIL EAST -17320 New Kent Hwy, Barhamsville, VA 23011 (10 Buildings)
***TESTING REQUIRES ESCORT FROM JAIL**

9	each	4020 Panels Multi-Plex to CRT in control
1	each	4001 Panel
267	each	Smoke Detector
68	each	Duct Detector
47	each	Pull Station
54	each	Strobe
234	each	Horn/Strobe
23	each	Heat Detector

42. JAIL WEST- 4301 E. Parham Road
***TESTING REQUIRES ESCORT FROM JAIL**

1	each	Notifier AM 2020
348	each	Smoke Detector
36	each	Duct Detector
45	each	Heat Detector
59	each	Pull Station
35	each	Strobe
69	each	Horn/Strobe
4	each	Signal Power Extenders

43. JUVENILE COURTS AND PROBATION- 4201 E. Parham Road
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	EST II Fire Alarm Control Panel
2	each	Signal Power Extender
30	each	Siga PS Smoke Detector
3	each	Duct Smoke Detector
2	each	Heat Detector
12	each	Pull Station
8	each	Strobe
14	each	Horn/Strobe
8	each	Horn

44. JUVENILE DETENTION- 4201 E. Parham Road

1	each	EST II FACP
37	each	Siga PS Smoke Detector
7	each	Heat7Detector
7	each	Pull Station
15	each	Horn Lights

45. LAKESIDE CENTER - 5623 Lakeside Avenue

1	each	Notifier
4	each	Red Pull Station
11	each	Smoke Detector
15	each	Horn/Strobe
23	each	Strobe

46. MENTAL HEALTH CENTER - 10299 Woodman Road
***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	4002 FACP
13	each	Pull Station
21	each	Smoke Detector
6	each	Duct Detector
2	each	Heat Detector
10	each	Strobe
41	each	Horn/Strobe
1	each	Signal Power Extender

47. NORTH PARK LIBRARY - 8508 Franconia Road

1	each	EST EST II
10	each	Smoke Detector
2	ach	Duct Detector
6	each	Pull Station
7	each	Strobe
10	Each	Horn/Strobe

48. PARKING DECK - 4301 E. Parham Road

1	each	EST LSS4
9	each	Smoke Detector

49. POLICE CENTRAL BUILDING – 7850 Villa Park Drive

1	each	EST
4	each	Pull Station
1	each	Duct Detector
1	each	Smoke Detector
17	each	Horn/Strobe

50. POLICE FIRING RANGE - Lafrance and Portugese Road

1	each	FCI 7100 FACP
13	each	Smoke Detector
1	each	Duct Detector
2	each	Pull Station
5	each	Horn/Strobe
2	each	Strobe

51. PUBLIC SAFETY BUILDING - 7721 E. Parham Road

***ALL INSPECTIONS MUST BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	4020 FACP
1	each	Enunciator
15	each	Smoke Detector
15	each	Duct Detector
11	each	Pull Station
38	each	Strobe
50	each	Horn/Strobe

52. PURCHASING – 8600 Staples Mill Road

***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Honeywell Vista 128FBP Combo Fire & Security
7	each	Smoke Detector
1	each	Horn
2	each	Horn/Strobe
1	each	Strobe

53. RECREATION & PARKS – 8602 Staples Mill Road

1	each	Omegalarm
3	each	Smoke Detector
3	each	Heat Detector

54. RISK MANAGEMENT SERVICES – 8604 Staples Mill Road

***ALL INSPECTIONS SHALL BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Honeywell Vista 128FBP Combo Fire & Security
10	each	Smoke Detector
3	each	Pull Station
10	each	Horn/Strobe
1	each	Strobe

55. ROAD CREW BUILDING - 10321 Woodman Road

PUBLIC WORKS BUILDING - 10431 Woodman Road

1	each	Simplex 4020-8001 Addressable Fire Alarm Control Panel
1	each	Simplex 4603 Enunciator
13	each	Pull Station
9	each	Duct Detector
4	each	Flow Switches
18	each	Audio Visual Alarms
7	each	Visual Only Alarms

56. SANDSTON LIBRARY - 12 E. Williamsburg Road

1	each	4005 FACP
1	each	Signal Power Expander
22	each	Smoke Detector
5	each	Pull Station
1	each	Duct Detector

57. TACTICAL SERVICE BUILDING – 420 Dabbs House Road

1	each	FCI FC-72 Panel
7	each	Smoke Detector
3	each	Pull Station
4	each	Horn/Strobe

58. TRAINING CENTER - 7701 E. Parham Road

***ALL INSPECTIONS MUST BE DONE AFTER NORMAL BUSINESS HOURS**

1	each	Notifier AFP 200
40	each	Smoke Detector
9	each	Duct Detector
6	each	Heat Detector
19	each	Pull Station
2	each	Signal Power Extenders
53	each	Horn/Strobe
34	each	Strobe

59. TUCKAHOE ANNEX/ FIRE LOGISTICS - 1700 Parham Road

1	each	MS9050 UD
1	each	Smoke Detector
1	each	Duct Detector
2	each	Heat Detector
7	Each	Pull Station
2	Each	Strobe
2	Each	Horn/Strobe

60. TUCKAHOE AREA LIBRARY - 1901 Starling Drive

1	each	Pyrotronics
16	each	Smoke Detector
4	each	Duct Detector
2	each	Heat Detector
14	each	Pull Station
11	each	Strobe
27	each	Horn/Strobe

61. TWIN HICKORY AREA LIBRARY - 5001 Twin Hickory Road

1	each	Seimens, FS-250
22	each	Smoke Detector
6	each	Duct Detector
4	each	Heat Detector
12	each	Pull Station
29	each	Strobe
13	each	Horn/Strobe

62. VARINA LIBRARY - 2001 Library Road

1	each	Edwards #6500 Panel
5	each	Edwards Smoke Detector
2	each	Horn

63. WATER RECLAMATION FACILITY - 9101 WRVA Road (5 Buildings)
***ALL INSPECTIONS SHALL BE DONE DURING NORMAL BUSINESS HOURS (Monday thru Friday; 7:00 am – 4:30 pm)**

1	each	EST EST II
12	each	Duct Detector
36	each	Horn/Strobe
24	each	Pull Station
1	each	Tamper Switch

SCHOOLS

ELEMENTARY SCHOOLS

64. ADAMS ELEMENTARY - 600 South Laburnum Avenue
FCI 7100

12	each	Pull Station
8	each	Horn/Strobe
12	each	Duct Detector

65. ASHE ELEMENTARY - 1001 Cedar Fork Road
Notifier 1010

19	each	Pull Station
55	each	Horn/Strobe
6	each	Smoke Detector
6	each	Duct Detector
32	each	Strobe

66. BAKER ELEMENTARY - 6651 Wilson Road
Siemans MXL-IQ

17	each	Pull Station
12	each	Horn/Strobe
4	each	Smoke Detector
1	each	Heat Detector
6	each	Duct Detector

67. CARVER ELEMENTARY - 1801 Lauderdale Road
FCI 710

17	each	Pull Station
14	each	Horn/Strobe
4	each	Smoke Detector
1	each	Heat Detector
12	each	Duct Detector

68. CHAMBERLAYNE ELEMENTARY - 8200 St. Charles Road (multi-purpose building)

Standard 700

3	each	Pull Station
2	each	Horn/Strobe

69. COLONIAL TRAIL ELEMENTARY - 12101 Bacova Drive

Notifier Aft 2020

18	each	Pull Station
40	each	Strobe
73	each	Horn/Strobe
29	each	Smoke Detector
8	each	Duct Detector
4	each	Heat Detector

70. CRESTVIEW ELEMENTARY - 1901 Charles Street

Firelite MS 1050UD

17	each	Pull Station
13	each	Horn/Strobe
10	each	Smoke Detector

71. DAVID A. KAECHELE ELEMENTARY - 5680 Pouncey Tract Road

Notifier NFS-640

25	each	Pull Station
54	each	Strobe
38	each	Smoke Detector
9	each	Duct Detector
8	each	Heat Detector
29	each	Speaker
83	each	Speaker Strobe

72. DAVIS ELEMENTARY - 8801 Nesslewood Drive (multi-purpose)

Standard 7000

3	each	Pull Station
2	each	Horn/Strobe

73. DONAHOE ELEMENTARY - 1801 Graves Road

Simplex 2001

19	each	Pull Station
14	each	Horn/Strobe

74. DUMBARTON ELEMENTARY - 9000 Hungary Spring Road

Firelite MS 4

13	each	Pull Station
18	each	Horn/Strobe
6	each	Smoke Detector
1	each	Horn

75. ECHO LAKE ELEMENTARY - 5200 Francistown Road

Notifier AFP-400

19	each	Pull Station
43	each	Horn/Strobe
28	each	Smoke Detector
6	each	Duct Detector
1	each	Heat Detector
66	each	Strobe

76. FAIR OAKS ELEMENTARY - 201 Jennings Road

Siemans RCC-1

19	each	Pull Station
14	each	Horn/Strobe
4	each	Smoke Detector

77. GAYTON ELEMENTARY - 12484 Church Road

Simplex 4002

14	each	Pull Station
17	each	Horn/Strobe
4	each	Smoke Detector
6	each	Duct Detector
4	each	Heat Detector

78. GLEN ALLEN ELEMENTARY - 11101 Mill Road

FCI FC72

21	each	Pull Station
4	each	Horn/Strobe
1	each	Smoke Detector
7	each	Horn

79. GLEN LEA ELEMENTARY - 3909 Austin Avenue

Simplex 4810-9001

15	each	Pull Station
60	each	Horn/Strobe
25	each	Smoke Detector
13	each	Horn
5	each	Duct Detector
24	each	Strobe

80. GREENWOOD ELEMENTARY - 10960 Greenwood Road

Notfire 640

1	each	Notifire 640
28	each	Smoke Detector
16	each	Duct Detector
3	each	Heat Detector
14	each	Pull Station
36	each	Strobe
73	each	Horn/Strobe

81. HARVIE ELEMENTARY - 3401 Harvie Road

Siemans MXL-IQ

16	each	Pull Station
82	each	Horn/Strobe
24	each	Smoke Detector
9	each	Duct Detector
52	each	Strobe
4	each	Heat Detector

82. HIGHLAND SPRINGS ELEMENTARY - 600 West Pleasant Street

Firelite 4424

10	each	Pull Station
13	each	Horn

83. JOHNSON ELEMENTARY - 5600 Bethlehem Road

Notifier NFS-320

11	each	Pull Station
53	each	Strobe
45	each	Horn/Strobe
8	each	Smoke Detector
4	each	Duct Detector
6	each	Heat Detector

84. JOHNSON ELEMENTARY - 5600 Bethlehem Road (Multi-Purpose Bldg.)

Notifier SFP-400

5	each	Pull Station
12	each	Horn/Strobe
1	each	Duct Detector

85. LABURNUM ELEMENTARY - 500 Meriwether Avenue

Simplex 41010

14	each	Pull Station
57	each	Horn/Strobe
11	each	Smoke Detector
7	each	Duct Detector
38	each	Strobe

86. LAKESIDE ELEMENTARY - 6700 Cedar Croft Street

Notifier 1010

8	each	Pull Station
71	each	Horn/Strobe
4	each	Smoke Detector
8	each	Duct Detector
13	each	Strobe

87. LONGAN ELEMENTARY - 9200 Mapleview Avenue

Simplex 4208

6	each	Pull Station
4	each	Horn

88. LONGDALE ELEMENTARY - 9500 Norfolk Street

Notifier 5000

19	each	Pull Station
20	each	Horn/Strobe
10	each	Smoke Detector
7	each	Duct Detector

89. MAYBEURY ELEMENTARY - 901 Maybeury Drive

EST Quickstart

13	each	Pull Station
63	each	Horn/Strobe
3	each	Smoke Detector
1	each	Duct Detector

90. MEHFOUND ELEMENTARY - 8320 Buffin Road

Simplex 4001

17	each	Pull Station
15	each	Horn/Strobe
1	each	Smoke Detector
4	each	Heat Detector

91. MONTROSE ELEMENTARY - 2820 Williamsburg Road

Notifier 4885

16	each	Pull Station
12	each	Horn/Strobe
4	each	Duct Detector

92. NUCKOLS FARM ELEMENTARY - 12351 5915 Nine Mile Road

Pyrotronics MXL-IQ

18	each	Pull Station
91	each	Horn/Strobe
33	each	Strobe
6	each	Smoke Detector
7	each	Duct Detector

93. PEMBERTON ELEMENTARY - 1400 Pemberton Road

Edwards 6500

9	each	Pull Station
9	each	Horn

94. PINCHBECK ELMENTARY 1225 Gaskins Road

EST EST 1-2Z

3	each	Pull Station
3	each	Horn/Strobe

95. RATCLIFFE ELMENTARY 2901 Thalen Street

Edwards 5754B

22	each	Pull Station
124	each	Horn/Strobe
34	each	Smoke Detector
16	each	Duct Detector
5	each	Heat Detector
22	Each	Strobe

96. RIDGE ELEMENTARY - 8910 Three Chopt Road

Simplex 4010

13	each	Pull Station
45	each	Horn/Strobe
1	each	Smoke Detector
2	each	Heat Detector
10	each	Duct Detector
37	Each	Strobe

97. RIVERS EDGE ELEMENTARY - 11600 Holman Ridge Road

Notifier NFS640

15	each	Pull Station
49	each	Horn/Strobe
71	each	Strobe
43	each	Smoke Detector
4	each	Duct Detector
2	each	Heat Detector
8	each	Magnetic Door Holder

98. SANDSTON ELEMENTARY - 7 Naglee Avenue

Faraday PC 1500

10	each	Pull Station
26	each	Horn/Strobe
4	each	Strobe
13	each	Smoke Detector

99. SEVEN PINES ELEMENTARY - 301 Beulah Road

Edwards CCVA-L

9	each	Pull Station
2	each	Horn

100. SEVEN PINES ELEMENTARY - Multi Purpose Building-301 Beulah Road

Firelite MS 2

6	each	Pull Station
2	each	Horn

101. SHADY GROVE ELEMENTARY - 12200 Wyndham Lake Drive

Notifier 5000

17	each	Pull Station
15	each	Horn/Strobe
6	each	Smoke Detector
6	each	Duct Detector

102. SHORT PUMP ELEMENTARY - 3452 Pump Road

Notifier 5000

20	each	Pull Station
14	each	Horn/Strobe
25	each	Strobe
5	each	Smoke Detector

103. SKIPWITH ELEMENTARY - 2401 Skipwith Road

Edwards 5754B

13	each	Pull Station
14	each	Horn/Strobe
5	each	Smoke Detector

104. SPRINGFIELD PARK ELEMENTARY - 4301 Fort McHenry Parkway

Pyrotronics MXL-IQ

19	each	Pull Station
83	each	Horn/Strobe
7	each	Smoke Detector
7	each	Duct Detector
1	each	Horn
35	each	Strobe

105. THREE CHOPT ELEMENTARY - 1600 Skipwith Road

Firelite MS4424B

9	each	Pull Station
5	each	Horn

106. TREWETT ELEMENTARY - 2300 Trevvett Drive

Pyrotronics MXL

15	each	Pull Station
48	each	Horn/Strobe
1	each	Smoke Detector
7	each	Duct Detector
11	each	Strobe

107. TUCKAHOE ELEMENTARY - 701 Forest Avenue

Firelite MS 4424

22	each	Pull Station
22	each	Horn

108. TWIN HICKORY ELEMENTARY - 4900 Twin Hickory Lake Drive

Notifier AFO 400

14	each	Pull Station
16	each	Strobe
62	each	Horn/Strobe
3	each	Smoke Detector
7	each	Duct Detector

109. VARINA ELEMENTARY - 2551 New Market Road

Simplex 4001

17	each	Strobe
21	each	Horn/Strobe
1	each	Smoke Detector
4	each	Heat Detector

110. WARD ELEMENTARY - 3400 Darbytown Road

Notifier AFP1010

16	each	Pull Station
85	each	Horn/Strobe
6	each	Smoke Detector
6	each	Duct Detector
36	each	Strobe

MIDDLE SCHOOLS

111. BROOKLAND MIDDLE - 9200 Lydell Drive

Firelite 4424

10	each	Pull Station
1	each	Horn/Strobe

112. BYRD MIDDLE - 9400 Quioccasin Road

Siemens Apogee

27	each	Pull Station
25	each	Horn/Strobe
12	each	Duct Detector
4	each	Heat Detector

113. ELKO MIDDLE - 5901 Elko Road

Notifier AFT2020

23	each	Pull Station
124	each	Horn/Strobe
78	each	Smoke Detector
4	each	Duct Detector
2	each	Heat Detector
51	each	Strobe

114. FAIRFIELD MIDDLE - 5121 Nine Mile Road

Siemens Apogee 4824

26	each	Pull Station
24	each	Horn/Strobe

115. HUNGRY CREEK MIDDLE - 4909 Francistown Road

Notifier 640

22	each	Pull Station
128	each	Horn/Strobe
34	each	Smoke Detector
5	each	Duct Detector
4	each	Heat Detector
29	each	Strobe

116. HOLMAN MIDDLE – 600 Concourse Blvd

Notifier AFP400

25	each	Pull Station
111	each	Horn/Strobe
79	each	Smoke Detector
4	each	Duct Detector
5	each	Heat Detector
50	each	Strobe
28	each	Magnetic Door Handler

117. MOODY MIDDLE - 7800 Woodman Road

Notifier AFP 400

29	each	Pull Station
4	each	Horn/Strobe
55	each	Smoke Detector
6	each	Duct Detector
1	each	Heat Detector
28	each	Strobe

118. MOUNT VERNON MIDDLE - 7800 Woodman Road

Simplex 4020

9	each	Pull Station
72	each	Horn/Strobe
6	each	Smoke Detector
4	each	Duct Detector

119. NEW BRIDGE MIDDLE - 5915 Nine Mile Road

Pyrotronics MXL

18	each	Pull Station
65	each	Horn/Strobe
36	each	Strobe

120. POCAHONTAS MIDDLE - 12000 Three Chopt Road

Notifier AFP 400

22	each	Pull Station
124	each	Horn/Strobe
34	each	Smoke Detector
16	each	Duct Detector
5	each	Heat Detector
22	each	Strobe

121. JOHN ROLFE MIDDLE - 6901 Messer Road

EST II

18	each	Pull Station
23	each	Horn/Strobe
2	each	Smoke Detector
16	each	Duct Detector
8	each	Strobe

122. SHORT PUMP MIDDLE - 4701 Pouncey Tract Road

Simplex 4100

32	each	Pull Station
32	each	Horn/Strobe
26	each	Smoke Detector
7	each	Duct Detector
8	each	Heat Detector

123. TUCKAHOE MIDDLE WYTHE BUILDING - 9000 Three Chopt Road

Johnson/Standard

4	each	Pull Station
3	each	Horn
6	each	Heat Detector

124. WILDER MIDDLE - 6900 Wilkinson Road

Notifier AFP 2020

23	each	Pull Station
124	each	Horn/Strobe
30	each	Smoke Detector
12	each	Duct Detector
3	each	Heat Detector
21	each	Strobe

HIGH SCHOOLS

125. DEEP RUN HIGH - 4801 Twin Hickory Road

Notifier AFP 400

36	each	Pull Station
164	each	Horn/Strobe
81	each	Smoke Detector
11	each	Duct Detector
6	each	Heat Detector
22	each	Strobe

126. FREEMAN HIGH - 8701 Three Chopt Road

Siemens Apogee 4824

31	each	Pull Station
36	each	Horn/Strobe
2	each	Duct Detector

127. FREEMAN HIGH SCHOOL FIELDHOUSE - 8701 Three Chopt Road

Simplex

6	each	Pull Station
6	each	Horn/Strobe
2	each	Smoke Detector

128. GLEN ALLEN HIGH Concession Building - 10700 Staples Mill Road

Notifier NFS-640

2	each	Pull Station
2	each	Smoke Detector
1	each	Duct Detector

129. GODWIN HIGH - 2101 Pump Road

EST Quickstart

38	each	Pull Station
25	each	Horn/Strobe
93	each	Smoke Detector
12	each	Duct Detector
4	each	Strobe
35	each	Horn

130. HERMITAGE HIGH & TECHNICAL CENTER – 8301 Hungary Spring Road

EST EST II

41	each	Pull Station
49	each	Horn/Strobe
9	each	Smoke Detector
44	each	Duct Detector
2	each	Heat Detector

131. HIGHLAND SPRINGS HIGH – 15 S. Oak Avenue

Notifier 640

49	each	Pull Station
84	each	Horn/Strobe
37	each	Smoke Detector
32	each	Duct Detector
10	each	Heat Detector
209	each	Strobe

132. HIGHLAND SPRINGS HIGH - 100 Tech Drive

Firelite MS 4

9	each	Pull Station
10	each	Horn/Strobe
1	each	Smoke Detector
1	each	Heat Detector
1	each	Horn

133. TUCKER HIGH FIELD HOUSE/IMMERSION - 2910 Parham Road

Notifier 320

7	each	Pull Station
12	each	Horn/Strobe
7	each	Smoke Detector
3	each	Heat Detector
13	each	Strobe

134. TUCKER HIGH SPECIALTY CENTER – 2910 Parham Road

Autocall Merlin

3	each	Pull Station
10	each	Horn/Strobe
1	each	Duct Detector

135. VA RANDOLPH BUILDING A – 2204 Mountain Road

Pyrotronics MXL

16	each	Pull Station
54	each	Horn/Strobe
3	each	Duct Detector
16	each	Strobe

136. VA RANDOLPH SHOP – 2204 Mountain Road

Edwards 5754-B

9	each	Pull Station
8	each	Horn

137. VA RANDOLPH SPECIAL ED – 2204 Mountain Road

Standard 7000

5	each	Pull Station
4	each	Horn/Strobe

138. VARINA HIGH - 7053 Messer Road

Simplex 4020

9	each	Pull Station
30	each	Horn/Strobe
1	each	Duct Detector

139. VARINA HIGH BUILDING Q - 7053 Messer Road

Simplex 4010

10	each	Pull Station
18	each	Horn/Strobe
1	each	Smoke Detector
2	each	Duct Detector

140. VARINA HIGH FIELDHOUSE & WEIGHT -7053 Messer Road

Firelite MS8050UD

8	each	Pull Station
12	each	Horn/Strobe
1	each	Smoke Detector
4	each	Detector
4	each	Strobe

141. ADULT EDUCATION BUILDING - 201 East Nine Mile Road

Simplex 4002

8	each	Pull Station
10	each	Strobe
9	each	Smoke Detector
1	each	Duct Detector

142. CONSTRUCTION AND MAINTENANCE – 406 Dabbs House Road

Fireshield EST

7	each	Pull Station
9	each	Horn/Strobe
16	each	Smoke Detector

B. SPECIFIC REQUIREMENTS:

1. Inspection Report

After each building inspection, the Successful Bidder shall provide the County's Buildings and Grounds Manager/Henrico County Public Schools Electronic Technician or their designated representative with a detailed inspection report. This report shall contain the following information:

a. Building location, room number
b. Date of inspection
c. Location of device
d. Type of Device, model number
e. Where zone device reports to
f. Status of device
g. Sensitivity reading (when applicable)

h. Type of system
i. Battery conditions (where applicable):
   i. Float Voltage
   ii. Open Voltage
   iii. Load Voltage
   iv. Breaker Locations

2. Repair Service – Replacement Parts and/or Components

The Successful Bidder shall replace worn or defective parts and/or components as deemed necessary at the time of the inspection. The Successful Bidder however, will obtain prior approval from the Building and Grounds Manager/Henrico County Public Schools Electronic Technician or their designated representative before proceeding with the replacement or repairs. Parts or components must be of the same quality as of the original manufacturer. The Successful Bidder shall bill the County for the parts and/or components at their current published list price less discount offered on the Bid Form. Labor to remove and replace parts and/or components shall be billed at the hourly rate indicated on the Bid Form, Lot 2.

Hours for work performed on a time and material basis under this contract shall be paid only for productive time on the job site. Time spent for transportation of workers, material acquisition, handling and delivery of Successful Bidder owned or rented equipment and breaks for lunch or other time the employees are away from the job site are not chargeable. **No addition costs will be allowed.**

3. Emergency Services

The Successful Bidder shall provide emergency service on the fire alarm system equipment as needed and requested by the County. Emergency service shall be provided 24 hours per day, seven days per week, including holidays. Service personnel shall respond at the site within 4 hours after receiving the emergency call. The Successful Bidder shall provide Normal and Emergency contacts list (Attachment E). The Successful Bidder shall invoice the County for replacement parts and/or components using the current published list price less discount offered in the contract. Labor shall be calculated as follows:

a. Regular time will be the normal County's business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday, unless otherwise authorized by the County.

b. Overtime shall be work done at times other than normal business hours.

c. Holiday rates go into effect on the holidays observed by the Successful Bidder. Bidder shall indicate holidays observed on the Bid Form.

4. Payment Requirements

A copy of the signed inspection report referenced in Section B shall be included with the Successful Bidder's invoices for payment. A detailed invoice must be provided.

If other services are provided outside of the preventive maintenance, the invoices must include services provided, date of service, number of employees and hours of work, hourly rate per each employee, cost of parts as applicable and any other pertinent information.

The County will check the Successful Bidder's invoices to verify all charges. If a discrepancy is discovered, adjustments shall be immediately made to reflect the discrepancy. Should a credit balance remain after the expiration or cancellation of the contract, the Successful Bidder will pay the County the amount owed.

Invoices shall be sent to:

County of Henrico
General Services Division
P.O. Box 90775
Henrico, VA 23273

Henrico County Public Schools
P.O. Box 23120
Henrico, VA 23223

County of Henrico
Public Utilities – Water Reclamation Facilities
9101 WRVA Road
Henrico, VA 23231

5. Other Services

The Successful Bidder may be requested to perform system renovations, upgrades and installations. All renovations, upgrades and installations shall be in accordance with the guidelines of NFPA and ADA. Compensation will be on a time and materials basis using hourly rates submitted on the Bid Form, Lot 3.

The County reserves the right to make or obtain other repair cost estimates prior to authorizing the Successful Bidder to proceed in order to comply with the requirement of State regulations to determine cost reasonableness. If the cost estimate is considered not to be reasonable, the County reserves the right to obtain repairs from another source.

C. REFERENCES:

The Successful Bidder shall use trained personnel experienced in the work engaged with a minimum of 5 years experience. The Successful Bidder will provide a minimum of five (5) references showing experience in the testing of different types and manufacturers of fire alarm equipment. Employees performing the work will possess NICET OR NETA OR NETA certification. Copies of certification should accompany bid package. All inspections, repairs, and upgrades will be performed in accordance with NFPA standards. The Successful Bidder will possess a Class A license. (See Attachment B)

II. GENERAL TERMS AND CONDITIONS:

All Bidders shall note that the Invitation for Bid (IFB) method of procurement does not allow any modifications or exceptions to the County's Section II., GENERAL TERMS AND CONDITIONS. Any modifications or exceptions made to this section shall cause your bid response to be considered non-responsive.

A. Addenda:

1. Bidders are welcome to provide comments regarding how the bid documents, specifications or drawings can be improved. Bidders requesting clarification or

interpretation of or improvements to the bid general terms, conditions, specifications or drawings shall make a written request which must reach the Purchasing Division, Department of Finance, at least eight (8) calendar days prior to the date set for the receipt of bids.

2. Any changes to the bid general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Purchasing Division and it shall be signed by the Director of Purchasing, Department of Finance or a duly authorized representative.

3. An addendum shall be issued no later than six (6) calendar days prior to the date set for the receipt of bids. An addendum extending the date for the receipt of bids or an addendum withdrawing the Invitation for Bid may be issued anytime prior to the date set for the receipt of bids.

4. Each Bidder shall be responsible for determining that all addenda issued by the Purchasing Division for the Invitation for Bid have been received before submitting a bid for the work.

5. Each Bidder shall acknowledge the receipt of each addendum on the Bid Form.

B. Annual Appropriations:

It is understood and agreed that this contract shall be subject to annual appropriations by the Board of County Supervisors (the "Board"). Should the Board fail to appropriate funds for this contract, the contract shall be terminated when existing funding is exhausted. The Successful Bidder ("Successful Bidder") shall not be entitled to seek redress from the County of Henrico, Virginia (the "County") should the Board fail to make annual appropriations for this contract.

C. Authorization to Transact Business in the Commonwealth (Va. Code §2.2-4311.2):

1. Any business entity that enters into a written contract with the County of Henrico (the "County") that is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law.

2. Any business entity described in paragraph C.1 above that enters into a contract with the County shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth of Virginia if so required by Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the contract.

3. Any business entity organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its bid or proposal the identification number issued to it by the State Corporation Commission. (Attachmnet A) Any business entity 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 bid or proposal a statement describing why the Bidder or offeror is not required to be so authorized.

4. A Bidder described in subsection 3 that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of Finance, his designee, or the County Manager.

5. Any falsification or misrepresentation contained in the statement submitted by the Bidder pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

6. The County may, in its sole discretion, void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section, entitled "Authorization to Transaction Business in the Commonwealth."

D. Award of Contract:

1. The Purchasing Division reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids. The reasons for the rejection shall be made a part of the contract file.

2. In case of a tie bid, preference shall be given to goods, services, and construction produced in the County of Henrico or the State of Virginia or provided by persons, firms or corporations having principal places of business in the County of Henrico or the State of Virginia, if such a choice is available; otherwise the tie shall be decided by lot. A County of Henrico business shall be given preference over a State of Virginia business, if such a choice is available.

3. The Purchasing Division shall have the right, before awarding the contract, to require a Bidder to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a Bidder. (See Attachment B)

4. It is the intent of the County of Henrico to award a contract to the lowest responsive and responsible Bidder provided the bid does not exceed the funds available for the contract. **This bid will be awarded by total bid price (Lots 1, 2 and 3).** (See the Bid Form)

5. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the Purchasing Division website: http:/henrico.us/purchasing

6. The Bidder to whom the contract is awarded shall, within fifteen (15) days after prescribed documents are presented for signature, execute and deliver to the Purchasing Division the contract forms and any other forms required by the bid.

E. Bid Security:

Bidder is not required to furnish a bid security with this bid.

F. Bidder's Representation:

1. By submitting a bid in response to this Invitation for Bid, the Bidder certifies that it has read and understands the bid documents, specifications, and drawings, if any, and has familiarized itself with all federal, state and local laws, ordinances, rules

and regulations that in any manner may affect the cost, progress or performance of the work.

2. The failure or omission of any Bidder to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site(s), shall in no way relieve any Bidder from any obligations with respect to its bid or to the contract.

G. Bonds:

The Successful Bidder is not required to furnish a Performance Bond and a Payment Bond for this contract.

H. Collusion:

By submitting a bid in response to this Invitation for Bid, the Bidder represents that 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, Bidder 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. § 1) or Va. Code §§ 59.1-9.1 through 59.1-9.17 or §§ 59.1-68.6 through 59.1-68.8.

I. Compensation:

1. The County shall not pay for any goods or services until the same have been actually received.

2. Successful Bidder shall provide the Purchasing Division their social security number upon request. Proprietorships, partnerships and corporations shall provide their federal employer identification numbers upon request (Va. Code § 2.2-4354.2).

3. The Successful Bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The Successful Bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.

4. Cash discounts shall be deducted in accordance with the terms of the bid.

5. Payment shall be rendered to the Successful Bidder for satisfactory performance compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five days after goods or services are received or not more than forty-five (45) days after the Successful Bidder renders an invoice to the County, whichever is later (Va. Code § 2.2-4352).

6. Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the County fails to pay by the payment date, the County agrees to pay the financial charge assessed by the Successful Bidder, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

J. Contract Period:

1. The initial contract period shall be from date of award through a one year period. Contract prices shall remain firm for the contract period.

2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.

3. The Successful Bidder should submit any proposed price changes and a report on the annual volume of business resulting from this contract to the Purchasing Division at least ninety (90) days prior to the contract renewal date. If accepted by the Purchasing Division, the prices shall remain firm for each renewal year.

4. The contract shall not exceed a maximum of five (5) years.

K. Controlling Law; Venue

This contract is made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this Invitation for Bid, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

L. County License Requirement:

1. If a business is located in the County, it shall be unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your bid. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

2. If you are a contractor or speculative builder and (i) your principal or branch office is in the County or (ii) you do more than $25,000 of business in the County, you are required to have a business license from the County. If you meet either of the above requirements, include a copy of your current license with your bid. The terms "contractor" and speculative builder" are defined in the County Code, §§ 20-558 and 20-560. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

M. Default:

1. If the Successful Bidder is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Bidder to be in default. In the event of default, the County will provide the Successful Bidder with written notice of default, and the Successful Bidder shall provide a plan to correct said default within 20 calendar days of the County's notice of default.

2. If the Successful Bidder fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Bidder shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

N. Drug-Free Workplace to be Maintained by the Contractor (Va. Code § 2.2-4312)

1. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. 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 in accordance with the Virginia Public Procurement Act, 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.

O. Employment Discrimination by Successful Bidder Prohibited:

1. During the performance of this contract, the Successful Bidder agrees as follows (Va. Code § 2.2-4311):

   (a) The Successful Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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 Successful Bidder. The Successful Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.

   (b) The Successful Bidder, in all solicitations or advertisements for employees placed by or on behalf of the Successful Bidder, 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 the requirements of this section.

2. The Successful Bidder shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

P. Employment of Unauthorized Aliens Prohibited:

As required by Va. Code §2.2-4311.1, the Successful Bidder does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Q. Environmental Management:

Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations. Contractor is expected to abide by the County of Henrico's Environmental Policy Statement which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. Contractor is responsible for ensuring that all employees conducting activities on behalf of the County are properly trained to carry out environmental responsibilities. Contractor shall immediately communicate any environmental concerns or incidents to the appropriate County staff. http://www.henrico.us/pdfs/hr/risk/env_policy.pdf

R. General:

1. Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received in person or via special courier service in the Purchasing Division, Department of Finance, 8600 Staples Mill Road, Henrico, Virginia 23228-2360 or through the regular mail by the U.S. Postal Service, P.O. Box 90775, Henrico, Virginia 23273-0775 until, but no later than the time and date specified in the Invitation for Bid.

2. In the solicitation or awarding of contracts, the County of Henrico shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.

3. The County of Henrico utilizes the Commonwealth of Virginia eVA Supplier Web Site for selection of Bidders. If your company is not registered, a supplier application is available on the eVA web site, http://www.eva.state.va.us

S. Indemnification:

The Successful Bidder agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County's officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Bidder, provided that such liability is not attributable to the County's sole negligence.

T. Insurance:

The Successful Bidder shall maintain insurance to protect itself and the County of Henrico from claims for damages for personal injury, including death, and for damages to property, which may arise from operations under this contract. Such insurance shall conform to the enclosed County Insurance Specifications. (See Attachment C)

U. Modification of Bids:

1. A bid may be modified or withdrawn by the Bidder anytime prior to the time and date set for the receipt of bids. The Bidder shall notify the Purchasing Division in writing of its intentions.

2. Modified and withdrawn bids may be resubmitted to the Purchasing Division up to the time and date set for the receipt of bids.

3. No bid can be withdrawn after the time set for the receipt of bids and for ninety (90) days thereafter except as provided under the Withdrawal of Bid due to Error section.

V. Negotiation with the Lowest Bidder:

1. If all bids received exceed the available funds for the proposed purchase, the County, pursuant to County Code provisions, may meet with the lowest responsive and responsible Bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds (County Code16-48).

2. After bid negotiations, the lowest responsible Bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.

3. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsible Bidder based upon the amended bid.

4. If the County and the lowest responsible Bidder cannot negotiate a contract within available funds, all bids shall be rejected.

W. No Discrimination against Faith-Based Organizations:

Henrico County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

X. Opening of Bids:

1. All bids received on time in the Purchasing Division shall be opened and publicly read aloud.

2. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract (Va. Code § 2.2-4342C).

3. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records (Va. Code § 2.2-4342E).

Y. Product Evaluation/Testing:

1. The Purchasing Division shall have the option to evaluate and/or test any item offered in this Invitation for Bid prior to award of the contract. If the Purchasing Division elects to evaluate and/or test an item, the Bidder shall provide all samples required for evaluation and/or testing at no charge within **7 (seven) calendar days** of the request by the Purchasing Division. Samples shall be sent to:

   County of Henrico
   Attention: Leisel Collins
   Purchasing Division
   8600 Staples Mill Road
   Henrico, VA 23228

2. Upon the completion of the evaluation and/or testing by the Purchasing Division, the Bidder shall be responsible for the pick-up/return freight of the samples. If return arrangements are not confirmed within seven (7) calendar days after notification from the Purchasing Division that samples are available for return, the Purchasing Division reserves the right to dispose of said samples.

Z. Record Retention/County Audits:

1. The Successful Bidder shall retain, during the performance of the contract and for a period of five years from the completion of the contract, all records pertaining to the Successful Bidder's bid and any contract awarded pursuant to this Invitation for Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including Successful Bidder's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Bidder's normal working hours.

2. County personnel may perform in-progress and post-performance audits of the Successful Bidder's records as a result of a contract awarded pursuant to this Invitation for Bid. Files shall be available on demand and without notice during normal working hours.

AA. Safety:

1. The Successful Bidder shall comply with and ensure that the Successful Bidder's personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Bidder shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and materials to safely accomplish the work specified and performed by the Successful Bidder.

2. The Successful Bidder shall have, at each location at which the Successful Bidder provides goods and/or services, a supervisor who is competent, qualified, or authorized on the work site, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and must be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Bidder's personnel from the work site.

3. In the event the County determines any operations of the Successful Bidder to be hazardous, the Successful Bidder shall immediately discontinue such operations upon receipt of wither written or oral notice by the County to discontinue such practice.

BB. Small, Women-Owned and Minority-Owned (SWAM) Business:

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Request for Proposals. All solicitations are posted on the County's Internet site at www.henrico.us/purchasing/ and may be viewed under the Bids and Proposals link on the homepage.

CC. Subcontracts:

1. No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the Contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

2. The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises. For assistance in finding subcontractors, contact the Supplier Relations Manager (804-501-5689) or the Virginia Department of Small Business & Supplier Diversity (SBSD) www.sbsd.virginia.gov.

DD. Submission of Bids:

1. All Bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Division shall not accept oral bids or bids received by telephone, telecopier (FAX machine) or other electronic means.

2. All prices must be F.O.B. delivered to the point as indicated in this bid. The County will grant no allowance for boxing, crating, or delivery unless specifically provided for in this bid.

3. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the

correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

4. All erasures, insertions, additions, and other changes made by the Bidder to the Bid Form shall be signed or initialed by the Bidder. Bids containing any conditions, omissions, erasures, alterations, or items not called for in the bid, may be rejected by the Purchasing Division as being incomplete or nonresponsive.

5. The Bid Form must be signed in order to be considered. If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the Bidder must indicate the corporate title of the individual signing the bid.

6. The Bid Form, the bid security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the bid contained within the envelope shall be of no effect and shall be disregarded.

7. The envelope containing the bid should be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.

8. The time for the receipt of bids shall be determined by the time clock stamp in the Purchasing Division. Bidders are responsible for ensuring that their bids are stamped by Purchasing Division personnel by the deadline indicated.

9. All bids received in the Purchasing Division by the deadline indicated will be kept in a locked bid box until the time and date set for the opening of bids.

10. All late bids shall be returned unopened to the Bidder.

11. All line items must be filled in. It is understood and agreed, if Bidder indicates a "0" dollar amount on the Bid Form, the product or service shall be provided at no charge.

EE. Successful Bidder's Obligation to Pay Subcontractors:

1. The Successful Bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the Successful Bidder by the County for work performed by the Successful Bidder's subcontractor(s) under the contract (Va. Code § 2.2-4354):

   (a) Pay the subcontractor(s) for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor(s) under the contract; or

   (b) Notify the County and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

2. The Successful Bidder shall pay interest to the subcontractor(s) on all amounts owed by the Successful Bidder that remain unpaid after seven (7) days following receipt by the Successful Bidder of payment from the County for work performed

by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph 1.(b) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.

3. The Successful Bidder shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).

4. The Successful Bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the County. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim shall not include any amount for reimbursement for such interest charge.

FF. Successful Bidder's Performance:

1. Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.

2. All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The Successful Bidder shall indemnify, keep, save, and hold the County, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the Bidder or the County, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.

3. In the event that suit is brought against the County (including Henrico County Public Schools), its officers and/or its employees, either independently or jointly with the Successful Bidder, the Successful Bidder shall defend the County, its officers and employees, in any such suit at no cost to the County and the County's officers and employees. In the event that final judgment is obtained against the County, its officers, and/or its employees, either independently or jointly with the Successful Bidder, then the Successful Bidder shall pay such judgment, including costs and attorneys fees, if any, and hold the County, its officers and employees, harmless therefrom.

4. The Successful Bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

5. The Successful Bidder shall not, in its product literature or advertising, refer to this purchase or the use of the Bidder's goods or services by the County of Henrico, Virginia.

6. The Successful Bidder shall cooperate with County officials in performing the specified work so that interference with the County's activities will be held to a minimum.

7. The Successful Bidder shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia and as issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under this purchase order.

GG. Taxes:

1. The County of Henrico is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the Bidder and become a part of real property.

2. If a Bidder is bidding on materials that require installation by the Bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the Successful Bidder and not of the County, and the County shall be held harmless for same by the Successful Bidder.

3. The Purchasing Division will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

4. When a Bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the County, the Bidder will be allowed to delete the tax from its bid.

HH. Termination of the Contract:

1. If the Successful Bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the Successful Bidder's insolvency, or if the Successful Bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the Successful Bidder otherwise defaults, then the County may without prejudice to any other right or remedy, and after giving the Successful Bidder seven (7) calendar days written notice, terminate the employment of the Successful Bidder and procure such goods or services from other sources. In such event, the Successful Bidder shall be liable to the County for any additional cost occasioned by such failure or other default.

2. In such cases, the Successful Bidder shall not be entitled to receive any further payment. If the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the Successful Bidder shall pay the difference to the County.

3. Notwithstanding anything to the contrary contained in the contract between the County and the Successful Bidder, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving 30 days written notice to the Successful Bidder.

II. Trade Secrets/Proprietary Information:

Trade secrets or proprietary information submitted by a Bidder in response to this Invitation for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code§ 2.2-4342F).

JJ. Use of Brand Names/Product Information:

1. Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the public body in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted (Va. Code § 2.2-4315).

2. If bidding other than specified, the Bidder will clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the Bid Form to enable the Purchasing Division to determine whether the product offered meets the requirements of the solicitation. Safety Data Sheets and descriptive literature will be provided with the Bid Form for each chemical and/or compound offered. Failure to do so may cause the bid to be considered nonresponsive and rejected.

3. It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the Bidder. The County's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible Bidder, its product or service or in any way restrain or restrict competition.

KK. Withdrawal of Bid Due to Error (Other than Construction):

1. A Bidder may withdraw its bid from consideration if the price bid was substantially lower than the next low responsive bid due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

2. The Bidder shall give written notice of their claim to withdraw their bid to the Purchasing Division within two business days after the conclusion of the bid opening procedure. (Va. Code § 2.2-4330). Such mistake shall be proved only from the original work papers, documents and materials delivered to the Purchasing Division with the Bidder's written request to withdraw its bid.

3. The Purchasing Division will inspect the written evidence submitted by the Bidder with the request and if the Purchasing Division can verify to its

satisfaction and sole discretion that the mistake was a non-judgmental mistake, the Bidder will be allowed to withdraw the bid.

4. No bid shall be withdrawn under this section when the result would be the awarding of the contract on another bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%). (Va. Code § 2.2-4330C).

5. No Bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn bid was submitted.

6. If a bid is withdrawn under authority of this section, the next lowest responsive and responsible Bidder shall be deemed to be the low Bidder.

7. If the Purchasing Division denies the withdrawal of a bid under the provisions of this section, it shall notify the Bidder in writing stating the reasons for its decision and award the contract to such Bidder at the bid price, provided such Bidder is a responsible and responsive Bidder.

LL. Direct Contact with Students Certification

Pursuant to Va. Code § 22.1-296.1 (C) as a condition of awarding a contract for the provision of services that require the Successful Bidder or his employees to have **direct contact with students on school property during regular school hours or during school-sponsored activities**, Bidders shall provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Bidders shall cause any of their subcontractors to provide the same certification described herein with regard to subcontractors' employees.

Henrico County cannot award a contract to a Bidder that does not complete the Attachment D as part of their proposal/submission.

MM. Tobacco-Free Requirement:

Henrico County Public Schools ("HCPS") has a tobacco-free policy on school property. Therefore, the use or display of tobacco products by the Contractor, its suppliers and/or subcontractors on school property is strictly prohibited at all times, including days and/or hours when school is not in session. This includes, but is not limited to, outdoor areas of school properties and personal or business vehicles present on school property.

"Tobacco products" include any lit or unlit cigarette (including candy cigarettes), cigar, pipe, smokeless tobacco, dip, chew, and snuff in any form. This includes electronic cigarettes, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

"School property" includes land, buildings, facilities, and vehicles owned or rented by HCPS. School property includes parking lots, playgrounds and recreational areas.

NN. Contractor's Registration:

The Bidder must be a registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended, at the time of bid submission, and shall possess a **Virginia Contractor's License Classification A**.

BID FORM

County of Henrico
Department of Finance
Purchasing Division
8600 Staples Mill Road
P. O. Box 90775
Henrico, Virginia 23273-0775

I/We hereby propose to furnish and provide inside delivery of Fire Alarm Maintenance, in accordance with the enclosed general terms, conditions and specifications contained in **IFB # 15-1046-9LC**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.

Quantities listed are estimate only; actual could be more or less during the contract period.

IF OFFERING ANY ITEM AT NO CHARGE, INDICATE $0 ON THE BID FORM FOR THAT LINE ITEM.

Lot 2 and Lot 3, the number of hours quoted are for bid evaluation purposes only. Nothing shall bind the County of Henrico to any specified hours of work.

LOT 1: INSPECTIONS

Bidders shall include all overhead, profit, estimates, administrative cost, insurance, truck mileage, travel time, the cost of supervision, environmental fees, etc. in the price figure. **No additional costs will be allowed.**

Provide cost for semi-annual preventive maintenance inspections at the following locations. Inspections will be completed in October and April, two (2) times per year. Annual bid price = two inspections for each facility.

	LOCATION	PRICE PER INSPECTION	INSPECTIONS PER YEAR	ANNUAL PRICE
1.	Administration Annex	$	2	$
2.	Administration Building	$	2	$
3.	Animal Shelter	$	2	$

LOT 1 INSPECTION (con't)

	LOCATION	PRICE PER INSPECTION	INSPECTIONS PER YEAR	ANNUAL PRICE
4.	Belmont Park	$	2	$
5.	Best Plaza Building	$	2	$
6.	Central Automotive Maintenance	$	2	$
7.	Confederate Hills Recreation Center	$	2	$
8.	Courts	$	2	$
9.	Cultural Arts Center	$	2	$
10.	Dabbs House	$	2	$
11.	Deep Run Park	$	2	$
12.	Dept. of Public Utilities Operations	$	2	$
13.	Dorey Park Recreation Center	$	2	$
14.	Dumbarton Library	$	2	$
15.	Eastern Government Center	$	2	$
16.	Eastern Henrico Mental Health	$	2	$
17.	Eastern Henrico Recreation Center	$	2	$
18.	EDA	$	2	$
19.	Expressions/Conference Center	$	2	$
20.	Fairfield Library	$	2	$
21.	Fire Station #3	$	2	$
22.	Fire Station #5	$	2	$
23.	Fire Station #7	$	2	$
24.	Fire Station #8	$	2	$
25.	Fire Station #9	$	2	$
26.	Fire Station #10	$	2	$
27.	Fire Station #13	$	2	$
28.	Fire Station #14	$	2	$
29.	Fire Station #15	$	2	$
30.	Fire Station #16	$	2	$
31.	Fire Station #17	$	2	$
32.	Fire Station #18	$	2	$
33.	Fire Station #21	$	2	$
34.	Fire Station #22	$	2	$
35.	Gayton Group Home	$	2	$
36.	Gayton Library	$	2	$
37.	Glen Allen Library	$	2	$
38.	Glen Echo Building	$	2	$
39.	Henrico Theatre	$	2	$
40.	Human Services Building	$	2	$
41.	Jail East	$	2	$
42.	Jail West	$	2	$
43.	Juvenile Courts & Probation	$	2	$

LOT 1 INSPECTION (con't)

	LOCATION	PRICE PER INSPECTION	INSPECTIONS PER YEAR	ANNUAL PRICE
44.	Juvenile Detention Home	$	2	$
45.	Lakeside Center	$	2	$
46.	Mental Health Center	$	2	$
47.	North Park Library	$	2	$
48.	Parking Deck	$	2	$
49.	Police Central Building	$	2	$
50.	Police Firing Range	$	2	$
51.	Public Safety Building	$	2	$
52.	Purchasing	$	2	$
53.	Recreation & Parks – 8602 Bldg.	$	2	$
54.	Risk Services	$	2	$
55.	Road Crew Building/Public Works Bldg	$	2	$
56.	Sandston Library	$	2	$
57.	Tactical Service Building	$	2	$
58.	Training Center	$	2	$
59.	Tuckahoe Annex/Fire Logistics	$	2	$
60.	Tuckahoe Library	$	2	$
61.	Twin Hickory Library	$	2	$
62.	Varina Library	$	2	$
63.	Water Reclamation Facility	$	2	$

Schools: Provide cost for annual preventive maintenance inspections at the following locations. Inspections will be completed during the summer months, June, July or August one time per year. Annual bid price = one (1) inspection for each facility.

	SCHOOL NAME	ONE (1) INSPECTION PER YEAR FOR SCHOOLS	PRICE PER INSPECTION
64.	Adams Elementary	1	$
65.	Ashe Elementary	1	$
66.	Baker Elementary	1	$
67.	Carver Elementary	1	$
68.	Chamberlayne Elementary	1	$
69.	Colonial Trail Elementary	1	$
70.	Crestview Elementary	1	$
71.	David A. Kaechele Elementary	1	$
72.	Davis Elementary	1	$
73.	Donahoe Elementary	1	$
74.	Dumbarton Elementary	1	$
75.	Echo Lake Elementary	1	$
76.	Fair Oaks Elementary	1	$

LOT 1 INSPECTION (con't)

	SCHOOL NAME	ONE (1) INSPECTION PER YEAR FOR SCHOOLS	PRICE PER INSPECTION
77.	Gayton Elementary	1	$
78.	Glen Allen Elementary	1	$
79.	Glen Lea Elementary	1	$
80.	Greenwood Elementary	1	$
81.	Harvie Elementary	1	$
82.	Highland Springs Elementary	1	$
83.	Johnson Elementary	1	$
84.	Johnson Elementary Multi-Purpose Bldg.	1	$
85.	Laburnum Elementary	1	$
86.	Lakeside Elementary	1	$
87.	Longan Elementary	1	$
88.	Longdale Elementary	1	$
89.	Maybeury Elementary	1	$
90.	Mehfound Elementary	1	$
91.	Montrose Elementary	1	$
92.	Nuckols Farm Elementary	1	$
93.	Pemberton Elementary	1	$
94.	Pinchbeck Elementary	1	$
95.	Ratcliffe Elementary	1	$
96.	Ridge Elementary	1	$
97.	Rivers Edge Elementary*	1	$
98.	Sandston Elementary	1	$
99.	Seven Pines Elementary	1	$
100.	Seven Pines Multi-Purpose Room	1	$
101.	Shady Grove Elementary	1	$
102.	Short Pump Elementary	1	$
103.	Skipwith Elementary	1	$
104.	Springfield Park Elementary	1	$
105.	Three Chopt Elementary	1	$
106.	Trevvett Elementary	1	$
107.	Tuckahoe Elementary	1	$
108.	Twin Hickory Elementary	1	$
109.	Varina Elementary	1	$
110.	Ward Elementary	1	$
111.	Brookland Middle	1	$
112.	Byrd Middle	1	$
113.	Elko Middle	1	$
114.	Fairfield Middle	1	$
115.	Holeman Middle	1	$

LOT 1 INSPECTION (con't)

	SCHOOL NAME	ONE (1) INSPECTION PER YEAR FOR SCHOOLS	PRICE PER INSPECTION
116.	Hungary Creek Middle	1	$
117.	John Rolfe Middle	1	$
118.	Moody Middle	1	$
119.	Mount Vernon Middle	1	$
120.	New Bridge Middle	1	$
121.	Pocahontas Middle	1	$
122.	Short Pump Middle	1	$
123.	Tuckahoe Middle	1	$
124.	Wilder Middle	1	$
125.	Deep Run High	1	$
126.	Freeman High	1	$
127.	Freeman High School Fieldhouse	1	$
128.	Glen Allen High Concession Bldg.	1	$
129.	Godwin High	1	$
130.	Hermitage High & Technical Center	1	$
131.	Highland Springs High 15 S. Oak Avenue	1	$
132.	Hightland Springs 100 Tech Drive	1	$
133.	Tucker Field House/Immersion	1	$
134.	Tucker High Specialty Center	1	$
135.	VA Randolph Bldg. A	1	$
136.	VA Randolph Shop	1	$
137.	VA Randolph Spec. Ed.	1	$
138.	Varina High	1	$
139.	Varina High Bldg. Q	1	$
140.	Varina High Fieldhouse & Weight	1	$
141.	Adult Education Building	1	$
142.	Construction and Maintenance	1	$

TOTAL PRICE OF LOT 1 (Items 1 – 142) $ _____

LOT 2 – REPAIR SERVICE

Provide repair service to alarm systems following regular scheduled preventive inspections or during emergency situations at the following hourly rates.

Replacement parts and/or components will be furnished using current published price list less _____ % discount. Bidders shall submit manufacturer's price list with their bid. (Price list can be in electronic format).

Regular time: $ _____ /hr. X 80 hrs.

Overtime: $ _____ /hr. x 20 hrs.

Holidays: $ _____ /hr. x 8 hrs.

TOTAL PRICE OF LOT 2 $ _____

LOT 3 – RENOVATIONS/UPGRADE/INSTALLATION SERVICE

Provide renovation, upgrade, and installation service at the following hourly rates. Parts will be billed as indicated in Lot 2. Cost of site visits, take-off, and estimation shall be at the regular rate.

The County reserves the right to make or obtain other repair cost estimates prior to authorizing the Successful Bidder to proceed in order to comply with the requirement of State regulations to determine cost reasonableness. If the cost estimate is considered not to be reasonable, the County reserves the right to obtain repairs from another source.

Regular time: $ _____ /hr. X 100 hrs.

Overtime: $ _____ /hr. x 10 hrs.

Holidays: $ _____ /hr. x 8 hrs.

TOTAL PRICE OF LOT 3 $ _____

TOTAL BID PRICE LOT 1, 2, and 3 $ _____

I/We have included NICET OR NETA OR NETA Certification for employees. _____ YES ___ NO

Holidays observed by the Bidder: _____

_____

_____

_____

BID FORM **IFB #15-1046-9LC**

The Undersigned is a licensed Class A Contractor in accordance with Chapter 11, Title 54.1, Code of Virginia, as amended, Certificate No. _____dated_____/_____/_____.

I/We can deliver the requirements as outlined in the specification in this bid document.

_____ Yes _____ No.

My/Our payment terms are:_____. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

Under Section 2.2-4354.2, Code of Virginia, an individual contractor is required to furnish their social security number and a proprietorship, partnership and corporation is required to furnish their employer identification numbers to the County of Henrico. Please indicate this information on this Bid Form as follows:

Social Security Number: _____.

Federal Employer Identification Number: _____.

To aid in the evaluation of bids, Bidders must submit the original Bid Form and one copy of the Bid Form, Attachments and detailed specification sheets, if applicable. Have you complied with this requirement? ____Yes.____No. If you fail to do so, your bid may be considered nonresponsive and rejected.

Indicate whether your business _____is or _____is not located in the County, if it is, please include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No._____Dated_____.

Addendum No._____Dated_____.

Addendum No._____Dated_____.

BID SIGNATURE SHEET
Page 1 of 2

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid ("IFB").

My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1) or Va. Code §§ 59.1-9.1 through 59.1-9.17 or §§ 59.1-68.6 through 59.1-68.8.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

LEGAL NAME OF BIDDER (DO NOT USE TRADE NAME):
ADDRESS:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

Company Legal Name: _____

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- □ SMALL BUSINESS
- □ WOMEN-OWNED BUSINESS
- □ MINORITY-OWNED BUSINESS
- □ SERVICE DISABLED VETERAN
- □ LARGE
- □ NONPROFIT
- □ NONE OF THE ABOVE

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, http://eva.virginia.gov.

eVA Registered? □ **Yes** □ **No**

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

NUMBER _____ **DATE**

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Large business" means any **non**-women- or minority-owned, or service-disabled business as defined above or any business having more than 250 employees or more than $10 million in gross receipts averaged over the previous three years.

Nonprofit" means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

ATTACHMENT A

VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

The Bidder:

☐ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

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

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

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

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐

ATTACHMENT B

BIDDER'S REFERENCE SHEET

Each Bidder shall complete this Bidder's Reference Sheet for evaluation by the County of Henrico and submit it with the Bid Form.

1. Years in Business: Indicate the length of time you have been in business providing this type of goods/services.

   _____

2. Reference:

   Indicate below a listing of at least 3 recent references for which you have provided this type of goods/services. Include the date service was furnished and the name and address of the client; and the name and telephone number of the contact person.

   1. Date: _____
      Client: _____
      Address: _____
      Contact Person: _____
      Phone Number: _____
      Email: _____

   2. Date: _____
      Client: _____
      Address: _____
      Contact Person: _____
      Phone Number: _____
      Email: _____

   3. Date: _____
      Client: _____
      Address: _____
      Contact Person: _____
      Phone Number: _____
      Email: _____

   4. Date: _____
      Client: _____
      Address: _____
      Contact Person: _____
      Phone Number: _____
      Email: _____

   5. Date: _____
      Client: _____
      Address: _____
      Contact Person: _____
      Phone Number: _____
      Email: _____

ATTACHMENT C
Insurance Specifications
County of Henrico

The Successful Bidder shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Bidder, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

Workers' Compensation

Statutory Virginia Limits
Employers' Liability Insurance - $100,000 for each Accident by employee
$100,000 for each Disease by employee
$500,000 policy limit by Disease

Commercial General Liability - Combined Single Limit

$1,000,000 each occurrence including contractual liability for specified agreement
$2,000,000 General Aggregate (other than Products/Completed Operations)
$2,000,000 General Liability-Products/Completed Operations
$1,000,000 Personal and Advertising injury
$ 100,000 Fire Damage Legal Liability
Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

Business Automobile Liability – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

Excess/Umbrella Liability $1,000,000 per occurrence

NOTE 1: The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Successful Bidder's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Successful Bidder's responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total $3,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

ATTACHMENT D

DIRECT CONTACT WITH STUDENTS

BID RESPONSE ATTACHMENT

Name of Bidder: _____

Pursuant to Va. Code § 22.1-296.1, prior to awarding a contract for the provision of services that require the contractor, his employees (or subcontractors) to have **direct contact with students**, the school board shall require the contractor and any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the Contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify that the employees of, or subcontractors to, the above mentioned contractor that will be providing services to the School Board under the resulting Contract (i) will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and/or (ii) will not have been convicted of a crime of moral turpitude. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of subcontractors for the duration of the Contract.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Printed Name of Vendor (if different than Representative)

_____
Date

ATTACHMENT E

NORMAL AND EMERGENCY CONTACTS

Contact Person's Name:	
Cellular Telephone Number:	
Normal Work Hours Telephone Number:	
After Hours Telephone Number:	
Fax Number:	
Email Address:	

Contact Person's Name:	
Cellular Telephone Number:	
Normal Work Hours Telephone Number:	
After Hours Telephone Number:	
Fax Number:	
Email Address:	

Contact Person's Name:	
Cellular Telephone Number:	
Normal Work Hours Telephone Number:	
After Hours Telephone Number:	
Fax Number:	
Email Address:	