



Appomattox County, Virginia Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522
www.AppomattoxCountyVA.gov
(434) 352-2637

Request For Proposals

Date: July 25, 2016

Project Name/Description:

Appomattox County Administration Parking Lot Improvements

Bid Number: RFP 16-006

Section 1 Introduction

Appomattox County is seeking proposals from qualified paving contractors to provide paving and other parking lot improvements to the Appomattox County Administration Parking Lot, located at 153-A Morton Lane in Appomattox, Virginia, and other parking lots of similar nature for a period ending December 31, 2016.

All Offerors shall abide by all applicable State and Federal laws and be licensed to provide the requested services in the Commonwealth of Virginia.

Appomattox County will not discriminate against any bidder due to race, religion, color, gender, national origin, age, disability, or any other basis prohibited by the laws of the Commonwealth of Virginia relating to discrimination in employment.

Section 2 General Information and Contract Timetable

A. The method of procurement is competitive negotiation for goods and non-professional services in accordance with the Virginia Public Procurement Act (VPPA).

B. Appomattox County anticipates the following timetable for contract award:

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| • July 25, 2016 | RFP Issued |
| • August 1, 2016 | Pre-Proposal Meeting @ 10:00 AM (non-mandatory) |
| • August 5, 2016 | Last day for both Site Visits and Questions |
| • August 8, 2016 | Addendum Released (if necessary) |
| • August 10, 2016 | Proposals Due by 2:00 PM EDT |
| • By August 31, 2016 | Contract Awarded |
| • December 21, 2016 | End of Contract Period |

- C. Questions concerning either the procurement process or the scope of work should be directed in writing via email to:

John Spencer, Purchasing Agent
Appomattox County, VA
email: john.spencer@appomattoxcountyva.gov

All responses to inquiries will be in writing and will be provided to all Offerors via e-mail. No oral interpretations of the Bid Documents will be made to any bidder. To be given consideration, request for interpretations must be received in time to allow preparations of a written response at least five (5) days prior to date fixed for opening of bids. Interpretations will be issued in the form of written addenda to the Bid Documents prior to schedule opening of bids. Only interpretations by formal written addenda will be binding.

- D. Offerors are responsible for familiarizing themselves with the conditions and objectives of the proposed scope of work. To assist with this, a **non-mandatory Pre-Proposal Meeting will be held on Monday, August 1, 2016 at 10:00 AM** in front of the County Administration Building, 153-A Morton Lane, Appomattox, Virginia. The last day for guided site visits will be Friday, August 5, 2016.
- E. Any changes in scope or instructions will be emailed to known prospective Offerors and uploaded to the County's website under the "Solicitations" tab at the top of the homepage. Each Offeror is responsible for determining that all addenda issued by the County have been received and shall acknowledge receipt of all addenda in the Proposal. All addenda so issued shall become part of this RFP and any resulting contract documents.

Section 3 Contract Period/Additional Work

It is the intention of Appomattox County to award a contract valid through December 31, 2016. Until that date, the County will have the right to award other paving and parking lot improvement projects to the successful Offeror as deemed prudent by the County Administrator and/or Board of Supervisors.

Section 4 Cooperative Purchasing for Other Units of the Commonwealth

The successful Offeror shall agree to offer the prices, terms and conditions offered herein to other governmental units of the Commonwealth of Virginia, including, but not limited to, Counties, Cities, Towns, School Divisions and Local or Regional Authorities. Those governments utilizing this cooperative contract will be responsible for entering into separate agreements with the Contractor and for all payments thereunder.

Section 5 Scope of Services

The County Administration parking lot is located at 153-A Morton Lane in the Town of Appomattox, Virginia. The existing parking lot is to be repaved, but the lot is also to be enlarged in the direction of the Historical Society Museum/Old County Jail. Rough measurements of the final parking size are shown on a map labeled as Attachment D to this RFP.

At a minimum, the successful Offeror will be expected to complete the following tasks:

- A. Excavation and preparation of the expansion area before laying a base coat of asphalt sufficient to make this area level with the existing paved area.
- B. Removal of broken pavement, grass and other debris from all cracks, holes and depressions before repairing the damaged areas.
- C. Overlaying the entire project area with new asphalt.
- D. Striping the entire parking lot in consultation with County staff.

Section 6 Proposal Preparation and Submission

- A. To be valid for consideration, bids must be completed and submitted in accordance with these instructions.
- B. The Offeror shall submit a Proposal which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to perform the services described herein.
- C. The Scope of Work should be expanded in detail to provide the County with an understanding of how the tasks will be accomplished. Among other details, include base and overlay thickness targets in inches.
- D. Responses should be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness of services offered and clarity of content. Questions regarding this request for proposals should be directed to Mr. John Spencer, Purchasing Agent.
- E. **The following information shall be returned with Offeror's proposal response and *IN THE ORDER LISTED*:**
 - a. Completed Certification of Proposal form as provided (Attachment A - *Certification of Proposal*). This form must be first page of proposal after any cover page.

- b. The Offeror's price for completing all activities of this RFP's Scope of Work (Attachment B - *Project Pricing*).
 - c. Completed *Contractor Data Sheet*, which includes the requirement for at least three (3) references from jobs equal to or greater than this one (Attachment C – *Contractor Data Sheet*).
 - d. Certificate of Insurance completed to the requirements as set forth in the General Terms and Conditions portion of this RFP.
 - e. The Offeror's complete proposal, with a written narrative detailing the Offeror's ability to meet the requirements of this RFP, including the Scope of Work.
 - f. Any other information the Offeror deems pertinent to this RFP.
- F. A total of three (3) copies of the complete proposal, including Certification of Proposal form and references, must be submitted.
- G. Mark outside of envelope with RFP number (**RFP 16-006**) and RFP name (**County Administration Parking Lot Improvements**). Proposals are to be returned no later than **2:00 p.m., local prevailing time, Wednesday, August 10, 2016, to:**

Appomattox County
ATTN: John Spencer, Purchasing Agent
153-A Morton Lane
P.O. Box 863
Appomattox, VA 24522

Proposals arriving later than 2:00 p.m. will be considered as non-responsive and will not be reviewed. The Offeror has the sole responsibility to have the proposal received by the Appomattox County Purchasing Office at the above address and by the above stated time and date. Appomattox County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or any other means of delivery that may be employed. Proposals sent electronically or by facsimile will not be accepted.

Section 7 **Proprietary Information**

Offerors are advised that Chapter 43, Section 2.2-4342 of the Code of Virginia (i.e., the Virginia Public Procurement Act) shall govern public inspection of all records submitted by the firm. Trade secrets or proprietary information submitted by an Offeror in connection with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act. **However, the Offeror must invoke the protection of this section prior to or upon submission of the data or other materials.** Offerors must provide a statement that identifies the data or other materials to be protected and states the reasons why protection is necessary. Furthermore, Offerors shall submit trade secrets or proprietary information under separate cover in a sealed envelope clearly marked **PROPRIETARY**.

**Section 8
Evaluation Criteria**

The proposals will be evaluated according to the criteria below. The County reserves the right to interview and negotiate with all respondents, no respondents, or with any number in between based on the results of this initial evaluation.

<u>RFP Evaluation Criteria</u>	<u>Assigned Weight</u>
Price	40
Content/Scope of Work	20
Ability to Perform	20
Proposal/Ability to Follow Instructions	<u>20</u>
	100

If at this time, the County chooses to interview multiple Offerors, the evaluation criteria will be as follows:

<u>Interview Evaluation Criteria</u>	<u>Assigned Weight</u>
Price	40
Interview	20
Ability to Perform	20
Proposal/Ability to Follow Instructions	<u>20</u>
	100

**Section 9
Award of Contract**

Selection shall be made of one Offeror deemed to be fully qualified and best suited among those submitting proposals for each project on the basis of the evaluation factors identified above. Appomattox County shall select the Offeror which in its opinion, has made the best proposal, and shall award the contract to that Offeror.

Appomattox County may cancel this RFP, reject proposals or any portion thereof 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 2.2-4359, Code of Virginia) Should the County determine in writing, at 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 awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the Contractor's proposal as negotiated.

Section 10
Cancellation of Contract

Either party reserves the right to cancel and terminate a resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the other party.

Section 11
General Terms and Conditions

The County's General Terms and Conditions are attached to and made part of this Request for Proposals.