



**INVITATION FOR BID (IFB)
TRAFFIC SIGNAL COMPONENTS INSTALLATION & REPLACEMENT**

ISSUE DATE: October 18, 2024

IFB NO.: 52411-FY25-06

PRE-BID MEETING: Monday, October 28, 2024; 9:00AM (ET)

QUESTION DEADLINE: Thursday, October 31, 2024; 5:00PM (ET)

BIDS DUE: Wednesday, November 13, 2024; 2:30PM (ET)

DELIVERY ADDRESS: Commonwealth's e-procurement website
www.eva.virginia.gov

CONTACT: Kelly Neff, CPPB, VCO
Buyer II
703-771-6501
E-mail: bidquestions@leesburgva.gov

NOTE: Effective January 1, 2021, and until further notice, all bids and proposals in response to a formal solicitation issued by the Town will be securely received via eVA, the Commonwealth's eProcurement website. All formal solicitations, including notices of addenda, will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and eVA (www.eva.virginia.gov). Courtesy notifications will be provided to interested parties who have registered to received updates. Interested parties are responsible for providing the correct contact information to the Town.

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I. PURPOSE

The Town of Leesburg (the “Town”) is accepting sealed bids from qualified bidders to establish a multi-year term contract to provide and/or installing traffic signal equipment such as loop detectors, conduits, cables, tether wires, pre-emption, equipment, signal heads, pedestrian signals, video equipment, and other related traffic signal work as required by the Town. This project requires a Level II technician certified by the International Municipal Signal Association be present for all work performed under this contract. The Town reserves the right to perform all, part, or none of the work.

A non-mandatory virtual pre-bid meeting will be held at 9:00AM on Friday, October 4, 2024 via Microsoft Teams. It is strongly recommended that all potential bidders attend this meeting to gain a thorough understanding of the contract requirements and to become completely familiar with the scope of work. There will be no site visit(s).

- To join on your computer, mobile app or room device click here:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTBjZmUxN2YtMTU5Zi00NmUwLWFmZDMtNjk2MzZiNmYyNDU4%40thread.v2/0?context=%7b%22Tid%22%3a%22fcff6f14-98e4-4734-bf54-941f010e77b7%22%2c%22Oid%22%3a%229bec83ad-0021-4134-81bd-403ce78b1921%22%7d
- Call in (audio only)
 - 1-689-218-0588
 - Phone Conference ID: 619 495 833#

Bids will be publicly opened via Microsoft Teams using the eVA e-Procurement website at the due date and time listed above. The bid opening will be livestreamed via Microsoft Teams and made available to the public.

- To join on your computer, mobile app or room device click here:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ0YjdmYmEtZTU4Ni00NDUwLWI3OTYtODc2ZTliOTI2Mjgw%40thread.v2/0?context=%7b%22Tid%22%3a%22fcff6f14-98e4-4734-bf54-941f010e77b7%22%2c%22Oid%22%3a%229bec83ad-0021-4134-81bd-403ce78b1921%22%7d
- Call in (audio only)
 - 1-689-218-0588
 - Phone Conference ID: 698 348 000#

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 population of 62,500. 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 of Leesburg 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.

III. SCOPE OF WORK

The successful bidder, also referred to herein as “Contractor”, shall provide labor, equipment, and materials necessary to provide and/or installing traffic signal equipment such as loop detectors, conduits, cables, tether wires, pre-emption, equipment, signal heads, pedestrian signals, video equipment, and other related traffic signal work as required by the Town. This project requires a Level II technician certified by the International Municipal Signal Association be present for all work performed under this contract. The Town reserves the right to perform all, part, or none of the work.

A. Deliverables

1. **General:** All materials and installation shall be in accordance with the requirements contained in the Virginia Department of Transportation Road and Bridge Specifications and Road and Bridge Standards, latest revisions, except where specifically modified by the specifications below.
2. **Conduit:** Conduit installed under this contract shall be measured in linear feet and will be paid for at the contract unit price per linear foot for each size and type specified. The unit price shall include as applicable, furnishing all labor, materials, and equipment required for directional bore installation and restoration, trench excavation and restoration, providing conduit, fittings, couplings, pull tapes, locator tape, testing, and disposal of surplus and unusable material. The materials and work shall be performed in accordance with the Town of Leesburg Conduit Specification, attached to this IFB.
3. **Conductor Cable and Equipment Grounding Conductor (EGC):** Work is to include new or replacement traffic signal cable. Conductors shall be in accordance with VDOT *Road and Bridge Specification* Section 238, and shall be installed in accordance with VDOT *Road and Bridge Standard* ECI-1. The cable shall be 14-2C(S), 14-7C conductor. The unit price for each type of conductor shall include furnishing all labor, materials and equipment required to supply and install signal cable by the linear foot to include traffic control as needed and as directed by the Town. Payment for the conductor shall be the length installed from the controller cabinet to the end user point, as directed.

Equipment grounding conductor shall be copper, No. 6 gage, solid or stranded wire. The wire may be insulated, covered or bare, and shall be installed in accordance with Section 700.05 (g) of the VDOT *Road and Bridge Specifications*. Grounding conductor shall be installed in one continuous length without a splice. The wire shall be as short as possible, and have smooth, gradual bends without sharp corners.

The unit price per linear foot shall include all labor, materials, tools and equipment required for complete installation.

4. **Test Pits:** Test Pits Type 1 and Type 2:

This work shall consist of excavating a test pit at locations approved by the Town to examine an effective and safe visual examination of subsurface conditions exposed. The contractor shall record the type of utility uncovered, the size and material of the pipe (if applicable), and depth from the ground surface to the top of the uncovered utility. Test pit Type 1 shall be for total patch restoration size of 4'x4'. Test pit Type 2 shall be for total patch restoration size of 4'x6'. At completion, the test pit will be backfilled, compacted and the site returned to a condition acceptable to the Town of Leesburg DCSM, appendix A, article 7, TS-23 for proper restoration. The Town of Leesburg DCSM is located here: <https://www.leesburgva.gov/departments/community-development/ordinances-standards-maps/design-and-construction-standards-manual> . The unit price for this item shall include the cost of furnishing all labor, materials, and equipment necessary to excavate, backfill and restore the test pit.

5. **Fiber Optic Cable:** Fiber optic cable shall be 1310 nm in compliance with the Town Fiber Optic Cable and Interconnect specification attached. Unit price shall include all labor, materials, and equipment to supply and install the fiber optic cable in conduit (paid for separately).

Fiber optic termination and certification shall be paid for at the unit price for each type of termination completed. The termination and certification shall be completed in accordance with the Town Fiber Optic Cable and Interconnect specification attached.

6. **Signal Pre-Emption Equipment:** Cable for use with the Town's existing emergency pre-emption equipment shall be OPTICOM 134 cable manufactured by Global Traffic Technologies (GTT). The contract unit price per linear foot shall include all labor, materials, and equipment required to supply and install the cable.

OPTICOM Model 721 Detectors with confirmation lights manufactured by GTT will be supplied by the Town to the contractor. The contract unit price for each detector shall include all labor and equipment required to install the detector in accordance with the manufacturer's installation manual at locations designated by the Town. The contractor shall provide the bracket, all cabling, hardware, traffic control, and all incidentals related to the proper installation of the equipment.

7. IP cameras shall meet the following specifications:

A. Axis IP Camera P3737-PLE or Axis P56 series , High Definition PTZ IP Camera, or approved equivalent.

B. MAGE SENSOR-4 X 1/2.8" PROGRESSIVE SCAN RGB CMOS

- C. LENS-VARIFOCAL, 3–6 MM, F1.8–2.6 4X1080P CAPTURE MODE:
HORIZONTAL FIELD OF VIEW: 96°–49° VERTICAL FIELD OF
VIEW: 53°–27° DIAGONAL FIELD OF VIEW: 113°–55° MOTORIZED
FOCUS, MOTORIZED ZOOM
- D. CAMERA ANGLE ADJUSTMENT-PAN $\pm 90^\circ$, TILT +25 TO +95°,
ROTATION –5 TO +95°, TWIST $\pm 20^\circ$
- E. VIDEO COMPRESSION-H.264 (MPEG-4 PART 10/AVC) BASELINE,
MAIN AND HIGH PROFILES MOTION JPEG
- F. RESOLUTION-4 X 1920X1080 (4 X HDTV 1080P) TO 160X90
- G. 25/30 FPS FRAMERATE
- H. VIDEO STREAMING-MULTIPLE, INDIVIDUALLY
- I. CONFIGURABLE STREAMS IN H.264 AND MOTION JPEG
- J. NETWORK-ONE IP ADDRESS FOR ALL CHANNELS, IPV4, IPV6
USGV6, ICMPV4/ICMPV6, HTTP, HTTPSA , HTTP/2, TLSA , QOS
LAYER 3 DIFFSERV, FTP, SFTP, CIFS/SMB, SMTP, MDNS
(BONJOUR), UPNP® , SNMP V1/V2C/V3 (MIB-II), DNS/DNSV6,
DDNS, NTP, NTS, RTSP, RTP, SRTP/RTSPS, TCP, UDP,
IGMPV1/V2/V3, RTCP, ICMP, DHCPV4/V6, ARP, SSH, LLDP, CDP,
MQTT V3.1.1, SECURE SYSLOG (RFC 3164/5424, UDP/TCP/TLS),
LINK-LOCAL ADDRESS (ZEROCONF), IEEE 802.1X (EAP-TLS),
IEEE 802.1ARPOWER-POWER OVER ETHERNET (POE) IEEE
802.3AT TYPE 2 CLASS 4 IR ILLUMINATION ON: CLASS 4,
TYPICAL 11.1 W, MAX 17.0 W IR ILLUMINATION OFF: CLASS 3,
TYPICAL 8.6 W, MAX 11.0 W
- K. SD, MICROSD/MICROSDHC/MICROSDXC CARD
- L. ENVIROMENTAL--30 °C TO 50 °C (-22 °F TO 112 °F) HUMIDITY
10–100% RH (CONDENSING)
- M. POWER SUPPLY, 1TB MICRO SD CARD, WATERPROOF
EXTENDER AND ALL CABLES
- N. CAT5E OUTDOOR RATED GEL FILLED CABLE SHALL BE USED
- O. 10' MOUNTING BRACKET.
- P. ONVIF COMPATIBLE.

The contract unit price for this item shall include all labor, materials, and equipment required to supply and install the IP camera on existing mast arms. This work shall include providing the camera and all incidental mounting hardware, wiring, traffic control, and all work necessary for a complete operating system.

8. **Video Detection Camera Equipment:** Work is to include the installation of 360 degree video detection camera and components as approved, hardware, traffic control, and all incidentals related to the proper installation of the equipment. Locations to be determined by the Town. Contract unit price to include all labor, materials, and equipment required for the complete installation.

Cat 5e shielded conductor cable shall meet the following: Cat5e cable shall be CAT5e FTP (Foil Shielded) for direct burial with Four pair 24 AWG solid bare copper conductors. Overall foil shield (FTP) to block EMI/RFI with a UV-resistant, water-resistant polyethylene (PE) jacket containing gel-filled water-blocking tape to prevent moisture ingress. Shall meet ANSI/TIA-568.2 D CAT5e standards capable of 1000Mbps up to 100 meters. HDPE on each conductor with an operating range of -40°C to +75°C

9. **Junction Boxes:** Traffic junction boxes shall be in accordance with VDOT *Road and Bridge Specifications* Section 700.05 (i) and VDOT *Road and Bridge Standards* JB-S1, S2 or S3 as specified. Lettering on the junction box cover will be specified by the Town. Junction boxes will be paid for at the contract unit price per each for each type of junction box supplied and installed. The unit price shall include all labor, materials, and equipment to supply and install junction boxes, including concrete collars, frames and covers, tools to remove the cover, grounding electrode (including grounding electrode clamps and grounding electrode conductors), grounding lugs, knockouts, cable racks, bracing, aggregate, excavating, backfilling, compacting, disposing of surplus and unsuitable material, and restoring disturbed areas.
10. **Traffic Signal Heads:** Work is to include supplying and either installation or replacement of 3, 4 and 5 section signal heads. Signal heads shall be Light Emitting Diode (LED) signals in accordance with VDOT *Road and Bridge Specifications* Section 238.02 (h) 6. The contract unit price for each type of signal head shall include all labor, material, and equipment required for complete installation of signal heads including: installation, stainless steel hardware, polycarbonate Hi-Viz back plate, wiring and LED modules, Astro-brac cable clamp installed per VDOT *Road and Bridge Standards* SM-3, traffic control, and removal and disposal of old signal head equipment.
11. Traffic Signal head Hi-Viz backplate shall consist of supply and install on existing signal head sections, 3, 4 and 5 head signal sections, price shall be unit cost of each including all necessary hardware and traffic control, disposal of replaced components shall be included.

12. **Pedestrian Signal Equipment:** Work is to include supplying and either installation or replacement of pedestrian signal equipment, including:

- A. **Pedestrian Signal Head** – Contract unit price for pedestrian signal head shall include all labor, equipment, and materials required, including a new pedestrian Light Emitting Diode (LED) countdown module signal head, supplied and installed in accordance with VDOT Road and Bridge Specifications Section 218.02 (h) 6. b. and VDOT Road and Bridge Standards Type SP-8, including all incidental equipment and traffic control.
- B. **Pedestrian Signal Pole** – Poles shall be galvanized steel or aluminum in accordance with VDOT Road and Bridge Specifications Section 700.03 (c) 3. Contract unit price for pedestrian signal poles shall include all labor, equipment, and material for supplying and installing the pole in accordance with VDOT Road and Bridge Standard PF-2 including all incidental items and traffic control. Poles shall either be powder-coated black or aluminum finish as designated by the Town.
- C. **Pedestrian Signal Push Button** – This item includes supplying a “Polara Bulldog III” or approved equivalent push button and installation in accordance with VDOT Road and Bridge Standard PA-1, 2, 3, or 4. The push button may be either yellow or black as designated by the Town. The contract unit price includes furnishing all labor, material, and equipment necessary for complete installation, including conduit, conductor, grounding, incidentals, and traffic control. The contract unit price also includes supplying and mounting a single Type R10-3(e, f) sign per the Manual on Uniform Traffic Control Devices at each push button location.
- D. **Pedestal Pole Concrete Foundation** – Concrete foundations for pedestal poles shall be constructed in accordance with VDOT Road and Bridge Standard PF-2 and VDOT Road and Bridge Specifications Section 700.05 b. and c. and VDOT Road And Bridge Standards PF-2, Contract unit price for pedestal pole concrete foundations shall include all labor, equipment, and materials required for excavation, concrete, reinforcing steel, anchor bolts, washers, grounding electrodes, clamps, conduit, conductors, traffic control, backfilling, compaction, disposal of surplus and unsuitable material, and restoration of site.

If replacing existing equipment, the price includes removal and disposal of the existing equipment.

13. **Power Source:** The work includes installing electric service to a traffic signal location in accordance with NEC and the power company requirements. The installation shall be in accordance with VDOT *Road and Bridge Specifications* Section 700.05(d) and VDOT *Road and Bridge Standards* SE-5. The contract unit price for this item shall include all labor, materials and equipment required for a

complete operating installation, including service pole, safety switches or breaker box, service entrance conductor cables from the utility company's service box, conductors to the safety switch and circuit breaker box, conduits and fittings on poles and steel supports, conduit straps or clamps, meter base, service entrance heads, thimble-eye bolts, steel supports, wire-way, junction boxes for grounding electrodes, and utility services, excavation, pickup and installation of meter base and current transformer cabinet, concrete for foundation, coordination with local utility company, and all incidental hardware and traffic control required.

14. **Traffic Loop Detectors:** The work includes the replacement of traffic signal loop detection in base asphalt after milling operations, as required. Work is to be completed in accordance with the current VDOT Standard TD-1A, B, C. The work will be conducted at night when dictated by milling operations and/or the Town. The replacement of the loop detection will coincide with milling operations within the Town of Leesburg, and when applicable notice of the milling will be provided a minimum of 48 hours in advance for scheduling purposes. Detection is to be completed between the milling and final surface course placement, typically within 24 hours.

The unit price for this item shall include the cost of furnishing all labor, materials, and equipment necessary for complete installation of loop detectors, including: saw cut, 1" PVC conduit (if damaged), 14-1 enclosed wire, splice kit, loop detector lead-in wire, backer rod, traffic control, and all incidentals related to the proper installation of a complete loop detector per current VDOT TD-1A, B, C, and all required traffic control.

The Town may have their contracted paving contractor coordinate directly with the signal contractor for loop replacement work for the Town milling and paving maintenance operations.

15. **¼" Tether Wire Replacement/Installation:** Work is to include the supplying and installation or replacement of ¼" tether wire as needed and directed by the Town in accordance with VDOT Road and Bridge Standard TA-1. Contract unit price shall include all labor, material, and equipment required for the installation or replacement from pole to pole, traffic control as required, all hardware and other incidentals related to the proper installation of the tether wire.

16. **Remove Existing Cabinet Assembly and Deliver / Install Town-Provided Cabinet and Equipment:** This item includes –

- A. Remove existing traffic control cabinet assembly, including cabinet, controller, UPS, and other incidental equipment;
- B. Deliver the cabinet and equipment to the Town Shop located on Russell Branch Parkway;

- C. Deliver new Town-provided Traffic Control Cabinet and equipment from the Town Shop to the signal site;
- D. Install the new cabinet on the existing foundation, and install all equipment.

The contract unit price for this item includes all labor, equipment, and materials required for the removal, transportation, and installation, including all traffic control and incidental items.

- 17. **Bucket Truck with Operator:** This item is for on-call services by a bucket truck with a minimum 35-foot reach and 350 pound lift capacity. The contract unit price per hour includes all labor and transportation costs for the truck and operator. This work may be either scheduled work, or emergency on-call work. If the work is classified as an “emergency”, the truck and operator are expected to be on site within 2 hours. The contract unit price per hour includes all labor and transportation to the signal site. The contractor will be compensated for all actual time on the site, plus actual travel time to and from the site from the contractor’s offices, up to one hour travel time each way.
- 18. **3, 4 & 5 section LED signal head with Hi-Viz poly carbonate back plate** shall include: supply new astro-brac or span wire hanger, supply new 3, 4 or 5 section signal, installation, wiring, traffic control and removal/disposal of old signal equipment. LED modules shall be non-pixelated solid circular Red, Yellow and Green or Red, Yellow, Green Arrow indications as directed.
- 19. Replacement of back plates on existing signals, 3, 4 or 5 sections signals shall include all necessary hardware, traffic control and disposal for the supply and installation of new Hi-Viz polycarbonate back plates.
- 20. **Level II Cabinet Technician for Cabinet Troubleshooting:** This item is for on-call services by a signal technician, for cabinet or system troubleshooting only. This line item is NOT to be used for the day to day contract work that requires a Level II certified person on site. The technician must hold a Level II certification from the International Municipal Signal Association for at least two years, and must be experienced in the installation and operation of traffic signal equipment similar to equipment in the Town of Leesburg. This work may be either scheduled work, or emergency on-call work. If the work is classified as an emergency, the technician is expected to be on site within 2 hours. The contract unit price per hour includes all labor and transportation to the signal site. The contractor will be compensated for all actual time on the site, plus actual travel time to and from the site from the contractor’s offices, up to one hour travel time each way.
- 21. **Travel Time:** This item is for “emergency” call-out only and is to include only time from the office or location of the crew and the return of the crew from the job site to the office or location they responded from.

B. Special Requirements

1. **Response Time:** If the work is classified as an “emergency”, the technician is expected to be on site within 2 hours.
2. **Contractor Personnel:** The Contractor is required to have a level II technician certified by the International Municipal Signal Association (IMSA), with a minimum two (2) years certification on site during all work performed under this contract. The certification of the person proposed(s) for the work is to be included with the bid when submitted. If the certification is not provided at the time of bid, the bid may be considered non-responsive.
3. **Maintenance of Traffic:** The Maintenance of Traffic is to be considered an incidental item to the line items on the bid form with the exceptions as noted. No separate payment for Maintenance of Traffic will be made except as directed below

Basic traffic control will be paid on an hourly basis when signal operations result in complete signal outage, such as rewire or signal head replacement for 25mph roadways. Basic traffic control includes up to two (2) flaggers, all related signs and incidentals for signal work.

Enhanced Traffic control will be paid on an hourly basis when signal operations result in complete signal outage, such as rewire or signal head replacement for divided roadways of 35mph or higher such as Battlefield Parkway or Rt 15 Bypass. Enhanced traffic control includes up to four (4) flaggers, full lane closure with signage, arrow board and all other incidentals.

The Contractor shall conduct its operations in a manner that will ensure that traffic will be uninterrupted except as approved by the Town. At the close of each workday, the Contractor shall make all private entrances and driveways accessible. The Contractor shall make provisions to maintain a safe area for pedestrian traffic at all times during the project. No excavation shall remain open within the roadway without the approval of the Town except when the excavation can be safely bridged with the use of steel plates or other materials acceptable to the Town. When areas of excavation outside of the roadway do remain open, the area shall be barricaded and warning signs shall be posted.

At all times the Contractor shall use the personnel and traffic control signs and devices necessary to comply with the VDOT *Virginia Work Area Protection Manual* and Part 6 of the Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD). During the progress of the work when the street may be obstructed to any extent by construction equipment or construction operations, in addition to the signs and barricades, special workers, equipped with VDOT required "STOP/SLOW" double-sided traffic control paddles, shall be designated by the Contractor to direct traffic. These workers so designated shall not be assigned to any other duties while engaged in directing traffic. The workers assigned to the flagging

duties shall be VDOT-certified. The Contractor has sole responsibility for ensuring that its operations are conducted in a safe manner and notwithstanding any other provision to the contrary, shall fully indemnify the Town of Leesburg, its officers, agents and employees for any damage or injury related to traffic operations which is caused by negligent or otherwise improper or deficient performance under the Contract or nonperformance of the terms of the Contract.

All personnel, signs, barricades and any other items necessary for the maintenance of traffic and safety shall be provided by the Contractor. This item is to be considered incidental to all other items of work.

The Contractor is required to submit a Maintenance of Traffic Plan for review and approval. Approval of the Maintenance of Traffic Plan is required prior to beginning any construction activities on the project.

The Maintenance of Traffic Plan is required for the issuance of the required right-of-way permit issued by the Town of Leesburg. The fees required for the Town right-of-way permit will be waived.

4. **Work Date Restrictions:** The Contractor will not be permitted to work on the following dates without permission from the Town:

- Flower & Garden Festival
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Day after Christmas
- New Year's Day

5. **Work Time Restrictions:** The Town expects that the majority of the work performed on this contract will be nighttime operations. The Town reserves the right to direct the Contractor to perform night work in applicable locations, with no increase in cost to the project.

For work performed during the day, hours on the project will be typically limited to 7:00 a.m. to 7:00 p.m., Monday through Friday. Weekend work will not be allowed without written permission from the Project Manager. Further restrictions may be placed on allowable work hours on a case-by-case basis depending on location and other circumstances.

C. Estimated Quantities

Estimated quantities provided within are reflective of past usage and proposed usage only. The Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown on the bid form. Factors that may contribute to the actual quantities, frequencies of service and/or level of work include, but are not limited to, Executive Orders, weather events, Department directives affecting changes in funding allocated for the services described in this solicitation. The quantities are estimates only and the Town does not guarantee that the Contractor(s) will perform the estimated quantities. At the Town's sole discretion, any or all of the quantities may be added or eliminated and by signing this bid, the bidder agrees that no claims for Contractor costs or damages will be allowed for an increase, decrease or elimination of the estimated quantities.

D. Contract Time

Substantial Completion:	As established by each Task Order
Final Completion:	As established by each Task Order
Liquidated Damages:	\$300.00 per day

E. Task Orders

During the term of the Contract, work will be authorized by written Task Order issued by the Town. At the Town's request, Contractor shall submit a written quote to the Town within seven (7) calendar days to perform work. Such quote shall include: a description of the work to be performed, the estimated cost with estimated quantities and unit prices per the Contract, and an estimated number of calendar days to complete the work. Such quote will be reviewed by the Town for acceptance and subsequent Task Order issuance.

IV. CONTRACT PERIOD

The resulting unit price 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. Renewal pricing may be negotiated and adjusted, but at no time will a single year price increase exceed the percentage increase of the Services less energy services category, all urban customers, not seasonally adjusted, of the Consumer Price Index for All Urban Consumers (CPI-U) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

V. BID SUBMITTAL INSTRUCTIONS

A. Submittal Instructions

All bids must be submitted through the Commonwealth's eProcurement website, www.eva.virginia.gov, to include one (1) pdf attachment of the following, completed documents:

1. IFB Submission Form (Page 35)
2. Reference Form (Page 36-37)
3. Qualification Form (Page 38)
4. Addenda Acknowledgement (Page 39)
5. Bid Form – Unit Pricing with several Line Items. (Page 40-42) ****Bidders shall also data-enter the Total Bid Price in eVA.****
6. Certifications

Bids shall be submitted electronically to the Town via the Commonwealth's eVA website **prior** to the bid submission deadline stipulated for this IFB or as amended via any subsequent addenda issued by the Town. Bidders assume full responsibility for the electronic delivery of the completed bids to www.eva.virginia.gov on or before the deadline for submission. The Town is not responsible for any loss or delay with respect to the submission of bids. Late bids will **not** be accepted. Bids submitted by any method other than via the eVA website will **not** be accepted.

In order to be considered for a contract award, bidders must complete and submit a response to this IFB via the Commonwealth's electronic procurement website eVA (www.eva.virginia.gov). eVA streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. Bidders desiring to provide goods and/or services to the Town must be a registered vendor in eVA. eVA Vendor Registration is free.

On the eVA website, www.eva.virginia.gov, applicants must login as a vendor using their eVA username and password. Please contact eVA Customer Care for instructions and/or assistance in registering to become a vendor, login, and/or uploading documents. eVA Customer Care:

Hours: 8:00 AM to 4:45 PM, Monday through Friday

Phone Toll Free: 866-289-7367

Email: eVACustomerCare@DGS.Virginia.gov

All required forms and documentation submitted in response to this IFB must be uploaded as one (1) pdf attachment to eVA (www.eva.virginia.gov). The attachment should use the following naming convention: the IFB number and the name of the bidder (i.e. IFB No. _____ - Your Company's Name).

NOTE: eVA will not allow a bidder to upload documents after the deadline set for receipt of bids. Any submission partially uploaded at the deadline date and time will be considered incomplete and will not be accepted. ANY BID RECEIVED BY THE TOWN AFTER THE DEADLINE FOR SUBMISSION WILL NOT BE ACCEPTED.

B. Modification or Withdrawal of Bids

A Bid may not be modified, withdrawn, or cancelled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

Prior to the time and date designated for receipt of Bids, a Bid submitted electronically to the Town via the Commonwealth's eVA website may be modified or withdrawn.

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.

If within two (2) business days after Bids are opened and Bidder files a duly signed written notice, accompanied by original work papers, with the TOWN that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid. Withdrawal of bids submitted to the TOWN is governed by Section 2.2-4330 of the Virginia Public Procurement Act (VPPA).

C. Consideration of Bids & Public Bid Opening

The TOWN shall have the right to reject any or all Bids, reject a Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or reject a Bid, which is in any way incomplete or irregular. Though the eVA website does not reject multiple bid submissions, the TOWN permits only one bid to be submitted by the same firm in response to this IFB. Accordingly, the Town reserves the right to reject multiple bids submitted by the same firm in eVA. If a bidder submits more than one bid in response to this IFB, only the most recent submission will be considered, and previously submitted bids will be rejected.

All bids received will be opened publicly and read aloud utilizing the Commonwealth's eVA website. The bid opening for this project will be held at date and time specified in Section I. (Purpose) of this IFB. The bid opening will be livestreamed via Microsoft Teams for accessibility to the public.

After the bids are opened and publicly read aloud, the Town will recalculate the arithmetic of all bids. The recalculation will consist of the following:

1. The Extended Price will be the Quantity x Unit Price. The accuracy of this calculation will be verified for all unit price items of work. All mathematical errors will be corrected to arrive at the correct extended price. If a bidder submits "NO BID" or no price is shown or entered for the Unit Price, the bidder shall be deemed non-responsive. If a bidder submits a price of "0" for the Unit Price, it will be understood to be at a unit price of zero or no cost to the Town.
2. The sum of all extensions will be calculated and any mathematical errors will be corrected.
3. If there are multiple sections to the bid, for example the Total Base Bid = Section 'A' + 'B', the sum of the sections will be calculated. All mathematical errors will be corrected.

The corrected price and correct sum thereof will be used to determine the lowest responsive, responsible bidder and will become the value of the recommended contract award.

D. Use of Brand Names/Substitutions (VPPA 2.2-4315)

In accordance with Section 2.2-4315 of the VPPA, unless otherwise provided in the Invitation to Bid, the name of a certain brand, make or manufacturer shall not restrict bidders to the specific brand, make or manufacturer named and shall be deemed to convey the general style, type, character, and quality of the article desired. Any article that the Town in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Written requests for approval of substitutions may be submitted to the Town during the bidding period. Approval of substitutions will be made by Addenda. A request for substitution must be received by the Town by the Questions and Inquiries due date and time listed on the cover page of this IFB. The Town may decline to consider requests that are incomplete or not received in accordance with the time limitation.

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 a part of any contract awarded as a result of this IFB. 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 IFB. Questions concerning this IFB must be made in writing to the Procurement Contact listed on the cover page of the IFB. **Questions must be received by the Question Deadline stated on the cover page of this IFB.**

A formal addendum responding to all questions received by the deadline will be made available no later than five business days before the bid due date. Additional clarifications to the specifications will also 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.leesburgva.gov/bidboard>.

VIII. GENERAL TERMS AND CONDITIONS

A. General Terms and Conditions

1. **Bid Binding for Ninety (90) Days:** Bidder agrees that this Bid shall be valid and may not be withdrawn for a period of ninety (90) calendar days after the due date.
2. **Late Bids:** Bids received after the time specified on the cover page of this IFB 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 invitation for bid 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 IFB 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 IFB must be made in writing to the Procurement Contact listed on the cover page of the IFB.
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 IFB 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 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 Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
16. **Termination:** Subject to the provisions below, the contract may be terminated by the Town upon thirty (30) 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 thirty (30) 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 Bidder 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 agreement.
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 \$2,000,000 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 \$2,000,000 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 also carry other insurance coverage deemed by the Town to be appropriate to his 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 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 IFB. 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 IFB.

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.
33. **Title VI Compliance:** The Town of Leesburg, VA, as a recipient federal funds, complies with Title VI of the Civil Rights Act of 1964 (found at 42 U.S.C. § 2000(d) and the following sections) which prohibits discrimination based on race, color, or national origin. The Town's Title VI Policy can be found at: <https://www.leesburgva.gov/government/title-vi>.
34. **Contractor Verification Requirement:** The Town has implemented a Contractor verification process. Contractor information required by the Town must be verified through the Town's third-party validation service provider. Contractor must comply with this requirement to conduct business with the Town and receive payments. Instructions and additional information on how to comply with this requirement can be obtained from the Town's website at: <https://www.leesburgva.gov/departments/finance/accounting/vendor-verification>.
35. **Invoice Submission Requirement:** The Town has implemented a Contractor invoice submission process. Contractor must submit invoices through the Town's invoice submission portal located at: <https://www.leesburgva.gov/departments/finance/accounting/vendor-invoices>. Instructions and additional information on how to comply with this requirement can be obtained from the website.

IX. 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 _____, 2024 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, IFB No. 52411-FY25-06 (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) IFB No. 52411-FY25-06 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 thirty (30) 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
Public Works

Attn: Sean Baroody
25 W. Market Street
Leesburg, VA 20176
Email: sbaroody@Leesburgva.gov

6. **Applicable Law and Courts.** This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court within Loudoun County. The Contractor shall comply with applicable federal, state and local laws and regulations.
7. **Assignment of Contract.** This Contract shall not be assignable by the Contractor in whole or in part without the prior written consent of the Town.
8. **Audit.** The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Town, whichever is sooner. The Town, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
9. **Indemnification.** Contractor agrees to indemnify, defend and hold harmless the Town, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any services of any kind or nature furnished by the Contractor.
10. **Notice.** The following persons shall be contact persons for the Parties, and notice given them, by certified return receipt requested mail to the addresses shown, shall constitute valid notice under the requirements of this agreement:

For the Town: Octavia Andrew
Chief Procurement Officer
Town of Leesburg, Virginia
25 W. Market Street
Leesburg, VA 20176

For the Contractor: _____

The Parties may amend such addresses by written notice to the opposite party at the given address.

11. **Termination.**
 - A. Termination without Cause. The Town may terminate this Contract for any reason upon thirty (30) days' notice and upon payment of any and all

sums already earned under the terms of Paragraphs numbered 4 and 5 of this Contract and reasonable expenses incurred in reliance upon the Contract.

- B. By Town with Cause. The Town may terminate this contract if the Contractor is in material breach with this Contract and fails to adequately remedy such breach after written notice from the Town and a 14-day period to cure the breach. If this Contract is terminated by the Town for cause, the Town may withhold any further payments 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 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 expiration or termination 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 \$2,000,000 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 \$2,000,000 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 _____



REQUIRED BID RESPONSE FORMS

IFB NO. 52411-FY25-06

TRAFFIC SIGNAL COMPONENTS INSTALLATION & REPLACEMENT

Bidders shall submit the following completed documents with their bids to the Town:

Checklist

- _____ **Bid Submission Form (includes Conflict of Interest and Collusion Certifications)**
- _____ **Reference Form**
- _____ **Qualifications Form**
- _____ **Acknowledgement of Addenda Form**
- _____ **Bid Form ****Bidders are to also data-enter the Total Bid Price into eVA******
- _____ **Level II Technician Certification(s) by the International Municipal Signal Association (IMSA) per Section III. Scope of Work, B. Special Requirements, 2. Contractor Personnel.**

Bidders shall use the required bid response forms when submitting their bid to the Town. Bidders who do not provide all required bid response forms may be deemed non-responsive.

BID SUBMISSION FORM
IFB NO. 52411-FY25-06

The undersigned agrees to furnish all necessary labor, equipment, materials, and all things necessary to perform the work as set forth in accordance with the plans and specifications at the following prices.

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. Suppliers shall select one or the other (not both) by inserting a checkmark or the letter “X”

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 IFB 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

Note: Indicate below a listing of at least three (3) current or recent municipal clients for whom the Contractor has performed and completed this type of work. Include reference contact information (email and phone number), a description of work performed, the dates of service, and the name, email address, and telephone number of the point of contact.

Reference No. 1 (Required):

Customer (Owner) Representative's Name

Description of Work Performed & Dates of Service

Representative's Name	Phone Number	Email Address
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Reference No. 2 (Required):

Customer (Owner) Representative's Name

Description of Work Performed & Dates of Service

Representative's Name	Phone Number	Email Address
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Reference No. 3 (Required):

Customer (Owner) Representative's Name

Description of Work Performed & Dates of Service

Representative's Name	Phone Number	Email Address
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Reference No. 4 (Optional):

Customer (Owner) Representative's Name

Description of Work Performed & Dates of Service

Representative's Name

Phone Number

Email Address

Reference No. 5 (Optional):

Customer (Owner) Representative's Name

Description of Work Performed & Dates of Service

Representative's Name

Phone Number

Email Address

QUALIFICATION FORM

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this form with your bid response may result in the Town deeming your bid as non-responsive.

- 1. Qualification: Bidder must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
- 2. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

Years: _____ Months: _____

- 3. Contractor’s Primary Contact(s) for this project:

Project Manager: _____ Email: _____ Phone: _____

Superintendent: _____ Email: _____ Phone: _____

Other (list title): _____ Email: _____ Phone: _____

- 4. Indicate below a listing of at least three (3) projects of similar size and scope within the past ten (10) years for which both the Project Manager and Superintendent specified and assigned for this project have successfully worked. Include reference contact information (name, email, and phone number), a description of work performed, the dates of service, and the contract value of the referenced project.

Company (Owner): _____ Contact: _____

Phone: (____) _____ Email Address: _____

Project Description: _____

Dates of Service: _____ Value (\$): _____

Company (Owner): _____ Contact: _____

Phone: (____) _____ Email Address: _____

Project Description: _____

Dates of Service: _____ Value (\$): _____

Company (Owner): _____ Contact: _____

Phone: (____) _____ Email Address: _____

Project Description: _____

Dates of Service: _____ Value (\$): _____

BIDDER MUST RETURN THIS FORM WITH THEIR BID

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: _____

BID FORM
IFB No. 52411-FY25-06
TRAFFIC SIGNAL COMPONENTS INSTALLATION & REPLACEMENT

****Bidders are to also data-enter the Total Bid Price into eVA. This completed Bid Form must be submitted electronically with the bid. Any changes to the bid items' description, unit or quantity may render the bid non-responsive.****

Item No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
1	2" PVC Conduit, complete in place including bedding and backfill- Supply and Install	LF	100	\$	\$
2	3" PVC Conduit, complete in place including bedding and backfill- Supply and Install	LF	100	\$	\$
3	4" PVC Conduit, complete in place including bedding and backfill- Supply and Install	LF	100	\$	\$
4	4" PVC Conduit, Bored, complete in place- Supply and Install	LF	100	\$	\$
5	14-2 (S) Shielded Conductor Cable- Supply and Install	LF	1000	\$	\$
6	14-7 Conductor Cable, Supply and Instal	LF	1000	\$	\$
7	#6 Ground (EGC)- Supply and Install	LF	250	\$	\$
8	Test Pits, Type 1 including excavation and restoration	EA	10	\$	\$
9	Test Pits, Type 2 including excavation and restoration	EA	10	\$	\$
10	1310 nm Fiber Optic Cable (Min. 24 Fibers)- Supply and Install	LF	1000	\$	\$
11	Fiber Optic Termination and Testing Certification (per 12 fiber) Type 1	EA	4	\$	\$
12	Fiber Optic Termination and Testing Certification (per 24 fiber) Type 2	EA	4	\$	\$
13	Cat 5e Shielded Cable- Supply and Install	LF	1000	\$	\$
14	OPTICOM Cable GTT 134- Supply and Install	LF	1000	\$	\$
15	OPTICOM Detctor Eye with confirmation lights- Install Only (Town Provided)	EA	2	\$	\$
16	IP Camera including all mounting hardware/access hole and incidentals-Supply and Install	EA	2	\$	\$
17	Junction Box, VDOT Standard JB- S1 (13"x24"), VDOT Pre-Approved #219 402 03- Supply and Install	EA	2	\$	\$
18	Junction Box, VDOT Standard JB- S2 (17"x30"), VDOT Pre-Approved #219 402 02- Supply and Install	EA	2	\$	\$
19	Junction Box, VDOT Standard JB- S3 (24"x36"), VDOT Pre-Approved #219 402 01- Supply and Install	EA	2	\$	\$
20	Pedestrian Signal Head (Yellow or Black), LED, VDOT Standard SP-8- Supply and Install	EA	2	\$	\$
21	2 Pedestrian Pole (Aluminum Finish), VDOT Standard PF-2- Supply and Install	EA	1	\$	\$

22	Pedestrian Pole (Black Power-coated Finish), VDOT Standard PF-2- Supply and Install	EA	1	\$	\$
23	Pedestrian Signal Push Button "Polara Bulldog III" (Yellow or Black) VDOT Standard PA-1,2,3 or 4, including all conduit, conductor, grounding and incidentals, with Sign R10-3E- Supply and Install	EA	4	\$	\$
24	Pedestal Pole Concrete Foundation, VDOT Standard PF-2, including excavation, backfill and incidentals- Supply and Install	EA	2	\$	\$
25	Power Source, VDOT Standard SE-5 (Meter/Disconnect Switch Pole)- Supply and Install	EA	1	\$	\$
26	6' X 40' Loop Detector, VDOT Standard TD-1A, including saw cut, wire, sealant, 1" PVC Conduit to hand hole, and all incidentals- Supply and Install	EA	10	\$	\$
27	6' X 6' Loop Detector, VDOT Standard TD-1B, including saw cut, wire, sealant, 1" PVC Conduit to hand hole, and all incidentals- Supply and Install	EA	10	\$	\$
28	1/4" Tether wire, VDOT Standard TA-1, including clamps, and incidentals- Supply and Install	LF	1000	\$	\$
29	Remove and Replace Existing Cabinet Assembly (Cabinet, Controller, UPS, and other incidental equipment), Return Cabinet and Equipment to Town Shop, Deliver Town-provided Cabinet and Equipment from Town Shop to Signal Site, and Complete Installation	EA	4	\$	\$
30	Bucket Truck with Operator	HR	12	\$	\$
31	Level II Cabinet Technician for Cabinet Troubleshooting	HR	10	\$	\$
32	Provide and install electrical service, cabinet, and/or signal pole ground array to meet <25 ohm; includes ground rod, excavation, bond wire, cad weld and reading report	EA	10	\$	\$
33	Travel time to and from work site, for emergency call out work only	HR	12	\$	\$
34	Supply and install 360 CMOS video detection camera and processor with extender; complete installation- 1 camera system	EA	1	\$	\$
35	Supply and install 360 CMOS video detection camera and processor with extenders; complete installation- 2 camera system	EA	1	\$	\$
36	Basic Traffic control to include up to 2 flaggers, all related signs and incidentals for signal work	HR	10	\$	\$
37	Enhanced Traffic Control to include up to 4 flaggers, full lane closure with signage, arrow board, and all other incidentals. Locations similar to work on 4 lane divided roadways and/or the Leesburg Bypass for signal work	HR	10	\$	\$
38	3-Section LED Signal Head polycarbonate with Hi-Viz back plate for mast arm or span - (includes new astro-brac or span hanger), wiring, and removal of old signal head if applicable - Supply and Install	EA	12	\$	\$
39	5-Section LED Signal Head with polycarbonate Hi-Viz back plate for mast arm or span - (includes new astro-brac or span hanger), wiring, and removal of old signal head if applicable - Supply and Install	EA	12	\$	\$

40	4-Section LED Signal Head with polycarbonate Hi-Viz back plate for mast arm or span - (includes new astro-brac or span hanger), wiring, and removal of old signal head if applicable - Supply and Install	EA	12	\$	\$
41	Replace existing 3 section backplate with Hi-Viz polycarbonate backplate supply & install	EA	12	\$	\$
42	Replace existing 4 section backplate with Hi-Viz polycarbonate backplate supply & install	EA	12	\$	\$
43	Replace existing 5 section backplate with Hi-Viz polycarbonate backplate supply & install	EA	12	\$	\$
Total Bid Price					\$

BIDDER MUST RETURN THIS FORM WITH THEIR BID