

# COUNTY OF HENRICO



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

**IFB: #20-1991-3JEC**

March 9, 2020  
Invitation for Bid  
Copy Paper

**Subject:** Annual contract to furnish all tools, labor and equipment necessary to provide inside delivery of Copy Paper as needed and requested to the Henrico County Public Schools and Henrico County 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 AM**, local prevailing time, **March 27, 2020** and will be opened and publicly read aloud.

<p><b>IN PERSON OR SPECIAL COURIER</b>  <b>County of Henrico</b>  <b>Department of Finance</b>  <b>Purchasing Division</b>  <b>8600 Staples Mill Road</b>  <b>Henrico, Virginia 23228</b></p>	<p><b>OR</b></p>	<p><b>U.S. POSTAL SERVICE</b>  <b>County of Henrico</b>  <b>Department of Finance</b>  <b>Purchasing Division</b>  <b>P.O. Box 90775</b>  <b>Henrico, Virginia 23273-0775</b></p>
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This IFB and any addenda are available on the County of Henrico website at: <https://henrico.us/finance/divisions/purchasing>. To receive an email copy of this document please contact [cre057@henrico.us](mailto:cre057@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.

Pursuant to Henrico County Code Section 16-43, the award will be made by the Purchasing Director.

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 Jon Creger at [cre057@henrico.us](mailto:cre057@henrico.us) by no later than **March 20, 2020**.

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

Jon Creger  
Procurement Analyst I

**I. SCOPE OF WORK/SERVICES**

**A. Purpose**

The intent and purpose of this Invitation for Bid is to establish a term contract with a qualified supplier to furnish all tools, labor, and equipment necessary to provide inside delivery of Copy Paper to Henrico County Public Schools (“HCPS”) and Henrico County General Government, as needed and requested in accordance with the enclosed general terms, conditions and specifications.

**B. Historical Data**

The County spent approximately the following on Copy Paper for the past two fiscal years. The data provided is for informational purposes and does not bind the County to purchase any specified amount.

Fiscal Year	2017-2018	2018-2019
Approximate Amount Spent	\$99,600.00	\$90,500.00

**C. General Requirements**

1. The Successful Bidder shall be a firm regularly engaged in the sale of Copy Paper.
2. The Successful Bidder shall maintain adequate stock levels to insure uninterrupted delivery of Copy Paper to HCPS and Henrico County General Government during the contract term.

**D. Copy Paper Specifications**

Copy paper specifications are located in the Unit Price Bid Sheet Price Schedule and include brand and paper style. All paper shall be premium multi-purpose paper and shall run on all plain paper copiers including high speed copiers, duplicators, and printers.

**E. Orders**

Orders will be placed as needed and requested during the term of the contract. HCPS and Henrico County Departments will be required to place a minimum order of five (5) cases per order.

**F. Delivery Requirements**

1. The Successful Bidder shall make deliveries directly to HCPS, Central Office, all annexes and all Henrico County General Government departments listed on Attachment E.
2. Deliveries for HCPS shall be made between the hours of 8:00 am to 2:00 pm, Monday through Friday. There shall be no deliveries on Saturday, Sunday, or HCPS holidays. Deliveries must be coordinated in advance with HCPS.
3. Deliveries for Henrico County General Government shall be made between the hours of 8:00 pm to 4:00 pm, Monday through Friday. There shall be no deliveries on Saturday, Sunday or on County holidays (New Year’s Day, Martin Luther King, Jr. Day, Presidents

Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, Christmas Day).

4. Deliveries shall be made within three (3) business days after receipt of order unless other arrangements have been made with the ordering school or department.
5. The Successful Bidder shall provide inside delivery, FOB destination to each location's paper storage area. Tailgate delivery will not be accepted. All deliveries shall include a packing slip which clearly defines the quantity and description of goods being delivered.

#### G. Invoicing Requirements

1. The Successful Bidder shall mail the invoice to the ordering school or department. The invoice shall include the purchase order number, list of goods and quantities and the contract price.
2. The Successful Bidder shall not add late fees to the invoices because of incorrect invoices being provided to the County. Billing errors shall be kept at a minimum. Persistent errors may be grounds for cancelation of contract.

#### H. Bid Submission Requirements

1. The Unit Price Bid Sheet Price Schedule is provided in MS Excel format. Bidders shall complete the Price Schedule electronically, print off, sign where indicated, and submit the printed version with the Bid Form in accordance with Part II, General Terms and Conditions, Section DD, Submission of Bids. If a Bidder submits a price for an item in a Bid Item Lot, all items must be bid. A "no bid" submission for an item within a Bid Item Lot may result in the bid being deemed non-responsive.
2. Bidders shall provide a listing of at least 3 recent references for which you have provided this product or service. (See Attachment B)
3. Complete bid submissions will include the following documents:
  - Bid Form
  - Unit Price Bid Sheet Price Schedule (Excel Document)
  - Signature Sheet
  - Business Category Classification Form
  - Virginia State Corporation Commission Registration Information (Attachment A)
  - Bidder's Reference Sheet (Attachment B)
  - Direct Contact with Students Form (Attachment C)

4. **A sample ream is required if bidding other than what is specified on the Unit Price Bid Sheet Price Schedule.** Specification sheets must be provided with bid response. The reams must be in the original wrapper and provided at no cost to HCPS and Henrico County General Government. If the samples are being provided in a separate package, the package must be marked with the IFB number, title, and name of company. It shall be the Bidders responsibility to ensure that samples arrive by the stated due date and time. (For color paper- if bidding all one brand other than specified on the Bid Form only one ream is required along with sample sheets of all other colors.)

## **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. (Attachment 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/her 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 Director of Purchasing 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 Lot.** (See the Bid Form).
5. Notice of award or intent to award is posted on the Purchasing Division website: <https://henrico.us/finance/divisions/purchasing>.
6. The Bidder/Bidders 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. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

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 June 1, 2020 through May 31, 2021. 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:

The Contractor shall comply with all applicable federal, state, and local environmental regulations. The Contractor is required to abide by the County's Environmental Policy Statement: [http://www.henrico.us/pdfs/hr/risk/env\\_policy.pdf](http://www.henrico.us/pdfs/hr/risk/env_policy.pdf) which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. The Contractor shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Contractor shall immediately communicate any environmental concerns or incidents to the assigned County Project Manager and the County Risk Manager.

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.

S. 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)

T. 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.

U. 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 Code 16-48).
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.

V. 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.

W. 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).

X. 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: Jon Creger  
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.

Y. 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.

Z. 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 either written or oral notice by the County to discontinue such practice.

AA. Minority-, Woman-, Service Disabled Veteran-Owned, Small Business and Employment Services Organizations:

1. It is the policy of the County of Henrico to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.
2. The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

3. All formal solicitations are posted on the Commonwealth of Virginia eVA website and the County's website at <https://henrico.us/finance/divisions/purchasing/> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on eBid at [www.ebidexchange.com/henrico](http://www.ebidexchange.com/henrico).

CC. Subcontracts:

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.

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):
2. 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
3. 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.
4. 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.
5. 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).
6. 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:

Subject to the limitations of Va. Code § 2.2-4342(F), trade secrets or proprietary information submitted by a Bidder in connection with this procurement transaction 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 § 2.2-4342(F)).

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. Occupational Safety & Health Policy Statement

The Contractor shall comply with all applicable federal, state, and local occupational safety and health standards. The Contractor is required to abide by the County's Occupational Safety & Health Policy Statement: [https://henrico.us/pdfs/risk/h\\_safety\\_policy.pdf](https://henrico.us/pdfs/risk/h_safety_policy.pdf) which emphasizes maintaining a safe and healthy work environment for all employees, volunteers, and contractors who access County property and locations. The Contractor shall be properly trained and have any necessary certifications to carry out occupational safety and health policy responsibilities. The Contractor shall immediately communicate any concerns or incidents to the assigned County Project Manager and the County Risk Manager.

MM. Direct Contact with Students Certification

Pursuant to Va. Code § [22.1-296.1](#), as a condition of awarding a contract for the provision of services that require the contractor, his employees or subcontractors to have **direct contact with students** on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to 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.

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.

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

NN. 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.

OO. Cooperative Procurement:

This procurement is being conducted by Henrico County, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidders shall deal directly with any public body it authorizes to use the resulting contract. Henrico County, Virginia, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Henrico County contract. Henrico County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

**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 Copy Paper for Henrico County Public Schools and Henrico County General Government as needed and requested, in accordance with the enclosed general terms, conditions and specifications contained in **IFB # 20-1991-3JEC**. 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 submitted on the **attached Unit Price Bid Sheet Price Schedule**.

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

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

**Bidders must bid on all line items in a Lot to be considered. Bidder must only submit one item brand & product per bid item.**

**Delivery, handling, fuel surcharges, and any other charges shall be included in the bid price. Failure to do so may cause rejection of your bid.**

**Contact award(s) shall be made to the lowest responsive and responsible bidder for each Bid Item Lot. Multiple contract awards may be made for each Bid Item Lot if determined to be in the best interest of the County.**

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.

Bidder can meet the delivery requirements as specified in the Scope of Work.  
\_\_\_\_ Yes \_\_\_\_ No

Bidder submitted a sample ream and specification sheets if bidding other than what is specified on the Bid Form.  
\_\_\_\_ Yes \_\_\_\_ No

**To aid in the evaluation of bids, Bidders must submit the original Bid Form and Unit Price Bid Sheet Price Schedule and one copy of the Bid Form Unit Price Bid Sheet Price Schedule, 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

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid (“IFB”) 20-1991-3JEC – Copy Paper.

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

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 <u>NOT</u> USE TRADE NAME):
ADDRESS:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:



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.

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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, email address 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: \_\_\_\_\_

**ATTACHMENT C**

**DIRECT CONTACT WITH STUDENTS CERTIFICATION**

Name of Bidder: \_\_\_\_\_

Pursuant to Va. Code § [22.1-296.1](#), as a condition of awarding a contract for the provision of services that require the contractor, his employees or subcontractors to have **direct contact with students** on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to 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.

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 that require direct contact with students to the School Board under the resulting contract 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. 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 D**  
**Insurance Specifications**  
**County of Henrico**

**The following insurance coverages and limits are required in order to provide goods, services, construction, professional and non-professional services to Henrico County general government agencies and Henrico County Public Schools. These requirements are specific to this procurement and may or may not be the same for future requests.**

**Please be sure and review the Additional Requirements Section**

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 and that is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. **The certificate must not show in the description of operations section that is issued specific to any bid, job, or contract.** 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. Best or a rating acceptable to the County. In addition, the Successful Bidder shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in 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**

\$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

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

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

**Umbrella Liability**

\$2,000,000 Per Occurrence and in the aggregate

## Additional Requirements

In addition to the requirements above, the Successful Bidder shall thoroughly review the scope of work that is included and if any of the following are included in the services that will be provided, the following additional insurance will be required, if checked:

- Professional Liability - \$2,000,000 Per Occurrence (or limit in accordance with statute for Medical Professional)**  
Required if the Scope includes providing advice or consultation including but not limited to; lawyers, bankers, physicians, programming, design (including construction design), architects & engineers and others who require extensive education and/or licensing to perform their duties.
- Cyber Liability - \$2,000,000 Per Occurrence**  
Required if the Scope includes the collection and electronic transmittal of Protected Health Information (PHI), or any other demographic data on individuals including but not limited to Name, Address, Social Security Numbers or any other sort of personally identifying information.
- Abuse and Molestation Coverage - \$1,000,000 Per Occurrence**  
Required if the scope of work includes the offering of professional or non-professional services to any child or student where one on one contact or consultation is to be provided.
- Pollution Liability - \$1,000,000 Per Occurrence**  
Required if the scope of work involves the use (other than in a motor vehicle) or removal of a substance or energy introduced into the environment that potentially has an undesired effect or affects the usefulness of a resource. These include, but are not limited to Asbestos, PCB's, Lead, Mold, and Fuels.
- Explosion, Collapse & Underground Coverage (XCU)**  
Required of a Contractor in limits equal to the General Liability Limit when the Scope includes any operations involving Blasting, any work underground level including but not limited to wires, conduit, pipes, mains, sewers, tanks, tunnels, or any excavation, drilling, or similar work.
- Builders Risk Coverage**  
Required if the scope of work includes the ground up construction of a structure. Limit of insurance shall be 100% of the completed value of the structure. For projects for the renovation of an existing structure, The County shall insure the Builder's Risk with the Contractor being responsible for the first \$10,000 of any claim.
- Other as Specified Below**  

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**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 Bidder's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the 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. This insurance shall apply as primary insurance and non-contributory 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.

**NOTE 4:** The Certificate Holder Box shall read as follows:  
County of Henrico  
Risk Management  
PO Box 90775  
Henrico, VA 23273

**ATTACHMENT E**

**Schools & Administration Buildings  
2020-2021**

*City is **Henrico** unless otherwise noted.*

School	Phone
<b>Elementary Schools</b>	
<b>ADAMS (660)</b> 600 S. Laburnum Avenue, 23223	Main: 226-8745 Fax: 226-8768
<b>ASHE (320)</b> 1001 Cedar Fork Road, 23223	Main: 343-6550 Fax: 343-6514
<b>BAKER (470)</b> 6651 Willson Road, 23231	Main: 226-8755 Fax: 226-8769
<b>CARVER (650)</b> 1801 Lauderdale Drive, 23238	Main: 750-2640 Fax: 750-2648
<b>CHAMBERLAYNE (590)</b> 8200 St. Charles Road, 23227	Main: 261-5030 Fax: 261-1734
<b>COLONIAL TRAIL (093)</b> 12101 Liesfeld Farm Drive, Glen Allen 23059	Main: 364-0055 Fax: 364-0877
<b>CRESTVIEW (400)</b> 1901 Charles Street, 23226	Main: 673-3775 Fax: 673-3742
<b>DAVIS (620)</b> 8801 Nesselwood Drive, 23229	Main: 527-4620 Fax: 527-4658
<b>DONAHOE (120)</b> 1801 Graves Road, Sandston 23150	Main: 328-4035 Fax: 328-4022
<b>DUMBARTON (700)</b> 9000 Hungary Spring Road, 23228	Main: 756-3030 Fax: 756-3014
<b>ECHO LAKE (300)</b> 5200 Francistown Road, Glen Allen 23060	Main: 527-4672 Fax: 527-4674
<b>FAIR OAKS (200)</b> 201 Jennings Road, Highland Springs 23075	Main: 328-4085 Fax: 328-4028
<b>GAYTON (150)</b> 12481 Church Road, 23233	Main: 360-0820 Fax: 360-0811
<b>GLEN ALLEN (020)</b> 11101 Mill Road, Glen Allen 23060	Main: 756-3040 Fax: 756-0486
<b>GLEN LEA (380)</b> 3909 Austin Avenue, 23222	Main: 228-2725 Fax: 228-2732
<b>GREENWOOD (260)</b> 10960 Greenwood Road, Glen Allen 23059	Main: 261-2970 Fax: 261-2972
<b>HARVIE (094)</b> 3401 Harvie Road, 23223	Main: 343-7010 Fax: 343-7013
<b>HIGHLAND SPRINGS (640)</b> 600 W. Pleasant Street, Highland Springs 23075	Main: 328-4045 Fax: 328-4038

<b>HOLLADAY (680)</b> 7300 Galaxie Road, 23228	Main: 261-5040 Fax: 261-5054
<b>JOHNSON (530)</b> 5600 Bethlehem Road, 23230	Main: 673-3735 Fax: 673-3753
<b>KAECHELE (082)</b> 5680 Pouncey Tract Road, Glen Allen 23059	Main: 364-8080 Fax: 364-8085
<b>LABURNUM (430)</b> 500 Meriwether Avenue, 23222	Main: 228-2720 Fax: 228-2733
<b>LAKESIDE (370)</b> 6700 Cedar Croft Street, 23228	Main: 261-5050 Fax: 261-5069
<b>LONGAN (630)</b> 9200 Mapleview Avenue, 23294	Main: 527-4640 Fax: 527-4639
<b>LONGDALE (050)</b> 9500 Norfolk Street, Glen Allen 23060	Main: 261-5095 Fax: 515-1198
<b>MAYBEURY (540)</b> 901 Maybeury Drive, 23229	Main: 750-2650 Fax: 750-2649
<b>MEHFOUD (450)</b> <i>Grades K-2-</i> 8320 Buffin Road, 23231	Main: 795-7020 Fax: 795-7023
<b>MONTROSE (210)</b> 2820 Williamsburg Road, 23231	Main: 226-8765 Fax: 226-8771
<b>NUCKOLS FARM (270)</b> 12351 Graham Meadows Drive, 23233	Main: 364-0840 Fax: 364-0843
<b>PEMBERTON (440)</b> 1400 Pemberton Road, 23238	Main: 750-2660 Fax: 750-2663
<b>PINCHBECK (570)</b> 1275 Gaskins Road, 23238	Main: 750-2670 Fax: 750-2644
<b>RATCLIFFE (420)</b> 2901 Thalen Street, 23223	Main: 343-6535 Fax: 343-6516
<b>RIDGE (090)</b> 8910 Three Chopt Road, 23229	Main: 673-3745 Fax: 673-3754
<b>RIVERS EDGE (240)</b> 11600 Holman Ridge Road, Glen Allen 23059	Main: 935-6760 Fax: 935-6668
<b>SANDSTON (220)</b> 7 Naglee Avenue, Sandston 23150	Main: 328-4055 Fax: 328-4017
<b>SEVEN PINES (550)</b> 301 Beulah Road, Sandston 23150	Main: 328-4065 Fax: 328-4043
<b>SHADY GROVE (710)</b> 12200 Wyndham Lake Drive, Glen Allen 23059	Main: 360-0825 Fax: 364-0844
<b>SHORT PUMP (060)</b> 3425 Pump Road, 23233	Main: 360-0812 Fax: 364-0845
<b>SKIPWITH (480)</b> 2401 Skipwith Road, 23294	Main: 527-4650 Fax: 527-4664
<b>SPRINGFIELD PARK (230)</b> 4301 Fort McHenry Parkway, Glen Allen 23060	Main: 527-4630 Fax: 527-4631
<b>THREE CHOPT (010)</b> 1600 Skipwith Road, 23229	Main: 673-3755 Fax: 673-3748

<b>TREVVETT (490)</b> 2300 Trevvett Drive, 23228	Main: 261-5060 Fax: 515-1199
<b>TUCKAHOE (360)</b> 701 Forest Avenue, 23229	Main: 673-3765 Fax: 673-3749
<b>TWIN HICKORY (310)</b> 4900 Twin Hickory Lake Drive, Glen Allen 23059	Main: 360-4700 Fax: 360-4419
<b>VARINA (290)</b> <i>Grades 3-5</i> 2551 New Market Road, 23231	Main: 795-7010 Fax: 795-7028
<b>WARD (330)</b> 3400 Darbytown Road, 23231	Main: 795-7030 Fax: 795-7017

### Middle Schools

<b>BROOKLAND (500)</b> 9200 Lydell Drive, 23228	Main: 261-5000 Fax: 261-5003
<b>FAIRFIELD (510)</b> 5121 Nine Mile Road, 23223	Main: 328-4020 Fax: 328-4031
<b>HOLMAN (095)</b> 600 Concourse Boulevard, Glen Allen 23059	Main: 346-1300 Fax: 346-1311
<b>HUNGARY CREEK (100)</b> 4909 Francistown Road Glen Allen 23060	Main: 527-2640 Fax: 527-2642
<b>MOODY (390)</b> 7800 Woodman Road, 23228	Main: 261-5015 Fax: 261-5024
<b>POCAHONTAS (280)</b> 12000 Three Chopt Road, 23233	Main: 364-0830 Fax: 364-0848
<b>QUIOCCASIN (690)</b> 9400 Quioccasin Road, 23238	Main: 750-2630 Fax: 750-2629
<b>ROLFE (130)</b> 6901 Messer Road, 23231	Main: 226-8730 Fax: 236-5764
<b>SHORT PUMP (080)</b> 4701 Pouncey Tract Road, Glen Allen 23059	Main: 360-0800 Fax: 360-0808
<b>TUCKAHOE (520)</b> 9000 Three Chopt Road, 23229	Main: 673-3720 Fax: 673-3725
<b>WILDER (250)</b> 6900 Wilkinson Road, 23227	Main: 515-1100 Fax: 515-1110

### High Schools

<b>DEEP RUN (160)</b> 4801 Twin Hickory Road, Glen Allen 23059	Main: 364-8000 Fax: 364-0887
<b>FREEMAN (410)</b> 8701 Three Chopt Road, 23229	Main: 673-3700 Fax: 673-3716
<b>GLEN ALLEN (096)</b> 10700 Staples Mill Road, Glen Allen 23060	Main: 501-3300 Fax: 501-3309
<b>GODWIN (140)</b> 2101 Pump Road, 23238	Main: 750-2600 Fax: 750-2611
<b>HENRICO (610)</b> 302 Azalea Avenue, 23227	Main: 228-2700 Fax: 228-2754
<b>HERMITAGE (670)</b> 8301 Hungary Spring Road, 23228	Main: 756-3000 Fax: 672-1501
<b>HIGHLAND SPRINGS (190)</b> 15 S. Oak Avenue, Highland Springs 23075	Main: 328-4000 Fax: 328-4013
<b>TUCKER (600)</b> 2910 Parham Road, 23294	Main: 527-4600 Fax: 527-4619
<b>VARINA (580)</b> 7053 Messer Road, 23231	Main: 226-8700 Fax: 226-8706



<b>HERMITAGE TECHNICAL CENTER (671)</b> 8301 Hungary Spring Road, 23228	Main: 756-3020 Fax: 756-3025
<b>HIGHLAND SPRINGS TECHNICAL CENTER (191)</b> 100 Tech Drive Highland Springs 23075	Main: 328-4075 Fax: 328-4074

### Program Centers

<b>THE ACADEMY AT VIRGINIA RANDOLPH (040)</b> 2204 Mountain Road, Glen Allen 23060	Main: 261-5085 Fax: 261-5087
<b>GRAD &amp; PLC CENTER</b> Generating Recovery of Academic Direction Center Performance Learning Center 2915 Williamsburg Road, 23231	Main: 236-5734 Fax: 236-5733
<b>GRAD MIDDLE SCHOOL</b> 201 E. Nine Mile Road, Highland Springs 23075	Main: 328-4195
<b>New Bridge Learning Center</b> 5915 Nine Mile Road, 23223  <i>Elementary Intervention Program</i> <i>Federal Programs Preschool</i>	Main: 328-4285 Fax: 328-2640  Main: 328-8106 Fax: 328-5502
<b>VIRGINIA RANDOLPH EDUCATION CENTER (041)</b> 2206 Mountain Road, Glen Allen 23060	Main: 261-5090 Fax: 515-1116

Department/Center	Phone
<b>ADULT EDUCATION CENTER</b> 201 E. Nine Mile Road, Highland Springs 23075	Main: 328-4095 Fax: 737-1720
<b>ADULT EDUCATION CENTER</b> 7850 Carousel Lane, 23294	Main: 527-4660 Fax: 527-4665
<b>CTE RESOURCE CENTER</b> 2002 Bremono Road, Lower Level, 23226	Main: 673-3778 Fax: 673-3798
<b>CAREER &amp; TECHNICAL EDUCATION</b> 3751-C Nine Mile Road, 23223	Main: 781-1818 Fax: 236-5705
<b>CONSTRUCTION &amp; MAINTENANCE</b> 406 Dabbs House Road, 23223	Main: 652-3900 Fax: 652-3939
<b>ESL WELCOME CENTER</b> 2910 Parham Road, Building 9, Room 98, 23294	Main: 527-4604 Fax: 217-6271
<b>JAMES RIVER JUVENILE DETENTION CTR</b> 3650 Beaumont Road, Goochland 23063	Main: 652-3046 Fax: 556-2380
<b>MATHSCIENCE INNOVATION CENTER</b> 2401 Hartman Street, 23223	Main: 343-6525 Fax: 343-6529
<b>PSYCHOLOGICAL SERVICES</b> 2401 Hartman St., F Bldg., 23223	Main: 343-6500 Fax: 343-6515
<b>PSYCHOLOGICAL SERVICES</b> 1901 Charles Street, 23226	Main: 673-3785 Fax: 673-3784
<b>SCHOOL HEALTH SERVICES</b> 2401 Hartman St., A Bldg., 23223	Main: 343-6504 Fax: 343-6555

<b>SCHOOL NUTRITION SERVICES</b> 3751-A Nine Mile Road, 23223	Main: 226-5555 Fax: 226-8794
<b>SOCIAL WORK SERVICES</b> 2401 Hartman St., F Bldg., 23223	Main: 343-6500 Fax: 343-6515
<b>SOCIAL WORK SERVICES</b> 1901 Charles Street, 23226	Main: 673-3785 Fax: 673-3784
<b>TECHNOLOGY</b> 555 Trampton Road, Suite A Sandston, 23150	Main: 328-5201 Fax: 328-6140
<b>TRANSPORTATION</b> 3751-D Nine Mile Road, 23223	Main: 226-5577 Fax: 226-8792

<b>School Administration Building</b>	
3820 Nine Mile Road, 23223	Main: 652-3600
<i>Refer to the Central Office Phone List for Employee Names and Direct Numbers</i>	

### General Government Locations\*

<b>Eastern Government Building</b> 3820 Nine Mile Road, 23223	
Department	Phone
<b>Permit Center</b>	Phone: 652-3447 Fax: 652-3601
<b>Building Inspections</b>	Phone: 652-3144 Fax:
<b>Planning</b>	Phone: 652-3427 Fax:
<b>Public Works</b>	Phone: 652-3162 Fax:
<b>Finance</b>	Phone: 652-3100 Fax: 652-3110
<b>Social Services</b>	Phone: 652-3172 Fax: 652-3516
<b>Voter Registration &amp; Elections</b>	Phone: 652-3140 Fax: 652-3849

<b>Western Government Building</b> 4301 E. Parham Road, 23228	
Department	Phone
<b>Building Inspections</b>	Phone: 501-4360 Fax: 501-7770
<b>County Attorney's Office</b>	Phone: 501-4342 Fax: 501-4140
<b>County Manager's Office</b>	Phone: 501-4206 Fax: 501-4162
<b>Finance</b>	Phone: 501-5580 Fax: 501-5307
<b>General Services</b>	Phone: 501-5981 Fax: 501-7697
<b>Human Resources</b>	Phone: 501-4628
<b>Permit Center</b>	Phone: 501-7280 Fax: 501-4815

<b>Planning</b>	<b>Phone: 501-4602</b> <b>Fax: 501-4379</b>
<b>Voter Registration and Elections</b>	<b>Phone: 501-4347</b> <b>Fax: 501-5081</b>

<b>Other Departments</b>	<b>Phone</b>
<b>General Services / Records Management</b> 4301 E. Parham Road	<b>Phone: 501-5981</b> <b>Fax: 501-7697</b>
<b>Mental Health &amp; Developmental Services</b> 10299 Woodman Road	<b>Phone: 727-8500</b> <b>Fax: 727-8580</b>
<b>Public Health</b> 8600 Dixon Powers Drive	<b>Phone: 501-4522</b> <b>Fax: 501-4983</b>
<b>Purchasing</b> 8600 Staples Mill Road	<b>Phone: 501-5691</b> <b>Fax: 501-5693</b>
<b>Recreation and Parks</b> 6800 Staples Mill Road	<b>Phone: 501-7275</b> <b>Fax: 501-5284</b>
<b>Social Services</b> 8600 Dixon Powers Drive	<b>Phone: 501-4001</b> <b>Fax: 501-4006</b>

**\*Contract shall include ALL General Government (including departments not listed).**