



**COUNTY OF FLUVANNA, VIRGINIA**

**Request for Proposals (RFP) #2024-02**

**GENERAL PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES**

**Issue Date: Oct. 24 , 2023**

**Due Date: Nov. 27 , 2023 at 2 p.m. EST**

**Procurement Contact:**

County of Fluvanna  
Steve McVey, Purchasing Officer  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
Ph: (434) 591-1930 ext. 1124  
Email: [smcvey@fluvannacounty.org](mailto:smcvey@fluvannacounty.org)

**All sealed Proposals shall be turned in no later 2:00 p.m. local time Nov. 27 , 2023. All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link: <https://www.fluvannacounty.org/rfps>.

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## **I. PURPOSE**

- A. The Fluvanna County Board of Supervisors invites qualified firms to submit sealed Proposals for Professional General Architectural & Engineering Services for potential projects for Fluvanna County, VA. This Request for Proposal and resulting contract(s) shall be consistent with and governed by the Fluvanna County Procurement Policy and the Virginia Public Procurement Act.
- B. The County desires to engage qualified Professional Architectural & Engineering Firm(s) to perform a variety of Professional Architectural & Engineering Services (“Services”) using a Task Order approach. Task Orders shall be issued by the County Administrator as professional Services are needed and may include civil engineering and design; architectural design; site planning; construction phase services; inspection services; and associated surveying, environmental, geotechnical, and architectural services. The awarded firm(s) may also be expected to assist the County with review of 3rd party plans and specifications, as needed.
- C. The initial contract term will be for one year with up to three (3) one-year renewal options.
- D. The County reserves the right to award a Contract to more than one Offeror or to no Offerors. Nothing herein shall limit the County’s right to use other consultants, its staff, employees or officers to complete any or all of the Services requested herein instead of requesting such Services of the Offeror(s) awarded a Contract hereunder.

## **II. BACKGROUND**

- A. Fluvanna County is centrally located in the heart of Virginia, 120 miles south of Washington, D.C., 60 miles west of Richmond, VA, and 25 miles southeast of Charlottesville, VA. The County encompasses a land area of 282 square miles and is bound by Interstate 64 to the north and by the James River to the south. As of July 2021, the County had an estimated population of 27,723.
- B. The County’s current “Capital Improvement Plan”, which is subject to change, can be found at the following link:  
[https://www.fluvannacounty.org/sites/default/files/fileattachments/finance\\_department/page/22799/fy24\\_budget\\_-\\_cip\\_bos\\_adopied\\_2023.04.19.pdf](https://www.fluvannacounty.org/sites/default/files/fileattachments/finance_department/page/22799/fy24_budget_-_cip_bos_adopied_2023.04.19.pdf)

## **III. SCOPE OF SERVICES**

- A. The County is seeking written Proposals relating to Professional Architectural & Engineering Services for multiple projects. Typical projects may include but are not limited to: evaluation and design of water and sewer facilities (including rehabilitation options); design of improvements to wastewater pumping and water booster pump stations and well facilities (including water storage tanks); water and sewer system modeling; professional services associated with design and operation of County facilities to include but not limited to County facilities in the Capital Improvement Plan; regulatory issues and coordination with regulatory agencies; site plan engineering and surveying related to site grading, environmental engineering, storm water drainage, traffic impact analysis, road design, erosion and sediment control measures and storm water management facilities; geotechnical services; construction administration; grants administration, and inspection services associated with capital improvement projects.

## **IV. GENERAL INSTRUCTIONS**

- A. **RFP Response:** In order to be considered for selection, interested parties must submit a complete response to this RFP. Failure to comply with all criteria listed herein may be cause to reject an Offeror’s Proposal

B. **RFP Questions:** Address questions concerning this RFP to:

Steve McVey, Purchasing Officer  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963  
Ph: (434) 591-1930  
smcvey@fluvannacounty.org

Offerors shall submit any questions in writing. Written responses, including the questions, will be posted with the RFP. Questions will not be accepted after Nov. 10 , 2023, at 10 a.m. local time.

C. **Ownership of Proposals:** Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act ("FOIA"). Any proprietary or trade secrets material submitted must be identified as such prior to disclosure to the County, and must indicate the specific words, figures, or paragraphs, and with a reason why such material is proprietary or a trade secret under Virginia law in strict conformance with Virginia Code 2.2-4342 and FOIA. Any classification not made in strict conformance with the requirements of Virginia Code or not meeting the definition of a "trade secret" or "propriety" shall be ineffective and such information shall not be held confidential and shall be subject to public inspection. The classification of an entire Proposal document is not acceptable, will not be honored and may result in rejection and return of the Proposal.

D. **Due Date:** Sealed copies of the Proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on Nov. 27 , 2023. Proposals must be addressed to:

Steve McVey, Purchasing Officer  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963  
RFP-2018-01

**Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

**V. PROPOSAL PREPARATION**

A. The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized Proposal format is required. The format of each Proposal ("Proposal") must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the Proposal:

- i. **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this Request for Proposal, an overview of the history and qualifications of the firm.
- ii. **Forms** - All forms required to be submitted under this RFP must be included in the Proposal as an Appendix.
  - (a) Certificate of No Collusion
  - (b) Offeror Statement

- (c) Proof of Authority to Transact Business in Virginia
  - (d) Vendor Data Sheet
- iii. **Overview** – The purpose of this section is to provide County with an overview of the history, qualifications and abilities of the Offeror’s firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign if selected. At a minimum, the Proposal should:
- (a) Designate a Project Manager and indicate office location.
  - (b) Include the organization chart, functional discipline, and responsibilities of project team members.
  - (c) Provide the legal name of the company and the size of the company.
  - (d) Describe the company’s relevant experience in performing the Services.
  - (e) Status of the company including: (i) office location, number of employees supporting the same, and location of a point of contact; and (ii) Number of public sector clients for similar services and size of these organizations including names and locations.
- iv. **Key Personnel:** The personnel named in the Proposal shall remain assigned to the project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement may be made without submission of a resume of the proposed replacement for approval by the County.
- v. **Qualifications** - Statement of qualifications and any additional information that the Offeror considers pertinent to its qualifications for the Services and which respond fully to the Scope of Work described herein. “Additional Information” is defined as:
- (a) Licenses to provide Services required by the Code of Virginia, if applicable;
  - (b) Specify any additional individuals who will be assigned to the contract, the level of their experience including credentials, related experience, training, and education of personnel; and
  - (c) Sample documents and/or reports relating to the Services.
- vi. **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant’s performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).
- vii. **Project Approach** – The purpose of this section is to provide the County with the Offeror’s understanding and proposed approach to the project/provision of Services. The Offeror should discuss in detail the proposed management and project approach, the staffing of the Offeror’s firm, and the firm’s approach to ensure quality control and completion of all projects within the time frame set forth.
- viii. **Representative Projects** – This section of the Offeror’s Proposal should list and describe representative clients currently serviced focusing on similar services and especially services provided to other Virginia agencies, localities, and public bodies. Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person. The Offer must include a description of every project it has worked on in the last two (2) years for the Commonwealth of Virginia (including any department or agency thereof) or for a Virginia public body. This must include the client’s name, a contact point for client, and a brief description of the type of services provided.
- ix. **Effective Controls**

- (a) Effective Cost Control – Demonstrated history of effective control of project costs and collection success and ability to accomplish work in a timely manner;
- (b) Describe the Offeror’s cost control methodology;
- (c) Describe the approach for reducing the costs;
- (d) Describe documentation, tracking and reporting systems; and
- (e) Describe the program for quality control.

- x. **No Pricing** – The Offer will need to be prepared to discuss estimated pricing as a part of the negotiation phase with the County. Since this RFP is a request for professional Services pursuant to 2.2-4302.2, the County is not requesting that cost of Services be submitted as a part of any Proposal.

**(vi) Other Requirements** - The Proposal package shall include as a minimum:

- i. The RFP document with any addenda acknowledgements filled out and signed as required (see attachments hereto).
- ii. A detailed response to all requirements, general, specific, functional and technical as defined within this RFP.
- iii. A sufficient description of the experience and knowledge base of the Offeror to show the Offeror’s capabilities should be included in the Proposal. At a minimum, the description of the experience and knowledge base of the Offeror included in the Proposal should include, but not necessarily be limited to, the following:
  - a. A brief description of the history and mission of the Offeror, including the Offeror’s background and mission statement, the length of time the Offeror has been in business, a description of the Offeror’s organizational structure and a description of the Offeror’s customer make-up;
  - b. A statement of how long the Offeror has provided services similar to the Services requested herein;
  - c. A general description of the Offeror’s experience and background in providing services similar to the Services requested herein;
  - d. Any other relevant information about the experience and knowledge base of the Offeror which is deemed to be material;
  - e. Resume of each key employee and any employee who will engaged in providing the Services, including the roles of each and an overview of their previous experience with similar projects;
  - f. Background Information including at minimum: most recent year’s financials (prefer audited) and a disclosure of any past and pending litigation; and
  - g. Description of the typical assistance the Offeror will require of County staff.
- iv. **Client References:** Offerors shall provide a minimum of four (4) client references that are similar in size and scope to the County’s Projects that have utilized similar Services. All client customers in the Commonwealth of Virginia must be provided, regardless of circumstances. Client reference information must include the date of services, length of services, and a point of contact.
- v. **Other:** The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- vi. **Presentation:** Offerors who submit a Proposal in response to this RFP may be required to give an oral presentation of their Proposal or meet with the County related to their Proposal (electronically or in person). This provides an opportunity for the Offeror to clarify or elaborate on the Proposal. This is a fact-finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Presentations are an option of the County and may or may not be conducted.
- vii. **Incurred Expenses:** The County will not be liable for any cost incurred by Offerors in

preparing and submitting Proposals. Offerors may not collect Proposal preparation charges from the County of Fluvanna as a result of cancellation of this RFP.

- viii. **Addenda:** Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required. By submitting a Proposal Offerors certify that all information provided in response to this RFP is true and accurate.
- ix. **Negotiations.** During any negotiations and consistent with applicable law, Offerors shall be prepared to respond to questions and provide cost estimates during such negotiations.

**VI. SUBMITTAL INSTRUCTIONS**

- A. Each Offeror must submit one (1) original hard copy, three (3) copies and one (1) electronic copy of its Proposal on a USB flash drive/memory stick.
- B. An authorized representative of the Offeror shall sign Proposals. All information requested should be submitted. Failure to submit all information requested may result in the County requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. Proposals which are incomplete or lack information may be rejected by the County in its reasonable discretion as non-responsive.
- C. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer’s Proposal.
- D. Offers shall be prepared simply and economically, providing a straightforward, concise description of firm’s capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- E. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the Proposal should be numbered. Each paragraph in the Proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.
- F. Each Proposal shall be in writing and received in hard copy by the deadline. Oral Proposals, Proposals received by telephone, fax, telegraph, or email shall be rejected.

**VII. EVALUATION CRITERIA**

- A. The County will follow the evaluation and selection criteria described in this RFP. The County shall evaluate Proposals and intends to award the contract to the firm that makes the best Proposal overall. The firm selected will be required to demonstrate its ability to provide the Services required effectively with complete impartiality and without any conflict of interest. The selection of a successful Offeror shall be based on the following criteria:

- i. Project team qualifications and experience (25 pts.)
- ii. Offeror’s project and management approach (20 pts.)
- iii. Representative projects (10 pts.)
- iv. Ability to control project costs (25 pts.)
- v. References (5 pts.)
- vi. Proximity and availability to Fluvanna County (15 pts.)

- B. The Evaluation Committee will independently read and rate each Proposal.

- C. The Evaluation Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- D. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, such Proposal may be rejected in the sole opinion of the County.
- E. The County may arrange for discussions with Offerors submitting Proposals for the purpose of obtaining additional information or clarification if needed.
- F. The County reserves the right to have any consultant(s) of its choosing serve on the evaluation committee or advise the evaluation committee with respect to responses to this RFP and information will be shared with any such consultant(s).

**VIII. AWARD OF CONTRACT**

- A. For architectural or engineering services only, the County is not requesting or requiring such 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 Virginia Code Section 2.2-1132. At the negotiation stage and after the qualified Offerors are ranked for negotiations, such Offerors of architectural or engineering services MUST disclose any exceptions to the contractual terms or conditions in writing to the County.
- B. In accordance with Virginia Code Section 2.2-4303.1(A) of the Code of Virginia, the agreement shall be for an initial one (1) year term. The County shall have the option to renew the contract up to three (3) additional one (1) year terms. Under the terms of contract(s) made pursuant to this RFP, no individual Task Order fee shall exceed the limitations set forth in Code Section 2.2-4303.1(A). The aggregate total of fees for all Task Orders issued during the any term any Contract under this RFP shall not exceed the limitations set forth in Code Section 2.2-4303.1(A).
- C. The County provides no guarantee of any work or of the amount of work to be assigned to the selected firm(s) and may utilize other firms for consulting work.
- D. Award(s) shall be based on the Offeror(s)' ability to meet all RFP requirements as set forth in this RFP; and the right is reserved to make the award to other than the lowest priced Offeror when it is in the best interest of the County and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other applicable law.
- E. Award shall be made in accordance with this RFP and the requirement of procurement of professional services under the Virginia Procurement Act (with specific reference to Virginia Code Sections 2.2-4302.2(A)(4)). The Proposal shall not include costs of Services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for Services. Pursuant to Section 2.2-4302.2 (A)(4) of the Code of Virginia, selection of the Offeror will be as follows:
  - 1. The County's designee or committee shall engage in individual discussions with two or more Offerors, if there be that many deemed fully qualified, responsible and suitable on the basis of initial responses with emphasis on professional competence to provide the required Services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed projects as well as alternative concepts. These discussions may encompass nonbinding estimates of total project costs including, where appropriate, design, construction,

life cycle cost, nonbinding estimates of price for Services, and other matters. Properly designated proprietary information from competing Offerors shall not be disclosed to the public or competitors, except as may be required by law.

2. At the conclusion of discussions, outlined in the paragraph above, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the two (2) or more Offerors whose professional qualifications and proposed Services are deemed most meritorious shall be ranked in order of preference.
  3. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- F. The County of Fluvanna may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Section 2.2-4319, Code of Virginia). The award document will be a contract incorporating by reference all requirements, terms and conditions of the solicitation and the contractor's Proposal as negotiated.
- G. The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).

**GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS**

ATTACHED AS APPENDIX I

**VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

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

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

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

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

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder 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 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

- A. \_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
- B. \_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
- C. \_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9) \_\_\_\_\_  
Legal Name of Offeror/Bidder \_\_\_\_\_  
Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Print or Type Name and Title \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION – [REQUIRED]**

**CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of \_\_\_\_\_, does hereby certify in connection with the procurement and proposal to which this Certificate of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Complete if Bidder is an Entity:**

WITNESS the following duly authorized signature and seal:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Signature

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

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), \_\_\_\_\_ (Print Title) on behalf of \_\_\_\_\_ (Name of Entity).

[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**Complete if Bidder is a Sole Proprietor:**

Witness the following signature and seal:

\_\_\_\_\_ (SEAL)

Signature

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.

[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**

**OFFEROR STATEMENT**

The undersigned Bidder/Offeror (hereinafter "Bidder") hereby certifies that the Bidder has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Invitation for Bid or Request for Proposals and hereby submits this bid/proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a bid/proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; and certifies and warrants that the Bidder is properly licensed to provide the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If a Bidder shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered; Bidder further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all services agreed upon in strict accordance with the contract.

**Complete if Bidder is an Entity:** WITNESS the following duly authorized signature and seal:

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Signature

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

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), \_\_\_\_\_ (Print Title) on behalf of \_\_\_\_\_ (Name of Entity).

\_\_\_\_\_  
[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**Complete if Bidder is a Sole Proprietor:** Witness the following signature and seal:

\_\_\_\_\_  
(SEAL)

Signature

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

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.

\_\_\_\_\_  
[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH BID SUBMISSION - [REQUIRED]**