



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

IFB#13-9531-12JC

DEPARTMENT OF FINANCE  
CECELIA H. STOWE, CPPO, C.P.M.  
PURCHASING DIRECTOR

**January 16, 2014  
Invitation for Bid  
Annual Contract for Pest Control Services**

Subject: Annual contract to furnish all tools, labor and equipment necessary to provide Pest Control Services to the County of Henrico, General Government, 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 **11:00 a.m.** local prevailing time, **February 7, 2014** and will be opened and publicly read aloud.

IN PERSON OR SPECIAL COURIER  
County of Henrico  
Department of Finance  
Purchasing Division  
1590 E. Parham Road  
Henrico VA 23228

OR

U.S. POSTAL SERVICE  
County of Henrico  
Department of Finance  
PO Box 90775  
Henrico VA 23273-0775

**This IFB and any addenda are available on the County of Henrico website at:**

[www.co.henrico.va.us/genserv/purchasing/](http://www.co.henrico.va.us/genserv/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 [com005@co.henrico.va.us](mailto:com005@co.henrico.va.us)

**A pre-bid conference will be held on January 23, 2014 at 2:00 p.m., at the Purchasing Division, 1590 E. Parham Rd. Richmond, VA 23273. Attendance at this conference is not mandatory but is strongly recommended. Only two individuals from each firm will be allowed to attend this meeting.**

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. 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. Bidders are responsible for ensuring that Purchasing Division personnel stamp their bids by the deadline indicated.

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 to Bid, please contact Jacquelyn Comuzzi at [Com005@co.henrico.va.us](mailto:Com005@co.henrico.va.us) by **no later than January 28, 2014.**

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

Jacquelyn Comuzzi  
Purchasing Officer

## I. SCOPE OF WORK/SERVICES

The intent and purpose of this Invitation for Bid is to establish an annual contract to furnish all labor, material, equipment, supervision and permits necessary to provide an annual contract for Rodent, Pest, and Termite Inspection and Treatment Services and Bed Bug Inspection and Treatment Services for the County of Henrico, General Government.

The Successful Bidder shall be responsible for understanding the scope of work required to successfully complete the work at various locations throughout the County on an "as needed" basis.

For the fiscal year 2011 through 2012, the County spent approximately \$46,373.00 and for fiscal year 2012 through 2013 the County spent approximately \$42,079.00 on Pest Control Services.

### A. GENERAL REQUIREMENTS

The Successful Bidder shall provide all labor, materials, licensing, and documentation necessary to perform a pest control services program. The definition of "Pests" for the sake of this document include but are not limited to rats, mice, cockroaches, ants, moths, crickets, spiders, bees, and silverfish. Not included in this IFB are bats, flies, mosquitos, snakes, small mammals or wildlife. Included in this document but priced separately and have no bearing on contract award are termites and bed bugs.

The Successful Bidder shall show evidence that they operate and maintain an Integrated Pest Management (IPM) program. **The Successful Bidder shall provide with their bid a documented copy of their Integrated Pest Management (IPM) program.** Elements of the Successful Bidder's IPM should include:

1. Identification of the pest or pests and determination of which control is warranted for each treatment.
2. Determination of pest control goals.
3. Knowledge and use of available control measures and tactics.
4. Choosing a strategy that will be most effective, and will cause the least harm to people and the environment.
5. Observing local, state, and federal regulations that apply to the site.
6. The IPM encompasses ridding the property of elements which are conducive to pest problems such as structural, sanitation, and storage issues.
7. The Successful Bidder must have a Bed Bug inspection and treatment plan that includes but is not limited to:

#### a. Preventive Service

Successful Bidder shall provide a canine scent detection service quarterly or up to every 6 months that provides a thorough inspection for the presence of bed bugs through detection of the pheromones of the live bedbugs. This inspection shall be able to pin point the exact location of the bedbugs in order to treat specific areas and avoid having to treat an entire location for a small infested area. The Successful bidder also shall be able to provide mattress and box spring covers specific for the control of bed bugs as needed at an additional cost listed on the Bid Form.

b. Inspection Service

Upon suspicion of bedbug exposure or presence, the Successful Bidder shall visit the site for a thorough visual inspection to determine if there is evidence of exposure or infestation.

c. Treatment Service

Upon evidence of exposure or infestation, the Successful Bidder shall immediately treat the area to remediate the bedbug infestation and a follow up inspection shall be scheduled.

d. Follow-up Service

The first follow up inspection shall occur two weeks after the initial treatment. The entire location shall be thoroughly inspected for evidence of live bedbugs that may have survived the initial treatment. If evidence of live bedbugs is sited, a second treatment shall be applied and a follow up inspection shall be scheduled. If no bedbugs are sited, the treatment service shall be complete for the existing occurrence.

The second follow up inspection shall occur two weeks after the first follow-up inspection and or treatment. The entire locations shall be thoroughly inspected for any evidence of live bedbugs that may have survived the second treatment. If evidence of live bedbugs is sited, a third treatment shall be applied and a consultation shall occur between the Successful Bidder and the facilities coordinator to determine the next course of action. If no bedbugs are sited, the treatment service shall be considered complete for the existing occurrence.

The Successful Bidder shall be responsible for complying with all applicable federal, state, and local laws, ordinances, and regulations. The Successful Bidder is responsible for providing qualified employees who have been trained and/or certified to comply with federal, state and local laws to handle and apply the classes of pesticide products proposed. **A copy of the Bidder's Pesticide Business License and each applicators and/or registered technician's Pesticide Applicator Certificate must be included with your bid.**

B. SPECIFICATIONS:

1. Chemical/Pesticide Usage:

- a. All pesticides shall be procured, processed, handled, labeled and applied in strict accordance with the manufacturer's label, which shall be registered with the Environmental Protection Agency (EPA) and applicable State Lead Agency for enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).
- b. The Successful Bidder shall be responsible for providing copies of all MSDS sheets for the chemical/pesticide and baits to be used.
- c. 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 Codes Commission of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia/Virginia Occupational Safety and Health shall apply to all work under this contract. The Successful Bidder shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified.

- d. The Successful Bidder shall comply with all applicable regulations pursuant to the Virginia Pesticide Control Act. Use of any pesticide which falls under 2 VAC 20-20-50 Pesticides highly toxic to humans shall be clearly identified on the work ticket and included in the record documentation provided by the Successful Bidder.

## 2. Record Keeping:

Successful Bidder will be required to provide record keeping services as part of the pesticide program. A copy of those records shall be provided to the department at each visit as part of the cost of the service. The intent is to provide historical data of when, where, and what type of treatments were performed.

## 3. Scheduling:

- a. A base schedule that includes frequency of visits and a description of services that shall be provided for each location is on the Bid Form. It is intended that this base schedule shall include service of all “general pests” as defined by the industry such as flying insects, ants, cock roaches, flies, centipedes, silverfish, bees, spiders, as well as mice & rats. Exceptions to insects/services that would not be included in a base schedule such as wood boring insects and bed bugs are listed separately. Items such as termite inspections would be expected as part of the base service however termite treatment would be considered outside the normal scope of work.
- b. In addition to scheduled services occasional “outbreaks” of infestation may occur that require immediate attention. **Effective communication and prompt response time to service requests are an essential component to the County’s requirements. Successful Bidder shall agree to provide service for such instances within a maximum of 24 hours of receiving the call.**

## 4. Locations:

The following buildings are part of this IFB and listed by department and available times work may be scheduled for service. **Each occupied building must receive a minimum of one inspection/treatment as required and listed for their group.** The Successful Bidder shall treat each area as indicated, but shall be responsible for the entire building. It is the responsibility of the Successful Bidder to provide service, and to correct those pest problems that occur in and around the buildings (within a 30 foot perimeter) listed as many times as necessary, and at no additional cost to the County. These services shall be considered part of the “base schedule” as referenced in Section B.3. This list is subject to additions and deletions during the course of the term contract.

### **A. Group #1-General Government –Service Monthly**

*Service required after 4:00 p.m., Monday through Friday*

**Invoices to: County of Henrico, Department of Finance – Acct. Division**

PO Box 90775 Henrico, VA 23273-0775

1. Glen Echo Modular Buildings/Health Trailers, 3810 Nine Mile Road Richmond, VA 23223 **10,200 square feet**

2. Dabbs House bunker –located in basement of Dabbs House, 3812 Nine Mile Road Richmond, VA 23223  
**7,320 square feet**
3. Administration Building, 4301 East Parham Road Richmond, VA 23228  
Including all restrooms, cafeteria, lounge and vending machine areas.  
**162,000 square feet**
4. Administration Annex, 4301 East Parham Road Richmond, VA 23228  
Including all restrooms, lounge area and vending machine areas.  
**55,000 square feet**
5. Courthouse, 4301 East Parham Road Richmond, VA 23228  
Including all restrooms, lounge area and vending machine areas.  
**104,544 square feet**
6. Motor Pool, 4301 East Parham Road Richmond, VA 23228  
**2,162 square feet**
7. Eastern Government Center Building, 3820 East Nine Mile Road Henrico, VA 23223 All restrooms, vending machine and lounge areas.  
**76,716 square feet**
8. Human Services Building, 8600 Dixon Powers Drive Richmond, VA 23228  
**87,000 square feet**
9. Juvenile Courts and Probation, 4201 E. Parham Road, Henrico, VA  
All restrooms, lounges, and vending areas.  
**55,155 square feet**
10. Animal Protection Center, 10421 Woodman Rd..Glen Allen, VA 23060  
All restrooms, lounges, and vending areas.  
**10,000 square feet**
11. Public Safety Building, 7721 E. Parham Road. Richmond, VA 23294  
All restrooms, lounges, and vending areas.  
**63,100 square feet**
12. Emergency Communication and Training Facility, 7701 E. Parham Road Richmond, VA 23294 All restrooms, lounges, and vending areas and break rooms.  
**79,910 square feet**
13. Economic Development Authority, 4300 E. Parham Road Richmond, VA 23228  
All restrooms, lounges, and vending areas.  
**20,136 square feet**
14. Christmas Mother Warehouse, 361 Dabbs House Road Richmond, VA 23223  
**30,800 square feet**
15. Tuckahoe Annex, 7721 E. Parham Road Henrico, VA 23233  
**32,000 square feet**

**B. Group #2 – Recreation and Parks-Service Every Other Month  
Invoices to: County of Henrico, Division of Recreation & Parks  
PO Box 90775 Henrico, VA 23273-0775**

WEST DISTRICT

1. Glen Allen Softball Complex, 2715 Mountain Rd. Glen Allen, VA 23060  
**1938 sq. ft.**
2. Bethlehem Little League, 5600 Bethlehem Rd. Richmond, VA 23225  
**1380 sq. ft.**
3. RF& P Softball, 3600 RFP Drive Glen Allen, VA 23060  
**882 sq.ft.**
4. RF&P Baseball, 3600 RFP Drive Glen Allen, VA 23060  
**1450 sq. ft.**
5. RF&P Football, 3600 RFP Drive Glen Allen, VA 23060  
**1610 sq. ft.**
6. RF& P Stadium, 3600 RFP Drive Glen Allen, VA 23060  
**1550 sq. ft.**
7. Deep Run Small Building, 9910 Ridgefield Parkway Richmond, VA 23233  
**208 sq. ft.**
8. Lakeside Little League, 6000 Club Rd Glen Allen, VA 23060  
**612 sq. ft.**
9. Dumbarton Little League, 9000 Hungary Springs Rd Glen Allen, VA 23060  
**1323 sq. ft.**
10. Laurel Recreation, 0301 Hungary Springs Rd Glen Allen, VA 23060  
**1368 sq. ft.**
11. Short Pump Concession, 3401 Pump Rd Short Pump, VA 23225  
**1288 sq. ft.**
12. Pouncey Tract Park, 4751 Pouncey Tract Rd. Short Pump, VA 23223  
**1610 sq. ft.**
13. J.Sargeant Reynolds Concession,1701 E. Parham Rd. Richmond,VA 23228  
**168 sq. ft.**
14. Virginia Randolph Concession,2206 Mountain Rd Glen Allen, VA 23060  
**2555 sq. ft.**
15. Hunton Recreation,11690 Old Washington Hwy. Glen Allen, VA 23059  
**396 sq. ft.**
- 16.Tuckahoe Sports Complex, 2400 Little League Drive Richmond, VA 23233  
**108 sq.ft.**

EAST DISTRICT

17. Dorey Softball Concession, 2999 Darbytown Rd Richmond, VA 23231  
**525 sq. ft.**
18. Dorey Soccer Concession, 2999 Darbytown Rd. Richmond, VA 23231  
**1300 sq. ft.**
19. Dorey Baseball Concession, 2999 Darbytown Road Richmond, VA 23231  
**408 sq. ft.**
20. Glen Lea Recreation Concession, 4501 Vawter Ave. Richmond, VA 23222  
**576 sq. ft.**
21. Glen Lea Elem. Concession 3909 Austin Ave. Richmond, VA 23222  
**630 sq. ft.**
22. Highland Springs Recreation, 300 E. Read Street Highland Springs VA 23075  
**832 sq. ft.**
23. Sandston Little League (2 Stands), 11 J.B Findley Street Sandston, VA 23150  
**1200 sq. ft.**
24. Seven Pines Concession, 301 Beulah Rd. Sandston, VA 23150  
**1196 sq. ft.**
25. Varina Recreation Concession, 8081 Recreation Rd. Richmond, VA 23231  
**1140 sq. ft.**
26. Wilder Middle Sch. (football/soccer field), 7000 Wilkinson Rd. Ric., VA 23227  
**910 sq. ft.**
27. Klehr Field, 8000 Diane Lane Richmond, VA 23225  
**1150 sq. ft.**
28. Eastern Henrico Rec. Ctr. Con. Stand 1440 N. Laburnum Ave. Henrico, VA 23223  
**1,274 sq. ft.**

BELMONT GOLF COURSE

29. Belmont Recreation Center, 1600 Hilliard Road Richmond, VA 23228
  - a. Rec. Center **23,400 sqft.**
  - b. Snack Bar **2,170 sq.ft.**
  - c. Pro Shop **2,500 sq.ft.**
  - d. 9th Hole Concession Stand **544 sq. ft.**
  - e. Administration Building **1,196 sq. ft.**
  - f. Maintenance Building **5,322 sq. ft.**
  - g. Cart Barn **3,337 sq. ft.**

RECREATION CENTERS (not including Historical Properties)

30. Confederate Hills Rec.Center, 302 Lee Avenue Highland Springs, VA 23075  
**13,140 sq. ft.**

31. Dorey Recreation Center, 2999 Darbytown Road Richmond, VA 23231  
**10,640 sq. ft.**
32. Coal Pit Learning Center, 5105 Francistown Road Glen Allen, VA 23060  
**1537 sq. ft.**
33. Three Lakes Nature Center, 400 Sausiluta Drive Richmond, VA 23227  
**6600 sq. ft.**
34. Twin Hickory Recreation, 5011 Twin Hickory Road Glen Allen, VA 23059  
**1950 sq. ft.**
35. Antioch Recreation Center, 4000 Ruitan Lane Sandston VA 23150  
**1296 sq. ft.**
36. Hidden Creek Recreation Center, 2415 Brockway Lane Richmond, VA 23223  
**2262 sq. ft.**
37. Deep Run Recreation Center, 9910 Ridgefield Parkway Richmond, VA 23233  
**22,970 sq. ft.**
38. Henrico Theatre, 305 E. Nine Mile Road Highland Springs, VA 23075  
**25,200 sq. ft.**
39. Henrico Park Services, 10305 Woodman Rd. Glen Allen, VA 23060  
**11600 sq. ft.**
40. Eastern Henrico Rec. Center, 1440 N. Laburnum Ave. Henrico, VA 23223  
**25,772 sq. ft.**

**C. Group #3 Juvenile Detention Home- Service Monthly**

*Service required between the hours of 8:30 a.m. and 10:30 a.m. only, M- F*

**Invoices to: Juvenile Detention – Dixon Powers Drive**

County of Henrico, Department of Finance – Acct Division  
PO Box 90775 Henrico, VA 23273-0775

1. Juvenile Detention: Dixon Powers Drive at Western Gov't Center  
*Kitchen & storage rooms(s), dining area, restrooms and balance of building.*  
**18,784 square feet**

**Invoices to: James River Juvenile**

James River Juvenile Center, Attn: Accounts Payable  
PO Box 880 Goochland, VA 23063

2. James River Juvenile Detention: 3650 Beaumont Road, Powhatan, VA  
**5,000 square feet**



**D. Group #4- Department of Public Utilities (service every other month)**

*Service performed between 7:00a.m. – 4:30 p.m. M – F*

**Invoices to: County of Henrico Public Utilities Administration**

10401 Woodman Rd Glen Allen, VA 23060

1. DPU Operations 10401 Woodman Road Glen Allen, VA 23060  
**41,000 sq. feet**

**Invoices to: County of Henrico Public Utilities Dept.**

10111 Three Chopt Rd Henrico, VA 23233

2. Water Treatment Facility. 10111 Three Chopt Road, Henrico, VA 2323  
Office, Breakroom, Restrooms and electrical building  
**530sq.ft.**

**Invoices to: County of Henrico Water Rec Facility**

9101 WRVA Road Henrico, VA 23231

*Service required 7:00a.m. 4:30 p.m. Monday through Friday.*

3. Water Reclamation Facility. 9101 WRVA Road, Henrico, Virginia 23231.

- |   |                        |
|---|------------------------|
| a. Administration   | <b>19,300 sq. feet</b> |
| b. Maintenance Center   | <b>3,225 sq. feet</b>  |
| c. Preliminary Treatment Facility<br>(includes stand-alone electrical building 530 sq. ft.) | <b>7,494 sq. feet</b>  |

- |                                   |                        |
|-----------------------------------|------------------------|
| d. Warehouse No. 1                | <b>4,941 sq. feet</b>  |
| e. Primary Pump Station No. 1:    | <b>6,975 sq. feet</b>  |
| f. Primary Pump Station No. 2:    | <b>6,975 sq. feet</b>  |
| g. Primary Pump Station No. 3:    | <b>6,975 sq. feet</b>  |
| h. Digester Complex               | <b>32,480 sq. feet</b> |
| i. Sludge Blend                   | <b>3,638 sq. feet</b>  |
| j. Caustic Building               | <b>2,625 sq. feet</b>  |
| k. Filter Control Building        | <b>2,666 sq. feet</b>  |
| l. Secondary Process Control Bldg | <b>8,246 sq. feet</b>  |
| m. Solids Handling                | <b>58,050 sq. feet</b> |
| n. Scales Office and M & C Bay    | <b>4,840 sq. feet</b>  |
| o. Return Flow Pump Station       | <b>2,190 sq. feet</b>  |
| p. Warehouse No. 2                | <b>4,590 sq. feet</b>  |
| q. East RAS Pump Station          | <b>480 sq. feet</b>    |
| r. West RAS Pump Station          | <b>480 sq. feet</b>    |
| s. RAS Metering/WAS Pumping Bldg. | <b>1,128 sq. feet</b>  |
| t. Disinfection Control Building  | <b>11,026 sq. feet</b> |
| u. Final Effluent Pump Station    | <b>434 sq. feet</b>    |
| v. Odor Control Facility          | <b>1,730 sq. feet</b>  |
| w. BNR Electrical Bldg No. 1      | <b>480 sq. feet</b>    |
| x. BNR Electrical Bldg No. 2      | <b>480 sq. feet</b>    |
| y. BNR Electrical Bldg No. 3      | <b>480 sq. feet</b>    |
| z. BNR Electrical Bldg No. 4      | <b>371 sq. feet</b>    |
| aa. BNR Electrical Bldg. No. 5    | <b>485 sq. feet</b>    |
| bb. RAS metering Bldg.            | <b>970 sq. feet</b>    |
| cc. Electrical Switch Gear Bldg   | <b>480 sq. feet</b>    |

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**Total** **194,234 sq. feet.**

**E. Group #5-Public Works Department –Service Monthly**

*Service required after 4:00 p.m. Monday through Friday.*

**Invoices to: County of Henrico Public Works Dept.**

10301 Woodman Rd Glen Allen, VA 23060

1. Administration Building, 10401 Woodman Road Glen Allen, Va. 23060  
**25,756 square feet**
2. Road Crew Building 10431 Woodman Rd Glen Allen, Va. 23060  
**3,614 square feet**

**F. Group #6 – Public Libraries-Service Monthly**

*\*Aerosol sprays are not to be used during open library hours\**

**Invoices to: County of Henrico Public Libraries**

1700 N Parham Road Henrico, VA 23229

*Service the entire building on any Tues, Thursday or Friday starting at 4:30 p.m.*

1. Sandston Library, 23 E. Williamsburg Road Sandston, VA 23150  
**7,833 square feet**
2. Glen Allen Library, 10501 Staples Mill Road Glen Allen, VA 23060  
**23,000 square feet**
3. Twin Hickory Library, 5511 Twin Hickory Road Glen Allen, VA 23059  
**40,000 square feet**

*Service the entire building on any Monday and Friday starting at 4:30 p.m.*

4. North Park Library, 8508 Franconia Road Richmond, VA 23227  
**15,039 square feet**
  5. Varina Library, 2001 Library Lane Henrico, VA 23231  
**5,456 square feet**
- Service the entire building on any Friday starting at 4:30 p.m.*
6. Fairfield/Bookmobile, 1001 N. Laburnum Avenue  
**18,000 square feet**
  7. Dumbarton Library, 6800 Staples Mill Road Henrico, VA 23228  
**22,500 square feet**
  8. Tuckahoe Library, 1901 Starling Drive Richmond, VA 23229  
**53,000 square feet**
  9. Gayton Library, 10600 Gayton Road Henrico, VA 23238  
**12,672 square feet**

**G. Group #7 Capital Regional Workforce Partnership-Service Monthly**

*Service required, between the hours of 8:30 a.m. through 4:30 p.m., M- F.*

**Invoices to: County of Henrico Capital Regional Workforce Partnership**

1001 N. Laburnum Avenue Richmond, VA 23223

1. CRWP: 1001 N. Laburnum Avenue Richmond, VA 23223  
**Square footage: 6,307, garage 885**

**H. Group #8 -Sheriff's Department-Service Monthly**

*The kitchen areas, storage rooms, deputy eating rooms, all restrooms and the trash compactor area will be serviced. The jail cells and dayrooms will be serviced on an as needed basis, plus complaints. Service during the hours of 8:00 a.m. to 3:00 p.m. M- F.*

**Invoices to: County of Henrico Sheriff's Department**

4301 E Parham Rd Henrico, VA 23228

1. Jail West, 4301 E. Parham Road. Henrico, VA 23273  
**172,000 square feet**
2. Jail East, 17320 New Kent Highway, Barhamsville, VA 23011  
**253,000 square feet**
3. Jail Farm, 17320 New Kent Highway, Barhamsville, VA 23011  
**14,000 square feet**

**I. Group #9- Central Automotive Maintenance-Service Monthly**

*Services required after 4:00 p.m. M- F All restrooms, lounge areas and vending machine areas.*

**Invoices to: County of Henrico Central Automotive Maintenance**

PO Box 90775 Henrico, VA 23273-0775

1. Central Maintenance Facility, 10301 Woodman Road Glen Allen, VA 23060  
**85,000 square feet**
2. East End Depot, 440 Dabbs House Road Richmond, VA 23223  
**21,000 square feet**

**J. Group #10 –Fire Stations -Service every other month**

*Services required between 8:30 a.m. and 4:00 p.m. Monday- Friday. Entire station.*

**Invoices to:County of Henrico Department of Finance – Acct Division**

PO Box 90775 Henrico, VA 23273-0775

1. Fire Station #1 110E. Azalea Ave. Henrico, VA 23222  
**5,057 square feet**
2. Fire Station #2 2400 Darbytown Road Henrico VA 23231  
**6,060 square feet**
3. Fire Station #3 1310 E. Washington Street Henrico VA 23075  
**11,160 square feet**
4. Fire Station #4 8112 Strath Road Henrico, VA 23231  
**3,721 square feet**
5. Fire Station #5 6911 Lakeside Ave. Henrico VA 23228  
**7,500 square feet**
6. Fire Station #6 4600 S. Laburnum Ave. Henrico, VA 23231  
**4,506 square feet**
7. Fire Station #7 2701 E. Laburnum Ave. 23223  
**4,057 square feet**

8. Fire Station #8 8000 Patterson Ave. Henrico, VA 23229  
**2,940 square feet**
9. Fire Station #9 9401 Quioccasin Ave. Henrico, VA 23238  
**11,160 square feet**
10. Fire Station #11 1754 Hungary Road Henrico, VA 23228  
**11,300 square feet**
11. Fire Station #12 3803 West End Drive Henrico, VA 23294  
**10,551 square feet**
12. Fire Station #13 12491 Church Road Henrico, VA 23233  
**8753 square feet**
13. Fire Station #14 5210 Technology Boulevard, Sandston, VA 23150  
**5,376 square feet**
14. Fire Station #15 3820 Mountain Rd. Glen Allen, VA 23060  
**5,652 square feet**
15. Fire Station #16 5381 Shady Grove Road, Glen Allen, VA 23059  
**5,474 square feet**
16. Fire Station #17 110 N. Gaskins Ave. Henrico, VA 23238  
**5,772 square feet**
17. Fire Station #18 4410 Darbytown Road Henrico, VA 23231  
**10,330 square feet**
18. Fire Station #21 1201 Virginia Center Parkway Glen Allen, VA 23059  
**11,210 square feet**
19. Fire Station #22 3790 Westerre Parkway Henrico, VA 23233  
**10,625 square feet**

**K. Group #11 Cultural Arts Center-Service Monthly**  
**Invoices to: County of Henrico Cultural Arts**  
2880 Mountain Rd. Glen Allen, VA 23060

1. Cultural Arts Center 2880 Mountain Road Glen Allen, VA 23060  
**50,300 square feet**
2. Cultural Arts Cottage 2880 Mountain Road Glen Allen, VA 23060  
**2,180 square feet**

**L. Group #12-Mental Health & Developmental Services-Service Monthly  
Invoices to: County of Henrico MH/DS Services  
10299 Woodman Rd Glen Allen, VA 23060**

1. Woodman Road Administration, 10299 Woodman Road Glen Allen, VA 23060  
**53,897 sq. ft.**
2. Cypress Enterprises, 205-A Roxbury Industrial Ctr. Charles City, VA 23030  
**2,700 sq.ft.**
3. East Center, 4825/4823 S. Laburnum Ave. Richmond, VA 23231  
**19,820 sq. ft.**
4. Providence Forge/Chs. City/New Kent Ctr. 9403 Pocahontas Tr. Providence Forge,  
VA 23140  
**25,808 sq. ft.**
5. Hermitage Enterprises 8247 Hermitage Road Richmond, VA 23228  
**27,295 sq. ft.**
6. Lakeside House (county) 5623 Lakeside Ave. Richmond, VA 23228  
**5,000 sq. ft.**
7. Sherbrooke Group Home 3221 McIntyre Street Richmond, VA 23294  
**3,052 sq. ft.**
8. Gayton Home Group Home 10700 Gayton Drive Richmond, VA 23233  
**4,950 sq. ft.**
9. Walton Farms Group Home 8707 Walton Farms Court Richmond, VA 23294  
**2,318 sq. ft.**
10. Green Run Group Home 4907 Green Run Drive Richmond, VA 23228  
**1,624 sq. ft.**
11. Shurm Heights Group Home 2505 National Street Richmond, VA 23231  
**2,049 sq.ft.**
12. Danray Group Home 512 Danray Drive Richmond, VA 23227  
**2,632 sq. ft.**
13. Thousand Oaks Group Home (HOI) 2304 Thousand Oaks Drive Ric., VA 23294  
**1,983 sq. ft.**
14. Morningside Group Home (county) 6007 Morningside Drive Ric. VA 23226  
**2,505 sq. ft.**
15. Irisdale Group Home 3017 Irisdale Avenue Richmond, VA 23228  
**2,310 sq. ft.**

**M. Group #13-Park Services Additions**-Serviced Quarterly  
**Invoices to: County of Henrico Department of Finance – Acct Div**  
PO Box 90775 Henrico, VA 23273-0775

1. Dotson Home-3501 New Market Road Henrico, VA 23231  
**2,160 square feet**
2. Bowles House-9455 Deep Bottom Road Henrico, VA 23231  
**2,000 square feet**
3. Dorey House, 2995 Darbytown Road Henrico, VA 23231  
**2,600 square feet**
4. Cedar Hill House-4003 Clarendon Road Henrico, VA 23223  
**1,840 square feet**
5. Sandston American Legion 12 J.B. Finley Street Sandston, VA 23150  
**3,760 sq. feet**

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. Comments as to how the bid documents, specifications or drawings can be improved are welcome. Bidders requesting clarification or interpretation of or improvements to the bid general terms, conditions, specifications or drawings shall make a written request which shall reach the Purchasing Division, Department of General Services, 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 General Services 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 to Bid may be issued any time 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 to 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. Authorization to transact business in the Commonwealth:

1. A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.
2. A bidder or Bidder 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 bid the identification number issued to it by the State Corporation Commission. (ATTACHMENT B) Any bidder or Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or bid a statement describing why the bidder or Bidder is not required to be so authorized.
3. A bidder or Bidder described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of General Services, his designee, or the County Manager.
4. Any falsification or misrepresentation contained in the statement submitted by the bidder/Bidder pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.
5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth 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.

C. 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. There shall be no penalty should the Board fail to make annual appropriations for this contract.

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 A)
4. It is the intent of the Purchasing Director 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** (See the Bid Form)
5. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the public bulletin board located at the following locations:

Purchasing Division  
1590 East Parham Road  
Henrico, VA 23228

Eastern Government Center  
3820 Nine Mile Road  
Henrico, VA 23223

Henrico Government Center  
4301 East Parham Road  
Henrico, VA 23228

Notice of award or intent to award may appear on the Purchasing Division website:  
<http://www.co.henrico.va.us/departments/genserv/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.
7. 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 any contract resulting from this Invitation to Bid, its interpretations or its performance shall be litigated only in either the General District Court or in the Circuit Court of the County of Henrico, Virginia.

E. Bid Security:

The Purchasing Division does not require the bidder to furnish a bid security with this bid.

F. 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, its officers and/or its employees, either independently or jointly with the bidder, the bidder shall defend the County, its



officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the County, its officers, and/or its employees, either independently or jointly with the bidder, then the bidder shall pay such judgment, including costs and attorney's 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.

G. Bidder's Representation:

1. By submitting a bid in response to this Invitation to 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.

H. Bonds:

The Purchasing Division does not require the Successful Bidder to furnish Performance Bond and a Payment Bond for this contract.

I. 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. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

J. Compensation:

1. It is the County's policy not to pay for any goods or services until the same have been actually received.
2. The Successful Bidder shall provide the Purchasing Division their social security numbers, 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 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 days after the invoice is rendered, whichever is later (Code of Virginia, Section 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).

K. Contract Period:

1. The initial contract period shall be from date of award through a one year period. 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.

L. 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 IFB, 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.

M. County License Requirement

If a business is located in the County, it is 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.

N. Default:

If the Successful Bidder is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails 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 will be provided twenty (20) calendar days to provide a plan to correct said default.

O. Drug-Free Workplace to be Maintained by the Contractor (Code of Virginia, Section 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.

P. Employment Discrimination by Bidder Prohibited:

1. During the performance of this contract, the Successful Bidder agrees as follows (Code of Virginia, Section 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.

Q. Employment of Unauthorized Aliens Prohibited

As required by Virginia Code §2.2-4311.1, the contactor 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.

R. Environmental Management

Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations. Contractor is required to abide by the County of Henrico's Environmental Policy Statement, which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.

Contractor shall be properly trained and have any necessary certifications to carry out environmental responsibilities. Contractor shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

[http://www.co.henrico.va.us/pdfs/hr/risk/env\\_policy.pdf](http://www.co.henrico.va.us/pdfs/hr/risk/env_policy.pdf)

S. 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 General Services, North Run Office Park, 1590 East Parham 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 to 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 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 Requests for Bids. All solicitations are posted on the County's Internet site at: <http://www.co.henrico.va.us/departments/genserv/purchasing/> and may be viewed under the Bids and Bids link on the homepage.

T. Indemnification:

The Successful Bidder agrees to indemnify, defend and hold harmless the County of Henrico, including the County of Henrico Public Schools, its 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.

U. 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)

V. Modification of Bids:

1. A bid may be modified or withdrawn by the bidder any time 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.

W. 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.
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 (County Code 16.36).
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.

X. No Discrimination against Faith-Based Organizations:

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

Y. 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 (Code of Virginia, Section 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 (Code of Virginia, Section 2.2-4342E).

Z. Product Evaluation/Testing:

1. The Purchasing Division shall have the option to evaluate and/or test any item offered in this Invitation to 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 five (5) calendar days of the request by the Purchasing Division.

Samples shall be sent to:           Henrico County  
  Attn: Jacquelyn Comuzzi  
  1590 East Parham 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.

AA. Record Retention/County Audits:

1. The Successful Bidder shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the Successful Bidder's bid and any contract awarded pursuant to this Invitation to 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-audits of the Successful Bidder's records as a result of a contract awarded pursuant to this Invitation to Bid. Files would be available on demand and without notice during normal working hours.

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 Bids. All solicitations are posted on the County's Internet site at [www.co.henrico.va.us](http://www.co.henrico.va.us) and may be viewed under the Bids and Bids link on the homepage.

CC. Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the County of Henrico, Virginia. In the event that the Contractor desires to subcontract some part of the work specified in the contract, the Contractor shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Contractor 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.

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 email for this bid.
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 or by typewriter. 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 non-responsive.
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.

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 (Code of Virginia, Section 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 a (2) 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 may not include any amount for reimbursement for such interest charge.

FF. 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.

GG. 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 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.

HH. 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 (Section 2.2-4342F of the Code of Virginia).

II. Use of Brand Names/Product Information:

1. Unless otherwise provided in the Invitation to 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 (Code of Virginia, Section 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 if the product offered meets the requirements of the solicitation. Material 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.

JJ. 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. (Code of Virginia, Section 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%). (Code of Virginia, Section 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.

BID FORM

County of Henrico  
 Department of Finance  
 Purchasing Division  
 North Run Office Park  
 1590 East Parham Road  
 P. O. Box 90775  
 Henrico, Virginia 23273-0775

I/We hereby propose to establish an annual contract to furnish and provide Pest Control Services as needed and requested in accordance with the enclosed general terms, conditions and specifications contained in **IFB #13-9531-12JC**. The Bid Form must be completed in blue or black ink or by typewriter. 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:

**PLEASE SUBMIT AN ORIGINAL AND 1 COPY OF YOUR BID RESPONSE.**

**PRICES QUOTED SHALL BE FOB DESTINATION.**

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

**Bidders must bid on all items. Items provided at no charge must reflect a \$0 figure.**

<b>A. Group #1-General Government</b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx12)</b>
1. Glen Echo modular/health trailers-	10,200	\$	\$
2. Dabbs House bunker	7,320	\$	\$
3. Administration Building	162,000	\$	\$
4. Administration Annex	55,000	\$	\$
5. Courthouse	104,544	\$	\$
6. Motor Pool	2,162	\$	\$
7. Eastern Government Center Building	76,716	\$	\$
8. Human Services Building	87,000	\$	\$
9. Juvenile Courts and Probation	51,155	\$	\$
10. Animal Protection Center	10,000	\$	\$
11. Public Safety Building	63,100	\$	\$
12. Emergency Communication and Training Facility	79,910	\$	\$
13. Economic Development Authority	20,136	\$	\$
14. Christmas Mother Warehouse	30,800	\$	\$
15. Tuckahoe Annex	32,000	\$	\$
<b>SUBTOTAL Group #1 (items 1-15)</b>		\$	\$

<b>B. Group#2 Recreation and Parks</b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx6)</b>
1. Glen Allen Softball Complex	1,938	\$	\$
2. Bethlehem Little League	1,380	\$	\$
3. RF& P Softball	882	\$	\$
4. RF&P Baseball	1,450	\$	\$
5. RF&P Football	1,610	\$	\$
6. RF& P Stadium	1,550	\$	\$
7. Deep Run Small Building	208	\$	\$
8. Lakeside Little League	612	\$	\$
9. Dumbarton Little League	1,323	\$	\$
10. Laurel Recreation	1,368	\$	\$
11. Short Pump Concession	1,288	\$	\$
12. Pouncey Tract Park	1,610	\$	\$
13. J.Sargeant Reynolds Concession (trailer	168	\$	\$
14. Virginia Randolph Concession	2,555	\$	\$
15. Hunton Recreation	396	\$	\$
16. Tuckahoe Sports Complex	108	\$	\$
17. Dorey Softball Concession	525	\$	\$
18. Dorey Soccer Concession	1,300	\$	\$
19. Dorey Baseball Concession	408	\$	\$
20. Glen Lea Recreation Concession	576	\$	\$
21. Glen Lea Elem. Concession(outbuilding)	630	\$	\$
22. Highland Springs Recreation	832	\$	\$
23. Sandston Little League (2 Stands)	1,200	\$	\$
24. Seven Pines Concession,	1,196	\$	\$
25. Varina Recreation Concession,	1,140	\$	\$
26. Wilder Middle Sch.(football/soccer field)	910	\$	\$
27. Klehr Field	1,150	\$	\$
28. Eastern Henrico Rec. Center Concession Stand	1,274	\$	\$
29. a. Belmont Recreation Center	23,400	\$	\$
b. Snack Bar	2,170	\$	\$
c. Pro Shop	2,500	\$	\$
d. 9th Hole Concession Stand	544	\$	\$
e. Administration Building	1,196	\$	\$
f. Maintenance Building	5,322	\$	\$
g. Cart Barn	3,337	\$	\$
30. Confederate Hills Recreation Center	13,140	\$	\$
31. Dorey Recreation Center	10,640	\$	\$
32. Coal Pit Learning Center	1,537	\$	\$
33. Three Lakes Nature Center	6,600	\$	\$
34. Twin Hickory Recreation	1,950	\$	\$
35. Antioch Recreation Center	1,296	\$	\$
36. Hidden Creek Recreation Center	2,262	\$	\$
37. Deep Run Recreation Center	22,970	\$	\$
38. Henrico Theatre	25,200	\$	\$
39. Henrico Park Services	11,600	\$	\$
40. Eastern Henrico Recreation Center 23223	25,772	\$	\$
<b>SUBTOTAL Group #2 (items 1-40)</b>		<b>\$</b>	<b>\$</b>

<b>C. <u>Group #3 Juvenile Detention</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x 12)</b>
1. Juvenile Detention at Western Gov't Center	18,874	\$	\$
2. James River Juvenile Detention	5,000	\$	\$
<b>SUBTOTAL Group #3 (items 1-2)</b>		\$	\$
<b>D. <u>Group #4- Department of Public Utilities</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx6)</b>
1. Public Utilities Administration/DPU Operations	41,000	\$	\$
2. Water Treatment Facility	530	\$	\$
3. Water Reclamation Facility (a-cc)	194,23	\$	\$
<b>SUBTOTAL Group #4 (items 1-3)</b>		\$	\$
<b>E. <u>Group #5-Public Works Department</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x12)</b>
1. Administration Building	25,756	\$	\$
2. Road Crew Building	3,614	\$	\$
<b>SUBTOTAL Group #5 (items 1-2)</b>			
<b>F. <u>Group #6 – Public Libraries</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x12)</b>
1. Sandston Library	7,833	\$	\$
2. Glen Allen Library	12,000	\$	\$
3. Twin Hickory Library	40,000	\$	\$
4. North Park Library	15,039	\$	\$
5. Varina Library	5,456	\$	\$
6. Fairfield/Bookmobile	18,000	\$	\$
7. Dumbarton Library	22,500	\$	\$
8. Tuckahoe Library	53,000	\$	\$
9. Gayton Library	12,672	\$	\$
<b>SUBTOTAL Group #6 (items 1-9)</b>		\$	\$
<b>G. <u>Group #7 Capital Regional Workforce Partnership</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x12)</b>
1.CRWP	6,307	\$	\$
<b>SUBTOTAL Group#7 (item 1)</b>		\$	\$
<b>H. <u>Group #8 -Sheriff's Department</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x 12)</b>
1. Jail West	172,00	\$	\$
2. Jail East	253,00	\$	\$
3. Jail Farm		\$	\$
<b>SUBTOTAL Group #8 (items 1-3)</b>		\$	\$
<b>I. <u>Group #9- Central Automotive Maintenance</u></b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx12)</b>
1. Central Maintenance Facility	85,000	\$	\$
2. East End Depot	21,000	\$	\$
<b>SUBTOTAL Group #9 (items 1-2)</b>			

<b>J. Group #10 –Fire Stations</b>	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx6)</b>
1. Fire Station #1	5,057	\$	\$
2. Fire Station #2	6,060	\$	\$
3. Fire Station #3	11,160	\$	\$
4. Fire Station #4	3,721	\$	\$
5. Fire Station #5	7,500	\$	\$
6. Fire Station #6	4,506	\$	\$
7. Fire Station #7	4,057	\$	\$
8. Fire Station #8	2,940	\$	\$
9. Fire Station #9	11,160	\$	\$
10. Fire Station #11	11,300	\$	\$
11. Fire Station #12	10,551	\$	\$
12. Fire Station #13	8,753	\$	\$
13. Fire Station #14	5,376	\$	\$
14. Fire Station #15	5,652	\$	\$
15. Fire Station #16	5,474	\$	\$
16. Fire Station #17	5,772	\$	\$
17. Fire Station #18	10,330	\$	\$
18. Fire Station #21	11,210	\$	\$
19. Fire Station #22	10,625	\$	\$
<b>SUBTOTAL Group#10 (items 1-19)</b>		\$	\$
	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthly x12)</b>
<b>K. Group #11 Cultural Arts Center</b>			
1.Cultural Arts Center	50,300	\$	\$
2. Cultural Arts Cottage	2,180	\$	\$
<b>SUBTOTAL Group #11 (items 1-2)</b>		\$	\$
	<b>Sq. Ft.</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx12)</b>
<b>L. Group #12-Mental Health &amp; Developmental Services</b>			
1. Woodman Road Administration	53,897	\$	\$
2. Cypress Enterprises	2,700	\$	\$
3. East Center	19,820	\$	\$
4. Providence Forge/Chs. City/New Kent Ctr	25,808	\$	\$
5. Hermitage Enterprises	27,295	\$	\$
6. Lakeside House	5,000	\$	\$
7. Sherbrooke Group Home	3,052	\$	\$
8. Gayton Home Group Home	4,950	\$	\$
9. Walton Farms Group Home	2,318	\$	\$
10.Green Run Group Home	1,624	\$	\$
11.Shurm Heights Group Home	2,049	\$	\$
12. Danray Group Home	2,632	\$	\$
13. Thousand Oaks Group Home (HOI)	1,983	\$	\$
14. Morningside Group Home	2,505	\$	\$
15.Irisdale Group Home	2,310	\$	\$
<b>SUBTOTAL Group #12 (items 1-15)</b>		\$	\$

<b>M. Group #13-Park Services Additions</b>	<b>Sq. Ft</b>	<b>Monthly Price</b>	<b>Annual Price (monthlyx4)</b>
1. Dotson Home	2,160	\$	\$
2. Bowles House	2,000	\$	\$
3. Dorey House	2,600	\$	\$
4. Cedar Hill House	1,840	\$	\$
5. Sandston American Legion	3,760	\$	\$
<b>SUBTOTAL Group #13 (items 1-5)</b>		\$	\$
<b>TOTAL BID PRICE (Groups A-M)</b>		\$	\$

**Termite Control: (not to be included in Total Bid Price)**

Spot Treatments will be performed at \$\_\_\_\_\_ per linear foot with a minimum of \$\_\_\_\_\_ or \_\_\_\_\_ feet.  
 Perimeter Plus treatments will be performed at a rate of \$\_\_\_\_\_ per linear foot with a minimum of \$\_\_\_\_\_ or \_\_\_\_\_ feet.

**Bed Bug Inspections: (not to be included in Total Bid Price)**

K-9 inspections with a qualified K-9 inspector will be performed at \$\_\_\_\_\_ per hour.  
 Bed Bug Treatment will be performed at \$\_\_\_\_\_ per hour.  
 Bedbug resistant Mattress and Boxspring covers will be provided at \$\_\_\_\_\_ per cover for Twin size  
 \$\_\_\_\_\_ per cover for Standard size

In addition to scheduled services occasional "outbreaks" of infestation may occur that require immediate attention. Effective communication and prompt response time to service requests are an essential component to the County's requirements. I agree to provide service for such instances within a maximum of 24 hours of receiving the call. \_\_\_\_\_ 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.

I/We can furnish and deliver all items within\_\_\_\_\_ calendar days after the date of the written notice to proceed with the contract from the County.

We can adhere to the delivery requirements as outlined in the Scope of Work\_\_\_\_\_ Yes\_\_\_\_\_ No

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form and detailed specification sheets. Have you complied with requirement? \_\_\_Yes\_\_\_No.  
 Bidders must submit a copy of their Integrated Pest Management Program. Have you complied with this requirement? \_\_\_\_\_yes\_\_\_\_\_no  
 Bidders must submit a copy of their Pesticide Business License and each applicators and/or registered technician's Pesticide Applicator Certificate. 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 of Henrico, Virginia and if it is, have you obtained a County license to conduct or engage in the business, trade or occupation in the County of Henrico? \_\_\_ Yes. \_\_\_No.

I/We acknowledge the receipt of:

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:

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX OR BOXES BELOW.**

Please refer to definitions on Page 2 prior to completing. Check all that apply.

- MINORITY-OWNED BUSINESS     SMALL BUSINESS     WOMEN-OWNED BUSINESS
- NONE OF THE ABOVE

If certified by the Virginia Minority Business Enterprise (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_ NUMBER \_\_\_\_\_ DATE

**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

**DEFINITIONS**

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

**“Minority-owned business”** means a business that is at least 51% 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% 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.

As used in the definition of “*minority-owned business*,” “*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, 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.

**“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% 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% 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.

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 those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

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: \_\_\_\_\_

2.     Date: \_\_\_\_\_  
       Client: \_\_\_\_\_  
       Address: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_

3.     Date: \_\_\_\_\_  
       Client: \_\_\_\_\_  
       Address: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_

**ATTACHMENT C**  
**Insurance Specifications**

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

**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.