

ATTACHMENT P.5

BID FORMAT, ORGANIZATION AND CONTENT

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IFB No. 011-003
Delivery of Lubricating Oil for VRE Locomotives

BID FORMAT, ORGANIZATION AND CONTENT

The following forms included herein must be submitted with the bid package.

TAB NO.	TITLE	NUMBER OF PAGES
1	Table of Contents	1
2	Title Page	1
4	References	2
5	Subcontractors	2

The requirements that follow shall be separated in a binder with the *respective tabs*. The attached *forms* must be completed and included in the Bid. Bidders must submit the required information identified as a complete Bid. **Incomplete Bids may cause the Bid to be deemed non-responsive.**



TAB 1 Table of Contents: The table of Contents must delineate all the sections of the Bid.

TAB 1	Table of Contents
TAB 2	Title Page
TAB 3	Transmittal Letter
TAB 4	Past and Present Experience
TAB 5	Subcontractors
TAB 6	Point of Contact
TAB 7	Contractor's Licenses and Permits
TAB 8	Acknowledge Receipt of Addenda Issued
TAB 9	VRE Badge Agreement Form
TAB 10	Representations, Certifications and Other Statements of Offerors/Bidders
TAB 11	Bid Form and Schedule of Prices
TAB 12	Descriptive Literature/U.S. Specification Sheets
TAB 13	Reference Index
TAB 14	Bid Bond/Bid Guarantee



TAB 2

TITLE PAGE

1. Name of Firm: _____

2. Local Address: _____

3. Email Address: _____

4. Telephone Number: () _____

5. Fax Number: () _____

6. Point of Contact: _____ Title: _____

7. Company Official: _____ Title: _____



TAB 3 **Transmittal Letter:** The letter must be dated and signed by a company officer authorized to bind the firm(s) or entity in a Contract. Failure to manually sign the letter may disqualify the Bid. The following information shall be provided in the transmittal letter:

- a. type and size of business;
- b. years of operation; and
- c. description of the company (or other structure in the case of partnership or joint venture).

TAB 4 **References (Past and Present Experience):** Identify three (3) past projects (government or commercial) performed within the past ten (10) years of similar size and scope. The reference forms included herein must be completed and included in this tab. In addition, this tab shall include the following, if applicable:

- a. Information on contracts performed by each of the Bidder's Subcontractors considered most relevant in demonstrating their ability to support the Bidder in the effort, including rationale supporting your assertion of relevance. At VRE's discretion, any proposed Subcontractors identified by the Bidder may be contacted for the purposes of determining the responsibility of the Bidder.
- b. The Bidder shall provide a list of contracts within the past four (4) years, if any, on which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, damages or contract termination.



TAB 4

REFERENCES (PAST AND PRESENT EXPERIENCE)

The Bidder shall identify three (3) past projects (government or commercial) performed within the past ten (10) years of similar size and scope.

Note: Make additional copies of this form and include with the Bid.

List contracts that are most relevant in demonstrating ability to meet the requirements specified herein:

1. Firm: _____

2. Address: _____

Point of Contact: _____

Title: _____

Telephone No. _____

Fax No. _____

Email: _____

3. Contract No.: _____ Original Contract Value: \$ _____

Contract Value at Completion: \$ _____

Contract Commencement Date: _____ Contract Completion Date: _____

4. Description of the Work: _____



TAB 4

TERMINATED CONTRACTS

REFERENCES (PAST AND PRESENT EXPERIENCE)

List below any contracts within the past four (4) years, if any, on which ***failure to complete the services*** within the specified time frame resulted either in the assessment of liquidated damages, damages or contract termination.

Note: Make additional copies of this form and include with the Bid.

1. Firm: _____
2. Address: _____
Point of Contact: _____
Title: _____
Telephone No. _____
Fax No. _____
Email: _____
3. Contract No.: _____ Original Contract Value: \$ _____
Contract Value at Completion: \$ _____
Contract Commencement Date: _____ Contract Completion Date: _____
4. Description of the Work: _____



TAB 5

Subcontractors: Identify any Subcontractors which are anticipated to be used in the performance of this Contract to include the estimated dollar amount of the work to be performed, location of the work, and type of work anticipated to be performed.. This information must be included on the subcontractors form included herein.

- a. During contract performance, ALL subcontractors shall be approved in advance by VRE. VRE reserves the right to request from the Bidder during the solicitation process and any time during the performance of the Contract, additional information about a Subcontractor proposed by the Bidder/Contractor, that VRE deems necessary to evaluate the qualifications of the subcontractor.
- b. The Bidder is reminded that it is responsible for ensuring that lower-tier Subcontractors used in support of this IFB are in compliance with the certifications included in **ATTACHMENT P.4 - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS/BIDDERS**, including the coverages described in this IFB and all requirements to federal and state procurement regulations referenced herein.



TAB 5

SUBCONTRACTORS

Bidders shall identify any Subcontractors and the type of work anticipated to be performed during the term of the Contract.

Note: Make additional copies of this form and include with the Bid.

Firm Name #1: _____

Address: _____

Contact: _____ Title: _____

Phone No.: _____ Fax No.: _____

Type of the Work Anticipated to be Performed: _____

Location of Work to be Performed: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:

Firm Name #2: _____

Address: _____

Contact: _____ Title: _____

Phone No.: _____ Fax No.: _____

Type of Work Anticipated to be Performed: _____

Location of the Work to be Performed: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:



TAB 5

SUBCONTRACTORS (continued)

Firm Name #3: _____

Address: _____

Contact: _____ Title: _____

Phone No.: _____ Fax No.: _____

Type of the Work Anticipated to be Performed: _____

Location of Work to be Performed: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:

Firm Name #4: _____

Address: _____

Contact: _____ Title: _____

Phone No.: _____ Fax No.: _____

Type of Work Anticipated to be Performed: _____

Location of the Work to be Performed: _____

Estimated Dollar Amount of the Work to be Performed: _____

Certified DBE? No Yes If "Yes", identify certification number and entity certified by:



- TAB 6** **Point of Contact:** Provide an assigned single point of contact, including a 24/7 telephone number.
- TAB 7** **Contractor's Licenses and Permits:** Provide copies of current and valid licenses and permits required to deliver the products described in this solicitation.
- TAB 8** **Acknowledge Receipt of Addenda Issued:** Include signed acknowledgement of receipt of all addenda issued to this solicitation.
- TAB 9** **VRE Badge Agreement Form:** Complete the VRE agreement form for entry into VRE's yards included in **ATTACHMENT P.3** herein.
- TAB 10** **Representations and Certifications:** Complete and sign the forms included in **ATTACHMENT P.4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS/BIDDERS.**
- TAB 11** **Bid Form and Schedule of Prices:** Complete and sign the bid documents included in **ATTACHMENT P.6 - BID FORM AND SCHEDULE OF PRICES.**
- TAB 12** **Descriptive Literature/U.S. Specification Sheets:** Provide copies of U.S. Specification sheets for the products being offered.
- TAB 13** **Reference Index:** Provide the reference index commonly known and accessible to VRE.
- TAB 14** **Bid Bond/Bid Guarantee:** Provide a bid bond/guarantee of five percent (5%) of the amount of the bid in the form of a certified check, cashier's check, or a bid bond.

