



# NEWPORT NEWS PUBLIC SCHOOLS PURCHASING DEPARTMENT

12465 Warwick Boulevard  
Newport News, VA 23606

Telephone: (757) 591-4523  
Fax: (757) 591-4593

## NOTICE OF AWARD

Contract No. 036-0-2017BH

June 7, 2017

Name: Steiner B Moore Corp

Address: 809A Professional Place West

Your Bid Received: May 31, 2017

In Response to: IFB 036-0-2017BH

To Furnish: LOCKER MAINTENANCE, REPAIR AND INSTALLATION SERVICES

Your offer is hereby accepted, subject to all conditions and requirements of the solicitation, and resulting addendums, purchase specifications and warranties.

RECORDS OF THIS SOLICITATION ARE NOW AVAILABLE FOR PUBLIC INSPECTION.

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Bill Huskey, Buyer, VCO



**INVITATION FOR BIDS**

**Newport News Public Schools**  
ISSUING OFFICE:

**DATE: May 17 2017**

PURCHASING DEPARTMENT  
12465 WARWICK BOULEVARD  
NEWPORT NEWS, VA 23606-3041  
TELEPHONE: (757) 591-4525  
FAX: (757) 591-4634

Attention of Bidder is Directed To Section  
2.2-4367 to 2.2-4377 Code of Virginia  
(Ethics In Public Contracting)

<b>BID ITEM NO.</b> IFB # 036-0-2017BH
<b>PROCUREMENT OFFICER</b>  <b>Bill Huskey, VCO</b>
<b>OPENING DATE</b>  May 31, 2017
<b>OPENING TIME</b>  2:01 P.M. EST
<b>PREBID CONFERENCE</b>  N/A

**SEALED BIDS** will be received in the issuing office above until Opening Date and Opening Time as specified in this solicitation to include any addendums issued by this office. Newport News Public Schools is not responsible for late delivery by U. S. Postal mail or other couriers.

All inquiries for information regarding this Invitation for Bid should be directed to Bill Huskey at [bill.huskey@nn.k12.va.us](mailto:bill.huskey@nn.k12.va.us)

**COMMODITY: LOCKER MAINTENANCE, REPAIR AND INSTALLATION SERVICES**  
**NIGP CODE: 425-53, 680-61 & 936-36**

PLEASE FILL IN BIDDER'S NAME & ADDRESS IN THE SPACES PROVIDED BELOW:

**THIS IS NOT AN ORDER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS), RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS IN WHOLE OR IN PART AND TO WAIVE ANY INFORMALITIES IN THE BID PROCESS AND RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE SPECIFICATIONS IN THIS BID ARE INTENDED AS A QUALITY INDICATOR AND GUIDE FOR BIDDING AND UNLESS OTHERWISE STATED, NNPS WILL CONSIDER ALTERNATE BIDS OF EQUAL OR BETTER QUALITY, WHICH WILL BE ACCOMPANIED BY DESCRIPTIVE LITERATURE. THE ENTIRE CONTENTS OF THIS INVITATION FOR BID, ANY ADDENDA, AND BIDDER'S RESPONSE SHALL BE INCORPORATED INTO ANY RESULTING CONTRACT.

NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

LOCKER MAINTENANCE, REPAIR AND INSTALLATION SERVICES	BID TOTAL:	\$ _____ USD
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**ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 \_\_\_ #2 \_\_\_ #3 \_\_\_ #4 \_\_\_ (Please Initial)**

IN COMPLIANCE WITH THIS BID, AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO EXECUTE ANY CONTRACT AS A RESULT OF THIS BID. THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS/SERVICES AT THE PRICE(S) INDICATED ON THE PRICING SCHEDULE. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE BIDDER/COMPANY. FAILURE TO MAKE THIS COMMITMENT MAY RESULT IN BID REJECTION.

**DELIVERY:** State your earliest firm delivery or performance date: \_\_\_\_\_ 20\_\_\_\_. This date may be a factor in making the award.

PAYMENT TERMS: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_

**SHIPPING TERMS: ALL PRICES QUOTED F.O.B. NEWPORT NEWS, VIRGINIA**  
SHIPPING CHARGES SHALL BE PREPAID AND ALLOWED WITH \_\_\_\_\_ DELIVERY.

Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Email Address

Company FEI/FIN#

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
FAX Number

**SPECIFIC LEGAL REQUIREMENTS**

**ANTI-COLLUSION:**

In the preparation and submission of this bid/proposal, said bidder/offeror did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in violation of the Sherman Act (15 U.S.C. Section 1), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. The undersigned bidder/offeror hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, NNPS has an interest in, or is concerned with, this bid/proposal; and, that no person or persons, firm or corporation other than the undersigned, have, or are, interested in this bid/proposal.

**DRUG-FREE WORKPLACE:**

During the performance of this contract, the successful bidder/offeror agrees to (i) provide a drug-free workplace for the successful bidder's/offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the successful bidder's/offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the successful bidder/offeror that the successful bidder/offeror 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 successful bidder/offeror or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance or work done in connection with a specific contract awarded to a successful bidder/offeror in accordance with federal law, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL BIDDER/OFFEROR SHALL BE PROHIBITED:**

1. During the performance of this contract, the successful bidder/offeror agrees as follows:
  - a. Bidder/offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the successful bidder/offeror. The successful bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. Successful bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder/offeror, shall state that such successful bidder/offeror is an equal opportunity employer.
  - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. Successful bidder/offeror shall include the provisions of the foregoing Subsections a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH:**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
2. A bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 will include in its bid or proposal the identification number issued to it by the State Corporation Commission in the space provided below. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement why the bidder/offeror is not required to be so authorized. Bidder/offeror is to include the VA Code reference authorizing the exemption in said statement.
3. Any bidder/offeror described in the foregoing Subsection 2. that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Superintendent or designee.
4. Any business entity described in the foregoing Subsection 1. that enters into a contract with NNPS shall not allow its existence to lapse or its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

**Name and Address of BIDDER/OFFEROR:** \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Federal Tax Identification Number/Social Security Number:** \_\_\_\_\_

**State Corporation Commission Identification Number:** \_\_\_\_\_

Is bidder/offeror a "minority" business?  Yes  No If yes, please indicate the "minority" classification below:  
 African American  Hispanic American  Native American  Asian American  Other; Please Explain:

Service Disabled Veteran?  Yes  No  
 Service Disabled Veteran Business?  Yes  No  
 Woman Owned?  Yes  No  
 Small Business?  Yes  No  
 Faith-Based Organization?  Yes  No

SCOPE OF WORK .....	5
A.    GENERAL REQUIREMENTS.....	5
B.    SPECIFIC REQUIREMENTS .....	5
SPECIAL INSTRUCTIONS TO THE BIDDER:.....	8
A.    Definitions: .....	8
B.    Contact with NNPS Staff, Representatives, and/or Agents:.....	8
C.    Bidders of Record: .....	8
D.    Questions:.....	8
E.    Changes or Modifications: .....	8
F.    Bid Submittal Requirements:.....	9
G.    Proprietary Information/Disclosure: .....	9
H.    Notice of Award: .....	10
I.    Award: .....	10
J.    Award: .....	10
K.    IFB Opening:.....	10
L.    Withdrawal of Bids:.....	10
M.    Disposition of Bids: .....	11
N.    Cost of Responding: .....	11
GENERAL TERMS AND CONDITIONS .....	11
A.    Contract Document:.....	11
B.    Contract Modification(s):.....	11
C.    Bidder Obligation: .....	11
D.    Conditions Of Work:.....	11
E.    Bid Binding For Ninety (90) Days: .....	11
F.    Prime Contractor: .....	11
G.    Subcontractors:.....	12
H.    Non-Assignment: .....	12
I.    Antitrust: .....	12
J.    Anticollusion/Nondiscrimination Requirements Form: .....	12
K.    Compliance with Federal, State, and Local Laws and Federal Immigration Law:.....	12
L.    Hold Harmless/Indemnification: .....	12
M.    Notices: .....	13
N.    Non-Responsive Performance: .....	13
O.    Termination Without Cause: .....	14
P.    Termination With Cause/Breach:.....	14
Q.    Breach of Contract:.....	14
R.    Applicable Law:.....	14
S.    Compliance With All Laws: .....	14
T.    Venue: .....	15
U.    Severability: .....	15
V.    Non-Appropriation of Funds: .....	15
W.    Tax Exemption:.....	15
X.    Vendor's Invoices: .....	15
Y.    Contractual Disputes: .....	15
Z.    Warranty/Guarantee:.....	16
AA.   Payment Terms: .....	16
BB.   Prompt Payment .....	16
CC.   Payment by Electronic Funds Transfer .....	17
DD.   Audits:.....	18
EE.   Non-Exclusivity: .....	19
SPECIAL TERMS AND CONDITIONS .....	19
A.    Contract Term:.....	19
B.    Contract Extension: .....	19
C.    Time is of the Essence .....	19
D.    Insurance: .....	19
E.    Unauthorized Disclosure of Information: .....	20
F.    Copyright/Patent Indemnity:.....	20
G.    Title to Equipment:.....	20
H.    Escalation/De-escalation: .....	20

I. Certification Regarding Debarment..... 21  
J. Equipment Condition: ..... 21  
K. Cooperative Procurement:..... 21  
Attachment B: References..... 22  
Attachment C: Certification of Compliance with Code of Virginia §22.1-296.1 ..... 23

## **SCOPE OF WORK**

### **A. GENERAL REQUIREMENTS**

The purpose of this contract is to obtain the services of a responsive, responsible contractor to provide locker repair, replacement and new installation throughout the NNPS division on an "as-needed basis".

Contractor shall include all costs to include all necessary materials, labor, operator, transportation, equipment, and supplies necessary preventative maintenance services.

### **PRICING**

Pricing for the requested items under this contract must be provided to NNPS in the format of the table in Attachment A.

### **AWARD**

Award will be based on lowest Total Extended Hourly Rate for Labor. In the event of discrepancies, unit price shall prevail.

### **B. SPECIFIC REQUIREMENTS**

1. Contractors shall submit a fixed price proposal to the Contract Administrator for each assigned locker project during the term of this contract using the pricing schedule submitted with this bid.
2. Contractor shall repair and replace lockers, as requested by NNPS, in accordance with the following requirements: Pricing must include all materials, labor, supplies, and equipment to repair or remove existing lockers at schools. Furnish and install new steel lockers, accessories, and finish trim, as specified and requested.
3. Contractor shall remove existing lockers that are to be replaced and install new steel lockers, accessories and finish metal trim. Repair all existing lockers requested by NNPS in such a manner as to return to their intended functionality.
4. Contractor shall submit drawings for new locker installations showing locker types, sizes and quantities, including all necessary details relating to anchoring, trim installation and relationship to adjacent surfaces.
5. Locker numbering sequence shall be provided by NNPS and noted on the approved drawings returned to the contractor.
6. Contractor shall provide color charts showing manufacturer's available colors and provide samples of paint on metal if required in the event of non-standard color selection.
7. Contractor shall provide each type of metal locker as produced by a single manufacturer, including necessary accessories, fittings and fasteners.
8. Contractor shall provide manufacturer's lockers and replacement parts for repairs in compliance with the contract documents.
9. **SCOPE OF WORK:** Removal of existing lockers that are to be replaced and install new steel lockers, accessories and finish metal trim. Repair existing lockers that are repairable at various school locations specified by NNPS, same follows with any new installations.
10. **SUBMITTALS:**
  - a) **Shop Drawings:** Submit drawings for new locker installations showing locker types, sizes and quantities, including all necessary details relating to anchoring, trim installation and relationship to adjacent surfaces.
  - b) **Numbering:** The locker numbering sequence shall be provided by the NNPS and noted on the approved drawings returned to the locker contractor.
  - c) **Color Charts:** Provide color charts showing manufacturer's available colors. Request samples of paint on metal if required by normal office procedures or in the event of nonstandard color selection.
11. **QUALITY ASSURANCE:**

**UNIFORMITY:** Provide each type of metal locker as produced by a single manufacturer, including necessary accessories, fittings and fasteners.
12. **PRODUCTS**
  - a) **MANUFACTURER:** Those that provide lockers and replacement parts for repairs in compliance with the contract documents

- b) LOCKERS: Lockers and replacement parts for repairs shall be Republic Storage System Company corridor Quiet Lockers series or equal and as below:

**Sample Locker Specifications** (match existing configuration)

Style: Single Tier individual lockers

Type: Republic Storage System Company corridor Quiet Lockers or equal

Size: 12" X 12" X 60"

Color: Manufacturer's to match existing

No. of Locker Frames:

No. of Locker Openings:

School Locker (match existing configuration)

Style: Double Tier individual lockers & 6-High Box individual lockers

Type: Republic Storage System Company corridor Quiet Lockers or equal

Size: Double Tier (12" X 12" X 36") & 6-High Box (12" X 12" X 12")

Color: Manufacturer's to match existing

No. of Locker Frames: Double Tier & 6-High Box

No. of Locker Openings: Double Tier & 6-High Box

School lockers (match existing configuration)

Style: Single Tier individual lockers

Type: Republic Storage System Company corridor Quiet Lockers or equal

Size: 12" W X 15" D X 60"

Color: Manufacturer's to match existing

No. of Locker Frames:

No. of Locker Openings:

**13. FABRICATION - GENERAL:**

- a) MATERIAL: All major steel parts shall be made of mild cold rolled steel, free from imperfections and capable of taking a high grade enamel finish.
- b) FINISH: Surfaces of the steel shall be thoroughly cleaned and phosphatized in a seven-stage process. All parts shall then be finished with a heavy coat of enamel baked on at 300 degrees for 30 minutes.
- c) CONSTRUCTION: Lockers shall be built on the unit principle. Each locker shall have an individual door and frame, an individual top, bottom, back and shelves with common intermediate uprights separating units.
- d) DOOR FRAMES: Door frames shall be 16gauge formed into 1" wide face channel shapes with a continuous vertical door strike integral with the frame on both sides of the door opening. Double, triple or four tier locker cross frame members shall be 16 gauge channel shaped securely welded to vertical framing members to ensure a square and rigid assembly. Intermediate cross frame members not required on box lockers.
- e) DOORS: Shall be 16 gauge or 18 gauge steel for short or narrow doors as required by manufacturer's design, formed with a full channel shape on the lock side to fully conceal the lock bar, channel formation on the hinge side and right angle formation across the top and bottom. Single tier doors 60" and 72" in height and 18" and wider shall have a diagonal reinforcing angle welded to inner surface. Doors for Standard Box Lockers 3, 4, 5 & 6 openings high are 16 or 18 gauge steel and shall be formed with right angle flanges on all four sides. Locker doors shall be ventilated by louvers on the face of each door, top and bottom.
- f) PRE- LOCKING DEVICE: All "tiered" lockers shall be equipped with a positive automatic pre-locking device whereby the locker may be locked while door is open and then closed without unlocking and without damaging locking mechanism.
- g) LATCHING: Latching shall be a one-piece, pre-lubricated spring steel latch, completely contained within the lock bar under tension to provide rattle-free operation. The lock bar shall be of pre-painted, double-channel steel construction held laterally in the door channel by means of non-removable self-formed retainers pierced from the door. There shall be three latching points for lockers over 42" in height and two latching points for all tiered lockers 42" and under in height. Frame hooks to accept latching shall be of heavy gauge steel, set close in and welded to the door frame. Continuous vertical door strike shall protect frame hooks from door slam damage. The impact caused by the door closing shall be absorbed by a soft rubber silencer which is to be securely installed on each frame hook. Box locker doors shall be

equipped with a padlock hasp and a stainless steel strike plate with an integral handle pull. Box locker doors may also be equipped with built-in locks.

- h) HANDLES: All handle parts shall be made from sturdy zinc die cast material. The fixed case is attached to the door with two hex head screws and a shock absorbing stud. The case must fully shield the lifting trigger from below. The lifting trigger shall have two right angle lugs that insert into the lock bar without the use of a fastening device. The lifting trigger shall be equipped with rubber silencers at top and bottom to prevent metal to-metal contact. The padlock attachment with 3/8" diameter hole is positioned so that the fixed handle case provides a padlock strike. The handle design must be free of openings or surfaces that permit leverage to be applied.
- i) HINGES: Hinges shall be 2" high, 5-knuckle, full loop, tight pin style, securely welded to frame and double riveted to the inside of the door flange. Locker doors 42" high and less shall have two hinges. Doors over 42" high shall have three hinges.
- j) BODY: The body of the locker consists of 24 gauge upright sheets, backs, tops, bottoms and shelves. Tops, bottoms and shelves are flanged on all four sides; backs are flanged on two sides. Uprights shall be offset at the front and flanged at the rear to provide a double lapped rear corner. All bolts and nuts shall be zinc plated.
- k) INTERIOR EQUIPMENT: Single tier lockers over 42" high shall have one hat/book shelf. Other tiered lockers do not require shelves. All single, double and triple tier lockers shall have one double prong back hook (single prong in 9" width) and two single prong wall hooks in each compartment. All hooks shall be made of steel, formed with ball points, zinc-plated and attached with two bolts or rivets. Lockers under 20" high are not equipped with hooks.
- l) NUMBER PLATES: Each locker shall have a polished aluminum number plate with black numerals not less than 1 1/2" high. Plates shall be attached with rivets to the door face.
- m) COLOR: Doors and exposed body parts to be finished in colors selected from the manufacturer's standard colors. Non-exposed body parts shall be finished as per the manufacturer's standard.
- n) ASSEMBLY: Assembly of all locker components shall be accomplished by the use of zinc plated, low round head, slot less, fin neck machine screws with hex nuts, producing a strong mechanical connection.

#### 14. EXECUTION

- a) INSTALLATION: Lockers must be repaired, replaced, and installed in accordance with manufacturer's approved drawings and assembly instructions. Installation to be level and plumb with flush surfaces and rigid attachment to anchoring surfaces. Space fasteners at 36" O.C. or less as recommended by manufacturer. Use fasteners appropriate to load and anchoring substratum. Use reinforcing plates wherever fasteners could distort metal. Various trim accessories where shown such as sloping tops, fillers, bases, recessed trim, etc., shall be installed using concealed fasteners. Flush, hairline joints are provided at all abutting trim parts and at adjoining surfaces.
- b) ADJUSTMENT: Upon completion of installation, inspect lockers and adjust as necessary for proper door and locking mechanism operation. Touch up scratches and abrasions with factory supplied paint to match original finish.
- c) DISPOSAL OF ALL REPLACED LOCKERS AND REPAIRED PARTS: Contractor shall be responsible for disposal of any existing lockers that have been replaced with new lockers. Same follows as with any replacement parts due to repairs.
- d) QUALITY ASSURANCE: Republic reserves the right to modify the design and/or change specifications or colors/finish consistent with our policy of product excellence.

#### 15. REFERENCES

Bidder shall submit a minimum of five (5) references for which bidder has completed services comparable to those described in this IFB. Include references for work performed in an environment comparable to NNPS's. For each reference, detail:

- Name of firm;
- Address of firm;
- Name, title, address, e-mail address, and phone and fax number of a contact for the firm;
- Number of years Offeror has served the firm



16. During normal school year operation (beginning of September – mid-June), installation work will be done after the end of the instructional day (night-time). If work is done during the summer months, work will be done during normal NNPS work hours, typically 40 hours within a 4 day work week. Other times may be arranged on a project by project basis. NNPS considers normal working hours 7:30 a.m. to 9:30 p.m.

**SPECIAL INSTRUCTIONS TO THE BIDDER:**

A. Definitions:

Issuing Office:

Wherever used in this Invitation for Bid, Issuing Office will be:

Bill Huskey, VCO, Buyer  
Newport News Public Schools Purchasing Department  
12465 Warwick Boulevard  
Newport News, VA 23606-3041  
Phone: (757) 591-4523  
Fax: (757) 591-4593  
Email: [bill.huskey@nn.k12.va.us](mailto:bill.huskey@nn.k12.va.us)

NNPS Contract Administrator:

Wherever used in this Invitation for Bid and for purposes of any notices under this contract, the NNPS Contract Administrator will be:

Rocky Cline, Supervisor, Carpenter Shop  
Plant Services Department  
761 Hogan Drive  
Phone: (757) 881-5024 ext. 11420  
Fax: (757) 249-5638  
Email: [rocky.cline@nn.k12.va.us](mailto:rocky.cline@nn.k12.va.us)

B. Contact with NNPS Staff, Representatives, and/or Agents:

Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this IFB or any subject related to this IFB is expressly prohibited except with the prior knowledge and permission of the Purchasing Supervisor

C. Bidders of Record:

Offerors receiving a copy of this IFB from a source other than the Issuing Office via [www.eva.virginia.gov](http://www.eva.virginia.gov) must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax numbers, and the IFB Item Number. Offeror will be added to the eVA Planholders' list and will receive notifications of any addenda to the IFB.

D. Questions:

Submit questions regarding the Invitation for Bid in writing to the Issuing Office at [bill.huskey@nn.k12.va.us](mailto:bill.huskey@nn.k12.va.us) **no later than 3:00 p.m., May 18, 2017** prior to the opening date of this IFB. Necessary replies will be issued to all Bidders of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the bid documents. Bidder is responsible for obtaining any addenda affecting this IFB prior to bid opening.

E. Changes or Modifications:

Changes or modifications to this Invitation for Bids made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Acknowledge receipt of addenda in the space provided on the cover page of this Invitation for Bid. Oral modifications shall not form a part of the Bid documents. This IFB and any addenda shall be incorporated, by reference, into any resulting contract.

F. Bid Submittal Requirements:

1. Each Bid submission shall be submitted to the Issuing Office and will include the following documents:
  - a. The cover page of this Invitation to Bid, which will contain:
    - (1) Total Bid price;
    - (2) Original signature of an agent authorized to bind the company;
    - (3) Delivery time;
    - (4) Payment terms;
    - (5) Acknowledgment of any addenda on page one (1); and
    - (6) Registered Virginia Contractor No. and Class;
  - b. Pricing Schedule (**Attachment A**);
  - c. Completed and signed anticollusion/nondiscrimination clauses on page 2 of this IFB;
  - d. Completed and signed Certification of Debarment on page 21 of this IFB;
  - e. Completed Reference (Attachment B) on page 22;
  - f. Signed Certification of Compliance with Code of Virginia, §22.1-296.1 (**Attachment C**) page 23;
2. Bidder shall submit one (1) copy of its Bid. At least one copy of the Bid shall contain the original signature of the contracting authority.
3. A completed copy of Bidder's bid submission including Schedule A to be completed electronically in Microsoft Excel Format shall be submitted on a new and unused CD or Flash Drive compatible with Microsoft Windows environment. The CD or Disk shall be identified with the companies name clearly stated. Submit Bids in a sealed envelope or package. Clearly label the shipping/ mailing packaging as well as the outside of your sealed envelope or package with the Bid Item No., Closing Date and Time, and your firm's name and address. **Bids received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**
4. Bidders are encouraged to submit their bids on recycled paper and to use double-sided copying

G. Proprietary Information/Disclosure:

Bidder is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Bidder. Specifically, if Bidder seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342.

Bidder shall:

- (i) invoke the protections of this section prior to or upon submission of the data or other materials,
- (ii) identify the data or other materials to be protected,
- (iii) state the reasons why protection is needed.

Furthermore, the Bidder shall submit proprietary information under separate cover, and NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Bidder's claim that it is in fact proprietary. References may be made within the body of the bid to proprietary information; however, all information contained within the body of the bid not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes. Trade secrets or proprietary information submitted by an Bidder in conjunction with this IFB are not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA). However, Bidder must invoke the protection of the VFOIA prior to or upon submission of the data or other materials. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.

An all-inclusive statement that the entire bid is proprietary is unacceptable. A statement that Bidder's costs and/or bid pricing are to be protected is unacceptable. Bidder will be requested to remove any such statement(s) in order to be eligible for further evaluation and award.

H. Notice of Award:

Any contract resulting from this IFB will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.

I. Award:

NNPS may elect to award a contract to more than one vendor.

The award of contracts shall be at the sole discretion of NNPS. Unless cancelled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, NNPS may negotiate with the apparent low bidder to obtain a contract price within available funds. NNPS reserves the right to accept or reject any or all bids in whole or in part and to waive any informalities in the process. Further, NNPS reserves the right to enter into any contract deemed to be in NNPS' best interest.

J. Award:

The award of contracts shall be at the sole discretion of NNPS. Should NNPS, in its sole discretion, determine that it is in NNPS' best interest to award separate contracts for one or more of the goods/services requested herein, NNPS reserves the right to award a contract to more than one Bidder.

K. IFB Opening:

Bidder shall ensure their bid is time stamped by the Issuing Office no later than the Opening Date and Time shown on the cover page of this Invitation for Bid. Bids received after the specified date and time (time stamped 2:01 P.M. or later) shall not be considered and will be returned unopened to Bidder.

L. Withdrawal of Bids:

A bidder for a contract may request withdrawal of his or her bid under the following circumstances: A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the NNPS Purchasing Agent in writing.

Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the NNPS Purchasing Agent, in writing, accompanied by full documentation supporting the request. The bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. If bid bonds were tendered with the bid, NNPS reserves its right to exercise collection.

No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or

other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.”

M. Disposition of Bids:

All materials submitted in response to this IFB shall become the property of NNPS. One (1) copy of each bid will be retained for official files. Said copy will become public record after award of the contract and will be open to public inspection subject to the Proprietary Information/Disclosure section of this IFB.

N. Cost of Responding:

This solicitation does not commit NNPS to pay any costs incurred by the Bidder or any other party in the preparation and/or submission of bids or in making necessary studies or designs for the preparation thereof, nor is NNPS obligated to procure or contract for such services.

**GENERAL TERMS AND CONDITIONS**

A. Contract Document:

This document, its addenda, any additional information requested, and negotiated changes will constitute the final contract, hereafter referred to as “this contract”. These documents will be incorporated by reference into the NNPS purchase order awarding this contract. All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract. This contract shall be governed by the contract documents in the following order of precedence:  
1) This document and any negotiated changes to the foregoing documents.

B. Contract Modification(s):

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the NNPS Purchasing Agent or his designee. NNPS’ standard method to modify contracts is issuance of a change order (purchase order).

C. Bidder Obligation:

Bidder shall carefully examine the contents of this Invitation for Bid and any subsequent addenda. Failure to do so shall not relieve the Successful Bidder of its obligation to note any exceptions (see Exceptions/Alternatives section) and to fulfill the requirements of this contract

D. Conditions Of Work:

Bidders shall inform themselves fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Bidder of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract

E. Bid Binding For Ninety (90) Days:

Bidder agrees that this bid shall be binding and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing date of this Invitation For Bid

F. Prime Contractor:

If in its performance of this contract, Successful Bidder supplies goods or services by or through another party or subcontractor, Successful Bidder agrees that:

- 1) Successful Bidder shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.
- 2) Successful Bidder represents and warrants that Successful Bidder has made third parties or subcontractors aware of the proposed use and disposition of the other party’s products or services, and that such other party

has agreed in writing that it has no objection and that NNPS is not liable to such third parties or subcontractors for any work performed under this contract.

The use of subcontractors and the work they perform must receive the prior written approval of NNPS. NNPS will designate a Contract Administrator to approve such work. Successful Bidder shall be solely responsible for all work performed and materials provided by subcontractors. Successful Bidder shall be responsible for the liability of subcontractors for the types and limits required of the Successful Bidder under this contract.

G. Subcontractors:

Successful Bidder's use of subcontractors and the work they are to perform must receive written approval from the NNPS Contract Administrator at least ten (10) calendar days prior to the work being performed. Successful Bidder shall be solely responsible for all work performed and materials provided by subcontractors. Successful Bidder shall be responsible for the liability of subcontractors for the types and limits required of the Successful Bidder.

H. Non-Assignment:

Successful Bidder shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.

I. Antitrust:

Any perceived anti-trust violation shall be reported to the State Attorney General for possible enforcement of anti-trust laws.

J. Anticollusion/Nondiscrimination Requirements Form:

The attached "Anticollusion/Nondiscrimination Requirements" form, on page 2 of this IFB, shall be executed by Bidder and is to be submitted with Bidder's bid. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this IFB. A contract will not be awarded to an Bidder who has not signed the anticollusion/nondiscrimination statement.

K. Compliance with Federal, State, and Local Laws and Federal Immigration Law:

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth:

Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. NNPS may void any contract with the Contractor if the Contractor fails to remain in compliance with the provisions of this section.

L. Hold Harmless/Indemnification:

It is understood and agreed that Successful Bidder hereby assumes the entire responsibility and liability for any and all material damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Successful Bidder, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Successful Bidder agrees to indemnify and hold harmless NNPS and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims

or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Successful Bidder or those for whom Successful Bidder is legally liable. Upon written demand by NNPS, Successful Bidder shall assume and defend at Successful Bidder's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

M. Notices:

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) NNPS business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To NNPS: NNPS Contract Administrator as designated in this IFB.

To Successful Bidder: Successful Bidder's Contract Administrator as defined in Successful Bidder's bid.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

N. Non-Responsive Performance:

Delivery Delays: NNPS reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Successful Bidder fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.

Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Bidder under this contract are damaged and/or not of the quality specified by NNPS, such goods and/or service deliverables will be rejected. Successful Bidder shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.

Successful Bidder shall remove all rejected materials, equipment or supplies from the premises of NNPS within ten (10) days of notification. Rejected goods and/or service deliverables not removed from NNPS' premises within ten (10) days will be regarded as abandoned, shall become the property of NNPS, and NNPS shall have the right to dispose of such items.

NNPS Purchase From Alternate Sources: NNPS reserves the right to authorize immediate purchase from other sources against delayed deliveries and/or rejections. The Successful Bidder shall reimburse NNPS promptly for excess costs incurred by NNPS for such purchases. Any such purchases will be deducted from the contract amount. In the event NNPS' cost of obtaining goods and/or service deliverables from other sources be less, Successful Bidder shall have no claim to the difference.

Liability: Successful Bidder shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Bidder's failure to perform in accordance with the contract. Successful Bidder's liability shall include, but not be limited to:

Damages and other delay costs, to include costs to procure goods/services from alternate suppliers. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Bidder and/or rejections of Successful Bidder's goods and/or service deliverables. Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by NNPS due to non-responsive performance of Successful Bidder.

O. Termination Without Cause:

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Bidder specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Successful Bidder by certified mail/return receipt requested, addressed to the Successful Bidder's Contract Administrator. In the event of such termination, Successful Bidder shall be paid such amount as shall compensate Successful Bidder for the work satisfactorily completed, and accepted by NNPS, at the time of termination. In the event NNPS terminates this Contract, Successful Bidder shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to NNPS any work completed or in process for which payment has been made.

P. Termination With Cause/Breach:

In the event that Successful Bidder shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Bidder written notice of such default by certified mail/return receipt requested, addressed to the Successful Bidder's Contract Administrator. Unless otherwise provided, Successful Bidder shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Bidder to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Bidder shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to NNPS any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by NNPS and provisions herein with respect to opportunity to cure default shall not be applicable.

Q. Breach of Contract:

Successful Bidder shall be deemed in breach of this contract if the Successful Bidder: Fails to comply with any terms of this contract; Fails to cure such noncompliance within ten (10) calendar days from the date of the NNPS written notice or such other time frame, greater than ten (10) calendar days, specified by the NNPS Contract Administrator in the notice. Fails to submit a written response to the NNPS notification of noncompliance within ten (10) calendar days after the date of the NNPS notice. All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Successful Bidder shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Successful Bidder and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of NNPS in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

R. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

S. Compliance With All Laws:

Successful Bidder shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Successful Bidder represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Successful Bidder is a corporation, Successful Bidder further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing

throughout the term of the contract and any extensions. All City of Newport News business license, personal property, real estate and other applicable tax requirements shall be met by Successful Bidder.

T. Venue:

Venue shall be in the Circuit Court of the City of Newport News, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by NNPS.

U. Severability:

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

V. Non-Appropriation of Funds:

It is understood and agreed between the parties herein that NNPS shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, NNPS shall immediately notify the Successful Bidder of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to NNPS of any kind whatsoever.

W. Tax Exemption:

NNPS is exempt from federal excise tax and from all State and local taxes. Successful Bidder shall not include such taxes in any invoices under this agreement. Upon request, NNPS will furnish the Successful Bidder with tax exemption certificates or the NNPS tax exempt number.

X. Vendor's Invoices:

Successful Bidder shall submit to NNPS all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract. Invoices shall not include any costs other than those identified in the executed NNPS purchase order awarding this contract or any subsequent change orders issued by the NNPS Purchasing Division. All shipping costs are the Successful Bidder's responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Bidder's invoices shall provide at a minimum:  
Type and description of the Product or Service installed, delivered and accepted;  
Serial numbers, if any;  
Quantity delivered;  
Charge for each item;  
Extended total (unit costs x quantity);  
This IFB number and the NNPS Purchase Order Number.

Y. Contractual Disputes:

Any dispute concerning a question of fact as a result of a contract with NNPS which is not disposed of by agreement shall be decided by the NNPS Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the NNPS Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion



and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

Z. Warranty/Guarantee:

The Successful Bidder guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by NNPS. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Bidder or Successful Bidder's workmen are responsible, to the building or equipment, to Successful Bidder's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). The Successful Bidder shall make any such replacement immediately upon receiving notice from NNPS.

AA. Payment Terms:

To be eligible for payment, all labor, equipment and materials covered under Successful Bidder's invoice must be completed and accepted by NNPS. NNPS agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due NNPS under the terms of this or any other agreement may be applied against Successful Bidder's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between NNPS and Successful Bidder regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of bids. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Bidder shall be Net 45 days.

Special Educational or Promotional Discounts:

The contractor shall extend any special educational or promotional sale prices or discounts immediately to Newport News Public Schools during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

BB. Prompt Payment

NNPS will promptly pay for completed, delivered goods or services accepted under this Contract by the payment date established. The required payment date will be either: (i) the date on which payment is due under the terms of this Contract for the provision of the goods or services; or (ii) if a date is not established by this Contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later.

Within twenty (20) days after the receipt of the invoice or goods or services, NNPS shall notify the supplier of any defect or impropriety that would prevent payment by the payment date. Should NNPS fail to pay the Contractor by the pay date, finance charges may be assessed by the Contractor. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of one percent (1%) per month. This will not apply to late payment provisions in any public utility tariffs or public utility negotiated Contracts. 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.

In cases where payment to Contractor is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of this Contract.

Individual Contractors shall provide to NNPS their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

Within seven (7) days after Contractor receives payment from NNPS, Contractor shall take one or more of the following actions:

1. Pay all subcontractors for the proportionate share of the total payment received from NNPS attributable to the work performed by the subcontractors under this Contract;
2. Notify NNPS and all affected subcontractors, in writing, of Contractor's intention to withhold all or a part of each affected subcontractor's payment including the reason for nonpayment.
3. Pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after (7) seven days following receipt by the Contractor of payment from NNPS for work performed by the subcontractor under that Contract, except for amounts withheld, as allowed in #2 above.

A Contractor's 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 NNPS. A Contract modification will not be made for the purpose of providing reimbursement by NNPS for interest charges owed by Contractor. A cost reimbursement claim to NNPS shall not include any amounts for reimbursement of interest charges owed by Contractor.

### CC. Payment by Electronic Funds Transfer

#### (a) Method of payment.

(1) All payments by Newport News Public Schools (NNPS) under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event NNPS is unable to release one or more payments by EFT, the Contractor agrees to either—

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request NNPS to extend payment due dates until such time NNPS makes payment by EFT (but see paragraph (d) of this clause).

#### (b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required to provide NNPS with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the NNPS Accounting Department (hereafter referred to as "Accounting") no later than 15 days prior to submission of the first request for payment. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the Accounting.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to Accounting.

(c) Mechanisms for EFT payment. NNPS may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association

#### (d) Suspension of payment.

(1) The NNPS is not required to make any payment under this contract until after receipt, by Accounting, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

(2) If the EFT information changes after submission of correct EFT information, NNPS shall begin using the changed EFT information no later than 30 days after its receipt by Accounting to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by Accounting. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

#### (e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because NNPS used the Contractor's EFT information incorrectly, NNPS remains responsible for—

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of NNPS' release of the EFT payment transaction, and—

- (i) If the funds are no longer under the control of Accounting, NNPS is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of Accounting, NNPS shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to Accounting, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to NNPS, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. NNPS is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment information. Accounting shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. NNPS may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods Accounting is capable of executing. However, NNPS does not guarantee that any particular format or method of delivery is available and retains the latitude to use the format and delivery method most convenient to NNPS. If NNPS makes payment by check in accordance with paragraph (a) of this clause, NNPS shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to Accounting. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

NNPS Accounting Department Designated Contact:

Accounting Department  
NNPS Administration Building  
12465 Warwick Blvd.  
Newport News, Virginia 23606  
Tel: (757)591- 4513  
Steven Kanehl, Accounting Supervisor  
Steve.Kanehl@nn.k12.va.us

DD. Audits:

NNPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Successful Bidder, including, but not limited to those kept by Successful Bidder, its employees, agents, assigns, successors and subcontractors. Successful Bidder shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NNPS, through its employees,

agents, representatives, contractors or other designees, during normal business hours at Successful Bidder's office or place of business in Newport News, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Newport News, Virginia, which is convenient for NNPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which NNPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

EE. Non-Exclusivity:

NNPS reserves the right to procure goods or services covered under this contract from a third party when, in NNPS' sole discretion, it is deemed to be in NNPS' best interest.

**SPECIAL TERMS AND CONDITIONS**

A. Contract Term:

The initial contract will be for Two (2) years, commencing on or about May 30, 2017 and expiring July 31, 2019.

B. Contract Extension:

This contract may be extended upon mutual agreement of both parties for Six (6) additional, one-year terms, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this IFB.

C. Time is of the Essence

Time is of the essence in this Contract. Successful Bidder expressly acknowledges that in the performance of its obligations, NNPS is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Bidder and may sustain substantial losses by reason of untimely performance.

D. Insurance:

1. Contractor shall submit to the NNPS Contract Administrator certificates of insurance, prior to beginning work under the contract and no later than ten (10) days after award of the contract.
2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to Owner, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the Owner or to the extent permitted by Virginia law.
3. The certificates of insurance shall list NNPS, 12465 Warwick Boulevard, Newport News, Virginia, 23606-0130, as the additional insured for the specified project as outlined in this IFB. Copies of actual endorsements to the policy shall be required to confirm any special request, such as, additional insured status. A COI shall not be issued or delivered that gives the impression there are coverage terms the referenced policy does not specifically provide.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER SHOULD ANY POLICY BE CANCELLED. FAILURE TO NOTIFY THE OWNER SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT.

4. Insurance shall be maintained during the entire term of the contract and shall be of the following forms and limits:

Forms

Limits

Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage	\$1,000,000 Combined Single Limit
Miscellaneous Errors and Omissions with Intellectual Property Rights Coverage, Including Copyright Infringement	\$1,000,000
Umbrella/Excess Liability	\$5,000,000

The establishment of minimum limits of insurance by Owner does not reduce or limit the liability or responsibilities of the Contractor.

E. Unauthorized Disclosure of Information:

The Successful Bidder shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Successful Bidder, its subcontractors, agents or employees under or in connection with this contract. The Successful Bidder shall save harmless and indemnify NNPS and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Successful Bidder shall, upon written demand by NNPS, assume and defend, at the Successful Bidder's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Successful Bidder, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. NNPS may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Successful Bidder shall save harmless and indemnify NNPS for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

F. Copyright/Patent Indemnity:

The Successful Bidder shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract constitute an infringement of any copyright, trademark, or patent, the Successful Bidder shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.

G. Title to Equipment:

Successful Bidder shall pass to NNPS clear and unrestricted title to all equipment purchased under this contract upon payment of the purchase price.

H. Escalation/De-escalation:

NNPS may consider price adjustments, after the initial contract term, based solely upon manufacturer price increases/decreases. Successful Bidder shall provide NNPS a written request for any such manufacturer increases. Such requests shall be addressed to the Issuing Office and shall be accompanied by written verifications of said price increases issued by the manufacturer. A minimum thirty (30) day advance notice period shall be required for such requests. Requests for price increase adjustments are subject to the review and approval of the NNPS Purchasing Agent. Successful Bidder

shall apply and implement, immediately upon notification from manufacturer, any and all price decreases for items included under any contract resulting from this Invitation to Bid.

Any increase in cost shall not increase by a greater percentage than the percentage change in the Consumer Price Index – All Urban Consumers (CPI – U) for the applicable schedule of the Consumer Price Index published by the United States Department of Labor during the previous twelve months or Three (3%) whichever is lower.

I. Certification Regarding Debarment

This is to certify that this person/firm/corporation is not now debarred by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids on contracts for construction covered by this solicitation, nor are they an agent of any person or entity that is now so debarred.

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm or Corporation

\_\_\_\_\_  
Date

J. Equipment Condition:

All equipment to be supplied shall be new equipment, and currently manufactured. All new equipment must have been approved by Underwriters Laboratories or a recognized equivalent certification agency.

K. Cooperative Procurement:

Section 2.2-4304 Code of Virginia (VPPA) will apply to this solicitation. Other Public Bodies may utilize any contract(s) issued pursuant to this solicitation by placing its own order(s) directly with the successful contractor(s). Newport News Public Schools acts only as the issuing agent and is not responsible for placement of orders, payment or discrepancies of other participating Public Bodies. In the event these entities opt to participate under any contract awarded as a result of this solicitation, each will enter into a separate contract directly with the Successful Bidder or Bidders, incorporating all terms and conditions set forth in this contract, including incorporated best and final offers. Each entity will be responsible for the contract administration of its contract directly with the Contractor.

Attachment B: References

YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service: \_\_\_ years.

REFERENCES:

Indicate below a listing of at least five (5) references for which you have provided this type of service. Include the date the service was furnished, name of client, address, and phone number.

**REFERENCE:**

CONTACT NAME:  
ADDRESS:  
DATE OF SERVICE:  
PHONE NUMBER:  
EMAIL ADDRESS:

**REFERENCE:**

CONTACT NAME:  
ADDRESS:  
DATE OF SERVICE:  
PHONE NUMBER:  
EMAIL ADDRESS:

**REFERENCE:**

CONTACT NAME:  
ADDRESS:  
DATE OF SERVICE:  
PHONE NUMBER:  
EMAIL ADDRESS:

**REFERENCE:**

CONTACT NAME:  
ADDRESS:  
DATE OF SERVICE:  
PHONE NUMBER:  
EMAIL ADDRESS:

**REFERENCE:**

CONTACT NAME:  
ADDRESS:  
DATE OF SERVICE:  
PHONE NUMBER:  
EMAIL ADDRESS:

Attachment C: Certification of Compliance with Code of Virginia §22.1-296.1

I, \_\_\_\_\_, a duly authorized representative and officer of \_\_\_\_\_ (Contractor's name), in accordance with the Code of Virginia, §22.1-296.1, do certify that \_\_\_\_\_ (Contractor's name) hereby certify that the employees, subcontractors, partners, and representatives who will be in direct contact with students (i) have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) has not been convicted of a crime of moral turpitude. "Direct contact with students" is defined as "being in the presence of students during regular school hours or during school-sponsored activities."

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. NNPS shall not be liable for materially false statements regarding the certifications required by the state code.

Contractor is responsible for ensuring that each of its employees, subcontractors, partners, and representatives who will be in direct contact with students have certified the above and shall maintain such certifications on file for the duration of the contract period.

I do understand the above information and certify that the above statements are true.

\_\_\_\_\_  
(Contractor's Authorized Office – Signature)

\_\_\_\_\_  
(Contractor's Authorized Officer – Printed Name)

\_\_\_\_\_  
(Title)



<b>IFB 036-0-2017BH: Locker Repair, Replacement and New Installation</b>				<b>Bid Open Date: May 31, 2017</b>	
				<b>Bid Open Time: 2:01 p.m.</b>	
<b>Line</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Estimated Number of Hours</b>	<b>Hourly Rate</b>	<b>Extended Hourly Rate</b>
1	Hourly Labor Rate	Hour	85	\$ _____	\$ _____
2	Overtime Labor Rate	Hour	12	\$ _____	\$ _____
				<b>TOTAL EXTENDED HOURLY RATE</b>	

<b>New Lockers and Replacement Parts Discount off <u>Manufactures Suggested List Price (MSLP)</u></b>	
<b>Percentage Discount off Manufactures Suggested List Price for Parts</b>	% _____ Off
<b>Percentage Discount off Manufactures Suggested List Price for New Lockers</b>	
Style: Single Tier individual lockers	% _____ Off
Type: Republic Storage System Company corridor Quiet Lockers or equal	
Size: 12" X 12" X 60"	
Style: Double Tier individual lockers & 6-High Box individual lockers	% _____ Off
Type: Republic Storage System Company corridor Quiet Lockers or equal	
Size: Double Tier 12" X 12" X 36"	
Style: Double Tier individual lockers & 6-High Box individual lockers	% _____ Off
Type: Republic Storage System Company corridor Quiet Lockers or equal	
Size: Double Tier 6-High Box 12" X 12" X 12"	
Style: Single Tier individual lockers	% _____ Off
Type: Republic Storage System Company corridor Quiet Lockers or equal	
Size: 12" W X 15" X 60"	
<b>Company/Bidder:</b> _____	
<b>Authorized Signer:</b> _____	<b>Date:</b> _____