

Town of Abingdon  
**INVITATION TO BID**



Project Title:

**HARRY L. COOMES RECREATION CENTER PARKING LOT**

**Bid Release Date: April 9, 2024**

**Bid Opening/Due Date: 10:00 AM on Tuesday, April 23, 2024**

**Courier or Hand Delivery Address:**

Michael Surrett  
Public Works Director  
Town of Abingdon  
299 Kings Mountain Drive  
Abingdon, Virginia 24210

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

# Contents

ADVERTISEMENT FOR BIDS HARRY L. COOMES RECREATION CENTER PARKING LOT.....	3
INFORMATION FOR BIDDERS .....	4
PROJECT DESCRIPTION.....	4
BACKGROUND .....	4
SCOPE OF WORK .....	4
PROJECT SCHEDULE.....	7
CONTRACT AWARD .....	8
MINIMUM REQUIRMENTS .....	8
SELECTION PROCESS.....	10
PRE-BID CONFERENCE.....	10
SUBMISSIONS AND DEADLINES.....	10
CIVIL RIGHTS.....	12
PROPRIETARY AND CONFIDENTIAL INFORMATION .....	13
ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM .....	14
ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM .....	15
ATTACHMENT C. NON-COLLUSION AFFIDAVIT .....	16
ATTACHMENT D. NOTICE OF EXCEPTIONS.....	17
BID PROPOSAL.....	18
*Insert "a corporation", "a partnership", or "an individual" as applicable.....	18
WORK SCHEDULE .....	21
BID BOND .....	22
PAYMENT BOND.....	23
PERFORMANCE BOND.....	25
AGREEMENT.....	29
NOTICE TO PROCEED.....	33
GENERAL TERMS AND CONDITIONS .....	34
Maps .....	40

ADVERTISEMENT FOR BIDS



**ADVERTISEMENT FOR BIDS HARRY L. COOMES RECREATION CENTER PARKING LOT**

Sealed bids for HARRY L. COOMES RECREATION CENTER PARKING LOT for the Town of Abingdon, Virginia will be received by Michael Surrett, Public Works Director, until **10:00AM local time, Tuesday, April 23, 2024**, at the Public Works Administration Building, 299 Kings Mountain Drive, Abingdon, Virginia 24210 at which time they will be opened and publicly read aloud. The work will consist of annual asphalt paving, milling and striping at various locations in Town.

Sealed proposals shall state on the outside of the envelope the company's name and address and "BID PROPOSAL-HARRY L. COOMES RECREATION CENTER PARKING LOT", addressed to the attention of Michael Surrett, Public Works Director, 299 Kings Mountain Drive, Abingdon, Virginia 24210. **Bidders must be licensed as a Class A Contractor in the Commonwealth of Virginia.** All work shall conform to VDOT Road and Bridge Standards and Specifications. The bidder's attention is directed to the requirements of Title 2.2 Chapter 43, of the Code of Virginia and Chapter 2, Article V of the Code of Ordinances of the Town of Abingdon. The procedure for withdrawal of bids shall conform to Code of Virginia, Section 2.2-4330.B. (I). The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. The Town reserves the right to reject any or all bids, to waive any irregularities or informalities in the bidding, and to accept the proposal, which, in its opinion, will be in the best interest of the Town.

*Michael Cochran, Town Manager  
April 9, 2024*

# INFORMATION FOR BIDDERS

## PROJECT DESCRIPTION

The Town of Abingdon Virginia (Hereafter also referred to as "The Town") seeks sealed bids to resurface the HARRY L. COOMES RECREATION CENTER PARKING LOT. Asphalt maintenance shall include but is not limited to milling, paving and striping of the parking lot.

## BACKGROUND

The Town of Abingdon's asphalt maintenance to repair and replace worn, cracked and dilapidated asphalt on the HARRY L. COOMES RECREATION CENTER PARKING LOT.

## SCOPE OF WORK

The following specifications are provided as a minimal requirement only. The Town will consider any product/service that meets or exceeds the minimum requirements. The Town will provide the contractor with a work schedule of the parking lot to be resurfaced. The Town reserves the right to adjust the work schedule based on the Town's needs. A final work schedule will be established prior to work commencing.

### 1. PAVEMENT PLANING

- A. DESCRIPTION: This work shall consist of planing the existing surface in accordance with these specifications and in reasonably close conformity with the lines, grades and profiles called for or established by the Director of Public Works. The allowable dates and times for all work under this section shall be as stated hereinafter under "HARRY L. COOMES RECREATION CENTER PARKING LOT". The planed surface shall be free from gouges, ridges, sooting, oil film, loose asphalt and other loose materials, and other imperfections of workmanship and shall have a mosaic appearance suitable as a riding surface.
- B. EQUIPMENT AND CONSTRUCTION METHODS: The planing work shall be performed with a pavement-planing machine of a type that has operated successfully on work comparable to that proposed to be performed under this contract. Sufficient passes or cuts shall be made such that all irregularities or high spots are eliminated and the pavement surface planed to the designated grade or gradient of approximately 1/4 inch per foot or as directed by the Director of Public Works. Super elevated curves shall be planed as directed by the Director of Public Works. Where the pavement is to be resurfaced, a minimum one-and-one-half inch (1-1/2") to two inch (2") depth (depending upon the required resurfacing depth and unless specified otherwise) shall be cut along any gutter lines, paved and concrete entrances, radii of side streets, etc. to eliminate the necessity of feathering the edge of the new surface. This applies to all streets to be resurfaced. Unless otherwise specified or directed by the Director of Public Works, pavement cuttings shall become the property of the contractor who shall be responsible for their proper disposal. The work shall be conducted in a manner which protects adjacent or abutting facilities such as curb and gutter, from damage. The contractor at his expense shall repair facilities damaged by the milling process. The designation of damaged facilities shall be at the discretion of the Director of Public Works. Unless otherwise permitted, all equipment and vehicles in use under traffic shall be equipped with and shall operate flashing or rotating amber

warning lights. In addition, trail vehicles shall be equipped with electronic flashing or sequential amber arrows. All costs for safety and warning devices mounted on equipment and vehicles shall be included in the price bid for the various contract items of work.

- C. MILLING AND COLD PLANING METHOD: The milling or cold planing method shall incorporate a machine capable of cutting at least two (2) inches deep in flexible pavement and 1/2" deep in rigid pavement while leaving a uniformly cut and drivable roadway surface capable of handling traffic prior to placement of the overlay. The ground speed of the machine shall be independent of the cutting equipment. The machine shall have an integral loader, which shall pick up cuttings from the roadway and discharge them into a truck, all in one operation. All loose cuttings, which are left on the roadway, gutters, sidewalks or shoulders, shall be removed by hand or mechanical sweeping and transferred to trucks for removal from the site each day such that the roadway and adjacent area are left clean and free of all loose cuttings. The machine shall have a self-contained water system for control of dust and fine particles. The machine shall be capable of working in wet and dry conditions down to an air temperature of 32 degree F. The width of the machine shall be such as to allow controlled traffic.
- D. METHOD OF MEASUREMENT: Pavement planing will be measured in square yards of pavement surface for the depth range actually cut.
- E. BASIS OF PAYMENT: Pavement planing will be paid for at the contract unit price per square yard, for each depth range, which price shall be full compensation for the planing operation, clean-up, removal and disposal of existing pavement, and for all materials, labor, tools, equipment and incidentals necessary to complete the work.

Payment will be made under	<u>Pay Item</u>	<u>Pay Unit</u>
	Asphalt Pavement Planing	Square Yard (0"-2" Depth)
	Asphalt	Tonnage

**2. ASPHALT RESURFACING WORK**

- A. Resurfacing work shall be scheduled to begin on or subsequent to a date to be specified in the Work Schedule and shall be completed and invoiced **no later than Friday, June 28, 2024**. No work shall be performed on weekends or Town recognized holidays unless specifically approved otherwise or as permitted hereinafter.
- B. Night work is preferred for this project. All work **may** be restricted to the nighttime hours of 7:00 p.m. to 7:00 a.m., Monday through Friday, except for shift overlap hours on Sunday evening and/or Saturday morning. Work on all collector or local/residential streets shall take place during daylight hours, Monday through Friday, excluding Town recognized holidays, unless otherwise approved.
- C. Finished surfaces shall be sloped to drain and shall not have areas that do not drain properly. Asphalt planing operations and/or leveling courses/passes shall be utilized as needed to insure true, smooth, and properly sloped surfaces.
- D. Temporary pavement markings are required to be installed within 24 hours of the time they are obscured, whether by planing or by covering with new asphalt. "Unmarked Pavement" signs are

required immediately following paving where markings are not installed immediately following paving or where pavement markings are incomplete.

- E. Roadways or roadway sections to be resurfaced that are not designated for milling shall have a milled wedge 1.5" in depth cut where new asphalt joins existing concrete, roadways, alleys, entrances, etc., unless otherwise directed, to prevent feathering the edge of new asphalt.
- F. Contractor is responsible for locating noted electric box (noted on map) and make adjustments to grade.
- G. All asphalt debris/waste, which is left on the roadway, gutters, sidewalks or shoulders shall be removed by hand or mechanical sweeping and transferred to trucks for removal from the site each day such that the roadway and adjacent area are left clean and free of all asphalt debris/waste.
- H. The Contractor is to furnish, at his expense, all flagmen, warning signs, lights and devices necessary for the safe movement of traffic and pedestrians around or through the work zone. This shall include "unmarked pavement", "bump", etc. signs as needed. All traffic control shall comply with the VDOT Work Area Protection Manual, Latest Edition. When and where applicable, the Contractor is responsible for the advance blocking or barricading of parking or other areas as required for access for milling and paving operations. Contractor shall not restrict access to parking areas any longer than necessary and shall immediately remove all barricades after each particular operational phase is complete. The Town will provide the required signage (mounted on sawhorse barricades) necessary for communicating the hours of restricted parking, etc. However, the contractor shall be responsible for placing and removing this signage and all other traffic control devices.
- I. The Town reserves the right to add or delete paving locations, from the approved list during the course of the contract. However, it is expected that the final quantities will be within plus or minus 25% of the amount bid.
- J. The Contractor shall replace or install small asphalt berms or swales for drainage control at locations adjacent to streets being paved as requested or directed by the Town. Cost for this work shall be included in the unit price bid for bituminous concrete in place.

### **3. EEO REGULATIONS**

The contractor shall abide by Va. Code § 2.2-4311. Employment discrimination by contractor prohibited; required contract provisions:

- A. During the performance of this contract, the contractor agrees as follows:
  - 1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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.

2. 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.
  3. 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 the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

#### **4. ASPHALT CEMENT ADJUSTMENT**

- A. The bidder shall state in the spaces provided on the bid proposal the price per imperial ton for PG 64-22 and PG 76-22 used in calculating the bid price per ton for all asphalt items. These numbers will establish the base price for the life of the project work. An adjustment to the contract unit price will be made for all contract asphalt items, based on the difference between the contract base price and the price current during the month in which the work is performed. The quantity of asphalt cement for asphalt concrete pavement to which the adjustment will be applied will be the quantity based on the percent of asphalt cement shown on the appropriate job mix formula for each respective contract asphalt item.

#### **5. EXAMINATION OF PROJECT AND SPECIFICATIONS**

Before submitting a bid, each Bidder must:

- Examine the specifications and scope of work thoroughly;
- Familiarize themselves with all local laws, ordinances, rules and regulations affecting the performance of the work;
- Carefully correlate observations with the requirements of the specifications.

#### **6. RESURFACING MATERIALS AND APPLICATIONS**

When submitting a bid, the Bidder shall consider the requirements of the Virginia Department of Transportation Road and Bridge Specifications (Latest Edition).

## PROJECT SCHEDULE

Invitation to Bid Release: Tuesday, April 9, 2024

Sealed Bid Due Date: Tuesday, April 23, 2024, 10:00 AM

Sealed Bid Opening: Tuesday, April 23, 2024, 10:00 AM

Award Date: Anticipated by Monday, May 6, 2024, (pending Abingdon Town Council Approval)

Work To Begin: Following award - Notice to Proceed is issued, and as weather allows.

Work Completion Date: Friday, June 28, 2024

## CONTRACT AWARD

After Council approval, the Town will enter in to a contract with the lowest responsive and responsible bidder. Documents and information submitted in this Invitation to Bid will be used in that contract. The successful firm will be required to have or acquire a Town of Abingdon Business License before work can begin.

**Contact:** Megan Erwin  
Contract Administrator/Procurement Specialist  
299 Kings Mountain Drive  
Abingdon, VA 24210  
(276) 525 – 4934  
merwin@abingdon-va.gov

## MINIMUM REQUIREMENTS

The Town will evaluate all written submittals. All Bids must meet the specification as outlined in this Invitation to Bid. The Town reserves the right to investigate the qualifications and experience of the proposers. Bids not sufficiently detailed or in an unacceptable form may be rejected by the Town. Dates and documentation included in the bid become public information upon award of the contract. The Town may waive any informalities or minor defects, or reject any and all BIDS.

**Interested Bidders must follow the process outlined in the following pages in submitting their Bids.**

### Bidder Requirements

**The Town will require a 5% bid bond. All BIDS will remain subject to acceptance for sixty (60) days after the day of the BID opening. A conditional or qualified BID will not be accepted.**

Bidder must provide evidence, satisfactory to the Town, of the following insurance requirements:

- Owner requires the Contractor to have and maintain the following insurance coverage and indemnification provisions with the Town of Abingdon named as an additional insured hereunder.



- The Contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following minimum limits:
- *Bodily Injury by Accident: \$100,000 each accident*
- *\$1,000,000 per occurrence limit Comprehensive General Liability: \$1,000,000 per occurrence Automobile Liability: \$1,000,000 per occurrence for bodily injury*
- *\$1,000,000 per occurrence for property damage Workers' Compensation Statutory Limits*
- Proof of Insurance
- The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates, and date of expiration of policies. Such certificates shall also contain substantially the following statement: The insurance covered by this certificate will not be cancelled or materially altered, except after (30) thirty days written notice has been received by the Owner.

When determining whether a Bidder is responsible the following factors may be considered. Any one of which will suffice to determine whether a Bidder is responsible or the Bid is the most advantageous to the Town:

- The ability, capacity and skill of the proposer to perform the contract or provide the equipment and/or service required.
- Whether the proposer can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract.
- The previous and existing compliance by the Bidder with laws relating to the contract or service.
- Evidence of collusion with any other Bidders, in which case colluding Bidders will be restricted from submitting further Bids on the subject project or future bids, for a period not less than three years.
- The Bidder has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Bidder shall affirmatively disclose to the Town all such convictions, especially of management personnel or the Bidders as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the Town's sole option and discretion, for termination for default subsequent to award or execution of the contract.
- If the Bidder will be unable, financially or otherwise, to perform the work.
- At the time of the Bid opening, the Bidder is not authorized to do business in the Virginia, or otherwise lacks a necessary license, registration or permit, or for Asphalt Concrete Paving.
- Any other reason deemed proper by the Town.

## **SELECTION PROCESS**

Award to the lowest responsive and responsible bidder. **Performance and Payment bonds in the amount of 100% of the contract price will be required with the agreement.**

The contractor to whom the contract is awarded will be required to execute the Agreement and obtain the performance BOND and payment BOND within ten (10) calendar days from the date when NOTICE OF AWARD is delivered to the BIDDER. The NOTICE OF AWARD shall be accompanied by the necessary Agreement and BOND forms. In case of failure of the BIDDER to execute the Agreement, the OWNER may at his option consider the BIDDER in default, in which case the BID BOND accompanying the proposal shall become the property of the OWNER.

The OWNER within ten (10) days of receipt of acceptable performance BOND, payment BOND and Agreement signed by the party to whom the Agreement was awarded shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the OWNER not execute the Agreement within such period, the BIDDER may by WRITTEN NOTICE withdraw his signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the OWNER.

The NOTICE TO PROCEED shall be issued at the time of the execution of the Agreement by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the ten (10) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the Agreement without further liability on the part of either party.

## **PRE-BID CONFERENCE**

N/A

## **SUBMISSIONS AND DEADLINES**

**Fully responsive Bids will contain the following information:**

1. The name, address, and phone number of three to five current contacts for whom you have performed similar services with photos of finished project.
2. Letter or other documentation stating the Project Manager with the following contact information; name, company mailing address, email address, office phone number and if available, mobile phone number.
3. Proof of Insurance
4. Copy of Virginia Contractor licenses
5. Attachments A, B, C and D as provided
6. Bid Forms completely filled out and signed. (see attachments)
7. Bid Bond (5%)

**Bids must be sealed and received no later than 10:00 a.m., Tuesday, April 23, 2024.** The submittals are to be marked on the outside "HARRY L. COOMES RECREATION CENTER PARKING LOT" along with the Proposers company name.

**Courier or hand delivered** must be received by the deadline and addressed to:

Michael Surrett  
Public Works Director  
Town of Abingdon  
299 Kings Mountain Drive  
Abingdon, Virginia 24210

Questions concerning the Invitation to Bid can be directed to the contact information below, and shall be received no later than **4:00 PM, Thursday, April 18, 2024**. Any questions received after Thursday, April 18, 2024 may not be answered in fairness to other Bidders.

**Scope of Service**

Mathis Price  
Superintendent Streets  
299 Kings Mountain Drive  
Abingdon, VA 24210  
(276) 698 – 0966  
[cmprice@abingdon-va.gov](mailto:cmprice@abingdon-va.gov)

**Contract/Procurement**

Megan Erwin  
Contract Administrator/Procurement Specialist  
299 Kings Mountain Drive  
Abingdon, VA 24210  
(276) 525 - 4934  
[merwin@abingdon-va.gov](mailto:merwin@abingdon-va.gov)

Bids received after the stated deadline will not be accepted.

This Invitation to Bid does not commit the Town to pay any costs incurred by the individuals or firms in the preparation and submission of the Bid. **The Town of Abingdon reserves the right to reject any or all Bids at any time without penalty.**

**The Town of Abingdon is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.**

## **CIVIL RIGHTS**

The Town of Abingdon assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.

**ANTI-DISCRIMINATION:** By submitting their proposals, offers certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and Code of Virginia 2.2-4311, 2.2-4311.2, and 2.2-4312 of the Virginia Public Procurement Act (VPPA). 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 recipients religion, religious belief, refusal to participate in a religious practice, or on the race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, 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. (Code of Virginia 2.2.4343.1E).

### **Contract amount equals or exceeds \$10,000.**

1. During the performance of this contract, the contractor agrees as follows:
  - i. During the performance of this contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, or any other basis prohibited by 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, shall state that it 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 these requirements.
  - iv. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Town may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from City contracting regardless of whether the specific contract is terminated.

2. The contractor will include the provisions of Paragraph a.1, preceding above, in every subcontract or purchase order equals or exceeds \$10,000, so that the provision will be binding upon each subcontractor or vendor.

**ANTI-DISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, or any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the Town has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

## **PROPRIETARY AND CONFIDENTIAL INFORMATION**

The Town promises to keep confidential, subject to the terms of this paragraph and to the extent permitted by law, Proprietary Information submitted in response to this Request for Proposal. For purposes of this paragraph, "Proprietary Information" means all confidential and/or proprietary knowledge, data or information in which the Offeror has a protectable interest, including: (a) trade secrets, inventions, ideas, know-how, improvements, discoveries, developments, designs and techniques; (b) information regarding research and development, new products marketing and selling, business plans, licenses, records, facility locations, documentation, software programs, price lists, contract prices for purchase and sale of the Offeror's services, customer lists, prospect lists, pricing on business proposals to new and existing customers, supplier pricing, equipment configurations, ledgers and general information, employee records, mailing lists, accounts receivable and payable ledgers, budgets, financial and other records of the Offeror; and (c) information regarding the skills and compensation of other employees of the Offeror. "Proprietary Information" does not include, however, information that is publicly available or readily ascertainable by independent investigation. To qualify Proprietary Information for protection from disclosure, the Offeror must: 1) request protection of the Proprietary Information before, or contemporaneously with, submission of the Proposal; 2) identify the Proprietary Information to be protected; and 3) state the reasons why the information is proprietary. The Offeror cannot designate as Proprietary Information a) an entire proposal; b) any portion of a proposal that does not contain Proprietary Information; c) line item prices; or d) the total proposal price. The Town may decline to defend against a lawsuit filed against it to compel release of information designated as proprietary, but in that event the Town will provide reasonable notice to the Offeror regarding its decision to defend pending lawsuits.

**ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM**

Code of Virginia 2.2-4342F (updated 07/01/18): “Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices.”

Trade secrets or proprietary information shall be identified in writing on this form, either before or at the time the data or other material is submitted. Note: If proprietary/confidential information is identified, Bidder/Offeror must submit a redacted copy (in electronic PDF format) of their bid/proposal in addition to the required number of copies requested. The proprietary or trade secret material must be clearly identified in the redacted bid/proposal copy by a distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Bidder/Offeror:

\_\_\_\_\_

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Bidder/Offeror may attach additional sheets if necessary

Check this box if there are none.

## ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM

### STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

Pursuant to Code of Virginia 2.2-4311.2 subsection B, a bidder/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/proposal the identification number issued to it by the State Corporation Commission (SCC) and shall not allow the identification number to lapse, be revoked or cancelled at any time during the term of the contract. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid/proposal a statement describing why the bidder/offeror is not required to be so authorized. A link to the SCC site is at <http://www.scc.virginia.gov>.

Select one of the following boxes. The undersigned Offeror:

- is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location).
- is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. Attach opinion of legal counsel to this form.
- has not completed any of the foregoing options but currently has pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wishes to be considered for a waiver to allow them to submit the SCC identification number after the due date for bids/proposals. The Town reserves the right to determine in its sole discretion whether to allow such waiver.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Print)

Name of Firm: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT C. NON-COLLUSION AFFIDAVIT**

Under oath, I hereby affirm under penalty of perjury:

- (1) That I am the offeror or a partner of the offeror, or an officer or employee of the offeror’s corporation with authority to sign on its behalf;
- (2) That the attached proposal or proposals have been arrived at by the offeror and have been arrived at and submitted without collusion or any design to limit bidding or competition;
- (3) That the contents of the proposal or proposals have not been communicated to any person not an employee or agent of the offeror on any bid furnished with the proposal or proposals, and will not be communicated to any such person prior to the official opening of the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print)

Name of Firm: \_\_\_\_\_

Title: \_\_\_\_\_

TOWN OF \_\_\_\_\_,

STATE OF \_\_\_\_\_, to  
wit:

I, \_\_\_\_\_, a Notary Public, do  
certify that \_\_\_\_\_ whose  
name is signed to the foregoing has this date acknowledged the same before me in my Town foresaid.  
Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_.

Notary Public \_\_\_\_\_.



**ATTACHMENT D. NOTICE OF EXCEPTIONS**

Name of Bidder/Offeror:

---

List exceptions to any portions of ITB/RFP (i.e. General Terms & Conditions, Federal Terms & Conditions, Special Terms & Conditions):

---

---

---

---

---

---

---

---

Check this box if there are none.

NOTE: THIS FORM IS NOT REQUIRED OR REQUESTED TO BE COMPLETED IN THE FOLLOWING INSTANCES. IF YOU FEEL THIS FORM DOES NOT APPLY TO YOUR SOLICITATION, PLEASE SELECT ONE OF THE FOLLOWING BOXES AND RETURN THIS FORM WITH YOUR BID/PROPOSAL SUBMISSION.

- Per Virginia Code § 2.2-4302.2 (3): “In the case of a proposal for information technology, as defined in § 2.2-2006, a public body shall not require an offeror to state in a proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation.”
- Per Virginia Code § 2.2-4302.2 (4): “For architectural or engineering services, the public body shall not request or require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations.”

\*This document shall be completed & returned with proposal submission.

**BID PROPOSAL**

Proposal of \_\_\_\_\_ (hereinafter called "Bidder"), organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_ \*. To the TOWN OF ABINGDON, VIRGINIA (hereinafter called "Town").

In accordance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the construction of HARRY L. COOMES RECREATION CENTER PARKING LOT in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party hereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to **fully complete the work as defined in the bid schedule by Friday, June 28, 2024**. Bidder further agrees to pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day thereafter.

**Bidder acknowledges receipt of the following Addendum:**

---

---

---

Bid security in the amount of 5% of the amount bid in the form of (BID BOND) (CERTIFIED CHECK) is submitted herewith.

**\*Insert "a corporation", "a partnership", or "an individual" as applicable.**

BASE BID SCHEDULE

BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):

Item	Description	Estimated Quantity		Unit Price	Total Price
1.	ASPHALT, SM-9.5A	742	TON	\$	\$
2.	TACK COAT (.06 gal/sq. yd.) (8504 sq. yds.)	510	GAL	\$	\$
3.	MILLING, 0"- 1.5"	529	SY	\$	\$
4.	Handicap spaces	7	EACH	\$	\$
5.	VDOT, TYPE.B CLASS I MARKING, 4", parking lines, gore areas, center line	4727	LF	\$	\$
6.	Maintenance of Traffic		LS	\$	\$
7.					
8.					
9.					
10.					
11.					
12.					
<b>Bid Quantities Total</b>				\$	

**TOTAL COST OF ALL BID ITEMS:** (\$ \_\_\_\_\_). (In figures)

(IN WORDS)

Bid prices in this contract for items containing PG 64-22 were developed using an f.o.b. price of \$ \_\_\_\_\_ per imperial ton for PG 64-22. The latest industry quote available is attached and establishes the base asphalt cement price for the life of the project.

Bid prices in this contract for items containing PG 76-22 were developed using an f.o.b. price of \$ \_\_\_\_\_ per imperial ton for PG 76-22. The latest industry quote available is attached and establishes the base asphalt cement price for the life of the project.

Price quotes signed by each supplier from which the Contractor proposes to obtain PG 64-22 and PG 76-22 shall be maintained by the successful bidder. These quotes shall be retained on site during the life of the Contract for review by the Town upon request.

THE ABOVE UNIT PRICES SHALL INCLUDE THE COSTS OF ALL ASPHALT WEDGING AROUND MANHOLES, VALVE BOXES, ETC., ALL TRAFFIC CONTROL, ALL MANHOLE AND VALVE BOX ADJUSTMENTS TO GRADE, ALL CLEAN-UP, ALL ASPHALT BERMS, AND OTHER ITEMS REQUIRED TO COMPLETE THE REQUIREMENTS AND INTENT OF THE CONTRACT AND AS STATED IN THE SCOPE OF WORK SECTION OF THESE BID DOCUMENTS.

**NOTE: The Town reserves the right to add or delete paving locations, from the approved list during the course of the contract. However, it is expected that the final quantities will be within plus or minus 25% of the amount bid. (See Special Provisions)**

_____	_____
(Company)	(Address)
_____	_____
(Signed)	(Date)
_____	_____
(Written Name)	(Business Phone No.)
_____	_____
(Title)	(Email address)

Virginia Contractor License Number: \_\_\_\_\_

## WORK SCHEDULE



### PAVEMENT PAVING AND PLANING LOCATIONS AND WORK SCOPE

#### WORK SCHEDULE LOCATIONS SPRING 2024

##### ***Front parking lot, VDOT SM-9.5A (non-polishing aggregate).*** (Approximately 4738 Sq/Yds)

1. **Overlay/Resurface with 1.5" VDOT SM-9.5A (non-polishing aggregate).**
2. Mill and Remove 1.5"-0" of existing asphalt at seams and along concrete sidewalk.
3. Be aware of electrical box during paving (marked on map).

##### ***Rear Driveway, VDOT SM-9.5A (non-polishing aggregate)*** (Approximately 3766 Sq/Yds)

1. **Overlay/Resurface with 1.5" VDOT SM-9.5A (non-polishing aggregate).**
2. 2" of asphalt on grass area, location marked on map.
3. Taper to grade of existing trails in two locations marked on map.
4. Taper asphalt coming off walkway (marked on map).
5. Leave a 2' strip of non-asphalt area along the back of building, off the existing concrete (marked on map).
6. Mill and remove 1.5"-0" of existing asphalt at wedge area in rear of building, marked on map.

#### **Work Schedule Notes:**

- Clean all areas of milling waste and asphalt waste during and immediately after these operations.
- Provide temporary pavement markings as directed by Town Engineer or their direct representative. VDOT Type A
- Provide/Replace permanent pavement markings as directed by Town Engineer or their direct representative. VDOT Type B Class 1

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly bound unto the Town of Abingdon, Virginia, as OWNER in the penal sum of \_\_\_\_\_ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns. Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The Condition of the above obligations such that whereas the Principal has submitted to \_\_\_\_\_ a certain BID, attached hereto and made a part hereof to enter into a contract in writing for the:

**ASPHALT RESURFACING WORK**

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID), and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID.

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein state.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Principal (L. S.)

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_ hereinafter called  
Principal and \_\_\_\_\_  
(Corporation, Partnership or Individual)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

Hereinafter called SURETY, are held and firmly bound unto the:

TOWN OF ABINGDON  
P. O. BOX 789  
ABINGDON, VIRGINIA 24212

Hereinafter called OWNER, in the penal sum of \_\_\_\_\_  
Dollars, (\$ \_\_\_\_\_) in lawful money of the United States for the payment of which sum well and truly to  
be made, we bind successors, assigns, and ourselves jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with OWNER,  
dated the \_\_\_\_\_ day of \_\_\_\_\_, 2024, a copy of which is hereto attached and made a part hereof  
for the construction of:

**HARRY L. COOMES RECREATION CENTER PARKING LOT**

NOW, THEREFORE, if the Principal shall well promptly make payment to all persons, firms, SUBCONTRACTORS, and  
corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract,  
and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline,  
coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of  
such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by  
SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of  
time, alteration or addition to the terms of the contract or to the WORK to be performed thereunder or the  
SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive  
notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to  
the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in \_\_\_\_\_(number) counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Principal  
\_\_\_\_\_  
(Principal) Secretary

By: \_\_\_\_\_(s)

(SEAL)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
Witness as to Surety  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Surety  
By: \_\_\_\_\_  
Attorney in Fact  
\_\_\_\_\_  
(Address)

NOTE: Date of BOND must not be prior to date of Contract.  
If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the PROJECT is located.



**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_ hereinafter called  
Principal and  
(Corporation, Partnership or Individual)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

Hereinafter called SURETY, are held and firmly bound unto the:

TOWN OF ABINGDON  
P. O. BOX 789  
ABINGDON, VIRGINIA 24212

Hereinafter called OWNER, in the penal sum of \_\_\_\_\_  
Dollars, (\$ \_\_\_\_\_) in lawful money of the United States for the payment of which sum well and truly to  
be made, we bind successors, assigns, and ourselves jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with OWNER,  
dated the \_\_\_\_\_ day of \_\_\_\_\_, 2024, a copy of which is hereto attached and made a part hereof  
for the construction of:

**HARRY L. COOMES RECREATION CENTER PARKING LOT**

NOW, THEREFORE, if the Principal shall well promptly make payment to all persons, firms, SUBCONTRACTORS, and  
corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract,  
and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline,  
coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of  
such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by  
SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of  
time, alteration or addition to the terms of the contract or to the WORK to be performed thereunder or the  
SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive

notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in \_\_\_\_\_(number) counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
(Principal) Secretary

By: \_\_\_\_\_(s)

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

\_\_\_\_\_  
Surety

ATTEST:

By: \_\_\_\_\_

Attorney in Fact

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

NOTE: Date of BOND must not be prior to date of Contract.  
If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the PROJECT is located.

This Page Was  
Intentially  
Left Blank

**NOTICE OF AWARD**



TO:

PROJECT DESCRIPTION: **HARRY L. COOMES RECREATION CENTER PARKING LOT**

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated \_\_\_\_\_ and information for Bidders.

You are hereby-notified that your BASE BID has been accepted for items in the amount of \$\_\_\_\_\_. You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By \_\_\_\_\_ Title \_\_\_\_\_

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD hereby acknowledges.

By \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By \_\_\_\_\_

Title \_\_\_\_\_

**AGREEMENT**

**AGREEMENT BETWEEN**

**CONTRACTOR:** \_\_\_\_\_, **AND**

**TOWN OF ABINGDON FOR**

**HARRY L. COOMES RECREATION CENTER PARKING LOT**

This Agreement entered into on the \_\_\_ day of \_\_\_\_\_, 2024, by and between \_\_\_\_\_, having offices at \_\_\_\_\_, \_\_\_\_\_ (Federal EIN # \_\_\_\_\_), and hereafter called “Contractor”, and Town of Abingdon, a political subdivision of the Commonwealth of Virginia, having its administrative office at 133 West Main Street, Abingdon, Virginia, 24210, and hereafter called “the Client”, “Town of Abingdon” or “Town”.

**WITNESSETH:**

**WHEREAS**, Client has procured services of the Contractor through sealed Invitation to Bid for Harry L. Coomes Recreation Center Resurfacing Services at 300 Stanley Street Abingdon Virginia and confirmed through bid analysis by the Town Staff and authorized for Award by the Council of the Town of Abingdon.

**WHEREAS**, Contractor desires to provide the Client with such goods/services as authorized by the Client, and represents that it is organized and authorized to conduct business within the Commonwealth of Virginia;

**NOW, THEREFORE**, for and in consideration of the promises, the mutual benefits to the parties from entering into this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows.

**SECTION 1. STATEMENT/SCOPE OF WORK.**

- A. Contractor will provide services to Client as set forth in the attached Scope of Services (“Scope of Services”/“Services”) attached hereto as Exhibit A and a part hereof.
- B. Contractor will use its staff and may use Subcontractors to provide the Services to Client.
- C. Contractor, its Subcontractors, and their respective employees, are and shall remain independent contractors in performing the Services under this Agreement.

- D. Services shall be performed and completed by Contractor within the time frames set forth in the Scope of Services, time being of the essence of this provision.

**SECTION 2. TERM**

- A. **Term.** This Agreement shall commence on \_\_\_\_, **2024**, and shall continue until \_\_\_\_, **2024**, when work shall be completed, but may be extended for a period of time upon mutual agreement by both parties, but shall remain subject to termination pursuant to the terms of this Agreement or for non-appropriation of funding by Client.

**SECTION 3. RESPONSIBILITIES OF CONTRACTOR.**

- A. Contractor will not substitute staff or Subcontractors assigned to this Agreement without the prior written consent of Client.
- B. Contractor will provide all services under this Agreement in a manner consistent with applicable laws, professional standards and its best efforts.
- C. Contractor, its staff and Subcontractors shall comply with Client’s standards for acceptable workplace conduct and safety, and shall all times conduct themselves in a professional manner.

**SECTION 4. RESPONSIBILITIES OF THE CLIENT.**

- A. Upon satisfactory completion of the work specified in the Scope of Work, the Client shall pay to Contractor \_\_\_\_ **dollars and** \_\_ **cents (\$\_\_\_\_\_.**00).

**SECTION 5. ADMINISTRATION OF THE AGREEMENT.**

- A. All notices and communications with respect to the terms of this Agreement and the performance of the Services shall be through the Party Representatives. The Party Representatives are:

**Client’s representative shall be:**

**Michael Surrett**

Name

**Public Works Director**

Title

**(276) 628-2361**

Phone Number

**msurrett@abingdon-a.gov**

Email

**Contractor representative shall be:**

---

Name

---

Title

---

Phone Number

---

Email

- B. ***Incorporated Provisions.*** This Agreement shall be performed in accordance with any applicable, required contractual provisions set forth in the Client’s purchasing or procurement regulations, and the Virginia Public Procurement Act, §§ 2.2-4300, *et seq.*, Virginia Code, in effect at the time of this Agreement, pertaining to non-discrimination § 2.2-4310 and - 4311, compliance with immigration laws § 2.2-4311.1, drug-free workplace § 2.2-4312, which provisions are incorporated herein by reference.
- C. ***Contractual.*** Disputes with respect to this Agreement shall be governed by Virginia Code § 2.2-4363 or similar provision in Client’s purchasing or procurement ordinances or procedures.
- D. ***Ownership and Status of Documents.***
- (1) Contractor shall maintain financial records, supporting documents, statistical records, and other records pertinent to this Agreement for three (3) years from the date of final payment, and make those records available to the Client upon written request.

**SECTION 6. GENERAL TERMS AND CONDITIONS**

- A. The General Terms and Conditions of Exhibit B are incorporated as if fully set forth.

**SECTION 7. SEVERABILITY.**

If, for any reason, any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, void or unenforceable, the remaining parts, terms, and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be illegal, invalid, void, or unenforceable.

**{{SIGNATURE PAGES TO FOLLOW}}**

IN WITNESS WHEREOF the parties hereto have caused this AGREEMENT to be executed the day and year first hereinabove written.

**THE TOWN OF ABINGDON,**  
a Virginia municipal corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney

**Contractor:** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



**NOTICE TO PROCEED**



TO:

DATE:

PROJECT DESCRIPTION: **HARRY L. COOMES RECREATION CENTER PARKING LOT**

You are hereby notified to commence work in accordance with the Agreement dated \_\_\_\_\_, on or after \_\_\_\_\_ and you are to **complete the WORK before Friday, June 28, 2024.**

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By \_\_\_\_\_ Title \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE TO PROCEED hereby acknowledged

By \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By \_\_\_\_\_ Title \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

- A. ADVERTISING:** In the event an agreement is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the Town of Abingdon will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Town of Abingdon has purchased or uses any of its products or services, and the Contractor shall not include the Town of Abingdon in any client list in advertising and promotional materials, unless the contractor has been given written permission by a Town of Abingdon representative who is authorized to sign on behalf of the Town of Abingdon.
- B. ANTI-TRUST:** The Contractor conveys, sells, assigns, and transfers to the Town of Abingdon all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Abingdon under said contract.
- C. APPLICABLE LAWS & COURTS:** This procurement transaction, and any resulting contract, shall in all aspects be governed by the laws of the Commonwealth of Virginia, notwithstanding conflicts of laws provisions and any litigation with respect thereto shall be brought in the courts of the Commonwealth in Washington County, Virginia or in the United State District Court of Abingdon. The Town of Abingdon and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using the dispute resolution process. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- D. ASSIGNMENT OF CONTRACT:** An Agreement shall not be assignable by the Contractor in whole or in part without the written consent of the Town of Abingdon.
- E. AUTHORITY TO TRANSACT BUSINESS:** Pursuant to Virginia Code § 2.2-4311.2 and in accordance with Title 13.1, Title 50, or as otherwise required by law, the Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized by the State Corporation Commission to transact business in the Commonwealth as a domestic or foreign business entity and shall maintain registration as current through the life of the awarded Agreement.
- F. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the Town of Abingdon shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Agreement.
- G. CANCELLATION OF AGREEMENT:** The Town of Abingdon may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days' advance written notice to the Contractor. In the event of such termination, the Contractor shall be compensated for services and work performed prior to termination.
- H. CERTIFICATION REGARDING NON-SEGREGATED FACILITIES:** For contracts subject to federal funding 2 C.F.R. Part 200 requirements, by the execution of this Agreement, the Contractor certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it will not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. The Contractor further certifies that no employee will be denied access to adequate facilities on the basis of sex or disability. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, national origin, age or handicap, because of habit, local custom or otherwise. It agrees that, except where it has obtained identical certification from proposed subcontractors and material suppliers for specific time periods, it will obtain identical certification from proposed subcontractors or material suppliers prior to the award of subcontracts or the consummation of material supply agreements exceeding ten thousand dollars, and that it will retain such certifications in its files.
- I. CHANGES TO THE CONTRACT:** Changes can be made to the Agreement in any of the following ways:
- The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. No fixed price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater, without the advance approval of the Town Manager or designee, and under no circumstances may the amount of this contract be increased, without adequate consideration, for any purpose (including, but not limited to, relief of the Contractor from the consequences of an error in its bid or offer).
  - The Town of Abingdon 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 Town of Abingdon a credit for any savings. Said compensation shall be determined by one of the following methods:
    - By mutual agreement between the parties in writing; or
    - 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 Town's right to audit the Contractor's records and/or to determine the correct number of units independently; or
    - 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 Town of Abingdon with all vouchers and records of expenses incurred and savings realized. The Town of Abingdon 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 the Town of Abingdon within thirty (30) days from the date of receipt of the written order from the Town of Abingdon. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving 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 Town of Abingdon or with the performance of the contract generally.
- J. CLARIFICATION OF TERMS:** The Town of Abingdon will assume no responsibility for oral instructions, suggestion or interpretation. Any question regarding the offer documents and/or specifications shall be directed to the Town Manager or designee and any material change will be submitted to all Offerors through issuance of an addendum. Any questions related to this solicitation MUST be submitted to the contact named on the first page of this solicitation no fewer than seven (7) work days prior to the bid opening or proposal closing date specified. Questions should be in writing and electronic transmission is preferred. Questions submitted beyond the time specified above may be left unanswered if sufficient time does not allow a response to all prospective Offerors without causing an unacceptable delay in the process. Any contact with any Town of Abingdon representative, other than that outlined within this solicitation, concerning this solicitation is prohibited. Such unauthorized contact may disqualify your firm from this procurement.
- K. COLLUSIVE OFFERS:** The offer of any Offeror or Offerors who engage in collusive practices shall be rejected. Any Offeror who submits more than one offer in such manner as to make it appear that the offers submitted are not on a competitive basis from different parties shall be considered a collusive

Offeror. The Town of Abingdon may reject the offer of any collusive Offeror upon bid opening or proposal closing. However, nothing in this section shall prevent an Offeror from superseding an offer by a subsequent offer delivered prior to bid opening or proposal closing which expressly revokes the previous offer.

- L. COMPLIANCE WITH ALL LAWS:** Contractor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of scope of work set forth herein. Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this Agreement prior to the initiation of work. The Contractor shall keep fully informed of all federal, state, and local laws, ordinances, and regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed on this Agreement, or which in any way affect the conduct of the services provided by the Contractor. It shall at all times observe and comply with, and shall cause its agents, subcontractors and employees to observe and comply with, all such laws, ordinances, regulations, orders, and decrees; and shall protect and indemnify the Town of Abingdon Virginia and its employees and appointees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by itself or its agents, subcontractors or employees. If any discrepancy or inconsistency is discovered between this Agreement and any such law, ordinance, regulation, order, or degree, the Contractor shall immediately report the same to the Town of Abingdon in writing.
- M. COMPLIANCE WITH LOBBYING RESTRICTIONS:** For contracts subject to federal funding 2 C.F.R. Part 200 requirements, by signing an Agreement, the Contractor certifies that:
- Since promulgation of the federal requirements implementing Section 319 of PL 101-121, no federal appropriated funds have been paid and none will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
  - If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
  - The Contractor shall require that the language of this certification be included in all subcontracts at all tiers, and that all subcontractors shall certify and disclose accordingly.
- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The Contractor assures that, in the event that any awarded agreement involves information and data obtained as to personal facts and circumstances related to patients, students or clients, such information and data will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the Town's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the Town of Abingdon of any breach or suspected breach in the security of such information. Contractors shall allow the Town of Abingdon to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees, subcontractor or agents working on this project may be required to sign a confidentiality statement.
- O. CONTRACTOR'S FORMS/BOILERPLATE CONTRACTS:** All written agreements, contracts, service agreements, account applications, forms and other documents, of any nature, that the Contractor would require the Town of Abingdon to sign in connection with any contract resulting from this procurement transaction, or the performance thereof by the Contractor, must be submitted along with the Contractor's offer. Under no circumstances shall the Town of Abingdon be required to agree to any contractual provision (i) that would materially conflict with any provision of this solicitation, (ii) that would affect the price, quality, quantity or delivery schedule for any goods or services, or (iii) that would, in the Town of Abingdon's sole discretion, materially alter the overall combination of quality, price and various elements of required services that in total are optimal relative to the Town of Abingdon's needs, and the Contractor shall not condition its performance or delivery upon any such agreement by the Town of Abingdon.
- P. CONTRACTOR LICENSE REQUIREMENTS:** State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of the Agreement. It is the firm's responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies. A copy of the license must be furnished upon request to the Town of Abingdon.
- Q. CONTRACTUAL CLAIMS:** Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. The Town of Abingdon has established an administrative procedure for consideration of contractual claims, and a copy of such procedure is available upon request from the Town of Abingdon. Contractual disputes shall also be subject to the provisions of Virginia. Code § 2.2-4363(D) and (E) (exhaustion of administrative remedies) and § 2.2-4364 (legal actions).
- R. CORRECTION OF ERRORS:** The Contractor shall check for accuracy any reports, and the design, drafting and details of final plans prior to submission. The Contractor will be required, without additional compensation, to correct any errors, including but not limited to omissions, discrepancies and ambiguities, in any services performed in fulfillment of the obligations of this Agreement, and shall also reimburse the Town of Abingdon Virginia for any costs incurred. Acceptance of the plans or reports by the Town of Abingdon Virginia shall not relieve the Contractor of the responsibility of subsequent correction of errors.
- S. DISADVANTAGED BUSINESS ENTERPRISES/SMALL, WOMAN AND MINORITY BUSINESS:** For contracts subject to federal funding 2 C.F.R. Part 200 requirements, the Contractor, its agents, employees, assigns, or successors, and any person, firm or agency of whatever nature with whom it may contract or make an agreement, shall comply with the provisions of 49 CFR Part 26, as amended, which is hereby made part of this Agreement by reference. The Contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure that DBE firms have the maximum opportunity to compete for and perform contracts and subcontracts under this Agreement. Subpart E of 49 CFR 26, Section 26.13 requires each contract signed with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

~~If a DBE goal has been established for this project, further, the Consultant agrees to provide the Town of Abingdon Virginia with the dollar amount contracted and name of each subcontractor which identifies itself as a DBE. Include the following wording on contract with DBE Goals: The DBE goal for this Contract is \_\_\_%.~~

- T. DEBARMENT STATUS:** By submitting their offers, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting offers or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- U. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town of Abingdon, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Abingdon may have.
- V. DRUG-FREE WORKPLACE (applies to contracts of \$10,000 or greater); Pursuant to Virginia Code Section § 2.2-4312, during the performance of this Agreement, Contractor agrees as follows:**
- A. Contractor will provide a drug-free workplace for Contractor's employees.
  - B. Contractor will post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  - C. Contractor will state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace.
  - D. Contractor will include the provisions of the foregoing Sections A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- W. Entire Agreement.** This Agreement and the documents to be delivered hereunder constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersede all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements in the body of this Agreement and the Exhibits, the statements in the body of this Agreement will control.
- X. ERROR IN EXTENSION OF PRICES:** In the case of error in the extension of prices the unit price shall govern.
- Y. ETHICS IN PUBLIC CONTRACTING:** Pursuant to Virginia Code § 2.2-4367: By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, 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.
- Z. EXPRESSION OF INTEREST INTERNAL CONTROLS:** For contracts subject to federal funding 2 C.F.R. Part 200 requirements, all firms submitting EOI (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet federal requirements for accounting. The Contractor acknowledges and agrees that it has such systems and that they comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." Contractor or any entity must submit their FAR audit data to the Town of Abingdon within ten work days of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within the ten work days, negotiations may be terminated by the Town of Abingdon and the next most qualified team invited to submit a proposal.
- AA. FORM W-9 REQUIRED:** Each offeror shall submit a completed W-9 form with their offer. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- BB. HEADINGS:** Section, article and paragraph headings contained within this solicitation have been inserted only as a matter of convenience and for reference, and they in no way define, limit, or describe the scope or intent of any term, condition or provision of this solicitation.
- CC. HOLD HARMLESS:** Bids/Proposal shall provide that during the term of the contract, including warranty period, for the successful bidder/offeror indemnifying, defending, and holding harmless the Town, its officers, employees, agent and representatives thereof from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyrights.
- DD. IDLING REDUCTION REQUIREMENT:** For any work performed within the Town of Abingdon, Contractors are required to comply with the Town of Abingdon's Idling Reduction Policy for Motor Vehicles and Equipment.
- EE. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written agreement with the Town of Abingdon, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- FF. INCLEMENT WEATHER/CLOSURE OF TOWN OFFICES:** If the Town of Abingdon is closed for business at the time scheduled for bid opening or proposal closing, for whatever reason, sealed offers will be accepted and opened on the next scheduled business day, at the originally scheduled time.
- GG. INDEMNIFICATION:** Contractor hereby assumes, and shall defend, indemnify and save the Town of Abingdon and all of its officers, agents and employees harmless from and against any and all liability, loss, claim, suit, damage, charge or expense including attorney fees which the Town of Abingdon and all of its officers, agents and employees may suffer, sustain, incur or in any way be subjected to, on account of death of or injury to any person (including, without limitation, Town of Abingdon officers, agents, employees, licensees and invitees) and for damage to, loss of, and destruction of any property whatsoever, which arises out of, results from, or is in any way connected with actions taken by the Contractor in the performance of its obligations under this Agreement, or which occurs as a consequence of any negligence, omission or misconduct of the Contractor and any of Contractor's subcontractors, agents or employees in the performance of Contractor's or any of its subcontractors, agents or employees in performing work under this contract, regardless of whether such loss or expense is caused in part by a party indemnified hereunder.  
Pursuant to Virginia law, the Town of Abingdon, Virginia may not indemnify any party for any purpose. Any provisions in this agreement providing to the contrary are hereby deleted.
- HH. INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the types of coverages and minimum limits specified in this paragraph, protecting from claims which may arise out of or result from the Offeror's performance or non-performance of services under this Contract, or the performance or non-performance of services under this Contract by anyone directly or indirectly employed by the Offeror or for whose acts it may be liable.

Minimum Limits  
 General Liability:  
 \$1,000,000 General Aggregate Limit  
 \$1,000,000 Products & Completed Operations

\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence Limit  
\$ 50,000 Fire Damage Limit  
\$ 5,000 Medical Expense Limit

Automobile Liability: Coverage sufficient to cover all vehicles owned, used, or hired by the CONTRACTOR, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:  
\$1,000,000 Combined Single Limit  
\$1,000,000 Each Occurrence Limit  
\$5,000 Medical Expense Limit

Workers' Compensation: Limits as required by the Workers' Compensation Act of Virginia. Employer's Liability: \$1,000,000

- II. Interpretation; Construction.** The terms of this Agreement have been fully negotiated by the parties, and no party is deemed to be the drafter of this Agreement. Any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement. The parties agree that the Agreement is clear on its face and that parol evidence will not be discoverable or admissible during any litigation regarding the Agreement.
- JJ. NEW EQUIPMENT:** Unless otherwise noted any equipment offers shall be new, unused, of current production and standard to the manufacturer. Where any part or nominal appurtenances of equipment are not described it shall be understood that all equipment and appurtenances standard to or recommended by the manufacturer for complete and safe use shall be included as part of this offer.
- KK. No Third-Party Beneficiaries.** This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- LL. NON-DISCRIMINATION:** By submitting their bids or proposals, offerors certify to the Town of Abingdon that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginias with Disabilities Act, the Americans with Disabilities Act and Virginia Code § 2.2-4311. 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 recipients 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. (Virginia Code § 2.2-4343.1(E)).
- Every contract over \$10,000 shall include the provisions:
1. During the performance of this contract, the Contractor agrees as follows:
    - a. 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 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.
    - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that it is an equal opportunity employer.
    - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The Contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provision will be binding upon each subcontractor or vendor.
- MM. NON-DISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the Town of Abingdon has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- NN. NON-DISCRIMINATION BY TOWN OF ABINGDON:** The Town of Abingdon as a public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.
- OO. OFFER ACCEPTANCE:** Bids or Proposals (Offers) must be submitted by the date and time stated in this solicitation. Offers will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the offeror to ensure timely and correct delivery of Offer.
- PP. OSHA STANDARDS:** All Contractors and subcontractors performing services for the Town of Abingdon are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
- QQ. OWNERSHIP OF DOCUMENTS:** All information, documents, and electronic media furnished by the Town of Abingdon to the Contractor belong to the Town, are furnished solely for use in connection with the Contractor's performance of Services required by this Agreement, and shall not be used by the Contractor on any other project or in connection with any other person or entity, unless disclosure or use thereof in connection with any matter other than Services rendered to the Town of Abingdon hereunder is specifically authorized in writing by the Town of Abingdon in advance. All documents or electronic media prepared by or on behalf of the Contractor for the Town of Abingdon are the sole property of the Town of Abingdon, free of any

retention rights of the Contractor. The Contractor hereby grants to the Town of Abingdon an unconditional right of use, for any purpose whatsoever, documents or electronic media prepared by or on behalf of the Contractor pursuant to this Agreement, free of any copyright claims, trade secrets, or any other proprietary rights with respect to such documents.

**RR. PAYMENT:**

- a. To Prime Contractor:
  - i. The Town of Abingdon shall promptly pay for completed delivered goods or services by the required payment date. The required payment date shall be either: (i) the date on which payment is due under the terms of a contract for the provision of goods or services, or (ii) if a date is not established by contract, not more than 45 days after goods or services are received or not more than 45 days after an invoice is rendered, whichever is later. Separate payment dates may be specified for contracts under which goods or services are provided in a series of partial executions or deliveries to the extent that the contract provides for separate payment for partial execution or delivery. Within 20 days after the receipt of an invoice for goods or services, the Town of Abingdon shall notify the supplier of any defect or impropriety that would prevent payment by the required payment date. In the event that the Town of Abingdon fails to make payment by the required payment date, the Town of Abingdon shall pay any finance charges assessed by the supplier that shall not exceed one percent per month. In cases where payment is made by mail, the date of postmark shall be deemed to be the date payment is made.
  - ii. Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide the Town of Abingdon with a federal employer identification number, prior to receiving any payment from the Town of Abingdon.
  - iii. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the Town of Abingdon contract number and/or purchase order number.
  - iv. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which Town of Abingdon department is being billed.
  - v. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Town of Abingdon shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve any Town of Abingdon department of its prompt payment obligations with respect to those charges which are not in dispute (Virginia Code § 2.2-4363).
- b. To Subcontractors:
  - i. A Contractor awarded a contract under this solicitation is hereby obligated:
    - a. To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Town of Abingdon for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
    - b. To notify the Town of Abingdon and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
  - ii. 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 Town of Abingdon, 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 Town of Abingdon.

**SS. PERMITS AND FEES:** All offers submitted shall have included in price, the cost of any business or professional licenses, permits or fees required by the Town of Abingdon or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of Virginia.

**TT. PRECEDENCE OF TERMS:** In the event there is a conflict between any of the other General Terms and Conditions and any Specific Terms and Conditions in this solicitation, or as incorporated from a request for proposal or invitation to bid, the Specific Terms and Conditions shall apply.

**UU. PUBLIC INSPECTION OF CERTAIN RECORDS:** Contractor acknowledges and agrees that except as otherwise provided, and in accordance with Virginia Code § 2.2-4342, all proceedings, records, contracts and other public records relating to the Town of Abingdon's 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 (Virginia Code § 2.2-3700 et seq.). Any offeror, upon request, shall be afforded the opportunity to inspect bid or proposal records within a reasonable time after the opening of all bids but prior to award, except in the event the Town of Abingdon decides not to accept any of the offers and to reopen the solicitation. Otherwise, bid or proposal records shall be open to public inspection only after award of the contract. Trade secrets or proprietary information submitted by an offeror in connection with this procurement transaction shall not be subject to the Virginia Freedom of Information Act, but only if the offeror (i) invokes the protections of Virginia Code § 2.2-4342 prior to or upon submission of the data or other materials; (ii) identifies the specific data or other materials to be protected, and (iii) states the reasons why protection is necessary. A general designation of a contractor's entire bid or proposal submission or volume as being "confidential" shall not be sufficient to invoke the protections referenced above.

**VV. QUALIFICATIONS OF OFFERORS:** The Town of Abingdon may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Town of Abingdon all such information and data for this purpose as may be requested. The Town of Abingdon reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Town of Abingdon further reserves the right to reject any offer if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Town of Abingdon that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**WW. RECORDS:** The Contractor and subcontractors shall retain all books, documents, papers, accounting records and other evidence supporting the costs incurred, for three (3) years after payment of the final estimate or final audit, whichever is later. Such evidence shall be made available at the Contractor's offices at all reasonable times and will be subject to audit and inspection by the Town of Abingdon Virginia or any authorized representatives of the Federal Government.

Evidence of costs incurred by a subcontractor shall be made available at its office at all reasonable times during the contract period between the Contractor and the subcontractor and for three years after written acceptance by the Contractor, for audit and inspection by the Town of Abingdon Virginia or any authorized representatives of the Federal Government. It shall be the Contractor's responsibility to notify the Town of Abingdon Virginia, in writing, of the completion of that subcontractor's portion of the services so that the records of the subcontractor can be audited within the three-year

retention period. Failure to do so may result in the Contractor's liability for any costs not supported by the proper documentation for the subcontractor's phase of the services. Final payment for the subcontractor's phase of the services will be made after total costs are determined by the final audit of the subcontractor.

- XX. RIGHT TO ACCEPT OR REJECT OFFERS:** The Town of Abingdon reserves the right to accept or reject any or all offers in whole or in part and to waive any informality in the offer. Informality shall be defined as a minor defect or variation from the exact requirements which does not affect the price, quality, quantity or delivery schedule.
- YY. Severability.** If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the parties hereto shall negotiate in good faith to modify the Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- ZZ. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the policy of the Town of Abingdon to facilitate the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and service disabled veterans and to encourage their participation in the Town of Abingdon's procurement activities. Toward that end, the Town of Abingdon encourages these firms to compete and encourages other firms to provide for the participation of these firms through partnerships, joint ventures, subcontracts or other contractual opportunities. Offerors are asked, as part of their submission, to describe any planned use of such business in fulfilling this contract. Upon request, a list of certified businesses under this requirement shall be made available.
- AAA. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Virginia Code § 2.2-4311.2(B), an 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 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 Offeror is not required to be so authorized. Link to the Virginia State Corporation Commission site: <http://www.scc.virginia.gov/>.
- BBB. Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No assignment shall relieve the assigning party of any of its obligations hereunder.
- CCC. TAXES:** Contractor acknowledges and agrees that The Town of Abingdon is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the Town of Abingdon's tax-exempt status will be furnished by the Town of Abingdon upon request.
- DDD. TDD/TTY EQUIPMENT FOR THE DEAF:** For contracts subject to federal funding 2 C.F.R. Part 200 requirements, when seeking public participation through the maintenance of a toll free hot line number and/or publishing project-related materials, the Contractor agrees to ensure that all citizens have equally effective communication. The Contractor agrees to provide or identify a telecommunications device for the deaf/teletypewriter (TDD/TTY) or acceptable means of telephone access for individuals with impaired speech or hearing. The Contractor will provide notice of a TDD/TTY number whenever a standard telephone number is provided.
- EEE. TERMS:** The terms and conditions set forth above within this solicitation shall be deemed incorporated into any agreement resulting from this procurement transaction, as if set forth therein verbatim.
- FFF. TESTING AND INSPECTION:** The Town of Abingdon reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- GGG. TRANSPORTATION AND PACKAGING:** All prices submitted must be FOB Destination - Freight Prepaid and Allowed. By submitting their offers, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- HHH. USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Town of Abingdon, 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 offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Town of Abingdon 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 nonresponsive. Unless the offeror clearly indicates in its bid or proposal that the product offered is an equal product, such offer will be considered to offer the brand name product referenced in the solicitation.
- III. VIRGINIA GOVERNMENTAL FRAUDS ACT:** Each offeror is and shall be subject to the provisions of the Virginia Governmental Frauds Act, Virginia Code, Title 18.2, Chapter 12, Article 1.1. In compliance with this law, each offeror is required to submit a certification that its offer, or any claim resulting there from, is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under the Act. Any offeror who knowingly makes a false statement on the Certificate of No Collusion shall be guilty of a felony, as provided in Virginia Code § 18.2-498.5. As part of this offer a notarized Certificate of No Collusion must be submitted with the offer. Certificate attached.
- JJJ. Waiver.** No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving.



FRONT PARKING AREA - 4738 Sq/Yrds  
1.5" Asphalt at 9.5A

Wedge at seam

ELECTRICAL BOX

247 LF WEDGE/MILLING 0-1.5" ALONG SIDEWALK

Wedge at seam





REAR DRIVEWAY - 3766 Sq/Yrds

1.5" Asphalt at 9.5A

Mark 12 parking spaces on each side

Taper to grade of trail

Wedge

Leave 2' strip off of existing concrete walk for drainage.

Taper each side of walkway

300

2" Asphalt on grass between arrows

Walking line 558 LF

Taper to grade of trail

