

PART IV
BID REQUIREMENTS

SECTION	TITLE
L	Bid Preparation and Submission
M	Bid Format, Organization and Content
N	Bid Form and Schedule of Prices



SECTION L

BID PREPARATION AND SUBMISSION

L.1 GENERAL

This section specifies the general requirements for the preparation and submittal of bids in response to this Invitation for Bids. Bids shall be submitted under the specified guidelines herein.

L.2 BINDING

- A. Each volume of the bid shall be separately bound in a loose-leaf, three-ring binder. The number of copies for each volume is specified below. Elaborate format and binding are neither necessary nor desirable. All binders must be capable of lying flat when opened.
- B. The cover must clearly identify the Bidder's name, volume number, IFB number, IFB title and copy number (e.g. copy 1 of 3). The original for each volume shall be clearly identified on the cover.


L.3 COPIES

Bidders shall submit **one (1)** signed original and **three (3)** copies of the bid in a sealed package conspicuously marked "ORIGINAL" and "COPY".

L.4 IDENTIFICATION OF BID ENVELOPE

- A. It is imperative that the label below be filled in and pasted on the lower left corner of the sealed package and conspicuously identified as follows:



SEALED BID	
IN RESPONSE TO:	
	IFB No: 011-003
	IFB Title: Delivery of Lubricating Oil for VRE Locomotives
IFB Due Date: (Insert the date specified on Page 1)	
Time: 10:00 a.m.	
Name of Bidder:	

- B. Failure to properly identify the Bid envelope may result in a premature opening of, or a failure to open such Bid, and result in the disqualification of the Bid.

L.5 HAND DELIVERY OR MAILING OF BIDS

- A. Bidders shall deliver or mail Bids to the Contract Administration Manager, identified on page 1, at the following address:
- ATTN: Contract Administration Manager
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
- B. A Bid may be mailed, delivered by private courier, express mail or delivered in person to VRE in Alexandria, VA prior to the Bid due date and time, between 9:00 a.m. and 5:00 p.m. EST, Monday through Friday.
- C. It is the responsibility of the Bidder to assure that its Bid is delivered to the place designated for receipt of Bids on or before the day and time set for receipt of Bids. The VRE receptionist's clock in the foyer is the official time clock.
- D. Electronic, facsimile or verbal Bids shall not be accepted.



L.6 BID CLOSING DATE AND TIME

Bids must be submitted no later than **10:00 a.m. EST** *on the date specified on Page 1* of this solicitation.

L.7 BID OPENING

Bids will be publicly opened and read in the VRE conference room, at 1500 King Street, Suite 202, Alexandria, Virginia 22314 at **10:15 a.m. EST** *on the date specified on Page 1* of this solicitation.



SECTION M

BID FORMAT, ORGANIZATION AND CONTENT

M.1 GENERAL REQUIREMENTS

- A. Bids shall include all of the requirements requested in the IFB. Failure to include all the information requested may adversely affect the evaluation. Noncompliance with the IFB requirements will raise serious questions regarding the Bidder's technical and/or past performance and may be grounds to eliminate the Bid from consideration for Contract award.
- B. Bidders are advised that their Bid represents their company's best efforts and most complete responses to this solicitation. Assurance of experience, capability, and qualifications that clearly demonstrate and support the Bidder's claim are essential. The absence of such evidence will adversely influence evaluation of the Bid.
- C. Bidders are to submit Bids that present the Bidder's qualifications and understanding of the overall work to be performed.
- D. The Bid must be as thorough and detailed as possible and contain sufficient information to provide a clear and concise representation of the requirements in the solicitation.
- E. By your Bid submission, you are representing that your firm will comply and perform all requirements specified in the IFB.
- F. The requirements included in **ATTACHMENT P.5 - BID FORMAT, ORGANIZATION AND CONTENT** are purposely established to facilitate an objective, timely and efficient evaluation by VRE. The Bidder is advised to ensure that their Bid is in compliance with all such requirements.
- G. All written documentation shall be submitted in a binder separated with the respective tabs outlined in the aforementioned attachment. **Incomplete Bids may cause the Bid to be deemed non-responsive.**



SECTION N

BID FORM AND SCHEDULE OF PRICES

N.1 GENERAL REQUIREMENTS

Bidders are strongly encouraged to read this section carefully. INCOMPLETE BIDS WILL BE AUTOMATICALLY DISQUALIFIED.

- A. Bidders shall complete and submit its bid in **ATTACHMENT P.6 - BID FORM AND SCHEDULE OF PRICES** included in this solicitation. The price information must be submitted on the schedule of prices sheets included herein. Failure to provide a completed Bid and tabulation will result in the Bid being deemed non-responsive. Bidders shall attach as necessary, additional sheets of paper to further detail their explanations or exceptions recorded on the Bid.
- B. All price data shall be quoted in U.S. Dollars.
- C. Unless indicated otherwise, Bidder's TOTAL PRICE shall be *inclusive of all costs* and shall include full compensation for all taxes, fees, materials, labor, equipment, tools, transportation, insurances, bonds, overhead and profit, etc. necessary to complete the work in conformance with the Contract and to the satisfaction of VRE. Extra charges will not be allowed.
- D. Within the parameters of the General Terms & Conditions, the prices, without exception shall be net, not subject to discount, and shall include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work.
- E. If erasures or other handwritten changes appear on the schedules, such erasures or changes must be initialed by the person signing the Bid.
- F. The Bid must be signed in ink.

N.2 BID BOND/BID GUARANTEE

- A. A bid shall be accompanied by a bid bond/guarantee of five percent (5%) of the amount of the bid which shall be a certified check, cashier's check, or a bid bond from a surety company selected by the Bidder, which is legally authorized to do business in the Commonwealth of Virginia. The bid guarantee shall be made payable to the "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as the Virginia Railway Express."



- B. Such bid bond or check shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw such bid during the period of one hundred and twenty (120) calendar days following the opening of such bid; that if such bid is accepted, the Bidder will accept and perform under the terms of the bid.
- C. The bid bond/guarantee will be returned to any Bidder who is not selected.

N.3 BID CERTIFICATION

- A. The Bidder agrees to provide the services specified herein, in compliance with the Scope of Work/Technical Specifications and other terms and conditions in this Invitation for Bids, at the price provided on the Bid Form.
- B. A representative duly authorized to bind the company must complete and sign the Bid Certification and submit it along with the Bid.

