



# ROANOKE COUNTY

## FINANCE & MANAGEMENT SERVICES DEPARTMENT PURCHASING DIVISION

### INVITATION FOR BID

**IFB # 2021-104**

**Maintenance of Refrigeration Equipment for Roanoke County Public Schools**

**OPENING DATE: June 1, 2021**

**OPENING TIME: 2:00 P.M.**

The Invitation to Bid and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2061.

**THIS PUBLIC BODY DOES NOT DISCRIMINATE  
AGAINST FAITH-BASED ORGANIZATIONS**

**DATE of IFB: May 17, 2021**

## INVITATION FOR BID (IFB)

IFB No. 2021-104

Issue Date: May 17, 2021

## Title: Maintenance of Refrigeration Equipment for Roanoke County Public Schools

Issued By: **County of Roanoke**  
**Roanoke County Administration Building**  
**Purchasing Division**  
**5204 Bernard Drive, SW, Suite 300-F**  
**Roanoke, VA 24018-0798**  
**Phone (540) 772-2061**  
**Email: KHoyt@roanokecountyva.gov**

Sealed Bids will be received on or before 2:00 P.M., June 1, 2021 for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

All questions must be submitted before 5:00 p.m., **May 25, 2021**. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyyva.gov/bids.aspx>.

If proposals are hand delivered or mailed, send directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County, at the originally scheduled hour.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The County reserves the right to cancel this IFB and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the bid. In compliance with this Invitation For Bid and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Bidder. No Bid may be withdrawn within a period of sixty (60) days after Bid opening except for clerical errors, as set forth in part (1) of Section 2.2-4330(B), Virginia Code, 1950, as amended. Notices of bid withdrawal must be submitted in writing to the Purchasing Division.

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid ("IFB"). If this Bid is accepted by the County, to provide the services and/or items in accordance with this Invitation for Bid and to execute a Contract/Purchase Order substantially similar to the attached Contract/Purchase Order Terms and Conditions for such services and/or items. My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

**Legal Name and Address of Firm:**

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

By:

(Signature in Ink)

Revised 4/2010

Name: \_\_\_\_\_  
(Please Print)  
Zip: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Email: \_\_\_\_\_ Business License# \_\_\_\_\_  
Virginia State Corporation Commission Identification Number: \_\_\_\_\_

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**COUNTY OF ROANOKE, VIRGINIA  
INVITATION FOR BID NO. 2021-104**

**Maintenance of Refrigeration Equipment for Roanoke County Public Schools**

**SECTION 1. PURPOSE**

The purpose of this Invitation for Bid (IFB) is the procurement of an annual contract or contracts to provide maintenance and repairs of refrigeration equipment throughout the Roanoke County school district.

The County of Roanoke invites any qualified Bidder to respond to this IFB by submitting a Bid for such work, service, and/or items consistent with the terms and conditions herein set forth.

The County will review each bid and may elect to issue separate awards to the lowest responsive and responsible Bidder(s) for such goods/services.

**SECTION 2. BACKGROUND**

**Not used.**

**SECTION 3. SERVICES AND/OR ITEMS REQUIRED**

**A description and/or listing of the services and/or items that the Successful Bidder (the term “Successful Bidder” includes all Bidders to whom an award may be made) will be required to provide to the County under this IFB are those that are set forth below and/or referred to in any way in the sample contract, any terms and conditions, and/or any attachments referred to in this IFB. Each Bidder should carefully read and review all such documents.**

**The following are the services and/or items that the Successful Bidder shall provide to the County of Roanoke:**

Roanoke County Public Schools Department of Nutrition Services is seeking an annual contract to provide full service maintenance on all refrigerated equipment located in the kitchens of 26 schools, and one warehouse, plus all exterior walk-in freezers on the school board property. Equipment to be serviced falls under the purview of the RCPS Nutrition Services Department. Refrigerated equipment includes: ice machines, walk-ins, reach-ins including chest freezers, milk boxes, and refrigerated service lines. **A current equipment inventory is provided as Attachment H to this IFB.**

The Contractor shall furnish twenty-four (24) hour service and semiannual preventative maintenance covering: compressor, refrigerants, cleaning, seals, gaskets, motor lubricants, and all maintainable items and service. The schedule for preventative maintenance will be coordinated with the RCPS Department of Nutrition Services. Repairs or replacement of non-maintainable items must be approved by the Department of Nutrition Services. A listing of items that are not included in this full-service contract must be provided.

1. Service Requirements:

- a. All replacement parts must be of the same quality as equipment in current use.
- b. Preventive Maintenance (PM) will be provided on all equipment, with a minimum of two (2) checks per year. The contractor shall show man hours expended on each piece of equipment at each site, and actual maintenance and repairs performed, by sending a report to the School Nutrition Supervisor after the completion of services.
- c. Full service includes all necessary labor and replacement of all components and parts required for all equipment under this contract. This includes refrigerant and supplies, including freight and cartage.
- d. Emergency service must be provided on the following basis:
  - i. Owner will report all emergencies to the contractor's service office. Contractor must provide a phone number which is answered 24 hours per day, to receive emergency calls.
  - ii. Serviceman will contact the Owner by telephone within two (2) hours after the emergency is reported.
  - iii. Determination will be made by an official representative of the Owner as to the urgency of repair.
  - iv. Serviceman will provide four (4) hour response time from time of report.
  - v. All repair and replacement parts furnished will be new parts or genuine renewal parts as recommended by the manufacturer. Contractor will stock a supply of common repair parts.

2. Contractor's Personnel:

- a. Contractor must have at least two (2) service employees skilled in repair of refrigeration equipment. Each employee must have at least four (4) years' experience.
- b. Service employees must be capable of repairs and maintenance of refrigerated equipment and be appropriately certified/licensed by the Commonwealth of VA/local jurisdictions.
- c. Employees must report to the school office or warehouse upon entering and leaving school property.
- d. Employees must provide a clear and legible signed copy of all work performed, indicating thereon date and time of arrival and departure.
- e. Any contractor's employees which the Owner deems unfit for work around a school must be removed at the request of the Owner.

3. Warranty:

- a. Notwithstanding inspection and acceptance by the Owner, the contractor warrants that all services performed under the resulting contract will be free from defects in workmanship and will conform to the requirements of the contract and all parts of equipment supplied hereunder are free from defects, merchantable and fit for its intended purpose for one year. The contractor further warrants that all workmanship shall be first class and in accordance with the contract documents and shall be performed by persons qualified at their respected trades. The contractor shall correct or re-perform any defective or nonconforming services at no cost to the Owner, and any

services corrected or re-performed by the contractor pursuant to this clause shall be subject to all provisions of this contract to the same extent as work initially performed. If the contractor fails or refuses to correct or re-perform, the Owner may, by contract or otherwise, correct or replace with similar services and charge the contractor the cost occasioned to the Owner thereby or make an equitable adjustment in contract price, without prejudice to any other right or remedy.

#### **SECTION 4. REQUIRED QUALIFICATIONS FOR BIDDERS /OR NOT USED**

**Not used.**

#### **SECTION 5. TERM OF CONTRACT OR TIME OF PERFORMANCE OR NOT USED**

- A. The term of any resultant Contract will be for one (1) year, from June 15, 2021, through June 14, 2022, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless renewed as set forth in such Contract.
- A. Upon the mutual agreement of the parties, the Contract may be renewed for up to four (4) additional one (1) year periods or any combination thereof. If either party wants to renew the Contract that party shall give a written request to renew to the other party within 60 days of the expiration of the original term or any renew term of the Contract. The party receiving such request shall either accept or reject in writing such request within 10 days of receipt of that request, provided, however, if the party receiving the request to renew fails to respond within 10 days, the request to renew may be deemed to be rejected.
- B. All terms and conditions shall remain in force for the term of the Contract and for any renewal period unless modified by mutual agreement of both parties. Prices shall not be increased during the initial term of the Contract. Prices for any renewal periods will be subject to the mutual agreement of both parties.

#### **SECTION 6. PAYMENT FOR SERVICES**

Payment(s) to the Successful Bidder shall be made in accordance with the provisions of the resultant Contract, subject to final approval by Roanoke County Public Schools.

#### **SECTION 7. GENERAL INSTRUCTIONS TO BIDDERS**

- A. Bids, to be considered, must be received by the County of Roanoke Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018, at or before 2:00 p.m., local time, on June 1, 2021, at which time all Bids received will be publicly opened and read. **Bids received after 2:00 p.m. will NOT be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if

it is not working, such time shall be determined by the Purchasing official who is to open the bids.

Each Bid, one (1) **original, marked as such** and two (2) **copies, marked as such**, must be appropriately signed by an authorized representative of the Offeror, and must be submitted in a **SEALED** envelope or package. A removable media storage device containing two (2) digital copies of the proposal, one as submitted, and one **redacted to remove all confidential and proprietary material**, must be included in the proposal packet. The notation **“Maintenance of Refrigeration Equipment”, IFB No. 2021-104**, and the specified opening time and date must be clearly marked on the front of that sealed envelope or package.

**FAXED OR E-MAILED BIDS ARE NOT ACCEPTABLE.**

The Invitation for Bid and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>.

If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2061.

If proposals are hand delivered or mailed, send directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the Bid opening, the sealed bid will be accepted and opened on the next business day of the County, at the originally scheduled hour.

All questions must be submitted before 5:00 P.M. on May 25, 2021. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.

B. If you download this IFB from the County website and intend to submit a proposal, you should notify Purchasing that you have done so. However, each Bidder is solely responsible for ensuring that such Bidder has the current, complete version of the IFB documents, including any addenda, before submitting a bid. Receipt by the bidder of such addendum should be acknowledged on the Bid Form and/or addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bid Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.

**IMPORTANT NOTICE - ADDENDUMS AND NOTICES OF AWARD**

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories.

Although ‘Notify Me’ will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2061.

The County is not responsible for any IFB obtained from any source other than the County. Contact Kate Hoyt, by phone at 540-283-8149, or by email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).

- D. Payment terms and delivery date(s) must be shown on the submitted Bid, if applicable.
- E. All Bids are to be submitted in accordance with all terms, conditions, rules, regulations, requirements and specifications identified in and by this IFB.
- F. Bids are to be submitted via the Bid Form if provided, OR as otherwise specified in this IFB. If a Bid Form is provided, **no changes are to be made to the Bid Form**. Any changes to Bid amounts must be initialed.
- G. All Bids shall be signed by a person on behalf of the responding Bidder who is appropriately authorized to do so. The printed name of that authorized person should be shown as well. Any Bid submitted should be in the complete legal name of the Bidder responding. No Bid will be considered from any Bidder not properly licensed as may be required by law.
- H. Except in cases of emergency, all bids for construction contracts shall be accompanied by a bid bond from a surety company selected by the bidder, which is legally authorized to do business in Virginia.
  - (1) A bid, payment or performance bond for contracts for goods or services other than construction may be required if provided in the Invitation for Bid.
  - (2) The amount of the bid bond shall not exceed five percent (5%) of the total amount of the bid.
  - (3) In lieu of a bid bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
  - (4) Upon award of any public construction contract exceeding \$100,000 awarded to any prime contractor, such contractor shall furnish:
    - i. Performance bond in the sum of the contract amount.
    - ii. Payment bond in the sum of the contract amount.
  - (5) Performance and/or payment bonds may be required for construction contracts below \$100,000 at the discretion of the County.
  - (6) In cases of emergency performance bonds/payment bonds are required within ten (10) calendar days of notice to proceed or project commencement.
- I. Bids that have been appropriately opened cannot be changed, adjusted, corrected or modified in any way other than complete withdrawal. The County’s procedures for withdrawal of bids (whether construction or other than construction) is that set forth in Code of Virginia, §2.2-4330(A)&(B)(1), which allows withdrawal of a Bid due to an error such as an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from

inspection of original work papers, documents and materials used in the preparation of the Bid. Withdrawal must be requested within two days of the Bid opening by delivering to the County original work papers, documents, and materials used in preparation of the Bid.

- J. All Bids, appropriately received, will be evaluated by considering the requirements set forth in the IFB, the quality, workmanship, economy of operation, suitability for intended purpose, delivery, payment terms and price of product or service being requested in this Bid.
- K. Bids are to be submitted on the type, brand, make, and/or kind of product and/or service requested or its approved equal, to be solely determined by the County, unless otherwise specified. Should a Bid be for a product and/or service as an equal, the name, make, model and type of that which is being Bid must be clearly stated. The Bid must also be accompanied by descriptive literature of the product or service Bid to allow for evaluation. Failure to provide this information may result in the Bid being considered non-responsive and may not be considered.

It is not the intent of the specifications to be proprietary, nor to exclude any manufacturer or dealer. Deviations will be given consideration if they are considered to be suitable and acceptable for comparison. Any deviations must be submitted, in writing, with your bid. Deviations discovered after bid award or material receipt, not stated in your bid, shall be grounds for disqualification and nullification of order. It is the responsibility of the Offeror to prove that the deviation is equal to the product/service specified. The County of Roanoke will make the final determination as to whether the product is equivalent.

- L. If an award is made for the item(s) and/or services requested, a notice of award will be made which will be posted for public review on the County of Roanoke Purchasing Division's website under Current Bid Opportunities at <https://www.roanokecountyva.gov/bids.aspx> or you may contact Purchasing directly at (540) 772-2061 to request a copy of the award notification.

Upon completion of the Contract, payment will be made only to the Successful Bidder at the address as shown on the Contract. If the remittance address is other than the address on the Bid, it must be clearly noted and explained in the Bid. Contract/Purchase Order (s) will be paid only when the items and/or services have been supplied to and approved by the County.

- M. All items, identified in this IFB, are to be quoted and provided **F.O.B. DESTINATION-INSIDE DELIVERY**, unless otherwise stated in this IFB. All furniture items, if any, are to be put together and set in place.
- N. The County reserves the right to cancel this IFB or reject any or all Bids, to waive any informalities in any Bid and to purchase any whole or part of the items and/ or services listed in the IFB.
- M. Each Bidder is to notify in writing the Purchasing Division if any of Bidder's owners, officers, employees, or agents, or their immediate family members, is currently or has been in the past year, an employee of the County of Roanoke or has any responsibility or authority with the County that might affect the procurement transaction or any claim resulting therefrom. If so, please provide the Purchasing Division with the complete name

and address of each such person and their connection to the County of Roanoke. Each Bidder is advised that the Ethics in Public Contracting and Conflicts of Interests Act of the Code of Virginia, as set forth in this IFB, apply to this IFB. Such information should be provided in writing before the Bid opening date or may also be provided with the Bid response.

N. **The attention of each Bidder is directed to VA Code Sections 54.1-1100 et seq. which requires certain licenses for contractors, tradesmen and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Each Bidder shall so state on the Bid Form, or in its response, if no Bid Form is provided, whether it has a VA license under such sections and, if so, the type of license and/or license number. Failure to include this information may result in the Bid being rejected as non-responsive.**

O. **Bid Submittals shall include:**

1. **Pages 2-3 of this Invitation for Bid, signed.**
2. **Attachment A, Bid Form** (Prices shall include all labor, material, delivery costs, overhead and profit, or other applicable fees.)
3. **Attachments B, C, D, F, & G, completed.**
4. **Signed acknowledgment of any Addendums issued.**

**Failure to do so may result in the Bid being determined as non-responsive.**

Questions or concerns may be addressed by contacting Kate Hoyt by phone at 540-283-8149, or by email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).

P. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this IFB.

Q. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this IFB.

R. The procurement provisions of the Virginia Public Procurement Act as well as the County Procurement Manual, apply to this RFP, unless specifically modified herein. The County's Procurement Manual can be reviewed on the County's electronic procurement website.

S. The County may request clarification from any of the Bidders after review of the Bids received.

T. The County is not liable for any costs incurred by any Bidder in connection with this IFB or any response by any Bidder to this IFB. The expenses incurred by a Bidder in the preparation, submission, and presentation of the Bid are the sole responsibility of the Bidder and may not be charged to the County.

U. General and/or technical questions regarding the Scope of Services and/or items required, or procurement questions under this IFB may be directed to Kate Hoyt, Buyer, by email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).

V. Each Bidder is required to state if it has ever been debarred, fined, had a contract terminated, or found not be a responsible bidder or Offer or by any federal, state, or local government and/or private entity. If so, please give the details of each such matter and include this information with Bidder's response.

W. **Data on Convictions for Certain Crimes and Child Abuse and Neglect Certification of Contractor:** The Consultant certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years.

The Consultant further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Consultant understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to Roanoke County and the Roanoke County School Board. **Data and Convictions information will be requested before the County of Roanoke/Schools enters into a contract when required.**

X. Each Bidder who is a stock or Nonstock Corporation, Limited Liability Company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Bidder shall include in its bid response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and should list its business entity name as it is listed with the SCC. Any Bidder that is not required to be authorized to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its bid response a statement describing why the Bidder is not required to be so authorized. (See Va. Code Section 2.2-4311.2).

Y. Direct contact with any County or RCPS employee without the permission of the Purchasing Manager or their designated representative, on the subject of this bid, is strictly forbidden. Violation of this Instruction may result in disqualification of Bid.

## SECTION 8. MISCELLANEOUS

A. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the IFB shall belong exclusively to the County and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. The trade secrets or proprietary information submitted by the Bidder shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Bidder must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.** The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total

proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the Bid.

- B. All Bidders shall be solely responsible for making sure that they have the most current and complete version of this IFB and all addenda that may have been issued for this IFB and that such Bidder has examined all such documents and data. Any interpretation, correction, or change of the IFB will be made by an addendum. Interpretations, corrections or changes of this IFB made in any other manner will not be binding and Bidders must not rely upon such interpretations, corrections, or changes. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bid Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.
- C. No Bidder shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
- D. The County may make investigations to determine the ability of the Bidder to perform the work and/or provide the services and/or items as described in this IFB. The County of Roanoke reserves the right to reject any Bid if the Bidder fails to satisfy the County of Roanoke that it is qualified to carry out the obligations and requirements requested in this IFB.
- E. The Successful Bidder must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- F. The Successful Bidder must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- G. It is the policy of the County of Roanoke to maximize participation whenever possible by minority and women owned business enterprises in all aspects of County contracting opportunities.
- H. The Successful Bidder shall comply with all applicable County, State, and Federal laws, codes, provisions, and regulations. The successful Bidder shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- I. Providers of any outside services and/or items shall be subject to the same conditions and requirements as the Successful Bidder in regards to law, code, or regulation compliance. The County reserves the right of approval for any subcontract work, including the costs thereof.

## **SECTION 9. EVALUATION FOR LOWEST RESPONSIVE AND RESPONSIBLE BIDDER**

To determine the lowest responsive and responsible Bidder with respect to this Bid, the following factors, among such others as will protect and preserve the interest of the County may be considered:

- A. Total extended Bid price as set forth on the Bid Form;

- B. The specified terms and discounts, if any, of the Bid;
- C. The ability, capacity and skill of the Bidder to perform the Contract and/or provide the services and/or items required;
- D. Whether the Bidder can perform the Contract and/or perform the services and/or provide the items promptly, or within the time specified, without delay or interference;
- E. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- F. The quality of performance on previous contracts or services;
- G. The previous and existing compliance by the Bidder with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Bidder in other matters;
- H. The equipment and facilities available to the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;
- I. The sufficiency of the financial resources and ability of the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;
- J. The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the IFB; and
- K. The ability of the Bidder to provide future maintenance, parts, and service for the items requested in the IFB.

## **SECTION 10. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE**

Successful Bidder, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by Successful Bidder, or any of its subcontractors, under any resultant Contract/Purchase Order. All such insurance shall be primary and noncontributory to any insurance or self-insurance the County may have. The policies and coverages required are those as may be referred to in the sample contract attached to this IFB, but shall include workers' compensation coverage regardless of the number of employees, unless otherwise approved by the County's Risk Manager.

## **SECTION 11. NEGOTIATIONS WITH LOWEST RESPONSIVE AND RESPONSIBLE BIDDER**

If the bid by the lowest responsive and responsible bidder exceeds available funds, the County reserves the right to negotiate with the apparent lowest responsible bidder pursuant to County Code Chapter 17 (Ord. No. 3350, S2-30,12-14-82). State Code 2.2.4318. The conditions and procedures under which such negotiation may be undertaken are that the appropriate County officials shall determine that the lowest responsive and responsible bid exceeds available funds and notify such bidder in writing of its desire to negotiate. Thereafter, negotiations with the apparent low bidder may be held to obtain a Contract within available funds involving discussions of reduction of quantity,

quality, or other cost saving mechanisms. Any such negotiated Contract shall be subject to final approval of the County, in the sole discretion of the County.

## **SECTION 12. BID AWARD**

If an award of a Contract is made, it will be awarded to the lowest responsive and responsible bidder. Roanoke County shall provide the mechanism for the evaluation of all information received, the final determination of responsible bidders, and reserves the right to waive informalities and/or irregularities and to accept or reject any or all bid responses. The County reserves the right to split awards if it is in the best interest of the County/ Roanoke County Public Schools.

If an award of a contract is made, notification of such award will be posted for public review on the County of Roanoke Purchasing Division's website under Current Bid Opportunities at <https://www.roanokecountyva.gov/bids.aspx> or you may contact Purchasing directly at (540) 772-2061 to request a copy of the award notification.

## **SECTION 13. FAITH BASED ORGANIZATIONS**

Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.

## **SECTION 14. HOLD HARMLESS AND INDEMNITY**

Successful Bidder shall indemnify and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Successful Bidder's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from any of the work or items to be provided under the Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Successful Bidder agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of the Contract.

## **SECTION 15. PROTESTS**

Any Bidder who wishes to protest or object to any award made or other decisions Pursuant to this IFB may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section. Any such protest or objection must be in writing signed by a representative of the entity making the protest or objection and contain the information required by the applicable Code Sections set forth above. Such writing must be delivered to the County Manager within the required time period.

## **SECTION 16. COOPERATIVE PROCUREMENT**

The procurement of goods and/or services provided for in this procurement is being conducted in accordance with Virginia Code Section 2.2-4304 and on behalf of other public bodies in Virginia. Unless specifically prohibited by the Successful Bidder, any resultant contract may be used by other public bodies in Virginia as allowed by Section 2.2-4304. The Successful Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this procurement or from this procurement and in accordance with Virginia Code Section 2.2-4304. The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

## **SECTION 17. INFORMATION ON CONTRACT/PURCHASE ORDER TO BE AWARDED**

The **Sample Contract** marked as Attachment E to IFB No. 2021-104 contains terms and conditions that the County will include in any Contract that may be awarded, but such terms and conditions may be added to, deleted, or modified as may be agreed to between the County and the Successful Bidder. However, if a Bidder has any objections to any of the terms or conditions set forth in the Sample or any changes or additions thereto that the Bidder wants to discuss before submitting a bid, the Bidder should set forth such objections, changes, or additions in written correspondence to the Purchasing Division at least five (5) days before the bid opening date for this IFB. Otherwise, submission of a bid by a Bidder will obligate such Bidder, if it is the Successful Bidder, to enter into a Contract containing the same or substantially similar terms and conditions as contained in such Attachment, and to comply with such terms and conditions. Also, such terms and conditions, together with the requirements of this IFB, shall be deemed to be a part of any resultant Contract/Purchase Order that may be issued by the County to the Successful Bidder.

**END.**

**IFB # 2021-104**  
**ATTACHMENT A: BID FORM/SPECIFICATIONS**

County of Roanoke  
Purchasing Division  
5204 Bernard Drive, SW, Suite 300-F  
Roanoke, VA 24018-0798

**The County reserves the right to add, delete, or adjust quantities as deemed necessary by the County.**

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the County as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

I/We hereby propose to furnish and provide maintenance of refrigeration equipment, in accordance with the enclosed general terms, conditions and specifications contained in IFB No. 2021-104. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

**PRICES QUOTED SHALL BE FOB DESTINATION.** Freight charges shall be included in the bid price.

MONTHLY COST PER LOCATION:	\$
TOTAL MONTHLY COST ALL LOCATIONS (26):	\$
ANNUAL COST ALL LOCATIONS:	\$
STANDARD RESPONSE TIME: (MAXIMUM HOURS)	
EMERGENCY RESPONSE TIME: (MAXIMUM HOURS)	
HOURLY RATE FOR ADDITIONAL REPAIRS (not included in standard monthly maintenance service)	\$

       (Initial) I/We can furnish and deliver all items/services within the time frames as specified in Section 3 of IFB 2021-104.

Payment terms are: net 30. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

To aid in the evaluation of bids, bidders must submit the original Bid Form and two (2) copies of the Bid Form, Attachments, and detailed specification sheets, if applicable. If you fail to do so, your bid may be considered non-responsive and rejected.

Have you complied with this requirement? Yes / No.

Indicate whether your business        IS or        IS NOT located in Roanoke County. If it is, please include a copy of your Roanoke County business license with your bid.

I/We acknowledge the receipt of:

Addendum No.\_\_\_\_\_ Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_ Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_ Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_ Dated\_\_\_\_\_.

**ATTACHMENT B: Virginia State Corporation Commission (SCC) Registration Information**

**The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:**

Bidder    does have or    does not have a Virginia Contractor's License. (Check appropriate block)

If Bidder has a Virginia Contractor's License, circle the class Bidder has and list the number.

Licensed "Class A", "Class B", or "Class C" Virginia Contractor Number: \_\_\_\_\_

If Bidder has another type of Virginia License, please list the type and number:

Type of license: \_\_\_\_\_ and number: \_\_\_\_\_.

Bidder is a    resident or    nonresident of Virginia. (Check appropriate blank.) See VA Code Sections 54.1-1100, et seq.

The attention of each Bidder is directed to Virginia Code Section 2.2-4311.2 which requires a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

A. \_\_\_\_\_ Bidder 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 is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is:

C. \_\_\_\_\_ Bidder does not have an Identification Number issued to it by the SCC and such bidder 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 more space to explain why such bidder is not required to be authorized to transact business in Virginia.

**Signature page required with submittal of bid.**

IFB # 2021-104  
**ATTACHMENT C: Direct Contact with Students Form**

Name of Bidder: \_\_\_\_\_

Pursuant to Va. Code § [22.1-296.1](#), as a condition of awarding a contract for the provision of services that require the contractor, his employees or subcontractors to have **direct contact with students** on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

I further understand and acknowledge (1) that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, I must complete a new certification regarding such person.

**As part of this submission, I certify that the employees of, or subcontractors to, the above mentioned contractor that will be providing services that require direct contact with students to the School Board under the resulting contract will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of subcontractors for the duration of the contract.**

---

*Signature of Authorized Representative*

---

*Printed Name of Authorized Representative*

---

*Printed Name of Vendor  
(If different than Representative)*

---

*Date*

**ATTACHMENT D: NOTICE OF PROPRIETARY INFORMATION FORM**

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page #	Reason(s) for Withholding from Disclosure

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4)12 C.F.R. 309.5(c) (4).

**ATTACHMENT E: SAMPLE CONTRACT and TERMS AND CONDITIONS**



**COUNTY OF ROANOKE, VIRGINIA  
SAMPLE CONTRACT BETWEEN COUNTY OF ROANOKE AND  
FOR MAINTENANCE OF REFRIGERATION EQUIPMENT**

This Contract # 2021-104 is dated \_\_\_\_\_, between the County of Roanoke, Virginia, hereinafter referred to as the "County" or "Owner", and legal name/address of contractor, hereinafter referred to as the "Contractor," Choose an item..

**WITNESSETH:**

WHEREAS, Contractor has been awarded this nonexclusive Contract by the County for furnishing all equipment, materials, goods, labor, and services necessary for maintenance and service of refrigeration equipment for Roanoke County Public Schools, and associated work in accordance with this Contract and the documents referred to herein, all such items or services also being referred to hereinafter as the Work or Project.

**NOW, THEREFORE, THE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:**

**SECTION 1. WORK/ SERVICES TO BE PROVIDED AND DOCUMENTS.**

For and in consideration of the money hereinafter specified to be paid by the County to the Contractor for the Work provided for in this Contract to be performed by the Contractor, the Contractor hereby covenants and agrees with the County to fully perform the services, provide any materials called for to construct, and complete the Work called for by this Contract in a good and workmanlike manner in accordance with this Contract and the documents referred to herein in order to fully and properly complete this Contract within the time stipulated, time being made of the essence for this Contract. It is also agreed by the parties hereto that the documents to this Contract consist of this Contract and the following documents listed below (Contract Documents), all of which are and constitute a part of this Contract as if attached hereto or set out in full herein, viz:

1. Insurance Requirements (Exhibit 1).
2. Scope of Work/Fee Schedule (Exhibit 2).
3. Bid Form Completed by Contractor and dated \_\_\_\_\_ (Exhibit 3). **(To be provided after selection of Successful Bidder.)**
4. List of Locations (Exhibit 4).
5. Invitation for Bid No. 2021-104, which is incorporated herein by reference.

The parties agree that if there are any differences between the provisions of the above referenced documents, the provisions of the County documents and this Contract will control over any Contractor supplied documents or information.

**SECTION 2. CONTRACT AMOUNT.**

The County agrees to pay the Contractor for the Contractor's complete and satisfactory performance of the Work/ Service, in the manner and at the time set out in this Contract, but the total amount for all such requests will not exceed \$\_\_\_\_\_ annually, as provided for in this Contract and that this Contract amount may be increased or decreased by additions and/or reductions in the Work as may be authorized and approved by the County, and the Contract amount may be decreased by the County's assessment of any damages against the Contractor, as may be provided for in this Contractor or by law, and the County retains the right of setoff as to any amounts of money the Contractor may owe the County. However, Contractor further acknowledges and agrees that any request for Contractor to perform Work under this Contract is in the sole discretion of the County and that there is no guarantee of any minimum amount of Work that may be requested by the County and that no Work may be requested.

### **SECTION 3. TERM OF CONTRACT.**

- A. The term of this Contract shall be for one (1) year, from \_\_\_\_\_, through \_\_\_\_\_, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless extended as set forth herein at the option of the County.
- B. By mutual agreement of the parties, the contract may be renewed for up to four (4) additional one (1) year periods of any combination thereof. If either party wants to renew the Contract that party shall give a written request to renew to the other party before the expiration of the original term or any renewal term of the Contract. The party receiving such request shall either accept or reject in writing such request within ten (10) days of receipt of that request, provided, however, if the party receiving the request to renew fails to respond within ten (10) days, the request to renew shall be deemed to be rejected, unless the parties mutually agree otherwise.
- C. All terms and conditions shall remain in force for the term of this Contract and for any renewal period unless modified by mutual agreement of both parties. Prices shall not be increased during the initial term of this Contract.

### **SECTION 4. TIME OF PERFORMANCE.**

The Contractor shall commence the Work to be performed under this Contract on such date as is established and fixed for such commencement by written notice (which may be initially given verbally in an emergency situation) to proceed given by the County representative to the Contractor, and the Contractor covenants and agrees to fully construct, perform, and complete the Work and/or provide the goods called for by this Contract established by such notice. The Contractor further agrees that the Work shall be started promptly upon receipt of such notice and shall be prosecuted regularly, diligently, and uninterruptedly at a rate of progress that will ensure full completion thereof in the shortest length of time consistent with the Contract Documents and that Contractor will cooperate and coordinate with the other County contractors or employees doing other work or using the area where Contractor is working.

## **SECTION 5. PAYMENT.**

- A. The County and Contractor agree that the County will only pay the Contractor for time actually spent and materials actually provided on the Project requested and accepted by the County/Roanoke County Public Schools. Invoices for services rendered and accepted shall be submitted by Contractor directly to the payment address of the requesting County/RCPS department/division. Payment of such invoices shall be the responsibility of the department/division.
- B. The County agrees to pay Contractor for the Contractor's complete and satisfactory performance of the Work, in the manner and at the time set out in this Contract. The County retains the right to setoff as to any amounts of money Contractor may owe the County. A written progress report may be requested by the County to accompany payment request and, if so, such progress report shall detail the work completed. Also, sufficient documentation of all costs, expenses, materials supplies, and/or hours worked may be requested by the County and, if so, may be required prior to the processing of any such request for payment. Payment will only be made for work actually performed, services actually supplied, and/or materials or goods furnished to the County, all of which need to be approved and accepted by the County prior to such payment, unless otherwise provided for in the Contract documents. Once a payment request has been received by the County, the County will process such payment request. If there are any objections or problems with the payment request, the County will notify the Contractor of such matters. If the payment request is approved and accepted by the County, payment will be made by the County to the Contractor not more than 30 days after such request has been approved.
- C. The services the Contractor may be requested to provide the County are those items set forth in Exhibit 2 (Scope of Work) and/or Exhibit 3 (Bid Form), which list of services may be amended by the mutual agreement of the parties. The prices to be paid to the Contractor for such services provided to and accepted by the County under the provisions of this Contract shall be the current price(s) as set forth in Exhibit 3 (Bid Form). Unless otherwise stated in this Contract, the price(s) shall include all applicable charges such as pick up, delivery, printing, packaging, shipping, and other charges.

## **SECTION 6. SALES TAX EXEMPTION.**

The County is exempt from payment of State Sales and Use Tax on all tangible personal property purchased or leased for the County's use or consumption. The Virginia Sales and Use Tax Certificate of Exemption number is 217-074292-9. The County's tax-exempt status shall not inure to the benefit of Vendor. Vendor shall be liable for all applicable local, state and federal taxes that may arise or be due under this Agreement.

## **SECTION 7. FREE ON BOARD, RISK OF LOSS, AND TITLE.**

All prices include F.O.B Destination, inside delivery, unless otherwise noted in this Contract. The risk of loss from any casualty, regardless of cause, shall be on the Contractor until the items have been delivered to County personnel making the request and accepted by the County. The risk of loss shall also be on the Contractor during the return of any items to the Contractor. Title to the items shall pass to the County upon receipt and acceptance of such items by the County.

## **SECTION 8. INSPECTION.**

The County shall have a reasonable time after receipt of items / services provided and before payment to inspect all items for conformity to this Contract. If all or some of the items delivered to the County do not fully conform to the provisions hereof, the County shall have the right to reject and return such nonconforming items, at the sole cost of the Contractor.

## **SECTION 9. WARRANTY OF MATERIAL AND WORKMANSHIP.**

Contractor agrees that all items provided to the County will be new, or if an item is refurbished or remanufactured, such item will meet the industry standards for such item and the item shall be clearly labeled as refurbished or remanufactured, and that all such items include such warranties as may be provided by Virginia law together with any warranties provided by the manufacturer of the item. Contractor shall use reasonable commercial efforts to assist the County in processing warranty claims against a manufacturer. Contractor also agrees that the services provided under this Contract shall be completed in a professional, good and workmanlike manner, with the degree of skill and care that is required by like contractors in Virginia. Further, Contractor warrants that such services shall be completed in accordance with the applicable requirements of this Contract and shall be correct and appropriate for the purposes contemplated in this Contract. Contractor agrees that Contractor shall repair or replace, at Contractor's sole expense, and to the satisfaction of the County, any items, material, equipment, or part of the item that is found by the County to be defective or not in accordance with the terms of this Contract.

## **SECTION 10. PAYMENTS TO OTHERS BY CONTRACTOR.**

The Contractor agrees that Contractor will comply with the requirements of Section 2.2-4354 of the Virginia Code regarding Contractor's payment to other entities and the Contractor will take one of the two actions permitted therein within 7 days after receipt of amounts paid to Contractor by the County. Contractor further agrees that the Contractor shall indemnify and hold the County harmless for any lawful claims resulting from the failure of the Contractor to make prompt payments to all persons supplying the Contractor equipment, labor, tools, or material in connection with the work provided for in the Contract. In the event of such claims, the County may, in the County's sole discretion, after providing written notice to the Contractor, withhold from any payment request or final payment the unpaid sum of money deemed sufficient to pay all appropriate claims and associated costs in connection with the Contract and make such payment, if the County determines it to be appropriate to do so.

## **SECTION 11. HOLD HARMLESS AND INDEMNITY.**

Contractor shall indemnify and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Contractor's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from any of the work or items to be provided under this Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Contractor agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of this Contract.

#### **SECTION 12. COMPLIANCE WITH LAWS AND REGULATIONS, AND IMMIGRATION LAW.**

Contractor agrees to and will comply with all applicable federal, state, and local laws, ordinances, and regulations, including, but not limited to all applicable licensing requirements, environmental regulations, and OSHA regulations. Contractor further agrees that Contractor does not and shall not during the performance of its Contract; knowingly employ an unauthorized alien as defined in the Federal Immigration Reform & Control Act of 1986.

#### **SECTION 13. INDEPENDENT CONTRACTOR.**

The relationship between Contractor and the County is a contractual relationship. It is not intended in any way to create a legal agency or employment relationship. Contractor shall, at all times, maintain its status as an independent contractor and both parties acknowledge that neither is an agent, partner or employee of the other for any purpose. Contractor shall be responsible for causing all required insurance, workers' compensation (regardless of number of employees) and unemployment insurance to be provided for all of its employees and subcontractors. Contractor will be responsible for all actions of any of its subcontractors, and that they are properly licensed.

#### **SECTION 14. REPORTS, RECORDS, AND AUDIT.**

Contractor agrees to maintain all books, records, electronic data, and other documents relating to this Contract for a period of five (5) years after the end of each fiscal year covered by this Contract. The County, its authorized employees, agents, representatives, and/or state auditors shall have full access to and the right to request, examine, copy, and/or audit any such materials during the term of the Contract and such retention period, upon prior written notice to Contractor. This includes the County's right to audit and/or examine any of the Contractor's documents and/or data as the County deems appropriate to protect the County's interests.

#### **SECTION 15. INSURANCE REQUIREMENTS.**

Contractor and any of its subcontractors involved in this Contract shall maintain the insurance coverage's set forth in Exhibit 1 to this Contract and provide the proof of such insurance coverage as called for in Exhibit 1, including workers' compensation coverage regardless of the number of Contractor's employees. Such insurance coverage shall be obtained at the Contractor's sole expense and maintained during the life of the Contract and shall be effective prior to the beginning of any work or other performance by the Contractor under this Contract. Additional insured endorsements, if required, must be received by the County within 30 days of the execution of this Contract or as otherwise required by the County's Risk Manager.

#### **SECTION 16. DEFAULT.**

If Contractor fails or refuses to perform any of the terms of this Contract, including poor services, work or materials, the County may, by written notice to Contractor, terminate this Contract in whole or in part. In addition to any right to terminate, the County may enforce any remedy available at law or in equity in connection with such default, and Contractor shall be liable for any damages to the County resulting from Contractor's default. The County further reserves the right to immediately obtain such work or services from other entities in the event of Contractor's default.

#### **SECTION 17. NONWAIVER.**

Contractor agrees that the County's waiver or failure to enforce or require performance of any term or condition of this Contract or the County's waiver of any particular breach of this Contract by the Contractor extends to that instance only. Such waiver or failure is not and shall not be a waiver of any of the terms or conditions of this Contract or a waiver of any other breaches of the Contract by the Contractor and does not bar the County from requiring the Contractor to comply with all the terms and conditions of the Contract and does not bar the County from asserting any and all rights and/or remedies it has or might have against the Contractor under this Contract or by law.

#### **SECTION 18. FORUM SELECTION AND CHOICE OF LAW.**

This Contract shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia, without application of Virginia's conflict of law provisions. Venue for any litigation, suits, and claims arising from or connected with this Contract shall only be proper in the Roanoke County Circuit Court, or in the Roanoke County General District Court if the amount in controversy is within the jurisdictional limit of such court, and all parties to this Contract voluntarily submit themselves to the jurisdiction and venue of such courts, regardless of the actual location of such parties. The provisions of this Contract shall not be construed in favor of or against either party, but shall be construed according to their fair and customary meaning as if both parties jointly prepared this Contract.

#### **SECTION 19. SEVERABILITY.**

If any provision of this Contract, or the application of any provision hereof to a particular entity or circumstance, shall be held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall not be affected and all other terms and conditions of this Contract shall be valid and enforceable to the fullest extent permitted by law.

## **SECTION 20. NONDISCRIMINATION.**

- A. During the performance of this Contract, Contractor agrees as follows:
  - i. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - ii. Contractor in all solicitations or advertisements for employees placed by or on behalf of Contractor will state that Contractor is an equal opportunity employer.
  - iii. 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.
- B. Contractor will include the provisions of the foregoing Section A (i, ii, and iii) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## **SECTION 21. DRUG-FREE WORKPLACE.**

- A. During the performance of this Contract, Contractor agrees to (i) provide a drug-free workplace for 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 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 Contractor that 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.
- B. 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, 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.

## **SECTION 22. FAITH BASED ORGANIZATIONS.**

Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.

### **SECTION 23. DATA ON CONVICTIONS FOR CERTAIN CRIMES**

The Vendor certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years. Upon request by the Schools, Vendor shall provide specific documentation to verify that it has conducted requisite criminal conviction checks on its employees, agents, sub-contractors, and assigns. Schools reserve the right to remove or deny entrance to any employee, agent, sub-contractor, or assign of Vendor when School determines, in its sole discretion, that such person poses a risk to health or safety of others on School property.

The Consultant further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Consultant understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to Roanoke County and the Roanoke County School Board. Data and Convictions information will be requested before the County of Roanoke/Schools enters into a contract / when required.

### **SECTION 24. ASSIGNMENT.**

Contractor may not assign or transfer this Contract in whole or in part except with the prior written consent of the County, which consent shall not be unreasonably withheld. If consent to assign is given, no such assignment shall in any way release or relieve the Contractor from any of the covenants or undertakings contained in this Contract and the Contractor shall remain liable for the Contract during the entire term thereof.

### **SECTION 25. CONTRACTUAL DISPUTES.**

Contractual claims, whether for money or for other relief, including any disputes as to change orders or extra work, shall be submitted, in writing, no later than sixty (60) calendar days after final payment or payment designated as a final payment; however, written notice of the Contractor's intention to file such claim must be given at the time of the occurrence or beginning of the work upon which the claim is based. Such notice is a condition precedent to the assertion of any such claim by the Contractor. A written decision upon any such claims will be made by Board of Supervisors or designee (hereafter BOS) within thirty (30) calendar days after submittal of the claim and any practically available additional supporting evidence required by the BOS. The Contractor may not institute legal action prior to receipt of the County's decision on the claim unless the BOS fails to render such decision within one hundred twenty (120) calendar days from submittal of its claim. The decision of the BOS shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim or from expiration of the 120 day time limit, whichever occurs

first, initiates legal action as provided in Section 2.2 -4364, of the Code of Virginia. Failure of the County to render a decision within said one hundred twenty (120) calendar days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. The sole result of the County's failure to render a decision within said one hundred twenty (120) calendar days shall be Contractor's right to immediately institute legal action. No administrative appeals procedure pursuant to Section 2.2 -4365, of the Code of Virginia, has been established for contractual claims under this Contract.

## **SECTION 26. SUCCESSORS AND ASSIGNS.**

The terms, conditions, provisions, and undertakings of this Contract shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

## **SECTION 27. HEADINGS.**

The captions and headings in this Contract are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of this Contract.

## **SECTION 28. COUNTERPART COPIES.**

This Contract may be executed in any number of counterpart copies, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

## **SECTION 29. AUTHORITY TO SIGN.**

The persons who have executed this Contract represent and warrant that they are duly authorized to execute this Contract on behalf of the party for whom they are signing.

## **SECTION 30. NOTICES.**

All notices must be given in writing and shall be validly given if sent by certified mail, return receipt requested, or by a nationally recognized overnight courier, with a receipt, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

To RCPS: Roanoke County Public Schools  
Department of Nutrition Services  
Attn: Rhonda Huffman  
5937 Cove Road  
Roanoke, Virginia 24019  
Email: [@ronaokecountyva.gov](mailto:@ronaokecountyva.gov)

Copy to: County of Roanoke  
Purchasing Division  
Attn: Kate Hoyt  
5204 Bernard Drive, SW, Suite 300-F

Email: Roanoke, Virginia 24018  
[KHoyt@ronaokecountyva.gov](mailto:KHoyt@ronaokecountyva.gov)

If to Contractor: \_\_\_\_\_  
Attn: \_\_\_\_\_, President/CEO  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Notices shall be deemed to be effective one day after sending if sent by overnight courier or three (3) days after sending it by certified mail, return receipt requested.

### **SECTION 31. PROTECTING PERSONS AND PROPERTY.**

The Contractor expressly undertakes both directly and through its subcontractors, to take every reasonable precaution at all times for the protection of all persons and property at the location of the Work or in the vicinity of the Work or that may be affected by the Contractor's operation in connection with the Work. The Contractor will maintain adequate protection of all Contractor's Work to prevent damage to it and shall protect the County's property from any injury or loss arising in connection with this Contract and to protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. Contractor agrees to be responsible for the entire Work and will be liable for all damages to the Work, including, but not limited to, damages to any property of the County or to any property in the vicinity or adjacent to the Work. All damage with respect to the Work caused by vandalism, weather, or any other cause, other than resulting from the sole negligence of the County shall be the responsibility of the Contractor. Contractor shall also be responsible for any inventory shortages and discrepancies of any type.

### **SECTION 32. CONTRACT SUBJECT TO FUNDING.**

This Contract is subject to funding and/or appropriations from federal, state, and/or local governments and/or agencies. If any such funding is not provided, withdrawn, or otherwise not made available for this Contract, the Contractor agrees that the County may terminate this Contract on seven (7) days written notice to Contractor, without any penalty or damages being incurred by the County. Contractor further agrees to comply with any applicable requirements of any grants and/or agreements providing such funding.

### **SECTION 33. SUSPENSION OR TERMINATION OF CONTRACT BY COUNTY.**

The County, at any time, may order Contractor to immediately stop work on this Contract, and/or by seven days (7) written notice may terminate this Contract, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Contractor shall immediately discontinue all services affected (unless the notice directs otherwise), and deliver to the County all data (including electronic data), drawings, specifications, reports, project deliverables, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract whether completed or in process (unless otherwise directed by the notice).

1. If the termination or stop work order is due to the failure of the Contractor to fulfill any of its Contract obligations, the County may take over the Work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the County for any damages allowed by law, and upon demand of County shall promptly pay the same to County.
2. Should the Contract be terminated or work is stopped not due in any way to the fault of the Contractor, the Contractor shall only be entitled to compensation for services actually performed and materials actually supplied prior to notice of termination or to stop work and which are approved by the County and any applicable federal or state approving agency. No profit, overhead, or any other costs of any type are allowed after the date of such notice of termination or stop work order.
3. The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract and County may pursue any and all such rights and remedies against Contractor as it deems appropriate.

#### **SECTION 34. ETHICS IN PUBLIC CONTRACTING.**

The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Va. Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this Contract.

#### **SECTION 35. COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA.**

Contractor shall comply with the provisions of Virginia Code Section 2.2-4311.2, as amended, which provides that 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 or as otherwise required by law. Contractor 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, to be revoked or cancelled at any time during the term of the Contract. The County may void the Contract if the Contractor fails to remain in compliance with the provisions of this section.

#### **SECTION 36. OWNERSHIP OF REPORTS AND DOCUMENTS.**

Contractor agrees that all reports and any other documents (including electronic data) prepared for, obtained in connection with, and/or required to be produced in connection with this Contract shall be delivered by the Contractor to the County and all such items shall become the sole property of the County. The Contractor agrees that the County shall own all rights of any type in and to all such items, including but not limited to copyrights and trademarks, and the County may reproduce, copy, and use all such items as the County deems appropriate, without any restriction or limitation on their

use and without any cost or charges to the County from Contractor. Contractor hereby transfers and assigns all such rights and items to the County. Contractor further agrees Contractor will take any action and execute any documents necessary to accomplish the provisions of this Section. The Contractor also warrants that Contractor has good title to all materials, equipment, documents, and supplies which it uses in the Work or for which it accepts payment in whole or in part.

**SECTION 37. ENTIRE CONTRACT.**

This Contract, including any attachments, exhibits, and referenced documents, constitutes the complete understanding between the parties. This Contract may be modified only by written agreement properly executed by the parties.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have signed this Contract by their authorized representatives.

(Full Legal Name of Vendor)

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

COUNTY OF ROANOKE, VIRGINIA

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Approved as to execution:

\_\_\_\_\_  
County Attorney/Assistant County Attorney

**CONTRACT 2021-104**  
**BETWEEN COUNTY OF ROANOKE AND [VENDOR NAME]**  
**FOR MAINTENANCE OF REFRIGERATION EQUIPMENT**

**EXHIBIT 1: SAMPLE CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS**

**REFERENCE: IFB # 2021-104**

**INSURANCE REQUIREMENTS SECTION**

The Contractor shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained and provided proof of the required insurance coverages to the County, and such proof has been approved by the County. The Contractor confirms to the County that all subcontractors have provided Contractor with proof of such insurance, or will do so prior to commencing any work under this Contract.
- B. Contractor, including all subcontractors, shall, at its and/or their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. The County and its officers, employees, agents, assigns, and volunteers shall be added as an additional insureds, by endorsement, to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Contractor shall immediately notify in writing the County of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Contractor shall provide to the County with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:
  - (1) The County and its officers, employees, agents, assigns, and volunteers are additional insureds by endorsement as coverage under this policy includes ISO endorsement CG 20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. (If additional insured status is automatic under a different coverage form, Contractor must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).
  - (2) ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Contractor under this Contract, to the County and its officers, employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. (A copy of the binder confirming the issuance

OR

- (2) ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Contractor under this Contract, to the County and its officers, employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. (A copy of the binder confirming the issuance

must be attached to the certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

However, if B (1) or (2) cannot be provided, the County's Risk Manager, in such Manager's sole discretion, may approve such other certificate of insurance or insurance document(s) that the Risk Manager deems acceptable. The County of Roanoke shall also be named as the Certificate Holder.

**C. The following insurance coverages and limits are required in order to provide services or materials to Roanoke County general government agencies and the Roanoke County Public Schools. These limits may be adjusted depending on the type of service or materials being provided and the exposure to risk.**

The Successful Offeror shall carry Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Offeror, and shall deliver a Certificate of Insurance from carriers acceptable to the owner specifying such limits. The Certificate shall show the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers as additional insureds by endorsement, on the Commercial General Liability, Automobile Liability and Excess/Umbrella Liability coverage. The additional insured status shall be endorsed to the coverage with the provision that this coverage "is primary to all other coverage the County of Roanoke and/or Roanoke County Public Schools may possess." A Certificate of Insurance evidencing the additional insured status must be presented to the County of Roanoke and/or Roanoke County Public Schools along with a copy of the Endorsement prior to work or services beginning.

The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Best. In addition, the insurer shall agree to give the County 30 days' notice of its decision to cancel coverage.

**(1) Workers' Compensation**

Statutory Virginia Limits

Employers' Liability Insurance

- \$100,000 for each Accident by employee
- \$100,000 for each Disease by employee
- \$500,000 policy limit by Disease

**(2) Commercial General Liability - Combined Single Limit**

- \$1,000,000 each occurrence including contractual liability for specified agreement
- \$2,000,000 General Aggregate (other than Products/Completed Operations)
- \$2,000,000 General Liability-Products/Completed Operations
- \$1,000,000 Personal and Advertising injury
- \$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

(3) **Business Automobile Liability** – including owned, non-owned and hired car coverage

- Combined Single Limit - \$1,000,000 each accident

Compliance by the Contractor with the foregoing requirements as to carrying insurance shall not relieve the Contractor of their liabilities provisions of the Contract

D. Contractual Liability covers the following indemnity agreement: "The Successful Offeror agrees to indemnify, defend and hold harmless the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County or School Division's sole negligence."

E. The continued maintenance of the insurance policies and coverages required by the Agreement is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Consultant/Contractor for default.

F. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Consultant/Contractor, and/or its subcontractors, or their insurance carriers. The County does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Consultant/Contractor's interest or liabilities, but are merely minimums. The obligation of the Consultant/Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Consultant/Contractor in the event that the County or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance.

G. The classification code numbers appearing on the Commercial General Liability coverage parts shall not exclude the symbols "X-C-U".

H. The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with the Excess/Umbrella Liability, must total \$1,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Roanoke and Roanoke County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

I. The certificate holders on the Accord form Certificates of Insurance shall be:

Roanoke County School Board  
5937 Cove Road,  
Roanoke, VA 24019  
Attn: Purchasing Dept.

J. **Claims Made Policies**

If the liability insurance has been issued on a "claims made" basis, the Successful Offeror must either:

- (1) Agree to provide certificates of insurance evidencing the above coverage for a period of three (3) years after final payment under the Agreement for General Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Offeror's work; or
- (2) Purchase the extended reporting period endorsement for the policies and provide certificates of insurance and a copy of the endorsement.

**BOND REQUIREMENTS SECTION**

The Contractor shall comply with the bond requirements set forth in the Contract, including the items set forth below:

A. Except in cases of emergency, all bids for construction contracts shall be accompanied by a bid bond from a surety company selected by the bidder, which is legally authorized to do business in Virginia.

- (1) A bid, payment or performance bond for contracts for goods or services other than construction may be required if provided in the Invitation for Bid.
- (2) The amount of the bid bond shall not exceed five percent (5%) of the total amount of the bid.
- (3) In lieu of a bid bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
- (4) Upon award of any public construction contract exceeding \$100,000 awarded to any prime contractor, such contractor shall furnish:
  - i. Performance bond in the sum of the contract amount.
  - ii. Payment bond in the sum of the contract amount.
- (5) Performance and/or payment bonds may be required for construction contracts below \$100,000 at the discretion of the County.

(6) In cases of emergency performance bonds/payment bonds are required within ten (10) calendar days of notice to proceed/project commencement.

**END**

**CONTRACT 2021-104**  
**BETWEEN COUNTY OF ROANOKE AND VENDOR NAME**  
**FOR MAINTENANCE OF REFRIGERATION EQUIPMENT**

**EXHIBIT 2: SCOPE OF WORK/FEE SCHEDULE**

**REFERENCE: IFB# 2021-104**

The services, work, and/or items that the Contractor shall provide in a timely and proper manner in accordance with the Contract include, but are not necessarily limited to, the following:

Reference IFB 2021-104 and specifications therein.

**IFB # 2021-104**  
**ATTACHMENT F: CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS LOANS AND COOPERATIVE AGREEMENTS**

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The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization Name

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Award or Agreement Number

Name (s) and Title (s) of Authorized Representatives

---

Signature

---

Date

## NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

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Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provided exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or sub-grantees) will be prohibited from using Federal funds other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or sub-grantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or sub-grantees will pay with profits or **non-appropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- you are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

**ATTACHMENT G: CERTIFICATION REGARDING DEBARMENT**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

**LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal.

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Organization Name

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Award or Agreement

Number Name (s) and Title (s) of Authorized Representatives

---

Signature

---

Date

## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT H: RCPS EQUIPMENT INVENTORY

Back Creek Elementary			
Item	Brand	Model #	Serial #
Reach In Refrigerator	True Refrigeration	T49	3954522
Reach In Refrigerator	True Refrigeration	T49	6742726
Walk-In Freezer	Brown	7X1089	64155-1
Walk-In Freezer	Brown	7X1089	64155-1
Chest Freezer	Frigidaire	FCM11PHBWW	MH177481
Chest Freezer	Gibson	FH1814WXFE	WB13403004
Milk Box	True	TMC49DSSS	5334541
Ice-Machine	Manitowoc	QYO134A	310030253
True Refrigeration	True Refrigeration	TAC-30	1-4297638
Bonsack Elementary			
Item	Brand	Model #	Serial #
Milk Box	True	TMC-58-5-DS-55	1-4076147
Ice Machine	Hoshizaki	KM500MAE	H25342H
Reach In Refrigerator	Traulsen	AHT132WUT 061	T456750D99
Reach In Refrigerator	Traulsen	ANT132WUT 161	T437560D99
Reach In Freezer	Traulsen	ALT132WUT 061	T457580D99
Walk-In Refrigerator	Hartford	DL 36788	OWJO75-2
Walk-In Freezer	Hartford	DL 36788	OWJO75-1
Burlington			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Hobart	Q3	321039858
Reach In Refrigerator	Hobart	Q1	32-1077112
Walk-In Refrigerator	Brown	4054	84693-101
Walk-In Freezer	Brown	4054	84633-102
Milk Box	True	TMC345DSHC	9705528
Chest	Frigidaire	FLM5FLM7FLM11	24501587P221
Ice Machine	Hoshizaki	KM280MAH	Q04352M
Cave Spring Elementary			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RHT232WUT-FHS	T41615G10
Reach In Refrigerator	Traulsen	RHT232WPUT-FHS	T41550G10
Milk Cooler	True MFG	TMC-49-S-DS-SS	5361812
Ice Machine	Hoshizaki	KM208MAH	N13116L
Refrigerator Cold Well	Delfield	8773	1006150001524
Refrigerator Cold Well	Delfield	8130B	1006150001525
Refrigerator Cold Well	Delfield	818A	1006150001528
Refrigerator Cold Well	Delfield	818A	1006150001529
Milk Cooler	True MFG	TMC-49-S-DS-SS	5361798

Walk-In Refrigerator	Thermo Kool	11A-C	52937 TRDT
Walk-In Freezer	Thermo Kool	12A-C	52937 TRDT
<b>Cave Spring High</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RHT232WPUTHHG	T60533D19
Reach In Refrigerator	Traulsen	RHT232WPUTHHG	T55884B19
Reach In Refrigerator	Traulsen	RHT232WPUTHHG	T55883B19
Walk-In Refrigerator	Thermalrite	E225993	278552-01J01
Walk-In Freezer	Thermalrite	E225993	278552-01J01
Refrigerator Cold Well	Delfield	SCSC-74-B	110815000-1230
Refrigerator Cold Well	Delfield	SCSC-74-B	1108150001227
Refrigerator Cold Well	Delfield	SCSC-60-B	1304150000270
Ice Machine	Hoshizaki	KML-500MAJ	J17581J
Milk Box	Beverage Air	STF58HC1W	13108488
Self-Serve Coolers(3)	Federal Industries	SSRVS5042	1-2267635
Service Line Cold Well (3)	Delfield/Welbilt	(1) SH4NU/ (2) SCSC50BP	2002150002112/2115/2118
<b>Cave Spring Middle</b>			
Item	Brand	Model #	Serial #
Ice Machine	Hoshizaki	B-300SF	P53022D
Reach In Refrigerator	Oasis	CO3678R	604778GO229156
Reach In Refrigerator	Oasis	CO3678R	604778GO229267
Reach In Refrigerator	Oasis	CO3678R	604778GO229266
Reach In Refrigerator	Delfield	SSR2-SH	111215000083
Walk-In Refrigerator	Thermo-Kool	TK-3678-WF-R	54777TRDT
Walk-In Freezer	Thermo-Kool	TK-3678-WF-R	54777TRDT
Milk Box	True	TMC-58-SS	6972665
Reach In Refrigerator	Delfield	SSRPTI-SH	1111152001745
Reach In Refrigerator	Delfield	SSRPTI-SH	1111152001746
<b>Clearbrook Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Atlas Metal	DC PT-3	3965-98
Reach In Freezer	Silver King	SKCTMRI	SJJ54919M
Walk-In Refrigerator	Brown	UDS - 4	86793-101
Walk-In Freezer	Brown	UDS - 4	86793-102
Ice Machine	Manitowoc	QY0134A	110138622
Pass Thru Refrigerator	Traulsen	AHT132WP088	T453660099
Milk Box	Air Beverage	SMF49	5103284
<b>Fort Lewis Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Hobart	2	321015158
Reach In Freezer	True	T-72F	1-3653874
Walk-In Refrigerator	Brown	VDS-4	82712-1

Walk-In Freezer	Brown	VL HDS-4	82712-1
Ice Machine	Hoshizaki	B300SF	NS1962D
Milk Box	Beverage Air	5MF34	4405356
<b>Glen Cove Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Freezer	True	T-72F	1-4737560
Walk-In Refrigerator	Bally	D1	M153
Ice Machine	Hoshizaki	KM-280MAH	B3005D
Walk-In Freezer	Bally	D1	A4153
Chest Freezer	Kenmore	25312812510	WB54148161
Milk Box	Traulsen	RMC49D6	T14886115
Milk Box	Traulsen	RMC49D6	T14552115
<b>Glenvar Elementary</b>			
Item	Brand	Model #	Serial #
Reach-In Refrigerator	True	TS-49	5019293
Reach-In Refrigerator	Central	69K031	4108327
Walk-In Refrigerator	Kolpak		410032323B
Ice Machine	Manitowoc	D400	1120257400
Walk-In Freezer	Kolpak		4100032323A
Milk Box	True	TMC-49DS	5042704
Milk Box	True	TMC34	1-4029481
<b>Glenvar High</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Delfield	SSRPTI-SH49	1506152000746
Reach In Refrigerator	Delfield	SSRPPTI-SH50	1506152000759
Reach In Refrigerator	Oasis	C047RRD	0434815FS282042
Reach In Refrigerator	Oasis	C047RRD	0434815FS282043
Walk-In Refrigerator	Thermo Kool	TK4278-WF-R	58354-AEMD
Walk-In Freezer	Thermo Kool	TK4278-WF-R	58354-AEMD
Walk-In Refrigerator	Thermo Kool	TK4278-WF-R	58354-AEMD
Reach In Refrigerator	Thermo Kool	TK4278-WF-R	58354-AEMD
Chest Freezer	True	TMC-58-5S-SS	8458543
Ice Machine	Hoshizaki	KM650MAH	E01720B
Reach In Refrigerator	Oasis	C037RRD	043811FS282030
<b>Glenvar Middle</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RHI232NUT-FSL	T127510E01
<b>Green Valley Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RHT123WPUTFHS	T41613G10
Reach In Refrigerator	Traulsen	RHT123WPUTFHS	T41613G10
Reach In Refrigerator (Milk)	True	TMC-49-SS	5346519-1

Ice Machine	Hoshizaki	KM320MAHB300SF	V08246A
Reach In Refrigerator (Milk)	True	TMC-49-SS	53465081
Walk-In Refrigerator	Thermo-Kool	Custom	52918TRDT
Walk-In Freezer	Thermo-Kool	Custom	52918TRDT
<b>Herman L. Horn Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Avantco	178A49RHC	1-3752441
Reach In Refrigerator	Traulsen	RHT232NUT-FSL	6438171319080245
Milk Box (2)	True1/True2	T1/RMC34D6/T2TMC34SS	T1/T14545L15/T2/5324267
Chest Freezer	Marquette	T084H	48-09301196
Walk-In Refrigerator	Brown	UDS4	97858-1D1
Ice Machine	Manitowoc	QY013YA	310043930
Walk-In Freezer	Brown	UDS4	97858-1D2
<b>Hidden Valley High</b>			
Item	Brand	Model #	Serial #
Serial #	Trauslen	RHT232WPUT-FHS	T187750J01
Reach In Refrigerator	Dasani	MT 49	BA02259739
Reach In Refrigerator	Dasani	MT12	BA05310393
Reach In Refrigerator	Beverage Air	SM58N	N/A
Ice Machine	Hoshizaki	KM320MAHB300SF	V08246A
Reach In Refrigerator	Traulsen	RHT232NUT-FSL	T179450J01
Cold Kiosk	Servolift	PCF-4RCW	03/02-206118-4
Cold Kiosk	Servolift	PCF-6RCW	03/02-206118-8
Walk-In Refrigerator	Thermo-Kool	TK-3678-WF-R	37473 SWTZ
Walk-In Freezer	Thermo-Kool	TK-3678-WF-F	37470 SWTZ
<b>Hidden Valley Middle School</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Oasis	C03678R	604778G0229156
Reach In Refrigerator	Oasis	C04778R	604778G0229267
Reach In Refrigerator	Oasis	C04778R	604778G0229266
Reach In Refrigerator	True Manufacturing	KAJO-0106 GAV252	ET03F37510
Reach In Freezer	True Manufacturing	T-72F	1-3971776
Walk-In Freezer	Penn	N/A	N/A
Ice Machine	Manitowoc	1YTO420A161	1120450437
Walk-In Refrigerator	Penn	N/A	N/A
<b>Masons Cove Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RH132WPUT	T161928E11 (left)
Reach In Refrigerator	Traulsen	RH132WPUT	T161928E11 (right)
Walk-In Refrigerator	Thermo-Kool	TK3678WFL	53607TRDT
Walk-Freezer	Thermo-Kool	TK3678WFL	53607TRDT
Milk Box	True	TMC49D555	53607TRDT
Ice Machine	Hoshizaki	B300SE	V59405F
Milk Box	True	TMC49D555	5334541

Mount Pleasant Elementary			
Item	Brand	Model #	Serial #
Milk Box	Beverage Air	STF581	
Reach In Refrigerator	Traulsen	T41689610	RHT232WPUTFHS
Reach In Refrigerator	Traulsen	T41685610	RHT132WPUTFHS
Reach In Refrigerator	Thermo-Kool	Hooten	52983
Reach In Freezer	Thermo-Kool	Hooten	5298HOOT
Ice Machine	Manitowoc	ITY03001161	1120679863
Walk In Freezer	Thermo-Kool	Hooten	52983HOOT
Mountain View Elementary			
Item	Brand	Model #	Serial #
Reach In Refrigerator	True	TA1R-15	4790324
Walk-In Refrigerator	Brown	UDS4	97822-1D2
Walk-In Freezer	Brown	UDS4	97822-1D1
Ice Machine	Manitowoc	QYO134A	310068306
Milk Box	True	TMC585DS	13752435
Northside High			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Traulsen	RHT132WPUT-HHS	T90808G08
Reach In Refrigerator	Traulsen	RHT132WPUT-HHS	T90810G08
Reach In Refrigerator	Traulsen	RHT132WPUT-HHS	T88328F08
Reach In Refrigerator	Traulsen	AHT232WUT-FHS	T187760I01
Reach In Refrigerator	True (Sm Milk Box)	TMC-34	1-3268995
Reach In Refrigerator	True (Lrg Milk Box)	TMC-58	1-2267639
Reach In Refrigerator - (5)	OBO Modular	CTTUHB-37R	0010030-0010034
Walk-In Refrigerator	Thermo-Kool	TK-4278-WF-L	49427DGEQ
Walk-In Freezer	Thermo-Kool	TK-4278-WF-L	49427DGEQ
Reach In Freezer	Artic Air	ST05G2	WB84141478
Ice Machine	Manitowoc	ITY03004161	1120679863
Milk Box	Beverage Air	STF581	
Refrigerator	True	STA2RRI-25	7668409
Northside Middle			
Item	Brand	Model #	Serial #
Reach In Refrigerator	True	T-72	7231981
Walk-In Refrigerator	American		4556
Walk-In Freezer	American		4557
Chest Freezer	Amana	P1125107WWC221DW	
Chest Freezer	Amana	AQ844388	DA66C10RBU6
Reach in	True	GDM-33CPT	4972189
Ice Machine	Hoshizaki	KM280MAH	P14076J
Reach in	True	GDM-33CPT	4972190
Oak Grove Elementary			
Item	Brand	Model #	Serial #
Ice Machine	Manitowoc	QY0134A	060452558

Milk Boxes-2	True	TMC58SDS	13752434
Reach In Refrigerator	Continental	IRSS	135B4583
Walk-In Refrigerator	Brown	UDS-4	97824-1D
Walk-In Freezer	Brown	UDS-4	978241D1
<b>Penn Forest Elementary</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	True	T-23	1-4322017
Milk Box	True	TMC58SDS	1-3752441
Ice Machine	Manitowoc	QY0134A	310033549
Reach In Refrigerator	True	T-23	1-4321921
Walk-In Freezer	Thermo-Kool	TK-3878WFR-L	47195-CTDE
Walk-In Refrigerator	Thermo-Kool	TK-3878WFR-K	47196-CTDI
<b>W.E. Cundiff Elementary</b>			
Item	Brand	Model #	Serial #
Reach-In Refrigerator	True	72F	14783913
Reach-In Refrigerator	True	72F	7545735
Milk Box 1	True	TMC34SS	5324257
Milk Box 2			13268996
Ice Machine	Hoshizaki	B300SF	Q54415L
Walk-In Refrigerator	Bally		C0232
Walk-In Freezer	Bally		C0232
<b>William Byrd High</b>			
Item	Brand	Model #	Serial #
Reach-In Refrigerator	Traulson	RHT232WPUTFHS	T32282A10
Reach-In Refrigerator	Traulson	RHT232WPUTFHS	T32215A10
Reach-In Refrigerator	Traulson	RHT132WPUTFHS	T32391B10
Reach-In Refrigerator	Traulson	RHT132WPUTFHS	T32326A10
Walk-In Refrigerator	Brown	UDS4	93921101
Ice Machine	Hoshizaki	KM320MAH	513294G
Walk-In Freezer	Brown	UDS4	93921102
Back Line Refrigerator	Oasis	C03678RBE	391631FN218128
Back Line Refrigerator	Oasis	C03678RBE	391631FN218129
Back Line Refrigerator	Oasis	C03678RBE	391631FN218126
Back Line Refrigerator	Oasis	C03678RBE	391631FN218127
Back Line Refrigerator	Oasis	C05978RBE	391631FN218169
<b>William Byrd Middle</b>			
Item	Brand	Model #	Serial #
Reach In Refrigerator	Hobart	2	32-523-593
Reach In Refrigerator	Hobart	2	32-523-414
Reach-In Freezer	Traulsen	G31310	T42416J18
Walk In Refrigerator	Bally	M-3478-2	DX-88809301
Walk In Freezer	Bally	M-3478-2-P	DX-88809302
Ice Machine	Hoshizaki	KML350MAH	S12637H
Milk Box	Beverage Air	N/A	05T0765

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