

**REQUEST FOR PROPOSALS**

**ISSUE DATE:** July 9, 2015 **RFP AR #15-02**

**TITLE:** Supplying Concrete Reef Materials, Loading, Transportation and Deployment of these Structures on Chesapeake Bay Artificial Reef Sites

**COMMODITY CODE:** 95965/95984

**ISSUING AGENCY:** Commonwealth of Virginia  
Marine Resources Commission  
2600 Washington Avenue, 3<sup>rd</sup> Floor  
Newport News, Virginia 23607

**WORK LOCATION:** Contractor's place of business (loading/staging area), deployment sites in the Chesapeake Bay – Asphalt Pile Reef, Occohannock Reef, and Windmill Point Reef.

**PERIOD OF CONTRACT:** From date of award to November 1, 2015.

**SEALED PROPOSALS WILL BE RECEIVED UNTIL JULY 30, 2015, AT 2:00 P.M. FOR FURNISHING THE SERVICES DESCRIBED HEREIN. LATE PROPOSALS WILL NOT BE CONSIDERED.**

**ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO:**

Brandy Battle, Business Manager  
Telephone (757) 247-2260

**IF PROPOSALS ARE MAILED OR IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO:**

Brandy L. Battle  
Marine Resources Commission  
2600 Washington Ave., 3<sup>rd</sup> Floor  
Newport News, Virginia 23607  
(757) 247-2260

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSALS (RFP) AND TO ALL THE CONDITIONS IMPOSED IN THIS RFP, THE UNDERSIGNED FIRM HEREBY OFFERS AND AGREES TO FURNISH, IF SELECTED, ALL SERVICES DESCRIBED AT THE PRICE INDICATED IN SECTION XI, PRICING SCHEDULE IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION. THE UNDERSIGNED FIRM HEREBY CERTIFIES THAT ALL INFORMATION PROVIDED BELOW AND IN ANY SCHEDULE ATTACHED HERETO IS TRUE, CORRECT, AND COMPLETE.

State Corporation Commission ID Number: \_\_\_\_\_(See Special Terms and Conditions)

**Name and Address of Firm**

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
BY: \_\_\_\_\_  
(Signature in ink)

\_\_\_\_\_  
NAME: \_\_\_\_\_

\_\_\_\_\_  
ZIP CODE TITLE: \_\_\_\_\_

EVA Vendor ID or DUNS number  
\_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_

EMAIL : \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

**RETURN ENTIRE CONTRACT PROPOSAL TO VMRC. SIGN CERTIFICATION ABOVE.**

**COMPLETE SECTIONS:**

- XI - PRICING SCHEDULE**
- ATTACHMENT A**
- ATTACHMENT B (if applicable)**
- ANNEX 7-G**
- ANNEX 7-I**

**Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

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**I. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation for Supplying Concrete Reef Materials, Loading, Transportation and Deployment of these Structures on up to three Chesapeake Bay Artificial Reef Sites.

**II. BACKGROUND:**

The Artificial Reef Program's mission is to develop habitat for finfish in Virginia's Chesapeake Bay and coastal waters. This is accomplished by placing various types of structure on specifically permitted areas on the bottom of Bay and ocean environments. These materials may consist of specially designed habitat providing structures or various materials of opportunity such as steel hulled vessels and concrete materials. All structures used must be environmentally acceptable and approved for use under state and federal permits held by the Program. After placement in the marine environment, these items become artificial reefs, which attract finfish by providing areas for orientation, forage and protective cover from predators.

**III. SCOPE OF WORK/STATEMENT OF NEEDS:**

**a. DESCRIPTION:**

The project will consist of placement of concrete structures, which are to be located and supplied by the contractor, on up to three different permitted Artificial Reef sites in the Chesapeake Bay, with one half of the entire tonnage placed at the Windmill Point Reef, and the remaining tonnage divided equally between the Asphalt Pile Reef and Occohannock Reef. The agency wishes the entire tonnage to be deployed by the contractor upon award of this contract to be no less than 3,800 tons (dry weight) of concrete structures (ie. The sum of all tonnage placed on the referenced reef sites will equal or exceed 3,800 tons). The VMRC will consider accepting more than a total tonnage of 3,800 tons as long as the true amount offered by the contractor is disclosed at the time the response to this RFP is sent into the VMRC. Prior to contract award the agency will determine which of the three reef sites will receive the off-loaded concrete. The contractor will be responsible for locating the desired concrete materials, which may consist of round and oval concrete pipe (minimum diameter of two feet & minimum preferred length of 10 feet), box culvert, junction boxes, manholes and manhole cones, flared end sections, or other similar materials. Structures with internal cavities are preferred (pipe). All concrete structures should have a minimum deployed-in-saltwater weight of 1,000 pounds so as to provide stability in water depths ranging from 17-32 feet. The saltwater weight of concrete is 60% of its dry weight. The contractor will load their barge and, upon completing the loading process, will deploy materials on up to three reef sites shown on Attachment C. All materials are to be available for inspection prior to and during loading (by VMRC staff). Structures not deemed suitable by the VMRC staff will not be deployed and must be taken back to the loading point by the contractor.

**b. DESCRIPTION OF MATERIALS:**

All concrete is to be free of pollutants, such as petrochemicals, coatings, paints, heavy metals, asbestos, etc. No floatables or other foreign objects/materials, such as dirt, plastics, rope, cable, glass, containers, etc. are to be mixed in with the concrete. All protruding rebar will be trimmed to

one inch or less. Concrete structures must be sufficiently strong and intact so as to not break during handling. The contractor must provide an inventory with their proposal, providing a description, dimensions, weight and quantity of each type of material being offered. The contractor must describe how the concrete was previously used, describe how the concrete was cleaned, if necessary, how offeror has obtained the concrete, total tonnage to be deployed, describe percentage of material with interior spaces and delineate total square footage of same, describe all equipment to be used to perform total scope of work, provide a full description of how all work will be completed (timeline), including any loading and staging areas, experience of company and personnel in marine contracting projects, describe all subcontracting arrangements on Annex 7-G, price per ton delivered and a firm completion date for entire scope of work in Section XI and Section XII.

To estimate the weight of a concrete structure the following concrete industry website is being offered as a resource – Illinois Concrete Pipe Association [www.il-concretepipe.org/](http://www.il-concretepipe.org/).

**c. LOADING OF MATERIALS:**

The contractor, who will provide all suitable barges, handling and loading equipment, will handle and load the materials for transport from their facilities. A representative or representatives from the Artificial Reef Program/Fisheries Management Division will periodically inspect loading progress. The contractor will have to insure the barge is accessible to Reef Program/Fisheries Management Division personnel during loading.

The contractor may load the barge with material for one or more deployments, as long as the load is either segregated or demarcated to indicate the proper tonnage of reef structures destined for each reef site.

**d. CHESAPEAKE BAY DEPLOYMENT OF MATERIALS:**

The previously described materials will be deployed, on up to three of the following permitted artificial reef sites, all of which are located off Virginia’s eastern shore as shown in ATTACHMENT(S) C - F.

**Asphalt Pile Reef**

Centered at 37-44.783 N / 076-13.375 W, with a required minimum clearance of 15 Ft. @ MLW.

**Ocohanock Reef**

Centered at 37-34.350 N / 076-00.699 W, with a required minimum clearance of 15 Ft. @ MLW.

**Windmill Point Reef**

Centered at 37-37.266 N / 076-14.133 W, with a required minimum clearance of 15 Ft. @ MLW.

**Operations associated with deployment of reef materials include:**

Proper loading of the materials on a seaworthy barge of suitable design for transport of such materials on Chesapeake Bay; transport of the materials to the permitted reef site; positioning the barge so that materials are off-loaded in the precise location indicated by Artificial Reef

Program/Fisheries Management Division personnel (who will meet the barge and tug on location and place a marker buoy or buoys as necessary) and safely off-load the materials with the proper clearance.

In reference to these operations, the following conditions must be observed:

- 1) Materials loaded onto the contractor's barge(s) must be properly loaded and secured to allow for their safe transport on Chesapeake Bay.
- 2) The tug towing the loaded barge should be sufficiently powered and otherwise equipped for towing.
- 3) The tug should also be sufficiently powered and maneuverable for effective position and station keeping during all phases of the off-loading process.
- 4) The tug should be equipped with a working, accurate GPS receiver and other marine electronics, including an operational VHF radio.
- 5) Any machinery used to off-load materials should be appropriate to the task at hand, sufficiently powered and maneuverable and capably operated to ensure efficient, accurate and safe off-loading of materials.
- 6) Communications must exist at all times during the operation between the tug, barge and Artificial Reef Program/Fisheries Management Division personnel on site.
- 7) The contractor must ensure that all appropriate insurance coverage needed for this work is current.

The contractor should attempt to provide Artificial Reef Program/Fisheries Management Division personnel with 48 hours notice prior to the intended deployment of any materials and 24 hours notice of cancellation of any scheduled deployment. Artificial Reef Program/Fisheries Management Division personnel will coordinate with the contractor regarding schedules, planned operations and specific deployment locations. Deployments must meet the scheduling requirements of the Artificial Reef Program Personnel, and the Artificial Reef Program reserves the right to cancel or reschedule a deployment for any reason. Deployments are to be conducted weekdays (Monday through Friday), between sunrise and sunset. A reef program vessel will be on site to monitor the deployment operation. The vessel will be equipped with an operating fathometer to insure appropriate clearance is being maintained. The reef program vessel will periodically halt deployment operations, as well as at the request of the contractor, to make transect runs over the immediate placement location to verify clearance. **No deployments will be conducted unless Artificial Reef Program/Fisheries Management Division personnel are present.** Infractions of clearance will be remediated by the contractor at the time of discovery, on-site. In the event that equipment or other failures preclude immediate remediation of a clearance infraction, the contractor shall station a vessel to remain on location until such infraction is corrected.

Weather, especially sea conditions, is a critical factor in assuring safe and effective deployment of reef materials. For this reason, deployment operations will only be initiated when the sea conditions in the operations area no greater than 1.5 to 2.0 feet in height, and wind speeds are no higher than 10 knots, as forecasted by the NOAA weather office in Wakefield, Virginia, unless other is agreed upon by Artificial Reef Program/Fisheries Management Division personnel and the contractor. The final decision to proceed will be with the contractor; however, **THE ARTIFICIAL REEF PROGRAM/FISHERIES MANAGEMENT DIVISION RESERVES THE RIGHT TO SUSPEND OFF-LOADING OPERATIONS IF POSITIONING AND OTHER DEPLOYMENT CRITERIA ARE NOT BEING MET.**

#### IV. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

##### A. **GENERAL INSTRUCTIONS:**

1. **RFP Response:** In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted to the issuing agency. No other distribution of the proposals shall be made by the offeror.
2. **Proposal Preparation:**
  - a. Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
  - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross - references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate placed or be attached at the end of the proposal and designated as additional material. Proposals that are not

organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration, however, it may seriously affect the overall rating of the Offeror’s proposal.
  - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
  - f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F 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 reasons 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 propriety information. The classification of an entire proposal document, line item prices and/or total proposal prices as propriety or trade secrets is not acceptable and will result in rejection of the proposal. If, after being given reasonable time the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or to elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and

may or may not be conducted.

**B. SPECIFIC PROPOSAL INSTRUCTIONS:**

Proposals should be as thorough and detailed as possible so that the Virginia Marine Resources Commission may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return the RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required.
2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
3. Specific plans for providing the proposed services including:
  - a. Provide a complete description, including but not limited to the following, dimensions, weight and quantity of each type of material being offered.
  - b. Provide a description of how the concrete was previously used and how it was obtained by the offeror.
  - c. Describe how the concrete was cleaned in accordance with Section III. b.
  - d. Describe total tonnage to be deployed.
  - e. Describe percentage of material with interior spaces and delineate total square footage of same.
  - f. Describe all equipment (size, condition and type) to be used to perform the total scope of work as specified on this RFP, identify which equipment is owned and which equipment is being subcontracted, if equipment is subcontracted provide the name of the company, provide a detailed description of how all work will be completed to include a timeline denoting major projects milestones, as well as a planned project completion date, including use of and availability of such loading or staging areas.
  - g. Experience of company and personnel in marine contracting projects similar to reef construction services.
4. Completion of information required in Section XI, Pricing Schedule. Price per ton delivered and total job cost determined by completion of formula shown in Section XI and firm completion date for entire scope of work.

5. Small Business Subcontracting Plan – Summarize the planned utilization of DSBSD-certified small businesses under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist. Complete Annex 7-G. Describe all subcontracting arrangements.
6. State Corporation Commission Form: Required of all offerors pursuant to Title 13.1 or Title 50. Complete Annex 7-I, SCC Form.

V. **EVALUATION AND AWARD CRITERIA:** Proposals shall be evaluated by the Marine Resources Commission using the following criteria:

<b>A. <u>Evaluation Criteria</u></b>	<b><u>Percentage Value</u></b>
1. Percentage of material with interior spaces in accordance with Section III. a. Total tonnage of materials in accordance with Section III.b.	30%
2. Contractor’s Project Completion Capabilities Approach to completing the project Equipment – Size, Condition, Type	15%
3. Contractor’s Experience Experience with similar marine construction projects Experience of Staff	15%
4. Total delivered price per ton based on placement of approximately one half of the entire tonnage placed at Windmill Point Reef and the remaining tonnage divided equally between Asphalt Pile Reef and Occohannock Reef as described on page 24	20%
5. Small Business Subcontracting Plan	<u>20%</u>
TOTAL	100%

B. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not

required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

- VI. **REPORTING AND DELIVERY INSTRUCTIONS:** The contractor shall provide documentation of proper placement of materials as specified in Section III. D. A copy of data must be presented prior to or accompany invoice submission.

Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small businesses. This shall include DSBSD-certified small businesses. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business, phone number, total dollar amount subcontracted, category type (micro, small, women-owned, or minority-owned), and type of product/service provided.

- VII. **OPTIONAL PREPROPOSAL CONFERENCE:** Omitted

- VIII. **GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract

on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**D. ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the contractor certifies that the contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**F. DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that

they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
  
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
  
- I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
  
- J. **PAYMENT:**
  - 1. **To Prime Contractor:**
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
    - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
    - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept

electronic and credit card payments.

- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEPARTMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before

proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

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

**Q. TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- S. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the

aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the contractor (or third party owner of such motor vehicle.)
5. Watercraft policy with a combined single limit of \$1,000,000 for protection and indemnity coverage.

U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the 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.

W. **NONDISCRIMINATION OF CONTRACTORS:** A offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of

time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- X. **eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- Z. **PROPOSAL PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.
- AA. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:**  
A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* 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. A public body may

void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

**IX. SPECIAL TERMS AND CONDITIONS:**

1. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
2. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
3. **PROPOSAL PRICES:** Proposal prices shall be as requested in Section XI, Pricing Schedule.
4. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 120 days. At the end of the 120 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
5. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **CONTRACT EXTENSION:** Contract end date may be extended by mutual agreement between the Marine Resources Commission and the contractor. No other terms of the contract shall change.
7. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
8. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should

be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_ July 30, 2015 2:00 p.m.  
Name of Offeror Due Date Time  
\_\_\_\_\_  
Street of Box Number RFP# AR15-02  
RFP No.

Supplying Concrete Reef Materials,  
Loading, Transportation and Deployment  
of these Structures on Chesapeake Bay  
Artificial Reef Sites

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
RFP Title

Name of Contract/Purchase Officer or Buyer Brandy L. Battle

The envelope should be addressed as directed on Page 1 of the solicitation.

9. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.
10. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
11. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount

subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

12. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
13. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
14. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in one purchase order with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

15. **COMPLETION OF ATTACHMENT A, B, ANNEX 7-G and ANNEX 7-I:** Attachment A – Contractor data sheet, and if applicable. Attachment B – Subcontractor Data Sheet - one page for each subcontractor to be utilized, Annex 7-G – Small Business Subcontracting Plan and Annex 7-I – State Corporation Commission Form must be completed in full and returned with the proposal package.
16. **APPLICABLE U. S. COAST GUARD LICENSES AND REGULATIONS:** Operators of all vessels used for deployment shall have obtained and shall present, upon request, applicable U. S. Coast Guard licenses and shall obey all applicable U. S. Coast Guard regulations at all times during operations under this contract.
17. **HAZARD TO NAVIGATION:** Contractor shall not create a hazard to navigation while performing under this contract. Any such hazard to navigation created by the contractor while performing under this contract shall be removed or eliminated at his expense.
18. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a offeror organized or

authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

19. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

- X. **METHOD OF PAYMENT AND REPORTING REQUIREMENTS:** The contractor will be paid on the basis of invoices submitted after satisfactory completion of each of the reef sites listed in XI. Pricing Schedule. Payments will be made directly to the contractor, who will be responsible for payments to all subcontractors. Payments will be made in accordance with the Virginia Prompt Payment Act. The contractor shall submit, with its invoice for final payment, a report on all contract work subcontracted to minority and/or women-owned businesses, in accordance with Section IX, Number 11.

- XI. **PRICING SCHEDULE:** The offeror agrees to supply concrete reef materials, load, transport and deploy these structures, with one half of the entire tonnage placed at Windmill Point Reef, and the remaining tonnage divided equally between the Asphalt Pile Reef and Occohannock Reef in compliance with Section III, Scope of Work, and the terms and conditions for this Request for Proposal at the price per ton listed below. VMRC personnel may opt to use any number of the listed Artificial Reef sites and this will be decided prior to contract award.

**Total Price per ton to supply concrete reef materials, load, move by barge and offload no less than 3,800 tons**

Total tonnage offered \_\_\_\_\_

$$\begin{array}{r}
50\% \text{ total tonnage proposed} \times \$ \underline{\hspace{2cm}} \text{ cost per ton to Windmill Point Reef} \\
+ \\
25\% \text{ total tonnage proposed} \times \$ \underline{\hspace{2cm}} \text{ cost per ton to Asphalt Pile Reef} \\
+ \\
25\% \text{ total tonnage proposed} \times \$ \underline{\hspace{2cm}} \text{ cost per ton to Occohannock Reef} \\
= \\
\text{Total Price } \$ \underline{\hspace{3cm}}
\end{array}$$

**XII. DELIVERY:** The agency expects delivery and complete deployment by November 1, 2015.

Please indicate your completion date and time

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THE COMPLETION DATE MAY BE A FACTOR IN MAKING THE AWARD

**XIII. INSURANCE:** Contractor shall provide proof of all insurance coverage's as listed in General Terms and Conditions, Section VIII prior to commencement of contract work.

**XIV. ATTACHMENTS:** Offeror Data Sheet, Attachment A; Subcontractor Data Sheet, Attachment B; Annex 7-G, Small Business Subcontracting Plan, Annex 7-I, State Corporation Commission Form, Virginia's Artificial Reefs, Attachment C, Asphalt Pile Artificial Reef, Attachment D, Occohannock Artificial Reef, Attachment E, and Windmill Point Artificial Reef, Attachment F.

**ATTACHMENT A TO RFP #AR15-02  
CONTRACTOR DATA SHEET  
TO BE COMPLETED BY OFFEROR**

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy all the contractual agreements.
  
2. **YEARS IN BUSINESS:** Indicates the length of time you have been in business providing this type of service.

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

3. **REFERENCES:** Indicate below a listing of at least four (4) recent references for whom you have provided this type of service. Include the date service was furnished and the name, address and phone number of the person the purchasing agency has your permission to contact.

<b><u>CLIENT</u></b>	<b><u>ADDRESS</u></b>	<b><u>DATE OF SERVICE</u></b>	<b><u>CONTACT &amp; PHONE No.</u></b>

**ATTACHMENT B TO RFP #AR15-02  
SUBCONTRACTOR DATA SHEET  
TO BE COMPLETED BY OFFEROR**

1. **QUALIFICATIONS OF OFFEROR:** Subcontractor must have the capability and capacity in all respects to fully satisfy all the contractual agreements.
  
2. **YEARS IN BUSINESS:** Indicates the length of time you have been in business providing this type of service.

\_\_\_\_\_Years      \_\_\_\_\_Months

3. **REFERENCES:** Indicate below a listing of at least four (4) recent references for whom you have provided this type of service. Include the date service was furnished and the name, address and phone number of the person the purchasing agency has your permission to contact.

<b><u>CLIENT</u></b>	<b><u>ADDRESS</u></b>	<b><u>DATE OF SERVICE</u></b>	<b><u>CONTACT &amp; PHONE No.</u></b>

Annex 7-G

Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify under the definitions below.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

Offeror Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

**Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

**B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Micro/Small Business Name & Address  DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
<b>Totals \$</b>					

Annex 7-I

State Corporation Commission Form

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ -OR-

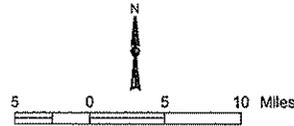
is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-

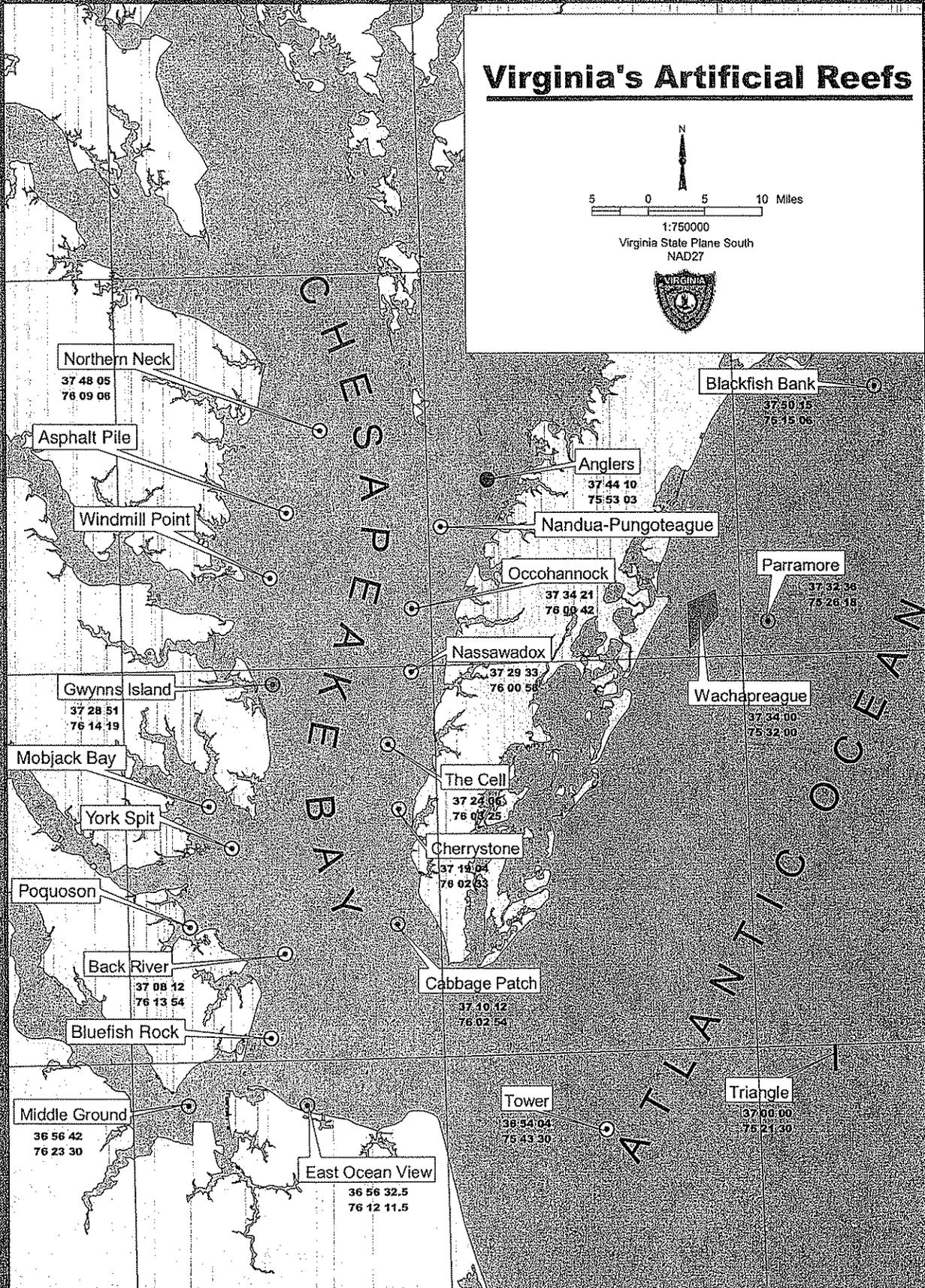
is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

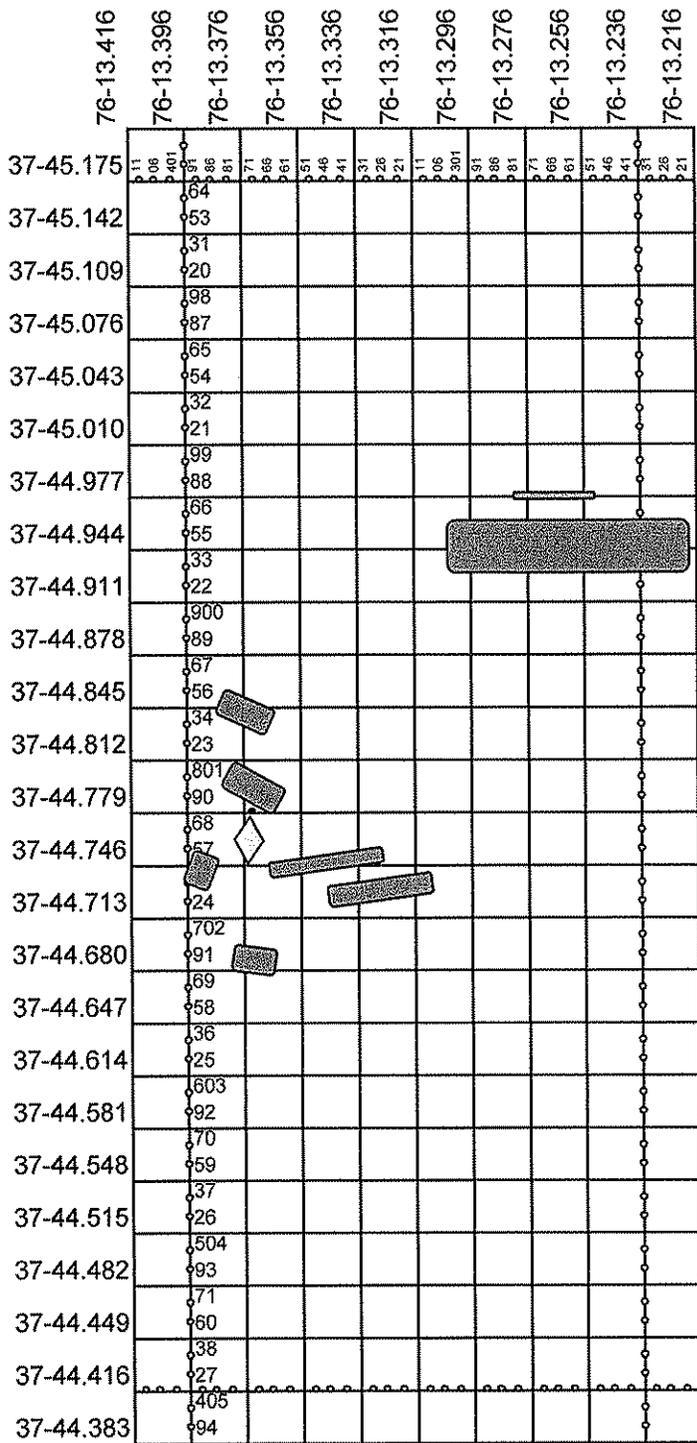
# Virginia's Artificial Reefs



1:750000  
Virginia State Plane South  
NAD27

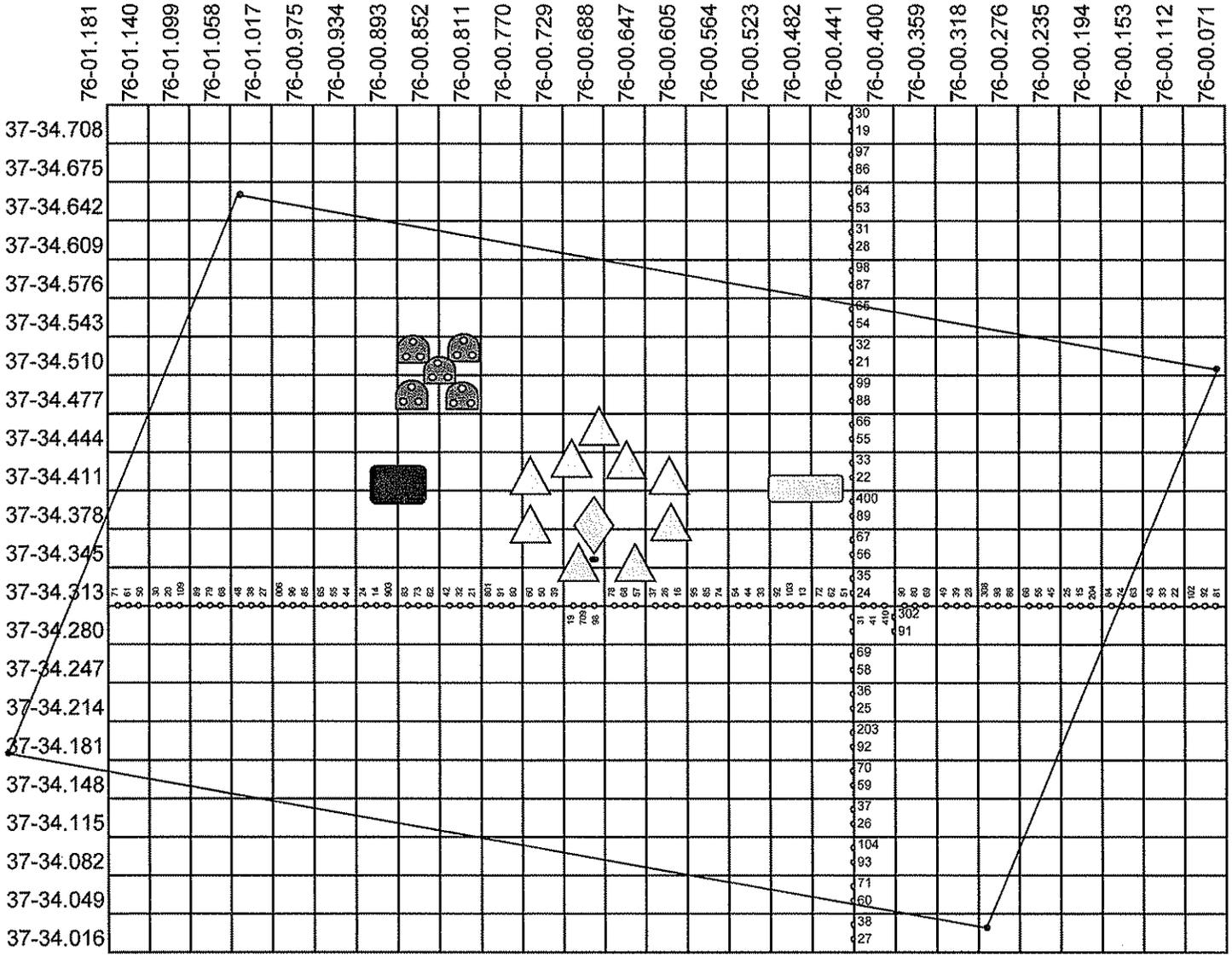


ATTACHMENT D



-  Buoy
  -  Pipe
- Asphalt Pile Artificial Reef 01/05/2012**  
 Grid approximately 190 Ft. centers  
 Authorized clearance 15 Ft. MLW

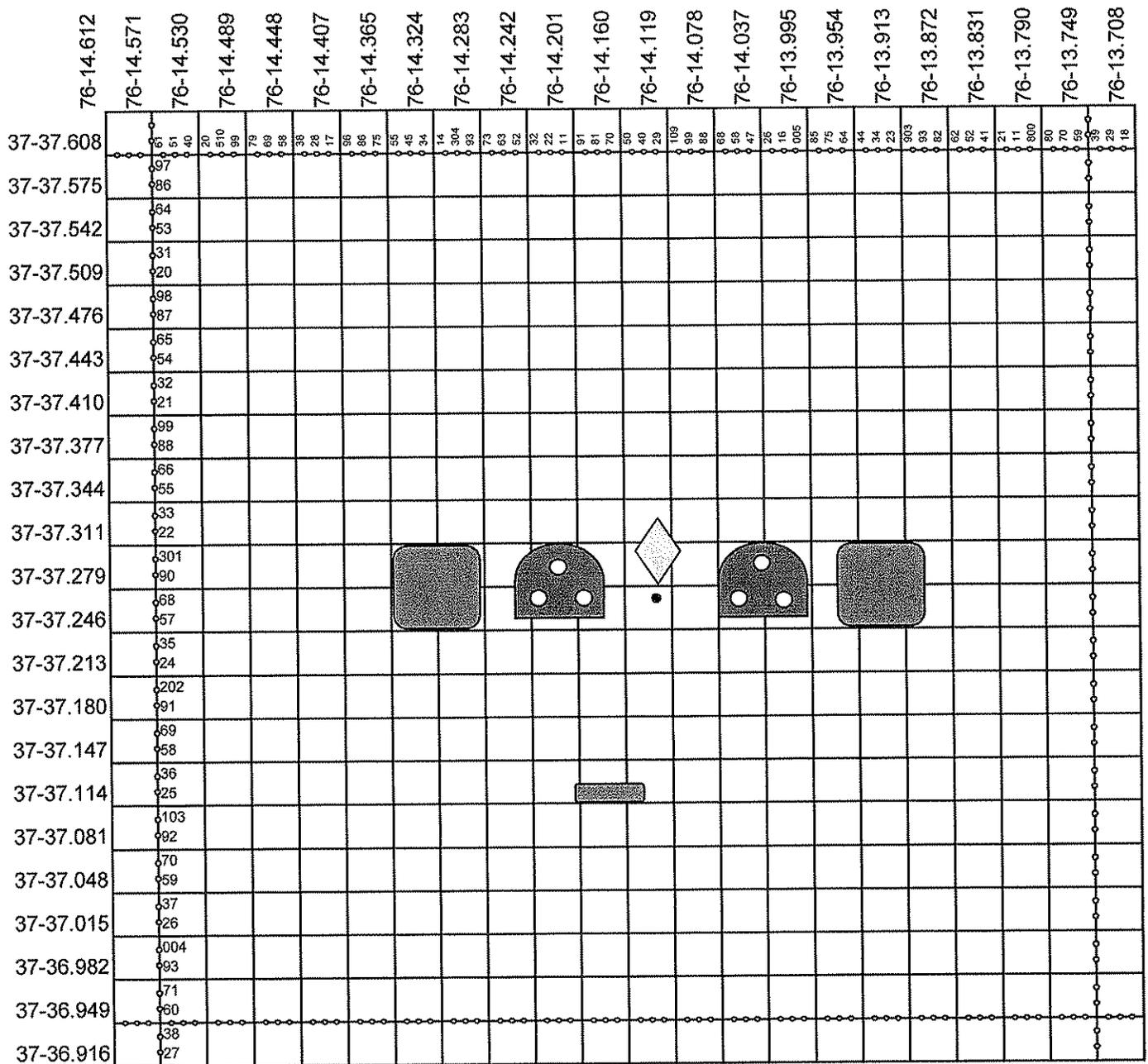
ATTACHMENT E



-  Buoy
-  Tetrahedrons
-  Quarry Rock
-  Reef Balls
-  Concrete Block

**Occohannock Artificial Reef 08/29/11**  
 Grid approximately 200 Ft. centers  
 Authorized clearance 15 Ft. MLW

ATTACHMENT F



-  Buoy
-  Reef Balls
-  Pipe

**Windmill Point Artificial Reef 01/05/2012**  
 Grid approximately 200 Ft. centers  
 Authorized clearance 15 Ft. MLW