

# TOWN OF WARRENTON, VIRGINIA

Invitation for Bid – Granular Activated Carbon Replacement at Water Treatment Plant

IFB#: 16-003

Closing Date: October 1, 2015 at 2:00 PM

ALL BIDS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

**One (1) original and (1) copy** of each bid, including any attachment, shall be mailed or delivered to:

**Town of Warrenton  
Purchasing Agent  
18 Court Street  
Warrenton, Virginia 20186**

All inquiries for information regarding procurement procedures, selection criteria, bid submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent  
18 Court Street  
Warrenton, VA 20186

Phone: 540-347-1102  
Fax: 540-349-2414  
e-mail : [staff@warrentonva.gov](mailto:staff@warrentonva.gov)

For technical information relating to this IFB, please contact:

Glenn Coppage, Superintendent  
Water Treatment Plant  
7240 Blackwell Road  
Warrenton, VA 20186

Phone: 540-347-1103  
e-mail: [gcoppage@warrentonva.gov](mailto:gcoppage@warrentonva.gov)

In compliance with this Invitation for Bid and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods and services in accordance with the signed bid or as mutually agreed upon by subsequent negotiations.

Name	_____	Date	_____
	PRINT OR TYPE COMPANY NAME		
Address	_____	Fax #	_____
	_____		
Submitted by	_____	Phone #	_____
Signature	_____	FEIN/SSN	_____
	PRINT OR TYPE INDIVIDUAL'S NAME		

**CERTIFICATION PAGE  
RETURN THIS PAGE WITH BID SUBMISSION**

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### **The following Special Terms and Conditions shall govern this purchase:**

1. A list of specifications for the removal of the existing Granular Activated Carbon (GAC) and replacement is attached as **EXHIBIT A**.
2. The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.
3. The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and, if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project/location or the general aggregate shall be twice the required occurrence limit.
  - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
  - c. Workers' Compensation and Employers Liability: Worker's Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability limits of \$1,000,000 per accident.
4. All bids must be placed on the enclosed Bid Sheet **EXHIBIT B** to be considered responsive.
  5. Payment terms are, net 30 days from date of invoice and approval by the Public Works Director.
  6. The successful contractor will receive a purchase order from the Town of Warrenton.
  7. All bids shall be accompanied by a 5 (five) percent bid bond for the total amount of base bid.
  8. The General Terms & Conditions - Goods, attached as **EXHIBIT C**, and General Terms & Conditions – Services, attached as **EXHIBIT D**, shall apply to this bid.

All bids must be signed and sealed in an envelope plainly marked on the outside, "**Sealed Bid for Granular Activated Carbon Replacement at Water Treatment Plant, IFB #16-003 to be opened, October 1, 2015 at 2:00 P.M.**", and shall be forwarded to the Purchasing Agent.

Bids shall be opened and read aloud by the Purchasing Agent at the appointed hour and date in the presence of the Director of Public Works and Utilities, or his designee and such of the bidders or members of the public as choose to attend.

The Town through its duly adopted policy may reject any or all bids and waive all informalities. All contracts are awarded by the Town Manager. In the event the Town Manager rejects all bids, the Town may readvertise or make the purchase on the open market in conformance with state code and established Town procedures.

The Town of Warrenton does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior requests.

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### EXHIBIT A – SPECIFICATIONS

Granular Activated Carbon (GAC) is used at the Town of Warrenton's Water Filtration Plant. The absorption properties are used for removal of color, dissolved organics and compounds which cause undesirable odor, taste, foam or turbidity.

Bidder is required to remove existing and install 54,000 pounds of new GAC. **GAC is to be delivered in large bags so that any leftover carbon can be stored for future use. Work is to be performed prior to December 31, 2015.**

The Town will provide access to the filter area of the plant and also provide water and hoses for the removal.

The bidder will be responsible for the removal of the spent GAC and installation of new GAC as well as coordinating the delivery and removal trucks.

Bids shall be stated on a per pound delivered basis and must include cost of removal of spent carbon.

Granular Activated Carbon (GAC) shall be manufactured (virgin) food grade product by suppliers regularly engaged in the production of activated carbon found satisfactory for service in a potable Water Treatment Facility and in accordance with AWWA B604-12, NSF ANSI 61 and the following criteria:

- Mesh Size 12x40
- % larger than No. 12 sieve (max.) 5% maximum
- % small than No. 40 sieve (max.) 4% maximum
- Effective size (mm) 0.55 – 0.75
- Uniformity coefficient (max.) <1.9
- Iodine Number (mg/g, min.) 1000
- Abrasion Number (min.) 75
- Moisture as packed (% wt. max.) 2% maximum
- Bulk Density (lbs/ft<sup>3</sup>)\* 26-28

**\*To be used to calculate volume requirements only: 19'x19'x2.67 (carbon 32") = 963.87ft<sup>3</sup> per filter**

The GAC must be virgin bituminous coal-based media made from the reagglomerated process. Products which are direct-activated, peat-based, or coconut shell-based shall not be acceptable.

All tests made on the Granular Activated Carbon (GAC), where applicable, shall be in accordance with the most current AWWA Standard Specification B100 and B-604.

1. Bidders should visit the Water Treatment Plant prior to bidding to become acquainted with the plant and filter layout.

2. The bidder must be a firm regularly engaged in the manufacturing of GAC for potable water treatment processes.
3. The bidder must be the firm presenting the bid as requested herein. The bidder must be in the business and have been in the business of manufacturing GAC as specified herein for a period of not less than five (5) years, as of the date of the bid.
4. The bidder must manufacture all of the GAC to be supplied under the awarded contract.
5. The successful bidder must submit the following items upon request:
  - a. An Affidavit of Compliance indicating the product proposed by the bidder complies with the AWWA Standard B-604-12, NSF ANSI 61 and with the Town of Warrenton's product specification, as written, with no exceptions. Affidavit must also arrive with product delivery.
  - b. Documentation of the bidder's business history.
  - c. Documentation on the proposed GAC for use by the Town of Warrenton, literature and product bulletin.
  - d. Documentation regarding the bidder's ability to deliver the GAC in a timely manner and evidence that the bidder maintains a fleet of suitable vehicles dedicated for the transport of potable grade GAC. The bidder shall provide delivery trailer unloading procedures.
  - e. List of five (5) current potable water customers and services provided to them (i.e., amount of GAC supplied, technical support laboratory testing services) with letters of reference from each customer.
6. The Town of Warrenton reserves the right to reject any quotation if the evidence submitted by, or the investigation of, such bidder fails to satisfy the Town of Warrenton that such bidder is properly qualified to carry out the obligations of the contract documents and to complete the work contemplated therein.
7. Upon notification of award, the bidder shall submit a representative sample of the GAC to a certified testing laboratory approved by the Town of Warrenton for analysis. The sample must be submitted in clean, vapor-proof containers, plainly marked with the name and address of the manufacturer and identified as to the lot number of the contents. The certified testing laboratory shall analyze the material based upon the requirements of this specification. Testing methods shall be in accordance with the AWWA Standard for GAC (AWWA B-100 and B-604) and appropriate ASTM Standards. A certified test report must be submitted by the successful bidder, showing compliance with the specifications as described herein, along with a statement certifying that the material for shipment is equal in quality to the representative sample submitted.
8. Failure of the GAC to meet the requirements of these specifications will constitute cause for rejection.
9. The bidder will provide the necessary labor, equipment and supervision for removal of the spent GAC from the filters.

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## EXHIBIT B – BID SHEET

Item	Unit	Quantity	Cost Per Pound	Total*
Granular Activated Carbon	lb.	54,000	\$	\$

\*Total cost includes the labor to remove and replace the product and the cost of the actual Granular Activated Carbon.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone / Fax

\_\_\_\_\_  
City, State and Zip

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## **EXHIBIT C GENERAL TERMS AND CONDITIONS - GOODS**

### **1. MANDATORY USE OF TOWN FORMS, TERMS AND CONDITIONS**

Failure to submit a bid/proposal on the official Town form provided shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.

### **2. PRECEDENCE OF TERMS**

In case of a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.

### **3. CLARIFICATION OF TERMS**

If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Purchasing Agent or the Department Head whose name appears on the face of the solicitation by five days before the bid opening date. Any revisions to the solicitation will be made only by a written addendum issued by the Purchasing Agent.

### **4. BRAND NAME OR EQUAL**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturing name, but conveys the general style, type, character and quality of the article needed. Any article that the Town, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible for clearly and specifically showing that the product being offered, by providing specific descriptive literature, catalog cuts and technical details, to enable the Town to decide whether 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 process. Failure to furnish adequate data for evaluation purposes may result in the Town declaring the bid nonresponsive. Unless the bidder/offeror clearly shows in his bid/proposal that the product being offered is an equal product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

### **5. TRANSPORTATION AND PACKAGING**

By submitting a bid/proposal, all bidders/offerors certify and warrant that the price offered for FOB Destination includes only the actual freight 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 the purchase order number, commodity description and quantity.

**6. TESTING AND INSPECTION**

The Town reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.

**7. PAYMENT TERMS**

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of an invoice, or acceptance of the goods by the Town of Warrenton, whichever occurs later. This shall not affect offers of discounts for payment in less than 30 days, however.

**8. INVOICES**

Invoices for the seller shall submit items ordered, delivered and accepted direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's contract number and/or purchase order number.

**9. TAXES**

Sales to the Town of Warrenton are exempt from state and local sales taxes. State sales and use tax certificates of exemptions will be issued upon request.

**10. DEFAULT**

In case of failure to deliver goods or services according to the contract terms and conditions, the Town, after due oral or written notice, may obtain them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be beyond any other remedies that the Town may have.

**11. ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.

**12. ANTITRUST**

By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the 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 Warrenton under said contract.

**13. ETHICS IN PUBLIC CONTRACTING**

By submitting a bid/proposal, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor about their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

#### **14. ANTI-DISCRIMINATION**

By submitting a bid/proposal all bidders/offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act that provides:

In every contract more than \$10,000, the provisions in A and B below apply:

A. During the performance of this contract, the contractor agrees as follows:

The Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the seller. The seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The seller, in all solicitations or advertisements for employees placed by or for the seller, will state that such sellers are equal opportunity employers.

Notices, advertisements and solicitations placed according to federal law, rule or regulation shall be deemed sufficient for meeting the requirements of this section.

B. The seller will include the provisions of A above in every subcontract or purchase order more than \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### **15. INDEMNIFICATION**

Sellers agree to indemnify, defend and hold harmless the Town of Warrenton, its officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any materials, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the Town or to the failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the seller of the materials, goods or equipment delivered.

#### **16. DEBARMENT STATUS**

By submitting a bid/proposal, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.

**17. APPLICABLE LAW AND COURTS**

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The seller shall comply with applicable federal, state and local laws and regulations.

**18. QUALIFICATIONS OF BIDDERS/OFFERORS**

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the work or furnish the item(s) and the bidder/offer shall furnish the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offeror's physical plant prior to award to satisfy questions regarding the bidder's/offeror's capabilities. The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fail to satisfy the Town that such bidder/offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.

**19. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 §504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 §504.

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## **EXHIBIT D GENERAL TERMS AND CONDITIONS - SERVICES**

### **1. MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS**

Failure to submit a bid/proposal on the official Town form provided for that purpose shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.

### **2. PRECEDENCE OF TERMS**

In the event there is a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.

### **3. CLARIFICATION OF TERMS**

If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Director of Purchasing or the Department Head whose name appears on the face of the solicitation no later than five days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Director.

### **4. TESTING/INSPECTION**

The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

### **5. PAYMENT TERMS**

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.

### **6. INVOICES**

Invoices for items ordered, delivered and accepted shall be submitted by the bidder/offeror direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's contract number and/or purchase order number.

### **7. DEFAULT**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and

hold the bidder/offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

**8. ASSIGNMENT OF CONTRACT**

A contract shall not be assignable by the bidder/offeror in whole or in part without the written consent of the Town.

**9. ANTITRUST**

By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the 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 Warrenton under said contract.

**10. ETHICS IN PUBLIC CONTRACTING**

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

**11. ANTI-DISCRIMINATION**

By submitting their bids/proposals, all bidders/offerors 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 Act of 1975, as amended. They must also conform to the American Disability Act of 1990 and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions in A and B, below apply:

A. During the performance of this contract, the bidder/offeror agrees as follows:

The bidder/offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable and necessary to the normal operation of the bidder/offeror. The bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the bidder/offeror, will state that such bidder/offeror is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting requirements of this section.

B. The bidder/offeror will include the provisions of A. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

**12. INDEMNIFICATION**

Bidder/offeror agrees to indemnify, defend, and hold harmless the Town of Warrenton, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the bidder/offeror, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the bidder/offeror on the materials, goods or equipment delivered. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

**13. DEBARMENT STATUS**

By submitting their bids/proposals, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.

**14. APPLICABLE LAW AND COURTS**

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The bidder/offeror shall comply with applicable federal, state and local laws and regulations.

**15. QUALIFICATIONS OF BIDDERS/OFFERORS**

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the work/furnish the item(s) and the bidder/offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offeror's physical plant prior to award to satisfy questions regarding the bidder's/offeror's capabilities. The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the Town that such bidder/offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

**16. SAFETY**

All contractors and subcontractors performing services for the Town of Warrenton are required and shall comply with all Occupational Safety and Health Administration (OSHA) and any other applicable rules and regulations. All contractors and subcontractors shall be 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.

**17. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It

extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

## **18. INSURANCE**

Contractor must provide the Town with a certificate of insurance naming the Town of Warrenton as additional insured before work may begin. Insurance requirements are as follows:

- A. The contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the delivery of the product hereunder by the contractor, his agents, representatives, employees or subcontractors.
- B. The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

- 1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project of the general aggregate shall be twice the required occurrence limit.
- 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- 3. Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability with limits of \$1,000,000 per accident.

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## **BID CHECKLIST FOR BID SUBMISSION**

**IMPORTANT:** The following items must be enclosed in a sealed envelope, clearly marked "**Sealed Bid for Granular Activated Carbon Replacement at Water Treatment Plant, IFB #16-003 to be opened, October 1, 2015 at 2:00 P.M.**" in order for your bid to be considered responsive.

- 1) Original and one copy of completed Bid Sheet, **Exhibit B**, signed by an individual authorized to bind the organization.
- 2) Signed Certification Page.
- 3) Bid Bond in the amount of 5% of your total base bid. This can be a cash bond, surety bond or an irrevocable letter of credit issued by a bank with a main or branch office in Fauquier County.

If you have any questions regarding the above documents, please contact the individual(s) listed on the Certification page of this IFB.