

IMPORTANT NOTICE

THIS IS AN ELECTRONIC PROCUREMENT (eBID)

**SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA
THE BONFIRE PORTAL (<https://fairfaxcounty.bonfirehub.com>)**

Fairfax County Government uses a procurement portal powered by Bonfire Interactive for accepting and evaluating proposals. To register, visit <https://fairfaxcounty.bonfirehub.com>. Additional assistance is also available at Support@GoBonfire.com.

Submitting proposals via the Bonfire portal is **mandatory**. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e-mail) in response to this RFP. Reference Special Provisions, Section 11 for additional information.

Fairfax County strongly encourages offerors to submit proposals well in advance of the proposal submission deadline. A proposal submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Offerors are responsible for the consequences of any failure to plan ahead in the submission of its Proposal.

SPECIAL PROVISIONS**1. SCOPE OF SERVICES:**

- 1.1. The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract or contracts through competitive negotiation for the County of Fairfax, Virginia for **Custodial Services at Reston Community Center and McLean Community Center** facilities in accordance with the terms and conditions of this Request for Proposal.
- 1.2. Fairfax County reserves the right to award the contract(s) in the aggregate or by facility, based on the best interest of the County.

2. MANDATORY SITE-VISIT:

- 2.1. A **mandatory site visit of all properties is required** by all offerors interested in submitting a proposal. To schedule an appointment please contact the following:

Reston Community Center (Hunter's Woods and Lake Anne)	McLean Community Center (McLean and Old Firehouse Teen Center)
Name: Brian Gannon Phone: 703-390-6143 Email: brian.gannon@fairfaxcounty.gov	Name: Joe McGovern Phone: 703-744-9341 Email: joe.mcgovern@fairfaxcounty.gov

- 2.2. When attending the site visits, offerors agree to follow the suggested social distancing and mask protocol in accordance with the current Phase Opening requirements.
- 2.3. **Attendance will be taken** at each site and verified when proposals are submitted.
- 2.4. All communications and requests for information and clarifications shall be directed to the following procurement official:

Nicole Cifci, CPPB, VCA, Contract Specialist II
Department of Procurement and Material Management
Telephone: (703) 324-2854
Email: nicole.cifci@fairfaxcounty.gov
- 2.5. No attempt shall be made by any offeror to contact members of the Selection Advisory Committee (SAC) about this procurement (see paragraph 14.3).

3. CONTRACT PERIOD AND RENEWAL:

- 3.1. This contract will begin on January 1, 2021, or date of award and terminate on December 31, 2022.
- 3.2. The County reserves the right to renew the contract for three (3) additional (1) year periods based on satisfactory contractor performance and if agreeable to all parties. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's Department of Procurement and Material Management (DPMM). These renewals will be based upon the contractor's performance evaluation described in Attachment B, Technical Provisions.
- 3.3. The obligation of the County to pay compensation due the contractor under the contract or any other payment obligations under any contract awarded pursuant to this Request for Proposal is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract.

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The County will provide the contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice shall not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

4. BACKGROUND:

4.1. This is a re-bid of a current contract which expires on December 31, 2020. The current contract pricing and all amendments can be viewed from our contract register at www.fairfaxcounty.gov/contracts by entering the contract number 4400006101 in the contract number field.

4.2. The following is a list of the buildings identified for service under this solicitation and the frequency of service required:

- a. **Reston Community Center at Hunters Woods**: Located at 2310 Colts Neck Road, Reston, Virginia. This facility is open seven days a week including all holidays except Christmas Day and Labor Day (first Monday in September). Operating hours on other holidays may vary. The Contractor is required to clean nightly with the exception of Christmas Day and Labor Day. Service may commence no earlier than 10:00 p.m. When Center events or rentals extend past 10:00, service may commence in non-public areas and should not interfere with Center activities.

Hours of Operation	
Monday – Thursday	9:00 a.m. – 10:00 p.m.
Friday – Saturday	9:00 a.m. – 12:00 a.m.
Sunday	9:00 a.m. – 8:00 p.m.

Average Daily Usage	
Public	547
Staff	45
Numerous events throughout the year, including concerts, special events and private rentals (wedding receptions, parties, etc.)	

Fixture Count			
Description	Amount	Description	Amount
Commodies	28	Urinals	10
Sinks	26	Showers	13
Lockers	189	Water Fountains	3
Refrigerators	3	Ovens	1 double
Kitchen Sinks	1 + 1 3-compartment	Stainless Counters	4
Elevator	1		

Square Footage	
Contracted	31,895
Restricted (1)	21,480
Total	53,375
(1) Pool Deck Area, Spa, Stage Area, Front Supply Closet, Woodshop Storage, Orchestra Pit, Maintenance Storage, Phone Room, Mechanical Rooms 1-3 do not require to be cleaned under this contract and shall not be accessed	
Lower Level	19,627
Main Level	25,034
Upper Level	2,675
Total Inside	47,336
Total Outside	6,039

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ROOM	SQ FT	TYPE
Aquatics Lobby and office	500	Carpet
Locker Rooms	2,900	Epoxy
Guard Office	660	Ceramic Tile
Lower Hall	632	Carpet
Elevator	64	Carpet
Maintenance Office	252	Carpet
Theatre Lobby	800	Carpet
Mail Room	250	Resilient Tile
Front Restrooms	414	Ceramic Tile
Theatre Seating Area	2,566	Carpet
Dance Studio	1,007	Wood
Dressing Rooms	90	Ceramic Tile
Loading Dock & Ramp	392	Concrete
Rear Lobby & Ramp	420	Carpet
Performing Arts Office	62	Carpet
Woodshop	986	Resilient Tile
Rear Hall	312	Carpet
Family Restroom	65	Ceramic Tile
Rear Hall Mech. Closet	91	Resilient Tile
Rear Restrooms	336	Ceramic Tile
Kitchen	390	Terrazzo
Computer Room	896	Carpet
Meeting Rms 1-4	1,725	Carpet
Meeting Rm 5	300	Carpet
Meeting Rm 6	980	Resilient Tile
Clerestory Area	1,400	Carpet
Booking Office	140	Carpet
Pool Overlook	610	Carpet
Community Room	3,306	Wood
Fireplace/Hall area	1,400	Carpet
Admin Office Area	697	Carpet
Admin Lobby	840	Carpet
Finance Director Office	40	Carpet
Finance Office	240	Carpet
Program Office	650	Carpet
Front Vestibule	264	Carpet
Outside Front Entrance	3,201	Concrete
Outside Rear Entrance	675	Asphalt

- b. **Reston Community Center at Lake Anne:** Located at 1609-A Washington Plaza, Reston, Virginia. This facility is open seven days a week, excluding major holidays. The contractor is required to clean nightly, except for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Service may commence no earlier than 10:00 p.m. When Center events or rentals extend past 10:00, service may commence in non-public areas and should not interfere with Center activities.

Hours of Operation	
Monday – Thursday	9:00 a.m. – 10:00 p.m.
Friday – Saturday	9:00 a.m. – 12:00 a.m.
Sunday	9:00 a.m. – 8:00 p.m.

SPECIAL PROVISIONS

Average Daily Usage	
Public	300
Staff	10
Special Events: Reston Multicultural Festival in mid-September	
Numerous events throughout the year, including concerts, special events and private rentals (wedding receptions, parties, etc.)	

Fixture Count			
Description	Amount	Description	Amount
Commodos	7	Urinals	2
Sinks	9	Water Fountains	1
Refrigerators	3	Warming Ovens	1
Kitchen Sinks	1 3-compartment	Stainless Counters	1

Total Square Footage: 13,016		
ROOM	SQ FT	TYPE
Restrooms	480	Ceramic Tile
Office	480	Carpet
3-D Gallery	522	Ceramic Tile
Wellness Studio	868	TileFlex
Fitness Studio A	1235	Harlequin Sprung Wood
Fitness Studio B	1099	Harlequin Sprung Wood
Jo Ann Rose Gallery	1740	Carpet
Kitchen	192	Vinyl Tile
Art Studio	1155	Concrete
3-D Media Studio	756	Concrete
Ceramic Studio	1038	Concrete
Conference Room	144	Carpet
Reception Area	1132	Decorative Tile
Rear Hall (Restrooms)	222	Vinyl Tile
Fitness Hall	250	Decorative Tile
Custodial Closet	48	Vinyl Tile

- c. **McLean Community Center:** Located at 1234 Ingleside Avenue, McLean, VA. This facility is open seven days a week, except for the following County holidays: New Year's Day, Martin Luther King's Birthday, George Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. The contractor is required to clean nightly with the exception of days that the McLean Community Center is closed. Service may commence no earlier than 30 minutes after the posted closing time of the facility. McLean Community Center will communicate any changes to the schedule which will require a later starting time.

Hours of Operation	
Monday – Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 12:00 a.m.
Saturday	9:00 a.m. – 12:00 a.m.
Sunday	12:00 p.m. – 6:00 p.m.

SPECIAL PROVISIONS

Average Daily Usage	
Public	300
Staff	35
Numerous events throughout the year, including concerts, special events and private rentals (wedding receptions, parties, etc.)	

Fixture Count			
Description	Amount	Description	Amount
Commodes	29	Urinals	6
Sinks	26	Showers	3
Water Fountains	7	Refrigerators	3
Ovens	1 double	Kitchen Sinks	2 + 1 3-compartment
Stainless Counters	4	Elevator	1

Square Footage	
Lower Level	6,742
Main Level	36,132
2 nd Level	11,132
Total Square Footage	56,006
Emerson Gallery, woodshop and storage rooms do not require to be cleaned under this contract and shall not be accessed. Custodial staff will be permitted access to certain storage rooms designated for storing cleaning equipment and supplies, which shall be maintained in a neat and orderly manner.	

ROOM	SQ FT	TYPE
Swinson	252	Carpet
Maffitt	846	Tile
Stedman	846	Tile
Community Hall	3,000	Wood
Kitchen	883	Linoleum
DuVal Studio	1,100	Concrete
Conference Room 1	252	Tile
Green Room	380	Carpet
Rehearsal Hall	1,100	Wood
Restrooms	1,425	Ceramic Tile
Lobby & Hallways	7,140	Carpet
McLean Room	1,000	Carpet
Shelp Room	1,613	Wood
Hampton Room	582	Carpet
Theatre Complex	6,481	Carpet and Tile
Admin Office	1,895	Carpet
Programs Office	723	Carpet
Theatre Office	563	Carpet

- d. **Old Firehouse Teen Center:** Located at 1440 Chain Bridge Road, McLean, VA. This facility is open 5 days a week (M-F) with special events, classes and rentals occurring frequently in the evenings and on weekends. The Contractor is required to clean nightly with the exception of following County holidays: New Year's Day, Martin Luther King's Birthday, George Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. Service may commence no earlier than 12:00 a.m. When the Center conducts events or rentals in the evenings, service must not begin until the event or rental has ended.

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Hours of Operation	
Monday – Thursday	9:00 a.m. – 6:00 p.m.
Friday	9:00 a.m. – 10:00 p.m.
Saturday and Sunday	Special (per rental or event not to end past midnight)
Special Events: Block Party in Late August Numerous other events throughout the year, including smaller events, private rentals and classes	

Fixture Count			
Description	Amount	Description	Amount
Commodes	6	Urinals	2
Sinks	6	Water Fountains	1
Refrigerators	2	Toaster Ovens	3
Kitchen Sinks	1	Countertops	3

Total Square Footage: 10,000		
ROOM	SQ FT	TYPE
Entry	77	Carpet
Lobby	425	Carpet
Game Room	1,271	Carpet
Restrooms	409	Poured Epoxy
Café	768	Vinyl Tiles
Computer lab	476	Carpet
Offices	875	Carpet
Multi-Purpose Room	3,500	Vinyl Tiles
Storage areas do not require to be cleaned under this contract and shall not be accessed		

5. STATEMENT OF NEEDS:

- 5.1. Qualified offerors are encouraged to submit a proposal to cover the management, supervision, equipment, and supplies necessary to provide Custodial Services at the facilities listed in this Request for Proposal as outlined in **Attachment B (Technical Provisions)**. The contractor will be responsible for the custodial services at these facilities, it's associated grounds and parking areas in an efficient, economical and reliable manner.

6. TECHNICAL PROPOSAL INSTRUCTIONS:

The offeror must submit their response to the Technical Proposal as instructed in Bonfire containing the following information. This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order and identified with headings as presented herein. In addition, the offeror will submit in Bonfire an executed County's Cover Sheet (DPMM32), all the Attachment A documents and all issued Addenda (as applicable).

6.1. Tab 1 – Introduction:

- a. Offeror Profile: Name of firm submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers.
- b. Contract History: Provide a narrative listing current contracts that are comparable in scope and size to the facilities identified earlier in Paragraph 4 of this RFP. The offeror may demonstrate comparable size if cumulative current contract building inventory is the same, or greater, in size and scope.

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1. Type of facility and gross square footage
2. Monthly and annual cost of contract
3. Services included in the contract
4. Type of contract (i.e. cost reimbursable, incentive fee, time & material, fixed price, etc.)
5. Start and end date of initial period of contract and the entire term of the contract

c. Management Controls:

1. Plan for keeping and maintaining reports, logs and records. This plan shall include but not be limited to samples of report forms for daily man-hours, staffing, employee work schedules, quality control, project work and special request, security clearances, training and monthly summaries of work performed. Also describe how the forms will be maintained and submitted.
2. A management plan to ensure that good tenant relations are maintained. This plan shall include a description of planned procedures for monitoring and following up on service calls and following up on tenant agency's complaints. A description of Project Manager and supervisory controls should be included.
3. Proposed delegation of Authority from home/district office to facility supervisors.
4. A copy of personnel procedures including, but not limited to, hiring, retention, low turnover ratio, assignment transfers, internal investigations and discipline procedures.
5. Provide examples and identify references who may verify the effectiveness of your company management controls.

d. Phase in Plan:

1. Proposed lead time for employees start dates from the notice to proceed.
2. A brief description of the plan and procedures to be employed to ensure the continuity of services at the facility during the phase in and transition to successive Contractor.

6.2. Tab 2 – Statement of Qualifications:

- a. Organizational and Staff Experience: Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include a minimum of 5 years direct experience with the specific subject matter.
- b. References: Special notation must be made of similar or related programs performed and must include organization names, addresses, names of contact persons, and telephone numbers for such reference. A minimum of 3 references are required, and at least 2 must be of similar size or scope to this contract/RFP.
- c. Personnel: Identify any key personnel (full time and part time) that will be assigned to service this contract. Hiring requirements or resume for supervisory staff and project management staff are required indicating education, background, and recent relevant experience. Resume should indicate size of facilities and a general scope of their responsibilities and achievements.

The personnel named in the technical proposal will remain assigned to the project throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

- d. A staffing plan is required which describes the Offeror's proposed staff distribution to accomplish this work. The staffing plan should indicate a chart that partitions the time

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commitment of each professional staff member across the proposed tasks and a timeline for the project. It is mandatory that this section identify the key personnel who are to work on the project, their relationship to be contracting organization, and amount of time to be devoted to the project. This includes Consultants as well as regular employees of the offeror, if relevant.

6.3. Tab 3 – Understanding the Statement of Needs:

The offeror must present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the “Statement of Needs” described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers providing the following information below:

This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope described in these Special Provisions.

- a. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the Statement of Needs and achieving project objectives. Statement and discussion of the requirements as they are analyzed by the offeror and should address the plans for the following items:
 1. Plan of Work
 2. Emergency Response Plan
 3. Quality Control Plan
 4. Training Program
 5. Supplies and Equipment
 6. Porter Services
 7. Communication System
 8. Key Control/Building Security
- b. Preliminary layouts, sketches, diagrams, other graphic representations, calculations, and other data as may be necessary for presentation, substantiation, justification or understanding of the Statement of Needs.
- c. Offeror should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for surmounting them. Special attention should be given to methodological issues that will be encountered in such a project.
- d. Offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the “Statement of Needs” section, and may propose alternative approaches.

7. COST PROPOSAL INSTRUCTIONS:

- 7.1. The offeror must submit their response to the Cost Proposal as instructed in Bonfire fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee. The following information should be submitted as part of the cost proposal:
 - a. Price for services should be clearly identified as a price per facility (reference Special Provisions paragraph 4) per month and per year.
 - b. Provide a cost breakdown for each major cost item such as labor, supplies, and equipment, for each facility.

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- c. Breakdown of direct labor and labor burden shall include projected number of man-hours, and respective hourly rates, and any additional associated costs by labor category for each facility.
- d. Breakdown of other expenses such as clerical support, overhead, management fees, G+ A and other supporting cost centers for each facility.
- e. Identify costs for additional services: Items 1-6 are applicable as a contract rate for any building covered under this contract and do not require a breakdown of costs:
 - 1. Emergency Service – cost per hour per person.
 - 2. Special event porter service – cost per porter per hour
 - 3. Carpet cleaning – cost per square foot – above required frequencies
 - 4. Strip and wax – cost per square foot - above required frequency
 - 5. Spray buffing – cost per square foot – above required frequency
 - 6. Regular day porter service – cost per porter per year for full time
- f. Financial Statements: The offeror shall provide an income statement and balance sheet from the most recent reporting period.

8. PRICING:

- 8.1. The subsequent contract will be a firm-fixed price agreement. Pricing will remain firm for the first two (2) years. Annual changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices, not to exceed 3%.
- 8.2. The request for a change in the unit price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).
- 8.3. Price decreases shall be made in accordance with paragraph 40 of the General Conditions & Instructions to Offerors. (Appendix A)

9. TRADE SECRETS/PROPRIETARY INFORMATION:

- 9.1. Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, offerors must invoke the protections of this section prior to or upon submission of the data or other materials.
- 9.2. **The offeror must identify the data or other materials to be protected and state the reasons why protection is necessary.** Disposition of material after award(s) should be stated by the offeror.
- 9.3. Request for Protection of Trade Secrets or Proprietary Information (Attachment A4) is provided as a courtesy to assist offerors desiring to protect trade secrets or proprietary information from disclosure under the Virginia Freedom of Information Act.
- 9.4. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

10. REQUIRED SUBMITTALS:

- 10.1. Each Offeror responding to this Request for Proposal must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP will result in the disqualification of the Offeror's proposal.

SPECIAL PROVISIONS**11. SUBMISSION OF PROPOSAL:**

- 11.1. Proposals must be received electronically through Fairfax County's online Procurement Portal at: <https://fairfaxcounty.bonfirehub.com>, on or before the Submittal Deadline. Submissions will only be accepted through the portal. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (i.e., e-mail) in response to this RFP. Proposal submissions and registration are free of charge. Offerors can register for a free account at: <https://fairfaxcounty.bonfirehub.com>, which will be required when preparing a submission. Documents may be uploaded at any time during the open period. The official time used for receipt of proposals/modifications is the time stamp within the Bonfire portal. No other clocks, calendars or timepieces are recognized. For technical questions related to a submission contact Bonfire at Support@GoBonfire.com or click on the link "Contact Bonfire Support here" under Need Help?. (Note: it takes an average of 16 minutes to an hour for a response). Therefore, offerors shall take the necessary steps to submit their proposals in advance.
- 11.2. Offerors can view all the user guide which provides step by step instructions regarding use of Bonfire: <https://support.gobonfire.com/hc/en-us/categories/360000773733-User-Guides>.
- Listed below are some helpful guides that will assist offerors regarding Registration and Submission:
- Vendor Registration
<https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>
 - Creating and uploading a submission
<https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors->
- 11.3. If, at the time of the scheduled proposal closing Fairfax County Government is closed due to inclement weather or another unforeseeable event, the proposal closing will still proceed electronically through the Bonfire system.
- 11.4. Technical Information: Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements for the Bonfire portal - Internet Explorer 11, Microsoft Edge, Good Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.
- 11.5. It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to the Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.
- 11.6. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired.
- 11.7. By executing the cover sheet (DPMM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions.

12. ADDENDA:

- 12.1. Offerors are reminded that changes to the bid, in the form of addenda, are often issued between the issue date and within five (5) days before the due date. All addenda shall be signed and submitted before the due date/time or must accompany the bid.

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- 12.2. Notice of addenda will be posted on eVA and Bonfire. It is the Offeror's responsibility to monitor the web page for the most current addenda at <https://fairfaxcounty.bonfirehub.com>.
- 12.3. The last day to submit question to be addressed in the addendum will be addressed in Bonfire under "Questions Due Date." All questions pertaining to this RFP shall be submitted to nicole.cifci@fairfaxcounty.gov.

13. PROPOSAL ACCEPTANCE PERIOD:

- 13.1. Any proposal submitted in response to this solicitation shall be valid for one hundred eighty (180) days. At the end of the days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

14. BASIS FOR AWARD:

- 14.1. This Request for Proposal is being utilized for competitive negotiation. Under the competitive negotiation process, a contract may be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the Request for Proposal. The County reserves the right to make multiple awards as a result of this solicitation.
- 14.2. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below. Based upon this review, the cost proposals of the highest rated offeror(s) will then be reviewed.
- 14.3. No Offeror, including any of their representatives, subcontractors, affiliates and interested parties, shall contact any member of the Selection Advisory Committee or any person involved in the evaluation of the proposals. Selection Advisory Committee members will refer any and all calls related to this procurement to the procurement official named in 2.5 above. Failure to comply with this directive may, at the sole discretion of the County, result in the disqualification of an offeror from the procurement process.
- 14.4. Based on the results of the preliminary evaluation, the highest rated offeror(s) may be invited by the County Purchasing Agent to make oral presentations to the Selection Advisory Committee. This committee will then conduct a final evaluation of the proposals. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.
- 14.5. 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 than the others under consideration, a contract may be negotiated and awarded to that offeror. The Committee will make appropriate recommendations to the County Executive and Board of Supervisors, if appropriate, prior to actual award of contract.
- 14.6. Proposal Evaluation Criteria
The following factors will be considered in the award of this contract:
 - a. Detailed response to Special Provisions, section 6.1 **(points 40)**
 - b. Qualifications of firm with appropriately qualified and experienced personnel (ref. Special Provisions, Section 6.2.) **(points 60)**

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- c. Detailed response to Special Provisions, section 5, STATEMENT OF NEEDS (ref. Special Provisions, Section 6.3.) **(points 150)**
- d. Reasonableness of cost proposal (ref. Special Provisions, Section 7) **(points 50)**
- 14.7. Fairfax County reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
- 14.8. The County Purchasing Agent may arrange for discussions with firms submitting proposals, if required, for the purpose of obtaining additional information or clarification.
- 14.9. Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the County Purchasing Agent, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Consequently, offerors should provide complete, thorough proposals with the offerors most favorable terms. Should proposals require additional clarification and/or supplementary information, offerors should submit such additional material in a timely manner.
- 14.10. Proposals which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.
- 14.11. The County may cancel this Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

15. INSURANCE:

- 15.1. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damages or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.
- 15.2. The Contractor shall, during the continuance of all work under the contract provide the following:
 - a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia.
 - b. The Contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the Contractor, its subcontractors, and the interest of the County, its officers and employees against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with the contracted work.
 - c. The Contractor agrees to maintain owned, non-owned, and hired Commercial Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Commercial Automobile Liability policy, or a Comprehensive General Liability policy.
 - d. The Contractor agrees to maintain Professional Liability insurance in the amount of \$1,000,000 per claim to cover each individual professional staff.

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- e. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- f. Rating Requirements:
 - (1) Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
 - (2) European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.

Indemnification: Article 58 of the General Conditions and Instructions to Bidders (Appendix A) shall apply.
- g. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent before any work is started.
- h. The Contractor will secure and maintain all insurance certificates of its subcontractors, if any, which shall be made available to the County on demand.
- i. If the Contractor delivers services from a County-leased facility, the Contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the Contractor while in their care, custody and control for the use of this contract. The Contractor will provide on demand certified copies of all insurance policies related to the contract within ten (10) business days of demand by the County. These certified copies will be sent to the County from the contractor's insurance agent or representative.
- 15.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty (30) day written notice to the County. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
- 15.4. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 15.5. The County, its officers and employees shall be named as an "additional insured" in the General Liability policies and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess."

16. METHOD OF ORDERING:

- 16.1. The County may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved County procurement cards.
- 16.2. A Purchase Order (PO) may be issued to the contractor on behalf of the County agency ordering the items/services covered under this contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of the Commonwealth of Virginia.
- 16.3. Procurement Card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement Card is currently a Master Card. Contractors are encouraged to accept this method of receiving orders.
- 16.4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.

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- 16.5. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed. Purchase requisitions shall not be used for placing orders.

17. REPORTS AND INVOICING:

- 17.1. The Contractor must maintain all records in compliance with federal and state regulations. The Contractor(s) must submit to each program administrator, monthly statistical reports and an annual tabulated report.
- 17.2. The Contractor must invoice each County department using the final contract separately. Invoices for all users of the contract must meet County requirements, unless otherwise indicated. The Contractor must send each department an itemized monthly invoice (or as agreed to between the parties), which must include the information listed below:
- a. County Purchase Order Number;
 - b. County Contract Number
 - c. The name of the County department;
 - d. Month of services
 - e. Description of services;
 - f. The itemized cost for each item/service; and
 - g. Invoice Number and Date
- 17.3. County departments must receive monthly invoices by the 10th of each month following the month the Contractor provided the service. In addition, the Contractor will provide each County department a monthly and year-to-date utilization report which lists all information shown above in paragraph 17.2, a-g. The Contractor will mail the invoices and the utilization reports to the individuals identified in the final contract.

18. CHANGES:

- 18.1. Fairfax County may, at any time, by written order, require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The County Purchasing Agent must approve all work that is beyond the scope of this Request for Proposal.
- 18.2. No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the Fairfax County Purchasing Agent.

19. DELAYS AND SUSPENSIONS:

- 19.1. The County may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the County. The County will extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.
- 19.2. If the County does not direct the Contractor, in writing, to suspend, delay, or interrupt the contract, the Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. The County may extend the Contractor's time of completion by a period of time

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that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.

- 19.3. The Contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the Purchasing Agent such work is not impacted by the County's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

20. ACCESS TO AND INSPECTION OF WORK:

- 20.1. The Fairfax County Purchasing Agent and using agencies will, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.

21. DATA SOURCES:

- 21.1. The County will provide the Contractor all available data possessed by the County that relates to this contract. However, the Contractor is responsible for all costs for acquiring other data or processing, analyzing or evaluating County data.

22. SAFEGUARDS OF INFORMATION:

- 22.1. Unless approved in writing by the County Purchasing Agent, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the Contractor under the final contract.

23. ORDER OF PRECEDENCE:

- 23.1. In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, (Appendix A).

24. SUBCONTRACTING:

- 24.1. **Subcontractors are not to be used in the performance of this contract.**

25. USE OF CONTRACT BY OTHER PUBLIC BODIES:

- 25.1. Reference Paragraph 71, General Conditions and Instructions to Bidders, Cooperative Purchasing. Offerors are advised that the *resultant* contract(s) may be extended, with the authorization of the Offeror, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your offer.
- 25.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 25.3. Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies.

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- 25.4. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contracts terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 25.5. Fairfax County **shall not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

26. NEWS RELEASE BY VENDORS:

- 26.1. As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the County. All proposed news releases will be routed to the Purchasing Agent for review and approval.

27. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

- 27.1. Fairfax County Government is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment. Your acceptance of this contract acknowledges your commitment and compliance with ADA.
- 27.2. Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. Bidders requesting special accommodations should call the Department ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

28. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

- 28.1. Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.