Newport News Public Schools
ISSUING OFFICE:
PURCHASING DEPARTMENT
12465 WARWICK BOULEVARD
NEWPORT NEWS, VA 23606-3041
TELEPHONE: (757) 591-4525
FAX: (757) 591-4593

DATE: April 23, 2020

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

PROCUREMENT OFFICER
Lisa Cumming

CLOSING DATE
May 13, 2020

CLOSING TIME
2:00 PM

Mandatory
Preproposal Conference
April 29, 2020
8:30 A.M.

COMMODITY: Relocation Services
NIGP CODE: 962-56

PLEASE FILL IN OFFEROR’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 AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATIONS PROCESS. FURTHER, NNPS RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THE REQUEST FOR PROPOSALS, ANY ADDENDA, OFFEROR’S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT.

NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

DESCRIPTION OF GOODS/SERVICES

Aviation Academy Relocation Services

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 ___ #2 ___ #3 ___ #4 ___ (Please Initial)

IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent: ___________________________ Signature: ___________________________ Type or Print Name: ___________________________

Email Address: __________________ Telephone Number: __________________ Fax Number: __________________ Company FEI/FIN#:

ENCLOSURES
RFP 017-0-2020/LC
ANTI-COLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE REQUIREMENTS

ANTI-COLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID 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 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 PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE SUCCESSFUL 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 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 OFFEROR THAT THE SUCCESSFUL 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 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 OFFEROR IN ACCORDANCE WITH FEDERAL LAW, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL OFFEROR SHALL BE PROHIBITED:

1. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR AGREES AS FOLLOWS:

   a. THE 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 OFFEROR. THE SUCCESSFUL OFFEROR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.

   b. THE SUCCESSFUL OFFEROR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE SUCCESSFUL OFFEROR, SHALL STATE THAT SUCH SUCCESSFUL 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. THE SUCCESSFUL OFFEROR WILL INCLUDE THE PROVISIONS OF THE FOREGOING PARAGRAPHS 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.

Name and Address of OFFEROR: ______________________________

Authorized Signature: ______________________________

Date: ______________________________

Printed Name: ______________________________

Title: ______________________________

Phone Number: ______________________________ Fax Number: ______________________________

Email Address: ______________________________

Federal Tax Identification Number/Social Security Number: ______________________________

Is Offeror a "minority" business? ☐ Yes ☐ No

If yes, please indicate the "minority" classification below:

☐ African American ☐ Hispanic American ☐ American Indian ☐ Eskimo ☐ Asian American ☐ Aleut ☐ Other; Please Explain:

Is Offeror Woman Owned? ☐ Yes ☐ No

Is Offeror a Small Business? ☐ Yes ☐ No

Is Offeror a Faith-Based Organization? ☐ Yes ☐ No
I. PURPOSE ........................................................................................................................................... 5
II. BACKGROUND ..................................................................................................................................... 5
III. STATEMENT OF NEEDS ...................................................................................................................... 5
IV. SPECIAL INSTRUCTIONS TO THE OFFEROR .................................................................................. 6
    A. Definitions: ....................................................................................................................................... 6
    B. Contact with NNPS Staff, Representatives, and/or Agents: ............................................................... 6
    C. Offerors of Record: ............................................................................................................................. 6
    D. Preproposal Conference (Mandatory): ............................................................................................... 6
    E. Questions: .......................................................................................................................................... 7
    F. Changes or Modifications: ................................................................................................................. 7
    G. RFP Closing: ..................................................................................................................................... 7
    H. Proposal Submittal Requirements: ...................................................................................................... 7
    I. Evaluation of Proposals: ...................................................................................................................... 7
    J. Presentation/Demonstration: ............................................................................................................... 8
    K. Cost of Responding: ........................................................................................................................... 8
V. GENERAL TERMS AND CONDITIONS ................................................................................................. 8
    L. Contract Document: ............................................................................................................................ 8
    M. Proposal Binding For One-hundred Twenty (120) Days: .................................................................. 8
    N. Proprietary Information/Non-Disclosure: ......................................................................................... 8
    O. Offeror Obligation: .............................................................................................................................. 9
    P. Conditions of Work: ........................................................................................................................... 9
    Q. Prime Contractor: ................................................................................................................................ 9
    R. Subcontractors: .................................................................................................................................. 9
    S. Non-Assignment: ............................................................................................................................... 9
    T. Antitrust: ........................................................................................................................................... 10
    U. Anticollusion/Nondiscrimination Requirements Form: ................................................................. 10
    V. Hold Harmless/Indemnification: ....................................................................................................... 10
    W. Notices: .......................................................................................................................................... 10
    X. Non-Performance: ............................................................................................................................ 10
    Y. Termination Without Cause: ............................................................................................................ 11
    Z. Termination With Cause/Breach: ....................................................................................................... 11
    AA. Breach of Contract: ......................................................................................................................... 11
    BB. Applicable Law: ............................................................................................................................... 11
    CC. Compliance With All Laws: .......................................................................................................... 11
    DD. Venue: .......................................................................................................................................... 12
    EE. Severability: ................................................................................................................................... 12
    FF. Non-Appropriation of Funds: ........................................................................................................ 12
    GG. Tax Exemption: .............................................................................................................................. 12
    HH. Vendor’s Invoices: ......................................................................................................................... 12
    II. Contractual Disputes: ...................................................................................................................... 12
    JJ. Warranty/Guarantee: ....................................................................................................................... 12
    KK. Payment Terms: ............................................................................................................................. 13
    LL. Prompt Payment: ............................................................................................................................. 13
    MM. Payment by Electronic Funds Transfer (EFT): .............................................................................. 14
    NN. Audits: .......................................................................................................................................... 16
    OO. Notice of Award: ............................................................................................................................. 16
    PP. Award: .......................................................................................................................................... 16
    QQ. Disposition of Proposals: .............................................................................................................. 16
    RR. Exclusivity: ..................................................................................................................................... 16
VI. SPECIAL TERMS AND CONDITIONS ................................................................................................. 17
    SS. Contract Term: ............................................................................................................................... 17
    TT. Contract Extension: ....................................................................................................................... 17
    UU. Time is of the Essence: ................................................................................................................ 17
    VV. Insurance: ..................................................................................................................................... 17
    WW. Unauthorized Disclosure of Information: ..................................................................................... 17
    XX. CERTIFICATION REGARDING DEBARMENT .......................................................................... 18
YY. Criminal Background Check
ZZ. Copyright/Patent Indemnity:
I. PURPOSE
The purpose of this Request for Proposals (RFP) is to solicit proposals to provide relocation services for the Newport News Public Schools Aviation Academy located at Newport News/Williamsburg Airport at the Old Terminal Building, 902 B Bland Boulevard – Newport News, VA 23602. The relocation process will include two phases. Phase I will include all boxing and identification of boxes, and the relocation of all items and material to the New Aviation Academy Site located at Denbigh High School, 259 Denbigh Boulevard - Newport News, VA 23608, no later than June 30, 2020. Phase II will include all items and materials delivered to be unpacked in the appropriate rooms as assigned. Phase II is projected to take place on the first week of August, 2020.

II. BACKGROUND
The Aviation Academy facility is located inside the old terminal building at the Newport News/Williamsburg Airport. This facility houses various types of office furniture, aircraft equipment, aircraft parts, aircraft frames, shop tools, warehouse inventory and storage items. See Exhibit A for Inventory items.

Denbigh High School - 259 Denbigh Boulevard - Newport News, VA 23608 - (757) 886-7700
Aviation Academy – 902 B Bland Boulevard – Newport News, VA 23602 – (757)-886-2745

III. STATEMENT OF NEEDS
A. For all parts of this relocation, Contractor shall furnish all necessary labor, resources, equipment and materials as may be required to provide the following relocation services:
   1. Develop, document and implement timelines for the entire relocation process.
   2. Prepare and coordinate detailed move schedule to ensure all move related work is completed within the prescribed deadlines.
   3. Provide detailed instructions to employees for move preparation.
   4. Provide all moving related materials. Boxes, Tape, Labels, Markers, etc.
   5. Provide disassembly and re-assembly of items needing to be disassembled and reassembled.
   6. Assist staff in preparation for the move, to include packing of existing furniture, fixtures, file cabinets, files, boxes, equipment, inventory, etc.
   7. Label all property with the specific location of placement at the new facility. All breakable/fragile items shall be identified and labeled before relocation and handled accordingly.
   8. Provide all labor and materials to unpack in areas as identified.
   9. Responsible for the removal of all trash accumulated as a result of the relocation at both sites.

B. PRESCRIBED DEADLINES:
   1. Contractor shall provide services according to the dates below:
   2. Aviation Academy to start the relocation process on June 15, 2020
   3. All items and materials relocated to Denbigh HS by COB June 30,2020. Temporary storage area at Denbigh HS to be determined.
   4. Approximately the first week of August (8/3/2020) the contractor will move all materials from the storage areas to the assigned classrooms to be unboxed and assembled as required.

C. PROTECTION AND RESTORATION:
   1. Contractor shall protect all NNPS property from damage by its operations. The Contractor shall use protective coverings as necessary to avoid damage. All damage shall be repaired or replaced, at the
option of NNPS, at the Contractor’s expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to or exceed original in all aspects.

D. SPECIFIC REQUIREMENTS:
1. Provide equipment relocation services per the attached Exhibit A inventory.
2. Any other equipment or items in need of relocation shall be included in the contractor’s proposal. Exhibit A is not an inclusive listing, additional equipment, parts and pieces identified during the site visit walk through may also need to be relocated.

E. SCHEDULED WORKING HOURS:
1. The normal working hours will be 7:00 a.m. to 4:00 p.m., Monday through Thursday, excluding holidays. Contractor shall notify the Contract Administrator if work starts to fall behind. However, the Contractor shall provide staffing sufficient to accomplish the relocation in accordance with the schedule and work hour requirements.
2. The Contractor may provide services outside the normal working hours if requested and approved by the Contract Administrator in advance.

IV. SPECIAL INSTRUCTIONS TO THE OFFEROR
A. Definitions:
Issuing Office:
Wherever used in this Request for Proposal, Issuing Office will be:
Lisa Cumming, Director of Procurement
Newport News Public Schools Purchasing Department
12465 Warwick Boulevard
Newport News, VA  23606-3041
Phone:  (757) 597-2820
Fax: (757) 591-4593
Email: lisa.cumming@nn.k12.va.us

NNPS Contract Administrator:
Wherever used in this Request for Proposal and for purposes of any notices under this contract, the NNPS Contract Administrator will be:
Wade Beverly, Executive Director
Newport News Public Schools Plant Services
12580 Patrick Henry Dr.
Newport News, VA 23435
Phone: (757) 881-5024, Ext. 14104
Email: wade.beverly@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 RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

C. Offerors of Record:
Offerors receiving a copy of this RFP from a source other than the Issuing Office via www.eVA.virginia.gov must contact the Issuing Office and provide Offeror’s name, address, contact person, telephone and email address, and the RFP Item Number. Offeror will be added to the eVA Planholders’ list and will receive notification of any addenda to the RFP.

D. Preproposal Conference (Mandatory):
A Pre-Proposal conference and site visit will be held in the Aviation Academy located at 902 B Bland Boulevard, Newport News, VA 23602, on April 29, 2020, at 8:30 a.m. to answer any questions regarding this RFP. Any changes determined necessary as a result of this conference or any other source that may affect the
responses to the Proposal will be formally addressed by the Issuing Office via addenda. Attending this conference and site visit is mandatory.

E. Questions:
Offerors must submit questions regarding the Request For Proposal in writing to the Issuing Office at lisa.cumming@nn.k12.va.us no later than 4:00 PM EST, May 4, 2020. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Proposal documents. Offeror is responsible for checking the www.eVA.virginia.gov web site or contacting the Issuing Office within 48 hours prior to Proposal closing to secure any addenda issued for this RFP.

F. Changes or Modifications:
Changes or modifications to this Request for Proposals made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Offerors are to acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposal. Oral communications are not a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

G. RFP Closing:
Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (email time stamped 2:01 P.M. or later) will not be considered and will be returned to the Offeror unopened.

H. Proposal Submittal Requirements:
1. Each Proposal submission shall be submitted to the Issuing Office and shall include the following documents:
   a. The cover page of this Request for Proposal, which will contain:
      1) Original signature of an agent authorized to bind the company;
      2) Requested contact information;
      3) Company FEI/TIN number; and,
      4) Acknowledgment of any addenda on page one (1);
   b. Completed and signed anti-collusion/nondiscrimination clauses on page 2;

2. TECHNICAL PROPOSAL: An executive summary that provides a narrative, prepared in non-technical terms, summarizing the proposal. A profile which includes company/firm history, ownership, products or services offered, qualifications, financial status, etc. A description of the Offeror’s understanding of the requirements contained in the Scope of Work. The approach to be used, in detail, to meet the requirements identified in the Scope of Work. Key personnel, including experience history, who will be assigned to work on the project/provide services. Identify all subcontractors/sub-consultants who will work on the project/provide services and define their roles. Successes on projects similar in size and scope. The timeframe for project completion.

3. PRICE PROPOSAL- Complete and provide the Price Proposal Form (Attachment B) with your proposal. Provide labor rates, categories, material fees and any other fees for services and materials. Offeror’s prices will be subject to negotiations. After negotiations and award of this contract, Successful Offeror’s pricing for the services provided under this contract shall be a firm fixed-price during the term of the contract and any extensions.

4. Due to the COVID-19 National Emergency declaration. Newport News will now only accept electronic copies of the requested proposal. To maintain the integrity of the sealed bid/proposal process; vendors must email their proposals to the following email address: RFP17NNPS@nn.k12.va.us prior to the due date and time specified in the RFP documents including any addenda issued. The date/time stamp on the email with the proposal attachment is considered the delivered due date and time. NNPS personnel will not be able to access this email inbox until after the due date and time specified on the RFP as amended. Do not send routine correspondence to this email, only the bid/proposal files. Do not send hard copies of the proposal. Newport News Schools buildings will be inaccessible and all mail/courier service has been suspended until the buildings are open.

I. Evaluation of Proposals:
1. After the proposal opening, NNPS will select for further consideration two or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on Offerors’ responses to the information requested in this RFP.

2. The following criteria will be used in the evaluation process:
   a. Offeror’s experience (15%) in providing the services requested, including organization size and time in business
   b. Offeror's capability and skills (15%) to perform the services required, including qualifications of staff, financial position, previous experience in delivering school psychologist services;
   c. Services to be provided (20%) by the Offeror, including those services specified in the Statement of Needs section of this RFP; the proposed timeline; and
   d. Price (50%).

3. Exceptions/Alternatives will also be considered.

4. Based on the initial evaluation, NNPS may request the selected Offerors to make oral presentations. Thereafter, NNPS will conduct negotiations with each of the selected short-listed Offerors. Individuals representing the Offeror during negotiations shall have the authority to negotiate and contractually bind the company to a contract.

5. After negotiations are completed, NNPS will select the Offeror who, in NNPS’s opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should NNPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

6. NNPS is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

J. Presentation/Demonstration:
   If in NNPS’s opinion, vendor presentations or demonstrations of the Offeror’s proposed system’s features and capabilities are warranted, NNPS will notify the appropriate vendors. Such presentation or demonstration will be at an NNPS site at a date and time mutually agreed to between NNPS and Offeror and will be at the Offeror’s expense.

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

V. GENERAL TERMS AND CONDITIONS

L. Contract Document:
   This RFP, its addenda, Successful Offeror’s proposal, any additional information requested, and negotiated changes and 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. This contract shall be governed by the contract documents in the following order of precedence:
   This RFP document;
   Any negotiated changes to the foregoing documents; and
   Offeror’s proposal

M. Proposal Binding For One-hundred Twenty (120) Days:
   Offeror agrees that its Proposal shall be binding and may not be withdrawn for a period of one-hundred (120) calendar days after the scheduled closing date of this Request For Proposals.

N. Proprietary Information/Non-Disclosure:
   Offeror 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 Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall:
1. Invoke the protections of this section prior to or upon submission of the data or other materials,
2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked “PROPRIETARY”.
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Offeror’s claim that it is in fact proprietary.
6. References to the proprietary information may be made within the body of the Proposal; however, all information contained within the body of the Proposal shall be public information in accordance with State statutes.
7. Trade secrets or proprietary information submitted by an Offeror in conjunction with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA).
8. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.
9. An all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror’s costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

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 via issuance of a change order (purchase order).

O. Offeror Obligation:
Offeror shall carefully examine the contents of this Request for Proposals and any subsequent addenda. Failure to do so shall not relieve the Successful Offeror of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

P. Conditions of Work:
Offeror shall inform itself fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Offeror of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract.

Q. Prime Contractor:
If in its performance of this contract, Successful Offeror supplies goods or services by or through another party or subcontractor, Successful Offeror agrees that:
1. Successful Offeror 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 Offeror represents and warrants that Successful Offeror 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.
3. 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.
4. Successful Offeror shall be solely responsible for all work performed and materials provided by subcontractors.
5. Successful Offeror shall be responsible for the liability of subcontractors for the types and limits required of the Successful Offeror under this contract.

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

S. Non-Assignment:
Successful Offeror shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.
T. Antitrust:
Any perceived anti-trust violation will be reported to the State Attorney General for possible enforcement of anti-trust laws.

U. Anticollusion/Nondiscrimination Requirements Form:
The attached “Anticollusion/Nondiscrimination Requirements” form, on page 2 of this RFP, shall be executed by Offeror and is to be submitted with Offeror’s Proposal. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this RFP. A contract will not be awarded to an Offeror who has not signed the anticollusion/nondiscrimination statement.

V. Hold Harmless/Indemnification:
It is understood and agreed that Successful Offeror 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 Offeror, 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 Offeror 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 Offeror or those for whom Successful Offeror is legally liable. Upon written demand by NNPS, Successful Offeror shall assume and defend at Successful Offeror's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

W. 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 RFP.
To Successful Offeror: Successful Offeror’s Contract Administrator as defined in Successful Offeror’s Proposal.

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.

X. Non-Performance:
1. 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 Offeror fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.
2. Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Offeror under this contract are damaged and/or not of the quality specified by NNPS, such goods and/or service deliverables will be rejected. Successful Offeror shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.
3. Successful Offeror 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.
4. NNPS reserves the right to authorize immediate purchase from other sources against rejections.
5. Liability: Successful Offeror shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Offeror's failure to perform in accordance with the contract. Successful Offeror's liability shall include, but not be limited to:
   a. Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.
b. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Offeror and/or rejections of Successful Offeror’s goods and/or service deliverables.

c. 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 Offeror.

Y. Termination Without Cause:

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Offeror 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 Offeror by certified mail/return receipt requested, addressed to the Successful Offeror’s Contract Administrator. In the event of such termination, Successful Offeror shall be paid such amount as shall compensate Successful Offeror for the work satisfactorily completed, and accepted by NNPS, at the time of termination. If the event NNPS terminates this Contract, Successful Offeror 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.

Z. Termination With Cause/Breach:

In the event that Successful Offeror shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Offeror written notice of such default by certified mail/return receipt requested, addressed to the Successful Offeror’s Contract Administrator. Unless otherwise provided, Successful Offeror shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Offeror to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Offeror 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.

AA. Breach of Contract:

Successful Offeror shall be deemed in breach of this contract if the Successful Offeror:

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 NNPS’s 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 Offeror 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 Offeror 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.

BB. 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.

CC. Compliance With All Laws:

Successful Offeror 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 Offeror 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 Offeror is a corporation, Successful Offeror 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 Offeror.

DD. 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.

EE. 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.

FF. 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 Offeror 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.

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

HH. Vendor’s Invoices:
Successful Offeror 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 Offeror’s responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Offeror’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 RFP number and the NNPS Purchase Order Number.

II. 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.

JJ. Warranty/Guarantee:
Successful Offeror 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 Offeror or Successful Offeror’s workmen are responsible, to the building or equipment, to Successful Offeror’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 Offeror 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). Successful Offeror shall make any such replacement immediately upon receiving notice from NNPS.

**KK. Payment Terms:**
To be eligible for payment, all labor, equipment and materials covered under Successful Offeror’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 Offeror’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 Offeror 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 Proposals. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Offeror shall be Net 45 days.

Special Educational or Promotional Discounts
Successful Offeror shall extend any special educational or promotional sale prices or discounts immediately to NNPS during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

**LL. 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.

MM. Payment by Electronic Funds Transfer (EFT)

(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

NN. 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 Offeror, including, but not limited to those kept by Successful Offeror, its employees, agents, assigns, successors and subcontractors. Successful Offeror 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 Offeror’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.

OO. Notice of Award:
Any contract resulting from this RFP will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.

PP. Award:
NNPS intends to award a contract to a fully qualified Offeror submitting the best proposal based on the criteria set forth herein and as determined by NNPS in its sole discretion. At NNPS’ sole discretion, NNPS may reject any or all proposals in whole or in part if such action is determined to be in NNPS’ best interest. NNPS reserves the right to enter into any contract deemed to be in its best interest, including the award of this contract to more than one contractor.

QQ. Disposition of Proposals:
All materials submitted in response to this RFP will become the property of the NNPS. One (1) copy of each proposal will be retained for official files, will become a matter of public record after award of the contract, and will be open to public inspection subject to the Proprietary Information/Disclosure section of this RFP.

RR. Exclusivity:
Any contract resulting from this RFP shall be exclusive with the following exceptions:
- NNPS reserves the right to procure goods/services under this contract from a third party in the event of the following:
- Contractor is unable to provide required services within the required delivery time.
- Contract is unable to provide the required services requested.
- NNPS volume demands exceed original intent of the contract.
VI. SPECIAL TERMS AND CONDITIONS

SS. Contract Term:
This contract term shall be for the duration of the Project (relocation services), commencing on the date of award.

TT. Contract Extension:
This contract may be extended upon mutual agreement of both parties, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this RFP.

UU. Time is of the Essence:
Time is of the essence in this Contract. Successful Offeror 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 Offeror and may sustain substantial losses by reason of untimely performance.

VV. 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.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers' Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000 Combined Single Limit</td>
</tr>
<tr>
<td>Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage</td>
<td>$1,000,000 Combined Single Limit</td>
</tr>
<tr>
<td>Umbrella/Excess Liability</td>
<td>$3,000,000</td>
</tr>
</tbody>
</table>

The establishment of minimum limits of insurance by NNPS does not reduce or limit the liability or responsibilities of the Successful Offeror.

WW. Unauthorized Disclosure of Information:
Successful Offeror 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 Offeror, its subcontractors, agents or employees under or in connection with this contract. The Successful Offeror 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 Offeror shall, upon written demand by NNPS, assume and defend, at the Successful Offeror’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 Offeror, 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 Offeror 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.

XX. 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                           Firm or Corporation
___________________________             _______________________
Title                                      Date

YY. Criminal Background Check

In accordance with Virginia §22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

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

This shall not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

ZZ. Copyright/Patent Indemnity:

Successful Offeror 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 Offeror 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.
EXHIBIT B PRICE PROPOSAL  (Completed Form Shall Be Submitted with the proposal)

OFFEROR NAME: ____________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Exhibit A Items</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>Additional items not listed on Exhibit A (provide listing)</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Combined Bid (Items 1 and 2)</td>
<td>$</td>
</tr>
</tbody>
</table>

HOURLY RATES

Provide a description and the hourly rate for additional services that may be requested for this project.

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Item Description</th>
<th>Hourly Rate (Normal Hours)</th>
<th>Hourly Rate (after 5PM/Weekends)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Laptops / desktop</td>
<td>Phones</td>
<td>Tablets</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>A1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>A2</td>
<td>1</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Engineering Lab (A3b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>A4</td>
<td>3</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Hall by back door (By Exit 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Hall from A01 - A05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A13</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>A10</td>
<td>18</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>A11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cateteria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation deck</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby (From Double Door to Cafe)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wind Tunnel Hallway</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Wind Tunnel Garage</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Wind Tunnel Control Room</td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Office (A16)</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>A18</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A20 (Flight Sim Room)</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>A21</td>
<td>11</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Hallway by A21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage by A21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A22 (Virtual Reality Room)</td>
<td></td>
<td>21</td>
<td>1</td>
</tr>
<tr>
<td>A23</td>
<td>5</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>A24</td>
<td>1</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>A25</td>
<td>20</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>A26 (Maintenance Lab)</td>
<td>1</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>A30</td>
<td>1</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>A31</td>
<td>29</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>A32</td>
<td>1</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>A33</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A34</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>A35</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Hall down A35 &amp; 31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DENBIGH HIGH SCHOOL
AVIATION ACADEMY
902-B Bland Blvd.
Newport News, VA 23602
Aviation Academy Equipment (Not on inventory list)

<table>
<thead>
<tr>
<th>Room</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Books</td>
</tr>
<tr>
<td></td>
<td>Any equipment</td>
</tr>
<tr>
<td>A3</td>
<td>Books</td>
</tr>
<tr>
<td></td>
<td>Small equipment</td>
</tr>
<tr>
<td>Engineering Lab (A3b)</td>
<td>Goggle Cabinet</td>
</tr>
<tr>
<td></td>
<td>Equipment in racks</td>
</tr>
<tr>
<td></td>
<td>Parts in racks</td>
</tr>
<tr>
<td></td>
<td>Plywood</td>
</tr>
<tr>
<td></td>
<td>Blowers and other tools</td>
</tr>
<tr>
<td>Hall by back door (By Exit 1)</td>
<td>Books inside cabinets</td>
</tr>
<tr>
<td></td>
<td>Boxed books</td>
</tr>
<tr>
<td>A4</td>
<td>Mannequins</td>
</tr>
<tr>
<td></td>
<td>Tool boxes</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td>A5</td>
<td>Contents in storage cabinets</td>
</tr>
<tr>
<td>Observation Deck</td>
<td>Mats and other parts used to construct the Airfield</td>
</tr>
<tr>
<td>A14</td>
<td>Clothes Rack</td>
</tr>
<tr>
<td></td>
<td>Contents in shelves</td>
</tr>
<tr>
<td>A15</td>
<td>Paper and shelves that contain the paper</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Several shelves to be used in Drone Room</td>
</tr>
<tr>
<td></td>
<td><strong>In Deep Freeze – there is composite materials frozen</strong></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Mounted Wing</td>
</tr>
<tr>
<td></td>
<td>Static Displays</td>
</tr>
<tr>
<td></td>
<td>Butcher paper</td>
</tr>
<tr>
<td></td>
<td>Boards</td>
</tr>
<tr>
<td></td>
<td>Career Day &amp; Photos</td>
</tr>
<tr>
<td></td>
<td>Engines</td>
</tr>
<tr>
<td></td>
<td>Whiteboard roller</td>
</tr>
<tr>
<td></td>
<td>Contents in big showcase</td>
</tr>
<tr>
<td></td>
<td>Small Showcase</td>
</tr>
<tr>
<td></td>
<td>NASA Artifact?? – unclear when NASA will be able to move it.</td>
</tr>
<tr>
<td></td>
<td>Ice and Rain Protection Systems Trainer</td>
</tr>
<tr>
<td></td>
<td>Hydraulic Systems Trainer</td>
</tr>
<tr>
<td></td>
<td>Lines and Fittings Trainer</td>
</tr>
<tr>
<td></td>
<td>APU Trainer</td>
</tr>
<tr>
<td></td>
<td>Turbine Engine Trainer – needs to be disassembled</td>
</tr>
<tr>
<td>Main Hall Closet</td>
<td>Wheelchair</td>
</tr>
<tr>
<td></td>
<td>Frames and pictures</td>
</tr>
<tr>
<td>Wind Tunnel Hallway</td>
<td>Nida Boards</td>
</tr>
<tr>
<td></td>
<td>Vacuum</td>
</tr>
<tr>
<td>Location</td>
<td>Items/Equipment</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fabric roll</td>
<td>NASA Artifact?? – unclear when NASA will be able to move it.</td>
</tr>
<tr>
<td>Wind Tunnel Control Room</td>
<td>Contents on rolling cart</td>
</tr>
<tr>
<td>Wind Tunnel Garage</td>
<td>Contents in cabinet</td>
</tr>
<tr>
<td></td>
<td>Air compressor</td>
</tr>
<tr>
<td></td>
<td>Helium bubble generator</td>
</tr>
<tr>
<td></td>
<td>Parts</td>
</tr>
<tr>
<td></td>
<td>Student samples</td>
</tr>
<tr>
<td></td>
<td>Fogging Machine</td>
</tr>
<tr>
<td>A18</td>
<td>Cases of paper</td>
</tr>
<tr>
<td></td>
<td>Content in storage</td>
</tr>
<tr>
<td></td>
<td>Signs</td>
</tr>
<tr>
<td></td>
<td>Servers</td>
</tr>
<tr>
<td>Office (A16)</td>
<td>Frames &amp; other things on the wall</td>
</tr>
<tr>
<td></td>
<td>Paper shredder</td>
</tr>
<tr>
<td></td>
<td>All supplies in closet to include cabinet</td>
</tr>
<tr>
<td></td>
<td>Secretary suite</td>
</tr>
<tr>
<td></td>
<td>Static models &amp; Banner</td>
</tr>
<tr>
<td>Program Administrator Office (A17)</td>
<td>Items on shelves</td>
</tr>
<tr>
<td></td>
<td>Items on Floor</td>
</tr>
<tr>
<td></td>
<td>Rolling cart items</td>
</tr>
<tr>
<td>A20 (Flight Sim Room)</td>
<td>7 Simulators – needing to be broken down</td>
</tr>
<tr>
<td></td>
<td>Mats</td>
</tr>
<tr>
<td></td>
<td>ATC Trainer</td>
</tr>
<tr>
<td>A22 (VR Room)</td>
<td>*Note that the boxes for the computers and VR Equipment are in the Wind Tunnel Hall</td>
</tr>
<tr>
<td>A21</td>
<td>Computer stations</td>
</tr>
<tr>
<td></td>
<td>Boards</td>
</tr>
<tr>
<td>A10 (3D Printer Room)</td>
<td>3D Printers</td>
</tr>
<tr>
<td></td>
<td>Nida Trainers</td>
</tr>
<tr>
<td></td>
<td>Filament + Storage boxes (gray)</td>
</tr>
<tr>
<td></td>
<td>Dremel stations</td>
</tr>
<tr>
<td></td>
<td>Other technical equipment next to Nida trainers</td>
</tr>
<tr>
<td>Garage by A21</td>
<td>Books</td>
</tr>
<tr>
<td></td>
<td>Contents on shelves</td>
</tr>
<tr>
<td></td>
<td>Landing Gear Trainer</td>
</tr>
<tr>
<td>A23 (Drone Room)</td>
<td>All drone parts</td>
</tr>
<tr>
<td></td>
<td>Drones put back in boxes</td>
</tr>
<tr>
<td>A24</td>
<td>Airport Display</td>
</tr>
<tr>
<td>A25</td>
<td>Contents in Shelves packed separate as some are drone/electronic related</td>
</tr>
<tr>
<td>A30</td>
<td>Books</td>
</tr>
<tr>
<td>A31</td>
<td>Server</td>
</tr>
<tr>
<td>A32</td>
<td>Conference table?</td>
</tr>
<tr>
<td></td>
<td>Whiteboard</td>
</tr>
<tr>
<td>A33</td>
<td>Fridge</td>
</tr>
<tr>
<td></td>
<td>Microwave</td>
</tr>
<tr>
<td>Location</td>
<td>Equipment/Equipment Information</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>A35</td>
<td>Fire extinguishers&lt;br&gt;Cart&lt;br&gt;Tools</td>
</tr>
<tr>
<td>Hall by A35 &amp; A31</td>
<td>All static models&lt;br&gt;Vertical stabilizer mounted on roof&lt;br&gt;28 Volt Aircraft Electrical System Trainer</td>
</tr>
<tr>
<td>A26 Maintenance Lab</td>
<td>Safety Goggle Cabinets (3)&lt;br&gt;Hazmat Storage Bins (2)&lt;br&gt;Manual Box and Pan She...</td>
</tr>
<tr>
<td></td>
<td>Dayton Belt Sander&lt;br&gt;Rockwell Floor Belt Sander&lt;br&gt;Dayton Wood Cutting Band Saw&lt;br&gt;Belt Sander (2)&lt;br&gt;Baldor Bench Grinder&lt;br&gt;Metal Lathe&lt;br&gt;Metal Cutting Band Saw&lt;br&gt;Fluid Line Tester&lt;br&gt;Pneumatic Floor Riveter&lt;br&gt;Shelving Units with tools and trainers (21)&lt;br&gt;Parts Bins (6)&lt;br&gt;Weight and Balance Kit&lt;br&gt;Tool Boxes (12)&lt;br&gt;Electrical Trainers (5)&lt;br&gt;Electrical Heath Kits (12)&lt;br&gt;Air Hose Reels (9)&lt;br&gt;Sand Blasting Unit&lt;br&gt;NASA Model Plane&lt;br&gt;Composite Oven&lt;br&gt;Landing Gear Trainer – needs to be disassembled.</td>
</tr>
</tbody>
</table>

**Airplanes** – need to be disassembled – contingent on getting new hangar. If a new hangar becomes available, then the AA staff will take to the new location.

**Air Compressor** – outside of Maintenance Lab in shed – will need to be disassembled.