



MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

INVITATION FOR BIDS

Number: IFB 24-209

Requirement: Electrical Testing, Maintenance, and Repair

Date Issued: June 14, 2024

Deadline for Questions: June 21, 2024

Bid Due Date: July 5, 2024
Prior to 2:00 PM Local Prevailing Time

Bids to be Delivered to: Procurement Department
Fairfax Water
8570 Executive Park Avenue
Fairfax, Virginia 22031

Procurement Contact: Rodney W. Ward
Procurement Specialist II
Telephone: (703) 289-6263
E-Mail: rward@fairfaxwater.org

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Attachment 1 Bid Submission Form
Attachment 2 References

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SECTION 1

1. SUMMARY INFORMATION AND SUBMISSION OF BIDS

1.1 Introduction

The Fairfax Water Authority, doing business as Fairfax Water (FW) was created under the Virginia Water and Waste Authorities Act pursuant to resolutions adopted by FW on September 26, 1957. FW is managed by a ten-member Board of Directors appointed for three-year terms by the FW Board of Supervisors.

1.2 Objective

The objective of this Invitation for Bid (IFB) is to award a single Contract for electrical testing, maintenance and repair services to be performed annually at various sites located throughout Fairfax County as outlined in Section 2.0, Specifications & Scope of Work. All work shall be performed in accordance with the specifications listed in Section 2 of this IFB.

Part A: Low to Medium Voltage, ranging from 480V – 15,000V, is to establish an annual contract to provide Fairfax Water with preventative maintenance for breaker testing, mechanical and solid-state relay testing, transformer testing, oil sample testing, Multilin and SPM testing, generator and transfer switch testing, and controller testing. Infrared testing, and Motor P&I testing will be performed at various sites as required. Testing of other electrical systems may be requested. Corrective and emergency testing may also be requested.

Part B: Substations & High Voltage, ranging from 34.5 kV to 230 kV, is to establish an annual contract to provide Fairfax Water with preventative maintenance and testing for substation transformers, relays, switches, surge arrestors, and other auxiliary equipment in substations. In addition, emergency testing and corrective repairs may be requested, including repairs to electrical distribution lines, cables, and manholes.

Part C: Power Poles & Aerial 4160V Circuit Maintenance & Repair, is to establish an annual contract to provide Fairfax Water with preventative maintenance for power poles, aerial cable 4160V, and cross arms located at the Griffith Treatment Plant. In addition, corrective and emergency repairs may be requested.

1.3 Cancellation

FW may cancel this solicitation at any time and for any reason prior to Contract Award.

1.4 Familiarity with Specifications

Each Bidder is responsible for thoroughly examining this solicitation in its entirety. Any questions or comments regarding the proper meaning or intent of any aspect of this solicitation, shall be submitted in writing to the Procurement Contact prior to the deadline identified on the cover sheet of this solicitation.

The submission of a Bid by the Bidder in response to this solicitation shall be deemed to constitute a representation on the part of such Bidder that it has thoroughly examined this solicitation and has submitted any and all questions and comments they may have regarding the meaning or interpretation of this solicitation to FW in the manner prescribed herein.

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1.5 Questions and Communications

All contact between prospective Bidders and FW with respect to this solicitation will be formally held at scheduled meetings or in writing through the Procurement Department. Questions and comments regarding the meaning or interpretation of any aspect of this solicitation must be submitted in writing to the Procurement Contact identified on the cover page to this solicitation and must be received on or before the deadline for submitting questions. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth on the cover page to this solicitation will not be answered.

FW shall respond to all timely questions and comments that are properly submitted and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that shall be posted on the FW Procurement Department website. It is the responsibility of each Bidder to access this information. Oral communications between FW and any Bidder regarding the interpretation or meaning of any aspect of this IFB are not authorized and may not be relied upon for any purpose.

1.6 Pre-Bid Conference & Site Visit

There will be no Pre-Bid Conference and Site Visit.

1.7 Required Qualifications for Bidders

- a. Bidders must have a minimum of five years' experience in crane and rigging services.
- b. Bidder shall be International Electrical Testing Association (NETA) accredited
- c. Bidder shall have a Department of Professional Occupational Regulations (DPOR) Contractors Class A license and an ELE classificational.

1.8 Bid Opening and Instructions for Submitting Bids

The deadline for receiving Bids and the location for opening Bids is shown on the cover sheet. Bids will be opened immediately following the deadline for receiving Bids. Bids will be opened in accordance with the provisions of the Virginia Public Procurement Act.

Interested parties may attend the Bid opening virtually from the following Microsoft Teams link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 218 370 598 657

Passcode: MNn3gu

Dial in by phone

[+1 571-348-5786,,928462691#](#) United States, Arlington

[Find a local number](#)

Phone conference ID: 928 462 691#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

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All Bids must be submitted in a sealed package(s), no other form of submission will be accepted (i.e., E-mail, Facsimile, etc.). Bid packages must be identified on the outside as follows:

From: _____

Name of Bidder	Due Date
Street	IFB No.
City, State, Zip Code	IFB Title

Commonwealth of Virginia Class A Contractor's License Number _____
Contractor's License Expiration date _____

Attn: Rodney W. Ward
Procurement Specialist II

1.9 Bid Submission Form

Attachment 1 Bid Submission Form must be completed and signed by an agent who is fully authorized to bind the individual or organization submitting the offer to sell, to the terms, conditions and Specifications contained herein as well as any addenda to this solicitation.

1.10 Proprietary Information

- A. Except as provided herein or as otherwise set forth in §2.2-4342 of the Virginia Public Procurement Act (Va. Code Ann. §2.2-4300 *et seq.*, the "Act"), all proceedings, records, contracts and other public records relating to procurement transactions shall be open to inspection in accordance with the Virginia Freedom of Information Act (Va. Code Ann. §2.2-3700 *et seq.*, the "Virginia FOIA").
- B. A Bidder, Offeror or Contractor shall have the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which shall not be subject to inspection pursuant to either §2.2-4342 of the Act or the Virginia FOIA, by submitting to FW prior to or at the time of submission of its proposal or Bid a separate, written Notice on its letterhead stationery setting forth the following: (i) a statement indicating that the Bidder, Offeror, or Contractor wishes to invoke the protections of this section; (ii) an identification of the data or other materials for which protection is sought; and (iii) a statement with regard to why protection is necessary.

1.11 Addenda to the IFB

- A. FW reserves the right to amend this solicitation at any time prior to the deadline for submitting Bids. If it becomes necessary to revise any part of this IFB, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Bidders who are on record with FW as having received this solicitation. If, in the opinion of FW, the deadline for the submission of Bids does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of FW.
- B. It shall be the responsibility of each Bidder to contact the Procurement Contact identified on the cover page to this solicitation prior to submission of a Bid hereunder in order to determine whether any Addenda have been issued in connection with this procurement. Notwithstanding

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any provision to the contrary, the failure of any Bidder to receive any Addenda shall neither constitute grounds for withdrawal of its Bid, nor relieve such Bidder from any responsibility for incorporating the provisions of any Addenda in its proposal.

1.12 Receipt of Addenda

The Bidder shall acknowledge receipt of each addendum by signing it and submitting it with its Bid or the Bidder can identify on the Bid Submission Form in the space provided it has received all addenda. Failure to acknowledge receipt of all addenda may result in a Bid being determined non-responsive.

1.13 Late Bids

Bids or unsolicited amendments to Bids arriving after the Bid submission deadline will not be considered.

1.14 Public Notice of Award

Public notice of Award will be posted on the official FW web site <http://www.fairfaxwater.org/procurement>

1.15 Definitions

- A. **Award** – means the decision by FW to execute a Contract after all necessary approvals have been obtained.
- B. **Bid** – means the response by a Bidder to an Invitation for Bids issued by a procurement agency to obtain goods or services.
- C. **Bidder** – means any person submitting a response to an IFB.
- D. **Contract** – means the formal agreement as a result of this solicitation.
- E. **Contract Completion** – means the point in time when FW Project Manager confirms in writing that the Contract has been completed as contracted for and the Contractor is released from any further obligations. All remaining payments due the Contractor shall be approved for payment at this time.
- F. **Contractor** – means the successful Bidder receiving a Contract as a result of this solicitation.
- G. **Default** – means that the Contractor has failed to fulfill its contractual obligations properly and on time.
- H. **FW** – means FW. The terms Owner and FW have the same meaning.
- I. **Notice** – The term “Notice” or the requirement to notify means a written communication delivered in person, by facsimile, email, or by certified or registered mail to the individual or firm, or to an officer of the Contractor for whom it is intended.
- J. **Owner** – FW Authority.
- K. **Project** – The term “Project” means the same as the phrase “the Work.”
- L. **Project Manager** – means FW employee assigned to this project for purposes of oversight of the project. The Project Manager is responsible for all aspects of the Contract (excluding Contract modifications) after Contract Award, including but not limited to approving design changes, and authorizing payment for completed work.
- M. **Specifications** – The term “Specifications” describes the physical or functional characteristics or the nature of a good, service or construction item required. It may include a description of any requirement for inspecting, testing, or preparing a good, services or construction item for delivery.
- N. **Work** – The word “Work” shall include all material, labor equipment and tools, appliances, machinery, transportation, and appurtenances necessary to perform and complete the Contract, and any such additional items not specifically indicated or described which can be reasonably

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inferred as belonging to the item described or indicated or as required by industry practice, custom or usage to complete the project as proposed by the Bidder and accepted by FW.

1.16 Term of Contract

The initial term of the contract will be from September 21, 2024, through September 20, 2025, and expiring on September 20, 2025 ('Initial Contract Term'), unless otherwise stated as provided in the Contract Documents.

This Contract may be renewed for a term not to exceed one (1) year ('Renewal Contract Term') by written Notice given by FW at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of FW has any authority to order, direct, or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. FW, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed five additional one-year periods at the same terms and conditions. Renewal Contract Terms will be in accordance with Section 3.6 Contract Price Adjustment.

1.17 Contract Award

The award, if made, will be made to a one Bidder who is the lowest responsible Bidder submitting the lowest responsive Bid.

Whenever the lowest responsive and responsible Bidder is a resident of a state other than Virginia and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid preference shall not be considered. based upon the lowest Bid Totals Lines 1-5 or Bid Total for each individual Line Item.

1.18 Annual Economic Price Adjustment

- A. Contractors may submit a request for a contract price increase once annually. Any annual increase in prices or rates shall be limited to the most recently published Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Arlington-Alexandria (unadjusted for seasonal changes) for the 12-month period ending 90 days prior to the end of the then current contract year. The CPI-U for Washington-Arlington-Alexandria (unadjusted for seasonal changes) is the default index for the duration of any resultant contract.
- B. If the CPI-U for Washington-Arlington-Alexandria is not the appropriate index for the item(s) being bid, the bidder may substitute any other single BLS price index (e.g., Producer Price Index – metals) providing that the substitute price index constitutes the greatest component of the contract item. Multiple price indexes will not be considered or allowed. Bidder must specify in the Bid Submission Form the specific BLS Group and BLS Item that is to be used on their Bid Submission Form. The specific BLS index identified by the Bidder on their Bid Submission Form will be used for the duration of the contract. If the substituted BLS index is discontinued by the BLS during any contract term, the Bidder may submit a request to the Procurement Contact to change the substituted BLS index to a different BLS index so as long as the newly substituted BLS index meets the requirements of this paragraph. If an alternate BLS index does not exist, or if the Contractor fails to request a change in the BLS index, the

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Contractor will automatically revert to the CPI-U for Washington-Arlington-Alexandria for the remainder of the contract terms.

1.19 Rider Clause

Intentionally deleted.

1.20 Priority Customer

By submitting a Bid in response to this solicitation, Bidder understands and acknowledges that FW provides services that are essential to the health and welfare of the public. To the extent that the Contractor must prioritize and/or allocate services among its customers, the requirements of FW will be honored before service is provided to a customer with no obligations with regard to the public health and welfare.

END OF SECTION 1

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SECTION 2

2 SPECIFICATIONS & SCOPE OF WORK

2.1 General

- A. The Contractor shall provide personnel, materials, equipment, tools, and transportation to perform inspections, testing, service and repair for FW's electrical equipment. The Contractor shall be responsible for performing work items of maintenance and repair, emergency repairs or replacement as requested by the FW Technical Representative. The Contractor shall inform the FW Technical Representative of all deficiencies associated with maintenance, repairs, inspections, and testing promptly.
- B. Contractor shall perform unscheduled work requirements when requested by the FW Technical Representative. Contractor shall invoice FW at the firm fixed contract price for labor and material as listed on the Bid Submission Form.
- C. Contractor shall perform service call work as necessary to determine the cause of system and equipment malfunctions, eliminate the cause(s), and restore the system or equipment to satisfactory working condition. These services will be ordered as-needed and will be covered as a service call under the firm fixed contract price for labor and material as listed in the Pricing Schedule.
- D. FW may request quotes for Special Maintenance Services. Quotes when requested, shall be provided no later than two (2) business days, unless a different time is mutually agreed to between FW and the Contractor in writing. Quotes shall be furnished by the Contractor at no charge to FW.
- E. Quotes shall contain detailed time and materials, outlining man hours and equipment hours multiplied by the hourly contract prices, and estimated cost of materials minus the percentage discount bid. Equipment rental and/or subcontractors shall be at Contractor's cost and will be covered under the Labor and Material Firm Fixed price portion of the Contract. Contractor's cost will be verified by FW Technical Representative based on invoice copies submitted with pay requests.
- F. FW reserves the right to add or delete equipment, as needed, at any time.
- G. Contractor Equipment: Contractor is responsible for providing the bucket trucks, electrical testing equipment, cable pulling truck and any other vehicles/equipment necessary to complete the service.

2.2 Emergency Repair, or Corrective Repairs Beyond the Scope of PM/Service Call

- A. Contractor shall perform Emergency Repairs not listed in the Scope of Work and invoice FW at the firm fixed Contract price for labor and material as listed in the Pricing Schedule. In case of non-emergency repairs, a quote for required parts shall be provided to FW within two business days. Once a FW purchase order has been issued and contractor has received the required parts, repairs must be completed within 15 calendar days.
- B. Contractor shall place call back to FW on emergency calls within one hour and respond onsite to emergency repair within two hours of call, or as coordinated with FW. In case of

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emergency service calls, unless otherwise coordinated with FW, Contractor shall remain onsite until the cause of the equipment malfunction is eliminated, and equipment is restored to satisfactory working condition.

2.3 Electronic Report

Contractor shall provide an electronic report via e-mail, or storage device within fifteen (15) calendar days after maintenance is performed. The report shall be in a searchable portable document format (PDF) and it shall contain (a) name of person that performed maintenance; (b) date and time; description and or designation number of equipment (c) task performed; (d) results of inspections, tests and procedures performed, and indication of a PASS/FAIL result; (e) recommendations for correcting any deficiencies not performed during the maintenance activities; and (f) emergency corrective work performed. **Note:** The reports must be submitted to FW before payment for service will be processed.

2.4 Part A: Low – Medium Voltage General Specifications

- A. Work includes testing of the following voltages ranging from 480V, 2,300V, 4,160V, and 15,000V; transformer oil sampling; insulation testing; deenergize & reenergize equipment, low and medium voltage breakers; medium voltage contactors; low and medium voltage switchgears; Multilin; SPM's; solid state relay devices; mechanical relays; motor PI (Polarization Index); infrared testing; and related equipment located at the Corbalis Water Treatment Plant, 1295 Fred Morin Road, Herndon, VA. Griffith Water Treatment Plant, 9600 Ox Road, Lorton, VA. and outlying pumping stations.
- B. Work shall be performed during plant outages. Outages will be scheduled by FW in 4-hour increments starting at 8 A.M. on the outage date. The Contractor shall be on site at 7 A.M. Outage dates and scope of work will be provided by FW. In addition, use of a subcontractor is prohibited as in accordance with Standard Terms and Conditions Section 3.13 "Contractor's Responsibilities".

2.5 Part A: Low – Medium Voltage Testing Procedures

The equipment located at the Corbalis Water Treatment Plant, Griffith Water Treatment Plant, and Pumping Stations shall be tested by a licensed, NETA certified Electrician in accordance with the most recent version of the National Electrical Testing Association (NETA) Inspection and Test Procedures as listed below. The American National Standards Institute, National Electrical Testing Association, Maintenance Testing Specifications 2015 (NETA ANSI/NETA MTS-2015) are incorporated by reference.

The Polarization Index testing and the Rotor Influence Check (RIC) testing on the Motor equipment located at the Corbalis Water Treatment Plant, Griffith Water Treatment Plant, and Pumping Stations will be tested in accordance with standards of PDMA Corporation Software Version #2.5.1SP1, Model #P5552H-ER, MCE/Max Unit.

1. Switchgear & Switchboard Assemblies
 - A. NETA Testing Section 7.1, Switchgear & Switchboard Assemblies.
2. Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small
 - A. NETA Testing Section 7.2.1.1.
3. Transformers, Dry-Type, Air-Cooled, Large

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- A. NETA Testing Section 7.2.1.2.
- 4. Transformers Liquid Filled
 - A. NETA Testing Section 7.2.2, Transformers Liquid Filled.
 - B. NETA Testing Section 7.3.2, Cables, low-Voltage, 600 Volt Maximum.
- 5. Switches, Air, Low-Voltage
 - A. NETA Testing Section 7.5.1.1.
- 6. Switches, Air, Medium-Voltage, Metal-Enclosed
 - A. NETA Testing Section 7.5.1.2
- 7. Circuit Breaker Testing
 - A. NETA Testing Section 7.6.1.1, Circuit Breakers, Air, Insulated-Case/Molded-Case.
- 8. Circuit Breaker Testing
 - A. NETA Testing Section 7.6.1.2, Circuit Breakers, Air, Low-Voltage Power.
- 9. Circuit Breaker Testing
 - A. NETA Testing Section 7.6.1.3, Circuit Breakers, Air, Medium-Voltage.
- 10. Circuit Breakers
 - A. NETA Testing Section 7.6.2, Circuit Breakers, Oil, Medium- and High-Voltage
 - B. NETA testing Section 7.6.3 Circuit Breakers, Vacuum, Medium-Voltage.
- 11. Protective Relays
 - A. NETA Testing Section 7.9.1 Electromechanical and Solid-State.
 - B. NETA Testing Section 7.9.2 Microprocessor-Based.
- 12. Instrument Transformers
 - A. NETA Testing Section 7.10.
- 13. Ground-Fault Protection Systems, Low-Voltage
 - A. NETA Testing Section 7.14.
- 14. Motor Control, Motor Starters
 - A. NETA Testing Section 7.16.1.1 Motor Control, Motor Starters, Low-Voltage.
 - B. NETA Testing Section 7.16.1.2 Motor Control, Motor Starters, Medium-Voltage.
- 15. Capacitors and Reactors, Reactors (Shunt and Current-Limiting), Dry-Type
 - A. NETA Testing Section 7.20.3.1.
- 16. Thermographic Survey
 - A. NETA Testing Section 9.1 – 9.4 Thermographic Survey.
- 17. Metal-Enclosed Busways
 - A. NETA Testing Section 7.4.

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18. Automatic Transfer Switches

- A. NETA Testing Section 7.22.3 Emergency Systems, Automatic Transfer Switches

19. Other New Equipment Located at Sites

- A. Testing following NETA Standards

2.6 Part A: Low – Medium Voltage Specific Requirements for PM Work and System Inspections

FW will provide one (1) staff member to be present while Contractor is inspecting equipment.

2.7 Part A: Low – Medium Voltage Contractor Equipment, Coordination and Access

- A. FW will assist in coordination of any outages and scheduling of these outages with other utilities.
- B. Upon award Contractor will be provided electrical drawings, one-line diagrams, and any keys or badges for necessary access. In addition, prospective Bidder may be provided electrical drawings upon written request.

2.8 Part B: Substations & High Voltage General Specifications

- A. Work includes inspections, testing, and service and repair to Electric Distribution Lines that range from 34.5 kV to 230 kV. The Contractor shall be responsible for performing work items of maintenance and repair, alterations, deenergize & reenergize equipment, switching, modifications work and emergency work as requested by the FW Technical Representative. The Contractor must inform the FW Technical Representative of all deficiencies associated with maintenance, repairs, inspections, and testing promptly.
- B. Work shall include service to transformer & distribution switches, manholes, and related equipment located at the Corbalis Water Treatment Plant, 1295 Fred Morin Road, Herndon, VA., and Griffith Water Treatment Plant, 9600 Ox Road, Lorton, VA. The Contractor must follow all OSHA Lockout/Tagout procedures.
- C. Manholes for 34.5 kV circuits are located from Corbalis Water Treatment Plant, 1295 Fred Morin Road, Herndon, VA 20170 to Dranesville Substation, approximately 1 mile, and to Fairfax Water Potomac Raw Water Pump Station, approximately 5 miles. Manholes for 13.2 kV circuits are located from Griffith Water Treatment Plant, 9600 Ox Road, Lorton, VA 22079 to Fairfax Water Occoquan Raw Water Pump Station, approximately 1 mile

2.9 Part B: Substations & High Voltage Unscheduled Work Example

Example of unscheduled work requirements is switching 34.5 kV equipment, perform special maintenance such as installing new VFI switch or similar equipment, manhole refurbishment and repairs, such as conduit replacement, replacing cable and making cable splices.

2.10 Part B: Substations & High Voltage Emergency Repair Example

Examples of emergency repairs may include switching FW equipment i.e. locating, isolating and troubleshooting a fault; repairs to FW equipment and facilities such as VFI pad-mounted switch or installing new VFI switch or similar equipment, transformers, vacuum switches Joslyn HVL or relay protection, controls and cable faults, manhole refurbishment and repairs, such as conduit replacement, replacing cable and making cable splices.

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2.11 Part B: Substations & High Voltage Testing Procedure

The equipment located at the Corbalis Water Treatment Plant, and Griffith Water Treatment Plant, shall be tested by a licensed, NETA accredited Electrician in accordance with the most recent version of The National Electrical Testing Association (NETA) Inspection and Test Procedures standards as listed below. The American National Standards Institute/ National Electrical Testing Association, Maintenance Testing Specifications 2015 (NETA ANSI/NETA MTS-2015) are incorporated by reference.

Transformers Liquid Filled

- A. NETA Testing Section 7.2.2.

2. Switches

- A. NETA Testing Section 7.5.1.1 – 7.5.5 Switches.
- B. NETA Testing Section 7.7 Circuit Switchers.

3. Protective Relays

- A. NETA Testing Section 7.9.1 Electromechanical and Solid-State.
- B. NETA Testing Section 7.9.2 Microprocessor-Based.

4. Cables, Medium and High Voltage

- A. NETA Testing Section 7.3.3

5. Regulating Apparatus Load Tap Changers

- A. NETA Testing Section 7.12.3

6. Grounding

- A. NETA Testing Section 7.13

7. Instrument Transformers

- A. NETA Testing Section 7.10.

8. Surge Arrestors

- A. NETA Testing Section 7.19.2, Medium and High Voltage

9. Capacitors and Reactors

- A. NETA Testing Section 7.20.1

10. Outdoor Bus Structures

- A. NETA Testing Section 7.21

11. Fiber Optic Cables

- A. NETA Testing Section 7.25

12. Thermographic Survey

- A. NETA Testing Section 9.

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2.12 Part B: Substations & High Voltage Specific Requirements for PM Work and System Inspections

- A. Manholes: Provide annual inspections and reports on sixty-four (64) manholes and equipment listed in this section under Section 2.7, Item C. The Contractor shall inspect manholes for toxic gases, loops; clean and remove debris and pump water from manhole, check fault indicators, splices and terminations, bus and grounding connection points, cable supports. FW will provide one staff member to be present while Contractor is inspecting manholes.
- B. Contractor shall provide FW Technical Representative a report listing spare parts, pricing, availability of these parts and notification of any obsolete parts.
- C. Substation Transformers: Substation transformers shall be inspected, tested annually for oil, and thermographic surveyed; a complete test is required every three (3) years for transformer substation yard, and every six (6) years for the load tap changer. A test report must be provided with inspection results and recommended remedial action in accordance with "Transformers Liquid Filled 1. A. NETA Testing Section 7.2.2".

2.13 Part B: Substations & High Voltage Contractor Equipment, Coordination and Access

- A. Contractor Equipment: Contractor shall be responsible for providing the bucket trucks, electrical testing equipment, cable pulling truck and any other vehicles/equipment necessary to complete the service.
- B. FW will assist with coordination, and scheduling of any outages required with other utilities.
- C. Upon award Contractor will be provided electrical drawings, one-line diagrams, and any keys or badges required for access.

2.14 Part B: Substations & High Voltage References

- A. Each Bidder must submit with its Bid, three references (See Attachment 2B – References). References shall be from customers of similar size and scope of operations as FW, to whom the Bidder has supplied the same services within the past 12 months. References must be able to attest without reservation to the fact that the Bidder provided the contracted goods/services without a significant problem of any kind, and at any time during the contract period.
- B. Contractor shall have a minimum of three (3) years' experience in this field. The Bidder must possess a thorough knowledge, sufficient experience and expertise to demonstrate ability to provide maintenance and repairs on electric distribution lines. The Bidder shall be properly licensed and have trained technicians that are qualified to maintain and service electric distribution lines.

2.15 Part C: Power Poles & Aerial 4160V Curcuit Maintenance & Repair

- A. Griffith Treatment Plant, 9600 Ox Road, Lorton, VA has approximately forty-four (44) power poles with cross arms ranging in height from 35ft. to 55 ft. The aerial cable is 4,160 medium voltage; size 2-0 and 350 MCM. The poles span over an approximate distance of 1.35 miles. In addition, two (2) power poles are located at the Griffith Treatment Plant

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substation yard. Contractor shall be permitted to use an approved subcontractor for the Griffith Treatment Plant power pole work only.

1. The wooden power poles, are incased in concrete, rock, or earth diggable. Cross arms and insulators must be inspected, tested and a written report provided of inspection results and recommended remedial action. The wooden power poles are in Decay Zone 4. Inspection shall include visual, sound and bore, excavation to depth of 18 inches, treatment as needed, and electronic inspection. The wooden power poles require inspection the first year of contract, followed by inspection every five (5) years. Other related equipment shall require inspection on an annual basis.
2. Replacement wooden poles shall be in accordance with ANSI 05.1 (American National Standards Institute) and shall be Class 4 with lengths ranging 35ft. to 55ft. Most of the wooden poles are in river rock and replacement may require pulling out wooden pole and using auger or drill method for a new replacement hole. Wires up to 350 MCM may require replacement or repair. Related equipment such as lighting arrestors, gang switches, insulators and cross arms may require replacement, or repair. Replacement and repairs will be invoiced at contract price for labor and material as listed on the Bid Form.

2.16 Insurance Claims against Bidder.

In addition to the mandatory insurance requirements listed in Subsection 3.45 (Insurance Requirements, and, at the request of FW, any Bidder may be required to provide a list of all insurance claims made against it within the past 36 months. FW reserves the right to reject any Bid if in FW's opinion the amount or number of claims is deemed to be excessive. A Bidder's failure to comply with this requirement may result in rejection of its Bid. If no claims have been made, then the Bidder shall so state in its Bid. FW may require such information from the Contractor as it deems necessary to assess the Contractor financial ability to pay any deductibles with respect to the insurance policies required hereunder.

2.17 Estimated Quantities and Delivery Locations

The quantities specified herein are estimates based upon current consumption and projected demand for the next Contract year and shall not be construed to represent an amount which FW shall be obligated to purchase. The exact amounts ordered may be more or less subject to FW's actual needs. The Bidder acknowledges and agrees that FW will only be responsible for the amounts actually purchased. The exact amounts ordered may be more or less subject to FW's actual needs.

2.18 Warranty

- A. In addition to any other warranties expressed or implied, the specific warranties of Merchantability and Fitness for a Particular Purpose apply to all orders placed as a result of this solicitation.
- B. If at any time, any Contract item fails to conform to the Bid/Contract Specifications, the Contractor shall, at no additional cost to FW, promptly replace the defective item. If the Contractor is unable to remedy such nonconformity during a time period consistent with the requirements, FW may undertake to remedy the nonconformity and, in such case, Contractor shall reimburse FW for any costs thereby incurred.

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2.19 References

Each Bidder shall submit with its Bid, three references (See Attachment 2 – References). References shall be able to attest without reservation to the fact that the Bidder provided the contracted goods/services without a significant problem of any kind, and at any time during the term of the Contract.

2.20 Authorization to do Business in Virginia

Each Bidder that is organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Virginia Code shall include with its Bid the identification number issued to it by the Virginia State Corporation Commission. Any Bidder that is not authorized to transact business in Virginia as a foreign entity under Title 13.1 or title 50 of the Virginia Code or as otherwise required by law shall include in its Bid a statement describing why the Bidder is not required to be so authorized.

2.21 Arrearage

By submitting a Bid in response to this solicitation, the individual or firm submitting the Bid shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing FW, the Commonwealth of Virginia, or any public body in the Commonwealth of Virginia, including but not limited to any obligation to pay taxes and/or employee benefits. Bidder further agrees that it shall make diligent efforts to avoid becoming in arrears during the Term of any Contract Awarded hereunder.

2.22 Brand Names

In the case of Bids specifying brand names or models:

- A. Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article that FW, 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. Each Bidder is responsible to clearly identify the product being offered (by manufacturer's name, model, part number, etc.) and to provide sufficient descriptive literature, catalog cuts and technical detail to enable FW to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring an offer non-responsive. Unless the Bidder clearly indicates that the product offered is an "equal" product, such Bid will be considered to offer the brand name product specified in this solicitation.
- B. For purposes of this solicitation and any contract that may result here from, FW's designation of any one or more manufacturers and/or suppliers as "preapproved" or "acceptable" shall signify only that such manufacturers and/or suppliers previously have submitted work samples or the like to FW which satisfied FW's requirements. FW's designation of any one or more manufacturers and/or suppliers as "preapproved" or "acceptable" shall in no event be deemed or construed to be a representation or warranty on the part of FW of any such manufacturer's or supplier's capability or capacity (in terms of financial wherewithal, personnel and equipment availability, managerial ability or otherwise) of performing any of the requirements of this solicitation in accordance with the terms and conditions hereof. Each Bidder shall conduct such independent investigation into the qualifications, experience and abilities of its selected manufacturers and suppliers as it deems appropriate under the circumstances.

2.23 Cancellation

FW may cancel this solicitation at any time and for any reason prior to Contract Award.

2.24 Debarment Status

By submitting a Bid in response to this solicitation, each Bidder certifies that it is not currently debarred by the federal government, the Commonwealth of Virginia, or any agency or department thereof from submitting a Bid or proposal in connection with any procurement project and that it is not an agent of any person or entity that currently is so debarred.

2.25 Duration of Bids

Bids shall be valid for a minimum of 90 days following the deadline for submitting Bids. If an Award is not made during that period, all Bids shall be automatically extended for another 90 days. Bids will be automatically renewed until such time as either an Award is made, or proper notice is given to FW of Bidder's intent to withdraw its Bid. Bids may only be withdrawn by submitting written notice at least seven days before the expiration of the then current 90-day period.

2.26 Familiarity with Specifications

Each Bidder shall bear responsibility for thoroughly examining this solicitation in its entirety. In the event that Bidder has any questions or comments regarding the proper meaning or intent of any aspect of this solicitation, then such Bidder shall submit all such questions and comments in writing to the Procurement Contact identified on the cover sheet of this solicitation.

The submission by a Bidder of a Bid in response to this solicitation shall be deemed to constitute a representation on the part of such Bidder that it has thoroughly examined this solicitation and has submitted any and all questions and comments it may have regarding the meaning or interpretation of this solicitation to FW in the manner prescribed herein.

2.27 Incorporation by Reference

This solicitation is issued in accordance with, and controlled by, the Virginia Public Procurement Act (VPPA), which is incorporated into and made part of the solicitation. By submitting a Bid in response to this solicitation, all Bidders acknowledge the VPPA and agree to be bound by it. A copy of the VPPA is available for inspection at the Procurement Department at FW. It is also available at the Virginia Department of General Services, Department of Purchases and Supply Website:

<http://www.eva.virginia.gov/pages/eva-vppa.htm>

2.28 Negotiation with Low Bidder

If the lowest Bid submitted by a responsive and responsible Bidder exceeds available funds for this procurement, then FW may, in its discretion, conduct negotiations with the lowest responsive and responsible Bidder (the "Low Bidder") in an effort to obtain a Contract price that is within available funds. In such event, FW will notify the Low Bidder verbally or in writing that its Bid exceeds available funds and will schedule a conference with the Low Bidder, FW staff, and such advisors and consultants as FW deems appropriate in order to discuss possible modifications to the scope of the procurement that may result in a price that is within available funds. The conference and any subsequent negotiations may be conducted in person or by telephone. If, during the conference, the parties arrive at an acceptable modification to the scope of the project and a Contract price that is within available funds, then FW may Award a Contract to the Low Bidder

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based upon the newly modified terms and conditions. Otherwise, the Low Bidder will, within 15 days after the date of the conference (or such longer or shorter period as may be specified in writing by FW), submit to FW a written addendum to its original Bid Form which describes its proposed modification(s) to the scope of the procurement and sets forth the Low Bidder's newly adjusted Bid price. FW may conduct further negotiations with the Low Bidder or request additional clarifications or modifications. If the Low Bidder's proposed modifications are acceptable to FW and the associated contract price is within available funds, then FW may award a Contract to the Low Bidder based upon the modified terms and conditions. If the proposed modifications are not acceptable to FW, or the associated price reductions are not within available funds, then FW will terminate negotiations and reject all Bids.

2.29 Unit Prices Prevail

In the event that there is a mathematical error on the summary sheet, the unit price for each item shall prevail. All costs to provide the goods and/or services specified in this solicitation shall be shown on the attached Bid summary sheet. Line items left blank will be interpreted as at no cost to FW.

END OF SECTION 2

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SECTION 3

3. STANDARD TERMS AND CONDITIONS

3.1 Drug-Free Workplace

During the Contract term , Contractor agrees to (i) provide a drug-free workplace for Contractor 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 Contractor 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 Contractor that 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, subconsultant, or vendor. For purposes hereof, a “drug-free workplace” shall mean the site for the performance of the Work contemplated hereby.

3.2 Non-Discrimination by Contractor

Contractor covenants and agrees as follows:

- a. During the Term, Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal opportunity employer.
- c. Notices, advertisements, and solicitations placed in accordance with federal laws, rules, or regulations shall be deemed sufficient for the purpose of meeting the requirements of this Section.

Contractor will include the provisions of the foregoing Sections 3.2(a), (b), and (c) in every subcontract, subconsulting agreement, and purchase order over \$10,000, in order that the provisions above will be binding upon each subcontractor, subconsultant, and vendor.

3.3 Non-Discrimination by FW

FW represents and warrants that it does not discriminate against faith-based organizations.

3.4 No Employment of Unauthorized Aliens

Contractor hereby covenants and agrees that it does not, and shall not during the term of this Contract, knowingly employ an unauthorized alien (as such term is defined in the federal Immigration Reform and Control Act of 1986).

3.5 Term of Contract

The initial term of the contract will be from September 21, 2024, through September 20, 2025, and expiring on September 20, 2025, (‘Initial Contract Term’), unless otherwise stated as provided in the Contract Documents.

This Contract may be renewed for a term not to exceed one (1) year (‘Renewal Contract Term’) by written Notice given by FW at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of FW has any authority to order,

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direct, or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. FW, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four additional one-year periods at the same terms and conditions..

3.6 Contract Price Adjustment

The Contractor agrees that prices shall remain firm for the Initial Contract Term. If consideration is to be given to adjusting the price after the Initial Contract Term or a Renewal Contract Term, the price may be adjusted only upon approval of a written request to the Procurement Manager. Upon receipt of the Contractor's request, FW shall make a determination to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.

Any annual increase in prices or rates shall be limited to the most recently published Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Arlington-Alexandria (unadjusted for seasonal changes) for the 12-month period ending 90 days prior to the end of the then current contract year. The CPI-U for Washington-Arlington-Alexandria (unadjusted for seasonal changes) is the default index for the duration of any resultant contract.

If the CPI-U for Washington-Arlington-Alexandria is not the appropriate index for the item(s) being bid, the bidder may substitute any other single Bureau of Labor Statistics (BLS) price index (e.g., Producer Price Index – metals) providing that the substitute price index constitutes the greatest component of the contract item. Multiple price indexes will not be considered or allowed. Bidder must specify the specific BLS Group and BLS Item that is to be used (e.g., BLS Group: Metals and products; BLS Item: Pressure pipe and fittings, ductile iron (BLS Series ID# WPU10150237) on their Bid Submission Form. The specific BLS index identified by the Bidder on their Bid Submission Form will be used for the duration of the contract. If the substituted BLS index is discontinued by the BLS during any contract term, the Bidder may submit a request to the Procurement Contact to change the substituted BLS index to a different BLS index so as long as the newly substituted BLS index meets the requirements of this paragraph. If an alternate BLS index does not exist, or if the Contractor fails to request a change in the BLS index, the Contractor will automatically revert to the CPI-U for Washington-Arlington-Alexandria for the remainder of the contract terms.

Any request for contract price increases must be submitted at least 60 days prior to the end of the then current contract year.

Issuance of a written renewal document and/or purchase order for the optional years will constitute notice of renewal. Failure to renew by the expiration date of the then current contract year will not automatically cancel the contract. FW may retroactively renew the contract at any time prior to the last day of the following contract year providing that FW has not formally canceled the contract.

Negative BLS index: If the agreed upon index is a negative number the contractor shall reduce contract rates by the same amount for new contract year.

3.7 Estimated Quantities; No Guaranteed Minimum

During the term of the Contract, the Contractor shall furnish all of the Work described in the Contract. The Contractor understands and agrees that there are no guaranteed minimum purchases and that FW has no obligation to the Contractor if no, or fewer, items or Work than any quantities estimated are required or requested by FW. Any quantities which are included in the Contract are the reasonable

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present expectations of those who are planning for FW for the term of Contract. The amount is only an estimate and the Contractor understands and agrees that FW is under no obligation to the Contractor to buy that amount, or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that FW may require Work in excess of the estimated annual Contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices and/or rates set forth in this Contract.

3.8 Right of Audit

Contractor covenants and agrees to retain all books, records, and other documents (electronic or otherwise) relating this Contract (the "Project Records") for at least five (5) years after final payment hereunder. Project Records will be deemed to exclude books, records, and other documents if and to the extent they are protected by the attorney-client privilege. FW and its authorized agents (the "Auditing Parties") shall have full access to and the right to examine the Project Records upon written request at any time, and from time to time, during the term of this Contract and for a period of five (5) years thereafter. Contractor hereby covenants and agrees that, within 10 days after it receives written notice from an Auditing Party, it will make the Project Documents available for inspection and copying by such Auding Party during Contractor regular business hours, with copies being provided at a reasonable cost payable by the Auditing Party. Any failure on the part of Contractor to comply with the provisions of this Section will constitute a breach of the Contract and, regardless of whether such failure occurs during the term of the Contract, or within the five-year period commencing on the date of final payment hereunder, will constitute sufficient grounds for debarment Contractor. Contractor hereby agrees that it will pay and be responsible for all costs and expenses (including court costs and attorneys' fees) incurred by an Auditing Party in enforcing this provision.

3.9 Dispute Resolution Process

Contractual claims, whether for money or for other relief, will be submitted in writing to FW not later than 60 days after final payment; provided however, that written Notice of Contractor intention to file such claim must:

- a. be delivered to the attention of FW's Procurement Manager, at the address shown in the Notice provisions of the Contract, not later than five days after the occurrence or of the beginning of the Work upon which the claim is based; and
- b. contain a reasonably detailed description of the basis of the claim.

Contractor failure to comply with the foregoing requirements will result in a waiver of the claim. FW will make a written decision upon any such claim within 60 days after submittal of the claim. Contractor will not institute legal action prior to receipt of FW's decision on the claim unless FW fails to render such decision within 90 days after submittal of the claim. The decision of FW will be final, unless Contractor initiates legal action as provided in § 2.2-4364 of the Virginia Code. Failure of FW to render a decision within 90 days will not result in Contractor being awarded the relief claimed, nor will it result in any other relief or penalty. The sole result of FW's failure to render a decision within the time allotted will be Contractor right to immediately institute legal action. No administrative appeals procedure pursuant to § 2.2-4365 of the Virginia Code has been established for contractual claims under this Contract.

3.10 Antitrust

By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to FW all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws

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of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by FW.

3.11 Arrearage

During the term of the Contract, the Contractor shall not be in arrears in the payment of any obligation due and owing FW, the Commonwealth of Virginia, or any public body in the Commonwealth of Virginia, including but not limited to any obligation to pay taxes and/or employee benefits.

3.12 Assignment of Interest

The Contractor shall not assign any interest in any resulting Contract and shall not transfer any interest in the same without prior written consent of FW, which FW shall be under no obligation to grant.

3.13 Availability of Funds

It is understood and agreed between the parties herein that FW shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.

3.14 Compliance with Laws, Regulations and Codes

The Contractor hereby represents and warrants that:

- A. It is qualified and properly licensed to do business in the Commonwealth of Virginia and that it will take such action as, from time-to-time hereafter, may be necessary to remain so qualified.
- B. It is not in arrears with respect to the payment of any monies due and owing FW, the Commonwealth of Virginia, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract.
- C. It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
- D. It shall obtain at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Contract.

3.15 Contract Changes / Change Orders

- A. No verbal agreement or conversation with any officer, agent, or employee of FW either before or after the execution of any Contract resulting from this solicitation or following negotiations, shall affect or modify any of the terms, conditions, Specifications, or obligations contained in the solicitation, or resulting Contract. No alterations to the terms and conditions of the Contract shall be valid or binding upon FW unless made in writing and signed by the Procurement Contact identified on the cover page. Contract changes shall be in writing and shall be on official FW Procurement Department letterhead. In any event and in all circumstances, the Contractor shall be solely liable and responsible for any Contract changes, deviations, etc., made without first receiving written authorization to deviate from the Contract by the FW Project Manager.
- B. Changes can be made to the Contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Contract.
 - 2. FW may order changes within the general scope of the Contract at any time by Notice to the Contractor. Changes within the scope of the Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the Notice upon receipt. The Contractor shall be

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compensated for any additional costs incurred as the result of such order and shall give FW a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the Contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to FW's right to audit the Contractor records and/or to determine the correct number of units independently; or
- c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present FW with all vouchers and records of expenses incurred and savings realized. FW shall have the right to audit the records of the Contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by Notice to the Procurement Department. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by FW or with the performance of the Contract generally.

3.16 Contractor Responsibilities

- A. The Contractor shall be responsible for all products and/or services as required by this IFB. The use of subcontractors is prohibited unless:
 1. A request to include a subcontractor is included in the Bid and,
 2. The Bidder receives written approval to use a subcontractor prior to, or as part of the formal contract between the parties.
- B. Even when properly authorized by FW, the use of a subcontractor does not relieve the Contractor of liability under the Contract.
- C. The Contractor, at its sole expense, shall be responsible for damage to FW and non -FW property as a result of its failure, or its subcontractor failure to protect such facilities and utilities.
- D. The Contractor, at its sole expense, shall immediately repair or replace FW property damaged by (or caused by) the Contractor or its Subcontractor(s). Replacements will be of equal or better quality than the property damaged property, and all such work must be approved by FW Project Manager.

3.17 Delivery

In the case of solicitations that require delivery to FW:

- A. By submitting a Bid in response to this solicitation, the Bidder guarantees delivery of Contract items within the timeframe specified herein or as indicated in the Bidders Bid submission form. Failure to deliver within the time specified, or as amended in writing by FW, or failure to make replacements of rejected Contract items, shall constitute a breach of Contract and may be grounds for a declaration of default in addition to any other remedies FW may be entitled to.
- B. Deliveries must be made by within the delivery time specified in the Bid submission document. If a delay is anticipated, the Contractor must provide as much advanced Notice as possible to FW. Failure to honor a delivery schedule may result in damages to FW. The Contractor is liable for any and all costs incurred by FW due to such failures.

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- C. Homeland Security Advisory System: If the Homeland Security Advisor System places the water / wastewater industry in Codes Orange or Red, all deliveries shall be between the hours 7:30 a.m. and 2:00 p.m., Monday through Friday unless specially requested by the plant. As each delivery leaves the Contractor yard, the Plant is to be advised as to the driver's name and trailer number and estimated arrival time. Upon arrival, the driver will be required to show photo ID and the trailer number will be checked and verified before delivery is allowed on site. Failure to follow these procedures may result in a refusal of the delivery at the Contractor risk and expense.

3.18 Ethics in Public Contracting

Contractor hereby certifies that it has familiarized itself with Article 4 of Title 11 of the Virginia Public Procurement Act, Section 11-72 through 80, Virginia Code Annotated, and that all amounts received by it, pursuant to a Contract resulting from this solicitation, are proper and in accordance therewith.

3.19 Examination of Records

Contractor agrees that during the Contract term, either FW or its duly authorized representative shall have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to any resulting Contract. This obligation shall expire five years after the final payment for the final service performed as a result of this Contract, or until audited by FW, whichever is sooner. Contractor will provide reasonable access to any and all necessary documents and upon demand provide copies of documents if so, required by FW or its representative(s). FW will reimburse the Contractor for any reasonable expenses it incurs as a result of such a request.

3.20 Formation of Contract

- A. The words "Contract" and "Purchase Order" are used interchangeably unless the context otherwise plainly requires. The documents comprising the Contract shall be accorded the following order of precedence:
1. Any Change Orders;
 2. All Purchase Orders;
 3. Any Addenda to the IFB;
 4. This IFB (including all Appendices and Attachments hereto); and
 5. The Bidder's completed Bid Tabulation Form (including any drawings and submittals).
- B. The Contract to be entered into as a result of this IFB shall be by and between the Bidder as Contractor and FW. It shall include the following items, which are listed in order of precedence:
1. The fully executed Contract between the parties, or FW Purchase Order,
 2. The IFB and any Addenda to the IFB,
 3. The Bidder's response to the IFB (including any drawings and submittals), and
 4. All correspondence between the parties regarding this IFB.
- C. Anything called for by one of the Contract documents and not called for by the others shall be of like effect as if required or called for by all, except that a provision clearly designed to negate or alter a provision contained in one or more of the other Contract documents shall have the intended effect.

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3.21 Governing Law; Venue; Waiver of Jury Trial

This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any dispute arising hereunder which is not otherwise resolved by the parties shall be resolved by a court of competent jurisdiction in the Commonwealth of Virginia. The Contractor and FW hereby waive any right such party may have to a trial by jury in connection with any such litigation.

<http://www.eva.virginia.gov/pages/eva-vppa.htm>

3.22 Indemnification and Responsibility for Claims and Liability

- A. The Contractor shall indemnify, save harmless and defend FW, or any employee of FW, against liability for any suits, actions, or claims of any character whatsoever arising from or relating to the performance of the Contractor or its subcontractors under this Contract.
- B. FW has no obligation to provide legal counsel or defense or pay attorney's fees to the Contractor or its subcontractors in the event that a suit or action of any character is brought by any person not party to the Contract, against the Contractor or its subcontractors as a result of or relating to the Contractor obligations under this Contract.
- C. FW has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor obligations under this Contract.
- D. The Contractor shall pay all royalties and license fees necessary for performance of the Contract. The Contractor shall defend all suits or claims for infringement of any patent rights or other proprietary rights arising from or related to performance of the resulting Contract and shall save FW harmless from any loss, including Attorneys' fees arising out of any such claim.

3.23 No Waiver or Estoppel

Neither the inspection by FW nor any of its employees, nor any payment of money, nor payment for, nor acceptance of any Commodity by FW, nor any extension of time shall operate as a waiver of any provision of this Contract, or of any power herein reserved to the Owner or of any right to damage herein provided. No waiver of any breach of this Contract shall be held to be a waiver of any other subsequent breach. All remedies provided in this Contract to FW shall be construed as cumulative and shall be in addition to each and every other remedy herein provided. Neither FW, nor any officer, employee, or authorized representative of FW, will be bound, precluded, or estopped by any action, determination, decision, acceptance, return, certificate, or payment made or given under or in connection with the Contract by any officer, employee or authorized representative of the Owner, at any time either before or after final completion and acceptance of the Work and payment therefore from: (a) showing the true and correct classification, amount, quality, or character of the Commodities delivered, or that any determination, decision, acceptance, return certificate or payment was incorrect or was improperly made in any respect, or that the Commodities or any part thereof do not in fact conform to the requirements of the Contract; (b) demanding and recovering from the Contractor any overpayment made to the Contractor or such damages as FW may sustain by reason of the Contractor failure to comply with the requirements of the Contract; or (c) both of the foregoing clauses (a) and (b).

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3.24 Pass-through Price Increases and Decreases

For annually renewable Contracts:

- A. Increases: FW recognizes that the Contractor sources of supply and transportation may pass onto the Contractor unanticipated and significant price increases. FW will consider requests by the Contractor to allow "pass-through" price increases when accompanied with sufficient proof. Only the Contractor direct supplier's price increases will be considered. FW reserves the right to accept or reject all such requests. FW will not allow price increases that are greater than the amount passed on to the Contractor, or for a period outside of the current Contract year.
- B. Decreases:
 - 1. Pass through price increases shall cease at the end of the then current Contract year and Contract pricing will return to the pre-pass-through rate. The Contractor will be eligible for and only upon request, the annual economic price increase as defined in subsection 3.3 above.
 - 2. Prior to the end of the then current Contract year, the pass-through increase shall be reduced or eliminated when and as the cause of the increase is reduced or eliminated.
- C. Pass through price increases will not be a substitute for poor planning by the Contractor. Pass through increase will not be allowed for the first six months of any Contract year. Price increases will be effective upon the date such a request is received in writing; and will not be made retroactive.

3.25 Payment Clauses Required in All Contracts

Section § 2.2-4352 of the Virginia Public Procurement Act requires the following:

- A. That any Contract Awarded by FW include the following clauses:
 - 1. The Contractor shall take one of the two following actions within seven days after receipt of amounts paid to the Contractor by FW for work performed by any subcontractor(s) under the Contract:
 - a. The Contractor shall pay its subcontractor(s) for the proportionate share of the total payment received from FW attributable to the work performed by the subcontractor under that contract; or
 - b. Notify FW and any subcontractor(s), in writing, of his intention to withhold all or a part of the subcontractor payment with the reason for nonpayment.
 - 2. Bidders shall include in their offer submissions either: (i) if an individual Contractor, their social security numbers; and (ii) proprietorships, partnerships, and corporations to provide their federal employer identification numbers.
 - 3. The Contractor shall pay interest to the subcontractor(s) on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from FW for work performed by the subcontractor under the Contract, except for amounts withheld as allowed in subdivision one.
 - 4. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent per month.
- B. The Contractor 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.

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- C. A Contractor obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of FW. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

3.26 Payment

- A. Invoices: All invoices are to be sent directly to FW Accounts Payable department by mail, fax, or e-mail. Invoices shall include the FW Purchase Order / Contract number and the Contractor FEIN. Invoices are not to be sent to the Contract Project Manager, or other departmental reps. Failure to comply may result in late payments for which FW will not be liable.
- B. Terms: All payments will be Net 30 from the date of receipt of a valid invoice at FW Finance Department. Payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- C. Invoices: The Contractor shall submit invoices for items ordered, delivered, and accepted, directly to the Finance Department, to the attention of Accounts Payable. Invoices shall show FW Purchase Order or Contract number and are subject to review and approval by FW Project Manager
- D. Partial Payments: Requests for partial payments or advanced payments must be submitted as part of the Price Bid along with a justification. FW reserves the right to accept, reject or negotiate requests for partial payments. If the request is rejected, the Bidder must waive the requirement in order to remain in consideration.
- E. Refunds: If the Contractor is declared to be in default, FW will be eligible for a full and immediate refund for all payments made to the Contractor. Partial Payments: Requests for partial payments or advanced payments must be submitted as part of the Price Offer along with a justification. FW reserves the right to accept, reject or negotiate requests for partial payments. If the request is rejected, the Bidder must waive the requirement in order to remain in consideration.
- F. Unreasonable Charges: Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, final payment is contingent on a determination of reasonableness with respect to all invoiced charges. Charges that appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, FW shall promptly notify the Contractor, in writing, as to those charges that it considers unreasonable and the basis for the determination.

3.27 Precedence of Terms

These General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

3.28 Price Firm Period

Bid prices shall be firm and fixed and not be subject to change during the term of the Contract.

3.29 Price and Title

All prices are for Commodities delivered F.O.B. the facility set forth on the Purchase Order and shall represent the entire cost to FW. Title for such Work shall pass to FW upon receipt and acceptance thereof at FW's designated facility.

3.30 Purchase and Sale Transaction

Any transaction for the purchase and sale of any Commodity shall be effected by FW's issuance to the Contractor of a Purchase Order, in which event the Contractor covenants and agrees to furnish all Commodities described therein in strict accordance with the terms and conditions of such Purchase Order and the other documents that together constitute the Contract.

3.31 Taxes

FW is exempt from Federal Excise Taxes, Virginia State Sales and Use Taxes, and the District of Columbia Sales Taxes and Transportation Taxes. FW's tax identification number is 54-6025290.

3.32 Termination of Contract

A. For Cause. In the event that the Contractor: (1) fails to deliver any Commodity or Service in accordance with the time period established therefore in the Contract; or (2) fails to furnish any Commodity or Service which conforms in all respects to the requirements of the Contract; then FW, without prejudice to any other rights or remedies it may have at law or in equity (including its right to seek damages from the Contractor), shall have the right to terminate the Contract and any outstanding Purchase Orders by issuing a written Notice of termination to the Contractor. Such Notice of termination shall describe in reasonable detail the grounds for the termination and shall take effect immediately upon receipt by the Contractor.

If, after issuance of a Notice of termination under this Section it is determined for any reason that cause for such termination did not exist, then the rights and obligations of the parties shall be the same as if the Notice of termination had been delivered under the provisions of subsection B (termination for convenience) hereof; provided, however, that the Contractor in such event shall be deemed to have received seven days prior written Notice of such termination. Any compensation due the Contractor pursuant to subsection B shall be offset by the cost to FW of remedying the default by the Contractor. The Contractor shall in no event be entitled to receive any consequential damages or any anticipated profits with respect to Commodities not yet furnished to, and accepted by, FW as of the effective date of any such termination.

B. For Convenience. FW shall have the right to terminate the Contract and/or any outstanding Purchase Orders issued hereunder at its own convenience for any reason by giving seven business days prior written Notice of termination to the Contractor. In such event, the Contractor shall be paid an amount equal to the actual cost of any Commodity delivered to, and accepted by, FW and the actual cost of any equipment, goods or materials ordered by the Contractor hereunder in good faith which could not be canceled, less the salvage value thereof, provided sufficient substantiation is furnished to FW. Any subcontract entered into by the Contractor in connection with the transactions contemplated hereby shall contain a similar termination provision for the benefit of the Contractor and FW. The Contractor shall in no event be entitled to receive anticipated profits on any Commodities not yet furnished to and accepted by FW as of the effective date of any such termination.

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3.33 Virginia Freedom of Information Act

Except as provided herein, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen, any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act.

3.34 Warranty

- A. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, in first class condition, and in accordance with the Contract documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with Contract documents and shall be performed by persons qualified at their respective trades.
 - B. Materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of 12 months following date of final acceptance. Should any defect be noted by the FW, the Project Manager will notify the Contractor of such defect or non-conformance. Notification will state either (1) that the Contractor shall replace or correct, or (2) FW does not require replacement or correction, but an equitable adjustment to the Contract price will be negotiated. If the Contractor is required to correct or replace, it shall be at no cost to FW and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the Contractor the costs occasioned thereby or obtain an equitable adjustment in the Contract price.
 - C. Work not conforming to these warranties shall be considered defective.
 - D. This warranty of materials and workmanship is separate and independent from and in addition to any of the Contractor other guarantees or obligations in this Contract.
- A. NOTE: Any implied warranties, including but not limited to the warranty for “Merchantability and Fitness for A Particular Purpose” cannot be waived and are a mandatory part of this solicitation and any ensuing Contract.

3.35 Immigration Reform and Control Act of 1986

By entering this Contract, the Contractor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

3.36 Insurance

- A. Before commencing the work, the Contractor shall procure and maintain at its own expense, minimum insurance in forms and with insurance companies acceptable to FW to cover loss or liability arising out of the Work. All insurance policies must be underwritten by insurers authorized to conduct business within the Commonwealth of Virginia and must have a Best's rating of at least A- and a financial size of class VIII or better in the latest edition of Best's Insurance Reports.
- B. The Contractor shall immediately notify FW of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or related to the Contractor obligations under the Contract. If such a claim or suit is brought, the Contractor will cooperate, assist, and consult with FW in the defense or investigation of any suit or action made or filed against FW as a result of or relating to the Contractor performance under this Contract.

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- C. With the exception of Workers' Compensation and Employers' Liability Insurance, all additional insurance policies specified herein shall name FW as an additional insured with regard to work performed under any subsequent Contract.

- D. The Contractor will provide FW with copies of certificates of insurance coverage and proof of payment of all premiums. Each certificate of insurance must include: (a) an endorsement from the insurer that certifies that the Contractor maintains the referenced policy in full force and effect; (b) where applicable, a statement indicating that FW is included as an additional insured; and (c) a provision requiring that not less than 30 days written Notice will be given to FW before any policy or coverage is canceled or modified in any material respect. Without limiting the requirements set forth above, the insurance coverages will include a minimum of:
 - 1. Workers' Compensation and Employers' Liability Insurance: Statutory requirements and benefits as required by the Commonwealth of Virginia; and
 - 2. Required Commercial General Liability Insurance: This insurance must be written on an "occurrence" basis and shall be endorsed to include FW as an additional insured and shall provide at a minimum the following:

◆ General Aggregate Limit (Other than Products-Completed Operations)	\$1,000,000
◆ Products-Completed Operations Aggregate Limit	\$ 500,000
◆ Personal & Advertising Injury Limit	\$ 500,000
◆ Each Occurrence Limit	\$1,000,000
For Construction Contracts:	
◆ Directors & Officers – Errors & Omissions	\$2,000,000

- E. Business Automobile Liability Insurance: This insurance coverage must extend to any motor vehicles or other motorized equipment regardless of whether it is owned, hired, or non-owned and must cover Bodily Injury and Property Damage with a combined single limit of at least \$1,000,000 each accident. This insurance must be written in comprehensive form and must protect the Contractor and FW against claims for injuries to members of the public and/or damage to the property of others arising from the Contractor use of motor vehicles or other equipment and must cover both on-site and off-site operations.

- F. Nothing contained herein will be deemed to operate as a waiver of FW's sovereign immunity under the law.

3.37 Non-Appropriation

All funds for payments by FW under any Contract Awarded are subject to the availability of an annual appropriation for this purpose by the FW. In the event of non-appropriation of funds by the FW for the Work provided under the Contract, FW will terminate the Contract, without termination charge or other liability to FW, on the last day of the then current fiscal year or when the appropriation made for the then current year for the Work covered by this Contract is spent, whichever event occurs first. FW will endeavor to provide reasonable Notice of such termination, but no formal Notice of such termination is required of FW, and FW shall not order any Work to be provided after such termination date.

END OF SECTION 3

SECTION 4

4. SPECIAL TERMS AND CONDITIONS

4.1 Delays

By the Contractor: After prior written warning to the Contractor, FW may declare the Contractor in default for unacceptable delays. If such a declaration is made, FW reserves the unilateral right to cure the default by any means available to FW, including (but not limited to) liquidated damages, redeeming the Contractor Performance Bond (or other security as agreed to by FW prior to Contract Award); and to recover any additional costs, lost funds and/or related expenses. This is not a limitation of FW's legal rights to recover damages due to Contractor default in any other way.

By FW: The Contractor shall not be responsible for delays caused by FW, its agents, or other Contractors. To the extent that the Contractor is unable to proceed due to the actions or inactions of FW, its agents, employees or other Contractors, the Contractor shall be granted an extension to the installation schedule equal to the documented amount of time the Contractor was prevented from performing work. The Contractor shall not be eligible for damages as a result of FW delays.

4.2 Force Majeure

If a delivery is delayed by Act of God, terrorism, war, embargo, fire, or explosion not caused by the negligence or intentional act of the Contractor or his subcontractors or supplier(s), a reasonable extension of time as FW deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the Contractor FW may in its sole discretion (i) extend the time for delivery of the Commodity; (ii) suspend the Contract in whole or in part and obtain one or more of the Commodities elsewhere for a time, or (iii) terminate the Contract; all without liability to Contractor on the part of FW, as the case may be. Contractor request and justification shall be subject to such substantiation and further inquiries as FW may require.

4.3 Contractor's Compliance and Safety Program

- A. The Contractor shall comply with all applicable Federal, State, and local safety programs, regulations, standards, and codes, to include though not limited to:
 - 1. The Virginia Uniform Statewide Building Code,
 - 2. Building Officials & Code Administrators (BOCA) codes (together with adopted International Codes),
 - 3. Virginia Department of Health (VDH) regulations,
 - 4. Virginia Department of Environmental Quality (DEQ) regulations,
 - 5. Virginia-OSH (VOSH) regulations, and
 - 6. National Electric Code (NEC).
- B. The Contractor shall have a written safety program that complies with all applicable OSHA and VOSH standards for General Industry regulations. A copy of these programs shall be provided to FW with the Contractor's general safety program not later than seven days after contract award and before beginning work.

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- C. Hard Hat Area: Contractor's employees shall wear hard hats while working at the work site.

4.4 Contractor's Responsibilities

- A. The Contractor shall be responsible for all products and/or services as required by this solicitation. The use of subcontractors is prohibited unless:
 - 3. A request to include a subcontractor is included in the proposal and,
 - 4. The Bidder receives written approval to use a subcontractor prior to, or as part of the formal contract between the parties.
- B. Even when properly authorized by FW, the use of a subcontractor does not relieve the Contractor of liability under the contract.
- C. The Contractor, at its sole expense, shall be responsible for damage to FW and non-FW property as a result of its failure to protect such facilities and utilities.
- D. Where the Contractor's Work may cause damage or disrupt existing FW property including but not limited to utilities, plant equipment, instrumentation and control systems, etc. the Contractor shall make arrangements necessary for the protection of such property. The Contractor, at its sole expense, shall immediately replace FW property removed or damaged by, or at the direction of, the Contractor or any Subcontractor to the Contractor. Replacements will be new and current technology unless otherwise provided for in these specifications, or authorized by the FW Project Manager.
- E. Contractor shall return all work areas to the same or better condition than prior to start of work. Contractor must notify the FW Project Manager of any area, piece of equipment, etc., that is damaged or not in the same or better condition than prior to start of Work. The Contractor shall be responsible for repair, replacement, etc., of any such property, which is within the Contractor's area of responsibility and is found to be in need of repair/service by the FW Project Manager. Acceptance shall not occur until all such damages are either repaired or replaced or for which FW is reimbursed a fair and reasonable sum as negotiated and agreed to in writing, by the FW Project Manager.

4.5 Permits

The Contractor shall obtain and provide all required permits from the appropriate issuing authority.

4.6 Priority Customer

The Contractor understands and acknowledges that FW provides services that are essential to the health and welfare of the public. To the extent that the Contractor must prioritize and/or allocate services among its customers, the requirements of FW will be honored before service is provided to a customer with no obligations with regard to the public health and welfare.

4.7 Site Safety and Access

- A. The Contractor shall schedule and coordinate the Work and install temporary facilities as required to maintain continuous operation and access to existing equipment in the area of Work. The Contractor shall not commence retrofit work until authorized by the FW Project Manager.

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The Contractor is advised that FW may, at its sole discretion, delay or stop work as required to ensure continuous and reliable operation of the facility, especially during peak flow events.

- B. The Contractor shall secure the Site and all areas of Work to prevent access and the potential for injury to its employees, FW employees, its agents, and others, by construction and installation of temporary guardrails, fencing, barricades, highway cones, warning signs/tape, etc., and other appropriate means, and as directed by the FW Project Manager. Such hazards include but are not limited to mechanical hazards, electrical hazards, surface irregularities or construction tools and equipment.
- C. FW shall have the right to deny access to the Site, or require the Contractor to remove from the Site, any individual who has exhibited violent, abusive, or threatening behavior or conduct.
- D. FW may limit, restrict, or prohibit access to areas of the Site on a permanent or temporary basis. When access to such restricted areas is required by the Contractor to perform the Work, the Contractor shall obtain permission from the FW Project Manager and shall comply with such conditions or limitations to access as may be imposed by the FW Project Manager.
- E. FW may restrict parking or require parking permits for vehicles to be brought onto the plant. The Contractor shall be responsible for arranging transportation for its personnel to reach the job sites from whatever parking area is provided by FW.

4.8 Superintendence by Contractor

- A. The Contractor shall have a competent and certified Crane Operator, satisfactory to FW, on the job site at all times during the progress of the Work. The Contractor shall be responsible for coordinating all portions of the Work under contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The Contractor shall notify the Project Manager, in writing, of any proposed change in superintendent including the reason therefore prior to making such change.
- B. The Contractor shall at all times enforce strict discipline and good order among the workers on the project. The Contractor shall not employ on the Project any unfit person, anyone not skilled in the work assigned to him, or anyone who will not work in harmony with those employed by the Contractor, subcontractors, FW or FW's separate Contractors and their subcontractors.
- C. FW may, in writing, require the Contractor to remove from FW property, any employee FW deems to be incompetent, careless, not working in harmony with others on the site, or otherwise objectionable.

4.9 Time Is Of The Essence

Time is of the essence! This is a time critical project! Once started, this project must continue without delay or interruption, and unauthorized delays by the Contractor are prohibited. After prior written warning to the Contractor, FW may declare the Contractor in default for unacceptable delays. If such a declaration is made, FW reserves the unilateral right to cure the default by obtaining the services of a qualified Contractor to complete the project and charge any additional or increased costs to the Contractor.

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4.10 Contractors License

Contractor Bidders must possess a valid State of Virginia Contractor's License during the Term of Contract. The Contractor shall have no portion of the Work performed by any subcontractor or sub subcontractor which does not have a current Virginia Contractor's License of the class and specialty and or classification required for performance of that portion of the Work.

4.11 Prices

- A. All prices/discounts shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of this contract.
- B. The annual maintenance shall be priced per each, or per day as indicated on the Bid Submission Form for related equipment and all services shall be performed in accordance with the specifications contained herein.
- C. The Contractor shall invoice all annual maintenance materials, equipment rental or subcontractors based on the actual cost of the materials at a percentage discount equal to discount shown on the Bid Submission Form. No additional costs of any kind will be allowed. Invoices must be accompanied by suppliers/subcontractor's invoices.
- D. Work completed outside the annual maintenance may be required and Contractor shall provide labor, materials, equipment rental and approved subcontractors to fulfill the requirements of the contract. The compensation will be based on contract hourly rate and the actual cost of the materials at a percentage discount equal to discount shown on the Bid Submission Form; equipment rental or subcontractors will be at cost. No additional costs of any kind will be allowed.
- E. Percentage Discount. Each Bidder shall quote the percentage of discount from the currently published National Standard Manufacturer's Price Lists or the current Vendor's Retail Price Sheet. The percentage discount must be a single percentage discount applicable to all parts, material and/or equipment items. The percentage discounts shall remain firm for the duration of the contract. Compensation for equipment rental and subcontracting shall be at cost.
- F. For auditing purposes, FW may request supplier invoice for equipment rental and subcontractors.
- G. Labor rates for providing services not specifically covered under the Annual Maintenance Service shall include all direct and indirect costs such as transportation general, administrative costs and profit, etc. Labor rates shall be paid based on time on the job site. Regular Time is defined as Monday through Friday, 7:30 a.m. to 5:00 p.m. Overtime is defined as Monday through Friday, 5:00 p.m. to 7:30 a.m., Weekends and Holidays.

END OF SECTION 4

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**ATTACHMENT 1
BID SUBMISSION FORM**

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL: _____

Virginia State Corporation Commission (SCC) Identification Number:

Pursuant to Title 13.1 or Title 50 of the Virginia Code provide the identification number issued to your firm by the Virginia State Corporation Commission (VSCC) in the space provided below, If your firm is not required to be authorized to transact business under Title 12.1 or Title 50, or any other law; provide a statement why your firm is not required to be so authorized.

_____	_____
Company Name	Identification Number

If you do not have a VSCC identification number, explain why it is not required in the space below:

Receipt of Addenda:

Receipt of Addenda listed below is acknowledged and the Bid incorporates all requirements of these Addenda:

No. _____ Date _____ No. _____ Date _____ No. _____ Date _____

The Following Documents are Attached to and Made Part of this Bid:

1. Fully completed Bid Submission Form.
2. A completed Attachment 2 References
3. A completed IFB 24-21 Excel Pricing Schedule
4. Copy of Department of Professional Occupational Regulations (DPOR) Contractors Class A license and an ELE classification

Contract Award:

The award, if made, will be made to the responsible Bidder with the lowest responsive Bid based on the Grand Total of Parts A - C below.

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Pricing Schedule:

Bidders are required to complete IFB 24-021 Excel Pricing Schedule. The Grand Total of Parts A – C below must match the Grand Total of Parts A – C in Cell G12 of Tab ATT. 1 C.

A unit price must be entered for line item to be considered for award. Bidders who do not provide all requested information will be deemed as non-responsive.

Grand Total of Parts A – C:

In Writing: _____ Dollars

In Figures: \$ _____ 00

Following the opening of the Bids, the responsible Bidder with the lowest responsive Bid based on the Grand Total of Parts A – C will be notified by the Procurement Contact shown on the cover page of the IFB to email the Excel version of IFB 24-021 Excel Pricing Schedule, so it is received by the Procurement Contact by no later than 5:00 P.M. on the day the notice is received.

Annual Economic Price Adjustment:

Per Section 1.6, Bidder Chosen Bureau Labor Statistics Index:

If this line item is left blank, the applicable CPI-U for Washington-Arlington-Alexandria (unadjusted for seasonal changes) shall be the default index for the term of the Contract

- All Bids are to be quoted as FOB Destination. Include all necessary costs in your Bid submission (see above). Failure to include the cost of shipping and handling will be interpreted as included in the unit price for each item. FW will not pay for shipping and handling charges not included in your Bid.
- **TERMS:** _____ All Bids will be interpreted as Net 30, unless otherwise specified herein. FW’s minimum payment term is Net 30 days. By submitting an offer to sell in response to this solicitation, all Bidders acknowledge and agree to this requirement.

By my signature I certify that I am acting as an agent or in the case of an LLP, the Partner or Managing Partner for the firm identified below and I am fully authorized to bind the firm to the terms, conditions and Specifications of this solicitation, as well as any addenda thereto.

Company Name: _____

Signature: _____ Printed Name: _____

Title: _____ Date _____

**ATTACHMENT 2A
PART A: LOW – MEDIUM VOLTAGE
REFERENCES**

BIDDER'S NAME: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

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**ATTACHMENT 2B
PART B: SUBSTATIONS & HIGH VOLTAGE
REFERENCES**

BIDDER'S NAME: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

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**ATTACHMENT 2C
PART C: POWER POLE & ARIAL 4160V
REFERENCES**

BIDDER'S NAME: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____