

PART V

DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION	TITLE
---------	-------

O

Exhibits

P

List of Attachments



SECTION O

EXHIBITS

SECTION	TITLE	NUMBER OF PAGES
---------	-------	-----------------

The following documents are provided to assist Offerors with the preparation of the proposal package.

O.1	VRE Insurance Coverage Requirements	1
O.2	Proposal Preparation Checklist	1



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 (upon request for maintenance services only)	\$1,000,000
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	14. \$5,000,000



O.2 PROPOSAL PREPARATION CHECKLIST

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

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

(✓) Completed	DESCRIPTION
	Attend mandatory pre-proposal meeting.
	Submit written questions to VRE.
	Submit one (1) original and four (4) copies of the proposal.
	Proposal valid for 120 calendar days.
	Identify trade secrets or proprietary information (if applicable).
	Proposal Content:
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Narrative (Description of Experience)
	5. Point of Contact
	6. Class "A" Contractor's License *(Required for Maintenance Services Only)
	7. Exceptions to Scopes of Work
	8. References (Past and Present Experience)
	9. Identified Proposed Subcontractors
	10. Proposed Key Personnel
	11. Financial Statements
	12. Acknowledge Solicitation Addenda
	13. Completion of Representations/Certifications
	14. Cost Proposal (separated from the Technical Proposal)



SECTION P

LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	NUMBER OF PAGES
----------------	-------	-----------------

The following documents are incorporated in the solicitation and resulting Contract by this reference.

P.1	General Terms and Conditions	39
P.2	Aerial Photographs of VRE Stations	18
P.3	Scope of Work – Custodial and Seasonal Services	14
P.4	Scope of Work – Maintenance Services	13
P.5	Contractor Safety Information “VRE Rules to Live By” April 23, 2009	4
P.6	VRE Key, Fare Exempt Pass & Badge Agreement Form	3
P.7	Incident Report	1
P.8	Proposal Submission Forms	8
P.9	Representations, Certifications, and Other Statements of Offerors	14
P.10	Cost Proposal and Schedule of Prices for Custodial and Seasonal Services	6
P.11	Cost Proposal and Schedule of Prices for Maintenance Services	6
P.12	Overview of VRE Facilities	1

