NOTICE OF AWARD OF CONTRACT

TO: INSTALLATION CONCEPTS, INC.
677-A COMMERCE DRIVE
UPPER MARLBORO, MD 20774-8702

DATE ISSUED: AUGUST 7, 2013
CURRENT CONTRACT NO: 711-13LW

CONTRACT TITLE: FURNITURE INSTALLATION SERVICES

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

The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on APRIL 30, 2020.

The contract documents consist of the terms and conditions of the standard form agreement including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

REFER TO ITB NO. 711-13LW BIDDER’S RESPONSE - PRICING

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: MIKE SPEARS
TELEPHONE NO.: 301-390-2700

VENDOR PAYMENT TERMS: NET 30 DAYS

COUNTY CONTACT: PIA INGLIS
TELEPHONE NO.: 703-228-3331

EMAIL: PINGLIS@ARLINGTONVA.US

CONTRACT AUTHORIZATION: Elizabeth Dooley, CPPO, CPP
Date: 8/7/13
Assistant Purchasing Agent

DISTRIBUTION

VENDOR: 1
BID FOLDER: 1
June 10, 2013

To: The Office of the Bid Clerk
    2100 Clarendon Boulevard
    Arlington VA., 22201

From: Installation Concepts Inc. (ICI)

Re: Invitation to Bid 711-13LW

To whomever it may concern,

ICI is pleased to provide the attached bid documents in reference to the above bid. We feel confident that we can meet or exceed the county expectations – should we be awarded.

Should you have any questions or need any clarifications, please don’t hesitate to call me.

Regards,

[Signature]

Mike Spears
President
Installation Concepts, Inc.
26. Best Value Bid Submission Requirements

a. Section A – Experience & Qualification

1. Firm Experience

ICI was incorporated in 1999. For the last 14 years, ICI has provided unmatched services in installation and assembly of office furniture. ICI was Knoll certified in 2001

References

<table>
<thead>
<tr>
<th>ICI Client</th>
<th>Location of work</th>
<th>Scope</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Maryland Office Interiors</td>
<td>Navy Yard Building 111, Washington, DC</td>
<td>504 workstations</td>
<td>Kim Abrams</td>
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<td>Senior Associate, Project Management</td>
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<td>Ongoing Service Work</td>
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<td>Senior Facilities Analyst</td>
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<td>240-863-4242</td>
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<td>Arlington Public Schools</td>
<td>200 Workstations</td>
<td>Annette Gerow</td>
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<td>Installnet International</td>
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</table>
2. Principal Staff Experience

a. Contract Manager:

Tom Breedlove: Tom started in the office furniture industry in 1986. He provides vast array of experience in installations and operations management. A brief summary of his experience includes 5 years as an installer technician, 7 years as a field supervisor, 5 years as a project manager and over 3 years in the operations position. The majority of this time was being employed by both two Knoll dealers; IE and MOI.

b. The technicians assigned to this contract all have over 18 months experience installing and assembling systems furniture.

c. A list of technicians identified as assigned to this contract:

Kenny Coard (Supervisor)

Kenny has taken a lead role currently at Arlington County. Kenny was acquired by RIS (prior contract holder for Arlington County). Kenny has been in the industry over 12 years. During this time he has mostly assembled Knoll products. Kenny requires little direction at the county. He is vary familiar with the currents employees, locations as well as the expectations to make each job as successful as he can.

Tim Bainer (Supervisor)

Tim has been utilized on larger projects at the county as needed as well as smaller ones. Tim has over 25 years experience in the furniture industry. Tim has been at ICI since it’s inception in 1999. Like Kenny, Tim understands how to do the job right the first time.

Bruce Kelch (Supervisor)

Bruce has also been utilized on county projects when an additional supervisor is needed. Although newer to the industry, Bruce has been providing and installing systems furniture at ICI since 2004. Bruce is tireless in his efforts to insure every job goes the best it can.

Jose Marquez Mena (Installer)

Jose has been providing installation services since June 2010. Jose has been requested by the current supervisor because his attention to detail, willingness to do whatever is asked as well as ability to work independently. Jose knows what it takes to get done.
Khing Do Dahl (Installer)

Khing has been providing installation services to ICI since 2003. Khing is very knowledgeable of all Knoll products. He too is tireless in his efforts to provide quality installations. Khing provides quality to every installation he does. He also is able to work independently.

Terry Eldridge (Installer)

Terry has been providing installation services to ICI since 2001. Terry has worked in this industry an additional 5 years – prior to joining the ICI team. Terry is about getting it done right the first time. Terry has mostly been assigned to Knoll projects and is very familiar with all Knoll products.

Carlos Yescas (Jr. Supervisor)

Carlos has been providing installation services to ICI since 2009. Carlos has provided both installation services as well as running small projects of 10 stations or less. Carlos has mostly been trained on Knoll products.

Jorge Castillo (Installer)

Jorge has been providing installation services to ICI since 2009. Jorge has been a great asset to ICI. He works independently and efficiently.

*In closing, ICI provides installation services to many Knoll dealers. More than half of ICI’s revenue is from providing installation services on Knoll projects.

b. Section B – Staffing Requirements

1. Please see staffing plan of names, title and hourly wage

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Salary</th>
<th>Date of Hire</th>
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<td>Thomas Breedlove</td>
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<td>Kenny Coard</td>
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<td>Jose Marquez Mena</td>
<td>Installer</td>
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2. ICI’s recruitment plan includes posting ads in local advertisements as well as social media outlets. When doing so, ICI states that we are an equal opportunity employer. Our screening process begins with a 40 question test that covers all facets of the installation sequence. Once the employee passes that, an interstate background check is conducted. If the employee passes this, we then do an employment and referral check. Lastly, if hired, each employee reviews and signs all of ICI’s SOP’s (which includes safety information, notification that we are a drug free workplace as well as all standard operations procedures. All potential personnel are trained under the direction of an assigned supervisor or the operations manager. Job descriptions are maintained for all positions and employee progress is monitored by management. As mentioned, since ICI focus is largely Knoll, our crews continue getting exposure to the same product and installation principals each day.

3. ICI’s retention plans include (but not limited to): employee orientation, 90 day review and annual review. Benefits include holiday pay, vacation pay, subsidized medical insurance and an IRA plan.

4. Copies of I9’s attached
C. Section C – Quality Control and Safety Program

1. Customer Feedback – ICI’s Supervisor is required to obtain a sign off from each project they complete – reviewing and documenting any deficiencies on the project. Additionally, ICI and Arlington County representatives communicate with our contract manager quite frequently to update ICI of any quality issues. If ICI finds that a certain employee has challenges in completing his tasks in a quality manner, ICI will immediately remove him from the site and or contract. Additionally ICI warrants all of their installations to be free of deficiencies for up to two years. Lastly, Knoll provides a lifetime warranty of their product – as long as a Knoll certified installation group provides the installation services.

2. Currently, ICI is implementing a quality inspection program – which will include approval from county staff for ICI’s contract manager to visit the site upon completion of installation.

3. Please find the attached ICI’s Employee Safety Manual
ICI

INSTALLATION CONCEPTS, INC.

677-A COMMERCE DRIVE
UPPER MARLBORO, MD 20774

2008

Employee Safety Manual
INTRODUCTION

Installation Concepts Inc. (ICI) is a Maryland Corporation and conforms to A Workplace Accident and Injury Reduction (AWAIR) Program. ICI willingly complies with regulations to provide training to workers in a variety of topics detailed later in this manual.

Please read the Safety Manual carefully and understand its content. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers.

State and federal law, as well as our company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee’s responsibility at all levels.

It is the intention of ICI’s Installers to comply with all laws concerning the operation of the business and the health and safety of our employees and the general public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detection hazards, reporting dangerous conditions and controlling workplace hazards is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation to their supervisor. Updates to this safety program will be distributed to each employee for inclusion into this manual.

To the greatest degree possible, management will provide you with all mechanical and physical protection required for personal safety and health, and provide all safety training required by State and Federal OSHA and State regulation.

Mike Spears
President, Installation Concepts, Inc.
RESPONSIBILITIES

Every Employee is required to report every injury, no matter how minor, to their immediate supervisor, when an injury occurs. Under no circumstances is an employee to leave the work site without reporting an injury.

Every Employee is required to inform management of information relevant to the circumstances of a fellow employee’s injury. Whenever possible, methods will be implemented to keep a similar injury from recurring.

Every Employee is required to know all safety policies and directives mandated by management and adhere to them.

Every Employee is required to inform management of any unsafe acts performed or conditions observed on the jobsite.

Management is responsible for doing everything possible to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee.

Every employee is responsible for following the safe practices and rules contained in this manual and such rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project.

The Supervisor is responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.

The Employee is responsible for maintaining and using Personal Protective Equipment (PPE) issued them and informing management of defects if discovered.

The Employee is responsible for wearing suitable clothing at all times, conduct themselves in a courteous manor at the jobsite and display a positive image of the company at all times.

WORKERS COMPENSATION INSURANCE

Every Employee has the obligation to inform your employer of having sustained an “On-the-Job” illness or injury immediately or as soon as possible. Failure to do so may compromise your ability to collect under the Workers Compensation System. You, as an employee have the right to choose a doctor of your choice. However, if questions arise regarding the length or appropriateness of treatment, your employer and their insurance company will not hesitate to call for an “Independent Medical Examination” to be conducted. To get an injured worker back to full productivity, it is strongly encouraged that all workers get immediate medical attention from a list of managed care providers available from your employer.

Every Employee is required to cooperate with any and all investigations done to determine the root cause of an on-the-job injury. Should it be suspected that a Workers Compensation Claim is fraudulent; our insurance company will conduct a full investigation. If the investigation indicates that a fraudulent claim is being filed, every effort will be made to prosecute the claim to the fullest degree.

If a Workers’ Compensation injury occurs, it is the employee’s responsibility to aid in the investigation of the claim and provide a sworn statement, if required. If you are the witness to an
accident, you are required to provide management with any pertinent information regarding the injury and the resulting claim for Workers Compensation.

FRADULENT CLAIMS
Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime, and may be subject to imprisonment in the state prison for up to 5 years, or by a fine up to $50,000, or by both. As of January 1, 1992, any person who files or contributes to the filing of a false workers’ compensation claim is committing a crime punishable by a prison sentence and/or a fine.

What is a fraudulent claim? Here are some examples of activities for which you can be prosecuted:
- If you file a claim for an injury or illness that does not exist, you are guilty of Workers’ Compensation Fraud.
- If you are injured off the job, but pretend it happened at work so you can collect Workers’ Compensation benefits, you are committing a theft.
- If you make a false statement to support a fellow employee’s claim for benefits, you are participating in a crime.

HAZARD IDENTIFICATION AND CONTROL
GENERAL DIRECTIVES
- Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job
- Horseplay, scuffling, fighting or any other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited
- No one shall be permitted to work while the employee’s ability or alertness is so impaired by fatigue, illness, or other causes that might expose the employee or others to injury
- There will be no consumption of liquor or beer on-the-job
- No one under the influence of illegal drugs will be allowed on-the-job
- No one under the influence of legal or prescription medication will be allowed on-the-job if it is shown to impair his or her performance or creates a safety concern
- All injuries should be reported to the project manager so that arrangements can be made for medical or first aid treatment

SHOP & JOBSITE HOUSEKEEPING
Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis.

Good housekeeping also works to reduce risk of fire, explosion, trips and falls, damage to equipment to name just a few perils aggravated by poor housekeeping. Because of these perils, management has established lists to follow to assist workers in promoting workplace safety and will conduct periodic inspection of worksites on a regular basis.

Your cooperation in maintaining a clean and orderly workplace is critical to our safety program effectiveness. Individual employees may also be asked to conduct inspections themselves and report the results so that conditions can be rectified. Beyond our company’s general commitment to maintaining a clean and orderly workplace; every individual employee is asked to comply with the following housekeeping directives:
- Paper, shipping packaging, cardboard, etc. will be disposed of in the designated manner
- Parts, tools and other items are never to be hung or placed in front of fire extinguishers or emergency exits
- Pop cans are to be disposed of in designated containers
All lunch debris is to be placed in proper containers
During break-down of equipment, employees should remain in their designated work area, and be prepared to go back to work immediately
All tools are to be picked up at the end of each job

HAND AND POWER TOOL DIRECTIVES

Whether you’re a machine operator, a lab technician, an office worker—for any kind of worker, your hands are one of your most important “instruments”. Yet, over a quarter million people suffer serious and often disabling, hand injuries each year. By recognizing hand hazards, following established safety guidelines and using protective guards, shields, and personal protective devices, you can save your hands from injury.

One of the most serious yet common causes of hand injury is the use of unprotected or faulty equipment or machinery. Failures to use push-sticks, guards, kill switches, or to follow appropriate lock-out procedures are among the leading industrial hand hazards. Wearing jewelry, gloves or loose-fitting clothing around moving parts can also lead to injury. The following list provides a guideline for hand safety that can protect your hands from injury and disability:

GENERAL TOOL HANDLING RULES

- Wear protective goggles, clothing and gloves when required
- Use the proper tool for the job
- Return tools to their proper place
- Pickup extension cords, trouble lights and air hoses and return them to their proper places
- Use tools which are only in good operating condition. Report any tool defect to your supervisor.

GENERAL MACHINERY OPERATING RULES

- Operate any piece of equipment only if properly trained and authorized
- Use equipment for its designated use only!
- Make sure plug is pulled and visible before assembly or cleaning!
- Use only with guards in place!
- Remove jewelry, avoid loose clothing and avoid unrestrained hair!
- Turn off machinery if distracted!!
- Wear protective goggles, gloves or clothing when required!
- Report any maintenance problems immediately!
- Use proper tools to feed product!
- Do not operate if there are loose wires or damaged switches or plugs!
- Grinders must have guards fully installed before use.

DELIVERY SAFETY RULES

- Have two people on pieces of furniture coming down ramp
- Make sure truck is completely docked and turned off before unloading
- Use caution when opening truck door—load may have shifted
- Never pick up large pieces of furniture that require two or more workers
FURNITURE SETUP SAFETY RULES

➢ Always make certain furniture is securely installed before going on break or on to another task
➢ Use caution when using utility knife—always cut away from yourself
➢ Never lean panels, work surfaces, etc. in places where they can be inadvertently tipped over
➢ Never pick up large pieces of furniture that require two or more workers
➢ Always make sure you have a clear path when moving furniture
➢ Use the proper tools for each job
➢ Wear eye protection when installing corner work surfaces and keyboards
➢ Use proper lifting techniques when lifting furniture
➢ Don’t attempt to do a job you are physically incapable of doing—GET HELP!!!

MOTOR VEHICLE SAFETY

Installation Concepts, Inc. requires strict compliance with all motor vehicle safety laws at all times. Employees operating company vehicles or operating their own vehicle on company business, or passengers in a vehicle on company business are to:

➢ Wear seatbelts at all times
➢ Notify management of equipment failures immediately
➢ Observe speed laws at all times
➢ Drive in a courteous manner at all times

LIFTING & BACK SAFETY

Management is committed to removing or reducing the exposures to lifting by implementing alternative material-handling techniques, either by using the buddy system for heavier loads or using mechanical devices whenever possible.

Before lifting anything, think about it mentally:
  • Is it too heavy?
  • Is it too bulky to see around?
  • Is the path clear?

If the answer to any one question is yes—GET HELP!!!

Remember to always lift with your knees, keeping your back straight at all times!

ELECTRICAL SAFETY

Electricity travels over “conductors”—anything that allows electricity to flow. Electricity always tries to reach the ground. Excellent conductors include people, water, damp floors or metal. An “insulator” is the opposite of a conductor. Electricity cannot flow easily through insulators like plastic, rubber boots, dry wood or glass.
Practice Electric Safety at Work. Protect yourself by following these important safety rules for electric safety.

- Don’t use any appliance or machinery while touching metal or anything wet.
- Unplug machinery and appliances before cleaning, inspecting or repairing them.
- Keep electrical equipment, machinery and work areas clean. Oil, dust, waste and water can be fire hazards around electricity.
- Keep access panels and junction boxes clear.
- Move flammable materials away from electric heat sources and lights.
- Know the location of fuses and circuit breakers.
- If you are not trained to work in high voltage areas, do not enter them.
- Make sure all electrical is properly grounded.
- Plug power tools into grounded outlets and only into Ground Fault Protected outlets when near water.
- Inspect power cords for damage. Damaged cords should be replaced rather than covered with tape.

PREMISES & EQUIPMENT INSPECTIONS

Frequent, regular and thorough inspections of job sites, shop areas and tools and equipment are critical to a successful safety program.

Office Areas            Trip hazards from extension cords, step stools, etc.
Shop                     Housekeeping, tool condition and storage, electrical cord condition, oil spills, etc.
Job site                 Power cord conditions, grounded tools, ladder conditions, etc.

ENFORCEMENT

The success or failure of our safety depends upon the cooperation of all employees; therefore, safety is part of each employee’s job description.

Failure by an individual to follow any of the documented safety policies or procedures outlined in this manual will result in the following disciplinary procedures:

First Offense----------- Verbal Warning!
Second Offense--------- Warning letter issued to employee and kept in the employee’s performance file!
Third Offense---------- Suspension or Termination!

Note: Management reserves the right to terminate individuals without warning who exhibit a blatant disregard for their own safety or the safety of others!
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

This is to acknowledge that I have read Installation Concepts, Inc. Employee Safety Manual. I have read and understood it, and accept the policy as a working document which I will support and follow in my daily work at Installation Concepts, Inc.

__________________________
Employee’s Name (Please Print)

__________________________
Employee’s Signature

__________________________
Date

__________________________
Supervisor’s Signature

__________________________
Date
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 711-13LW

BID FORM
Page 1 OF 8

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON June 11, 2013

FOR PROVIDING ASSEMBLY OR DISASSEMBLY SERVICES FOR MODULAR AND CASE GOODS FURNITURE 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 Purchasing Agent’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.

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
Please mark one:

☒  No, the bid I have submitted does not contain any trade secrets and/or proprietary information.
( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

State the specific reason(s) why protection is necessary:

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

BIDDER’S NAME: Michael Spears

ITB No. 676-13 LW

Form Revised 7-19-12
I. MINIMUM TIME REQUIRED FOR NOTIFICATION BEFORE START OF WORK: _/______ DAYS

II. NEW PRODUCT INSTALLATION OVER $25,000
NEW PRODUCT WILL BE INSTALLED BASED ON A LUMP SUM PRICE DERIVED FROM THE
SPECIFIED PERCENTAGE PER THOUSAND DOLLARS PROVIDED BELOW. THE LUMP SUM IS A
PERCENTAGE OF THE VALUE OF MANUFACTURER’S LIST PRICE FOR THE ORDER; THE
HOURLY RATES SHALL NOT APPLY TO THIS CATEGORY OF THE WORK:

% 2.8 %
PER THOUSAND DOLLARS FROM MANUFACTURER’S LIST PRICE FOR THE ORDER

III. HOURLY RATES FOR RECONFIGURATION, INSTALLATION AND OTHER SERVICES, INCLUDING NEW PRODUCT
UNDER $25,000:

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BIDDER'S NAME: Michael Speers 106

Form Revised 7-19-12

34  ITB No. 676-13 LW
EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE NUMBER 1</th>
<th>TELEPHONE NUMBER 2</th>
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<tr>
<td>Tom Bellavz</td>
<td>301 390 2700 x104</td>
<td>240 464 4597</td>
</tr>
<tr>
<td>Mike Spears</td>
<td>301 390 2700 x101</td>
<td>240 508 0024</td>
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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 (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

6117 - A Commerce Drive
Upper Marlboro, MD 20774
GHM Mike Spears

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: Mike Spears President
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): Michael Speers
TITLE: President
E-MAIL ADDRESS: mikes@installationconcepts.com
TEL. NO.: 703 519-3535 x101

| SUBMITTED BY: (LEGAL NAME OF ENTITY) | Installation Concepts, Inc |
| ADDRESS: | 677-A Commerce Drive |
| CITY/STATE/ZIP: | Upper Marlboro MD 20774 |
| TELEPHONE NO: | 703 519-3535 |
| FACSIMILE NO: | 301 330 2727 |
| TAX ID NUMBER (EIN/SSN): | 52-2188692 |
| VA. CONTRACTOR LICENSE #: | 2005-096940 |

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

IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC: SIC 7389

ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION? NO

BIDDER STATUS: □ MINORITY OWNED: □ WOMAN OWNED: □ NEITHER: YES

Form Revised 7-19-12

ITB No. 676-13 LW
(EXHIBIT A)

LIVING WAGE FORMS

WAGE NOTICE

THE HOURLY RATE FOR EMPLOYEES OF CERTAIN ARLINGTON COUNTY SERVICE CONTRACTORS WORKING ON COUNTY-OWNED OR COUNTY-OCCUPIED PROPERTY SHALL NOT BE LOWER THAN

$13.13 PER HOUR

REFERENCE: ARLINGTON COUNTY PURCHASING RESOLUTION SECT. 4-103

FOR INFORMATION CONTACT:

ARLINGTON COUNTY
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
703-228-3410
AVISOS DE SALARIO MINIMO

EL SALARIO MINIMO POR HORA PARA LOS EMPLEADOS DE ALGUNOS CONTRATISTAS QUE TRABAJAN EN UNA PROPIEDAD O BIEN INMUEBLE DEL GOBIERNO DEL CONDADO DE ARLINGTON O CUALQUIER OTRA PROPIEDAD QUE SEA HABITADA/OCUPADA POR OFICINAS DEL GOBIERNO DEL CONDADO DE ARLINGTON SE HA ESTABLECIDO QUE EL SALARIO MINIMO SERÁ DE:

$13.13 POR HORA

REFERENCIA: SECCION 4-103, DE LA RESOLUCION DE LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. (ARLINGTON COUNTY PURCHASING RESOLUTION SECTION 4-103)

PARA MAS INFORMACIÓN SIRVASE LLAMAR A:

LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. 703-228-3410.

PARA INFORMACION EN PERSONA DIRIJASE A:
2100 CLARENDON BOULEVARD, OFFICINA NO 500
ARLINGTON, VA 22201
(EXHIBIT B)
ARLINGTON COUNTY
CONTRACTOR LIVING WAGE QUARTERLY COMPLIANCE REPORT

Quarter: ___________________________ to ___________________________

Contract Number: ___________________________ Date: _______

Company Name and Address: ____________________________________________________________

Authorized Signature: ___________________________ Printed Name: ___________________________

In order to audit your firm’s compliance with Service Contract Wage (Living Wage) provisions of the Arlington County Purchasing Resolution, please complete the following report and submit to Arlington County, Office of the Purchasing Agent, 2100 Clarendon Boulevard, Suite #500, Arlington, Virginia 22201. This report shall be submitted every (3) months during the Contract Term. All personnel of the Contractor and any of its subcontractors working on Arlington County property, or Arlington County occupied property, shall be listed.

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<th>EMPLOYEE NAME</th>
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By signing this form, the above-listed company certifies that the information provided is accurate and complete.
Solicitation # 656-13
Metropolitan Washington Council of Governments Rider Clause

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.

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BIDDER'S NAME: Installation Concepts Inc.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA  22201
(703) 228-3410

INVITATION TO BID NO. 711-13LW

SEALED BIDS WILL BE RECEIVED IN HAND IN THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BOULEVARD, ARLINGTON, VIRGINIA 22201, UNTIL 3:00 P.M. ON THE 11TH DAY OF JUNE, 2013 FOR:

PROVIDING SUPERVISION, LABOR, TOOLS, MATERIAL, AND INCIDENTALS NECESSARY FOR THE FURNITURE MOVING AND INSTALLATION SERVICES AT VARIOUS BUILDINGS LOCATED IN ARLINGTON COUNTY, VIRGINIA ON AN AS-NEEDED BASIS, FOR UP TO A SEVEN-YEAR PERIOD.

THIS SOLICITATION INCLUDES THE SERVICE CONTRACT WAGE REQUIREMENTS, IN ACCORDANCE WITH §4-103 OF THE ARLINGTON COUNTY PURCHASING RESOLUTION

At the time, date and place stated above, bids will be publicly opened.

NOTE: ARLINGTON COUNTY MOVED TO A NEW SUPPLIER REGISTRATION SYSTEM (BIDDER LIST) ON JUNE 15, 2012. ALL SUPPLIERS, INCLUDING THOSE WHO WERE REGISTERED IN OUR CURRENT SYSTEM, MUST REGISTER IN THE NEW SYSTEM, AND PROVIDE A VALID E-MAIL ADDRESS, TO RECEIVE NOTICES OF BID OPPORTUNITIES. FOR ADDITIONAL INFORMATION AND REGISTRATION LINK PLEASE VISIT WWW.ARLINGTONVA.US/PURCHASING.

Arlington County reserves the right to reject any and all bids, cancel this solicitation, and to waive any informalities or irregularities in procedure. A bidder’s submission of a bid indicates acceptance of these terms.

Arlington County, Virginia
Office of the Purchasing Agent
Maryam N. Zahory, CPPB
Procurement Officer
mzahory@arlingtonva.us
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    BID FORM ......................................................................................... 33
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I. INSTRUCTIONS TO BIDDERS

1. ADDITIONAL INFORMATION
   All questions relating to this solicitation shall be submitted via e-mail to Maryam Zahory in the Office of the Purchasing Agent, at mzahory@arlingtonva.us. For a question to be considered, the subject line of the e-mail must state the following: ITB No. 711-13 LW Questions. Questions should be succinct and must include the submitter's name, title, company name, company address, and telephone number. Prior to the award of a contract resulting from this solicitation, bidders are prohibited from contacting County staff other than the Office of the Purchasing Agent.

   NO QUESTIONS WILL BE CONSIDERED IF THEY ARE SUBMITTED WITHIN THE SEVEN (7) CALENDAR DAYS IMMEDIATELY PRECEDING THE DEADLINE FOR RECEIPT OF BIDS.

   If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal amendment only. Bidders are cautioned that any written, electronic, or oral representations made by any County representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Office of the Purchasing Agent.

2. COMPETITION INTENDED
   It is the County's intent that this solicitation promotes competition. It shall be the bidder's responsibility to advise Arlington County if any language, requirements or specifications restrict or limit the purchase to a single source. Such notification must be received by the Arlington County Purchasing Agent 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.

3. BID FORM SUBMISSION
   The required Bid Form is provided in the solicitation. One (1) fully-completed Bid Form with an original longhand signature, and a photocopy of the signed original (two (2) copies total), shall be submitted by hand, in a sealed envelope or package, to the Office of the Bid Clerk, Suite 511, 2100 Clarendon Boulevard, Arlington, Virginia, 22201, no later than the date and time deadline specified in the Invitation to Bid above. Timely submission is solely the responsibility of the bidder. Bid Forms received after the specified date and time will be rejected. The exterior of the envelope or package shall indicate the name of the bidder, the scheduled bid opening date and time, and the number of the Invitation To Bid. Bids submitted by facsimile or electronically will not be accepted.

   A bidder's failure to submit a bid with a fully-completed Bid Form, using the Bid Form provided in this solicitation, shall be cause for rejection of that bidder's bid. A bid will be rejected if its corresponding Bid Form is not signed in the designated space by a person authorized to legally bind the bidder.

   Modification of or additions to the Bid Form may be cause for rejection of the bid; however, Arlington County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as nonresponsive. As a precondition to bid acceptance, Arlington County may, in its sole discretion, request that the bidder withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery. Bids and all documents related to this solicitation submitted to Arlington County by a bidder or a prospective bidder shall, upon receipt by Arlington County, become the property of the County.
4. **BIDDER CERTIFICATION**
Submission of a signed Bid Form is certification by the respective bidder that it is registered with the Virginia State Corporation Commission, if applicable, it is the legal entity authorized to enter into an agreement with the County, and that it will accept any award made to it as a result of the submission.

5. **EXCEPTIONS**
Bidders taking exception to any part or section or term of this solicitation, including, by way of illustration and not limitation, the Scope of Services, the Special Conditions, and any attachments or references hereto or thereto, shall indicate such exceptions on the Bid Form. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the solicitation as written. However, conditional or qualified bids with such exceptions, unless specifically allowed in this solicitation, are subject to rejection in whole or in part as nonresponsive.

6. **NONCONFORMING TERMS AND CONDITIONS**
If a bidder submits with its bid alternate terms and conditions that do not conform to the terms and conditions in this solicitation, the bid will be subject to rejection for unresponsiveness. Arlington County reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid prior to a determination by the County of unresponsiveness as a result of the submission of nonconforming terms and conditions.

7. **ERRORS IN EXTENSION**
Where the unit price and the extension price are at variance, the unit price will prevail.

8. **DISCOUNTS**
Discounts contingent on payment of invoices by Arlington County within a stipulated period of time will be accepted as a component of a bid, but will not be considered by Arlington County when evaluating bid prices or when making an award.

9. **EXPENSES INCURRED IN PREPARING BID**
Arlington County accepts no responsibility for any expense incurred by any bidder in the preparation and presentation of a bid. All expenses related to a bid are the sole responsibility of the bidder.

10. **BIDDER INVESTIGATIONS**
Before submitting a bid, each bidder must make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by Arlington County that the bidder will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful bidder.

11. **INCOMPLETE DOCUMENTS**
Each bidder is responsible for having determined the accuracy and/or completeness of the solicitation documents upon which it relied in making its bid, and has an affirmative obligation to notify the Arlington County Purchasing Agent immediately upon discovery of an apparent or suspected inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering or other indication in the solicitation documents.

If a potential bidder downloaded an electronic version of the solicitation documents, that potential bidder is responsible for determining the accuracy and/or completeness of the electronic documents.

If the successful bidder proceeds with any activity that may be affected by an inaccuracy, error in, or
omission in the solicitation documents of which it is aware but has not notified the Arlington County Purchasing Agent, the bidder hereby agrees to perform any activity described in the missing or incomplete documents at bidder's sole expense and at no additional cost to Arlington County.

12. QUALIFICATION OF BIDDERS
Each bidder may be required, before the award of contract, to show to the complete satisfaction of the Purchasing Agent that it has the necessary facilities, ability, and financial resources to comply with the contract and furnish the service, material or goods specified herein in a satisfactory manner. Each bidder may also be required to provide past history and references which will enable the Purchasing Agent to be satisfied as to the bidder's qualifications. Failure to qualify according to the foregoing requirements will result in bid rejection by Arlington County.

13. DEBARMENT STATUS
The bidder shall indicate in the space provided on the Bid Form, whether or not it, or any of its principals, is/are currently debarred from submitting bids to Arlington County, Virginia, or any other state or political subdivision, and whether or not it is an agent of any person or entity that is currently debarred from submitting bids to Arlington County, Virginia, or any other state or political subdivision. An affirmative response may be considered grounds for rejection of the bid.

14. ALTERNATE BID
Bidders who have other items they wish to offer in lieu of, or in addition to, what is required by this solicitation shall submit a separate bid clearly marked “ALTERNATE BID”. Alternate bids will be automatically deemed nonresponsive and will not be considered for award. Such bids will, however, be examined prior to awarding the contract contemplated herein and may result in either cancellation of all bids in order to permit rewriting of the solicitation to include the alternate item in a rebid or the alternate item may be considered for future requirements.

15. INFORMALITIES
Arlington County reserves the right to waive minor defects or variations from the exact requirements of the solicitation in a bid insofar as those defects or variations do not affect the price, quality, quantity, or delivery schedule of the services being procured. If insufficient information is submitted for Arlington County to properly evaluate the bid by a bidder; Arlington County reserves the right to require such additional information as it may deem necessary after the bid opening time and date, provided that the information requested does not change the price, quality, quantity, or delivery schedule for the services being procured.

16. ARLINGTON COUNTY BUSINESS LICENSES
The successful bidder must comply with the provisions of Chapter 11 (“Licenses”) of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this solicitation, contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

17. AUTHORITY TO TRANSACT BUSINESS
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 shall be authorized to transact business in the Commonwealth 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 full and legal name of the firm or entity and the identification number issued to the bidder by the State Corporation Commission must be written in the space provided on the Bid Form. Any bidder that is not required to be authorized to transact business in Virginia shall include in its bid a statement

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describing why the bidder is not required to be so authorized. The County may require a firm to
provide documentation prior to award which: 1) clearly identifies the complete name and legal
form of the firm or entity (i.e. corporation, limited partnership, etc.), and 2) establishes that the firm
or entity is authorized by the State Corporation Commission to transact business in the
Commonwealth of Virginia. Failure of a prospective and/or successful bidder to provide such
documentation shall be grounds for rejection of the bid or cancellation of the award. For further
information refer to the Commonwealth of Virginia State Corporation Commission website at:

18. BID WITHDRAWAL PRIOR TO BID OPENING
No bid can be withdrawn after it is filed with the Bid Clerk unless the bidder makes a request in
writing to the Purchasing Agent prior to the time set for the opening of bids.

19. WITHDRAWAL OF BID FROM CONSIDERATION AFTER BID OPENING
After the opening of a bid, a bidder may withdraw its bid from consideration if the price of the bid is
substantially lower than other bids due solely to a mistake therein, provided the bid is submitted in
good faith, the mistake is a clerical mistake as opposed to a judgment mistake, and is 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 the bid, which unintentional 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. No partial
withdrawals of bids will be permitted after the time and date set for the bid opening. The bidder
must give notice in writing to the Arlington County Purchasing Agent of a claim of right to withdraw
a bid and provide all original work papers, documents and other materials used in the preparation of
the bid sought to be withdrawn, within two (2) business days after the date of bid opening. A bid
may also be withdrawn if the Arlington County fails to award or issue a notice of intent to award the
bid within ninety (90) days after the date fixed for opening bids.

20. PARKING
At most Arlington County government facilities, parking for contractors’ vehicles is not provided by
Arlington County. A contractor is responsible for the payment of any parking charges or fines
resulting from illegal parking at any worksite(s).

21. REQUIREMENTS CONTRACT AND ACKNOWLEDGEMENT
Bidders acknowledge that the contract that will be entered into as a result of this solicitation will be
a requirements contract. Arlington County will have no obligation to the successful bidder if no
items or services are required. Any quantities which are included in this solicitation are the present
expectations of those who are planning for Arlington County for the period of the contract. The
amount is only an estimate and each bidder understands and agrees that Arlington County is under
no obligation to the successful bidder to buy any amount as a result of having provided this estimate
or having had any normal or otherwise measurable requirement in the past. Each bidder further
understands that Arlington County may require services in excess of the estimated annual contract
amount and that such excess shall not give rise to any claim for compensation other than at the unit
prices in the contract.

22. TRADE SECRETS OR PROPRIETARY INFORMATION
Trade secrets or proprietary information that is submitted by a bidder or contractor in connection
with a procurement transaction or prequalification application submitted pursuant to subsection 4-
101(2) of the Arlington County Purchasing Resolution may be exempted from public disclosure
under the Virginia Freedom of Information Act ("VFOIA"). However, the bidder or contractor must
invoke the protection of this subsection prior to or upon submission of the data or other materials, and must identify clearly and in writing, on the Bid Form, the data or other materials to be protected and state the reasons why protection is necessary or falls within the exception to the VFOIA. It is the bidder’s sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

23. **INTEREST IN MORE THAN ONE BID AND COLLUSION**
Multiple bids received in response to this solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one (1) bid for a solicitation both as a bidder and as a subcontractor for another bidder will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two (2) or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

24. **LIVING WAGE CONTRACT**
This solicitation and resulting contract is subject to the Service Contract Wage ("Living Wage") provisions covered under Article 4-103 of the Arlington County Purchasing Resolution, all employees of a contractor or subcontractor working on County-owned or County-occupied property shall be paid an hourly wage no less than the Living Wage published on the County’s website. By submitting a bid, the bidder certifies that it will comply with this provision and ensure that its subcontractors, if any are authorized, comply with this provision. (Refer to Section 50 under Contract Terms and Conditions for further details specific to this solicitation/contract.).

25. **BEST VALUE APPROACH**
This solicitation is issued under the “Best Value” approach, as it is defined in the Arlington County Purchasing Resolution. Under this approach, in determining the "lowest responsible bidder", the County may consider, in addition to price, any of the following:

a. The ability, capacity, skill and financial resources of the bidder to perform the contract or to provide the service required;

b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

c. Whether the bidder provides goods or services that are the best value for the County;

d. The character, integrity, reputation, judgment, experience, and/or efficiency of the bidder;

e. The quality of work and of performance under previous contracts or services;

f. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

g. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
h. Whether the bidder is in arrears to the County on a debt or contract or is a defaulter on surety or whether the bidder's taxes or assessments are delinquent;

i. Whether the bidder complies with Service Contract Wage requirements set forth in the Contract Terms and Conditions.

26. **BEST VALUE BID SUBMISSION REQUIREMENTS**

In addition to the completed and properly executed Bid Form, bidders shall provide the following information with their bids:

a. **SECTION A – EXPERIENCE & QUALIFICATION**

Bidder(s) shall submit evidence of experience for both the firm and its staff, as required below. Such information shall clearly identify the experience and qualifications in performing the type of work covered by this solicitation. All information provided shall include a description of the project(s) identified, the name and telephone number of a responsible contact person who can verify the information provided, and the identification of the prior employer(s) for each identified project.

1. **FIRM EXPERIENCE:**

   Bidders shall have a minimum of five (5) years of experience in providing furniture installation and assembly services, specifically the firm shall have five (5) years of experience assembling Knoll furniture for federal, state, or local government facilities. References shall be provided by the Bidder for five (5) current or past contracts of similar size and type contracts.

2. **PRINCIPAL STAFF EXPERIENCE:**

   Bidders shall detail the experience, educational background and training of proposed principal staff, as follows:

   a. The Contract Manager shall be a current employee of the Bidder and shall be qualified employee, skilled in the performance of his/her duties and have at least three (3) years of experience working with Knoll furniture assembly;

   b. The technicians assigned under this contract shall have qualified and skilled individuals with at least eighteen (18) months experience with assembling and reconfiguring furniture; and

   c. List all technicians that will be assigned under this contract (providing qualification and licensure information for each technician)

b. **SECTION B – STAFFING REQUIREMENTS**

Bidder(s) shall submit a staffing plan for this contract, which at a minimum shall contain the following:

1. Employees names, title and current hourly wage
2. The firm's recruitment plan including but not limited to selection and screening process of applicants

3. The firm's retention plan including but not limited to description of benefits, training and orientation processes

4. Copies of each individual's I-9 form

5. The Contractor shall not substitute the named individuals for the duration of the contract unless the substituted individuals have equivalent qualifications and are approved by the County. (REFER TO PROJECT STAFF PARAGRAPH ON PAGE 31)

c. SECTION C – QUALITY CONTROL And Safety PROGRAM
Bidder(s) shall submit information regarding their quality control programs which at a minimum shall include the following:

1. Bidder(s) shall describe how, or in what form, customer feedback is solicited

2. Bidders shall submit samples of documentations used for quality assurance. Examples of such document may include weekly inspection forms that are submitted to a Project Officer, and or as any internal inspections performed by the Bidder.

3. Bidder(s) shall submit a copy of their safety policies and procedures handbook.

d. SECTION D – PRICING & EMERGENCY CONTACT
Bidder(s) shall submit a properly completed Bid Form in its entirety.

27. BEST VALUE AWARD PROCESS
At the time of the bid opening, a Bid Evaluation Form, enclosed in a sealed envelope, will be made a public record. The Bid Evaluation Form shall include the criteria applicable to the contract weighted according to the value of those criteria under this solicitation.

For each bid received, and for each criterion listed, County staff will assign a number of points reflecting, in their sole opinion, the degree by which the bid satisfies each criterion. The assigned number of points will then be multiplied by the weight assigned to each criterion. A sum of the resulting numbers will identify the bid which represents the best value under this solicitation. The bidder with the highest total evaluation points will be awarded the contract.

28. INSURANCE REQUIREMENTS
Each bidder must review the insurance requirements section carefully with its insurance agent or broker prior to submitting a bid to ensure they can provide the specific coverage requirements and limits applicable to this solicitation. If the bidder is not able to meet the insurance requirements of the solicitation, alternate insurance coverage satisfactory to Arlington County may be proposed by the bidder and considered by the County. Written requests for consideration of alternate coverage must be received by the County Purchasing Agent at least ten (10) working days prior to the date set for receipt of bids. If the County denies the request for alternate coverage, the coverage required by the Insurance Requirements section must be provided. If the County permits alternate coverage, an amendment to the Insurance Checklist will be issued prior to the time and date set for receipt of bids. The insurance requirements herein shall neither operate as a limitation of the Contractor's liability to the County nor as a limitation of the Contractor's duty of indemnification, as set forth in this solicitation and any resulting Contract.

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29. **NOTICE OF DECISION TO AWARD**

When the County has made a decision to award a contract(s), an e-mail with a *Notice of Decision to Award* will be sent to all bidders, using the email address provided in the Bid Form.
II. **SCOPE OF SERVICES**

A. **BACKGROUND**
   KNOLL Systems Furniture and Case Goods is the primary standardized furniture selection throughout Arlington County offices and facilities. Additional furniture lines include, but are not limited to, Agati, ERG, Falcon, Herman Miller, HON, KI, MityLite and Paoli furniture and fixtures. The Contractor shall provide all necessary skilled labor, supervision, tools, and equipment to receive, track inventory, repair, assemble and disassemble, and store new and or used case goods and modular furniture.

B. **QUALIFICATION REQUIREMENTS**
   1. The Contractor shall have a minimum of five (5) years of experience in commercial assembly and disassembly of modular systems furniture.
   2. The Contractor shall have five (5) years of experience in assembly and disassembly of Knoll System Furniture and case goods.
   3. The Contractor shall have access (either through ownership or long-term leasing arrangement) to a secure and climate-controlled, 1,000 square feet space warehouse facility within thirty (30) mile radius of the County offices.
   4. The Contractor shall have one (1) van or loading dock van capable of hauling goods and passengers.

C. **GENERAL SERVICE REQUIREMENTS**
   1. The Contractor shall provide all necessary labor, tools (per each installer), and equipment.
   2. The Contractor shall be responsible for the receiving, offloading, inventory, unwrapping, staging, storage and installation of new furniture.
   3. The Contractor shall be responsible for checking, noting and resolving any discrepancies in orders upon delivery of the goods. The Contractor shall be fully responsible for receipt, inspection and safeguard of furniture inventory. Losses sustained by the County due to the Contractor's failure to resolve discrepancies will be offset from the Contractor's monthly invoices.
   4. The Contractor shall be responsible for the daily removal of all the debris and waste accumulated as result of Contractor's operations.
   5. The County may provide a one-time allowance for up to five hundred ($500.00) for project-related consumables, materials and services (nails, screws, paint touch up, disposal fees, etc.). The cost of goods shall be at cost. All invoices requesting this allowance shall be accompanied with a prior written authorization from the County Project Officer and copies of the original receipts for the goods purchased. All unused materials and consumables shall be returned to the County.
   6. The Contractor's vehicles shall be fully insured and only be driven by the operators who have valid VA, DC or MD driver's license with the necessary types of endorsements.
   7. The Contractor shall be responsible for the reconfiguration of used Knoll products and other existing or new furniture. At the minimum this work shall include teardown, inventory, staging, and storage, relocation within the County, reassembly, wipe-down, and repairs.
   8. The Contractor shall, at the direction of the County Project Officer, provide cleaning of furniture fabric panels, specified by Knoll (product instructions), laminates, metals and leather, fabric, and vinyl seating. Contractor should also have on hand the manufacturer paints for touch-up
9. As needed, the Contractor shall re-fabricate furniture panels, and cut or re-shape hard surfaces. All work shall be performed per the Manufacturer’s guidelines and instructions (Knoll).

10. The County Project Officer will conduct a walkthrough at the start of the job and at the completion to assess the quality of work and damages.

11. The Contractor shall be responsible for all damages resulting from the Contractor inferior workmanship and or negligent handling. All damages shall be corrected at no cost to the County.

12. Other services may include repair of damaged furnishings (excluding warranty work); receipt, assembly, and placement of new furnishings and accessories (shelving, television carts, trash receptacles, etc.), receipt and installation of wall-mounted accessories (tack boards, marker boards, literature racks, clocks, map racks, etc.).

13. Contractor shall only use the specified freight elevators, elevators, or stairwells specified by the County Project Officer.

14. The County will provide installation drawings and/or verbal directions for each assignment.

D. HOURS OF OPERATIONS

1. County may schedule the work based on the specific requirements for each project during regular business hours, evenings, weekdays, weekends or County-observed holidays.

2. The Contractor shall coordinate and maintain frequent communication with the County Project Officer, confirming completed tasks and updating task start and finish times when in variance with submitted work schedule.

3. The Contractor shall be responsible for notifying the County in at a minimum twenty four (24) hours in advance of Company meetings, personnel relocations, or any other installer removal from the job site.

4. Regular shifts contain up to eight (8) work hours, the Contractor shall invoice the County for the actual number of hours during which work was performed (i.e. if the shift consisted of four (4) working hours, then the invoice shall be for those four (4) hours). The Contractor may request overtime pay should the Contractor’s crew stay and work beyond eight (8) consecutive hours. (For example; if night work is being performed and the hours worked is eight (8) consecutive hours or less, than no overtime will apply.)

5. The County Project Officer must approve all overtime request in writing prior to the actual work being performed. Overtime rates are only applicable to the personnel and not to the equipment or vehicles.

E. STAFFING REQUIREMENTS:

1. The Contractor shall screen and employ only qualified personnel who are skilled in the work required under this contract and acceptable to the County. Minimum personnel qualifications shall be as follows:

   a. **Supervisor** – Minimum of three (3) years of experience with Knoll furniture including new and older lines, all electrical systems wiring, chair rehabs, wall mounting product installation, and the ability to read and understand construction and
installation drawings. The Supervisor must be fluent in English to communicate with the project Manager and County staff. The Supervisor must have a working mobile phone.

b. **Lead Installer** – Minimum of eighteen (18) months of experience with Knoll furniture including new and older lines, all electrical systems wiring, wall mounting product installation, and the ability to read and understand installation drawings. The Lead Installer must be fluent in English to communicate with the project Manager and County staff. The Lead installer must have a working mobile phone.

c. **Installer** - Minimum of twelve (12) months of experience with Knoll furniture including new and older lines, all electrical systems wiring, wall mounting product installation, and the ability to read and understand installation drawings.

2. The Contractor shall immediately remove any employee the County determines to be unacceptable. The name and qualifications of any new employee shall be provided to the County no more than ten (10) days following employee's assignment.

3. The Contractor's employees shall, at all times during the performance of services under this contract, wear a uniform that clearly identifies the Contractor's company name. Additionally, the Contractor shall provide each employee with an identification badge, which includes a photograph of the employee and Contractor's telephone number, which shall also be worn at all times by the employees. Contractor's employees shall comply with this requirement at all times while on County property.

4. The Contractor shall assure that its employees follow all security procedures applicable for the building in which they perform the work.

5. The Contractor agrees to provide the County Project Officer a list of employees assigned to work under this contract with their full name. The Contractor shall update this as needed.

6. The Contractor shall equip the supervisory personnel assigned under this contract with cell phones. The Contractor shall provide to the County Project Officer a list of supervisor's and lead installer's cell phone. The Contractor shall update this list as needed.

7. The Contractor shall notify the Project Officer, by phone and in writing, when a permanent change in management or supervisory personnel assigned to this contract is to occur and provide the name and resume of the replacement personnel.

8. The Supervisor or Lead Installer shall be able to communicate in and understand English (both verbal and written). The Supervisor or Lead Installer must be able to follow direction and convey instructions to installers, and must be able to ask questions and explain actions to the County Project Officer.

9. The Supervisor shall be responsible for all keys and access cards assigned by the County Project Officer to unlock spaces, and for locking the work area before leaving. If the Supervisor or any of the Contractor's employees lose any keys, the Contractor shall be liable for the total cost of re-keying the entire area of the Facility affected. Key(s) must be returned daily to the County Project Officer or a designated County employee.

10. The Supervisor shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:

   a. Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted in any County facility;

   b. No loud or boisterous conduct of Contractor's employees will be permitted;
c. Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets at any time except when necessary during the conduct of the work and with the permission of the County Project Officer or designee;

d. Contractor's employees shall not use or tamper with office machines, equipment or County employees' personal property at any time;

e. Contractor's employees shall not use the County's business telephones at any time except to contact the County Project Officer.

f. Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants, or any other person unless said person is a Contractor employee assigned to this contract; and

g. Contractor's employees shall limit their communication to the County staff to information for the personnel to conduct their work.

h. The County reserves the right to require the removal of any Contractor's employee from the assignment to this contract who is determined to be incompetent, careless, insubordinate or otherwise objectionable to the County Project Officer, or whose conduct is contrary to consistent good relations with the County or the general public. The Contractor's Supervisor shall remove such employee from the County premises immediately at the direction of the County Project Officer.

i. The County reserves the right to go outside of this contract if the original Contractor cannot provide adequate staffing during heavy seasons or for lack of response or inadequate service.

F. WORKMANSHIP AND INSPECTION
All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless. Further, the County may, from time to time, make inspections of the work performed under this contract. Inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

NOTE: The County's Quality Assurance (Q/A) Program (inspections and evaluations) is not a substitute for a Quality Control Program provided by the Contractor, and does not relieve the Contractor from the responsibility of satisfactorily performing the services specified in the Contract.

G. JOB TICKETS
The Contractor shall document the work performed under this contract through daily job tickets at the completion of every shift. The job tickets shall, at a minimum, contain the following information:

1. Project location – building name, address, and job ticket#;
2. Description of work performed;
3. Date work performed;
4. Name of each supervisor and installer and time actually worked;
5. List of additional materials required to complete the work and notation of where it was taken from;
6. Listing of product returned to inventory by location;
7. Name and phone number of person(s) requesting services; and
8. Name of Project designer.

All job tickets pertaining to the work performed under this contract shall be signed by the Project Officer, or designee, and submitted to the County together with the invoice at the completion of the job.

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The County will pay the Contractor only for actual time worked at the site. Portal to portal travel charges and charges for lunch or other non-work related breaks shall not be paid for by the County. Employee travel time between jobs, time spent in obtaining additional supplies or equipment (other than the time required to obtain materials from a County facility) shall not be paid for by the County.

Storage Facility

1. County will give the Contractor seven (7) calendar days’ notice prior to the shipping goods to be stored at the warehouse facility. The contractor shall be fully responsible for all damages or loss to the County goods stored at the Contractor’s storage facility.

2. This storage space shall be available for storing furniture shipments for which the County does not have sufficient storage space. This storage space can be at the Contractor’s site or other location. The Contractor shall have the ability to receive shipments at their specified site(s). The Contractor shall, upon direction from the County Project Officer, transport the stored County furniture from their storage site to the County job site.

3. The Contractor shall, at the direction of the County Project Officer, organize and maintain County storage space(s) in accordance to County Policies, and maintain accurate listing of inventory of County furniture located at all storage locations. Any unorganized storage units that are found will be the contractor’s responsibility for cleaning at the cost of the contractor. The Project Manager is to receive a listing at the completion of each day’s work if items are taken out of and added to storage units to maintain the inventory.

H. PRICE

1. The rates shall apply to the actual hours at the jobsite, for work performed, portal to portal charges shall not be allowed.

2. Work performed during regular business hours, evenings, weekdays, weekends or County-observed holidays will be paid in accordance with the Contractor’s rates for those categories.

3. The hourly rates shall not apply to the installation of new furniture when the manufacture’s list value of the furniture that will be purchased by the County exceeds $25,000. The County will pay the Contractor a lump sum amount that will be derived from the total value of the purchased furniture and the bid of Contractor for this service.

I. INVOICES

The invoices shall, at a minimum, contain the following information:

1. Project location – building name, address, and job ticket#;
2. Description of work performed;
3. Date work performed;
4. Name of each supervisor and installer and time actually worked;
5. Name and phone number of person(s) requesting services.
6. Name of Project designer.
III. CONTRACT TERMS AND CONDITIONS

1. CONTRACT DOCUMENTS
The “Contract Documents” consist of the bid of the successful bidder (hereinafter “Contractor”) and Arlington County (hereinafter “County”) Invitation to Bid No. 711-13LW.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties’ agreement which is not contained in the Contract Documents. The Contract Documents may be referred to herein as the “Contract” or “Agreement”.

2. SCOPE OF WORK
The Contractor agrees to perform the services described in the Contract Documents (hereinafter “the Work”), more particularly described in the Scope of Services included with the Invitation to Bid. The primary purpose of the Work is provision of assembly and disassembly services for modular furniture and case goods at various locations in Arlington County, Virginia. The Contract Documents set forth the minimum work estimated by the County and the Contractor to be necessary to complete the Work. It shall be the Contractor’s responsibility, at the Contractor’s sole cost, to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor’s responsibility to manage the details and execution of the Work.

3. CONTRACT TERM
The term of this Agreement will commence upon County’s execution of the award documents, and the Contractor shall continue operations until April 30, 2020.

4. CONTRACT PRICING
Unless otherwise provided in the Contract Documents, the Contractor shall provide the goods covered in the County’s Invitation to Bid No. 711-13LW at the prices provided in the bid of the Contractor.

5. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer (“Project Officer”) who shall be appointed by the Director of the Arlington County department or agency requesting the work under the Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work pursuant to the Contract Documents.

6. PROJECT STAFF
The Project Officer will, throughout the Initial Contract Term and Subsequent Contract Term, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the Project officer reasonably rejects staff or subcontractors pursuant to this section, the Contractor must provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor’s employees, and employees of any of its subcontractors, shall be the sole responsibility of the Contractor.

7. ADJUSTMENTS FOR CHANGE IN SCOPE
The County may order changes in the Work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor’s services has been changed requiring adjustments to the amount of
compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the work or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must notify the Project Officer immediately after the change or event occurs and within ten (10) calendar days thereafter must provide written notice to the Project Officer. The Contractor’s notice must provide to the Project Officer the amount of additional compensation claimed, together with the basis therefor and documentation supporting the claimed amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written Contract amendment has been signed by the County and the Contractor and a County Purchase Order is issued covering the cost of the services to be provided pursuant to the amendment.

8. **PAYMENT TERMS**
   Payment terms will be recorded by the County as Net thirty (30) days. The County will pay the Contractor within thirty (30) calendar days after the date of receipt of a correct, as determined by the Project Officer, invoice approved by the Project Officer describing completed work which is reasonable and allocable to the Contract, or the date of receipt of the entire order, or the date of acceptance of the work which meets the Contract requirements, whichever is later. Payments will be made by the County for services furnished, delivered, inspected, and accepted upon receipt of invoices submitted on the date delivery of service, subject to applicable payment terms. The number of the County Purchase Order pursuant to which authority services have been performed shall appear on all invoices. Invoices shall be submitted in duplicate. Unless otherwise specified herein, payment shall not be made prior to delivery and acceptance of the entire Work by the County.

9. **PAYMENT OF SUBCONTRACTORS**
   The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

   a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

   b. Notify the County and the subcontractor, in writing, of the Contractor’s intention to withhold all or a part of the subcontractor’s payment with the reason for nonpayment.

   The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) calendar days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

   The Contractor shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as those contained herein with respect to each lower-tier subcontractor.
The Contractor’s obligation to pay an interest charge to a subcontractor pursuant to this section may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

10. NON-APPROPRIATION
All funds for payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia for the services provided under this Contract or substitutes for such services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County’s written notice.

11. REQUIREMENTS CONTRACT (ESTIMATED QUANTITIES)
During the Initial Contract Term or any Subsequent Contract Term, the Contractor will furnish all of the goods or services described in the Contract Documents if so requested by the County. The Contractor understands and agrees that this is a requirements contract and the County will have no obligation to the Contractor if no, or fewer, items or services are required or requested by the County. Any quantities which are included in the Contract Documents are the present expectations of those who are planning for the County for the period of the Contract. The amount is only an estimate and the Contractor understands and agrees that the County is under no obligation to the Contractor to buy that amount, or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that the County may require goods and/or services in excess of the estimated annual contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices and/or rates set forth in this Contract.

12. COUNTY PURCHASE ORDER REQUIREMENT
County purchases are authorized only if a County Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. If the Contractors provide services without a signed County Purchase Order, it does so at its own risk and expense.

13. SAFETY
The Contractor shall comply with, and ensure that the Contractor’s employees and subcontractors comply with, all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry, the Federal Environmental Protection Agency standards and the applicable standards of the Virginia Department of Environmental Quality.

The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the
Contractor and subcontractor(s).

The Contractor shall identify to the County Project Officer at least one on-site person who is the Contractor's competent, qualified, and authorized person on the worksite and who is, by training or experience, familiar with and trained in policies, regulations and standards applicable to the work being performed. The competent, qualified and authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's personnel from the work site.

The Contractor shall provide to the County, at the County's request, a copy of the Contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the contract.

14. SUPERVISION BY CONTRACTOR
   The Contractor shall at all times enforce strict discipline and good order among the employees and subcontractors performing under this Contract, and shall not employ on the Work any person not reasonably proficient in the work assigned.

15. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED
   During the performance of this Contract, the Contractor agrees as follows:

   a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or Virginia law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary or related to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that the Contractor is an Equal Opportunity Employer.

   c. 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.

   d. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment, and mandates their full participation in both publicly and privately-provided services and activities.

   e. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over $10,000.00, so that these provisions will apply to each subcontractor or vendor.
16. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**

In accordance with § 2.2-4311.1 of the Code of Virginia, 1950, as amended, the Contractor acknowledges that it does not, and shall not during the performance of this Contract, knowingly employ an unauthorized alien as that term is defined in the federal Immigration Reform and Control Act of 1986.

17. **DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR**

During the performance of this 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 marijuana or any other controlled substance 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 of over $10,000.00 relating to this Contract, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor by Arlington County, 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.

18. **UNSATISFACTORY WORK**

If any of the work done, or material, goods, or equipment provided, by the Contractor is unsatisfactory to the County, the Contractor shall, on being notified by the County, immediately remove at the Contractor's expense such unsatisfactory work, material, goods, or equipment and replace the same with work, material, goods, or equipment satisfactory to the County. In the event the Contractor fails within fifteen (15) days after receipt of written notice to remove improper or unsuitable work, material, goods, or equipment and replace it with suitable and satisfactory work, material, goods, or equipment, the County shall have the right, but not the obligation, to remove or replace the rejected work, material, goods, or equipment at the expense of the Contractor. This paragraph applies during the Initial Contract Term, any Subsequent Contract Term, and during any warranty or guarantee period. At its discretion, the County shall be entitled to offset such expense against any sums owed by the County to the Contractor under this Contract. If the Project Officer and the County deem it expedient not to require correction or replacement of the work which has not been done in accordance with the Contract, an appropriate adjustment to the Contract Amount may be made therefor.

19. **TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE**

The Contract shall remain in force for the Initial Contract Term or Subsequent Contract Term(s) and until the County determines that all of the following requirements and conditions have been satisfactorily met: the County has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work under the Contract Documents, including warranty and guarantee periods. However, the County shall have the right to terminate this Contract sooner if the Contractor is in breach or default or has failed to perform satisfactorily the Work required, as determined by the County in its discretion.
If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure such failure(s) at least fifteen (15) days before termination of the Contract takes effect (“Cure Period”). If the Contractor fails to cure within the Cure Period or as otherwise specified in the notice, the Contract may be terminated for the Contractor’s failure to provide satisfactory Contract performance. Upon such termination, the Contractor may apply for compensation for Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination unless otherwise barred by the Contract (“Termination Costs”). In order to be considered, such request for Termination Costs, with all supporting documentation, must be submitted to the County Project Officer within fifteen (15) days after the expiration of the Cure Period. The County may accept or reject, in whole or in part, the application for Termination Costs and notify the Contractor of same within a reasonable time thereafter.

If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination shall be immediate after notice from the County to the Contractor (unless the County in its discretion provides for an opportunity to cure) and the Contractor shall not be permitted to seek Termination Costs.

Upon any termination pursuant to this section, the Contractor shall be liable to the County for all costs incurred by the County after the effective date of termination, including costs required to be expended by the County to complete the Work covered by the Contract, including costs of delay in completing the Work or the cost of repairing or correcting any unsatisfactory or non-compliant work performed or provided by the Contractor or its subcontractors. Such costs shall be either deducted from any amount due the Contractor or shall be promptly paid by the Contractor to the County upon demand by the County. Additionally, and notwithstanding any provision in this Contract to the contrary, the Contractor is liable to the County, and the County shall be entitled to recover, all damages to which the County is entitled by this Contract or by law, including and without limitation, direct damages, indirect damages, consequential damages, delay damages, replacement costs, refund of all sums paid by the County to the Contractor under the Contract and all attorney fees and costs incurred by the County to enforce any provision of this Contract.

Except as otherwise directed by the County in the notice, the Contractor shall stop work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all vendors and subcontractors and settle all outstanding liabilities and claims. Any purchases after the date of termination contained in the notice shall be the sole responsibility of the contractor.

In the event any termination for cause, default, or breach shall be found to be improper or invalid by any court of competent jurisdiction then such termination shall be deemed to have been a termination for convenience.

20. TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The performance of Work under this Contract may be terminated by the County Purchasing Agent in whole or in part whenever the Purchasing Agent shall determine that such termination is in the County’s best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under this Contract is terminated and the date upon which
such termination becomes effective. The Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination and any other reasonable termination costs as negotiated by the parties, but no amount shall be allowed for anticipatory profits.

After receipt of a notice of termination and except as otherwise directed, the Contractor shall stop all designated work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to the County; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

21. INDEMNIFICATION
The Contractor covenants for itself, its employees, and subcontractors to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the “County” for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including but not limited to, reasonable attorneys fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by the county and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

22. INTELLECTUAL PROPERTY INDEMNIFICATION
The Contractor warrants and guarantees that no intellectual property rights (including, but not limited to, copyright, patent, mask work and trademark) of third parties are infringed or in any manner involved in or related to the services provided hereunder.

The Contractor further covenants for itself, its employees, and subcontractors to save, defend, hold harmless, and indemnify the County, and all of its officers, officials, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, for or on account of any trademark, copyright, patented or unpatented invention, process, or article manufactured or used in the performance of this Contract, including its use by the County. If the Contractor, or any of its employees or subcontractors, uses any design, device, or materials covered by letters patent or copyright, it is mutually agreed and understood, without exception, that the Contract Amount includes all royalties, licensing fees, and any other costs arising from the use of such design, device, work, or materials in any way involved with the work hereunder. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after Notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including but not limited to, reasonable attorneys fees incurred and any settlements or payments made. The
Contractor shall pay such expenses upon demand by the county and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

23. COPYRIGHT
The Contractor hereby irrevocably transfers, assigns, sets over and conveys to the County all right, title and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to this Contract. The Contractor further agrees to execute such documents as the County may request to effect such transfer or assignment.

Further, the Contractor agrees that the rights granted to the County by this paragraph are irrevocable. Notwithstanding anything else in this Contract, the Contractor's remedy in the event of termination of or dispute over the terms of this Contract shall not include any right to rescind, terminate or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of this Contract shall have the effect of rescinding, terminating or otherwise invalidating the rights acquired pursuant to the provisions of this "Copyright" paragraph.

The use of subcontractors or third parties in developing or creating input into any copyrightable materials produced as a part of this Contract is prohibited unless the County approves the use of such subcontractors or third parties in advance and such subcontractors or third parties agree to include the provisions of this paragraph as part of any contract they enter into with the Contractor for work related to work pursuant to this Contract.

24. OWNERSHIP AND RETURN OF RECORDS
This Contract confers no ownership rights to the Contractor nor any rights or interests to use or to disclose the County's data or inputs.

The Contractor agrees that all drawings, specifications, blueprints, data, information, findings, memoranda, correspondence, documents or records of any type, whether written or oral or electronic, and all documents generated by the Contractor or its subcontractors as a result of the County's request for services under this Contract, are the exclusive property of the County ("Record" or "Records"), and all such Records shall be provided to and/or returned to County upon completion, termination, or cancellation of this Contract. The Contractor shall not use, willingly allow, or cause such materials to be used for any other purpose other than performance of all obligations under the Contract without the written consent of the County. Additionally, the Contractor agrees that the Records are confidential records and neither the Records nor their contents shall be released by the Contractor, its subcontractors, or other third parties; nor shall their contents be disclosed to any person other than the Project Officer or his or her designee. The Contractor agrees that all oral or written inquiries from any person or entity regarding the status of any Record generated as a result of the existence of this Contract shall be referred to the Project Officer or his or her designee for response. At the County's request, the Contractor shall deliver all Records to the Project Officer, including "hard copies" of computer records, and at the County's request, shall destroy all computer records created as a result of the County's request for services pursuant to this Contract.

The Contractor agrees to include the provisions of this section as part of any contract or agreement the Contractor enters into with subcontractors or other third parties for work related to work pursuant to this Contract.

No termination of this Contract shall have the effect of rescinding, terminating or otherwise invalidating this section.
25. **CONFIDENTIAL INFORMATION**
The Contractor, and its employees, agents, and subcontractors, hereby agree to hold as confidential all County information obtained as a result of its Work under this Contract. Confidential information includes, but is not limited to, nonpublic personal information, personally identifiable health information, social security numbers, addresses, dates of birth, other contact information or medical information about a person, information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans, expertise and any information entrusted to any affiliate of the parties. The Contractor shall take reasonable measures to ensure that all of its employees, agents, and subcontractors are informed of, and abide by, this requirement.

26. **ETHICS IN PUBLIC CONTRACTING**
This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as any Virginia or federal law related to ethics, conflicts of interest, or bribery, including, by way of illustration and not limitation, the Virginia 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.). The Contractor certifies that its offer was made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor and that it has not conferred on any public employee having official responsibility for this procurement 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.

27. **COUNTY EMPLOYEES**
No employee of the County shall be admitted to any share in any part of this Contract or to any benefit that may arise therefrom which is not available to the general public.

28. **FORCE MAJEURE**
The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond the control of the Contractor and outside the scope of the Contractor’s then-current, by industry standards, disaster plan that make performance impossible or illegal, unless otherwise specified in the Contract.

The County 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, or an act of God beyond the control of the County that make performance impossible or illegal, unless otherwise specified in the Contract.

29. **AUTHORITY TO TRANSACT BUSINESS**
The Contractor shall, pursuant to Code of Virginia §§ 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the Initial Term and any Subsequent Contract Term(s) of this Contract. A contract entered into by a Contractor in violation of this requirement is voidable, without cost or expense, at the sole option of the County.

30. **RELATION TO THE COUNTY**
The Contractor is an independent contractor, and neither the Contractor nor its employees or subcontractors will, under any circumstances, be considered employees, servants or agents of the
County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold from payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor or its employees, servants or agents. Furthermore, the County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation, normally provided by the County for its employees.

31. **ANTITRUST**

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

32. **REPORT STANDARDS**

Reports or written material prepared by the Contractor in response to the requirements of this Contract or a request of the Project Officer shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with these requirements shall be borne by the Contractor.

When submitting documents to the County, the Contractor shall comply with the following guidelines:

All submittals and copies shall be printed on at least thirty percent (30%) recycled-content and/or tree-free paper;
All copies shall be double-sided;
Report covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of report pages (reports with glued bindings that meet all other requirements are acceptable);
The use of plastic covers or dividers should be avoided; and
Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided.

33. **AUDIT**

The Contractor agrees to retain all books, records and other documents related to this Contract for at least five (5) years after final payment. The County or its authorized agents shall have full access to and the right to examine any of the above documents during this period and during the Initial Contract Term or any Subsequent Contract Term. If the Contractor wishes to destroy or dispose of records (including confidential records to which the County does not have ready access) within five (5) years after final payment, the Contractor shall notify the County at least thirty (30) days prior to such disposal, and if the County objects, shall not dispose of the records.

34. **ASSIGNMENT**

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this Contract, without the prior written consent of
35. AMENDMENTS
Unless otherwise specified herein, this Contract shall not be amended except by written
amendment executed by persons duly authorized to bind the Contractor and the County.

36. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES
Notwithstanding any provision to the contrary herein, no provision of the Arlington County
Purchasing Resolution or any applicable County policy is waived in whole or in part.

37. DISPUTE RESOLUTION
All disputes arising under this Agreement, or its interpretation, whether involving law or fact, extra
work or extra compensation or time, and all claims for alleged breach of Contract shall be submitted
in writing to the Project Officer for decision at the time of the occurrence or beginning of the work
upon which the claim is based, whichever occurs first. Any such claims shall state the facts
surrounding it in sufficient detail to identify it together with its character and scope. In accordance
with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be
submitted to the County Manager in writing no later than sixty (60) days after final payment. The
time limit for final written decision by the County Manager in the event of a contractual dispute, as
that term is defined in the Arlington County Purchasing Resolution, is fifteen (15) days. Procedures
for considering contractual claims, disputes, administrative appeals, and protests are contained in
the Purchasing Resolution, which is incorporated herein by reference. A copy of the Arlington
County Purchasing Resolution is available upon request from the Office of the Purchasing Agent.
The Contractor shall not cause a delay in the Work pending any decision of the Project Officer,
County Manager, County Board, or a court of law.

38. APPLICABLE LAW, FORUM, VENUE, AND JURISDICTION
This Contract and the work performed hereunder shall be governed in all respects by the laws of the
Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect
hereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In
performing its work under this Contract, the Contractor shall comply with applicable federal, state,
and local laws, ordinances and regulations.

39. ARBITRATION
It is expressly agreed that nothing under the Contract shall be subject to arbitration, and that any
references to arbitration are expressly deleted from the Contract.

40. NONEXCLUSIVITY OF REMEDIES
All remedies available to the County under this Contract are cumulative, and no such remedy shall
be exclusive of any other remedy available to the County at law or in equity.

41. NO WAIVER
The failure of either party to exercise in any respect a right provided for in this Contract shall not be
deemed to be a subsequent waiver of the same right or any other right,

42. SEVERABILITY
The sections, paragraphs, sentences, clauses and phrases of this Contract are severable, and if any
phrase, clause, sentence, paragraph or section of this Contract shall be declared invalid by a court of
competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses,
sentences, paragraphs and sections of this Contract.

43. **NO WAIVER OF SOVEREIGN IMMUNITY**
Notwithstanding any other provision of this Contract, nothing in this Contract or any action taken by the County pursuant to this Contract shall constitute or be construed as a waiver of either the sovereign or governmental immunity of the County. The parties intend for this provision to be read as broadly as possible.

44. **SURVIVAL OF TERMS**
In addition to any numbered section in this Agreement which specifically state that the term or paragraph survives the expiration of termination of this Contract, the following sections if included in this Contract also survive: INDEMNIFICATION; RELATION TO COUNTY; OWNERSHIP AND RETURN OF RECORDS; AUDIT; COPYRIGHT; INTELLECTUAL PROPERTY INDEMNIFICATION; WARRANTY; AND CONFIDENTIAL INFORMATION.

45. **HEADINGS**
The section headings in this Contract are inserted only for convenience and are not to be construed as part of this Contract or a limitation on the scope of the particular section to which the heading precedes.

46. **AMBIGUITIES**
Each party and its counsel have participated fully in the review and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

47. **NOTICES**
Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

**TO THE CONTRACTOR:** REFER TO BID FORM OF CONTRACTOR

**TO THE COUNTY:**

The County Project Officer (refer to section headed Project Officer) under the Contract Terms and Conditions section (Contractor shall request address from Project Officer);

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

48. **NON-DISCRIMINATION NOTICE**
Arlington County does not discriminate against faith-based organizations.

49. **SERVICE CONTRACT WAGE REQUIREMENTS**
Form Revised 7-19-12

ITB No. 676-13 LW
a. **LIVING WAGE**

The County has determined that the provisions of Section 4-103 of the Arlington County Purchasing Resolution (Service Contract Wage provisions, herein referred to as “Living Wage” provisions) are applicable to this Contract. Therefore, the Contractor shall comply with Section 4-103 of the Arlington County Purchasing Resolution, pertaining to service contract wages (referred to herein as “Living Wage” provisions), during the performance of this Contract. All employees of the Contractor or any of its subcontractors working on County-owned or County-occupied property shall be paid an hourly wage no less than the hourly Living Wage rate published on the County’s world-wide web site at the time of Contract execution. Effective July 1 of each year of the Contract, the wages of employees of the Contractor and any of its subcontractors shall be adjusted to correspond to any adjusted Living Wage rate posted on the County’s world-wide web site.

b. **COMPLAINTS BY AGGRIEVED EMPLOYEES**

Within six (6) months of the Contractor’s failure to comply with the Living Wage provisions, an aggrieved employee of the Contractor may file a complaint with the County’s Purchasing Agent. If the Purchasing Agent determines that the Contractor has paid any affected employee a wage rate less than that required under the Living Wage provisions, the Contractor shall be liable to the employee for the amount of unpaid wage, plus interest at the current judgment rate set under Virginia law. The Contractor shall not discharge, reduce the compensation of, or otherwise retaliate against any employee who files a compliant with the County’s Purchasing Agent, or takes any other action to enforce the requirements of this clause.

c. **ADDITIONAL COMPLIANCE REQUIREMENTS**

At all times during the term of the Contract, the Contractor shall:

1) Post the current wage rate, in English and Spanish, in a prominent place at its offices and each location where its employees perform services under this Contract (refer to Exhibit A);

2) Provide, within five (5) days of an employee’s request, a written statement of the then current required wage rate (using the same form provided in item 1) above;

3) Include the provisions of this clause in all subcontracts for work performed under this Contract; and

4) Submit to the Purchasing Agent, within five (5) working days of the end of each quarter, quarterly payroll reports, and a completed Arlington County Contractor Living Wage Quarterly Compliance Report (refer to Exhibit B.) Include copies of at least four (4) payroll reports for each quarter and two (2) copies of a payroll check for each employee working during the quarter.

d. **CONTRACTOR RECORD KEEPING**

The Contractor shall keep and preserve records which show wages and benefits provided to each employee assigned to perform services under this Contract for a period of three (3) years after the expiration or earlier termination of this Contract. The Contractor shall permit the County’s Purchasing Agent, or authorized representative, to examine and make copies of such records at reasonable times and without unreasonable interference with the business of the
Contractor.

e. **VIOLATIONS**
Violation of this clause, as determined by the Purchasing Agent, shall be grounds for termination of this Contract and debarment of the Contractor from consideration for future awards of County contracts.

50. **INSURANCE REQUIREMENTS**
Prior to the execution of this Contract and upon any Contract extension thereafter, the Contractor shall provide to the County Purchasing Agent evidence indicating that the Contractor has in force the coverage and endorsements (collectively referred to hereinafter “coverage”, “coverages” or “insurance”) required below. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated below or in the Contract Documents.

All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia, with an A.M. Best rating of “A-VII”, and as acceptable to the County. The insurance requirements herein shall not operate as a limitation of the Contractor’s liability or as a limitation of the Contractor’s duty of indemnification, as set forth in this solicitation and any resulting contract. The Contractor is responsible for determining whether the minimum coverage below is adequate to protect its interest.

The Contractor shall secure and maintain (and ensure that its subcontractors, if any, secure and maintain) all insurance required by law or this Contract, including without limitation:

a. **Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage** including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.

b. **Commercial General Liability - $1,000,000 combined single limit coverage with $2,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability.** The general aggregate limit shall apply to this Contract.

c. **Business Automobile Liability - $1,000,000 Combined Single Limit (Owned, non-owned and hired).**

d. **The Contractor shall carry Errors and Omissions or Professional Liability insurance which will pay for injuries arising out of errors or omissions in the rendering, or failure to render services or perform Work under the Contract, in the amount of $1,000,000.**

e. **Additional Insured - Arlington County, and its officers, elected and appointed officials, employees, and agents shall be named as additional insureds on all policies, except Workers Compensation, Auto, and Professional Liability. A copy of the Additional Insured endorsement, or an “Acord” certificate with the additional insured endorsement box checked for all policies that include an additional insured endorsement, must be provided by the Contractor to the County Purchasing Agent prior to the execution of this Contract and any Contract extension. Failure to provide such documentation shall result in cancellation of the award or of the Contract.**

f. **Cancellation - If there is a material change or reduction in coverage, nonrenewal of any insurance coverage or cancellation of any insurance coverage required by this contract, the Contractor shall notify the Purchasing Agent immediately. Any policy on which the**
Contractor has received notification from an insurer that the policy has or will be cancelled or materially changed or reduced must be immediately replaced with another policy consistent with the terms of this Contract and in such a manner that there is no lapse in coverage, and the County immediately notified of the replacement. Not having the required insurance throughout the Contract Term is considered a material breach of this Contract and grounds for termination. The Contractor shall also obtain an endorsement providing to the County thirty (30) days advance notice of cancellation or nonrenewal (ten days for nonpayment of premium. A copy of that endorsement shall be provided to the County Purchasing Agent prior to the execution of this Contract or any Contract extension thereafter.

g. Any insurance coverage that is placed as a “claims made” policy must remain valid and in force, or the Contractor must obtain an extended reporting endorsement consistent with the terms of this Contract, until the applicable statute of limitations has expired, such date as determined to begin running from the date of the Contractor’s receipt of final payment.

h. Contract Identification – All documentation and copies of endorsements required hereunder shall state this Contract’s number and title.

i. Certificate Holder - The Certificate Holder must be identified as:

   The County Board of Arlington County, VA
   c/o The Purchasing Agent
   2100 Clarendon Boulevard, Suite 500
   Arlington, VA  22201

The Contractor must disclose the amount of any deductible or self-insurance component applicable to the General Liability, Automobile Liability, Professional Liability, Intellectual Property or any other policies required herein, if any. The County reserves the right to request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible. Thereafter, at its option, the County may require a lower deductible, funds equal to the deductible be placed in escrow, a certificate of self-insurance, collateral, or other mechanism in the amount of the deductible to ensure additional protection for the County.

The Contractor shall require all subcontractors to maintain during the term of this contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation insurance in the same form and manner as specified for the Contractor. The Contractor shall furnish subcontractors’ documentation of coverage and endorsements specified herein to the County Purchasing Agent immediately upon request by the County and/or prior to a subcontractor performing work related to this Contract.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall be as fully responsible to the County for the acts and omissions of its
subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self-insurance for all or any part of the insurance required, provided that the Contractor can demonstrate financial capacity, the alternative coverage(s) are submitted to and acceptable to the County and the terms additional endorsements required hereunder are met to the satisfaction of the County Purchasing Agent or Risk Manager. The Contractor must provide its most recent actuarial report and provide a copy of its self-insurance resolution to determine the adequacy and security of the insurance funding.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 711-13LW

BID FORM
Page 1 OF 8

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON June 11, 2013

FOR PROVIDING ASSEMBLY OR DISASSEMBLY SERVICES FOR MODULAR AND CASE GOODS FURNITURE 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 Purchasing Agent’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.

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

( ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

______________________________________________________________

State the specific reason(s) why protection is necessary:

______________________________________________________________

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

BIDDERS NAME:

Pocn Revised 7-19-12

FRB No. 676-13 LW
I. MINIMUM TIME REQUIRED FOR NOTIFICATION BEFORE START OF WORK: _______ DAYS

II. NEW PRODUCT INSTALLATION OVER $25,000
NEW PRODUCT WILL BE INSTALLED BASED ON A LUMP SUM PRICE DERIVED FROM THE SPECIFIED PERCENTAGE PER THOUSAND DOLLARS PROVIDED BELOW. THE LUMP SUM IS A PERCENTAGE OF THE VALUE OF MANUFACTURER’S LIST PRICE FOR THE ORDER; THE HOURLY RATES SHALL NOT APPLY TO THIS CATEGORY OF THE WORK:

% ________________ PER THOUSAND DOLLARS FROM MANUFACTURER’S LIST PRICE FOR THE ORDER

III. HOURLY RATES FOR RECONFIGURATION, INSTALLATION AND OTHER SERVICES, INCLUDING NEW PRODUCT UNDER $25,000:

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<th>LABOR CATEGORIES</th>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>THIRD YEAR</th>
<th>FOURTH YEAR</th>
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<th>SIXTH YEAR</th>
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<td>FIFTH YEAR</td>
<td>SIXTH YEAR</td>
<td>SEVENTH YEAR</td>
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Bidders Name:

Form Revised 7-19-12

ITB No. 676-13 LW
EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE NUMBER</th>
<th>ALT. TELEPHONE NUMBER</th>
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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 (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

________________________________________

________________________________________

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 ________________________________________
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): ___________________________ TITLE: ___________________________

E-MAIL ADDRESS: ___________________________ TEL. NO.: ___________________________

<table>
<thead>
<tr>
<th>SUBMITTED BY: (LEGAL NAME OF ENTITY)</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
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<tr>
<td>CITY/STATE/ZIP:</td>
</tr>
<tr>
<td>TELEPHONE NO.:</td>
</tr>
<tr>
<td>FACSIMILE NO.:</td>
</tr>
<tr>
<td>TAX ID NUMBER (EIN/SSN):</td>
</tr>
<tr>
<td>VA. CONTRACTOR LICENSE #:</td>
</tr>
</tbody>
</table>

THIS FIRM IS A: • INSERT NAME OF STATE
• CORPORATION, • GENERAL PARTNERSHIP, • LIMITED PARTNERSHIP, • UNINCORPORATED ASSOCIATION, • LIMITED LIABILITY COMPANY, • SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?

IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:

ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?

BIDDER STATUS:  MINORITY OWNED:  WOMAN OWNED:  NEITHER:
(EXHIBIT A)

LIVING WAGE FORMS

WAGE NOTICE

THE HOURLY RATE FOR EMPLOYEES OF CERTAIN ARLINGTON COUNTY SERVICE CONTRACTORS WORKING ON COUNTY-OWNED OR COUNTY-OCCUPIED PROPERTY SHALL NOT BE LOWER THAN

$13.13 PER HOUR

REFERENCE: ARLINGTON COUNTY PURCHASING RESOLUTION SECT. 4-103

FOR INFORMATION CONTACT:

ARLINGTON COUNTY
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
703-228-3410
AVISO DE SALARIO MINIMO

EL SALARIO MINIMO POR HORA PARA LOS EMPLEADOS DE ALGUNOS CONTRATISTAS QUE TRABAJAN EN UNA PROPIEDAD O BIEN INMUEBLE DEL GOBIERNO DEL CONDADO DE ARLINGTON O CUALQUIER OTRA PROPIEDAD QUE SEA HABITADA/OCUPADA POR OFICINAS DEL GOBIERNO DEL CONDADO DE ARLINGTON SE HA ESTABLECIDO QUE EL SALARIO MINIMO SERÁ DE:

$13.13 POR HORA

REFERENCIA: SECCION 4-103, DE LA RESOLUCION DE LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. (ARLINGTON COUNTY PURCHASING RESOLUTION SECTION 4-103)

PARA MAS INFORMACIÓN SIRVASE LLAMAR A:

LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. 703-228-3410.

PARA INFORMACION EN PERSONA DIRIJASE A:
2100 CLARENDON BOULEVARD, OFFICINA NO 500
ARLINGTON, VA 22201
In order to audit your firm's compliance with Service Contract Wage (Living Wage) provisions of the Arlington County Purchasing Resolution, please complete the following report and submit to Arlington County, Office of the Purchasing Agent, 2100 Clarendon Boulevard, Suite #500, Arlington, Virginia 22201. This report shall be submitted every (3) months during the Contract Term. All personnel of the Contractor and any of its subcontractors working on Arlington County property, or Arlington County occupied property, shall be listed.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TOTAL HOURS THIS QUARTER</th>
<th>HOURLY WAGE</th>
<th>GROSS EARNINGS ON THIS CONTRACT</th>
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By signing this form, the above-listed company certifies that the information provided is accurate and complete.
BID FORM, PAGE 8 OF 8

Metropolitan Washington Council of Governments Rider Clause

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.

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<tr>
<th>YES</th>
<th>NO</th>
<th>JURISDICTION</th>
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<td>GREENBELT, MARYLAND</td>
<td>UPPER OCCOQUAN SEWAGE AUTHORITY</td>
<td></td>
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<td></td>
<td>HERNDON, VIRGINIA</td>
<td>VIENNA, VIRGINIA</td>
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<tr>
<td></td>
<td>LEESBURG, VIRGINIA</td>
<td>VIRGINIA RAILWAY EXPRESS</td>
<td></td>
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<tr>
<td></td>
<td>LOUDOUN COUNTY, VIRGINIA</td>
<td>WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY</td>
<td></td>
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<tr>
<td></td>
<td>LOUDOUN COUNTY PUBLIC SCHOOLS</td>
<td>WASHINGTON SUBURBAN SANITARY COMMISSION</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>LOUDOUN COUNTY SANITATION AUTHORITY</td>
<td>WINCHESTER, VIRGINIA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BIDDER'S NAME: ____________________________

IFB No. 676-13 LW
ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF MANAGEMENT AND FINANCE
OFFICE OF THE PURCHASING AGENT

July 16, 2013

TO: Elizabeth Dooley

FROM: Michelle Congdon

SUBJECT: ITB No. 711-13LW

PLEASE REVIEW THE ATTACHED () BIDS RECEIVED ON THE ABOVE AND ADVISE YOUR RECOMMENDATION FOR AWARD. BY SUBMITTING THIS RECOMMENDATION YOU ARE CERTIFYING THE FOLLOWING:

1: YOUR RECOMMENDATION IS IMPARTIAL, TECHNICALLY SOUND, AND OBJECTIVE;
2: YOU HAVE NOT REPRODUCED, OR SHARED WITH ANYONE, ANY BID INFORMATION OR SOURCE SELECTION INFORMATION, EXCEPT AS DIRECTED BY THE PURCHASING OFFICE; AND
3: YOU HAVE COMPLIED WITH THE ARLINGTON COUNTY PURCHASING RESOLUTION, ARTICLE 9 - ETHICS IN PUBLIC CONTRACTING WITH RESPECT TO THE ATTACHED BIDS.

PROVIDE WRITTEN JUSTIFICATION FOR REJECTION OF ANY BID RECEIVED THAT IS HIGHER THAN THE RECOMMENDED BIDDER.

DATE:  7-16-13

SIGNED: [Signature]

PRINT NAME: Michelle Congdon

DATE:  7-16-13
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAX PTS</th>
<th>X ITEM WT</th>
<th>MAX PTS</th>
<th>X ITEM WT</th>
<th>= SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement with installation of reconfiguration of Knoll furniture</td>
<td>5</td>
<td>X</td>
<td>20</td>
<td>100</td>
<td>X 20</td>
</tr>
<tr>
<td>and qualification of all technicians</td>
<td></td>
<td></td>
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<tr>
<td>YEARS</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1 years of installation and assembly of office furniture. Knoll</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>certified in 2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The quality of performance of various contracts and experience with</td>
<td>4</td>
<td>X</td>
<td>20</td>
<td>80</td>
<td>X 20</td>
</tr>
<tr>
<td>Arlington County or similar jurisdictions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CF has been on multiple County contracts over the past 10 years.</td>
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<tr>
<td>Experience has been excellent and they are responsive. They have</td>
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<tr>
<td>also installed for Arlington County Public Schools and the Navy</td>
<td></td>
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<tr>
<td>card. Currently hold a similar contract to Arlington in Verizon for</td>
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<tr>
<td>ongoing service work.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Qualification and experience of proposed personnel</td>
<td>5</td>
<td>X</td>
<td>10</td>
<td>50</td>
<td>X 10</td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key personnel have 5-25 years of experience installing systems</td>
<td></td>
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<tr>
<td>typical and over 12 years of Knoll experience.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td>4</td>
<td>X</td>
<td>10</td>
<td>40</td>
<td>X 10</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
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<tr>
<td>hourly rates are comparable to industry standard and 2.8% of the</td>
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<tr>
<td>total price is reasonable.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Overall ratings of the quality of proposed equipment, storage</td>
<td>4</td>
<td>X</td>
<td>20</td>
<td>80</td>
<td>X 20</td>
</tr>
<tr>
<td>quality, price, and personnel</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| TOTALS:                                                                 | 5       | X         | 20      | 100       | X 30    | = 2000  |
| TOTALS:                                                                 |         |           |         |           |         |         |
| TOTALS:                                                                 |         |           |         |           |         |         |
| COMMENTS:                                                               |         |           |         |           |         |
| Include employees relative experience, hourly wages, copies of I-9     |         |           |         |           |         |
| card, and a copy of their safety policy and procedures.                |         |           |         |           |         |
| HAND TOTAL                                                             | 8100    |           |         |           |         |         |

The final ratings indicated above, unless otherwise noted in the form, reflect the independent judgments of the merits of the Contractor.
**FURNITURE INSTALLATION**

**FOR:**

**Furniture Business Movers**

The point value range to be used in scoring is "O" (UNACCEPTABLE)  to "X" (EXCELLENT).

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAX PTS</th>
<th>X</th>
<th>ITEM WT</th>
<th>MAX PTS</th>
<th>X</th>
<th>ITEM WT</th>
<th>MAX PTS</th>
<th>X</th>
<th>ITEM WT</th>
<th>=</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with installation and reconfiguration of Knoll furniture and qualifications of proposed personnel.</td>
<td>1</td>
<td>X</td>
<td>20</td>
<td>20</td>
<td>X</td>
<td>20</td>
<td>=</td>
<td>400</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**NOTES:**

- Documents do not identify systems furniture installation knowledge or Knoll knowledge specifically in their key personnel section. References were called and one had existing furniture de-assembled, one referenced a reconfiguration but stated they have done new product installation, one was just moving services, others were non-responsive, have left the company, or phone lines are not in service. No references could verify Knoll furniture qualifications.

- In the quality of performance of previous contracts and compliancy with Arlington County of similar type sections.

- Company has held one previous contract with Arlington County for moving services. Experience has been average when the specified lift was removed. They were responsive.

- Qualification and experience in proposed personnel.

- *NOTE:* All documents do not demonstrate any systems furniture installation knowledge.

- **REMARKS:**

  - 10/30, 46% lower than industry standard and 46% of the list is unmatchable for new installations over $25K list.

  - Rating of the quality of proposed equipment, storage, pricing, and personnel.

- **CONFORMS TO THE:**

  - 1 | X | 20 | 100 | X | 20 | = | 400 |

**NOTES:**

- Include employee's relative experience, hourly wages, copies of letters, and a copy of their safety policy and procedures.

- The several letter references anything about systems furniture installation, all other data supplied is for moving services.
In the years indicated above, unless otherwise noted in the form,
the Fizzett Independent judgments of the merits of the Benefactor's
Charitable Contributions.
<table>
<thead>
<tr>
<th>DATE AND TIME</th>
<th>ADDRESS AND CONTACT</th>
<th>BIDDER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/11/13</td>
<td>Hand delivered 1:34pm</td>
<td></td>
</tr>
</tbody>
</table>

**Date Bid Received**

<table>
<thead>
<tr>
<th>AND E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>C=CELL NUMBER</td>
</tr>
<tr>
<td>F=FAX NUMBER</td>
</tr>
<tr>
<td>T=TEL NUMBER</td>
</tr>
</tbody>
</table>
INSTALLATION CONCEPTS, INC.

General
- SCC ID: F1632100
- Entity Type: Foreign Corporation
- Jurisdiction of Formation: MD
- Date of Formation/Registration: 6/15/2005
- Status: Active
- Shares Authorized: 100

Principal Office
- 677 A COMMERCE DR
- UPPER MARLBORO MD20774

Registered Agent/Registered Office
- JOHN E RITZERT JR
- 11350 RANDOM HILLS RD STE 400
- FAIRFAX VA 22030
- FAIRFAX COUNTY 129
- Status: Active
- Effective Date: 6/15/2005

Select an action
- File a registered agent change
- File a registered office address change
- Reprint a registered agent
- File an annual report
- Pay annual registration fee
- Order a certificate of good standing
- View efile transaction history
- Manage email notifications
Nittany Business Movers Inc.

**General**

SCC ID: 06559264  
Entity Type: Corporation  
Jurisdiction of Formation: VA  
Date of Formation/Registration: 3/30/2006  
Status: Active  
Shares Authorized: 100

**Principal Office**

9408 C & D GUNSTON COVE RD  
LORTON VA 22079

**Registered Agent/Registered Office**

MICHAEL GLADYS  
9408 C & D GUNSTON COVE RD  
LORTON VA 22079  
FAIRFAX COUNTY  
129  
Status: Active  
Effective Date: 3/30/2006