REQUEST FOR PROPOSALS

PROPOSAL TITLE: **PAINTING SERVICES**

PROPOSAL NUMBER: **RFP #26-0723**

PROPOSAL DUE DATE: **THURSDAY, JULY 23, 2026**

PROPOSAL DUE TIME: **3:00 P.M.**

A non-mandatory pre-proposal meeting will be held at the front main entrance to Clarke County High School (627 Mosby Blvd., Berryville, VA 22611) on Monday, July 13, 2026 at 10:00 am. Interested vendors will be provided an opportunity to inspect the Administration Wing of the High School, which vendors are asked to price in their respective proposal response forms. Vendors are responsible for their own measurements for the area to be painted at the High School.

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I. PUBLIC NOTICE

REQUEST FOR PROPOSALS
RFP #26-0723
PAINTING SERVICES

The Clarke County Purchasing Office, on behalf of the Clarke County Government, Clarke County Public Schools, and the Clarke County Sanitary Authority, is soliciting competitive sealed proposals from qualified vendors to perform painting services, on an as-needed basis, as described within this RFP.

A non-mandatory pre-proposal meeting will be held at the front main entrance to Clarke County High School (627 Mosby Blvd., Berryville, VA 22611) on Monday, July 13, 2026 at 10:00 am. Interested vendors will be provided an opportunity to inspect the Administration Wing of the High School, which vendors are asked to price in their respective proposal response forms.

Sealed proposals should be clearly marked, "RFP #26-0723 Painting Services." Proposals must be received in at least one of the two ways below:

- By having the sealed proposal received in the Clarke County Purchasing Office before 3:00:00 p.m. (local prevailing time), Thursday, July 23, 2026.

- By posting electronically on eVA before the deadline of 3:00:00 p.m. on Thursday, July 23, 2026.

Proposals received after the due date of 3:00:00 p.m. on Thursday, July 23, 2026 will not be accepted.

Proposal documents are available at Clarke County Purchasing Office, 129 Ramsburg Lane, Berryville, VA 22611, 540-955-5148, by email at purchasing@clarkecounty.gov, or on-line at www.clarkecounty.gov and clicking on business and procurement notifications.

Each vendor must be an Equal Opportunity Employer as defined by Federal and State Law.

Clarke County reserves the right to reject any and all proposals, to waive informalities, and to negotiate with the successful offeror(s).

Mike Legge
Clarke County Purchasing Manager

II. INTRODUCTION AND BACKGROUND

A. The intent of this "REQUEST FOR PROPOSALS" (hereinafter known as "this document") and resulting contract is to obtain the services of a qualified painting contractor to establish one or more fixed-fee, open-ended contracts for Painting Services in support of the Clarke County Government and Clarke County Public Schools on an “as needed” basis.

B. The County intends on entering into a contract for a term ending on June 30, 2027. This contract may be renewed for five (4) additional one-year terms, per mutual agreement of all parties involved.

C. Vendors shall include the costs of all fuel, travel, equipment, material, insurance, and administrative resources, etc., needed to successfully fulfill the requirements of this RFP in their respective proposal submissions. The cost of the paint itself will not be included as this will be priced separately on an as-needed basis.

D. The provisions set forth herein are for contractual goods/services rendered to Clarke County, Virginia, hereinafter to be inclusive of but not limited to Clarke County Joint Administrative Services, General Government, Sanitary Authority, and School Board, and referred to as Clarke County. All offerors are bound by these provisions. Further, these conditions and requirements become part of any contract awarded between Clarke County and the successful vendor(s).

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

F. The County intends to utilize a single firm over the term of the contract. However, the County reserves the right to separately procure services for projects when this is deemed to be in the best interest of the County.

G. The County is advertising a RFP instead of an IFB because the pricing is not the only evaluation criteria being used. The award(s) shall be based on the vendor(s)' ability to meet all RFP requirements. The selected vendor will be deemed a responsible and responsive vendor by the County.

III. PROPOSAL INQUIRES AND CORRESPONDENCE

A. All questions should be done in writing via email (purchasing@clarkecounty.gov) to Mr. Mike Legge, Purchasing Manager. Please put "RFP 26-0723" in the subject line.

B. Questions will either be answered directly by an email or through an addendum. Please have all questions submitted by noon on Wednesday, July 15, 2026, so questions can be answered in a timely manner before the proposal due date.

C. Note that the Clarke County Joint Maintenance Director, or a designated employee from the County will oversee the contract and will be the selected vendor's main point of contact during the duration of the contract.

D. Should you need to contact someone regarding this document, the following names are listed for your convenience. Please be sure to contact the person best suited to answer your questions or concerns.

NAME	TITLE	VOICE (FAX)
Steve Nucci	Director of Joint Administrative Services	540-955-6172
Mike Legge	Purchasing Manager	540-955-5148
Tom Mayhew	Clarke County Joint Maintenance Director	540-955-5123
Ruby Miller	Joint Maintenance Office Manager	540-955-5118
Andre Kidrick	Director of Operations for Clarke County Public Schools	540-955-6105

E. Proposal Due Date

Sealed proposals should be clearly marked, "RFP 25-0723 Painting Services." Proposals must be received in at least one of the two ways below:

- By having the sealed proposal received in the Clarke County Purchasing Office before 3:00:00 p.m. (local prevailing time), Thursday, July 23, 2026.
- By posting electronically on eVA before the deadline of 3:00:00 p.m. on Thursday, July 23, 2026.

Proposals received after this time will not be opened. The County is not responsible for any technological issues in submitting a proposal electronically.

F. Timeframe

The following is an estimated time frame for the completion of this project:

RFP ADVERTISED	June 26, 2026
NON-MANDATORY PRE-PROPOSAL MEETING	**Monday, July 13, 2026 at 10:00 am at the front main entrance to Clarke County High School**
PROPOSALS DUE	Before 3:00 pm on Thursday, July 23, 2026
PROPOSAL AWARD	Estimated 1 week after Proposal Due Date
PROJECT TIME FRAME	The initial contract will likely be from the date of contract agreement through June 30, 2027. The contract can be renewed for up to five additional one-year terms, if both parties agree to the terms and conditions. Additional terms would run from July 1 through June 30.

Please note that the above dates are simply estimated time frames; Clarke County reserves the right to change dates as deemed necessary in the best interest of its constituents.

G. Addenda

1. Addenda may occur prior to proposal opening. It is the vendor's responsibility to check the website (www.clarkecounty.gov) listing frequently to ensure that all solicitation information is complete and accurate. Upon award, this document in its entirety including any forms and addenda shall be referred to as the contract.

2. The County will attempt to notify all vendors that are known to have a complete set of Proposal Documents; however, it is ultimately the responsibility of each company to check the County website (www.clarkecounty.gov, business, and current solicitations) for addendums.

3. Copies of Addenda will be made available for inspection wherever Proposal Documents are on file for that purpose.

4. No Addenda will be issued later than two (2) days prior to the date of receipt for Proposals except:

   a. any Addendum withdrawing the Request for Proposals
   b. any Addendum that includes postponement of the date of receipt for Proposals.

5. Each Vendor should ascertain before submitting a Proposal how many Addenda, if any, were issued.

6. Each Vendor should certify on the Response Form the number of additional addenda received.

H. Inclement weather: In the event that the Clarke County Purchasing Office is closed during the scheduled times for a pre-bid (pre-proposal) conference or bid/proposal opening; the pre-bid (pre-proposal) conference or bid/proposal opening will occur on the next business day that Clarke County Public School Administrative Offices are open at the appropriate times as stated in the IFB/RFP or on alternate date posted on the County's website (under business and procurement notifications). Please check the County website, www.clarkecounty.gov, under business, and current solicitations for updates regarding any changes in meeting times and/or due dates.

I. Notice of Award

All Notices of Award and Notices of Intent to Award will be posted on the County website, www.clarkecounty.gov, under business, and procurement notifications. Once the award is made, the proposals are open to public viewing, except for those sections marked confidential or proprietary, if applicable.

J. Use of Subcontractors

1. Vendor should supply a list of all Subcontractors and Subcontractors(s)' references, to Clarke County within the proposal packet.

2. Clarke County reserves the right to reject the Vendor's selection of Subcontractors.

IV. SPECIAL TERMS AND CONDITIONS

A. Bid Bonds will not be required for this project.

B. Payment and Performance Bonds will not be required for this project.

C. Insurance Requirements

1. A Certificate of Insurance will be required from the selected vendor; please refer to General Terms and Conditions for complete instructions. Please include a sample of your Certificate of Insurance with your proposal. All vendors shall include the cost of insurance in their proposal pricing.

2. Worker's Compensation Coverage is required for employers of three or more employees, to include the employer. Contractors who fail to notify the County of increases in the number of employees and subcontractors that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

   Vendors (employers of three or more employees) shall include the cost of worker's compensation insurance in their proposal pricing. The selected vendor (if employer of three or more employees) must provide evidence of Worker's Compensation Insurance coverage before starting any work. All vendors are solely responsible for insuring their workers and themselves when doing work for the County.

   A vendor (employers of three or more employees) without Worker's Compensation insurance can submit a proposal; however, the selected vendor must purchase and show evidence of the Worker's Compensation to the County before receiving the contract or starting any work.

   Employers with less than three employees are not required to have Worker's Compensation Coverage. Employers with less than three employees that do not have Worker's Compensation Coverage agree that by submitting a proposal that they are independent contractors and that the vendor and its employees are not employed by the County and are not covered by the County's worker's compensation coverage program.

3. Be sure to instruct your insurance carrier as to how the Certificate of Insurance is to be worded.

4. Vendor shall be responsible for requiring any subcontractors to have the required amount and types of insurance stated in this RFP.

5. If you have any questions regarding these limits, please contact the Clarke County Purchasing Office for clarification and discussion.

6. Note that the selected vendor shall furnish the County with all certificates of insurance, endorsements, declaration pages, and policies affecting coverage. The selected vendor must provide an endorsement letter that verifies that Clarke County, its officers, officials, employees, volunteers and agents (as their interest may appear)" are additionally insured.

7. The County shall not be responsible for any injury (including death) of any vendor or subcontractor that is visiting, inspecting, climbing, or conducting any work related to this procurement and the contract awarded in response to this procurement.

D. Codes, Permits, Fees, Licenses and Notices

1. It is the responsibility of the Vendor to maintain all required licensing and training for his/her employees to provide the services as stated in this RFP, if applicable. Costs for these items shall be the responsibility of the Vendor and shall be included in the proposal price(s).

2. The Vendor shall supply copies of all licenses to Clarke County, upon request.

3. The Vendor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Work.

4. **Vendors submitting a proposal are not required to have a Clarke County Business License.** However, the **selected** vendor(s) may be required to have a Clarke County Business License before starting work. Please contact the Clarke County Commissioner of the Revenue (540-955-5187) for more information about business licenses. Costs for the business license will be the responsibility of the selected vendor.

E. **Proposal Submittals**

**If submitted electronically on eVA, only one copy is needed. If submitting by mail or in-person, please provide a total of two copies of your proposal (one original and one copy).*

1. Proposals should be prepared simply and economically, providing a complete and concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

2. Ownership of all data, materials, and documentation originated and prepared for the RFP shall belong exclusively to Clarke County and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a vendor shall not be subject to public disclosure; however, the vendor must **clearly**

identify the sections by marking “Proprietary” at the top of each applicable page and must explain why the protection is necessary.

3. The following forms are provided for uniformity and should be completed (in entirety) and returned as part of your Proposal:

   a. Attachment A (Reference Form) and Attachment B (Proposal Response Form).

   b. Sample copy of Certificate of Insurance showing coverage.

   c. A signed copy of any addendum issued before bid opening date and time.

   d. Attachment C: SCC Form

   Per § 2.2-4311.2 of the Virginia Public Procurement Act, any contractor/vendor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

   Vendors submitting a bid/proposal shall include the identification number that was issued to them by the State Corporation Commission. Any vendor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its quote a statement describing why the vendor is not required to be so authorized.

F. Work Covered by Contract Documents

1. This section generally summarizes the Work, exclusions and special considerations applicable to the Contract. The Vendor shall thoroughly examine the entire Contract Documents, in addition to this section to determine the scope of work required under this Contract.

2. Where a specification section, which has been assigned to the Contract, refers to another specification section for standards, criteria, procedures, and methods of fabrication, it shall be deemed as included in the Contract by reference.

3. If applicable, all work performed and all materials used shall be ADA compliant, including but not limited to all materials supplied to the Vendor by all tiers of Subcontractors.

4. Vendor will review the Scope of Work to become familiar with the entire project and will advise Clarke County of any discrepancies.

G. Contract Method

1. This project will likely be awarded as one (1) contract.

2. After reviewing the proposals, the County will issue a Notice of Award to the selected vendor(s).

3. During the term(s) of the contract, the County will request that the selected vendor(s) provide a quote (based on the contracted price) for work needed on an as-needed basis. If approved, the County will issue a Purchase Order for the respective task.

4. In most cases, receipt of purchase order from Clarke County by the Vendor shall be considered the "Notice to Proceed."

5. A completed Certificate of Insurance with the County of Clarke, VA listed as Certificate Holder is required to be on file with the County before any work is allowed to begin.

H. Proposal Evaluation Criteria

1. Points of evaluation include:

a. Pricing, including hourly labor rate and pricing for the Administration Wing at Clarke County High School. Note that this RFP is asking for pricing in the proposal response form for the Administration Wing at Clarke County High School.

b. Past Performance

c. Experience

e. Ability to complete work in a timely manner

f. Ability to paint all needed areas.

g. If interviews are needed, the information gained in the interviews may be used as part of the evaluation process.

2. The selected vendor must be determined to be a responsible and responsive vendor by the County.

3. Clarke County reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities, to award the contract to the most responsive and responsible vendor as deemed in the best interests of the entity, or to suspend the procurement if the desired outcomes are not achieved.

I. Independent Contractor

The selected vendor will be hired as an independent contractor and thus, agrees and understands that they, the vendor and its employees, are not employed by the County of the Clarke.

J. Vendor's Duties

1. All work performed under this contract shall be performed in accordance with all provisions of these specifications or plans and must be approved in writing by Clarke County or authorized representative.

2. The Vendor shall immediately upon discovery, bring to the attention of Clarke County any conflicts that may occur among the various provisions of the specifications and plans.

3. Failure of the Vendor to bring conflicts or exceptions to the attention of Clarke County shall allow Clarke County to require any changes deemed necessary before acceptance by Clarke County.

4. Vendor shall be responsible for all property damaged, or persons injured, by the Vendor's and/or subcontractors' negligence. This includes, but is not limited to, fences, trees, plants, grass, walks, drives, building surfaces – interior/exterior, visitors, visitors' belongings and vehicles, county equipment, building contents, etc.

K. Material Delivery, Storage and Handling **(if applicable**)

1. Vendor shall be responsible for (1) the protection of materials from deterioration during delivery, and while stored on site, and (2) all project related deliveries to the site, and materials stored on site.

2. Clarke County is not responsible for any material or equipment that is stored or left on Clarke County property.

3. Materials shall be stored in a neat and safe way as to prevent any type of accident.

L. Procedures for Authority, Workmanship, Inspection and Clean-up

1. Authority.....The extent and character of the services to be performed by the Vendor shall be subject to the general control and approval of the County authorized representative.

a) The Vendor shall comply with requests and/or orders issued by the authorized representative(s) acting within their authority for Clarke County.

b) The Director of Joint Administrative Services must approve any change to the contract in writing.

2. Workmanship.....All work under the resulting contract shall be performed in a skillful and workmanlike manner.

   a) Vendor shall be responsible for conduct and supervision of its personnel.

   b) There shall be no smoking or vaping on any School-owned property or in any County Government-owned building.

3. Inspection.....Clarke County may, from time to time, make inspections of the work performed under this contract. Any inspection by Clarke County does not relieve the Vendor from any responsibility regarding defects or other failures to meet the contract requirements.

M. Special Requirements

1. Accident Prevention and Safety – Each Vendor shall:
   a) Comply with all applicable laws, ordinances, rules, regulations and orders of governing authorities having jurisdiction for the safety of all persons and property to protect them from damage, injury or loss.

2. Stop Work Notice - Clarke County reserves the right to stop work temporarily at any location because of weather conditions, lack of materials, safety violations, special functions, and/or performance not in accordance with the contract or any other unforeseen circumstances.

V. SCOPE OF WORK

A. The County is interested in entering in a fixed hourly labor rate contract for painting services on an as-needed basis.

BACKGROUND

B. Clarke County Public Schools maintains the following buildings:

*Clarke County High School (627 Mosby Blvd., Berryville, VA 22611)
*Johnson-Williams Middle School (200 Swan Avenue, Berryville, VA 22611)
*Boyce Elementary School (119 W. Main Street, Boyce, VA 22620)
*D.G. Cooley Elementary School-Lower Campus (240 Westwood, Road, Berryville,VA)
*D.G. Cooley Elementary School-Upper Campus (34 Westwood Road, Berryville, VA)
*Clarke County School Administration Building (317 West Main Street, Berryville, VA)

Clarke County Government maintains the following buildings:
*Clarke County Joint Government Center (101 Chalmers Court, Berryville, VA)
*Clarke County Animal Shelter (225 Ramsburg Lane, Berryville, VA)
*Clarke County Purchasing/Transportation Department (129 Ramsburg Lane, Berryville)
*Clarke County Parks and Recreation Center (225 Al Smith Circle, Berryville)
*Clarke County Circuit Courthouse (102 N. Church Street, Berryville)
*Clarke County Sheriff's Department (100 N. Church Street, Berryville)
*Clarke County General District Courthouse (104 N. Church Street, Berryville)
*Clarke County Maintenance Department (370 Westwood Road, Berryville)
*Virginia Cooperative Extension Department (524 Westwood Road, Berryville)
*Clarke County Social Services Department (311 E. Main Street, Berryville)
*Clarke County Health Department (100 N. Buckmarsh Street, Berryville)
*Clarke County Historical Association (32 East Main Street, Berryville)
*FISH of Clarke County (36 East Main Street, Berryville)

During the term of the contract, there will likely be times when areas of these buildings (interior and/or exterior) will need to be painted. If needed, the County will contact the selected vendor(s) for a quote based on the fixed labor rate agreed to in the contract. The quote should clearly lay out the number of hours estimated for each personnel classification.

*Note that the County may add additional buildings to this list, if needed. The list above is simply an effort to show interested vendors which buildings would be included in the scope of work.

C. The County anticipates that the first job needed to be completed under this contract will likely be the painting of the administration wing at Clarke County High School. The County anticipates that the purchase order for this job will be issued soon after the contract award.

D. Drywall is the principal wall material of interior surfaces; other wall surfaces include, but are not limited to, concrete block, wood, lathe, and plaster.

E. Exterior surface materials include, but are not limited to, wood, metal, and concrete.

F. Although rare, some jobs may include the need to paint very high areas, such as the courthouse's cupola. If the selected vendor is not able to paint areas such as the cupola, the County may contract with the vendor's subcontractor or another vendor.

G. While the County guarantees no set amount of work, jobs may, but are not expected to exceed $150,000 per task order. Separate orders shall be issued for each scope of work.

GENERAL

H. All tools and equipment used in the performance of the work (i.e. brushes, rollers, sanders, drop cloths, sandpaper, hand tools, etc.) shall be provided by the selected vendor and shall be included in the hourly rate unit prices as overhead. Paint will not be included in the hourly rate and will be quoted separately on each specific job.

I. The Vendor is responsible for moving small freestanding furniture (i.e. single pedestal desks, chairs, empty file cabinets, etc). The County will be responsible for moving large equipment/furniture (i.e. conference room tables, systems furniture, large freestanding furniture, filled file cabinets, and furniture that is fixed to walls.). The vendor's cost for moving small, free standing furniture, shall be incorporated into their hourly rate.

J. Vendor shall provide and maintain a 24/7 hour point of contact by which the County may directly and immediately communicate work requirements and other messages during normal working hours, from approximately 7 a.m. to 5:00 p.m., Monday through Friday. Email may also be an acceptable form of communication.

K. All major drywall or reconstruction jobs will likely be contracted out separately.

WORK INCLUDED

L. Vendor shall provide qualified contract labor, on a reoccurring basis, to perform those services as performed by commercial painting contractors generally consisting of surface preparation, paint application, and finishing of various types of exposed interior and exterior surfaces.

M. Vendor shall furnish all labor, materials, and equipment to paint/finish all surfaces in a professional manner. Vendor shall be required to perform any and all associated and incidental work that may be required to successfully complete each project.

N. Vendor is responsible for all surface preparation to include scraping, sanding, caulking, etc. and the application of paint, stain, etc., so that the finished product has the appearance expected from a professional painting company.

O. Vendor should be available for any and all interior and exterior painting jobs required by the County during the contract period. Note that the selected vendor does not need to be

immediately available, but should be able to schedule work within an approximate 2-4 week period, when needed.

PAINT AND MATERIALS

P. All paint purchased and used by the vendor shall be billed to the County at the actual cost to the vendor; no markup is permitted. Actual cost shall be defined as the exact dollar amount paid to a supplier by the vendor for the paint to be used on behalf of the County. No additional markup of any kind shall be allowed on paint or any other material, if applicable. Vendor shall make every attempt to obtain the lowest price for the materials provided under the contract. Note that the County reserves the right to purchase the paint itself.

Q. Vendor shall use materials compatible with existing materials that will ensure proper bonding and longevity or surfaces.

R. Vendor should match existing finishes and color unless otherwise directed by the County. The County may request a paint sample to ensure an acceptable match.

S. The County reserves the right to specify precisely the types of materials to be utilized. Substitutions may be used, if approved by the County.

T. Vendor shall provide the receipt(s) for paint and/or other materials used along with the invoice submitted to the County for payment. Invoices shall specifically reference the location, building, room, office, floor, hallway, etc. where the materials were used.

U. All tools and equipment used in the performance of the work (i.e. brushes, rollers, sanders, drop cloths, sandpaper, hand tools, etc.) shall be provided by the Vendor and included in the hourly labor rate unit prices as overhead.

V. At the completion of the job, vendor shall provide documentation to the Joint Maintenance Director that shows make, model, and color of paint used.

WORKFORCE REQUIRMENTS

W. Vendor shall provide workers who are fully trained to the skill level necessary to complete the job in a satisfactory manner. Should the County determine that a worker is not competent to complete a job, the County may either insist on a substitute worker with appropriate skills or cancel the purchase order without penalty to the County. Substitutions shall be done at no additional cost to the County. The County is the sole judge of worker competence.

X. Vendors personnel working at County facilities shall wear clean work clothes with either a prominently displayed ID badge or company identification affixed to their clothing.

Y. Vendor shall complete all painting tasks normally encountered in commercial and residential buildings on both interior and exterior surfaces within the time specified in the scope of work on the work order or on the purchase order, or, if not specified, within thirty (30) days of the date of the purchase order or notice to proceed.

Z. Vendor shall perform work in accordance with manufacturer's recommendations/guidelines or industry standards, whichever is higher, and provided the desired coverage and surface appearance; this includes, but is not limited to, wet and dry mil thickness, spread rates, dry times, recoat windows, and related systems procedures. Vendor shall comply with all regulatory safety requirements in regards to use, handling, storage, mixing, application, and disposal of all paint related materials.

AA. Vendor shall not perform work unless environmental conditions are within County's and manufacturer's requirements, or adequate weather protection is provided.

BB. All work shall be completed at the convenience and safety of the occupants. If complaints about fumes, smells, etc. are received from the occupants of the facility where work is being performed, the Vendor shall be required to immediately cease work and implement a corrective action to resolve the complaint. Vendor shall be required to reschedule the work at a time suitable to the occupants or devise a ventilation method that eliminates the problem. Any remedy used by the Vendor shall be done at no additional cost to the County.

SUPERVISION

CC. The Vendor may be required to have a Project Manager/Supervisor present at all times that work is being performed. When providing a statement of work to the Vendor, the County will state whether or not a full-time site supervisor is needed. Otherwise, the Vendor is required to have a supervisor on site at the start of each job for a minimum of one (1) hour and available to be on the site whenever there is an issue that requires supervision.

DD. The Project Manager/Supervisor shall be literate and fluent in the English language because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with County staff. The County's authorized representative shall be the sole judge of the communication level.

PRODUCTIVE HOURS

EE. Labor hours billed under this Contract shall be only productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rented equipment is not chargeable directly but is overhead and the cost shall be included in the fixed hourly rate. The hourly rate shall also include direct labor, general and administrative overhead, taxes, insurance, profit, and the cost of equipment that is normal and necessary tools of the trade (excluding paint).

VI. VENDOR PERSONNEL

Vendor should employ and have available an adequate number of qualified personnel capable of performing the scope of work as specified within this RFP. Vendors should have the following qualifications to any and all labor provided under the contract:

A. Project Manager/Supervisor:

Vendor shall designate one (1) Project Manager/Supervisor who shall be responsible for providing consultations, generating work proposals, conducting periodic quality control inspections, and providing general direction to work crew, including site safety briefings. Project Manager/Supervisor shall have extensive knowledge and experience in all facets of commercial painting services.

Each assigned Project Manager/Supervisor should have the following qualifications:

- Five (5) years continuous field experience working in the painting service trade of which a minimum of three (3) years should be in a leadership capacity;
- Considerable knowledge of trade standards;
- Ability to provide technical assistance;
- Considerable knowledge of applicable rules, regulations, and codes governing work, including OSHA safety standards;
- Ability to implement and monitor established safety policies, procedures, and regulations;
- Ability to resolve project quality, scheduling, and progress problems;
- Ability to generate work proposal estimates based on personnel and equipment requirements.

B. Journeyman Painter

Journeyman Painter should have the knowledge, training, skills, and ability to correctly and efficiently perform all tasks commonly required in the painting trade for this position, and as described herein including, but not limited to, material and tool selection, surface protection, surface repair, coating application by such methods as brushing, rolling, and spraying, and quality control procedures.

Each assigned Journeyman Painter should meet the following minimum qualifications:

- Five (5) years continuous and verifiable journeyman level experience, with specific emphasis on commercial painting project work;
- Comprehensive knowledge of standard trade practices, methods, materials, and tools of painting trade, and how they are used to get a variety of finish results on various kinds of surfaces;.
- Comprehensive knowledge of and skill in the use of all tools, equipment, and materials commonly used in the trade work;
- Ability to work with minimal or no supervision;
- Ability to accurately analyze, troubleshoot, and remedy any work related problems;

- Considerable knowledge of the hazards and safety precautions of the work including working on ladders, scaffolds, and lifts.

Vendor shall only assign Journeyman Painters who meet or exceed the qualifications as specified herein. The assignment of personnel with only residential or limited commercial experience shall not be acceptable. Journeyman Painter shall be required to act in the capacity of Lead Painter when so designated.

C. Trades Helper

Trades Helper shall have the knowledge, skills, and ability to perform the most common and basic painting related tasks.

Each assigned Trades Helper should meet the following minimum qualifications:

- Six (6) months continuous practical experience assisting and working in the service trade;
- Skill in the operation and care of the tools, materials, and equipment of the trade;
- Ability to understand and follow instructions relative to the work as communicated;
- Ability to carry-out all work assignments diligently within time limits as reasonably expected without interruption, unnecessary delay and need for continuous monitoring;
- General knowledge of the potential hazards that may exist in the work environment.

It shall be required that the Trade Helper work shall be under the close and continuous supervision of a Lead Painter.

ATTACHMENT A: REFERENCE FORM

This form should be completed and returned as part of your Proposal. Vendors should provide the following references for four (4) most recent and similar projects.

1. FIRM NAME	
CONTACT PERSON	TITLE
STREET ADDRESS, CITY, STATE, ZIP	
TELEPHONE	FAX
SPECIFIC INFORMATION	
2. FIRM NAME	
CONTACT PERSON	TITLE
STREET ADDRESS, CITY, STATE, ZIP	
TELEPHONE	FAX
SPECIFIC INFORMATION	
3. FIRM NAME	
CONTACT PERSON	TITLE
STREET ADDRESS, CITY, STATE, ZIP	
TELEPHONE	FAX
SPECIFIC INFORMATION	
4. FIRM NAME	
CONTACT PERSON	TITLE
STREET ADDRESS, CITY, STATE, ZIP	
TELEPHONE	FAX
SPECIFIC INFORMATION	

Attachment B – Proposal Response Form.

Note: Sealed proposals should be clearly marked, "RFP #26-0723 Painting Services." Proposals must be received in at least one of the two ways below:

- By having the sealed proposal received in the Clarke County Purchasing Office before 3:00:00 p.m. (local prevailing time), Thursday, July 23, 2026.
- By posting electronically on eVA before the deadline of 3:00:00 p.m. on Thursday, July 23, 2026.
  The official time will be determined by the clock in the Purchasing Office.

Pursuant to and in accordance with "REQUEST FOR PROPOSALS # 26-0723", the undersigned agrees to provide all equipment, fuel, insurance, labor, and material to provide painting services as described in the RFP and the vendor's proposal.

This form should be completed and returned as part of your proposal packet.

1. NAME AND ADDRESS OF FIRM

SIGNATURE		
BY (print name)		
TITLE	DATE	
COMPANY NAME		
STREET ADDRESS		
CITY, STATE, ZIP		
TELEPHONE	FAX	E-MAIL

SOCIAL SECURITY OR FEDERAL TAX I.D. #		
CLARKE COUNTY BUSINESS LICENSE #		
VIRGINIA CONTRACTOR'S LICENSE #	EXPIRATION DATE	CLASS
NAME OF INSURANCE CARRIER, BROKER OR AGENCY		

2. PRICING

Hourly Labor Rate for the following personnel classification:

Project Manager/Supervisor: $_____ Hourly Labor Rate

Journeyman Painter: $_____ Hourly Labor Rate

Trades Helper: $_____ Hourly Labor Rate

In an effort to get a clearer apples to apples comparison, this RFP is asking all vendors to supply their pricing to paint the Administration Wing at Clarke County High School (627 Mosby Blvd. Berryville, VA 22611). **A non-mandatory pre-proposal meeting will be held at the front main entrance to Clarke County High School (627 Mosby Blvd., Berryville, VA 22611) on Monday, July 13, 2026 at 10:00 am**. Interested vendors will be provided an opportunity to inspect the Administration Wing of the High School. Vendors are responsible for taking their own measurements for the work to be done.

LUMP SUM PRICE TO PAINT ALL ROOMS AND HALLWAYS IN THE ADMINISTRATION WING OF CLARKE COUNTY HIGH SCHOOL.

$_____

ESTIMATED TIME TO COMPLETE THE ADMINISTRATION WING PAINTING FROM DATE OF PURCHASE ORDER ISSUANCE:

_____ calendar days

3. LIST OF PERSONNEL EXPECTED TO WORK ON THE CLARKE COUNTY CONTRACT, IF AWARDED THE JOB.

Please list the names and years of painting experience for each of your employees that would be expected to work on the Clarke County contract, if awarded the job. Feel free to provide a separate piece of paper with more names, if needed.

Project Manager/Supervisor

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Journeyman Painter

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Trades Helper

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

Name _____ Years of Painting Experience: _____

4. EXPERIENCE OF FIRM:

Number of years that your firm has been in the painting business: _____

5. LOCATION

Please identify the location of your closest office to Clarke County, VA

_____

6. ABILITY TO PAINT ALL AREAS

If awarded the contract, would you be able to paint all areas described within the RFP. Would you be able to paint the cupola at the top of the General District Courthouse, if needed? Would you be able to paint high ceilings in our Courtrooms, if needed? Do you have concerns about completing certain projects that may arise during the term of the contract? Please answer below:

_____

_____

_____

_____

7. AVAILABILITY

As stated in the RFP, Vendor should be available for any and all interior and exterior painting jobs required by the County during the contract period. Note that the selected vendor does not need to be immediately available, but should be able to schedule work within an approximate 2-4 week period, when needed.

If awarded a contract with Clarke County, would your firm be able to schedule new work within an approximate 2-4 week period, when needed? Please answer below:

_____

_____

8. SUBCONTRACTORS

The following Subcontractors are proposed for the item(s) of work listed. Trade contractors are subject to review per the General Conditions. List only firms that will supply any labor at this site. Submit a reference form for each Subcontractor listed.

ITEM OF WORK	SUBCONTRACTOR

9. RECEIPT OF CORRESPONDENCE

The undersigned acknowledges receipt and inclusion of the following into the proposal: (If none, write "NONE".)

A. Pre-bid minutes _____ Dated: _____
B. Pre-bid minutes _____ Dated: _____
C. Addendum No. _____ Dated: _____
D. Addendum No. _____ Dated: _____

10. PROPOSAL PRESENTATION

A. The Contractor having carefully examined the Proposal Documents and all other related documents, fully reviewed the existing site conditions, and having become familiar with all conditions affecting the proposed work, including the availability of labor, materials and equipment, agrees to perform all Work required by the Proposal Documents.

B. The Contractor, if awarded a Contract, agrees to commence the work on the date(s) specified in the Notice(s) to Proceed; to carry the work forward expeditiously with adequate forces; and subject to authorized adjustments, to achieve Interim Milestones,

Substantial Completion and Final Completion in accordance with the dates or periods of performance set forth in the Contract Documents.

11. CONTRACTOR'S ORGANIZATION (strike out all conditions that do not apply)

A. An individual or sole proprietorship
B. A partnership
C. A joint venture
D. A corporation organized under the laws of the State of _____

12. ATTACHMENTS

The following is a checklist of items that are to be included with the Proposal Response Form and shall be completed by the Contractor:

A. _____ Attachment A: Reference Form
B. _____ Attachment C: SCC Form
C. _____ Sample Certificate of Insurance
D. _____ Recognition of any addendum posted
E. _____ Copies of any required licenses or permits
F. _____ Copy of State Contractor's License, if applicable.

13. SIGNATURE AND SEAL

Signed this _____day of _____, 20_____

BIDDER - SIGNATURE: _____

NAME: _____

TITLE: _____

ATTACHMENT C:
CLARKE COUNTY
DEPARTMENT OF JOINT ADMINISTRATIVE SERVICES
PURCHASING DEPARTMENT
129 Ramsburg Lane Berryville, VA 22611
Phone (540) 955-5185 Fax (540) 955-0456

Compliance with Virginia Law for Transacting Business in Virginia.

The undersigned hereby agrees, if this Bid/Proposal is accepted by Clarke County, for such services and/or items that the undersigned has met the requirements of the Virginia Code Section 2.2-4311.2

Please complete the following by checking the appropriate line that applies and providing the requested information:

A._____ Bidder/offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is_____.

B._____ Bidder/offer is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

C._____ Bidder/offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.

_____
Legal Name of Company (as listed on W-9)

_____
Legal Name of Bidder/Offeror

_____
Date

_____
Authorized Signature

_____
Print or Type Name and Title

ATTACHMENT D:
COUNTY OF CLARKE GENERAL TERMS AND CONDITIONS

These General Terms and Conditions are required for all sealed and unsealed written solicitations issued by the County of Clarke. The County of Clarke includes the Clarke County Board of Supervisors and General Government, the Clarke County School Board and School System, and all other agencies, boards, and commissions under the fiscal direction of the Clarke County Board of Supervisors.

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A. COMPETITION INTENDED: It is Clarke County's intent that this document permits competition. It shall be the prospective bidder's responsibility to advise the Director of Joint Administrative Services in writing if any language requirements, specifications, etc., or any combinations thereof, inadvertently restrict or limit the requirements stated in this document to a single source. The Director of Joint Administrative Services must receive such notification not later than ten (10) calendar days prior to the date set for the bids to close.

B. INQUIRIES: If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder shall contact the Director of Joint Administrative Services, no later than seven (7) days before the due date.

Any changes after the bid is advertised will be official only when submitted in writing and signed by the Director of Joint Administrative Services.

Any and all changes will be made by addendum and sent to all recorded holders of the bid documents.

All addenda issued will become part of the bid.

For a list of specific persons available to discuss this bid, see Points of Contact.

C. INCONSISTENCY IN PROVISIONS: In the event there are inconsistencies between the General Terms and Conditions and any other schedules contained herein, the first shall govern.

D. COOPERATIVE PURCHASING: It is the desire of Clarke County that all other jurisdictions be allowed to "ride the bid" and enter in to a contract with any successful Contractor chosen by Clarke County, based on mutual agreement between successful Contractor(s) and other jurisdiction(s).

If this bid is used as a cooperative IFB issued by Clarke County, the following would apply:

1. Clarke County is acting as the "Contracting Agent" for the jurisdictions concerned and shall not be held liable for any costs, damages, etc., incurred by any other jurisdiction.

2. Each jurisdiction will execute its own purchase orders with the Contractor(s) and be invoiced accordingly, in accordance with each jurisdiction's purchasing policy and procedures.

3. For copies of other jurisdictions' terms and conditions, Contractor must contact them.

E. ETHICS IN PUBLIC CONTRACTING: The provisions contained in Article 6 of the Virginia Public Procurement Act (VPPA) as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered in to by Clarke County. A copy of these provisions may be obtained from the Director of Joint Administrative Service upon request.

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

The provisions referenced above supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.2-3100 et. Seq.). The provisions apply not withstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act. To the extent that violations of the ethical standards of conduct constitute violations of the Code of Virginia, they shall be punishable as provided therein. Such sanctions shall be in addition to the civil remedies set forth.

By entering into a contract, the bidder conveys, sells, assigns, and transfers to Clarke County, all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the anti-trust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Clarke County, under said contract.

Consistent and continued tie bidding could cause rejection of bids by Clarke County and/or investigation for anti-trust violations.

F. TAX-EXEMPT STATUS: Since municipalities and school districts are exempt from all direct federal and state taxes, Clarke County is tax-exempt and will provide a tax-exempt certificate upon request. Contractor is responsible for paying any and all taxes on any purchases that it directly makes.

G. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed by the laws of the Commonwealth of Virginia. All Court proceedings shall be held in the Commonwealth of Virginia. The contractor shall comply with all applicable federal, state and local laws, rules, ordinances, and regulations.

H. FIRM BID PRICING: Clarke County requires the bid price remains firm for ninety (90) days after date of the bid opening, during which period bids may not be withdrawn. "Discount from list" bids are not acceptable unless requested.

I. TIE BIDS: The Joint Administrative Services Department and all other departments of Clarke County making purchases of services, supplies, material or equipment, shall, in making purchases of same, give preference to services, supplies, material or equipment sold by Clarke County and the State of Virginia vendors, in that order, in all cases of tie bids, quality and service being equal.

J. ANTI-DISCRIMINATION: Every individual or firm bidding must be an Equal Opportunity Employer as defined by federal law and the Code of Virginia, Virginia Public Procurement Act as amended: "Section 2.2-4311, Employment Discrimination by Contractor Prohibited" which reads:

All public bodies shall include in every contract of more than $10,000 the following provisions:

1. 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, national origin, age, disability, or 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.

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.

2. 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.

K. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

L. DEBARMENT STATUS: By submitting a bid, the bidder certifies that they are not currently debarred by the Federal Government, Commonwealth of Virginia, or by any City, Town, or County from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

M. RESPONSE FORM PROCEDURES:

1. Response Forms must be signed and received at the Purchasing Office, before the opening hour.

2. Sealed Bids and Sealed Proposals offered by fax and or telephone <u>will not be accepted.</u>

3. Quotes offered by fax will be accepted; however, <u>telephone quotes will not be accepted.</u>

4. All Response Forms delivered in person must be delivered to the Purchasing Office.

5. In submitting a Response Form, the bidder signifies that he/she is fully informed as to the extent and character of the supplies, materials, equipment and/or services necessary to perform this project in accordance with all documents constituting the bid and will comply satisfactorily with the bid documents.

6. Further, the bidder signifies that when necessary he/she has inspected the site on which the work shall be done and is aware of all conditions affecting the execution of the work contained within the bid documents. Failure to visit the site will in no way relieve the successful bidder from performance under the contract.

7. All information required by the solicitation must be supplied to constitute a responsive bid. All information submitted including prices should be typed so as to insure legibility. However, the bidder's signature shall be handwritten in ink in order for the bid to be considered.

8. The bidder expressly warrants that the price or prices quoted herein are not the result of an agreement or understanding expressed or implied with any other bidder or bidders.

9. By submitting a Response Form, bidders certify that they are not currently debarred by Clarke County from submitting bids, proposals or quotes on contracts, nor are they an agent of any person or entity that is currently debarred by Clarke County from submitting bids, proposals or quotes.

10. Any Response Form submitted with corrections must have corrections initialed by the person who signed the original. The unit price will prevail in the event an error is made in computing totals.

11. All prices for materials are to be F.O.B. Destination, prepaid and allowed. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order, commodity description, and quantity.

12. The successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his/her right, title, or interest therein, or his/her power to execute written consent of Clarke County.

13. Bidders are encouraged to have a representative at the bid opening if information on the bids submitted is desired.

14. Bids will be opened at the advertised local prevailing time, but Clarke County officials reserve the right to take sufficient time to study the various bids and then make the awards. Bids will be awarded as promptly as possible after the closing date.

15. Unless otherwise specified, Response Forms must be <u>submitted in triplicate</u> and will be received at:
Clarke County Purchasing Office

129 Ramsburg Lane
Berryville VA 22611

16. Sealed Bid envelopes must be clearly marked, with the IFB number and project name, on the outside, lower left corner as follows:

Sealed Bid – Do Not Open
IFB #_____
PROJECT NAME_____

17. Sealed Bids will be received up to the advertised time and date at the Clarke County Purchasing Office and at the appointed time will be opened publicly and read allowed. The clock on the Purchasing Office's wall will be used to log the time each bid/proposal is received.

18. If more than one bid opening is held the same date, bids will be opened in succession as numbered and lettered (A, B, C, etc.).

a. Late bids will not be accepted. Bids received in the mail will be returned to the bidder unopened (provided properly sealed and marked as indicated above). Failure to comply with conditions set forth herein may result in removal of bid (all/part) from consideration.

b. All contracts, unless otherwise specifically stated, shall provide materials/commodities in new, first class condition, fresh stock, latest model, design or pack. This shall include any containers suitable for shipment, usage and/or storage unless otherwise indicated within this document. Verbal agreements to the contrary will not be recognized.

c. Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specifications and which are clearly necessary for the completion of such equipment and its appurtenance shall be considered a part of such equipment although not directly specified or called for in the specifications.

d. By law, Clarke County will not receive any materials, products, or chemicals that may be hazardous to an employee's health, unless accompanied by a Material Safety Data Sheet (MSDS) when products and/or chemicals are received. **MSDS must be submitted to Clarke County in triplicate**.

N. BID WITHDRAWALS

1. A bidder, for contract other than for public construction, may request withdrawal of his/her bid before award, by submitting a written request to the Director of Joint Administrative Services.

2. After bid/proposal opening, corrections shall be permitted only to the extent that the vendor can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price actually intended. After the opening, no changes in prices or other provisions of bids/proposals prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder/offeror alleging a material mistake of fact may be permitted to withdraw its bid/proposal if:

a. the mistake is clearly evident on the face of the bid/proposal document but the intended correct bid/proposal is not similarly evident; or

b. the vendor submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Director of Joint Administrative Services.

3. If bid bonds were tendered with the bid, Clarke County may exercise its right of collection. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder in which the ownership of the withdrawing bidders is more than five percent (5%).

4. If a bid is withdrawn under the authority of this paragraph, the lowest qualified remaining bid shall be deemed to be the low bid.

5. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Director of Joint Administrative Services.

6. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or to perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

O. AWARD SPECIFICS

1. Clarke County reserves the right to accept, reject and/or cancel all or any part of any Response Form, and to waive minor technicalities.

2. Awards will be made to the lowest responsive and responsible bidder(s), provided services and quality are considered to be equal to (or better than) that offered by other bidders, and the right is reserved to make the award to other than the lowest bidder when it is in the best interest of Clarke County. Further, Clarke County will be the sole judge as to conditions affecting such interest.

3. Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work and/or furnish the item(s), and the bidder shall furnish to Clarke County all such information and data for this purpose, as may be requested.

4. Clarke County reserves the right to inspect bidder's physical facilities before award to satisfy questions regarding the bidder's capabilities.

5. Clarke County further reserves the right to reject any bid, proposal or quote if the evidence submitted by, or investigations of, such bidder fails to satisfy Clarke County, that such bidder is properly qualified to carry out the obligations of the contract and to complete the work and/or furnish the item(s) contemplated therein.

6. Clarke County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services confirm to the specification.

7. A contract shall not be assignable by the Contractor, in whole or part, without the written consent of Clarke County.

8. Unless otherwise specified, the right is reserved to make award based on all work and/or items, or on any part of work/items, whichever is in the best interest of Clarke County.

9. The right is reserved to cancel any contract and reject deliveries of any products or materials not in accordance with the specifications. All returns or exchanges will be at the Contractor's expense. Clarke County shall be the sole and final judge.

10. The Contractor shall pay all sales, consumer, use and other similar taxes for work or portions thereof provided by the Contractor which are legally enacted at the time bids are received, whether or not yet effective.

11. The right is reserved to decide when a deviation from specifications is of sufficient consequence, when measured against the purpose for which the item will be purchased, to justify including it for consideration. Clarke County shall be the sole and final judge.

12. Should the delivery of any part of an order be delayed beyond time specified, or should any portion of the products delivered fail to comply with the specifications, Clarke County shall have the right to buy at market price for immediately delivery, and any excess cost of same over the price named herein is to be paid by the Contractor or deducted from any money due him/her thereafter.

13. If delay is foreseen, the Contractor shall give thirty (30) days prior written notice to the Director of Joint Administrative Services. Clarke County has the right to extend delivery date if reasons appear, in the sole discretion of Clarke County, to be valid. The Contractor must keep Clarke County advised at all times of status of order.

14. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the Joint Administrative Services Department to purchase supplies, equipment or services elsewhere and charge the full increase in cost and handling to the defaulting Contractor.

15. **The Joint Administrative Services Department will permit NO SUBSTITUTIONS OR CANCELLATIONS after award without written approval.**

16. When Clarke County notifies a bidder, in writing, of its acceptance of the bidder's price(s) of any goods or services, this notification will signify the effective date of the acceptance of this contract.

17. Cancellation of a contract for any reason may result in the removal of the successful bidder's name from the mailing list for future bidding. If the cancellation is for non-performance of the contract, such cancellation may be at the successful bidder's expense.

18. All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Office before final payment on the contract is made. Unless otherwise stated, the manufacturer's standard warranty applies.

P. JUSTIFICATION FOR TERMINATION

1. Clarke County may terminate this contract in whole or part whenever the Director of Joint Administrative Services shall determine that such a termination is in the best interest of Clarke County.

2. Any such termination shall be effected by delivery to the Contractor at least ten (10) business days prior to the termination of a written Notice of Termination specifying the extent to which performance shall be terminated and the date upon which such termination becomes effective.

3. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit or unperformed services.

4. 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 by Clarke County until said work or service is completed and accepted.

5. Possible reasons for termination are:

   a. Termination for Convenience – in the event this contract is terminated or cancelled upon request and for the convenience of Clarke County, without the required ten (10) days advance written notice, then Clarke County shall negotiate reasonable termination costs, if applicable.

   b. Termination for Cause – termination by Clarke County for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The ten (10) days advance notice requirement is waived in the event of Termination for Cause.

   c. 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.

Q. DRUG FREE WORKPLACE: Every individual or firm bidding must be an Equal Opportunity Employer as defined by federal law and the Code of Virginia, Virginia Public Procurement Act as amended: "Section 2.2-4312, Drug-free Workplace to be Maintained by Contractor; Required Contract Provisions" which reads:

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.

R. INSURANCE REQUIREMENTS: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contactor and any subcontractors, at any tier, will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

1. Please note the below insurance requirements are guideline minimum amounts only, and, depending on the goods/services required, may be increased or decreased. **Any changes in insurance requirements will be referenced within this document, under Specific Reference to General Terms and Conditions**.

2. The successful bidder shall procure, maintain and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of Clarke County by the bidder, his/her agents, representatives, employees or Subcontractors.

3. Actual proof of coverage as contained herein shall be submitted to Clarke County Purchasing Office within five (5) days after award has been made and before any work starts, services are provided, or goods are delivered.

4. The bidder shall maintain such coverage for the duration of the contract period for "occurrence" policies. "Claims made" policies must be in force, or that coverage purchased, for three (3) years after contract completion date.

5. The **Certificate of Insurance** shall be properly completed as follows:

a. It shall name "Clarke County, Virginia, its officers, officials, employees, volunteers and agents (as their interest may appear)" as "Certificate Holder".

b. It shall list "Clarke County, Virginia, its officers, officials, employees, volunteers and agents (as their interest may appear) added as an additional insured" under "Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions".

c. This provision may not apply to Professional Liability or Workers' Compensation/Employers' Liability.

6. The **Certificate of Insurance** shall be for a minimum of the following:

a. **Worker's Compensation- Statutory requirements and benefits**. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the County of Clarke of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

b. **Employer's Liability - $100,000**

c. **General Liability – per occurrence $1,000,000.00**

This coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Bodily Injury and Property Damage, Personal and Advertising Injury, and Commercial General Liability form including Products/completed Liability Operations.

d. **Automobile Liability – per occurrence $1,000,000.00**

Coverage shall be sufficient to cover all vehicles owned, used or hired by the bidder, his/her agents, representatives, employees and/or Subcontractors.

e. **Product Liability $1,000,000.00**

Refer to General Liability above.

f. **Professional Liability/Errors and Ommissions Coverages are required when soliciting those services as follows:**

Profession/Service	**Limits**
Accounting	$1,000,000 per occurrence, $3,000,000 aggregate
Architecture	$2,000,000 per occurrence, $6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	$1,000,000 per occurrence, $3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) **(This complies with §8.01-581.15 of the Code of Virginia)	$2,350,000 per occurrence, $7,050,000 aggregate
Insurance/Risk Management	$1,000,000 per occurrence, $3,000,000 aggregate
Landscape/Architecture	$1,000,000 per occurrence, $1,000,000 aggregate
Legal	$1,000,000 per occurrence, $5,000,000 aggregate
Professional Engineer	$2,000,000 per occurrence, $6,000,000 aggregate
Surveying	$1,000,000 per occurrence, $1,000,000 aggregate

7. The Contractor's insurance company shall provide thirty (30) days written notice to Clarke County before any cancellation, suspension, or void of coverage, in whole or part, where such provision is reasonable.

8. **Contractor shall be responsible for making sure any/all Subcontractors each provide a Certificate of Insurance and meet all of Clarke County's insurance requirements**.

9. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by Clarke County. At the option of Clarke County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to obtain a bond guaranteeing payment of losses and related claims expenses.

10. Failure to comply with any reporting provisions of the policy(ies) shall not affect coverage provided to Clarke County, its officers/officials, agents, employees and volunteers.

11. The insurer shall agree to waive all rights of subrogation against Clarke County, its officers/officials, agents, employees and volunteers for any act, omission or condition of premises by which the parties may be held liable by reason of negligence.

12. The bidder shall furnish Clarke County with the Certificate(s) of Insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(ies) to bind coverage on its behalf. If executed by a broker, a notarized copy of authorization to bind or certify coverage must be attached.

13. All insurance shall be placed with insurers maintaining an ***A.M. Best*** rating of no less than ***A: VII***. If ***A.M. Best*** rating is less than ***A.VII***, approval must be received from the Director of Joint Administrative Services.

14. All coverage designated herein shall be as broad as the Insurance Services Office ((SO) forms filed for use with the Commonwealth of Virginia.

S. BOND REQUIREMENTS

1. **Any necessary bonds will be referenced within this document, under Specific Reference to General Terms and Conditions** and the requirements are outlined below.

a. **Bid Bonds** – Each bidder shall accompany their bid with a bid bond or certified check in the amount of five percent (5%) of the amount bid. Such bond shall serve as liquidated damages and be forfeited in the event the successful bidder fails to enter into the contract.

If a bid bond is required and stated in an invitation for bid and a bidder submits a bid without a bid bond, the bidder will be considered non-responsive and shall be disqualified.

b. **Performance and Payment Bonds** – The successful Contractor shall furnish both a performance and payment bond, each in the amount equal to one hundred percent (100%) of the contract as security for the faithful performance of this contract.

c.) One or more surety companies authorized to do business in Virginia shall execute each of the bonds and the contractor shall select the surety company. Required bonds shall be payable to the County.

3. **Any other special bonding requirements will be listed under Specific Reference to General Terms and Conditions**.

4. All bonds shall be obtained at bidder's expense and shall be included in the bid price.

T. PERMITS AND LICENSES

1. Clarke County will attempt to make reference, within this document, to any necessary permits and licenses under Special Terms and Conditions. However, the contractor is ultimately responsible for ensuring that he/she has all the required permits and licenses.

2. For convenience purposes only, the following most commonly required permits and licenses are listed with their respective contact information.

Clarke County Building Permit
Per instructions from Building Department Office
Phone 540-955-5112

Clarke County Business License
Per instructions from Commissioner of the Revenue's Office
Phone 540-955-5108

Virginia State Contractor's License
Per VA Board for Contractors Statutes Title 54.1, Chapter 11
Phone 804-367-8500

Town of Berryville Since some of the county and school property is located within the limits of the Town of Berryville, Contractor is advised to check with the Town office to see what permits and licenses might be required for those projects. The Town Office phone number is 540-955-1099.

3. Clarke County does not waive any fees involved in securing Clarke County (or any other) permits. Any required permits and licenses are to be obtained at bidder's or Contractor's expense and to be included in the bid price.

4. All permit/license numbers must be indicated on or attached to the Response Form of this document.

U. PAYMENTS TO CONTRACTOR

1. Contractor warrants having clear title to all materials and supplies by submission of invoice being presented for payment.

2. All submitted invoices shall reflect the contract number and/or purchase order number, a detailed itemized breakdown of all charges, and (unless otherwise specified) shall be delivered to:

Clarke County Accounts Payable
317 West Main Street, Suite B
Berryville VA 22611

(v) 540-955-6171 (f) 540-955-0676

a. All submitted invoices shall show payer identification as follows:

b. Individual Contractors shall provide social security number.

c. Proprietorships, Partnerships and/or Corporations shall provide their federal employer identification number.

d. Payment will be made thirty (30) days after receipt of proper invoice, or thirty (30) days after receipt of all goods or inspection and acceptance of work, whichever is later.

e. Payment shall not preclude Clarke County from making a claim for adjustment on any item later found not to have been in accordance with the contract.

f. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges that appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the County of Clarke shall promptly notify the contractor as to those charges that it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification.

g. Materials delivered shall be installed prior to invoicing, or else surety is to be provided.

V. PAYMENTS TO SUBCONTRACTORS

1. Any mention of the term "subcontractor(s)" in this section shall include any and all sub-tier Contractors.

2. A Contractor awarded the contract under this solicitation is hereby obligated to:

a. Pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from Clarke County for the proportionate share of payment received for work performed by the Subcontractor(s) under the contract or to notify Clarke County and the Subcontractor(s), in writing of the Contractor's intention to withhold payment and the reason.

b. Pay the Subcontractor(s) interest at the rate of one percent (1%) per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from Clarke county, except for amounts withheld as stated above.

c. The date of mailing of any payment by U. S. mail is deemed to be payment to the addressee.

d. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation on the part of Clarke County.

e. By submitting an invoice, the contractor agrees that all subcontractors have been paid or will be paid and the Contractor shall be responsible for resolving any and all claims submitted by the subcontractors.

W. DISPUTES

1. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) calendar days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based.

2. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.

X. PROTEST OF AWARD OR DECISION TO AWARD

1. Any bidder or offeror who desires to protest the award or decision to award a contract shall submit such protest, in writing, to the Director of Joint Administrative Services, no later than ten (10) calendar days after the award announcement or decision to award, whichever occurs first.

2. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror.

3. Written protest shall include basis for the protest and relief sought.

Y. USE OF BRAND NAMES

1. Unless otherwise provided within this document, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer names; it conveys the general style, type, character, and/or quality of the article desired, and any article which Clarke county 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.

2. Any catalog, brand name or manufacturer's reference used in the bid invitation is descriptive – ***not restrictive*** – it is to indicate the type and quality desired.

3. Bids on brands of like nature and quality will be considered.

4. If other than brand specified is offered, illustrations and complete description (manufacturer, brand or trade name, catalog number, etc.) must be submitted with bid. Please note that samples may be required.

5. If bidder makes no other bid and takes no exception to the specifications or reference data, the bidder will be required to furnish brand names, numbers, etc., as specified.

6. Bidders, by their signature and submission of bid, certify that any/all item(s) bid upon meet and/or exceed the specifications.

Z. PAYMENT OF CLARKE COUNTY TAXES

1. All bidders located or owning property in Clarke County shall assure that all real and personal property taxes are **paid before submitting a bid**.

2. Clarke County will verify payment of all real and personal property taxes by the successful bidder before the award of any contract.

AA. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE

1. Clarke County is required to comply with state and federal disability legislation: §504 of The Rehabilitation Act (RA) of 1973, The Americans with Disabilities Act (ADA) for 1990 Title II, and the Virginians with Disabilities Act (VDA) of 1990.

2. Specifically, Clarke County may not, through its contractual and/or financial arrangements, directly or indirectly, avoid compliance with Title II of the ADA, Public Law 101-336, which prohibits discrimination n the basis of disability by public entities.

3. Subtitle A protects qualified individuals with disability from services, programs, or activities of all state and local governments. It extends the prohibition of discrimination in federally assisted programs established by the RA 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 ADA. The VDA of 1990 follows the RA of 1973, Section 504.

BB. CONTRACT QUANTITIES

1. The quantities specified in this document are estimated only, and are given for the information of bidders and not for the purpose of bid evaluation. They do not indicate the actual quantity to be ordered, since such volume will depend upon requirements that develop during the contract period.

2. Quantities shown shall not be construed to represent any amount which Clarke County shall be obligated to purchase under the contract, or relieve the Contractor of obligation to fill all orders placed by Clarke County.

3. No bid will be considered which stipulates that Clarke County shall guarantee to order a specific quantity of any item.

CC. DEVIATIONS: If there is any deviation in any bid from that prescribed in the Scope of Services, the appropriate line in the Scope of Work/Services shall be ruled out and the substitution clearly indicated and submitted with the Bid Response Form. Clarke County reserves the right to determine the responsiveness of any deviation(s).

DD. SAFETY

1. All Contractors and Subcontractors performing services for Clarke County are required to 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.

2. 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.

EE. HOLD HARMLESS CLAUSE: Bidders shall provide that, during the term of this contract, including any warranty period, for the firm indemnifying, defending and holding harmless of Clarke County, its officials, employees, agents, representatives thereof, from all suits, actions or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or Contractor's employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The bidder also agrees that this clause shall include claims involving infringement of patent or copyright.

FF. REFERENCES: All bidders shall include with their Response Form a list of current references for whom comparable work has been performed or to whom comparable goods have been provided. A separate attachment has been provided and must be completed entirely and returned with the bid. Failure to include Reference Form may be ample cause for rejection of bid as non-responsive.

GG. FEDERAL/STATE LAWS AND COUNTY ORDINANCES: Any and all Federal and Commonwealth of Virginia Laws and County Ordinances that are not referenced or stated in the County's General Terms and Conditions shall apply to all contracts/orders.

HH. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the County of Clarke all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Viriginia, relating to the particular goods or services purchases or acquired by the County of Clarke under said contract.

II. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County of Clarke, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the County may have.

JJ. <u>TYPES OF CONTRACT CLAUSES THAT THE COUNTY SHALL ATTEMPT TO REMOVE FROM VENDOR CONTRACTS.</u> Some, but not all, examples of clauses that may delay or stop a contract from being signed are shown below:

a. The County shall attempt to remove late fee clauses.

b. The County shall attempt to remove one-time fee clauses, such as administrative, restocking, and documentation fees.

c. The County shall attempt to remove clauses involving the adjustment of payments due on a fixed-price contract (without prior County approval).

d. The County shall attempt to remove clauses that provide the vendor with an automatic renewal of a contract unless County notification is provided within a particular time frame.

e. The County shall attempt to remove clauses where the County is asked to reimburse a vendor for its expenses to refurbish equipment or materials that have been leased by the County to ensure that the vendor can resell or release the item.

f. The County shall attempt to remove clauses where the County is asked to provide a security deposit.

g. The County shall attempt to remove any clauses that disclaim warranties.

h. The County shall attempt to remove any clauses that put time constraints on the County's right to file legal action.

i. The County shall attempt to remove indemnity clauses from all contracts. If the complete removal of an indemnity clause can not be agreed upon, the County shall ensure that the maximum amount of liability is satisfactory. The County also may attempt to include its own indemnity clause in which the County's maximum amount of liability is clearly stated.

j. The Clarke County Treasurer must approve any contract that allows a vendor to directly debit/charge the County's bank account.

k. All Court proceedings shall be held in the Commonwealth of Virginia.

When a specific contract clause can not be agreed upon, the County reserves the right to end negotiations with the respective vendor and begin negotiations with another vendor.

KK. SEVERABILITY OF CONTRACT: In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement 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.

LL. The County reserves the right to waive or amend any of its General Terms and Conditions if the Purchasing Agent and/or Joint Administrative Board deem it to be in the best interest of the County.

END OF GENERAL TERMS AND CONDITIONS
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