VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

ROLLING STOCK CLEANING SUPPLIES

RFQ ISSUED: APRIL 5, 2021

QUESTIONS DUE: APRIL 12, 2021 at 10:00 A.M. ET

QUOTES DUE: APRIL 19, 2021 at 1:00 P.M. ET

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Submit Quotes To:
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1. PURPOSE/BACKGROUND

A. INTRODUCTION

The Virginia Railway Express (VRE) is soliciting Quotes to establish a firm-fixed unit price Blanket Purchase Order with one (1) qualified and experienced Contractor to deliver cleaning supplies on an as-needed basis for VRE’s fleet of rolling stock.

B. VRE BACKGROUND

1. VRE is a commuter rail service linking the District of Columbia and Northern Virginia. The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) are transportation districts established under Virginia law and jointly own this service. An Operations Board consisting of members from each of the jurisdictions within the VRE service area governs the development and operation of VRE and serves as an advisory board to the NVTC and PRTC governing boards. Use of the term VRE in this RFQ refers to NVTC and PRTC.

2. VRE began operations in 1992 and carries an average of approximately 19,000 weekday trips on two (2) lines. In January 2014, VRE’s Operations Board adopted System Plan 2040 which calls for expansion of service, requiring the addition of rail cars, expansion of station and maintenance and storage facilities, as well as expanding operations to meet the goal of doubling ridership by 2040. VRE’s multi-prong program addresses short term growth needs, as well as longer term capacity improvements and investments in maintaining and servicing VRE’s equipment and facilities.

3. The primary mission of VRE is to provide commuter-oriented passenger rail service between the outlying suburbs and the Washington-Arlington-Alexandria urban core. Some tourists and “day-trippers” also ride the trains. The service is heavily oriented towards the core area in the morning peak and in the opposite direction in the evening peak.
2. **SUBMISSION OF QUESTIONS**

   **A. DEADLINE**

   1. All questions and requests for clarification regarding the meaning or interpretation of this RFQ and other solicitation documents, or any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions, must be submitted no later than the **date and time specified on Page 1** of this RFQ. Questions and clarifications requested after such time will not be answered unless VRE elects, in its sole discretion, to do so.

   2. Any interpretation of a question made by VRE will be in the form of an addendum to the RFQ. Questions and responses will be posted on VRE’s website at [www.vre.org/about/procurement](http://www.vre.org/about/procurement) for all interested Contractors.

   **B. FORMAT FOR QUESTIONS**

   Questions must be submitted to VRE in writing via electronic mail to the email address listed on Page 1 of this RFQ. No questions or requests for additional information, clarification or any other communication should be directed to any other individual.

   **C. VRE POINT OF CONTACT**

   VRE’s Director of Mechanical Operations will be the point of contact following award of a Purchase Order.

   **D. NO ORAL COMMUNICATION WILL BE ACCEPTED**

   VRE will not be bound by any oral communications, written interpretations or clarifications that are not set forth in an addendum to the RFQ.
3. GENERAL CONDITIONS FOR QUOTERS

A. BRAND NAME OR EQUAL

1. Unless otherwise provided in the solicitation, or unless the name is followed by words indicating that no substitution is permitted, the reference to a certain brand name, make, model number, or manufacturer does not restrict the offer to the specific brand, make, model number or manufacturer identified. The specific references to a brand are not intended to be restrictive of other products, rather to be descriptive, and convey the salient characteristics of function, performance, design requirements and quality of the item described. Any item which VRE, at its sole discretion, determines to be equal to that which is specified, considering quality, workmanship, economy of operation, and suitability for the process intended, will be accepted.

2. Whenever in the Scope of Work or specifications one or more items, trade names, or part numbers of specific manufacturers are mentioned, it is for the intent of establishing a basis of quality and durability, and though the term “or approved equal” may not be inserted, it is implied.

3. A Quoter quoting "equal" products will be considered for award if such products are clearly identified and are determined by VRE to be equal in performance and all material respects to the brand name products referenced.

4. If submitting a Quote for proposed “equal products,” the Quoter must provide the manufacturer, brand or trade name, and part/catalog number of the item offered.

B. DESCRIPTIVE LITERATURE

1. The Quoter shall clearly and specifically identify the product being offered in ATTACHMENT 1 – QUOTE FORM even if quoting the exact brand name, make or manufacturer specified.

2. The Quoter shall provide sufficient descriptive literature, technical detail, etc. only if the product being offered is other than what is specified herein, to enable VRE to determine if the product offered meets the requirements of the solicitation. At a minimum, any offered product not specified in the RFQ should be represented by the manufacturer’s specifications.

3. Descriptive literature is not required if offering the exact brand, make or manufacturer specified. Only the descriptive literature furnished with the Quote shall be considered in the evaluation.

4. By submission of a Quote, the Quoter certifies that the items offered meet or exceed the specifications described herein.
4. SCOPE OF WORK

A. GENERAL REQUIREMENTS

The Contractor shall deliver the following items to VRE on an as-needed basis:

1. 35 Quart Mop Bucket with Side Wringer, Yellow
2. Lambswool Duster, 24”
3. Medical Grade Nitrile Gloves, Size Medium and Extra Large
4. Reinforced Disposable Cloth Wipers, Light-Duty, for Janitorial Tasks and Maintenance, 9.8” X 13.4”
5. Trash Bags, 12-16 Gallon, Black
6. Magic Eraser
7. Economy Toilet Bowl Brush
8. Toilet Seat Covers
9. Terry Cloth Towels
10. , White
11. Fiberglass Mop Handle, 60”
12. Angled Heavy Duty Broom with Metal Handle, 12” Wide
13. Luxury Foam Soap, 1 Liter Bottles, Compatible with the Kimberly-Clark Soap Dispenser, Model No. 92145
14. Liquid Soap Dispenser, Kimberly-Clark, Cassette, Black, Model No. 92145 or approved equal
15. Ivory Dishwashing Liquid, Classic Scent, 24 oz Bottles, or approved equal, which shall conform to the specifications identified in ATTACHMENT 2 – PRODUCT DATA SHEETS
16. Scott 2-Ply Toilet Tissue, individually wrapped rolls, or approved equal
17. Windex, 32 oz. Spray Bottle, or approved equal, which shall conform to the specifications identified in ATTACHMENT 2 – PRODUCT DATA SHEETS
B. **SALIENT CHARACTERISTICS**

1. Kimberly-Clark Liquid Soap Dispenser Model No. 92145 or approved equal shall meet the following requirements:
   
a. Width 5”
   
b. Depth 5.25”
   
c. Height 8.38”
   
d. Wall mounted
   
e. Capacity Volume of 1000 mL

2. Ivory Dishwashing Liquid or approved equal shall comply with ATTACHMENT 2 – PRODUCT DATA SHEETS.

3. Scott 2-Ply Toilet Tissue, or approved equal, shall meet the following requirements:
   
a. Environmental Protection Agency (EPA), Forest Stewardship Council (FSC) and EcoLogo certified.
   
b. Meets or exceeds EPA, FSC and EcoLogo standards.
   
   
d. Safe to use in TransTech Waste Treatment Tanks, Part No. 77990HD.
   
e. Fits a standard holder.
   
f. Does not disintegrate or tear when wet.

4. Windex or approved equal shall comply with ATTACHMENT 2 – PRODUCT DATA SHEETS.

C. **SHIPPING AND DELIVERY**

1. Shipments shall be FOB Destination. Therefore, any damage incurred in shipping the items to VRE is the sole responsibility of the Contractor.

2. With each shipment to VRE, the Contractor shall include documentation listing the product numbers and quantity shipped.
3. The Contractor shall deliver the cleaning supplies to the following location:

   VRE Crossroads Maintenance and Storage Facility  
   9400 Crossroads Parkway  
   Fredericksburg, VA 22408

4. Deliveries shall be made between the hours of 9:00 A.M. and 4:00 P.M. Eastern Time, Monday through Friday.
5. SPECIAL TERMS AND CONDITIONS

A. TERM

1. The Blanket Purchase Order shall be valid for one (1) calendar year.
2. VRE shall not obligated to expend all funds authorized for the Blanket Purchase Order.

B. SINGLE POINT OF CONTACT

The Contractor shall assign a single point of contact that must be available between the hours of 9:00 A.M. and 5:00 P.M. Eastern Time, Monday through Friday.

C. DELIVERY SCHEDULE

1. The Contractor shall respond to a request for delivery of cleaning supplies within seven (7) calendar days.
2. Any deviation or delay from the established schedule must be presented to VRE in writing for approval.
3. Requests for delivery of cleaning supplies may be initiated by VRE via phone or electronic mail to the Contractor.

D. GENERAL PROVISIONS

The Contractor shall comply with ATTACHMENT 3 – VRE GENERAL PROVISIONS, as applicable to the Scope of Work.

E. MODIFICATION OF THE SCOPE OF WORK

VRE reserves the right to modify the Scope of Work at its discretion when it is in the best interest of VRE. See Clause 15. CHANGES of the General Provisions.

F. QUOTE ACCEPTANCE PERIOD

The Quote and any modification thereof shall be binding upon the Quoter for ninety (90) calendar days following the Quote closing date. Any Quote in which the Quoter shortens the acceptance period shall be rejected, although the acceptance period may be extended by mutual agreement between VRE and the Quoter. At the end of the Quote acceptance period, the Quoter may withdraw its Quote by giving written notice to VRE.
6. INSURANCE

A. CERTIFICATE OF INSURANCE

1. By signing and submitting a Quote under this solicitation, the Contractor certifies if issued the Purchase Order, the Contractor will have the insurance coverage identified and described in ATTACHMENT 4 – VRE INSURANCE COVERAGE REQUIREMENTS FOR SMALL PURCHASE OF GOODS/SERVICES.

2. The Contractor shall furnish VRE proof of compliance with these insurance requirements in the form of an original Certificate of Insurance signed by an authorized representative or agent of the insurance company(ies). The Certificate of Insurance must be furnished within three (3) calendar days of request by VRE.

3. Failure to provide the certificate(s) when required may be cause for VRE to issue a Purchase Order to the next responsive Contractor. However, in no event shall work be performed until the required Certificate(s) of Insurance have been furnished and approved by VRE.
7. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor for services/goods ordered, delivered, and accepted by VRE.

2. Invoices shall be submitted via VRE’s electronic mailbox.

3. Invoices shall be submitted electronically in one (1) continuous electronic copy in PDF to mechanicalinvoices@vre.org.

4. The VRE Project Manager shall be indicated on the invoice.

5. At a minimum, invoices shall contain the following information:
   a. Name, address and telephone number of the Contractor
   b. VRE Purchase Order number
   c. Invoice number and invoice date
   d. Date of delivery
   e. Quantity, product description, product number, unit price and total price of the Cleaning Supplies delivered in each shipment
   f. Total invoice amount

6. If invoices fail to meet all of the above requirements, they will not be processed for payment and will result in the invoice being returned to the Contractor for correction and resubmission. VRE may request additional substantiating documentation as necessary.

B. PAYMENT

Payment will be made on per shipment basis upon receipt and acceptance by VRE.
8. PRICE INFORMATION

Quoters are strongly encouraged to read this section carefully. INCOMPLETE QUOTES WILL BE AUTOMATICALLY DISQUALIFIED

A. The price information must be submitted in ATTACHMENT 1 – QUOTE FORM included herein.

B. The price shall be quoted in U.S. Dollars.

C. Quotes shall be inclusive of all costs and shall include full compensation for all taxes, fees, shipping/delivery charges, materials, equipment, tools, transportation, labor, insurance, permits, overhead and profit, etc. necessary to complete the work in conformance with the Scope of Work and to the satisfaction of VRE. Extra charges will not be allowed.

D. 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. No erasures or other handwritten changes may appear on the Quote Form.
9. ATTACHMENTS

The following documents are incorporated in this Request for Quotes and the resulting Purchase Order by this reference.

A. Attachment 1 – Quote Form
B. Attachment 2 – Product Data Sheets
C. Attachment 3 - VRE General Provisions
D. Attachment 4 – VRE Insurance Coverage Requirements for Small Purchase of Goods/Services