



**UNSEALED INVITATION FOR BID (UIFB)  
PORTABLE TWO-WAY RADIO RENTALS**

ISSUE DATE: Monday, November 20, 2023

UIFB NO.: 100412-FY24-25

QUESTIONS DUE: Wednesday, November 29, 2023; 3:00 PM

QUOTES DUE: Tuesday, December 12, 2023; 3:00 PM

DELIVERY ADDRESS: Town of Leesburg  
Procurement Division  
[bidquestions@leesburgva.gov](mailto:bidquestions@leesburgva.gov)

CONTACT: Kelly Neff  
Buyer II  
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NOTICE OF ADDENDA: Any addenda to this UIFB will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and will only be emailed to those firms who have REGISTERED on this site. It is the firm's responsibility to provide a correct email address and to be aware of any addenda.

**UIFB 100412-FY24-25  
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## I. PURPOSE

The purpose of this Unsealed Invitation for Bid (UIFB) is to establish an annual term contract with qualified firms to provide radios to rent for five (5) annual Town of Leesburg events. The successful bidder, also referred to herein as “Contractor”, will work with the Town to provide two-way, push-to-talk radio units to include delivery to the Town of Leesburg and shipping from the Town of Leesburg for the following events: Flower & Garden Festival, the Independence Day Celebration, TASTE Leesburg, Leesburg Airshow, and the Christmas and Holiday Parade.

## II. BACKGROUND

The Town of Leesburg is located 35 miles west of Washington, D.C. The Town encompasses an area of 12 square miles with an estimated service population of 52,415. The Town’s fiscal year begins on July 1 and ends on June 30. As a government entity, the Town of Leesburg is exempt from being taxed on goods and services.

The Town is a full-service municipal corporation that provides the following services to Town residents and businesses: police, refuse collection and disposal, water and sewer utilities, storm water management, airport, parks and recreation, and maintenance of streets and roadways.

The Town of Leesburg Parks and Recreation Department offers a variety of programs, facilities, services, and events to meet the recreation and leisure needs of the community. The annual events listed below have varying needs based on the size of the event.

**The Leesburg Flower and Garden Festival** takes place annually in April, on the third weekend depending upon where Easter falls on the calendar. When Easter falls on the third weekend, the Flower and Garden Festival will take place on the fourth weekend. The Leesburg Flower and Garden Festival ([www.flowerandgarden.org](http://www.flowerandgarden.org)) is a long-standing two-day event with two entertainment stages within its footprint and held in the heart of downtown Leesburg. The event includes an enclosed beer garden with approximately 8 beer vendors offering sample-sized tastes.

**Independence Day Celebration** takes place on July 4<sup>th</sup> each year at Ida Lee Park. Thousands of attendees gather to celebrate the birthday of our country with a morning parade beginning at 10:00 AM and a concert with fireworks in the evening. Food vendors are available for attendees to enjoy dinner and celebrate with friends and family. The rain date is July 5. The evening event hours are 6:00pm – approximately 10:00pm with an estimated attendance of upwards of 15,000 people.

**TASTE Leesburg** is the newest event on the streets of downtown Leesburg with two stages of entertainment. TASTE Leesburg is typically the second Saturday in August. The TASTE event is an open alcohol event featuring local breweries, wineries, and cideries. The public can carry their sample-sized beverages openly throughout the event footprint. TASTE Leesburg is rain or shine. Event hours are from 5:00pm – 10:00pm with an estimated crowd of 8,000+.

**The Leesburg Airshow** takes place on the last Saturday in September at the Leesburg Executive Airport and features static plane displays as well as air performances. Food vendors and beer are

included within the footprint for attendees to enjoy. The Leesburg Airshow is rain or shine from 11:00am – 4:00pm. The average attendance at the Airshow is 10,000.

**Christmas and Holiday Parade** is the second Saturday of December. It’s the most wonderful time of the year as we celebrate Christmas and Winter Holidays with our annual parade featuring as many as 60 parade units drawing thousands of spectators along the downtown streets of Leesburg. A rain date for the parade is the Sunday of the same weekend. The parade begins at 6:00pm.

### III. SCOPE OF WORK

The successful bidder, also referred to herein as “Contractor”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks. The successful bidder shall provide the following services to the Town:

#### A. Service Requirements

##### 1. Estimated Quantities

<b>Event</b>	<b>Number of Radios with Accessories</b>	<b>Number of Headsets</b>	<b>Number of Extra Batteries</b>	<b>Number of Chargers</b>	<b>Shipping</b>
Flower and Garden Festival	50	6	25	25	60 Ida Lee Drive Leesburg, VA 20176
Independence Day Celebration	40	6	20	20	60 Ida Lee Drive Leesburg, VA 20176
TASTE Leesburg	50	6	25	25	60 Ida Lee Drive Leesburg, VA 20176
Leesburg Airshow	48	6	24	24	60 Ida Lee Drive Leesburg, VA 20176
Christmas and Holiday Parade	36	6	18	18	60 Ida Lee Drive Leesburg, VA 20176

2. The Contractor shall be responsible for shipping to the Town of Leesburg Parks and Recreation and providing shipping labels for returning the equipment back to the Contractor after the event.

3. The Contractor shall be responsible for the following, specific to each event's requirements:

A. Flower and Garden Festival, typically held the third weekend in April with setup on Friday and the event on Saturday and Sunday.

- a. Fifty (50) Motorola TKL 100 digital WAVE PTX 4G LTE 96ch Nationwide two-way radio with battery, LTE antenna, and belt clip, or equivalent.
  - i. At least four (4) talk groups on Motorola's Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
- b. Twenty-five (25) extra Motorola high-capacity batteries, or equivalent.
- c. Six (6) headsets
- d. Charging stations for a minimum of twenty-five (25) radios
- e. Delivery of radios to arrive at least two (2) days prior to the event date.
- f. Return shipping labels for radios and accessories to be shipped back to the Contractor after the event.

B. Independence Day Celebration, event date July 4<sup>th</sup> held at Ida Lee Park Festival Field.

- a. Forty (40) Motorola TKL 100 digital WAVE PTX 4G LTE 96ch Nationwide 2-way radio w/ battery, LTE antenna, and belt clip, or equivalent.
  - i. Four (4) talk groups on Motorola's Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
- b. Twenty (20) extra Motorola high-capacity batteries, or equivalent.
- c. Six (6) headsets.
- d. Charging stations for a minimum of twenty (20) radios.
- e. Delivery of radios to arrive at least two days prior to the event date.
- f. Return shipping labels for radios and accessories to be shipped back to the Contractor after the event.

C. TASTE Leesburg, event date is second Saturday in August, held in Downtown Leesburg.

- a. Fifty (50) Motorola TKL 100 digital WAVE PTX 4G LTE 96ch Nationwide 2-way radio w/ battery, LTE antenna, and belt clip, or equivalent.
  - i. At least four (4) talk groups on Motorola's Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
- b. Twenty-Five (25) extra Motorola high-capacity batteries, or equivalent.
- c. Six (6) headsets.
- d. Charging stations for a minimum of twenty-five (25) radios.
- e. Delivery of radios to arrive at least two days prior to the event date.
- f. Return shipping labels for radios and accessories to be shipped back to the Contractor after the event.

D. Leesburg Airshow, event date is the last Saturday in September, held at the Leesburg Executive Airport.

- a. Forty-eight (48) Motorola TKL 100 digital WAVE PTX 4G LTE 96ch Nationwide 2-way radio w/ battery, LTE antenna, and belt clip, or equivalent.
  - i. Four (4) talk groups on Motorola's Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
- b. Twenty-four (24) extra Motorola high-capacity batteries, or equivalent.
- c. Six (6) headsets.
- d. Charging stations for a minimum of twenty-four (24) radios.
- e. Delivery of radios to arrive at least two days prior to the event date.
- f. Return shipping labels for radios and accessories to be shipped back to the Contractor after the event.

E. Christmas and Holiday Parade, event date is the second Saturday in December staging area at Ida Lee Park Festival Field.

- a. Thirty-six (36) Motorola TKL 100 digital WAVE PTX 4G LTE 96ch Nationwide 2-way radio w/ battery, LTE antenna, and belt clip, or equivalent.
  - i. Four (4) talk groups on Motorola's Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
- b. Eighteen (18) extra Motorola high-capacity batteries, or equivalent.

- c. Six (6) headsets.
- d. Charging stations for a minimum of eighteen (18) radios.
- e. Delivery of radios to arrive at least two (2) days prior to the event date.
- f. Return shipping labels for radios and accessories to be shipped back to the Contractor after the event.

## **B. Specifications**

Whenever materials or equipment are specified or described in the Specifications by using the name of a proprietary item or the name of a particular manufacturer, fabricator, supplier, or distributor, the naming of the item is intended to establish the type, function, and quality required. Unless the name is followed by words indicating that no substitution is permitted, materials or equipment of other manufacturers, fabricators, suppliers or distributors may be accepted by the Town if sufficient information is submitted by the Bidder to allow the Town to determine that the material or equipment proposed is equivalent to that name.

The successful bidder, also referred to herein as “Contractor”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks. The successful bidder shall provide the following services to the Town:

1. Motorola TKL 100 digital WAVE PTX 4G LTR 96ch Nationwide two-way radio. w/battery, LTE antenna, and belt clip, or equivalent.
2. At least four (4) talk groups on Motorola’s Nationwide WAVE PTX OnCloud 4G LTE Network. Also include WiFi backup capabilities, or equivalent.
3. Motorola high-capacity batteries, or equivalent.
4. Compatible charging stations.
5. Compatible headsets.

## **IV. CONTRACT PERIOD**

The resulting contract shall commence on a date that is mutually agreed upon by both parties and shall continue in force for one (1) year. Upon mutual agreement of both parties, the resulting Contract may be renewed for four (4) additional one-year terms.

## **V. SUBMITTAL INSTRUCTIONS**

All bids must be submitted via e-mail to [BidQuestions@LEESBURGVA.GOV](mailto:BidQuestions@LEESBURGVA.GOV) as a pdf document and shall include the following documents:

1. UIFB Submission Form (Page 23)
2. Reference Form (Page 24)
3. Addenda Acknowledgement (Page 25)
4. Product Specification Form (Page 26)
5. Pricing Form (Page 27-28)

Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids, provided that they are then fully in conformance with these Instructions to Bidders.

## VI. AWARD CRITERIA

The Town intends to award this Contract to the lowest responsive, responsible bidder who is authorized to transact business in the Commonwealth of Virginia with demonstrated experience similar in nature to that being requested herein.

The Town reserves the right to award in whole or in part, to make multiple awards, or to waive informalities in the process of awarding this contract.

The contents of the Bid submitted by the successful Bidder will become part of any contract awarded as a result of this UIFB. The successful Bidder shall be expected to sign a contract with the Town. Additional terms and provisions may be included in the Contract, a sample copy of which is enclosed.

## VII. QUESTIONS AND INQUIRIES

Unless otherwise instructed, the Procurement Contact is the sole point of contact for questions concerning this UIFB. Questions concerning this UIFB must be made in writing to the Procurement Contact listed on the cover page of the UIFB. Questions must be received by 5:00 p.m. on Monday, May 8, 2023.

Additional clarifications to the specifications will be in the form of a written addendum. All addenda will be posted on the Town's website. Such addenda will become part of the contract documents. Verbal instructions are not binding and will not form a part of the bid documents. It is the bidder's responsibility to obtain all addenda from the Town's website: <http://www.leeburgva.gov/bidboard>.

## VIII. GENERAL TERMS AND CONDITIONS

### A. General Terms and Conditions

1. **Bid Binding for Sixty (60) Days:** Bidder agrees that this Bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the due date.
2. **Late Bids:** Bids received after the time specified on the cover page of this UIFB will not be accepted and will be returned unopened, provided a return address is visible.
3. **Acceptance or Rejection of Bids:** The Town reserves the right to accept or reject any or all bids in whole or in part and to waive minor informalities in the process of awarding this contract.
4. **Competition Intended:** It is the Town's intent that this request for quote permits competition. It shall be the bidder's responsibility to advise the Procurement Officer in writing if any language, requirements, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this UIFB to a single source. The



Procurement Officer must receive such notification at least ten (10) business days before the due date.

5. **Understanding of Specifications:** Bidders shall thoroughly examine and be familiar with the Town specifications. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this bid or the subsequent contract. The submission of a bid shall be taken as prima facie evidence of compliance with this paragraph.
6. **Inquiries Concerning Specifications:** Questions concerning this UIFB must be made in writing to the Procurement Contact listed on the cover page of the UIFB.
7. **ADA Reasonable Accommodation Clause:** If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the Procurement Officer at least ten (10) business days before the bid due date.
8. **Costs Incurred in Responding:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of bids, or to procure or contract for services defined herein.
9. **Employment Discrimination Prohibited:** 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 or national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. 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, will state that such Contractor 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 the requirements of this section.

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.

10. **Disposition of Bids:** All materials submitted in response to this UIFB will become the property of the Town. One (1) copy of each bid shall be retained for official files and

will become a public record. These records will be available for public inspection after the award of the contract. It is understood that the Bid will become a part of the official

file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 11. “Trade Secrets and Proprietary Information Disclosure”.

11. **Trade Secrets and Proprietary Information Disclosure:** In compliance with the Town’s Procurement Policies, all bids will be available for public inspection. Trade secrets and proprietary information submitted by a bidder in connection with procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Bidder must invoke the protection of this section before or upon submission of the data or other materials and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire Bid is proprietary is unacceptable. A statement that the costs are to be protected is unacceptable.
12. **Laws and Regulations:** The Bidder’s attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the Contract shall apply to the Contract throughout, and they will be considered to be included in the Contract the same as though herein written out in full.
13. **License Requirement:** All firms doing business for the Town are required to be licensed in accordance with the Town’s “Business, Professional, and Occupational Licensing (BPOL) Tax” Ordinance. Wholesale and retail merchants without a business location in Leesburg, VA are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Department of Finance, telephone **703-771-2723**. Indicate the BPOL license number on the bid form.
14. **Ethics in Public Contracting:** The Bidder agrees that it will adhere to Article 6 – “Ethics in Public Contracting” requirements set forth in the Virginia Public Procurement Act.
15. **Safety:** All contractors and subcontractors performing services for the Town are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupation 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 worksite area under this contract.
16. **Termination:** Subject to the provisions below, the Contract may be terminated by the Town upon ten (10) days advance written notice to the other party. If any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the Town until said work or services are completed and accepted.

Termination for Convenience – In the event that this Contract is terminated or cancelled upon request and for the convenience of the Town, without the required ten (10) days

advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

Termination for Cause – Termination by the Town for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The ten (10) days advance notice requirement is waived in the event of Termination for Cause. In the event of default by the Bidder, we reserve the right to procure the commodities and/or services from other sources and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of commodities and/or service not conforming to the specifications they may be accepted, and payment therefore shall be made at a proper reduction in price.

Termination Due to Unavailability of Funds in Succeeding Fiscal Years – When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled, and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

17. **Non-Assignment of Contract:** The Contractor shall not assign the Contract, or any portion thereof, without the advanced written permission of the Procurement Officer, such permission not to be unreasonably withheld.
18. **Use by Other Localities:** Bidders are advised that the resultant Contract may be extended, with the authorization of the Bidder, to other public bodies or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract. If any other public body decides to use the final Contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing, and payment. The Town of Leesburg acts only as the “Contracting Agent” for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your bid.

It is the Contractor’s responsibility to notify the public body(s) of the availability of the contract.

Other public bodies desiring to use this Contract must make their own legal determination as to whether the use of this Contract is consistent with their laws, regulations, and other policies.

Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the Contract’s terms and conditions. If, when preparing such a contract, the general terms and conditions of the public body are unacceptable to the Contractor, the Contractor may withdrawal its extension of the award to that public body.

The Town of Leesburg shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that Public Body by the Contractor.

19. **Modification of the Contract:** This Contract may be modified by approved a contract modification or change order signed by both parties in accordance with the VPPA.
20. **Discrimination Prohibited; Participation of Small and Minority-Owned Business:** The Town shall not discriminate against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
21. **Drug-free Workplace to Be Maintained by Contractor; Required Contract Provisions:** All public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) 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 the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

22. **Collusion among Bidders:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder has an interest in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. The signer of the Bid must declare that all persons, companies and parties interested in the contract as principals are named therein; that the Bid is made without collusion with any other person, persons, company or parties submitting a bid; that it is in all respects fair and in good faith without collusion or fraud; and that the signer of the Bid has authority to contractually bind the bidder. See Submission Form.
23. **Town Employees:** No employee of the Town shall be admitted to any share or part of this Contract or to any benefit that may arise there from.
24. **Qualification of Bidders:** Each bidder may be required, before the award of any contract, to show to the complete satisfaction of the Evaluation Team that it has the necessary facilities, abilities, and financial resources to furnish the service or material specified herein in a satisfactory manner, and the Bidder may also be required to show

past history and reference which will enable the Evaluation Team to be satisfied as to the bidder's qualifications. Failure to qualify according to the foregoing requirements will justify bid rejection.

25. **Liability:** The successful Bidder will not be held responsible for failure to perform the duties and responsibilities imposed by the Contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the successful Bidder that make performance impossible or illegal, unless otherwise specified in the Contract.
26. **Protest of Award or Decision to Award:** A bidder may protest an award or decision to award a contract under procedures as set forth in the Virginia Public Procurement Act.
27. **Ethics in Public Contracting:** This specification incorporates by reference, but is not limited to, the provisions of law contained in the Virginia Conflict of Interest Act, the Virginia Governmental Frauds Act, Articles 2 and 3 of Chapter 10 of title 18.2 of the Code of Virginia, as amended, and the Town Procurement Policy.
28. **Faith-Based Organizations:** The Town of Leesburg does not discriminate against faith-based organizations.
29. **Insurance Requirements:** Bidder shall secure at its own expense general liability insurance in an amount not less than \$1,000,000 solely contained in a Commercial General Liability Policy or in combination with an Umbrella or Excess Policy. Included shall be coverage for Bodily Injury and Property Damage resulting from the operations, products, and completed operations of the Contractor.

Bidder shall also carry automobile insurance in an amount not less than \$1,000,000 solely contained in a Commercial Auto Policy or in combination with an Umbrella or Excess Policy. Bidder shall also carry Workers Compensation insurance, which meets the statutory requirements of the Commonwealth of Virginia. In addition, Bidder shall carry other insurance coverage deemed by the Town to be appropriate to this Contract.

The above-mentioned coverage shall be placed with an insurance carrier licensed to do business in the Commonwealth of Virginia. The carrier must have an AM Best Rating of A or better. A Certificate of Insurance identifying coverage and naming the Town of Leesburg as additional insured shall be furnished to the Town. Liability coverage shall contain wording prohibiting cancellation of coverage, failure to renew, or reduction in limit without the insurer first giving 30 days prior written notice of such action to the Town.

30. **Payment Clauses:** Pursuant to Section 2.2-4354 of the VPPA, within seven days after receipt of amounts paid to the bidder by the Town for work performed by the subcontractor under the resulting Contract the Bidder will:
  - a. Pay the subcontractor for the proportionate share of the total payment received from the agency attributable to the work performed by the subcontractor under that contract; or

- b. Notify the agency and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

Individual contractors must provide their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

The Bidder will pay interest to the subcontractor on all amounts owed by the Bidder that remain unpaid after seven days following receipt by the Bidder of payment from the Town for work performed by the subcontractor under that contract, except for amounts withheld as allowed in subdivision 1.

“Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.”

The Bidder will include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

A Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of the Town. A contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

31. **Prime Vendor Responsibilities:** Bidders may propose services that are provided by others, but any services proposed must meet all of the requirements of this UIFB. If the Bid includes services provided by others, the Bidder will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement delivery and quality of such services. The Bidder will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this UIFB.
32. **Purchase Orders:** A purchase order will be enclosed with the resulting Contract or will be issued shortly thereafter and will become an integral part of the resulting Contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15 of the Code of the Commonwealth of Virginia and assures distribution of the necessary receiving reports. The purchase order does not supersede any provisions of the resulting Contract. Performance time and dates are determined solely by the Contract and any modification thereto. Services are not to begin until receipt of the purchase order and/or other notification by the Town's Procurement Officer or designee.

**SAMPLE CONTRACT – PROVIDED FOR REFERENCE PURPOSES; THE TOWN MAY REQUIRE ADDITIONAL PROVISIONS IN ANY FINAL CONTRACT**

**CONTRACT NO. XXXXXX-FYXX-XX  
CONTRACT TITLE**

This **CONTRACT** (the “Contract”) is made this \_\_\_ day of \_\_\_\_\_, 2023 by and between the **TOWN OF LEESBURG, VIRGINIA** (the “Town”), a municipal corporation, \_\_\_\_\_, a \_\_\_\_\_, having a usual place of business at \_\_\_\_\_ (the “Contractor”), collectively referred to herein as “Parties”.

The Contractor and the Town, in consideration of the mutual covenants, promises, and agreements herein contained, agree as follows:

1. **Provision of Services.** The Contractor hereby agrees to provide the following services to the Town:
2. **Contract Documents.** The Contract Documents consist of this Contract, UIFB No. 100412-FY24-25 (incorporated herein by reference), the Contractor’s Bid dated \_\_\_\_\_ (attached hereto as “Exhibit A”), and any subsequent purchase orders issued by the Town. Where the terms of this Contract and the Contractor’s Bid are at variance, the provisions of this Contract shall prevail. The Parties agree that any ambiguity, conflict or inconsistency in the foregoing documents that together constitute the Contract, will be resolved in the following order of precedence: (1) this Contract; (2) UIFB No. 100412-FY24-25 and all addenda thereto; (3) the Contractor’s Bid dated \_\_\_\_\_.
3. **Contract Term.** The term of this Contract shall commence on \_\_\_\_\_ and shall continue in force until \_\_\_\_\_. Upon mutual agreement of both Parties, this Contract may be renewed for up to four (4) one-year renewal terms.
4. **Contract Amount.** In return for the services identified above, the Town certifies that sufficient funds are budgeted and shall compensate the Contractor in accordance with the Contractor’s Bid dated \_\_\_\_\_, which is attached hereto as Exhibit A and outlined below:
5. **Method of Payment.** The Contractor shall submit invoices to the Town with all supporting documentation and shall be reimbursed within forty-five (45) days after receipt of invoice or completion of services, whichever occurs later.

Invoice must reference the Contractor’s name and address, detail the hours worked and services performed, must reference the purchase order number, and be mailed and/or emailed to the address(es) specified below:

Town of Leesburg, Virginia  
Department of Parks and Recreation  
Attn: Linda Fountain  
60 Ida Lee Drive  
Leesburg, VA 20176  
Email:  
[lfountain@leesburgva.gov](mailto:lfountain@leesburgva.gov)





to the Contractor until it determines its damages and may sue the Contractor for any damages caused by the breach. If the Town terminates this Contract for cause and it is later determined that such termination was not justified, then the termination shall be converted into one without cause under Paragraph 11.A. and any liability of the Town shall be limited solely to the liability provided by that paragraph for a termination without cause.

- C. If this Contract is terminated by the Town, the Contractor shall within seven days thereafter deliver to the Town all Contract Deliverables regardless of the current state of completion. In such case, the Contractor grants an irrevocable right to the Town to use the Contract Deliverables without additional compensation to the Contractor, but the Contractor will not be liable for any change or alterations to the Contract Deliverables or for their use in an incomplete state.
- D. Notwithstanding the foregoing, the Contractor agrees that any resulting contract is subject to annual appropriations of the Leesburg Town Council and that non-appropriation of sufficient funding to continue the contract will result in its automatic termination once existing funding is exhausted.

- 12. **Integration Clause.** This Contract, including all incorporated Contract Documents, shall constitute the whole agreement between the Parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the Parties hereto related to the subject of this Contract.
- 13. **Notice of Required Disability Legislation Compliance.** The Town is required to comply with state and federal disability legislation: The Rehabilitation Act of 1973 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990. Specifically, the Town 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 on the basis of disability by public entities. 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.
- 14. **Faith Based Organizations.** The Town does not discriminate against faith-based organizations.
- 15. **Immigration Reform and Control Act of 1986.** By entering this Contract, the Contractor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
- 16. **Payment to Subcontractors.** Within seven (7) days after receipt of amounts paid by the Town for work performed by a subcontractor under this Agreement, the Contractor shall either: a) pay the subcontractor for the proportionate share of the total payment received from the Town attributable to

the work performed by the subcontractor under this Agreement; or b) notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment. The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the Town.

17. **Authority to Transact Business in Virginia.** A 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 to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into an Agreement with the Town pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Agreement. The Town may void any Agreement with a business entity if the business entity fails to remain in compliance with the provisions of this section.
18. **Counterparts.** This Contract and any amendments or renewals hereto may be executed in a number of counterparts, and each counterpart signature, when taken with the other counterpart signatures, is treated as if executed upon one original of this Contract or any amendment or renewal. A signature by any party to this Contract provided by facsimile or electronic mail is binding upon that party as if it were the original. A wet signature affixed or inserted electronically to this Contract shall be deemed an original signature.
19. **Ethics in Public Contracting.** The provisions contained in Sections 2.2 4367 through 2.2 4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the Town. A copy of these provisions may be obtained from the Town upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2 498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

20. **Exemption from Taxes.** Pursuant to Va. Code § 58.1-609.1, the Town is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax, therefore the Contractor shall not charge the Town for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or products provided under the Contract. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the

Contractor from including its own sales tax expense in connection with the Contract in its Contract price.

**21. Employment Discrimination by Contractors Prohibited.**

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, status as a service-disabled veteran, or any 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, shall 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 to meet this requirement.

B. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**22. Drug-free Workplace.**

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) 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 the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

**23. Delays and Delivery Failures.** Time is of the essence. The Contractor must keep the Town advised at all times of status of Parties' agreement. If delay is foreseen, the Contractor shall give immediate written notice to Town. Should Contractor fail to deliver the proper item/service at the time and place contracted for, or within a reasonable period of time thereafter as agreed to in writing by the Town, or should the Contractor fail to make a timely replacement of rejected item/service when so required,

the Town may purchase item/service of comparable quality and quantity in the open market to replace the undelivered or rejected item/service. The Contractor shall reimburse the Town for all costs in excess of the Contract price when purchases are made in the open market; or, in the event that there is a balance the Town owes to the Contractor from prior transactions, an amount equal to the additional expense incurred by the Town as a result of the Contractor's nonperformance shall be deducted from the balance as payment.

24. **Substitutions.** No substitutions, additions, or cancellations, including those of key personnel, are permitted after Contract award without written approval by the Town. Where specific employees are proposed by the Contractor for work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the Town agrees to substitution. Requests for substitutions shall be reviewed and may be approved by the Town at its sole discretion.
25. **Workmanship and Inspection.** All work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The Town reserves the right to require immediate removal of any Contractor employee from Town service it deems unfit for service for any reason, not contrary to law. This right is non-negotiable, and the Contractor agrees to this condition by accepting this Contract. Further, the Town may, from time to time, make inspections of the work performed under the Contract. Any inspection by the Town does not relieve the Contractor of any responsibility in meeting the Contract requirements.
26. **Contractual Disputes.** The Contractor shall give written notice to the Procurement Officer of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery.

The claim, with supporting documentation, shall be submitted to the Procurement Officer by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the Procurement Officer shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the Town's receipt of the claim.

The Procurement Officer's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Town Manager, or his designee. The Town Manager shall render a decision within sixty (60) days of receipt of the appeal.

No Contractor shall institute any legal action until all statutory requirements have been met. Each party shall bear its own costs and expenses resulting from any litigation, including attorney's fees.

27. **Severability.** In the event that any provision shall be adjudged or decreed to be invalid, by a court of competent jurisdiction, such ruling shall not invalidate the entire Contract but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

28. **Force Majeure.** A party will not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the party that make performance impossible or illegal, unless otherwise specified in the Contract.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, that party must immediately notify the other party giving full particulars of the event of force majeure and the reasons for the event of force majeure preventing that party from, or delaying that party in performing its obligations under this contract and that party must use its reasonable efforts to mitigate the effect of the event of force majeure upon its or their performance of the contract and to fulfill its or their obligations under the contract.

An event of force majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.

The Contractor has no entitlement and Town has no liability for: (1) any costs, losses, expenses, damages or the payment of any part of the contract price during an event of force majeure; and (2) any delay costs in any way incurred by the contractor due to an event of force majeure.

29. **Survival of Terms.** Upon discharge of this Contract, Sections 6 (Applicable Laws and Courts), 8 (Audit), 9 (Indemnification), 10 (Notice), 16 (Payment to Subcontractors) and 26 (Contractual Disputes) shall continue and survive in full force and effect.

30. **Insurance.**

Contractor shall secure at its own expense general liability insurance in an amount not less than \$1,000,000 solely contained in a Commercial General Liability Policy or in combination with an Umbrella or Excess Policy. Included shall be coverage for Bodily Injury and Property Damage resulting from the operations, products, and completed operations of the contractor.

Contractor shall also carry automobile insurance in an amount not less than \$1,000,000 solely contained in a Commercial Auto Policy or in combination with an Umbrella or Excess Policy. Contractor shall also carry Workers Compensation insurance, which meets the statutory requirements of the Commonwealth of Virginia. In addition, Contractor shall also carry other insurance coverage deemed by the Town to be appropriate to this agreement.

The above-mentioned coverage shall be placed with an insurance carrier licensed to do business in the Commonwealth of Virginia. The carrier must have an AM Best Rating of A or better. A Certificate of Insurance identifying coverage shall be furnished to the Town. The Town of Leesburg shall be named as an additional insured on commercial general liability, umbrella/excess coverage, and automobile coverage. Liability coverage shall contain wording prohibiting cancellation of coverage, failure to renew, or reduction in limit without the insurer first giving 30 days' prior written notice of such action to the Town.

31. **Parties' Relationship.** It is the intent of the Parties hereto that the Contractor shall be considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of the Town and that these bodies shall be at no time legally responsible

for any negligence on the part of said Contractor, its servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

- 32. **Ownership of Documents.** Contractor agrees that all information, finished or unfinished documents, data, studies, surveys, specifications, records, reports, and other material gathered and/or prepared by or for it under the terms of the Contract shall, at the Town’s option, be delivered to, become, and remain the property of the Town. The Town shall also have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Contractor.
  
- 33. **Authorization.** Contractor affirms that its signatory below is legally authorized to sign this Contract on its behalf.

In witness whereof, the Parties below execute this Contract as of the date first above written.

**TOWN OF LEESBURG, VIRGINIA**

\_\_\_\_\_

AUTHORIZED  
SIGNATURE \_\_\_\_\_  
NAME           Kaj H. Dentler            
TITLE           Town Manager            
DATE \_\_\_\_\_

AUTHORIZED  
SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

**SUBMISSION FORM  
UIFB NO. 100412-FY24-25**

**SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person Title \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_  
Organized under the laws of the State of \_\_\_\_\_  
Principal place of business at \_\_\_\_\_  
Federal ID Number \_\_\_\_\_ Registered Agent \_\_\_\_\_  
State Corp. Commission Registration No. \_\_\_\_\_ (attach Certificate of Good Standing)

List the names and addresses of all persons having ownership of 3% or more in the company:

Name	Address
_____	_____
_____	_____
_____	_____

The Town of Leesburg requests, as a matter of policy, that any consultant or firm receiving a contract of award resulting from a formal solicitation issued by the Town shall make certification as specified below. Receipt of such certification shall be a prerequisite to the award of contract and payment thereof.

SECTION II – EMPLOYEES NOT TO BENEFIT - I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of the Town of Leesburg, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

***SECTION III – CONFLICTS OF INTEREST - This solicitation is subject to the provisions of VA Code Ann. Section 2.1-639.2 et seq., the State and Local Government Conflict of Interests Act. The Supplier [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest.***

SECTION IV – COLLUSION - I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and federal law and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this UIFB and certify that I am authorized to sign for my company.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

***BIDDER MUST RETURN THIS FORM WITH THEIR BID***

**REFERENCE FORM**

**QUALIFICATIONS OF BIDDER:** Bidder must have the capability and capacity in all respects to fully satisfy the contractual requirements.

Indicate the length of time you have been in business providing this type of service and/or product.

\_\_\_\_\_ Years, \_\_\_\_\_ Months

Provide a list of at least (3) accounts, preferably governmental that your firm has provided similar goods and/or services to in the past twelve (12) months.

1. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
  
2. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
  
3. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
  
4. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
  
5. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
EMAIL: \_\_\_\_\_



**ACKNOWLEDGEMENT OF ADDENDA**

Bidder acknowledges receipt of the following ADDENDA, which have been considered in the preparation of this bid.

No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____

**PRODUCT SPECIFICATION FORM**

**UIFB NO. 100412-FY24-25**

Please provide the specifications of your products:

RADIO MANUFACTURER MAKE AND MODEL

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NETWORK

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HIGH-CAPACITY BATTERY MANUFACTURER MAKE AND MODEL

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CHARGING STATION MANUFACTURER MAKE AND MODEL

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HEADSET MANUFACTURER MAKE AND MODEL

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**BID FORM**  
**UIFB NO. 100412-FY24-25**  
**PORTABLE TWO-WAY RADIO RENTALS**

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY X UNIT PRICE)
<b>Flower &amp; Garden Festival</b>					
1	Radios with accessories and Network	50	Each	\$ _____	\$ _____
2	Headsets	6	Each	\$ _____	\$ _____
3	Batteries	25	Each	\$ _____	\$ _____
4	Charging Stations	25	Each	\$ _____	\$ _____
5	Shipping Charges	1	Each	\$ _____	\$ _____
<b>Independence Day Celebration</b>					
6	Radios with accessories and Network	40	Each	\$ _____	\$ _____
7	Headsets	6	Each	\$ _____	\$ _____
8	Batteries	20	Each	\$ _____	\$ _____
9	Charging Stations	20	Each	\$ _____	\$ _____
10	Shipping Charges	1	Each	\$ _____	\$ _____
<b>Taste Leesburg</b>					
11	Radios with accessories and Network	50	Each	\$ _____	\$ _____
12	Headsets	6	Each	\$ _____	\$ _____
13	Batteries	25	Each	\$ _____	\$ _____
14	Charging Stations	25	Each	\$ _____	\$ _____
15	Shipping Charges	1	Each	\$ _____	\$ _____
<b>Leesburg Airshow</b>					
16	Radios with accessories and Network	48	Each	\$ _____	\$ _____
17	Headsets	6	Each	\$ _____	\$ _____
18	Batteries	24	Each	\$ _____	\$ _____
19	Charging Stations	24	Each	\$ _____	\$ _____
20	Shipping Charges	1	Each	\$ _____	\$ _____
<b>Christmas &amp; Holiday Parade</b>					

21	Radios with accessories and Network	36	Each	\$ _____	\$ _____
22	Headsets	6	Each	\$ _____	\$ _____
23	Batteries	18	Each	\$ _____	\$ _____
24	Charging Stations	18	Each	\$ _____	\$ _____
25	Shipping Charges	1	Each	\$ _____	\$ _____
<b>TOTAL BID PRICE (SUM OF ITEMS 1-25)</b>					\$ _____

**Instructions to Bidders:**

Complete all items or your bid may not be considered. Contractor guarantees products or services will meet or exceed specifications and are subject to the terms and conditions contained in the Unsealed Invitation for Bid.

Prices shall include all labor, supervision, tools, equipment, transportation (including fuel, tolls, etc.), permit and licenses, and management to perform the services described herein. Material acquisition, handling, and delivery, or for movement of Contractor-owned or rental equipment shall also be included in the proposed prices.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_