

# **ATTACHMENT P.5**

## **PROPOSAL FORMAT, ORGANIZATION AND CONTENT**

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**RFP No. 010-004**  
**Security Cameras for VRE Manassas Station Parking Garage**

# PROPOSAL FORMAT, ORGANIZATION AND CONTENT

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The following forms included herein must be submitted with the proposal.

TAB NO.	TITLE	NUMBER OF PAGES
2	Title Page	1
6	Exceptions to the Scope of Work	1
7	References	2
8	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 proposal. Offerors must submit the required information identified as a complete proposal. **Incomplete proposals may cause the proposal to be deemed non-responsive.**



**Table of Contents:** The table of Contents must delineate all the sections of the proposal.

TAB 1	Table of Contents
TAB 2	Title Page
TAB 3	Transmittal letter
TAB 4	Narrative (Description of Experience)
TAB 5	Point of Contact
TAB 6	Exceptions to the Scope of Work
TAB 7	References (Past and Present Experience)
TAB 8	Subcontractors
TAB 9	Warranty Description
TAB 10	Resumes for Proposed Key Personnel
TAB 11	Financial Statements
TAB 12	Acknowledge Receipt of Addenda Issued
TAB 13	Representations, Certifications and Other Statements of Offerors/Bidders



**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 proposal. 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**      **Narrative:** A comprehensive narrative shall describe and demonstrate the Offeror's capability to perform all the services required and familiarity with the methods needed for proper performance of the Contract. The narrative shall cover all the requirements in the RFP. The Offeror shall submit additional information to enable VRE to ascertain how the proposal will meet the requirements contained herein. The narrative shall also describe the Offeror's capability to meet the following objectives:

- a. Demonstrated understanding and acceptance of the scope of work and RFP requirements;
- b. Demonstrated plan to meet the scope of work requirements; and
- c. Demonstrated experience of the firm and key personnel in facility services.

**TAB 5**      **Point of Contact:** A telephone number for an assigned single point of contact to be available between the hours of 4:30 A.M. and 8:30 P.M. EST. Monday through Friday.



**TAB 6**

**Exceptions to the Scope of Work:** The Offeror shall state in its proposal whether it accepts the scope of work as presented in this solicitation or if exceptions are taken. *If no exceptions are taken to the document, the Offeror shall so state.* Exceptions taken to the scope of work shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation.



## Exceptions to the Scope of Work

\_\_\_\_\_ accepts the scope of work as presented in this solicitation  
*Company Name* and takes no exceptions.

or

\_\_\_\_\_ takes exceptions to the scope of work. Exceptions are  
*Company Name* specifically identified on the attached pages.



**TAB 7**

**References (Past and Present Experience):** Identify three (3) clients for whom comparable services have been performed within the last ten (10) years or are currently being performed. The reference forms included herein must be completed. If applicable, the following information must be included:

- a. Information on contracts performed by each of the Offeror's Subcontractors considered most relevant in demonstrating their ability to support the Offeror in the effort, including rationale supporting your assertion of relevance. At VRE's discretion, any proposed Subcontractors identified by the Offeror may be contacted for the purposes of determining the responsibility of the Offeror.
- b. The Offeror 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.



**REFERENCES (PAST AND PRESENT EXPERIENCE)**

The Offeror shall identify three (3) clients for whom comparable work has been done or is currently being done.

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

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**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 proposal.*

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 8**

**Subcontractors:** Identify any Subcontractors, estimated dollar amount of the work to be performed, location of the work, and type of work anticipated to be performed during the Contract. The reference forms included herein must be completed.

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



## SUBCONTRACTORS

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

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

**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:

\_\_\_\_\_



**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 9**      **Warranty Description:** Provide a warranty description for all materials and equipment furnished by the Contractor for the supplies/services specified in **SECTION B.15 WARRANTY**.
- TAB 10**     **Resumes for Proposed Key Personnel:** Each resume must indicate educational background, recent experience, certifications and licenses.
- TAB 11**     **Financial Statements:** Furnish complete financial statements for the current fiscal year (interim statements are acceptable) and the past two (2) years.
- a. The financial statements shall include the following:
- i) Statement of Financial Position (Balance Sheet);
  - ii) Results of Operation (Income Statement);
  - iii) Statement of Cash Flow; and
  - iv) Statement of Current and Retained Earnings.
- b. These statements (i through iv) shall be certified indicating disclosure of all facts that could impair or affect the statements presented.
- c. The term “certified” is defined to mean that an officer of the corporation includes a statement that the financial statements fairly presents the financial position of the Offeror. Audited financial statements with the auditor’s opinion meets this requirement. The term “officer” is defined to mean the president, chief financial officer, or treasurer.
- d. VRE reserves the right to request additional financial information as may be required to determine the Offerors’s financial responsibility. If required, a formal request shall be made by VRE to the Offeror.
- TAB 12**     **Acknowledge Receipt of Addenda Issued:** Offerors shall include signed acknowledgement of receipt of all addenda issued to this solicitation.
- TAB 13**     **Representations and Certifications:** The forms included in **ATTACHMENT P.4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS/BIDDERS** must be completed and signed.

