

COUNTY OF ORANGE, VIRGINIA RFP#2014-08 REASSESSMENT SERVICES

Issue Date: February 13, 2014

Due Date: March 7, 2014

Time: 2:00 P.M.

RFP #: 2014-08

Issuing Department: Orange County Government

Finance Office

112 W. Main Street, Suite 206

P.O. Box 111 Orange, VA 22960

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The Orange County Board of Supervisors is seeking proposals from qualified firms to provide general "reassessment services" of real property for all taxable and nontaxable parcels throughout Orange County, VA. All proposals shall be turned into the office of the Procurement & Grant Coordinator located at 112 West Main Street, 2nd Floor Orange, VA 22960. All bids shall be turned in no later than 2:00 P.M. on March 7, 2014. This procurement shall utilize competitive negotiation. If proposals are mailed or hand delivered, send directly to the issuing department shown above. Any proposals sent in via facsimile, telephone, or e-mail will not be considered. The reassessment shall be effective as of January 1, 2016.

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I. Proposal Format

- a. Proposals are to be submitted in a simple and economical format, which allows uniform review and easy access to information, by the evaluation committee. Emphasis should be placed on completeness and clarity of content.
- b. Each copy of the proposal should be bound or contained in a single volume where practical. All documents that pertain to the proposal should be contained in that single volume.
- c. Proposals should be organized in the order in which the requirements are presented in the Request for Proposal (RFP).
- d. Table of contents, which cross-reference the RFP requirements. All pages of the proposal should be numbered. All submissions are to be in a narrative form, and address the requirements set forth in this RFP.
- e. Introductory letter of interest containing a statement by the proposer evidencing an understanding of the work to be done as set forth in this RFP", including an acceptance of the terms of this RFP. Statement of Qualifications including any additional information that the Contractor considers pertinent to its qualifications for the project and which respond to the Scope of Services described. "Additional information" includes but is not limited to:
 - 1. Biographical data on the individuals who will be assigned to the project, including their experience in conducting general reassessments for localities, by locality, for the last five (5) years
 - 2. All current certifications, related experience, training, and education of the personnel.

II. General Information & Background

- a. Orange County is a rural county located in the northern piedmont of Virginia. The
 County comprises 355 square miles with a 2010 population of approximately 33,481.
 Approximately 5% of the County is developed. There are approximately 20,000 parcels
 of property listed with the Commissioner of Revenue ("Commissioner").
- b. Orange County includes the incorporated towns of Orange and Gordonsville, with populations of approximately 4,629 and 1,697 respectively, which shall be included in any reassessment contract. There is also a large, planned community, Lake of the Woods, on the eastern end of the County.
- c. The County maintains an IBM AS/400 and Dell server that networks the offices of the County Administrator, Finance Department, Building Dept., Planning Dept., and Commissioner of the Revenue and Treasurer. The Bright and Associates, Inc. municipal software and Tyler Technology's MUNIS software is used. Additionally Camra software is maintained.

III. Scope of Work

a. The Contractor shall be certified as qualified by the Department of Taxation in order to be appointed by the Board of Supervisors to perform the reassessment. In all cases

uniformity and equality are required under laws of the Commonwealth of Virginia with respect to each class of property. All aspects of this general reassessment shall be conducted in accordance with the laws of the Commonwealth of Virginia, including consideration of the income, cost and sales approach of assessment for each assessment made. When all of the acceptable approaches to valuation cannot be used, the Contractor shall indicate and document the reason and why the method(s) chosen were used.

- b. The reassessment shall be conducted in a manner consistent with all applicable laws, regulations, rules, standards, and case law. Appraisals shall be complete, uniform and at 100% fair market value. The sale price, cost and income approaches should be considered for all appraisals. All appraisals shall be conducted by a qualified appraiser. The qualified appraiser may utilize the services of a research assistant and/or a data collector. All taxable and nontaxable properties shall be visited and all elements of value appraised. The Contractor shall agree with the Commissioner on a process and date to include all building permits through a specific date in assessing new construction.
- c. The Contractor shall provide a professional assessor, certified by the Department of Taxation, to serve in lieu of a Board of Assessors in accordance with § 58.1-3275 VA Code Ann. The professional assessor must be acceptable to the Board of Supervisors and shall be assigned to the County for the duration of the reassessment project.
- d. The Contractor shall be expected to coordinate the activities of its employees to ensure timely completion of the work. The Contractor shall cooperate fully with the offices of the County Administrator and Commissioner of the Revenue to control the quality of the work as well as deal with other relevant issues affecting the work.
- e. The Contractor shall perform a comprehensive market sales data and construction costs analysis, as well as consider income and cost approach, prior to the appraisal of any real property in the County. This analysis will contain a sufficient number of valid real estate sales and/or transactions and construction costs from the various classes of real estate within the County. This analysis shall become the property of the County at the completion of the analysis.
- f. All maps, sketches, plats, tax records, data and information in possession of the County pertaining to properties covered by these specifications will be made available to the Contractor, but will remain the property of the County. This is to include the use of all information on property record cards. The Commissioner's office will provide access to the real estate section of the County's computer to the selected firm for accessing real estate records. All income and expense information provided to the Contractor through the County or directly from taxpayers, shall be kept confidential pursuant to § 58.1-3 VA Code Ann.
- g. The Contractor's staff shall at all times be expected to display courtesy and professionalism in dealing with citizens, County staff, members of the Board of Supervisors and the Board of Equalization. Only qualified personnel, subject to the approval of the Commissioner of Revenue and the County Administrator, will be assigned to conduct appraisals. Customer service skills shall be of utmost importance and deemed necessary and critical for the Contractor and their staff. Additionally, it is highly preferred that the Contractor and/or staff be able to acknowledge and/or

respond to County staff or citizen questions within three (3) business days. If, for any reason during the reassessment, any member of the Contractor's staff is deemed to be unacceptable to the County, said member will immediately be removed from the project and replaced at no additional cost to the County. The Contractor's staff shall honor all landowner's requests for the landowner to be present at the time of a visit to the property, should such a request be made by the landowner.

- h. While in the field, the Contractor's staff shall wear appropriate identification badges on their shirts to clearly identify themselves to citizens.
- i. In those cases where the homeowner is not at home and the Contractor's employee cannot obtain all necessary information, a notice shall be left advising the homeowner of the visit and requesting the homeowner to furnish the information. The County must approve the notice prior to its use. If the Contractor is refused admittance or information on any property, this will be so noted on the field data card and the property will be appraised based upon the best information available.
- j. The County will be responsible for providing furnished office space (desks, chairs, and filing cabinets), office supplies, computers, printers, postage, telephone service, information on previous reassessments, advertising any public hearings as required and conducting such hearings in accordance with the requirements of the Code of Virginia.
- k. The Contractor shall provide the following:
 - All necessary personnel, including appraisers, and clerical staff. This shall
 include supervision for all said staff. Additionally, the Contractor shall provide
 tools of the trade, living expenses, all employment related insurance coverage,
 travel and any other expenditure necessary for completion of the reassessment;
 - 2. Processing and mailing of reassessment notices;
 - 3. Available staff for Board of Supervisors, formal or informal public hearings, and/or Board of Equalization meetings on an as-needed basis;
 - 4. Printing of the reassessment books and providing the Commissioner with a copy of all field cards in an orderly fashion complete with an index or other organizational tool, in both paper and electronic formats. Additionally, Contractor shall provide the County with a listing manual, establishing guidelines for all standardized assessments:
 - 5. Provide a receipt or documentation to any property owner for materials given to the Contractor by that property owner, and maintain those materials for at least five (5) years following the end of the reassessment. Those materials shall be maintained through both paper and electronic formats and provided to the Commissioner of Revenue. A sample format shall be provided to the Commissioner of The Revenue for approval prior to those materials being maintained.
 - 6. Testimony and/or other assistance with any subsequent legal matters for a period of five (5) years following January 1, 2016.
- I. When assessing residential properties, the Contractor shall be responsible for making a complete exterior and reasonable interior (if necessary and permitted by the landowner) inspection of each dwelling, and preparing a field card for each parcel, which will include measurements and sketches of each residence and other major building improvements, and the 911 address for each structure. A digital image of each

structure shall also be taken and identified to each field card and structure. The type of construction shall be recorded by component parts, such as foundations, basement area, wall construction, insulation, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, number of bedrooms, year built, year remodeled, exterior and interior condition, physical depreciation, functional and economic obsolescence, general quality of construction and recent sales data. All field cards will become the property of the County at the time they are completed, but no later than at the completion of the general reassessment.

- 1. Farm dwellings shall be visited and inspected in the same manner as other residential buildings. All other farm buildings and structures shall be measured and numbered in relation to the main dwelling on the fieldwork card sketch and listed according to their use, type of construction, size, age and condition. These improvements shall be appraised at their fair market value.
- 2. No inhabited structure shall be flat valued under other improvements, but measured and sketched as set forth above. If a flat value is indicated for a structure, it shall be so indicated on a dwelling screen with the information as set forth above.
- 3. The Contractor shall provide the County with an explanation of the methodology it uses to value house sites.
- m. When assessing the properties in Lake of the Woods planned subdivision in addition to the following guidelines for assessing residential property, the Contractor shall follow the assessment requirements of § 58.1-3284.1 VA Code Ann.
- n. Commercial properties shall be handled in the same complete manner as residential properties. Buildings shall be accurately measured and a complete description shown for each. The basic cost data shall be applied to existing construction for the determination of accurate and consistent replacement costs, less any physical depreciation, functional and economic obsolescence. In addition, income and expense data and market data shall be considered and will be used where applicable and available to assist in appraising the properties.
 - All apartments or two (2) or more dwelling units designed or redesigned for such occupancy and all groups of apartment buildings are to be classified as apartment properties. The appraisal of apartments is to be complete with analysis of income and expense data, if obtainable. The income approach to value must be considered in apartment appraisals and where actual rents are not available, economic rental estimates will be used.
 - 2. Affordable or subsidized housing shall be assessed according to the special provisions of State law.
- o. Small industrial plants shall be appraised in the same manner as other commercial properties. For the more complex industrial properties, a complete, separate report, summarized, typed and bound shall be furnished. This report shall include a building-by-building component part description of construction and fixed equipment taxable as real estate showing individual replacement value and depreciation value for each. All yard improvements shall be listed individually and shall be priced and depreciated separately. Drawings of all buildings shall be made with buildings numbered and shown in their proper location and size with the name of the building as known to the industry shown. In addition, the market and income approach to value shall be considered, and utilized, if applicable.

- p. All other real property not covered previously and required by law to be appraised by the County will be appraised at fair market value using acceptable appraisal standards.
- q. The Contractor shall prepare a listing and appraisal of all mobile homes situated in the County. This listing shall include, but not be limited to, the make, size, model, year of manufacturer, value, condition, owner and location by tax map number. This appraisal does include single-wide mobile homes previously assessed as personal property.
- r. Before the reassessment is finalized, the Contractor shall provide informal hearings during which property owners may comment on their proposed reassessments. Prior to these informal meetings, reassessment notices will be prepared by the Contractor and mailed to all real property owners. All stuffing of envelopes and sorting of zip codes shall be completed by the Contractor's staff. The informal meetings will be conducted by qualified firm representatives in the Board Room in the County Administration Building or other designated location. The County will give public notice of these meetings. These meetings will include evening sessions and will number as many as necessary, in the sole opinion of the County, to meet with all citizens desiring to discuss their property reassessments.
 - 1. The chief assessor and sufficient other qualified personnel satisfactory to the County shall be assigned to explain, discuss and hear all comments and complaints concerning values established at each meeting. The Contractor shall immediately make any necessary field reviews of all properties of disputed value. The Contractor shall also substantiate the assessed value in question and the methods employed in the reappraisal as a whole. Additionally, the Contractor shall furnish recommendations for the disposition of any such complaints.
- s. The Contractor's assessor shall be present at all Board of Equalization hearings. Additionally, the Contractor shall furnish other competent witnesses and supporting evidence as may be required to defend the valuations of any properties in question before the Board of Equalization.
- t. The Contractor shall also furnish said witnesses and supporting evidence for all court appeals associated with the general reassessment, without additional cost to the County.
- Work on the general reassessment shall begin on or before August 15, 2014, and be completed no later than November 1, 2015, except for those services set forth in Paragraphs r, s, and t.
- v. Upon completion of the general reassessment, the Contractor shall continue to provide assessment services for the County for new construction and provide the County with "change of assessment notices." These assessments shall occur every six (6) months and shall continue until a Certificate of Occupancy or a Certificate of Completion has been issued for the new construction. This additional assessment service shall continue until the completion of a new, general reassessment, or until the County terminates this additional assessment service by giving the Contractor written notice, six (6) months in advance of the termination date of the services. The Contractor shall be paid on the per parcel basis for these additional assessment services. The Contractor shall provide a cost, on an annual per-parcel basis, for the four (4) years, starting January 1, 2015 for this additional assessment service.

IV. Additional Requirements

- a. A copy of each sales ratio study conducted by the Department of Taxation for the first year following the completion of all general reassessments conducted by the proposer for the last five (5) years.
- b. A list of each governmental entity that the proposer has completed a general reassessment for which utilized the BAI municipal software, also known as the Bright and Associates, Inc. municipal software, Tyler Technologies MUNIS software, and Camra software, including the name and telephone number of a contact person with each government entity.
- c. The staffing of the firm and your firm's approach to ensure quality control and completion of all projects within the time frame set forth.
 - 1. The Contractor is responsible to clearly and specifically describe the plan or methodology to be used and any services in addition to those specified herein which are included in the proposal.
 - 2. The Contractor is responsible to clearly describe the customer service skills, training, and abilities of their staff.
- d. The Contractor shall provide the County with a timeline, key milestone dates, and percentage completion estimates based upon the information listed below.
 - 1. Meet with the Commissioner of the Revenue
 - 2. Collect and compile data for sales study
 - 3. Begin assessment of parcels
 - a. (?) Percent completed by (?)
 - b. (?) Percent completed by (?)
 - c. (?) Percent completed by (?)
 - d. (?) Percent completed by (?)
 - 4. End of parcel assessments
 - 5. Prepare and mail "Change of Assessment" Notices
 - 6. Assessors Hearings
 - 7. Provide completed reassessment book finalized before December 31, 2015.

V. Submittal Instructions

- a. An authorized representative of the Contractor shall sign the proposal.
- b. In order to be considered for selection, all contractors must submit a complete response to the RFP. One (1) original and six (6) copies of each proposal must be submitted to the County. The Contractor shall make no other distribution of the proposal. Proposals must be marked accordingly as referenced in <u>Section 8</u> of the "General Terms and Conditions."
 - Addendum's if necessary will be issued via eva.virginia.gov and the Orange County website. It is the sole responsibility of the vendor to be made aware of addendums.

VI. Evaluation & Award

- a. Proposals will be evaluated as provided in the Virginia Public Procurement Act and as provided below:
 - 1. An Evaluation Committee shall be formed to review all submittals.
 - 2. Each submittal will be reviewed according to the following criteria:
 - a. Qualifications of the firm and key personnel including customer service skills, professional demeanor and ability to acknowledge or respond to questions/concerns ... 20%
 - b. Specific approach to the completion of the project ... 15%
 - c. The sales ratio percentage as shown by the Department of Taxation for the first year following the Contractor's most recent reassessment ... 15%
 - d. The proposed timeline of events submitted by the Contractor ... 10%
 - e. Price shall be considered, but is not be the sole determining factor ... 15%
 - f. References ... 20%
 - g. Estimated workloads during the life of the project ... 5%
 - a. The County shall engage in individual negotiation and discussions with one or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses, and with competence in construction to provide the required services. Repetitive informal interviews are permitted. Offerors shall be encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract as well as alternative concepts. On the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the County shall select the Offeror whose price, qualifications, and proposed services are deemed most meritorious. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiation conducted with the Offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. The County reserves the right to award any item or combination of items in the Scope of Services.
 - The Request for Proposal and all documents contained herein shall become of the part of the contract executed between the Contractor and the County of Orange, VA.

- VII. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS (*Revised 9/12/13*)

 Offeror: These general rules and conditions shall apply to all purchases and be a part of each solicitation and every contract awarded by the Orange County Purchasing Agent unless otherwise specified. The Orange County Purchasing Agent is responsible for the purchasing activity of Orange County. The term "Owner" as used herein refers to the contracting entity which is the signatory on the contracts for Orange County, a political subdivision of the Commonwealth of Virginia. Bidder/Offeror or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids/proposals: failure to do so will be at the Bidder's/Offeror's own risk and except as provided by law, relief cannot be secured on the plea of error. Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, bids/proposals on all solicitations issued by the Purchasing Agent will bind Bidders/ Offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.
 - 1. AUTHORITY: According to the Procurement Procedures Manual, the Orange County purchasing system shall operate under the direction and supervision of the County Administrator, who shall be the Purchasing Agent for the County. In the discharge of these responsibilities, the Purchasing Agent may delegate the administrative purchasing responsibility to a responsible subordinate, upon approval of the Board of Supervisors. Unless specifically delegated by the Purchasing Agent, no other Owner officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the Owner for indebtedness. Any purchase order or contract made which is contrary to these provisions and authorities shall be of no effect and void and the Owner shall not be bound thereby.
 - 2. COMPETITION INTENDED: It is the Owner's intent that this solicitation permit competition. It shall be the Bidder's/Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in this solicitation to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the deadline set for acceptance of the bids/proposals.

CONDITIONS OF BIDDING

- 3. **CLARIFICATION OF TERMS** If any Bidder/ Offeror has questions about the specifications or other solicitation documents, the prospective Bidder/ Offeror should contact the Procurement Technician whose name appears on the face of the solicitation no later than seven (7) business days prior to the date set for the opening of bids or receipt of proposals. Any revisions to the solicitation will be made only by addendum issued by the Procurement Technician. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of bids/receipt of proposals.
- 4. MANDATORY USE OF OWNER FORM AND TERMS AND CONDITIONS: Failure to submit a bid/proposal on the official Owner form provided for that purpose shall be a cause for rejection of the bid/proposal. Unauthorized modification of or additions to any portion of the Invitation to Bid or Request for Proposal may be cause for rejection of the bid/proposal. However, the Owner reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any bid or proposal which has been modified.
- 5. LATE BIDS/PROPOSALS & MODIFICATION OF BIDS/PROPOSALS: Any bid/proposal/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/proposal/modification is considered a late bid/proposal/modification. The Owner is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder/Offeror to ensure their bid/proposal reaches Procurement by the designated date and hour.
 - a. The official time used in the receipt of bids/ proposals is that time on the clock in the Finance Department.
 - b. Late bids/proposals/modifications will be returned to the Bidder/Offeror UNOPENED, if solicitation number, acceptance date and Bidder/Offeror's return address is shown on the container.
 - c. If the Owner closes its offices due to inclement weather scheduled bid openings or receipt of proposals will be extended to the next business day, same time.

- 6. **IDENTIFICATION OF PROPRIETARY INFORMATION:** Trade secrets or proprietary information submitted in a proposal shall not be subject to disclosure under the Virginia Freedom of Information Act. However, in order for this information to be protected from disclosure, the Offeror must specifically invoke the protections of Sec. 2.2-4342, Code of Virginia, 1950, as amended, or other applicable statute, prior to or upon submission of the trade secrets or proprietary information. The Offeror must clearly identify any part of its proposal considered to be protected as trade secret or as proprietary information, and must state the reasons why protection is necessary.
 - a. Any Offeror shall identify a trade secret or proprietary information by clearly stating "Trade Secret" or "Proprietary Information" adjacent to the particular information, and by clearly identifying the information to be subject to the protection, such as by encircling, highlighting, underlining or other similar means. The Offeror shall state the reasons why protection is necessary on a separate page of the proposal.
 - Any Offeror shall not identify as a trade secret or proprietary information those sections of the proposal that are material to Orange County's ultimate award of the contract.
 - c. The County reserves the right to contact an Offeror and to request that the Offeror explain or clarify why the Offeror identified certain information as a trade secret or as proprietary information.
 - d. Any Offeror shall not identify as trade secret or proprietary information their complete proposal.

7. WITHDRAWAL OF BIDS/PROPOSALS:

- a. Bidder/Offeror for a contract other than for public construction may request withdrawal of his or her bid/proposal under the following circumstances:
 - i. Bids/Proposals may be withdrawn on written request from the Bidder/Offeror received at the address shown in the solicitation prior to the time of acceptance.
- b. Requests for withdrawal of bids/proposals after opening of such bids/proposals but prior to award shall be transmitted to the Procurement Technician, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the Owner may exercise its right of collection.
- c. No Bid/Proposal may be withdrawn under this paragraph when the result would be the awarding of the contract on another Bid/Proposal of the same Bidder/Offeror or of another Bidder/Offeror in which the ownership of the withdrawing Bidder/Offeror is more than five percent. In the case of Invitation for Bid's, 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/Offeror who, is permitted to withdraw a bid/proposal 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/proposal was submitted.
- 8. **ERRORS IN BIDS/PROPOSALS:** When an error is made in extending total prices, the unit bid price will govern. Erasures in bids/proposals must be initialed by the Bidder/Offeror. Carelessness in quoting prices, or in preparation of bid/proposal otherwise, will not relieve the Bidder/Offeror. Bidders/Offerors are cautioned to recheck their bids/proposals for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.
- 9. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

ADDRESSED AS INDICATED ON PAGE 1 IFB/RFP NUMBER

TITLE

BID/PROPOSAL DUE DATE AND TIME

- i. If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeror takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.
- 10. ACCEPTANCE OF BIDS/PROPOSALS: Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

- 11. CONDITIONAL BIDS: Conditional bids are subject to rejection in whole or in part.
- 12. **BIDDERS PRESENT:** At the time fixed for the opening of responses to a bid, bid contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly. Bid tabulations are posted on Public Bulletin Board for a minimum of 10 days from award date. At the time fixed for the receipt of responses for Request for Proposals, only the names of the Offerors will be read and made available to the public.
- 13. **RESPONSE TO SOLICITATIONS**: In the event a vendor cannot submit a bid on a solicitation, the vendor is requested to return the solicitation cover sheet with an explanation as to why the vendor is unable to bid on these requirements. Because of the large number of firms listed on the Owner's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the Owner's Bidder's List.
- 14. BIDDER INTERESTED IN MORE THAN ONE BID: If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
- 15. **TAX EXEMPTION:** The Owner is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeror.
- 16. **DEBARMENT STATUS:** By submitting their bids/proposals, Bidders/Offerors certify that they are not currently debarred from submitting bids/proposals on contracts by Orange County, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by Orange County or any agency, public entity/locality or authority of the Commonwealth of Virginia.
- 17. **ETHICS IN PUBLIC CONTRACTING**: The provisions contained in the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by the Owner. By submitting their bids/proposals, all Bidders/Offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- 18. **NO CONTACT POLICY:** No Bidder/Offeror shall initiate or otherwise have contact related to the solicitation with any Owner representative or employee, other than Procurement, after the date and time established for receipt of bids/proposals. Any contact initiated by a Bidder/Offeror with any Owner representative, other than the Procurement Division, concerning this solicitation is prohibited and may cause the disqualification of the Bidder/Offeror from this procurement process.

SPECIFICATIONS

- 19. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the Owner in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Owner to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid/proposal that the product offered is "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
- 20. **FORMAL SPECIFICATIONS:** When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.
- 21. OMISSIONS & DISCREPANCIES: Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.
 - a. The Bidder/Offeror shall abide by and comply with the true intent of the specifications and not take advantage of any

unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

22. CONDITION OF ITEMS: Unless otherwise specified in the solicitation, all items shall be new, in first class condition.

AWARD

- 23. AWARD OR REJECTION OF BIDS: The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Owner to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose proposal is determined, in writing, to be the most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the Owner. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the Owner. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsible bidder.
- 24. **ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Procurement Technician will publicly post such notice on the bulletin board located on the 1st Floor, 112 W Main Street, Orange, Virginia. Award results may be viewed at the Orange County Website at www.orangecountyva.gov.
- 25. **QUALIFICATIONS OF BIDDERS OR OFFERORS:** The Owner may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder/Offeror to perform the work/furnish the item(s) and the Bidder/Offeror shall furnish to the Owner all such information and data for this purpose as may be requested. The Owner reserves the right to inspect Bidder's/Offeror's physical facilities prior to award to satisfy questions regarding the Bidder's/Offeror's capabilities. The Owner further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Bidder/Offeror fails to satisfy the Owner that such Bidder/Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- 26. **NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER:** Unless canceled 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, the public body may negotiate with the apparent low bidder to obtain a contract price within available funds.
- 27. TIE BIDS: In the case of a tie bid, the Owner may give preference to goods, services and construction produced in Orange County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to the Code of Virginia. If no Owner or Commonwealth choice is available, the tie shall be decided by lot.

CONTRACT PROVISIONS

- 28. **APPLICABLE LAW AND COURTS**: Any contract resulting from this solicitation shall be governed in any respects by the laws of Virginia, and any litigation with respect thereto shall be brought in the Circuit Court of Orange County, Virginia. The Contractor shall comply with applicable federal, state and local laws and regulations.
- 29. VIRGINIA STATE CORPORATION COMMISSION: If required by law, the Contractor shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Section 13.1 or Title 50 of the Code of Virginia, during the term of the Contract or any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms of the contract. If the Contractor fails to remain in compliance with the provisions of this section, the contract may become void.
- IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, Bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- 31. ANTI-TRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States and Orange County, relating to the particular goods or services purchased or acquired by the Owner under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.

- 32. **PAYMENT TERMS**: Unless otherwise provided in the solicitation payment will be made thirty (30) days after receipt of a proper invoice, or thirty (30) days after receipt of all goods or acceptance of work, whichever is the latter.
 - a. Invoices for items/services ordered, delivered/performed and accepted shall be submitted by the Contractor directly to the department responsible for initiating the purchase order/contract. All invoices shall show the contract number, purchase order number, and any federal employer identification number.
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. The date of payment shall be deemed the date of postmark in all cases where payment is made by mail.
- 33. PAYMENT TO SUBCONTRACTORS: A contractor awarded a contract under this solicitation is hereby obligated:
 - To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Owner for the
 proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - b. To notify the Owner and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Owner, except for amounts withheld as stated in 2 above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Owner.
- 34. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Agent.
- 35. **DEFAULT**: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchases and administrative costs. This remedy shall be in addition to and other remedies which the Owner may have.
- 36. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, Bidders/Offerors certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and those applicable Sections of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.
- 37. In every contract over \$10,000 the provisions in A and B below shall apply:
 - a. During the performance of this contract, the Contractor agrees as follows:
 - i. The Contractor will 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 contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - iii. 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.
 - b. The Contractor will include the provisions of A. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- 38. **INVOICES**: Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the department address requesting the purchase order/contract. All invoices shall show the IFB/RFP number and/or purchase order number and must have the department heads approval.
- 39. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - a. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the

- scope of the contract.
- b. The Owner may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Owner a credit for any savings. Said compensation shall be determined by one of the following methods.
 - i. By mutual agreement between the parties in writing; or
 - ii. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or
 - iii. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Owner with all vouchers and records of expenses incurred and savings realized. The Owner shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Procurement within thirty (30) days from the date of receipt of the written order from Procurement. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Owner or with the performance of the contract generally.
- No modification for a fixed price contract may be increased by more than 25% or \$50,000, whichever is greater without the advanced written approval of the Board of Supervisors as applicable.
- 40. INDEMNIFICATION: Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result there from, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.
- 41. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (I) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, 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.
- 42. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
 - a. <u>Termination for Convenience</u>: In the event that the contract is terminated upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.
 - b. <u>Termination for Cause:</u> Termination by the Owner for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. However, pursuant to paragraph 32 of these General Conditions, the Owner may hold the contractor responsible for any resulting additional purchase and administrative costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

- c. <u>Termination Due to Unavailability of Funds in Succeeding Fiscal Years:</u> When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled as of the first day of that subsequent fiscal year.
- 43. VIRGINIA FREEDOM OF INFORMATION ACT: All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:
 - Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
 - c. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of that section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
 - d. Nothing contained in this section shall be construed to require the Owner, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.
- 44. **USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS:** Bidders are advised that all resultant contracts will be extended, with the authorization of the Bidder, to Northern Virginia Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other jurisdiction decides to use the final contract, the Contractor must deal directly with that jurisdiction or political subdivision concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Orange Owner acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your bid/proposal.
 - a. It is the awarded vendor's responsibility to notify the jurisdictions and political subdivision of the availability of the contract.
 - b. Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
 - c. Orange Owner shall not be held liable for any costs or damage incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.
- 45. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and the right to examine any of said materials during said period.
- 46. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by Article 3.1-250 of the <u>Code of Virginia</u> (1950), as amended, or Article 1261 of Title 15 of the United States Code, then the Bidder, by submitting his bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the forgoing sections and that by delivering the items or products the Bidder does not violate any of the prohibitions of Article 3.1-252 of the <u>Code of Virginia</u> or Title 15 U.SC., Article 1263.
- 47. MATERIAL SAFETY DATA SHEETS: Material Safety Data Sheets and descriptive literature shall be provided with the bid for each chemical and/or contract offered. Failure on the part of the Bidder to submit such data sheet may be cause for declaring the bid as non-responsive.
- 48. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the Purchasing Agent. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the

Purchasing Agent the names, qualifications and experience of their proposed subcontractors. Notwithstanding any approval by the Owner permitting subcontracting the Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

- 49. **PROTECTION OF PERSON AND PROPERTY:** The Contractor expressly undertakes both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property which may come on the building site or be affected by the contractor's operation in connection with the work.
 - a. The Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
 - b. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under this contract.
 - c. The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect the owner's property from injury or loss arising in connection with this contract. He shall make good any such damage, injury, or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of the Owner. He shall adequately protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. He shall provide and maintain all passageways, guard fences, lights and other facilities for the protection required by public authority, local conditions, any of the contract documents or erected for the fulfillment of his obligations for the protection of person and property.
 - d. In an emergency affecting the safety or life of persons or of the work, or of the adjoining property, the contractor, without special instruction or authorization from the Owner, shall act, at his discretion, to prevent such threatened loss or injury. Also, should he, to prevent threatened loss or injury, be instructed or authorized to act by the Owner, he shall so act immediately, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided by paragraph 35, of the General Terms and Conditions.
- 50. **WORK SITE DAMAGES:** Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

DELIVERY PROVISION

- 51. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. 2:30 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the contractor to insure compliance with these instructions for items that are drop-shipped.
- 52. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the Owner may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.
- 53. **INSPECTIONS:** The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the Owner will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount of fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Owner for such materials or supplies as are not in accordance with the specifications.
- 54. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by Procurement when not in conflict with the bid/contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Procurement Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the Owner, there shall be added to the time of completion a time

- equal to the period of such delay caused by the Owner. However, the contractor shall not be entitled to claim damages of extra compensation for such delay or suspension. These conditions may vary for construction contracts.
- 55. **POINT OF DESTINATION:** All materials shipped to the Owner must be shipped F.O.B. DESTINATION unless otherwise stated in the contract. The materials must be delivered to the "Ship To" address indicated on the purchase order.
- 56. **REPLACEMENT:** Materials or components that have been rejected by Procurement, in accordance with the terms of the contract, shall be replaced by the Contractor at no cost to the Owner.
- 57. PACKING SLIPS OR DELIVERY TICKETS: All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
 - a. Purchase Order Number,
 - b. Name of Article and Stock Number,
 - c. Quantity Ordered,
 - d. Quantity Shipped,
 - e. Quantity Back Ordered,
 - f. The Name of the Contractor.
 - Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

BIDDER/CONTRACTOR REMEDIES

- 58. **PROTEST OF AWARD OR DECISION TO AWARD**: Any Bidder/Offeror who desires to protest the award or decision to award a contract, by Orange Owner, shall submit such protest in writing to the Owner Administrator (if the award or decision to award was made by Orange County), no later than ten (10) days after public notice of the award or announcement of the decision to award, whichever comes first. No protest shall lie for a claim that the selected Bidder/Offeror is not a responsible Bidder/Offeror. The written protest shall include the basis for the protest and the relief sought. The Owner Administration shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the Bidder/Offeror appeals within ten (10) days of the written decision by instituting legal action as provided in Section 7.8 C of the Procurement Policy. Nothing in this paragraph shall be construed to permit an Offeror to challenge the validity of the terms or conditions of the solicitation.
- 59. **DISPUTES:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Owner Administrator (if the claim is against Orange County) no later than sixty (60) 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 amount agreed due in the final payment. A written decision upon any such claims will be made by the Board of Supervisors (if the claim is against Orange County Government) within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of Board of Supervisor's (whichever is applicable) decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the Board of Supervisor's (as applicable) shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in Section 2.2-4364 of the Code of Virginia. Failure of the Board of Supervisors to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the Board of Supervisors (as applicable) fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to Section 2.2-4365 of the Code of Virginia has been established for contractual claims under this contract.

APPENDIX A: VENDOR DATA SHEET

The following information is required as part of your response to this solicitation.

1.	Primary Contact Information:
	Name: Phone:
2.	Years in Business: Indicate the length of time you have been in business providing this type of goods and service: Years
3.	Have you or any representative within your organization ever been debarred from submitting bids/proposals on contracts by Orange County or an agency, public entity/locality or authority of the Commonwealth of Virginia?
4.	Have you or any representative within your organization ever been debarred from submitting bids/proposals on contracts by an agency, public entity/locality or authority of the Commonwealth of Virginia?
5.	Provide no less than three (3) recent client references. The references shall consist of two (2) or more of the clients your company has performed general reassessment services for the past five (5) years.
A.	Company:
	Contact:
	Phone: () Project:
	Dates of Service:
	\$Value:
В.	Company:
	Contact:
	Phone: () Project:
	Dates of Service:
	\$Value:
C.	Company:
	Contact:
	Phone: () Project:
	Dates of Service:
	\$\/alua

APPENDIX B: DIVISION OF RISK MANAGEMENT INSURANCE CHECKLIST

Items marked "X" are required to be provided if award is made to your firm.

		Limits of Liability
Required	Coverage Required	(Denotes minimums)
-	Worker's Compensation	Statutory Limits of the
	and Employers' Liability;	Commonwealth of VA
v	Admitted in Virginia	Yes
Χ	Employers' Liability	\$100,000/\$500,000/\$100,000
	All States Endorsement	Statutory
	Voluntary Compensation Endorsement	
	Best's Guide Ration-A-VIII or	
	better, or its equivalent	
	Commercial General Liability	\$1,000,000 Each Occurrence
	General Aggregate	\$2,000,000
X	Products/Completed Operations	\$2,000,000
^	Personal and Advertising Injury	\$1,000,000
	Fire Legal Liability	\$50,000 Per Occurrence
	Best's Guide Rating-A-VIII or	
	better, or its equivalent	
	Automobile Liability	\$1,000,000 Combined
	Owned, Hired, Borrowed & Non-owned	Single Limit Bodily
X	Motor Carrier Act End	Injury and Property
^	Best's Guide Rating-A-VIII or	Damage Each Occurrence
	better, or its equivalent	
	Prof. Errors and Omissions	\$1,000,000 Limit Ea. Occurrence
	Best's Guide Rating-A-VIII or	
	better, or its equivalent	
	Garage Liability	\$1,000,000 CSL Ea. Occurrence
	Garage Keeper's Legal Liability	Maximum Value of One Vehicle
	Best's Guide Rating-A-VIII or better, or its equivalent	Maximum Value of All Vehicles
		Contractor
Х	Umbrella Liability	\$1,000,000
	Best's Guide Rating-A-VIII or better, or its equivalent.	
	Other Insurance:	
	"Orange County Board of Supervisors 112 W. Main Street, P.O. Box 111	
Χ	Orange, VA 22960" named as an additional insured on Auto and	
Α	General Liability Policies. (This coverage is primary to all other coverage	
	the County may possess and must be shown on the certificate.)	
	30 day written cancellation notice required, 15 day cancellation notice	
X	required for non-payment to Orange, owner– Ref. Code of Virginia Section	
••	38.2-231. Also, the words "endeavor to" and "failure to mail such notice" clause shall be removed from the cancellation notice.	
Х	The Certificate must state Bid/RFP No. and Bid/RFP Title.	
X	Contractor shall submit Certificate of Insurance within five business days from	
^	notification of award.	

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

FIRM			
SIGNATURE	 	 	

APPENDIX C: NON-COLLUSION STATEMENT

The party making the foregoing proposal/bid hereby certifies that such proposal/bid is genuine and not collusive or sham; that said bidders has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal/bid price or affiant or of any bidder, or to fix any overhead, profit or cost element of said proposal/bid price, or of that of any other bidder, or to secure any advantage against the Owner or any person interested in the proposed contract; and that all statements in said proposal/bid are true.

By signing this proposal/bid the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any agent of Orange County of the Commonwealth of Virginia or the Commonwealth of Virginia. Bidder also certifies by signing this proposal/bid that no conflict of interest exists between Contractor and the Owner that interferes with fair competition and no conflict of interest exists between Contractor and another person or organization that constitutes a conflict of interest with respect to the contract with the Owner. Undersigned bidder hereby certifies that he/she has carefully examined all conditions and specifications of this Request for Proposal and hereby submits this proposal/bid pursuant to such instructions and specifications, without exception.

Name	Title		
Date	Signature		

APPENDIX D: PRICING MATRIX

RFP #2014-08 REASSESSMENT SERVICES

For furnishing all labor, equipment, materials, and insurance to perform work described in the Proposal Documents and in accordance with all terms and conditions described therein:

To perform a general reassessment of real property in the County of Orange, Virginia, excluding public service properties, in accordance with § 58.1-3252 VA Code Ann.

Price per parcel: <u>\$ </u>	Dollars
Estimated Grand Total: \$(Inclusive of all services provided in this Request for Proposal)	
\$	Dollars

APPENDIX E: CONTRACTOR STATEMENT

The undersigned declares that the person or persons signing this proposal is/are fully authorized to sign the proposal on behalf of the firm listed and to bind the firm to all conditions and provisions thereof.

Respectfully submitted this day	of, 2014.
Full, Legal FIRM NAME	PHONE # (INCLUDING AREA CODE)
ADDRESS	FAX #
CITY, STATE AND ZIP	FEDERAL IDENTIFICATION NUMBER
NAME OF REPRESENTATIVE	SIGNATURE
DATE	
SUBSCRIBED AND SWORN to before m	e by the above named
on theday	of, 2014.
Notary Public in and for the State of	
My commission expires:	

APPENDIX F: PROPOSAL CHECKLIST – COUNTY OF ORANGE, VIRGINIA

RFP#2014-08 REASSESSMENT SERVICES

Title

NUMBER OF ADDENDA	RECEIVED AND	INCLUDED IN	THE LUMP	SUM PRICE:

ATTA	CHMENTS		
•	Introductory letter of Interest:□		
•	Statement of qualifications:□		
•	Narratives detailing the requirements per the Scope of Work:□		
•	Additional Requirements:□ o Sales Ratio studies:□ o Description of specific plan approach or methodology:□ o Timeline of project and key milestone dates:□		
•	Signed Insurance checklist:□		
•	Vendor data sheet (s) with accompanying documentation:□		
•	Pricing matrix attached:□		
•	Non-Collusion Statement attached:□		
•	Contractor statement:□		
•	Pricing Matrix:□		
Ву	Signature		