NOTICE OF RENEWAL OF CONTRACT

TO: CAPITOL MARKING PRODUCTS, INC.

4611 COLUMBIA PIKE

ARLINGTON, VIRGINIA 22204

DATE ISSUED: April 10, 2013

CONTRACT NO: 55-11

CONTRACT TITLE: SIGNS, MODULAR

THIS IS A NOTICE OF RENEWAL OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been renewed. The contract term covered by this Notice of Award is effective APRIL 1, 2013 and expires on MARCH 31, 2014.

This is the FINAL year award notice of a possible FIVE year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 107-09 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:
Percentage Discount from List Price 18 %
Discount firm for the entire term of the contract
Hourly Rate for Removal/Modification of Existing Signs $65.00/Hour

ATTACHMENTS:
SPECIFICATION EXCERPT

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: DAVID G. ROWAN, PRESIDENT

VENDOR PAYMENT TERMS: NET 30 DAYS

VENDOR TEL. NO.: 703-892-2772

VENDOR FAX. NO.: 703-892-2774

COUNTY CONTACT: MICHELLE CONGDON

COUNTY TEL. NO.: 703-228-7942

DATE: 4/10/13

DISTRIBUTION
VENDOR 1
BID FOLDER 2
The Contractor shall provide and install 2/90 Sign Systems at the discount from list price indicated on the bid form. The Contractor shall request approval of any list price increases from the Purchasing Agent not less than 30 days in advance of the requested effective date of the proposed price increase.

As part of the discounted price, the Contractor shall place and track signage orders, coordinate delivery and installation, install signs, and provide technical assistance and customer service.

The Contractor shall provide, at no cost to the County, one complete set of color, finish, end cap, and trim samples upon award of the Contract. The Contractor shall update the sample set as deletions and additions are made.

Upon request, the Contractor shall provide, at no cost to the County, additional product literature and samples as required for specific projects.

**PRICE**
The discount from price list shall remain firm for the entire term of the contract.

All products shall be shipped FOB Destination. The prices bid shall include all storage, warehousing, delivery, unpacking, assembly, installation in final location, and waste disposal costs associated with the item. Delivery and installation of all signs shall be coordinated with the Project Officer. Failure to coordinate with the Project Officer may result in delays in delivery and installation of the product, the costs of which shall be the borne by the Contractor. Repeated failure to coordinate with the Project Officer may result in termination of the contract.

The Contractor shall provide removal and modification of existing interior signs on an as-needed basis at the hourly rate indicated on the bid form.

**INSTALLATION**
All items are to be received, warehoused and installed by the Contractor as necessary in accordance with the items below:

1. Installation shall be in accordance with all drawings or at the direction of the Project Officer should there be any discrepancies between the drawings and as-built conditions.

2. Installation shall be in accordance with manufacturer’s instructions and the Americans with Disabilities Act.

3. Assembly and installation shall be by persons experienced in sign handling and shall be without damage to items or finishes. The Contractor shall be responsible for the repair and replacement of damaged items or finishes.

4. All signs are to be leveled in place at final locations. Adjacent signs are to be leveled to each other.
5. All protective tape, cartons, and wrapping materials are to be removed from the signs and legally disposed of off-site by the Contractor at the Contractor's expense. Each item is to be cleaned, dusted, and ready for use.

6. Any and all shortages, mis-shipped, back ordered, or damaged items are to be reported to the manufacturer and the Project Officer by the Contractor. The Contractor shall be responsible for all work associated with any and all corrections.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 107-09

BID FORM

SUBMIT TWO SIGNED BID FORMS (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00P.M., FEBRUARY 25, 2009

FOR PROVIDING INTERIOR FACILITY SIGNAGE PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the county's website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of all solicitation documents they receive, including DOCUMENTS obtained from the county by either of the methods described above, AND DOCUMENTS obtained from all other sources.

% DISCOUNT FROM LIST PRICE 18% 18%

HOURLY RATE FOR REMOVAL/MODIFICATION OF EXISTING SIGNS $ 65/HOUR

DEATH DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER 5-25 DAYS

BID REQUIREMENTS (ATTACH SEPARATE SHEETS WITH RESPONSES):

1. Describe the Contractor's experience as a 2/90 Sign System vendor and installer.

2. Describe the size and experience of the sales and installation staffs. Include resumes of key personnel to be assigned to this Contract.

3. Provide three (3) references as the vendor and installer of 2/90 Sign Systems, including the contract value; number of signs installed; time taken to complete the installation; and name, company, address, email, phone and fax numbers of a contact person of the reference familiar with the work of the Contractor.
CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE
David G. Rowan, Owner

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): David Rowan
TEL. NO.: 703-892-2772
E-MAIL ADDRESS: signs@creals.com

SUBMITTED BY: (LEGAL NAME OF FIRM) Capitol Marking Products, Inc.

ADDRESS:
4611 Columbia Pike

CITY/STATE/ZIP: Arlington, VA 22204

TELEPHONE NO: 703-892-2772
FAX NO: 703-892-2774

TAX ID NUMBER (EIN/SSN): 54-1226610

VA. CONTRACTOR LICENSE #: 72172

THIS FIRM IS A: ☑ CORPORATION, ☑ GENERAL PARTNERSHIP, ☑ LIMITED PARTNERSHIP, ☑ UNINCORPORATED ASSOCIATION, ☑ LIMITED LIABILITY COMPANY, ☑ SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? ☑ Yes X No

BIDDER STATUS: ☑ MINORITY OWNED: ☑ WOMAN OWNED: X NEITHER:

107-09
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USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of your bid/proposal.

D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

### BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

**YES**
- Alexandria, Virginia
- Alexandria Public Schools
- Alexandria Sanitation Authority
- Arlington County, Virginia
- Arlington County Public Schools
- Bladensburg, Maryland
- Bowie, Maryland
- Charles County Public Schools
- College Park, Maryland
- Culpeper County, Virginia
- District of Columbia
- District of Columbia Courts
- District of Columbia Public Schools
- District of Columbia Water & Sewer Auth.
- Fairfax, Virginia
- Fairfax County, Virginia
- Fairfax County Water Authority
- Falls Church, Virginia
- Fairfax County Schools & Government, Virginia
- Frederick, Maryland
- Frederick County, Maryland
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Leesburg, Virginia
- Loudoun County, Virginia
- Loudoun County Public Schools
- Loudoun County Sanitation Authority
- Manassas, Virginia
- City of Manassas Public Schools
- Manassas Park, Virginia
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools
- OmniRide
- Prince George's County, Maryland
- Prince George's Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Spotsylvania County Schools
- Stafford County, Virginia
- Takoma Park, Maryland
- Upper Occoquan Sewage Authority
- Vienna, Virginia
- Virginia Railway Express
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Winchester, Virginia
- Winchester Public Schools Vendor

**NO**

### YES NO JURISDICTION

**YES**
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**Name:** Capitol Marking Products, Inc.

**Revised:** 2/9/09
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