



VIRGINIA RAILWAY EXPRESS

INVITATION FOR BIDS

(IFB) No. 024-012

DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES

IFB Issued: March 7, 2024

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I. INTRODUCTION TO IFB

01. PURPOSE

The purpose of this Invitation for Bids (IFB) is to establish Contracts with either one (1) or two (2) qualified and experienced Contractor(s) to deliver diesel fuel for Virginia Railway Express (VRE) locomotives. One Contract shall be for the delivery of diesel fuel to VRE's Broad Run Maintenance and Storage Facility located in Bristow, Virginia. The second Contract shall be for the delivery of diesel fuel to VRE's Crossroads Maintenance and Storage Facility located in Fredericksburg, Virginia.

02. VRE BACKGROUND

- A. 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 solicitation refers to NVTC and PRTC.
- B. VRE began operations in 1992 on two (2) lines, Fredericksburg and Manassas. In January 2014, VRE's Operations Board adopted System Plan 2040 which calls for expansion of service, requiring the addition of railcars, expansion of station and yard 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.
- C. As a joint project of NVTC and PRTC, VRE's mission is to provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE strives to contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.
- D. 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 that core area in the morning peak and in the opposite direction in the evening peak.



II. PROCUREMENT SCHEDULE

IFB Issued	March 7, 2024
Submission of Written Questions	March 18, 2024 by 2:00 P.M. Eastern Time (ET)
Bids Due (Closing Date & Time)	April 16, 2024 by 2:00 P.M. ET
Bid Opening	April 16, 2024 at 2:00 P.M. ET

Virginia Railway Express (VRE) reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an addendum to the solicitation. Bidders must frequently monitor VRE's website at www.vre.org for information concerning this solicitation, including any addenda or notices.



III. INSTRUCTIONS TO BIDDERS

I. INTRODUCTION

01. OBLIGATION OF BIDDER

- A. Before submitting a Bid, the Bidder shall be responsible for reading and examining the solicitation documents including these Instructions to Bidders. Submission of a Bid shall be deemed verification of such reading and examination by the Bidder.
- B. By submitting a Bid, the Bidder agrees that it has satisfied itself from a personal investigation of the conditions to be met, that the obligations herein are fully understood, and no claim may be made, nor will there be any right to cancellation or relief from the Contract because of any misunderstanding or lack of knowledge or information.

02. BID AND CONTRACT REQUIREMENTS

- A. Federal funds may be used for the subsequent Contract. Federal requirements are subject to change. The Bidder is responsible for complying with the most current regulations. The Bidder agrees that the most recent of such Federal requirements will govern the administration of the Contract at any particular time during performance of the Contract, unless VRE issues a written determination otherwise.
- B. Additionally, VRE follows Virginia procurement laws. Accordingly, all applicable Federal and State requirements will apply. Bidders are expected to become familiar with these requirements and shall not submit Bids if unable to execute a Contract containing such provisions.
- C. VRE will provide a Contract containing these provisions for execution by the prospective Contractor that is selected. Bidders shall not use their own standard contracts for this engagement.

II. NOTICE TO BIDDERS

03. POINT OF CONTACT

- A. All inquiries or correspondence shall be submitted to the VRE Director of Purchasing and Contract Administration, whose name and contact information appear on the face of this solicitation.
- B. Communications relating to this IFB, other than to the VRE Director of Purchasing and Contract Administration, are prohibited during the IFB response period. **Do not contact VRE consultants, or VRE personnel other than the Director of Purchasing regarding this solicitation.**



04. WRITTEN COMMUNICATIONS

- A. VRE will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract, unless included in this IFB, the specifications, or related documents or addenda thereto.
- B. Oral explanations or instructions given before the award of the Contract will not be binding.

05. COMPETITION INTENDED

It is VRE's intent that this solicitation promotes competition. It shall be the Bidder's responsibility to advise VRE if any language, requirements, or specifications, included in this IFB, restrict or limit the purchase to a single source. Such notification must be received by the VRE Purchasing Director, in writing, not later than fifteen (15) calendar days prior to the date and time set for bid opening. A review of such notifications will be made, and the Bidder notified of the results of the review.

06. CLARIFICATION OF TERMS

If a Bidder has questions about the specifications or other solicitation documents, the Bidder should contact the VRE Director of Purchasing and Contract Administration, whose name and contact information appears on the face of the solicitation. Any revisions to the solicitation will be made only by addendum issued by VRE.

07. AVAILABILITY OF SOLICITATION DOCUMENTS

The electronic versions of the solicitation documents are intended to provide convenience to prospective Bidders. Be advised that it is the responsibility of prospective Bidders to monitor VRE's website for any addenda, notices, or postings. Failure to submit signed addenda may be grounds to declare a Bid non-responsive.

08. SUBMISSION OF WRITTEN QUESTIONS

- A. **Deadline:** All questions and requests for clarification regarding the meaning or interpretation of this IFB 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 in PART II – PROCUREMENT SCHEDULE*** of this IFB. Questions and clarifications requested after such time will not be answered unless VRE elects, in its sole discretion, to do so.
- B. **Format for Questions:** Questions must be submitted in Microsoft Word format and include the related section number and title, as appropriate.
- C. **VRE Point of Contact:** Questions must be submitted to the VRE Director of Purchasing and Contract Administration in writing via electronic mail as appears on the face of this solicitation. For a question to be considered, the subject line of



the email must state the following: **IFB No. 024-012 Questions.** Questions should be succinct and must include the submitter's name, title, company name, company address and telephone number. No questions or requests for additional information, clarification or any other communication should be directed to any other individual.

- D. **No oral communication will be accepted.** VRE will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an addendum.
- E. Questions and responses will be posted on VRE's website at www.vre.org.
- F. Any interpretation of a question made by VRE will be responded to and distributed in the form of an addendum to the IFB and will be available to all interested Bidders through VRE's website.

III. GENERAL INFORMATION

09. DEBARMENT STATUS

- A. By submitting a Bid and completing the representations and certifications, the Bidder certifies that it is not currently debarred, suspended, declared ineligible or voluntarily excluded from submitting Bids on contracts by any agency of the Commonwealth of Virginia or the U.S. Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting Bids on contracts by an agency of the Commonwealth of Virginia or the U.S. Federal Government. Contractors debarred by the Commonwealth Transportation Board and/or the U.S. Federal Government shall be ineligible to submit a Bid to VRE.
- B. By submitting a Bid, the Contractor further certifies that it is not debarred, suspended, declared ineligible, or voluntarily excluded from participating in contracts with the Commonwealth of Virginia or the U.S. Federal Government, and that it will refrain from awarding any subcontract to a debarred or suspended Subcontractor.
- C. In addition, the Contractor agrees to comply with the requirements of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 USC Section §6101 note; and U.S. DOT regulations, "Government Debarment and Suspension (Non-procurement)," within 49 CFR Part 29.

10. CONFLICT OF INTEREST STATEMENT

- A. A conflict situation can arise when a Bidder takes action or has interests that interfere with the Bidder's ability to perform its work objectively and effectively. The Purchasing Director may preclude those entities from receiving an award for any such work reasonably deemed to pose a conflict of interest with the work provided hereunder.
- B. Prior to submitting a Bid in response to this solicitation, each Bidder shall conduct an internal review of its current affiliations, its joint venture partners, as well as



any subsidiaries of a joint venture partner, to include any companies sharing common ownership with a joint venture partner, to identify potential conflicts of interest relative to the anticipated contract. The Bidder shall also require its team members (proposed Subcontractors) to identify potential conflicts of interest they may have in regard to this procurement.

- C. If a potential conflict of interest or competitive advantage is identified, the organization shall submit in writing the pertinent information to the VRE Director of Purchasing and Contract Administration, whose name and contact information appear on the face of this solicitation, so that a determination can be made as to the extent of the conflict or competitive advantage. The statement shall have the signature of a principal of the Bidder, on the form provided in this solicitation.
- D. VRE is its sole discretion, will make a formal written determination relative to each potential organizational conflict of interest, and its ability to mitigate such a conflict. If VRE determines that a conflict of interest cannot be mitigated, the organization determined to have the conflict of interest shall not be allowed to participate in response to the solicitation. Failure to abide by VRE's determination in this matter may result in a Bid being declared non-responsive.
- E. The Bidder, any of its joint venture partners, any subsidiaries of a joint venture partner, any companies sharing common ownership with a joint venture partner, or any of its Subcontractors will be precluded from providing other services to VRE (i.e., planning, design, or construction) which conflict with its services under this Contract.

11. AUTHORITY TO TRANSACT BUSINESS

- A. Any Bidder organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so, required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the entity and the identification number issued to the Bidder by the Virginia State Corporation Commission must be included on the Representations, Certifications and Other Statements of Bidders/Offerors Attachment included in this solicitation.
- B. Any Bidder that is not required to be authorized to transact business in the Commonwealth must include in its Bid a statement describing why the Bidder is not required to be so authorized. VRE may require a Bidder to provide documentation that 1) clearly identifies the complete name and legal form of the entity and 2) establishes that the entity is authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia. Failure of a Bidder to provide such documentation will be grounds for rejection of the Bid or cancellation of any award. For further information, refer to the Commonwealth of Virginia State Corporation Commission website at <http://www.scc.virginia.gov/>.



12. **INTEREST IN MORE THAN ONE BID AND COLLUSION**

Reasonable grounds for believing that a Bidder is interested in more than one Bid for a solicitation, including both as a Bidder and as a Subcontractor for another Bidder, or that collusion exists between two or more Bidders, will result in rejection of all affected Bidders. However, an individual or entity acting only as a Subcontractor may be included as a Subcontractor on two or more different Bidders' Bids. Any and all Bids may be rejected if reasonable grounds exist for believing that collusion exists among Bidders. Bidders rejected under this provision will also be disqualified if they respond to a re-solicitation for the same work.

IV. **BID OPENING AND CONSIDERATION OF BIDS**

13. **BID DUE (CLOSING DATE)**

Bids must be received by VRE by **2:00 P.M. ET on the date specified in PART II – PROCUREMENT SCHEDULE** of this IFB. Bids received after the Bid closing date and time *will not be considered*.

14. **INCLEMENT WEATHER**

In the event of inclement weather conditions, such as heavy snowfall, icy streets and sidewalks; or flooding, earthquakes, tornadoes, or other natural disasters, which result in the cancellation of VRE service operation, the Bid due date will be extended to the next business day VRE service operates. Notifications of service operation interruptions and the resumption of service are generally posted on VRE's website. An official addendum to the solicitation will be posted on the website at the earliest opportunity once VRE service resumes operation.

15. **MODIFICATION OF BID CLOSING DATE**

VRE reserves the right to modify the Bid closing date and/or time. If Bidders have already submitted their Bids to VRE when the Bid closing date and/or time are modified, VRE will afford those Bidders the opportunity to revise or withdraw their Bids.

16. **BID OPENING**

Bids will be publicly opened and read in the VRE conference room, at 1500 King Street, Suite 202, Alexandria, Virginia 22314 **at 2:00 P.M. ET on the date specified in PART II – PROCUREMENT SCHEDULE** of this IFB.

17. **LATE BIDS**

Bids received after the Bid closing date and time shall not be considered. Late Bids will be returned to the Bidder UNOPENED, if the solicitation number, closing date and Bidder's return address is shown on the package.

18. **BID ACCEPTANCE PERIOD**

The Bid and any modification thereof shall be binding upon the Bidder for one hundred twenty (120) calendar days following the Bid closing date. Any Bid in



which the Bidder shortens the acceptance period shall be rejected, although the acceptance period may be extended by mutual agreement between VRE and the Bidder. At the end of the Bid acceptance period, the Bidder may withdraw its Bid by giving written notice to VRE.

19. WAIVER OF INFORMALITIES

VRE reserves the right to waive informalities and minor irregularities in Bids.

20. ERRORS IN EXTENSION

In case of error in calculation of extended prices, the unit price governs.

21. ADDITIONAL INFORMATION

VRE reserves the right to ask any Contractor to clarify its Bid.

22. BID PREPARATION COSTS

This IFB does not commit VRE to an award, nor to pay any costs associated with the preparation and/or submission of any Bid. VRE shall not reimburse any costs incurred by Bidders in responding to this IFB or in competing for Contract award.

23. REJECTION OF BIDS

- A. VRE expressly reserves the right to reject any or all Bids or any part of a Bid, and to resolicit the goods and/or services in question, if such action is deemed to be in the best interest of VRE.
- B. Bids which fail to meet the solicitation requirements, or which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind or in which errors occur, or which contain abnormally high or abnormally low prices, for any class or item of work, may be rejected as invalid at VRE's discretion.
- C. The receipt of more than one (1) Bid from the same Bidder, whether or not the same or different names appear on the signature page, shall result in none of the Bidder's Bids being considered.
- D. Reasonable proof for believing that any Bidder has an interest in more than one (1) Bid for the work contemplated will cause the rejection of all Bids made by the Bidder directly or indirectly.
- E. Any or all Bids shall be rejected if there is reason to believe that collusion exists among the Bidders.

V. MODIFICATION, WITHDRAWAL & CANCELLATION OF BIDS

24. ADDENDA

VRE may issue addenda to the IFB. Addenda, if any, will be issued at least five (5) calendar days prior to the Bid closing date. Any addendum issued less than five (5) calendar days prior to the closing date will, if necessary, contain a



provision modifying the Bid closing date to a date that will provide Bidders adequate time to respond to the addendum.

25. CANCELLATION/WITHDRAWAL OF IFB

VRE reserves the right to cancel or withdraw in whole or in part this IFB at its sole discretion. Bidders will be notified in the event the IFB is cancelled via VRE's website.

26. WITHDRAWAL OF BID PRIOR TO CLOSING DATE

Bids may be withdrawn by written notice from the Bidder to the VRE Purchasing Director, prior to the IFB closing date and time. The withdrawal shall be made by the person signing the Bid or by any individual(s) authorized by the Bidder. The Bidder must provide written evidence of the individual's authority to withdraw the Bid if the individual withdrawing the Bid is other than the person signing the Bid. Bids may be withdrawn no later than two (2) business days prior to the closing date.

27. WITHDRAWAL OF BIDS AFTER BID OPENING

- A. Requests for withdrawal of Bids after opening of such Bid but prior to award shall be transmitted to the VRE Purchasing Director. The Bidder shall give notice in writing of its claim of the right to withdraw its Bid accompanied by full documentation supporting the request (original work papers, documents, and materials used in the preparation of the Bid). If the request is based on a claim of error, documentation must show the basis of the error. Bids may be withdrawn within two (2) business days of the conclusion of the Bid opening procedure.
- B. Bids may be withdrawn for good cause after the closing date and prior to award. No Bidder who is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- C. A Bidder may withdraw its Bid from consideration if the price/cost bid was substantially lower than the other Bids due solely to a mistake therein, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.
- D. If VRE denies the withdrawal of a Bid within ten (10) calendar days after receiving notice from the Bidder under the provisions of this Section, VRE shall notify the Bidder in writing stating the reasons for its decision and award the Contract to such Bidder at the proposed price, provided such Bidder is a responsible and responsive Bidder.



VI. BID CONTENT

28. GENERAL REQUIREMENTS

- A. The requirements included in this Section are purposely established to facilitate an objective, timely and efficient evaluation by VRE. The Bidder is advised to ensure their Bid complies with all such requirements.
- B. 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 affect the evaluation of the Bidder's technical and/or past performance and may be grounds to eliminate the Bid from consideration.
- C. 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.
- D. Bidders are to submit Bids that present the Bidder's qualifications and understanding of the overall work to be performed.
- E. Bids must provide a clear and concise response to the requirements of the solicitation.
- F. The Bidder's submission of a Bid represents that their company will comply and perform all requirements specified in the IFB.
- G. Bidders must submit the required information identified in this Section as a complete Bid package. **Incomplete Bids may cause the Bid to be deemed non-responsive.**
- H. The Bid must be bound and separated with the respective numbered and titled tabs and shall include all written documentation outlined below:

TAB 1 **Table of Contents:** The table of contents must delineate all the sections of the Bid package.

TAB 2 **Title Page:** Furnish the name and address of the company, local address, if any; name, title, address, email address, and telephone number of the contact person and the company officer responsible for ascertaining the correctness of the Bid.

TAB 3 **Transmittal Letter:** Submit a transmittal letter dated and signed by a company officer authorized to bind the company or entity in a Contract. 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 a partnership or joint venture) and relevance of the goods/services provided to this IFB.

TAB 4 **Acknowledge Receipt of Addenda Issued:** Include a signed acknowledgment of receipt of all addenda issued to this solicitation.

TAB 5 **Representations and Certifications:** Complete and sign the forms in **ATTACHMENT B – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS** included herein.

TAB 6 **Point of Contact:** Identify an assigned single point of contact who is available twenty-four (24) hours a day, seven (7) days a week and provide their telephone number and email address. The assigned point of contact must be capable of dispatching the qualified resources necessary to respond to a service call or emergency when requested by VRE.

TAB 7 **Bid Form:** Sign and complete the information in **ATTACHMENT D – BID FORM CERTIFICATION** and **ATTACHMENT E – BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: BROAD RUN** and/or **ATTACHMENT F – BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: CROSSROADS**.

TAB 8 **References (Past and Present Experience):** Identify three (3) clients for whom comparable work/services has been provided by the Prime Contractor or is currently being performed. Complete the forms included in **ATTACHMENT D – BID FORM CERTIFICATION (Section C and D)** and include the following:

- a. A list of contracts within the past five (5) years, if any, in which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, penalties, or contract termination.



TAB 9 Subcontractors: Submit a list of Subcontractors indicating the type of work anticipated to be performed on the Contract; complete the form included in **ATTACHMENT D – BID FORM CERTIFICATION (Section E)**.

- a. During the Contract performance, ALL Subcontractors are subject to approval in advance by VRE.
- b. The Bidder shall ensure lower-tier Subcontractors in support of this solicitation comply with the certifications included herein, including the insurance coverage described in this solicitation and all requirements to Federal and State procurement regulations referenced herein.
- c. At VRE's direction, any proposed Subcontractor(s) identified by the Bidder may be contacted for the purpose of determining the responsibility of the Bidder.

29. SUBMISSION OF FINANCIAL STATEMENTS

- A. Bidders shall submit one (1) USB memory device, containing one (1) continuous electronic copy of the financial statements in **PDF**, separate from the Bid USB memory device. The electronic copy shall be labeled appropriately with the IFB number and title, company's name and date. **A hard copy is not required.** *Due to the sensitive nature of the financial statements, the USB memory device may be enclosed in a separate envelope addressed to VRE's Chief Financial Officer and included in the Bid package. The financial information will remain confidential and be discarded upon completion of the financial analysis.*
- B. Bidders shall furnish complete financial statements for the current fiscal year (interim statements are acceptable) and the past two (2) years. The financial statements shall include the following:
 1. Statement of Financial Position (Balance Sheet)
 2. Results of Operation (Income Statement)
 3. Statement of Cash Flow (if available)
 4. Statement of Current and Retained Earnings

These statements (1 through 4) 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 organization includes a statement that the financial statements fairly present the financial position of the Bidder. The term “officer” is defined to mean the President, Chief Financial Officer, or Treasurer. Audited financial statements with the auditor’s opinion meet this requirement. Audited statements must be submitted, if available.
- D. The certified statement provided with the financial statements must read as follows:
- The financial information provided is correct to the best of my understanding.*
- E. If audited financial statements are not available, the above statement shall also note the following:
- No audited statements are available for the periods reported in the accompanying information.*
- F. VRE reserves the right to request additional financial information as may be required to determine the Bidder’s financial responsibility. If required, a formal request shall be made by VRE to the Bidder.

VII. PRICING INFORMATION

30. GENERAL PRICING INFORMATION

Bidders are strongly encouraged to read this section carefully. INCOMPLETE BIDS MAY CAUSE THE BID TO BE DEEMED NON-RESPONSIVE.

- A. Bidders shall submit the price information in **ATTACHMENT D – BID FORM CERTIFICATION** and **ATTACHMENT E – BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: BROAD RUN** and/or **ATTACHMENT F – BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: CROSSROADS** included in this solicitation.
- B. Bidders may submit a Bid for one (1) or both VRE Maintenance and Storage Facilities, Broad Run and/or Crossroads.
- C. The Bidder’s prices / differentials shall be quoted in U.S. Dollars.
- D. Differentials per gallon shall be taken to the 3rd decimal place.
- E. Unless indicated otherwise, the Bidder’s differentials shall be inclusive of all costs except for applicable taxes. The differentials shall include full compensation for all fees, delivery charges, labor, supervision, equipment, materials, supplies, tools, transportation, permits, licenses, insurance, overhaul and profit, etc. necessary to perform the work in conformance with the Contract and to the satisfaction of VRE. Extra charges will not be allowed.



- F. VRE is exempt from State motor fuel and excise tax and from many Federal taxes. Upon request by the Contractor, VRE will furnish a tax certificate of exemption. However, VRE will be responsible for any required Federal, State or Local fees.
- G. Every item of the Bid Form must be completed, or the Bid may be deemed non-responsive.
- H. No erasures or other handwritten changes may appear on the Bid Form.
- I. The Bid Form Certification must be signed.

VIII. BID SUBMISSION

31. PRICING REQUIREMENTS

- A. The basis for establishing the market price at which fuel shall be delivered under this Contract shall be the Daily Oil Price Information Service (OPIS) Fairfax Contract Average price for No. 2 Ultra Low Sulfur Diesel Fuel plus a fixed differential per gallon. This “OPIS plus differential” price is exclusive of all taxes. The monthly differential over OPIS included in the Bid shall remain in effect for the Base Year of the Contract, July 1, 2024 through June 30, 2025.
- B. The Contractor shall provide VRE with the ability to fix or “lock in” the price of future fuel deliveries in 42,000-gallon increments, at VRE’s request. Fixing the price of future fuel deliveries may be done at any time prior to the month in which the delivery is to occur and all gallons under such fixed price agreements shall be received by VRE in the specified month.
- C. For the purposes of this Invitation for Bids, the price of the gallons delivered under these fixed price agreements shall be equivalent to the NYMEX price for the corresponding month at the time of the price fix plus a fixed differential per gallon. The fixed differential may be different for each calendar month to account for seasonal patterns. The NYMEX price shall be the futures price for the calendar month following delivery (e.g. July futures price for deliveries in June).
- D. Differentials to diesel fuel futures shall be fixed for the Base Year of the Contract (July 1, 2024 through June 30, 2025). The Contractor may submit a request to VRE to change its monthly OPIS Differentials and NYMEX Differentials for each Option Year of the Contract. Such requests must be submitted by the Contractor to VRE in writing no less than ninety (90) calendar days prior to the expiration of the current Contract Year. VRE shall not be obligated to accept the OPIS and NYMEX differentials proposed by the Contractor nor to exercise each Option Year of the Contract.
- E. The Bid Price shall be the weighted average of the OPIS differentials and the NYMEX (futures) differentials. The NYMEX differentials shall receive a weight of 70% and the OPIS differentials a weight of 30%. The lowest total weighted



average for the Base Year of the Contract shall be used as the basis for determining the lowest Bidder.

32. BID CERTIFICATION

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

33. BID ORGANIZATION

- A. **Binding**: The Bid shall be bound using either wire, comb, spiral, or interscrew binding methods.
- B. **Cover**: The cover must clearly identify the Bidder's name, IFB number, and IFB title.
- C. **Tabs**: Tabs must be included and shall be identified by the *respective numbered and titled tabs* as outlined above.

34. BID FORMAT

- A. **Text**: The Bid must be typed. Type size must not be smaller than Microsoft Word Times New Roman 11-point font, normal proportional spacing. Text lines must be single-spaced.
- B. **Page**: A page shall be:
 - 1. "8-1/2 x 11" sheet of paper (minimum of 1/2" margins);
 - 2. Printed one-side only; and
 - 3. White or ivory stock background color.

35. HARD COPY

Each Bidder shall submit one (1) signed hard copy of the Bid.


36. ELECTRONIC COPY

Bidders shall submit one (1) USB memory device containing one (1) continuous electronic copy of the Bid package in PDF. Additionally, Bidders shall submit one (1) USB memory device containing one (1) continuous electronic copy of the financial statements in PDF, separate from the Bid USB memory device. Each electronic copy shall be labeled appropriately with the IFB number and title, Bidder's name, and date.



37. **IDENTIFICATION OF BID PACKAGE**

- A. The Bid shall be *clearly marked* in a sealed package.
- B. It is *imperative* that the label shown below is filled in and pasted on the lower left corner of the sealed package conspicuously identified.

BID IN RESPONSE TO:	
	IFB No.: 024-012
	Title: Delivery of Diesel Fuel for VRE Locomotives
Bid Due Date:	
Name of Bidder:	

- C. Failure to properly identify the Bid package may result in the premature opening of or a failure to open such Bid, which may result in the disqualification of the Bid.

38. **HAND DELIVERY OR MAILING OF BIDS**

- A. Bidders shall deliver or mail Bids to:

Kristin Nutter
Director of Purchasing and Contract Administration
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
- B. A Bid may be mailed by private courier, express mail or delivered in person to VRE Headquarters in Alexandria, VA prior to the Bid closing date and time, **between 9:00 A.M. and 5:00 P.M. ET**, Monday through Friday, on days that VRE service is operated.
- 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.
- D. Bids will be time stamped by VRE’s official time clock at the receptionist’s desk in the foyer.
- E. Electronic, facsimile, or verbal Bids shall **not** be accepted.
- F. Bids shall be kept unopened until after the closing date and time.



39. SINGLE BID

If a single conforming Bid is received, a price and/or cost analysis of the Bid shall be made by VRE. A price analysis is the process of examining and evaluating a prospective price without evaluation of the separate cost element. It should be recognized that a price analysis through comparison to other similar contracts shall be based on an established or competitive price of the elements used in the comparison. The comparison shall be made to the cost of similar projects and involve similar specifications.

40. DISPOSITION OF BIDS

Bidders' Bids will not be returned. VRE will retain the original Bid for the Contract file and destroy the remaining copies.

IX. BID EVALUATION AND PRE-AWARD

41. BID EVALUATION

A. Bids will be evaluated on the following basis:

1. Total bid price / Total weighted average;
2. Responsiveness to the IFB requirements;
3. Overall quality and completeness of the Bid; and
4. Responsibility of the Bidder.

B. VRE reserves the right to award two (2) Contracts. A Contract is anticipated to be awarded for delivery of diesel fuel to each Maintenance and Storage Facility (MSF). This does not preclude a Bidder from being awarded a Contract to deliver diesel fuel to only one (1) MSF or from submitting a Bid for only one (1) MSF.

C. Following evaluation of Bids, VRE will make the award to the lowest responsible and responsive Bidder conforming to the solicitation requirements. Past experience performing the work described herein and the Bidder's capacity to perform the work will be taken into consideration in making the award.

42. PRE-AWARD SURVEY

A. After the due date and prior to Contract award, VRE shall have reviewed and evaluated all data submitted by the Bidder.

B. VRE reserves the right to perform or have performed a financial review of the successful Bidder's resources, and to require the submission of a statement of work in progress by the Bidder.

C. VRE may make such reasonable investigations as deemed proper and necessary to determine the Bidder's responsibility and ability to furnish the item(s) required in



the performance of this Contract. The Bidder shall furnish VRE such information and data for this purpose as may be requested. VRE reserves the right to inspect the Bidder's physical location prior to award to satisfy questions regarding the Bidder's capabilities.

- D. VRE further reserves the right to reject any Bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy VRE that such Bidder is properly qualified to carry out the obligations of the Contract and to provide the services and/or goods contemplated therein.

43. NOTICE OF INTENT TO AWARD

VRE shall notify the apparent successful Bidder that upon satisfactory compliance with all conditions required for execution of the Contract, within the time specified, the Bidder will be awarded the Contract. In addition to any verbal notice that VRE may make to Bidders, Bid results will be posted on VRE's website at www.vre.org. VRE will post the "Notice of Intent to Award" on its website for a minimum of ten (10) calendar days. The "Notice of Intent to Award" shall not be construed as a "Notice-To-Proceed (NTP)."

X. AWARD

44. TYPE OF CONTRACT

VRE contemplates award of a firm-fixed unit price (differential) Contract resulting from this solicitation.

45. DELAYS IN AWARD

Delays in award of a Contract, beyond the anticipated starting date, may result in a change in the Contract period indicated in the solicitation. If this situation occurs, VRE reserves the right to award a Contract covering the period equal to or less than the initial term indicated in the solicitation.

46. AWARD FOR ALL OR PART

Unless otherwise specified, VRE may, if it is in the best interest of VRE to do so, award all or part of the Bid to any Contractor whose Bid is the most responsible and responsive and whose Bid best meets the requirements and criteria set forth in the solicitation.

47. PROTEST OF AWARD

- A. A Bidder wishing to protest an award or a decision to award a Contract must submit the protest, in writing, to the VRE Purchasing Director no later than ten (10) calendar days after either the decision to award or the award, whichever occurs first. The protest must include the basis for the protest and the relief sought. Within ten (10) calendar days after receipt of the protest, the Chief Executive Officer of VRE will issue a written decision stating the reasons for the action taken. This decision is final. Further action, by a Bidder, may be taken by instituting action as provided by the Code of Virginia.



- B. VRE policy and procedure for the administrative resolution of protests is set forth in §3.8 of the Public Procurement Policy and Procedures Manual (Procurement Manual). The Procurement Manual contains rules for the filing and administration of protests. The Contract Administrator shall furnish a copy of §3.8 upon request.
- C. VRE may proceed with award of the Contract and Notice-To-Proceed while a protest is pending if it is determined to be in VRE's best interest to do so.

48. NOTICE OF AWARD

A "Notice of Award" will be posted on VRE's website at www.vre.org. The successful Bidder will be notified in writing by VRE.

XI. CONTRACT EXECUTION

49. CONTRACT DOCUMENTS

A. The successful Bidder shall execute and deliver the following Contract documents to VRE:

1. Signed Contract
2. Insurance Certificates
3. Form W-9 Request for Taxpayer Identification Number and Certification

B. The aforementioned documents must be submitted to VRE no later than ten (10) calendar days after receipt of the Contract and "Notice of Intent to Award".

C. The Contract shall be in writing. The Contractor shall execute the Contract in the number of copies required by VRE. One (1) fully executed Contract shall be delivered to the Contractor.

50. AWARD DOCUMENT

The award document will be a Contract incorporating by reference the Invitation for Bids, Special Provisions (if applicable), General Provisions, Scope of Work and/or Technical Specifications, Drawings/Plans (if applicable) and the Contractor's Bid, governed by the precedence of the terms and provisions in the General Provisions.

51. FAILURE TO EXECUTE CONTRACT

Should the successful Bidder fail to execute the Contract within ten (10) calendar days after receipt and submit the required Insurance Certificates, VRE may at its option, determine that the Bidder has abandoned the Contract, and thereupon, the Bid and acceptance shall be null and void. VRE may also seek all available remedies at law and equity.



52. NOTICE-TO-PROCEED

A “Notice-To-Proceed” (NTP) will be issued separately upon execution of the Contract. Contract performance shall begin on the date set forth in the written NTP. The NTP shall start the time for which the Contractor is responsible for completion of the project/delivery of the required products or services.

XII. MISCELLANEOUS

53. INSPECTION OF BIDS

The Virginia Freedom of Information Act, §2.2-3700 *et seq.* shall govern the release of public records related to this procurement. Trade secrets or proprietary information related to this procurement may not be subject to public disclosure, provided the requirements of §2.2-4342F VA Code Ann. are met.

54. EXCEPTION TO TERMS AND CONDITIONS

This solicitation precludes the submission of exceptions, conditions, qualifications, or exclusions as part of the Bid. The Bidder must respond to the solicitation as presented by VRE without alteration or exception, unless otherwise allowed elsewhere in the solicitation.

55. TRADE SECRETS OR PROPRIETARY INFORMATION

A. Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction submitted pursuant to Code of Virginia, subsection F of §2.2-4342 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 *et seq.*).

B. However, the Bidder shall:

1. Invoke the protections of this section prior to or upon submission of the data or other materials;
2. Identify the data or other materials to be protected by clearly marking each individual page with “PROPRIETARY”; and
3. State the reasons why protection is necessary.

C. It is the Bidder’s sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

D. Except for the foregoing limitation, VRE may duplicate, use, and disclose in any matter and for any purpose whatsoever and have others do so, all data furnished in response to this IFB. VRE has the right to release trade secrets or proprietary information to a third party which may assist VRE in the review and evaluation of the Bids.



56. **PROTECTION OF SENSITIVE SECURITY INFORMATION**

To the extent applicable, the Contractor shall comply with 49 C.F.R. Part 1520, "Protection of Sensitive Security Information," and with any implementing regulations, requirements, or guidelines that the Federal Government may issue.

57. **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By submitting a Bid and completing the representations and certifications, the Contractor certifies that it does not and will not, during the performance of the Contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986. Unauthorized alien means, with respect to the employment of an alien (which is defined as any person not a citizen or national of the United States), at a particular time, that the alien is not at that time either (a) an alien lawfully admitted for permanent residence, or (b) authorized to be so employed by the Act or by the United States Attorney General.



IV. SPECIAL PROVISIONS

01. SIGNATURES

All documents to be delivered pursuant to this solicitation, requiring a signature, may be executed via handwritten (manual), stamped, electronic (portable document format), photocopied, digital or scanned signature. A signed copy of the documents transmitted by any of the means listed above shall be deemed to have the same legal effect as delivery of an original executed copy.

02. SAFETY RULES AND SECURITY AT VRE'S RAILROAD FACILITIES

- A. In the performance of this Contract, the Contractor will work around or near railroad operations. In an effort to avoid the risk of potential injury, the Contractor shall become familiar with all the safety rules set forth in **ATTACHMENT C - VRE SAFETY AND SECURITY GUIDELINES**. In an emergency, the Contractor shall act at its discretion to prevent threatened damage, injury or loss.
- B. The Contractor's employees performing work on this Contract must complete the online VRE training at <https://www.vre.org/safety/safety-initiatives/contractors>. Payment of employees for time spent completing the online safety training and any expenses incurred is the sole responsibility of the Contractor and is not eligible for reimbursement from VRE.
- C. Prior to the start of work, the Contractor shall prepare a Site Specific Safety Plan and submit it to VRE for review and approval. The plan must be furnished within ten (10) calendar days of receipt of the "Notice of Intent to Award" and before any work under the resultant Contract will be allowed to commence. The VRE Site Specific Safety Plan template is included as an Attachment to this solicitation.
- D. The Contractor is responsible for initiating, maintaining and supervising all safety precautions and programs in connection with this Contract. This includes the Contractor's employees and other persons who may be affected thereby, as well as materials and equipment, both in storage and on-site.
- E. It is incumbent upon the Contractor and its employees to work in a safe manner at all times due to the nature of rail service. The Contractor while performing work around VRE's facilities shall be alert for train movement through the facility to ensure safe operations. While train movement is ongoing at the facility the Contractor shall move to a safe distance. VRE reserves the right to require the Contractor and its employees to meet the safety qualifications required by the Federal Railroad Administration as well as VRE's safety rules for operations.



V. GENERAL PROVISIONS

01. PRECEDENCE OF TERMS

- A. In the event of an inconsistency between the Invitation for Bids or Request for Proposals, the Contract Terms and Conditions, other included documents, or state procurement law, the inconsistency shall be resolved by the following order of precedence:
1. Federal Transit Administration Master Agreement (30) (November 2, 2022) and FTA Circular 4220.IF, dated November 1, 2008, as amended;
 2. Virginia's Public Procurement Act, as amended;
 3. Invitation for Bids (IFB)/Request for Proposals (RFP);
 4. Special Provisions;
 5. General Provisions; and
 6. Contractor's Bid/Proposal.
- B. Where the terms of these Contract Documents vary the most stringent shall apply.

02. VRE CONTRACT MANAGEMENT

- A. Contract Administrator: During the term of the Contract, matters relating to bonding, insurance, terms and conditions, and other contract administration matters shall be directed to the Contract Administrator. Changes to the Contract value, scope, or schedule will require consultation with the Contract Administrator.
- B. Contracting Officer: The Contracting Officer is the only individual who can legally commit or obligate VRE for the expenditure of public funds. The technical administration of the Contract shall not be construed to authorize the revision of the terms and conditions of the Contract. Any such revision shall be authorized in writing only by the Contracting Officer. The Contracting Officer may designate personnel to act as their authorized representatives for one or more contract administration functions not involving a change in the scope, price, terms, or conditions of the contract. Such designation will be in writing, set forth by a separate letter signed by the Contracting Officer, and will contain specific instructions as to the extent to which the representative may take action for the Contracting Officer. Such designation will not contain authority to sign contractual documents, nor will it authorize the designee to order contract changes, modify contract terms, or create any liability on the part of VRE.
- C. Project Manager: During the term of the Contract, the Contracting Officer may designate a Project Manager (PM) to represent VRE and assist in monitoring the work under the Contract. The PM is responsible for the overall project management and serves as the technical liaison to the Contractor. The PM is responsible for the day-to-day clarification and guidance of the Contractor's personnel as may be required under the Contract. The VRE Project Manager will



conduct ongoing reviews of the Contractor's progress in performing the work and will furnish comments in a timely manner. Only the PM consulting with the Contract Administrator and/or the Contracting Officer, as necessary is authorized to provide direction to the Contractor. All communications to other agencies shall be through the VRE Project Manager, unless directed otherwise.

03. CONFORMITY WITH SCOPE OF WORK

All deviations from the Scope of Work, drawings, plans, and/or specifications shall be authorized in writing by VRE. No extra compensation for material or labor shall be allowed for work evidently necessary within the general intent of the specifications and the accompanying plans, if any, for the proper and thorough completion of the work.

04. PAYMENTS

A. **Terms**

1. The Contractor shall submit monthly invoices for work/goods ordered, delivered, and accepted by VRE by the 15th of each month. ***The invoice period shall be the calendar month.*** This payment schedule shall be maintained throughout the duration of the Contract, unless directed otherwise.
2. If no charges have been incurred for a particular month, no invoice is required. However, the VRE Project Manager shall be notified that no invoice will be submitted.
3. Any Contractor's payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days.
4. If funds are not appropriated for purposes of the Contract for the current or any succeeding fiscal year subsequent to the one in which the Contract is entered into, then VRE may terminate the Contract upon prior written notice to the Contractor. Should termination be accomplished in accordance with this section, VRE shall be liable only for payments due through the date of termination.

B. **Billing Instructions**

1. Invoices shall be submitted electronically in one (1) continuous electronic copy in PDF format via email to mechanicalinvoices@vre.org.
2. The VRE Project Manager shall be indicated on the invoice cover sheet.
3. At a minimum, invoices shall contain the following information:
 - a. Name, address and telephone number of the Contractor
 - b. VRE Contract number



- c. Contractor's invoice number
 - d. Date of invoice
 - e. Date of delivery, number of gallons delivered, and locomotive number
 - f. Signed meter tickets
 - g. Total invoice amount
- C. 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.
- D. Payment will be made on a per unit basis upon receipt and acceptance by VRE.

05. PAYMENTS TO SUBCONTRACTOR

In the event that the Contractor utilizes a Subcontractor for any portion of the work under this Contract, the Contractor hereby agrees to:

1. Provide payment of Subcontractors within seven (7) days of receipt of payment by VRE for work completed and approved expenses. The Contractor shall take one (1) of the two (2) following actions within seven (7) days after receipt of amounts paid to the Contractor by VRE for work performed by a Subcontractor under the Contract.
 - a. Pay a Subcontractor for the proportionate share of the total payment received from VRE attributable to the work performed and completed by that Subcontractor under the Contract; or
 - b. Notify VRE and any Subcontractors, in writing, of its intention to withhold all or a part of the Subcontractor's payment with the reason for nonpayment.
2. The Contractor shall be obligated to pay interest to a Subcontractor on all monies owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from VRE for work performed by a Subcontractor under the Contract, except for amounts withheld under subsection 1.b. of this Section. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary Contract.
3. The Contractor's obligation to pay an interest charge to a Subcontractor pursuant to the provisions of this Section may not be construed as an obligation by VRE. A contract modification may not be made for the purpose



of providing reimbursement for any such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

06. DELIVERY FAILURES

Should the Contractor fail to deliver work or products at the specified time, or within a reasonable period of time thereafter, as determined by VRE, or should the Contractor fail to make timely replacement of rejected items when so requested, VRE may purchase items of comparable quality in the open market to replace the rejected or undelivered items. The Contractor shall reimburse VRE for all costs above the Contract price when purchases are made in the open market.

07. EXTRA CHARGES NOT ALLOWED

Unless otherwise provided in the Contract, the Contract price shall be for the complete installation ready for VRE use and shall include all applicable freight charges; extra charges will not be allowed.

08. REGULATORY COMPLIANCE WITH LAWS AND PERMITS

- A. The Contractor agrees it shall comply with all applicable Federal, State and Local Laws, Rules, and Regulations.
- B. Neither VRE's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to VRE in accordance with applicable law for all damages to VRE caused by the Contractor's negligent performance under this Contract.
- C. If the Contractor is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.
- D. The rights and remedies of VRE provided for under this Contract are in addition to any other rights and remedies provided by law.

09. CONFIDENTIAL INFORMATION

- A. The Contractor and its employees, agents and Subcontractors shall hold as confidential all VRE information obtained under this Contract. Confidential information includes, but is not limited to, non-public personal information; social security numbers; addresses; dates of birth; other contact information or medical information about a person; and information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans and expertise.
- B. The Contractor must take reasonable measures to ensure that all of its employees, agents and Subcontractors are informed of and abide by this requirement.



10. DISSEMINATION OF CONTRACT INFORMATION

The Contractor shall not discuss, publish, permit to be published, or distribute for public consumption, and information, oral or written, or any material concerning this Contract, without the prior written consent of VRE.

11. CHANGES

A. By written notice to the Contractor, VRE may from time to time make changes within the general scope of the Contract in the services to be provided by the Contractor, the method or place of delivery, or the place of performance. Changes may also be made by mutual agreement between the parties in writing. The Contractor shall promptly comply with the notice and shall perform all services in conformity to the notice.

B. If any such changes cause an increase or decrease in the Contractor's cost of performance or the time required for performance, an equitable adjustment in the Contract price and/or the time allowed for performance of the Contract shall be negotiated and the Contract modified accordingly. Any claim by the Contractor for adjustment under this clause must be asserted by written notice to VRE within thirty (30) calendar days from the date of receipt by the Contractor of the change notice. If the parties fail to agree to an adjustment, the question of an increase or decrease in the Contract price or time allowed for performance shall be resolved in accordance with the procedures for resolving disputes provided by the dispute's clause of the Contract. Neither the existence of a claim, a dispute, submission of the dispute or the dispute resolution process, litigation or any portion of this provision or changes shall excuse the Contractor from promptly proceeding with performance of the Contract as changed by the notice.

12. FORCE MAJEURE

A. When delay occurs due to reasonable causes beyond the control of the Contractor, including but not limited to, acts of God, acts of government or any governmental agency, war or war conditions, riot or civil conditions, sabotage, strikes, lockouts, accident, fire, flood, typhoons, hurricanes, explosion, damage to equipment or facilities, the time for performance and completion of work may be adjusted and extended as required to accommodate those delays and their effect.

B. VRE shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, strikes, or an act of God beyond the control of VRE that make performance impossible or illegal, unless otherwise specified in the Contract.

13. DELAYS

A. Upon written receipt of a request and justification for an extension from the Contractor, the VRE Contracting Officer may extend the time for performance of the Contract or delivery of work specified herein at the VRE Contracting Officer's sole discretion for good cause shown. Under no circumstances will VRE be responsible for consequential costs associated with delays.



- B. The Contractor shall use reasonable diligence to remove or overcome any such causes as expeditiously as possible.

14. TERM OF CONTRACT

- A. The term of the Contract shall be for a Base Period of one (1) year with the option to extend for four (4) additional one-year periods, not to exceed five (5) years. The Base Year will commence on the date set forth in the written Notice-To-Proceed.
- B. The Base Year of the Contract is anticipated to be July 1, 2024 through June 30, 2025. Each subsequent Option Period is thus anticipated to be July 1st through June 30th.
- C. The exercise of a Contract option will be at the sole discretion of VRE. Unless otherwise directed in writing, the Contract will be extended by VRE under the terms and conditions of the original Contract.
- D. A written preliminary notice of VRE's intention to exercise an option will be given approximately forty-five (45) calendar days prior to the expiration date of the Base Year and each Option Year. The preliminary notice does not commit VRE to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

15. PRIME CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall be responsible for completely supervising and directing the work under this Contract and all Subcontractor(s) that it may utilize, using adequate skill and attention. Subcontractor(s) who perform work under this Contract shall be responsible to the Prime Contractor.
- B. The Contractor agrees that it is fully responsible for the acts and omissions of its Subcontractor(s) and of persons employed by the Subcontractor as it is for the acts and omissions of its own employees.

16. SUBCONTRACTING

- A. No portion of the work shall be subcontracted without the prior written consent of VRE. In the event the Contractor desires to subcontract part of the work specified herein, the Contractor shall submit with its Bid, a list of the Subcontractor(s) and their names, required certifications, qualifications, experience, project assignment and contact information.
- B. The Contractor shall be responsible for completely supervising and directing the work under this Contract and all Subcontractors that it may utilize, using its best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the Prime Contractor. The Contractor agrees that it is as fully responsible for the acts and omissions of its Subcontractors and of persons employed by each Subcontractor as it is for the acts and omissions of its own employees.



- C. During the period of performance, the Contractor shall not substitute Subcontractors without the prior written approval of VRE. Any new Subcontractors must be identified. The Contractor shall provide VRE with information as to the circumstances necessitating the proposed change and other information as requested.
- D. The Contractor shall notify VRE within five (5) calendar days after the occurrence of any of these events and provide information as to the circumstances necessitating the proposed change, the new Subcontractor information and other information as requested. Proposed substitutions must have comparable qualifications and experience to those being replaced. VRE will notify the Contractor within ten (10) calendar days after the receipt of all required information if this change is approved. VRE and the Contractor shall subsequently amend the required Contract documents, as applicable.
- E. VRE reserves the right to request from the Contractor during the solicitation process and any time during Contract performance, additional information about a Subcontractor proposed by the Contractor, that VRE deems necessary to evaluate the qualifications of the Subcontractor.
- F. The Contractor shall, however, remain fully liable and responsible for the work to be done by its Subcontractors and their subcontractors and shall assure compliance with all requirements of the Contract.
- G. The Contractor agrees to require its Subcontractors and sub-subcontractors to include adequate provisions to ensure compliance with applicable Federal requirements in each subcontract and sub-subcontract. Furthermore, the Contractor agrees to include appropriate clauses in each subcontract stating the Subcontractor's responsibilities under Federal law, regulation, and directive, including any necessary provisions requiring the Subcontractor to extend applicable requirements to its subcontractors to the lowest tier necessary.

17. INDEPENDENT CONTRACTOR

The Contract is and shall be in all events, an independent contractor. Nothing herein shall be construed as constituting the Contractor as an agent, partner, employee, or legal representative of VRE for any purpose. Neither the Contractor nor its employees shall be entitled to or be eligible to participate in any benefits, privileges or plans given by or established for the benefit of VRE or its employees.

18. NOTIFICATION OF OWNERSHIP CHANGES

The Contractor shall notify VRE in writing when the Contractor becomes aware that a change in its ownership is certain to occur. The Contractor shall also include this provision in all subcontracts under this Contract, requiring each Subcontractor to notify VRE in writing when the Subcontractor becomes aware that a change in its ownership is certain to occur.



19. AVAILABILITY OF FUNDS

It is understood and agreed that VRE shall be bound to the Contract only to the extent of the funds appropriated for the purpose of the Contract. If funds are reduced or eliminated by the Commonwealth of Virginia or any Federal, State or Local funding partners, the Contract can be terminated under the provisions of the Contract.

20. ASSIGNMENT OF CONTRACT

The Contract shall not be assignable, sublet or transferable by the Contractor, in whole or part, without the written consent of the VRE.

21. DISALLOWED COSTS INCLUDING INTEREST

A. The Contractor agrees to remit to VRE, which in turn will remit to its funding partners, any excess payments made to the Contractor disallowed by Federal, State and Local funding partners.

B. VRE will exclude any costs incurred by the Contractor before the date of the Notice-To-Proceed unless otherwise authorized by VRE in writing. VRE will also exclude any project cost not included in the approved project budget, and any ordinary governmental or non-project operating cost deemed ineligible by a funding partner. VRE shall make the final determination as to what costs are eligible.

C. Payment does not constitute a final decision about whether a cost is eligible for reimbursement and does not constitute a waiver of any violation by the Contractor of the terms and conditions of the Contract.

D. The Contractor agrees to incur costs in accordance with all provisions of this Contract and any other requirements referenced herein. Payment shall be made for eligible project costs as listed in the Contract and for no other purpose.

E. The Contractor shall remit to VRE any excess payments made to the Contractor disallowed by VRE, or any of its funding agencies, as well as any interest required.

22. APPLICABLE LAW AND COURTS

Any Contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Federal and State courts of the Commonwealth. The successful Contractor shall comply with applicable Federal, State, and Local laws and regulations.

23. LITIGATION AND NOTIFICATION

The Contractor shall notify the VRE Purchasing Director if any of the following occur:



1. The Contractor or any of the Subcontractors are served with a notice of violation of any law, regulation, permit or license which relates to this Contract.
2. Proceedings are commenced which could lead to revocation of related permits or licenses.
3. Permits, licenses or other Government authorizations relating to this Contract are revoked.
4. Litigation is commenced in which the Contractor is a named party, and which also involves as a named party, any Subcontractor of the Contractor who is otherwise a provider of indirect services or products under this Contract.
5. The Contractor or any of the Subcontractors become aware their equipment or facilities or actions are not in compliance or may fail to comply in the future with applicable laws or regulations.

24. CONTRACTUAL DISPUTES

- A. Disputes by the Contractor with respect to the Contract shall be decided in the first instance by the Contract Administrator or designee who shall reduce their decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within thirty (30) days from the date of such decision the Contractor institutes legal action in accordance with the Code of Virginia. Pending a final determination of a properly appealed decision of the Contract Administrator, the Contractor shall proceed diligently with the performance of the Contract, including the disputed portions, in accordance with that decision.
- B. The Contractor must notify VRE immediately when any current or prospective legal matter related to this Contract, including but not limited to, default, breach, major dispute or litigation, emerges that may affect the Federal Government. The Contractor must include this language in all subcontracts of \$25,000 or more.

25. TERMINATION FOR THE CONVENIENCE OF VRE

- A. The parties agree that VRE may terminate the Contract of any work or delivery required thereunder, from time-to-time either in whole or in part, without cause whenever the VRE Contracting Officer shall determine that such termination is in the best interest of VRE.
- B. Termination, in whole or in part, shall be affected by delivery of a Notice of Termination signed by the VRE Contracting Officer, mailed or delivered to the Contractor, and specifying the extent of termination and the effective date of termination. Upon receipt of such notice, the Contractor shall:
 1. Cease any further deliveries or work due under the Contract on the date and to the extent which may be specified in the notice;



2. Place no further orders with any Subcontractor except as may be necessary to perform that portion of the Contract not subject to the notice;
 3. Terminate all Subcontractors except those made with respect to Contract performance not subject to the notice;
 4. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of VRE;
 5. Use its best effort to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this Section;
 6. As directed by the VRE Contracting Officer, transfer title and deliver to VRE:
 - a. The fabricated or un-fabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated; and
 - b. The completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to VRE.
 7. Complete performance of the work not terminated; and
 8. Take any action that may be necessary, or that the VRE Contracting Officer may direct, for the protection and preservation of the property related to the Contract that is in the possession of the Contractor and in which VRE or the Government has or may acquire an interest.
- C. After complying with the foregoing provisions, the Contractor shall submit a termination claim, no later than sixty (60) days after the effective date of its termination, unless an extension is granted by the VRE Contract Administrator. If the Contractor fails to submit the claim within the time allowed, the VRE Contracting Officer may determine, on the basis of information available, the amount, if any, due to the Contractor because of the termination and shall pay the amount determined.
- D. If the termination is partial, the Contractor may file a claim with the VRE Contracting Officer or his/her designee for an equitable adjustment of the price(s) of the continued portion of the Contract. The VRE Contracting Officer shall make any equitable adjustment agreed upon. Any claim by the Contractor for an equitable adjustment under this Section shall be requested within thirty (30) days from the effective date of termination unless extended in writing by the VRE Contracting Officer.
- E. The VRE Contract Administrator, with the approval of the VRE Contracting Officer, shall pay reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original Contract price, reduced by any payments made prior to



the Notice of Termination, and further reduced by the price of the serviced not delivered, or those services not provided. The Contract shall be amended accordingly, and the Contractor shall be paid the agreed upon amount.

- F. In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this Section, the VRE Contract Administrator shall pay to the Contractor the amounts determined as follows, without duplicating any amount which may have already been paid under paragraph E. of this Section.
- G. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - 1. Cost of the work performed;
 - 2. The cost of settling and paying any reasonable claims as provided in paragraph B. above; and
 - 3. A sum as profit on paragraph G. above determined by VRE to be fair and reasonable.
- H. The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of services not terminated.
- I. In the event that the Contractor is not satisfied with any payments which the Contract Administrator shall determine to be due under this Section, the Contractor may appeal any claim to VRE in accordance with the Contractual Disputes Section of the Contract.
- J. Unless otherwise provided in the Contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of the Contract for three (3) years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under the Contract. The Contractor shall make these records and documents available to the Government, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the VRE Contracting Officer, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.
- K. When termination for the convenience of VRE is a provision of the Contract, the Contractor shall include similar provisions in any Subcontract, and shall specifically include requirements that Subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from VRE whatsoever of loss or damage sustained by a Subcontractor as a consequence of termination for convenience.



26. TERMINATION FOR DEFAULT

- A. Either party may terminate the Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.
- B. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of the Contract, VRE shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination. The written notice shall specify the effective date of termination and shall be delivered to the Contractor prior to the effective date of termination.
- C. The Contractor shall have the right to cure its default, and thereby avoid termination, during the aforesaid notice period by remedying the circumstances which constitute the default or, where completion of such a remedy is not reasonably possible, then by taking all reasonable steps possible designed to remedy the default promptly.
- D. Successive defaults of the same nature, regardless of the Contractor's effort to cure, shall not prevent VRE from terminating the Contract.

27. INDEMNIFICATION

The Contractor shall not seek to hold liable VRE, or any of its officers, agents and employees for any claims, judgments, losses, and expenses of any nature whatsoever arising out of the Contract or arising out of the activities funded in whole or in part by the Contract. The Contractor shall defend, indemnify, save, and hold harmless VRE, and its officers, agents and employees against all claims and liability, including costs and expenses, arising out of, in whole or part, the acts or omissions of the Contractor or the acts or omissions of the Contractor's Subcontractors, agents or employees. The foregoing obligations shall survive termination of this Contract with respect to liabilities arising during its term. The Contractor agrees to maintain adequate insurance in an amount and form herein specified and approved by VRE to protect VRE and its officers, agents, and employees from liability arising out of the Contract.

28. ANTITRUST

By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to VRE all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by VRE under said Contract.

29. SEVERABILITY

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Contract but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.



- 30. FAIR EMPLOYMENT CONTRACTING ACT**
The Contractor, its agents, employees, assigns or successors, and any persons, firm, or agency of whatever nature with whom it may Contract or make a Contract, shall comply with the provisions of the Virginia Fair Employment Contract Act, Section 2.2-4200 et seq., VA Code Ann. the terms of which are incorporated herein by reference.
- 31. EMPLOYMENT OF PERSONNEL**
The Contractor shall not employ any persons or persons in the employment of VRE for any work required by the terms of the Contract, without the written permission of VRE.
- 32. CONVICT LABOR**
In connection with the performance of work under the Contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, as amended.
- 33. GEOGRAPHIC RESTRICTIONS**
Procurement transactions will be conducted in a manner that prohibits the use of in state or local geographical preferences in the solicitation and evaluation of Bids or Proposals, except in those cases where applicable statutes or regulations expressly mandate or permit geographic preference. This does not preempt state or local licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the Contract.
- 34. COVENANT AGAINST CONTINGENT FEES**
The Contractor warrants that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, VRE percentage, brokerage fee, or other considerations, contingent upon or resulting from the award of making of the Contract. For breach or violation of this warranty, VRE shall have the right to annul the Contract without liability, or, at its discretion, to deduct from the Contract price or consideration, or otherwise recover the full amount of such fee, VRE percentage, brokerage fee, gift, or contingent fee.
- 35. CONFLICT OF INTEREST**
- A. The Contractor and its officers and employees shall comply with the provisions of the Virginia Conflict of Interest Act (Section 2.2-3100 et. seq., of the Code of Virginia), as amended, the State and Local Government Conflict of Interests Act, and Section 2.2-4300 et. seq. of the Code, the Virginia Public Procurement Act, the terms of which are incorporated herein by reference.
- B. VRE is intent on avoiding conflicts of interest associated with the award of the Contract. To these ends, prospective Contractors must identify existing and



prospective contractual relations they have (or could have) with agencies which could present sources of conflict as part of the Bid or Proposal submission.

- C. VRE standards of conflict prohibit VRE employees, officers, board members, or agents from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by federal or state funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the entity selected for award (a) an employee, officer, board member or agent (b) any member of their family (c) their partner or (d) an organization that employs or intends to employ any of the above.
- D. VRE standards of conflict also prohibit real or apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a third-party contract or sub-agreement may, without some restriction on future activities, result in an unfair competitive advantage to the third-party Contractor or subrecipient or impair its objectivity in performing the Contract work.

36. ETHICS IN PUBLIC CONTRACTING

- A. This Contract incorporates by reference any State or Federal law related to ethics, conflicts of interest, or bribery, including, by way of illustration and not limitation, the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.), and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.).
- B. The Contractor certifies that its Bid or Proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Contractor, supplier, manufacturer or Subcontractor in connection with their Bid or Proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

37. OFFICIALS NOT TO BENEFIT

No member of or delegate to the Virginia General Assembly, and no member of VRE, the Northern Virginia Transportation Commission, the Potomac and Rappahannock Transportation Commission or the Virginia Department of Rail and Public Transportation, shall be admitted to any share or part of the Contract, or to any benefit that may arise there from; but this provision shall not be construed to extend to the Contract if made with a corporation for its general benefits. No member, officer, or employee of VRE, during his/her tenure or one year thereafter shall have any interest, direct or indirect, in the Contract or the proceeds thereof.



38. ANTI-DISCRIMINATION

A. By submitting a Bid or Proposal, the prospective Contractor certifies to VRE that it will conform to the provisions of Title VI of the Federal Civil Rights Act of 1964, as amended; DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation” -- Effectuation of Title VI of the Civil Rights Act; the Virginia Fair Employment Act of 1975, as amended, where applicable; the Virginia Values Act, as amended, all requirements of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 20003, and 49 U.S.C. §4332 and any implementing requirements FTA may issue; the provisions of 49 U.S.C. § 5332, “Nondiscrimination in Federal Transit Programs,” which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity; and Section 2.2-4311 of the Virginia Public Procurement Act.

B. During the performance of the Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, sex, sexual orientation, gender identity, disability, age, religion, national origin, or status as a service-disabled veteran. The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, sex, sexual orientation, gender identity, disability, age, religion, national origin, or status as a service-disabled veteran. Such action shall include, but not be limited to, the following: employment, upgrade, demotion or transfer, recruitment, or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor also agrees to comply with any implementing requirements FTA may issue.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the prospective Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
4. The Contractor will comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§1681-1683, 1685-1688, with U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 C.F.R. Part 25, and with any implementing directives that U.S. DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.



5. The Contractor will comply with applicable Federal guidance issued in compliance with Executive Order Number 13166, "Improving Access to Services for Persons with Limited English Proficiency," August 11, 2000, 42 U.S.C. §2000d-1 note, and with the requirements and provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001.
6. With respect to activities deemed by the U.S. Department of Labor (U.S. DOL) to qualify as "construction," the Contractor agrees to comply, and assures the compliance of each Subcontractor at any tier with all applicable EEO requirements of U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000(e) note,) and any Federal statutes, executive orders, regulations, and Federal policies affecting construction undertaken as part of the Contract.
7. The Contractor agrees to comply with all applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq., and implementing regulations, which prohibit employment and other discrimination against individuals on the basis of age.
8. The Contractor agrees to comply with all applicable requirements of any other nondiscrimination statutes(s) that may apply.
9. The Contractor agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environment Justice in Minority Populations and Low-Income Populations," 42.U.S.C. § 4321.
10. The Contractor agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only, if necessary, to identify the affected parties.

39. ACCESS REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

- A. The Contractor shall ensure that all work performed under this Contract is completed in accordance with the Contract Documents, including Work intended to meet the accessibility requirements of the Americans with Disabilities Act (ADA), and any other applicable regulations and standards.
- B. The Contractor must also comply with the provisions of the Virginians with Disabilities Act (§ 51.5-40 through § 51.5-46 of the Code of Virginia (1950), as amended), the terms of which are incorporated herein by reference.
- C. The Contractor is not required to ascertain whether the Contract Documents meet ADA design standards and guidelines, or other applicable regulations and



standards. However, should the Contractor discover any non-conformity with such requirements, the Contractor shall immediately inform VRE to allow for corrective action.

- D. The Contractor shall defend and hold VRE harmless from any expense or liability arising from the Contractor's non-compliance in meeting its obligations herein. The Contractor shall be responsible for all costs related to delays, redesign, corrective work, and litigation relating to such non-compliance.

40. DRUG OR ALCOHOL ABUSE- CONFIDENTIALITY AND OTHER CIVIL RIGHTS PROTECTIONS

The Contractor agrees to comply with confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1174 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4581 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd-3 and 290ee-3, and any subsequent amendments to these acts.

41. DRUG-FREE WORKPLACE

- A. During the performance of the Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each Subcontractor or vendor.
- B. "Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

42. AUDIT

- A. The Contractor hereby agrees to maintain all books, records, accounts, and reports required under the Contract for a period of not less than five (5) years after the date of termination or expiration of the Contract, except in the event of litigation or settlement of claims arising from the performance of the Contract, in which case the Contractor agrees to maintain same until VRE, the FTA Administrator, the Comptroller General, the Virginia Department of Rail and Public Transportation (DRPT), or any their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.



Reference 49 CFR 18.39(i)(11). The Contractor shall provide any documentation requested by VRE within fifteen (15) calendar days of such request.

- B. VRE, its authorized agents, Federal Government, authorized representatives of DRPT, and/or State auditors shall also have full access to and the right to examine any of said materials during said period. The Contractor shall conduct audits in accordance with U.S. General Accounting Office, Government Auditing Standards.

43. PUBLICATIONS

Articles, papers, bulletins, reports or other material reporting the results and findings of the work conducted under the Contract shall not be presented publicly or published without the prior written approval of VRE, and all materials shall remain the sole property of VRE. Publications and reports officially released after the date of execution of the Contract describing the results of any investigation or study hereunder participated in by VRE shall give recognition to VRE in the text and title page to the nature of its cooperative character.

44. PROTECTION OF SENSITIVE SECURITY INFORMATION

To the extent applicable, the Contractor shall comply with 49 C.F.R. Part 1520, "Protection of Sensitive Security Information," and with any implementing regulations, requirements, or guidelines that the Federal Government may issue.

45. EXAMINATION OF RECORDS

The Contractor agrees as follows:

1. Reports. The Contractor agrees to provide to VRE those reports required by the U.S. DOT's grant management rules and any other reports the Federal Government may require.
2. Records Retention. The Contractor agrees to provide VRE, the FTA Administrator, the Comptroller General of the United States or any authorized representatives access to any books, documents, paper and records of the Contractor which are directly pertinent to the Contract for the purpose of making audits, examinations, excerpts and transcriptions even after the project has been closed-out. The Contractor also agrees, pursuant to 49 C.F.R. 633.17 to provide the FTA Administrator or their authorized representatives, including any PMO contractor, access to the Contractor's records pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving Federal financial assistance through the programs described at 49 U.S.C. 5307, 5309, or 5311.

The Contractor agrees that it will maintain intact and readily accessible all data, books, accounts, documents, reports, records, contracts, and supporting materials relating to the Contract as the Federal Government and Commonwealth of Virginia governments may require during the course of the Contract and for five (5) years thereafter, except in the event of litigation of settlement of claims arising from the performance of the Contract, in which



case the Contractor agrees to maintain the same until VRE, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives have disposed of all such litigation appeals claims or exceptions related thereto.

3. Access to Records. Upon request, the Contractor shall permit VRE, its authorized agents, State auditors, the Secretary of Transportation, and the Comptroller General of the United States, or their authorized representatives, to inspect all project work, materials, payrolls, and other data, and to audit the books, records, and accounts pertaining to the project.
 - a. The Contractor further agrees to include in all of its subcontracts hereunder a provision to the effect that the Subcontractor agrees that VRE, its authorized agents, State auditors, the Secretary of Transportation, and the Comptroller of the United States, or their authorized representatives, until the expiration of five (5) years after final payment under the subcontract, be permitted to inspect and audit all data and records of the Subcontractor relating to its performance under the subcontract.
 - b. The term “subcontract” as used in this clause excludes (1) purchase orders not exceeding \$100,000 and (2) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.
 - c. VRE shall continue to have a period beyond five (5) years after final payment under the Contract, the right to inspect and audit all data and records which relate to:
 1. Appeals under the “Disputes” clause of the Contract;
 2. Litigation of claims arising out of the performance of the Contract; or
 3. Costs and expenses of the Contract as to which exception has been taken by VRE or the Commonwealth of Virginia or any of its duly authorized representatives.
 - d. The extended right of inspection shall continue for such a period beyond five (5) years after final payment under the Contract until such appeals, litigations, claims or exceptions have been disposed of, and for such period thereafter as required for review by the Virginia Department of Transportation (VDOT) and VRE.
 - e. Notification of Federal Participation. In the announcement of any contract award for goods or services (including construction services) having an aggregate value of \$500,000 or more, the Contractor agrees to specify the amount of Federal assistance to be used in financing that



acquisition of goods and services and to express the amount of that Federal assistance as a percentage of the total cost of that third party contract.

46. TAXES

Sales of items purchased directly by VRE under the Contract shall be exempt from State sales and use tax and Federal excise and transportation taxes to the extent permitted by law. State sales and use tax certificates of exemption, and VRE Federal excise tax exemption registration number will be furnished upon request. The foregoing shall not be construed to imply that the Contractor is exempt from all applicable taxes.

47. INSURANCE

Before beginning work under the Contract or any extension, the Contractor must provide Certificates of Insurance to VRE indicating that the Contractor has in force, at a minimum, the coverage denoted by the insurance requirements included herein this solicitation. The Contractor must maintain this coverage until the completion of the Contract or as otherwise stated in the Contract Documents. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.

48. ENVIRONMENTAL REGULATIONS

A. The Contractor and any Subcontractors are required to comply with all applicable Federal environmental standards, orders or requirements issued under Section 508 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §1368, and other provisions of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§1251 *et seq.*; Environmental Protection Agency regulations (40 C.F.R. Part 15); National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§4321 *et seq.*; Executive Order Number 11514, as amended, "Protection and Enhancement of Environmental Quality," 42 U.S.C. §4321 note; FTA statutory requirements at 49 U.S.C. §5324(b); Council on Environmental Quality regulations pertaining to compliance with the National Environmental Quality Act of 1969, as amended, 40 C.F.R Part 1500 *et seq.*; the joint FHWA/FTA regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622, and, when promulgated, FHWA/FTA joint regulations, "NEPA and Related Procedures for Transportation Decision making, Protection of Public Parks, Wildlife and Waterfowl Refuges, and Historic Sites," 23 C.F.R. Part 1420 and 49 C.F.R Part 623.

B. As stated in the aforementioned regulations, if the Contract causes or results in adverse environmental effects, all reasonable measures to minimize those adverse effects must be taken. In addition, all environmental mitigation measures identified as commitments in applicable environmental documents, such as environmental assessments and documents required by 49 U.S.C. §303, must be completed. These commitments include any conditions the Federal Government imposes on a finding of no significant impact or record of decision. These



mitigations measures are incorporated by reference and made part of the Grant Agreement and may not be modified or withdrawn without written approval of the Federal Government.

- C. The Contractor agrees to include in Subcontracts exceeding \$100,000, adequate provisions to ensure that Contract participants report the use of facilities placed or likely to be placed on EPA's "List of Violating Facilities," refrain from using violating facilities, report violations to FTA and the Regional EPA Office. VRE will report and requires the Contractor and any Subcontractor to report any violation of these requirements resulting from implementation of the Contract by the Contractor, Subcontractor (at any tier), or VRE to the FTA and the appropriate U.S. EPA Regional Office.
- D. The Contractor also shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

49. USE OF REAL PROPERTY, EQUIPMENT AND SUPPLIES

The Contractor understands and agrees that the Federal Government retains a Federal interest in any real property, equipment, and supplies financed with Federal assistance until, and to the extent, that the Federal Government relinquishes its Federal interest that property. Unless otherwise approved by FTA, the Contractor agrees to comply with the following requirements with respect to real property, equipment, and supplies financed by the Contract:

- 1. Use of Property. The Contractor agrees to use Contract real property, equipment, and supplies for appropriate Contract purposes (which may include joint development purposes that generate program income, both during and after the award period used to support transit activities) for the duration of the useful life of that property, as required by VRE. Should the Contractor unreasonably delay or fail to use Contract property during the useful life of that property, the Contractor agrees that it may be required to return the entire amount of the Federal assistance expended on that property. The Contractor further agrees to notify VRE immediately when any Contract property is withdrawn from Contract use or when Contract property is used in a manner substantially different from the representations the Contractor has made in its Bid/Proposal for the Contract.
- 2. General Federal Requirements. A Contractor that is an institution of higher education, or a private nonprofit organization, agrees to comply with 49 C.F.R. §§ 19.30 through 19.37, including any amendments thereto, and other applicable guidelines or regulations the Federal Government may issue. Any exception to the requirements of 49 C.F.R. §§ 18.31 through 18.34, and to 49 C.F.R. §§ 19.30 through 19.37, requires the express approval of VRE. A Contractor that is a for-profit organization agrees to comply with property management standards satisfactory to VRE. In addition, the Contractor consents to FTA's established reimbursement requirements for premature dispositions of certain Contract equipment (*i.e.*, when Contract equipment is



withdrawn from appropriate use before the expiration of the equipment's useful life established by FTA), as explained in this Section.

3. Maintenance. The Contractor shall maintain Contract real property and equipment in good operating order, in compliance with any guidelines, directives, or regulations FTA may issue.
4. Records. The Contractor shall keep satisfactory records regarding the use of Contract real property, equipment, and supplies, and submit them to VRE upon request for such information as may be required to assure compliance with this Section of the Contract.
5. Encumbrance of Contract Property. The Contractor shall maintain satisfactory continuing control of Contract real property or equipment. Thus, absent written authorization by VRE permitting otherwise:
 - a. Written Transactions: The Contractor shall refrain from executing any transfer of title, lease, lien, pledge, mortgage, encumbrance, third party contract, grant anticipation note, alienation, or any other obligation that in any way would affect the Federal interest in any Contract real property or equipment.
 - b. Oral Transactions: The Contractor shall refrain from obligating itself in any manner to any third party with respect to Contract real property or equipment.
 - c. Other Transactions: The Contractor shall refrain from taking any action that would either adversely affect the Federal interest or impair the Contractor's continuing control of the use of Contract real property or equipment.
6. Transfer of Contract Property. The Contractor understands and agrees as follows:
 - a. Contractor Request: The Contractor may transfer assets financed with Federal assistance authorized for 49 U.S.C. Chapter 53 to a public body to be used for any public purpose with no further obligation to the Federal Government, provided the transfer is approved by VRE and the FTA and conforms with the requirements of 49 U.S.C. §§ 5334(g)(1) and (2).
 - b. Federal Government Direction: The Contractor agrees that the Federal Government may direct the disposition of, and even require the Contractor to transfer title to, any real property, equipment, or supplies financed with Federal assistance under the Contract.



- c. Leasing Contract Property to Another Party: If the Contractor leases any Contract asset to another party with VRE's written permission, the Contractor agrees to retain ownership of the leased asset and assure that the lessee will use the Contract asset appropriately, either through a "Lease and Supervisory Agreement" between the Contractor and lessee, or another similar document, unless VRE determines otherwise in writing. Upon request by VRE, the Contractor agrees to provide a copy of any relevant documents.
7. Disposition of Contract Property. With prior VRE approval, the Contractor may sell, transfer, or lease Contract property and use the proceeds to reduce the gross project cost of other eligible capital transit projects to the extent permitted by 49 U.S.C. § 5334(g)(4). Nevertheless, the Contractor agrees that VRE may establish the useful life of Contract property, and that the Contractor will use Contract property continuously and appropriately throughout that useful life.
- a. Contract Property Whose Useful Life Has Expired: When the useful life of Contract property has expired, the Contractor agrees to comply with VRE's disposition requirements.
 - b. Contract Property Prematurely Withdrawn from Use: For property withdrawn from appropriate use before its useful life has expired, the Contractor agrees as follows:
 - 1. Notification Requirement: The Contractor agrees to notify VRE immediately when any Contract real property, equipment, or supplies are prematurely withdrawn from appropriate use, whether by planned withdrawal, misuse, or casualty loss.
 - 2. Calculating the Fair Market Value of Prematurely Withdrawn Contract Property: The Contractor agrees that the Federal Government retains a Federal interest in the fair market value of Contract property prematurely withdrawn from mass transportation use. The amount of the Federal interest in the property shall be determined on the basis of the ratio of the Federal assistance awarded by the Federal Government for the property to the actual cost of the property. The Contractor agrees that the fair market value of property prematurely withdrawn from use will be calculated as follows:
 - a. Equipment: Unless otherwise determined in writing by VRE, the Contractor agrees that fair market value shall be calculated by straight-line depreciation of the equipment or supplies, based on the useful life of the equipment or supplies established or approved by the FTA. In addition, the fair market value of equipment



and supplies shall be the value immediately before the occurrence prompting the withdrawal of that property from use. In the case of equipment or supplies lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated on the basis of the condition of that property immediately before the fire, casualty, or natural disaster, irrespective of the extent of insurance coverage. The Contractor may use its own disposition procedures, provided that those procedures comply with State laws.

- b. Real Property: The Contractor agrees that the fair market value of real property shall be determined either by competent appraisal based on an appropriate date approved by the Federal Government, as provided by 49 C.F.R. Part 24, or by straight line depreciation, whichever is greater.
 - c. Exceptional Circumstances: The Contractor agrees that VRE may require the use of another method of determining the fair market value of property. In unusual circumstances, the Contractor may request that another reasonable valuation method be used including, but not limited to, accelerated depreciation, comparable sales, or established market values. In determining whether to approve such a request, VRE may consider any action taken, omission made, or unfortunate occurrence suffered by the Contractor with respect to the preservation or conservation of Contract property withdrawn from appropriate use.
3. Obligations to VRE: Unless otherwise approved in writing by VRE, the Contractor shall remit to VRE the Federal interest in the fair market value of Contract real property, equipment, or supplies prematurely withdrawn from appropriate use. In the case of fire, casualty, or natural disaster, the Contractor may fulfill its responsibilities with respect to the Federal interest remaining in the damaged equipment or supplies by either:
- a. Investing an amount equal to the remaining Federal interest in like-kind equipment or supplies that are eligible for assistance within the scope of the Contract that provided financial assistance for the damaged equipment or supplies; or
 - b. Returning to VRE an amount equal to the remaining Federal interest in the damaged property.



8. Insurance Proceeds. If the Contractor receives insurance proceeds as a result of damage or destruction to the Contract property, the Contractor shall:
 - a. Apply those insurance proceeds to the cost of replacing the damaged or destroyed Contract property taken out of service, or
 - b. Return to VRE an amount equal to the remaining Federal interest in the damaged or destroyed property.
9. Transportation-Hazardous Materials. The requirements of U.S. Research and Special Programs Administration regulations, "Shippers - General Requirements for Shipments and Packaging's," 49 C.F.R. Part 173, apply to the transportation of hazardous materials.
10. Misused or Damaged Project Property. If any damage to Contract real property, equipment, or supplies results from abuse or misuse of that property occurring with the Contractor's knowledge and consent, the Contractor shall restore that real property or equipment to its original condition or refund the value of the Federal interest in the damaged property, as the Federal Government may require.

50. INSPECTION OF MATERIALS AND SUPPLIES

- A. All supplies (which throughout this section includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to inspection and testing by VRE, to the extent practicable at all times and places including the period of manufacture, and in any event prior to acceptance.
- B. In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of the Contract, VRE shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction.
- C. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the VRE Project Manager, corrected in place by and at the expense of the Contractor promptly after notice.
- D. If the Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or to promptly replace or correct such supplies or lots of supplies, VRE may either:
 1. Replace or correct such supplies and back charge the Contractor the cost occasioned VRE thereby; or
 2. Terminate the Contract for default as provided in the Contract.
- E. Unless the Contractor corrects or replaces such supplies or lots of supplies within the delivery schedule, the VRE Project Manager may require the delivery of such supplies or lots of supplies at a reduced price, which is equitable under the



circumstances. Failure to agree to such price reductions shall be a dispute concerning a question of fact within the meaning of the clause of the Contract entitled "Contractual Disputes".

- F. If any inspection or test is made by VRE on the premises of the Contractor or Subcontractor, the Contractor or Subcontractor shall provide all reasonable facilities and assistance for the safety and convenience of VRE's inspectors in the performance of their duties without additional charge.
- G. If VRE's inspection(s) or test(s) are made at a point other than the premises of the Contractor or Subcontractor, it shall be at the expense of VRE except as otherwise provided in the Contract; provided, that in the case of rejection, VRE shall not be liable for any reduction in value of samples used in connection with such inspection(s) or test(s).
- H. All inspections and tests by VRE shall be performed in such a manner as not to unduly delay the work.
- I. VRE reserves the right to charge to the Contractor any additional cost of VRE's inspection(s) and test(s) when supplies are not ready at the time such inspection and test is requested by the Contractor, or when reinspection or retest is necessitated by prior rejection.
- J. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in the Contract; but failure to inspect and accept or reject supplies shall neither relieve the Contractor from responsibility for such supplies that are not in accordance with the Contract requirements nor impose liability on VRE therefore.
- K. The inspection(s) and test(s) by VRE of any supplies or lots of supplies does not relieve the Contractor from any responsibility regarding defects or other failures to meet the Contract requirements which may be discovered prior to acceptance. Except as otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes or negligence as to amount to fraud.
- L. The Contractor shall provide and maintain a quality assurance and inspection system acceptable to VRE covering the supplies hereunder.
- M. Records of all inspection work by the Contractor shall be kept complete and available to VRE during the performance of the Contract and for such longer period as may be specified elsewhere in the Contract.
- N. Notwithstanding the requirements for any VRE inspections(s) and tests(s) contained in the specifications applicable to the Contract, except where specialized inspections or tests are specified for performance solely by VRE, the Contractor shall perform or have performed the inspections and tests required to



substantiate that the supplies and services provided under the Contract conform to the drawings, specifications and Contract requirements.

51. INSPECTION OF WORK

- A. VRE reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to specifications. The Contractor is responsible for performing work according to specifications in a professional, high quality standard.
- B. Inspections will be performed by the PM routinely throughout the Contract. All stages, materials, and details of the work are subject to inspection. The Contractor shall provide the PM and inspectors full and safe access to all parts of the work. The Contractor shall furnish the PM and inspectors such information and assistance as required to make complete, timely, and detailed inspections.
- C. The Contractor shall cooperate with VRE and facilitate the inspection activity by providing necessary equipment for access to aid in the inspection and verification activity. The VRE inspector shall have the authority to reject materials or workmanship that does not meet the Contract requirements. The inspector has no authority to make changes; no orders given by the inspector, either written or verbal, will be considered basis of any claim by the Contractor for extra compensation. It is not the duty of the inspector to layout any work for the Contractor.
- D. If an inspection reveals that work has not been properly performed, or materials used are unacceptable, the Contractor will be so advised and shall immediately inform the PM of their schedule for correcting such work and materials, and the time when a reinspection can be made.
- E. Authorized representatives or agents of VRE and their funding partners including but not limited to, the Commonwealth of Virginia and the Federal Transit Administration may, during normal office hours, review and inspect project activities.
- F. Nothing in this section shall abrogate or otherwise limits or relieves the Contractor's independent duty to inspect the work.

52. LABELING OF HAZARDOUS SUBSTANCES

If the items or products requested by this solicitation are "Hazardous Substances" as defined by Title 15 of the United States Code (U.S.C.) §1261 or "Pesticides" as defined in §136 of Title 7 of the U.S.C., then the Contractor certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled and that by delivering the items or products, the Contractor does not violate any of the prohibitions of Title 15 U.S.C. §1262 or Title 7 U.S.C. §136.



53. QUALITY ASSURANCE

Any part which fails to meet any of the requirements in the Scope of Work or Technical specifications shall be subject to rejection and shall be replaced free of charge by the Contractor, if so, directed by the VRE Project Manager.

54. NEW MATERIALS

Unless noted otherwise, the Contractor shall furnish all materials required to produce the work in accordance with the Contract documents and said materials shall meet the requirements of the plans, drawings and/or specifications for the kind of applications involving their use. Only quality materials, which are generally accepted in the industry and which conform to the requirements of these plans, drawings and/or specifications shall be used in the work.



VI. INSURANCE REQUIREMENTS

01. GENERAL REQUIREMENTS

- A. The Contractor shall secure, pay the premiums for and keep in force until the expiration of the Contract, and any renewal thereof, adequate insurance as identified in the “Insurance Coverage Requirements” document. Items marked “X” are required to be provided. By signing and submitting a Bid or Proposal under this solicitation, the Contractor certifies if awarded the Contract, the Contractor will have the insurance coverage identified and described below in the Insurance Coverage Requirements at the time of Contract award.
- B. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of “A-” or better and a financial size of “Class VII” or better in the latest edition of the A.M. Best Co. Guides.
- C. The Contractor agrees to include the provisions of the foregoing clause in every subcontract or purchase order so that the provisions will be binding upon each Subcontractor or vendor. All insurance provided by the Contractor and the Contractor’s Subcontractors shall be primary to any insurance coverage VRE may possess.
- D. The Contractor further certifies that it and any Subcontractors shall maintain these insurance coverages and the minimum limits of liability as stated, during the entire term of the Contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in the Commonwealth of Virginia. The Contractor’s insurance shall be primary to all other coverage VRE may possess.
- E. 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 Certificates of Insurance must be furnished within ten (10) calendar days of receipt of the “Notice of Intent to Award” and before any work under the resultant Contract will be allowed to commence.
- F. Failure to provide the Certificate(s) when required may be cause for VRE to award a Contract to the next responsible and responsive Bidder or Offeror. However, in no event shall work be performed until the required Certificates of Insurance have been furnished and approved by VRE.
- G. All insurance must be raised to an amount approved by VRE as change orders are made to the Contract.
- H. Renewal certificates shall be furnished to VRE not less than fourteen (14) calendar days prior to the expiration or termination date of the applicable



policy(ies). Otherwise, VRE may halt all work under the Contract upon expiration or other termination of any required coverage and work will not be allowed to resume until a satisfactory renewal certificate is received.

- I. If the Contractor is furnished a written notice of cancellation from the insurance carrier, the Contractor shall provide VRE a copy of the cancellation notice within thirty (30) calendar days of receipt of the notification.
- J. In no event shall the failure by VRE to receive Certificates of Insurance required hereunder, or to receive them by the date(s) required hereunder, be construed as a waiver of the Contractor's obligation to obtain the required insurance coverages. Failure by VRE to demand any Certificate of Insurance or other evidence of full compliance with the insurance requirements set forth herein, or failure by VRE to identify a deficiency in the evidence provided, shall not be construed as a waiver of the obligation to procure or maintain the insurance required hereunder. The acceptance of shipments by VRE of any Certificate of Insurance does not constitute approval or agreement that the insurance requirements have been met or that the insurance policies identified in the Certificates of Insurance are in compliance with such requirements.

02. POLLUTION LIABILITY INSURANCE

The Contractor shall obtain pollution liability insurance in an amount of not less than \$1 million, with preference for a one (1) year extended reporting endorsement. The Contractor shall assume full responsibility and liability for compliance with Federal, State, and Local regulations pertaining to training, work practices, hauling, disposal, and the protection of workers and visitors to VRE's Maintenance and Storage Facilities (MSF), as well as persons occupying areas adjacent to each MSF.



03. INSURANCE COVERAGE REQUIREMENTS (Rev. 1-28-15)

“X” denotes that coverage is required. Applicability	Description	Coverage
X	1. Workers’ Compensation and Employer’s Liability	Limits as required by the Workers’ Compensation Act of Virginia. Employer’s Liability - \$1,000,000
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 Bidder/Offeror, its 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 (Professional Liability)	\$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. The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express.”	\$5,000,000 per occurrence; \$10,000,000 aggregate
	11. Railroad Protective Liability Insurance. An additional policy shall be provided naming the Host Railroad as insured. Furnish a copy of the policy to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates.	\$5,000,000 per occurrence; \$10,000,000 aggregate
X	12. Pollution Liability.	\$1,000,000
X	13. VRE shall be named as additional insured on the General Liability Policy. This coverage is primary to all other coverage VRE may possess. The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express.”	
X	14. Best’s Guide Rating – A:-VII or better or Equivalent	
X	15. The Certification must state: <i>IFB No. 024-012 – Delivery of Diesel Fuel for VRE Locomotives</i>	
X	16. Umbrella Liability	\$5,000,000



VII. SMALL BUSINESS AND VETERAN BUSINESS CONCERNS

01. SMALL BUSINESS CONCERN POLICY

- A. It is the policy of VRE that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by VRE, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems.
- B. It is further the policy of VRE that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.
- C. The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the Federal Transit Administration or VRE as may be necessary to determine the extent of the Contractor's compliance with this clause.
- D. Definitions as used in this Contract:
1. "HUBZone small business concern" means a small business concern:

That appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
 2. "Service-disabled veteran-owned business concern" means a small business concern:
 - a. Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans.
 - b. The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.



- c. “Service-disabled veteran” means:
- A veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).
- d. “Small business concern” means:
- A small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.
3. “Small disadvantaged business concern” means a small business concern that represents, as part of its offer that:
- a. It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, Subpart B;
 - b. No material change in disadvantaged ownership and control has occurred since its certification;
 - c. Where the concern is owned by one or more individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
 - d. It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).
4. “Veteran-owned small business concern” means a small business concern:
- a. Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
 - b. The management and daily business operations of which are controlled by one or more veterans.
5. “Women-owned small business concern” means a small business concern:
- a. That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
 - b. Whose management and daily business operations are controlled by one or more women.



- E. The Contractor acting in good faith may rely on written representations by its Subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a HUBZone small business concern, a small disadvantaged business concern, or a women-owned small business concern.



VIII. ATTACHMENTS

- A. SCOPE OF WORK
- B. REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS
- C. VRE SAFETY AND SECURITY GUIDELINES
- D. BID FORM CERTIFICATION
- E. BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: BROAD RUN
- F. BID FORM FOR THE DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES: CROSSORADS
- G. SITE SPECIFIC SAFETY PLAN

