

PART V

DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION

TITLE

O

Exhibits

P

List of Attachments



SECTION O

EXHIBITS

SECTION

TITLE

The following information is provided to assist Bidders with the preparation of the Bid package.

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|-----|-------------------------------------|
| O.1 | VRE Insurance Coverage Requirements |
| O.2 | Bid Preparation Checklist |



O.1 VRE INSURANCE COVERAGE REQUIREMENTS

“X” denotes that coverage is required. Applicability	Description	Coverage
X	1. Worker’s Compensation and Employer’s Liability	Limits as required by the Workers’ Compensation Act of Virginia. Employers Liability - \$100,000.
X	Admitted in Virginia	YES
X	All States Endorsement	Statutory
	USL&H Endorsement	Statutory
	Voluntary Compensation	Statutory
X	2. General Liability shall be Commercial General Liability endorsed as broad form to include minimum limits: <ul style="list-style-type: none"> • General Aggregate • Products & Completed Operations Aggregate • Personal & Advertising Injury • Each Occurrence 	 \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000
	Contractual Liability	
	Personal Injury	
	Independent Contractors	
	XCU Property Damage Exclusion Deleted	
X	3. Automobile Liability (Coverage sufficient to cover all vehicles owned, used, or hired, by the Offeror, his agents, representatives, employees or subcontractors.) Minimum limits: <ul style="list-style-type: none"> • Combined Single Limit • Medical Expense Limit 	 \$1,000,000 \$ 5,000
	4. Professional Errors and Omissions	\$1,000,000
	5. Builder’s Risk	Contract Value
	6. Installation Floater	Contract Value
	7. Garage Liability	
	8. Garage Keeper’s Legal Liability	
	9. Fire Legal Liability	
	10. Railroad Protective Liability Insurance. VRE shall be named as insured. Furnish a certified copy of the Certificate to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates. Policy shall contain a 30-days written notice of cancellation provision to VRE.	\$1,000,000 per person; \$3,000,000 per incident
X	11. Pollution Liability	Contract Value
X	12. VRE shall be named as additional insured on General Liability Policy (this coverage is primary to all other coverages the VRE may possess). The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission together known as the Virginia Railway Express.”	
X	13. Thirty (30) days cancellation notice required.	
X	14. Best’s Guide Rating – A:VI or better or Equivalent	
X	15. The Certification must state RFP/IFB No. and RFP/IFB Title	
X	16. Umbrella Liability	\$5,000,000



O.2 BID PREPARATION CHECKLIST

This checklist is provided to assist the Bidder in the preparation of the Bid package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.

Notwithstanding this checklist, it is the Bidder's responsibility to ensure that a complete Bid package has been submitted to satisfy the requirements described in this IFB.

(✓) Completed	DESCRIPTION
	Submit written questions to VRE.
	Submit one (1) original and three (3) copies of the Bid.
	Bid valid for 120 calendar days.
	Identify trade secrets or proprietary information (if applicable).
	Bid Content:
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Past and Present Experience
	5. Subcontractors
	6. Point of Contact
	7. Contractor's Licenses and Permits
	8. Acknowledge Solicitation Addenda Issued
	9. VRE Badge Agreement Form
	10. Completion of Representations/Certifications
	11. Bid Form and Schedule of Prices
	12. Descriptive Literature/U.S. Specification Sheets
	13. Reference Index
	14. Bid Bond/Bid Guarantee



SECTION P
LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	NUMBER OF PAGES
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The following documents are incorporated in the solicitation and resulting Contract by this reference.

P.1	General Terms and Conditions	39
P.2	Scope of Work	4
P.3	VRE Key, Fare Exempt Pass and Badge Agreement Form	2
P.4	Representations, Certifications and Other Statements of Offerors/Bidders	13
P.5	Bid Format, Organization and Content	11
P.6	Bid Form and Schedule of Prices	5

