REQUEST FOR QUOTE

Broad Run Water Reclamation Facility Expansion Joint Repairs

Issuance Date: July 17, 2019
Quote Due Date: August 7, 2019
and Time: 2:00 PM (Eastern Standard Time)
Delivery and Mailing Address: 44865 Loudoun Water Way
Ashburn, VA 20147
Contact: Stefan Haas, Civil Engineer
Phone: 571.291.7754
E-mail: shaas@loudounwater.org

INSTRUCTIONS TO CONTRACTORS

THIS IS NOT AN ORDER.

Submittal of Responses: Loudoun Water accepts submittal responses by email only at shaas@loudounwater.org. Your Quote must be emailed to shaas@loudounwater.org before the due date and time. Late responses shall not be accepted. All times listed in the Loudoun Water Solicitation are Eastern Standard Times.

Inquiries: Please direct all questions concerning this solicitation to shaas@loudounwater.org. Any changes resulting from inquiries shall be issued through a written addendum.

RFQ CONTENTS

I. Purpose
II. Scope of Work/Description of Items
III. Pre-Quote Conference/Inspection of Job Site
IV. General Terms and Conditions
V. Special Terms and Conditions
VI. Method of Payment
VII. Pricing
VIII. Attachments
IX. Contractor Submittal Requirements
I. PURPOSE:

The purpose of this Request for Quote is to solicit Quotes to establish an agreement through for the repairs of expansion joints in accordance with the requirements.

II. SCOPE OF WORK/DESCRIPTION OF ITEMS:

The Contractor shall furnish all labor, equipment and materials required for the Work located at the Broad Run Water Reclamation Facility (BRWRF) at 44961 Loudoun Water Way, Ashburn, VA 20147 in accordance with the Contract Documents.

The Work includes the repair of expansion joints in the BRWRF Electrical Building, Methanol Building, Chemical Building, and Membrane Building, in accordance with the specifications.

Expansion joints needing repair (refer to Attachment D – Vicinity and Site Map for expansion joint locations):

- Electrical Building:
  - All vertical exterior expansion joints
  - Joints surrounding all lower level windows (total of 3 windows)
  - Vertical joints below lower level windows (total of 6 joints)
- Methanol Building:
  - Entire expansion joint running east-west in the building
- Chemical Building:
  - Entire expansion joint running around chemical tanks
- Membrane Building:
  - 2nd floor exterior expansion joint on both east and west side

III. PRE-QUOTE CONFERENCE AND SITE VISIT:

A mandatory pre-quote conference and site visit will be held at the BRWRF (44961 Loudoun Water Way, Ashburn, VA 20147) on July 25, 2019 @ 9:00AM. The purpose of this conference is to allow potential Bidders an opportunity to present questions, view the job site, and obtain clarification relative to any facet of this solicitation.

Loudoun Water will not reschedule additional pre-quote site visits.

Any changes resulting from this conference will be issued through a written addendum to the solicitation.

The Contractor’s quote submittal constitutes certification that he/she is aware of the pre-quote conference and site visit and has visited the site and accounted for all conditions that may affect cost, progress, and performance of the work.

IV. GENERAL TERMS AND CONDITIONS:

The General Terms and Conditions may be viewed on the following Loudoun Water website:

Loudoun Water General Terms and Conditions

V. SPECIAL TERMS AND CONDITIONS:

Award of Contract: Evaluation will be based on the Base Quote Lump Sum. Loudoun Water reserves the right to reject any and all Quotes in whole or in part, to waive informality, and to delete items prior to making an award.

Confined Space: Work involved at Loudoun Water may include entry into confined spaces. Any work involving entry into or work within a confined space is governed by the Virginia Confined Space

2
Standard (1910.146) for general industry dated March 23, 1987. It is the responsibility of outside contractors performing work activities on Loudoun Water property to comply with all facets of OSHA's Confined Space Entry Standard and to ensure the safety and health of their employees. Loudoun Water assumes no liability for the actions of non-Loudoun Water employees performing work at our facilities.

**Contract Documents:** The Contract entered into by the parties shall consist of the Request for Quote, the submittal by the Contractor, Loudoun Water’s Purchase Order, the Offer, General and Special Conditions, the Specifications with drawings, if any, including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.

Contractors are advised that Loudoun Water does not sign standard contract forms which may be used by the Contractor. Your submittal certifies the Contractor is an agent or officer authorized to bind the company to the terms and conditions of this solicitation.

**Contractor Experience:** Contractor shall have a minimum of three (3) years experience in servicing same or similar types of accounts.

**Contractor Registration:** If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars ($120,000) or more, or if the total value of all such contracts undertaken by Contractor within any 12-month period is seven hundred and fifty thousand dollars ($750,000) or more, the Contractor is required under Title 54.1-1100, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors a “CLASS A CONTRACTOR.” If such a contract is for seventy-five hundred dollars ($7,500) or more but less than one hundred and twenty thousand dollars ($120,000), or if the total value of all such contracts undertaken by Contractor within any 12-month period is between one hundred and fifty thousand dollars ($150,000) and seven hundred and fifty thousand dollars ($750,000) or more, the Contractor is required to be licensed as a “CLASS B CONTRACTOR.” If such a contract is for one-thousand dollars ($1,000) or more but less than seventy-five hundred dollars ($7,500), or if the contractor does less than $150,000 in business in a 12-month period, the Contractor is required to be licensed as a “CLASS C CONTRACTOR.” Loudoun Water requires a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors.

The Contractor shall include their applicable Contractor License Number and Type on the attached Contractor Data Sheet with their submittal. If the Contractor shall fail to provide this information with their submittal and shall fail to provide said Contractor license number to Loudoun Water in writing when requested to do so after the opening of Quotes, the Contractor shall be deemed to be in violation of the Code of Virginia, and their Quote will not be considered. If the Contractor shall fail to obtain the required license prior to submission of his Quote, the Quote shall not be considered.

**Contractor’s Title to Materials:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

**Definitions:** The term "Loudoun Water" as used herein, shall mean the Loudoun County Sanitation Authority DBA Loudoun Water.

The term “Contractor” means the person, firm or corporation named as such in the contract and includes the plural number and the feminine gender when such are named in the contract as the Contractor.

The term “Subcontractor” means only those having a direct contract with the Contractor and it includes one who furnishes material work to a special design but does not include one who merely furnishes material not so worked.

**Delivery and Storage:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building(s) during installation. Loudoun
Water will not assume any responsibility for receiving these shipments. Contractor shall check with Loudoun Water and make necessary arrangements for security and storage space in the building(s) during installation.

**Discounts:** Payment discounts shall be considered at time of payment but will not be an award factor.

**Final Inspection:** At the conclusion of the work, the Contractor shall demonstrate to the authorized Loudoun Water representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor’s expense prior to final acceptance of the work.

**Hazardous Chemical Communication Program:** Loudoun Water is required in accordance with 29 CFR 1910.119 to inform Loudoun Water and Contractor personnel that work centers within Loudoun Water have hazardous chemicals on site. Loudoun Water and Contractor personnel may be exposed to these hazardous chemicals while working at Loudoun Water. A written Hazard Communication Program has been developed to inform personnel of the specific hazardous chemicals at the work center and the related safety information including protective measures, special precautions and emergency procedures to be observed. The Hazard Communication Program, including a complete file of Safety Data Sheets for each hazardous chemical, is available at each work center and may be obtained upon request. The Contractor is responsible for communicating the information contained in the Safety Data Sheets to their personnel working at Loudoun Water work centers.

**Insurance:** By signing and submitting an offer under this solicitation, the Contractor certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers’ compensation insurance in accordance with the Code of Virginia. A current copy of Contractor’s Certificate of Insurance must be provided upon request.

The Contractor further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**Insurance Coverage and Limits:**

Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify Loudoun Water of increases in the number of employees that change their workers’ compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

Employer's Liability - $100,000.

Commercial General Liability - $1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Loudoun Water must be named as an additional insured and so endorsed on the policy.

Automobile Liability - $1,000,000 per occurrence.

**Labeling of Hazardous Substances:** If the items or products requested by this solicitation are “Hazardous Substances” as defined by the Code of Virginia or Section 1261 of Title 15 of the United States Code, then the Contractor, by submitting his Quote, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Contractor does not violate any of the prohibitions of the Code of Virginia or Title 15 U.S.C., Section 1263.

**Laws and Regulations:** The Contractor shall give all notices and comply with all laws, ordinances, regulations and lawful orders of any public authority bearing on the performance of the work.
This contract and all other contracts and subcontracts are subject to the provisions of the Code of Virginia relating to labor unions and the "right to work," and all Contractors and Subcontractors, whether residents or nonresidents of the Commonwealth, who perform any work related to the project shall comply with all of the said provisions.

The provisions of all regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia, issued by the Department of Labor and Industry under the Code of Virginia, shall apply to all work under this contract.

Liquidated Damages, Furnish and Install: Work shall be completed in 40 calendar days following receipt of purchase order. It is hereby understood and agreed by the Contractor that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified in the Quote document. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified, there will be deducted, not as a penalty but as liquidated damages, the sum of $100 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence, or default on the part of Loudoun Water, public enemy, war, embargo, fire, or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as Loudoun Water deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the contractor, the Loudoun Water Purchasing Department may extend the time for performance of the contract or delivery of goods herein specified at the purchasing office's sole discretion for good cause shown.

Minority Owned Businesses Subcontracting and Reporting: Where it is practical for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority businesses. Names of such firms may be available from the Procurement Officer. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the Procurement Office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

Negotiation with the Lowest Contractor: Unless all Quotes are canceled or rejected, Loudoun Water reserves the right granted by the Code of Virginia to negotiate with the lowest responsive, responsible Contractor to obtain a contract price within the funds available to Loudoun Water whenever such low Quote exceeds Loudoun Water’s available funds. For the purpose of determining when such negotiations may take place, the term “available funds” shall mean those funds which were budgeted by Loudoun Water for this contract prior to the issuance of the written Request for Quote. Negotiations with the low Contractor may include both modifications of the Quote price and the Scope of Work/Specification to be performed. Loudoun Water shall initiate such negotiations by written notice to the lowest responsive, responsible Contractor that its Quote exceeds the available funds and Loudoun Water wishes to negotiate a lower contract price. The times, places, and manner of negotiation shall be agreed to by Loudoun Water and the lowest responsive, responsible Contractor.

Ownership Rights: Loudoun Water shall retain all ownership rights to all printing materials, photographs, video and audio recordings, special maps, etc. All artwork, camera-ready copy, negatives, dies, photos, and similar materials used to produce such jobs shall become the property of Loudoun Water upon completion of job. All such items and materials shall be provided, at no charge, to Loudoun Water upon request.

Performance and Payment Bonds: When the Quote exceeds $100,000, the successful Contractor shall deliver to the procurement office executed performance and payment bonds, each in the sum of the contract amount, with Loudoun Water as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. Standard bond forms, if required, will be provided by the procurement office upon request. The successful Contractor will be required to deliver the performance and payment bonds within (5) business days of notice of Quote award. Please submit the total cost for performance and payment bonds separate from the Quote price.
**Preparation and Submission of Quotes:** Quotes must give the full business address of the Contractor and be signed by an authorized representative. Quotes by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Quotes by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A Quote by a person who affixes to the signature the word "President", "Secretary", "Agent" or other designation without disclosing the principal, may be held to be the Quote of the individual signing. When requested by Loudoun Water, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. All quotes shall be submitted via email.

**Preventive Maintenance:** The Contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.

**Prime Contractor Responsibilities:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

**Protection of Persons and Property:** The Contractor expressly undertakes, both directly and through its Subcontractors, to take every precaution at all times for the protection of persons and property, including Loudoun Water's employees and property and its own.

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor shall continuously maintain adequate protection of all work from damage and shall protect Loudoun Water's property from injury or loss arising in connection with this contract. The Contractor shall make good any such damage, injury or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of Loudoun Water. The Contractor shall adequately protect adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways, guard fences, lights and facilities for protection required by public authority, local conditions, or any of the Contract Documents.

**Qualifications of Contractors:** Loudoun Water may make such reasonable investigations as deemed proper and necessary to determine the ability of the Contractor to perform the services/furnish the goods and the Contractor shall furnish to Loudoun Water all such information and data for this purpose as may be requested. Loudoun Water reserves the right to inspect Contractor's physical facilities prior to award to satisfy questions regarding the Contractor's capabilities. Loudoun Water further reserves the right to reject any Quote/proposal if the evidence submitted by, or investigations of such Contractor fails to satisfy Loudoun Water that such Contractor is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**Quote Acceptance Period:** Any Quote in response to this solicitation shall be valid for (60) sixty days. At the end of the (60) sixty-day period the Quote may be withdrawn at the written request of the Contractor. If the Quote is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**Quote Documents:** It shall be the responsibility of the Contractor to examine the entire contents of this RFQ carefully. Questions concerning this solicitation must be directed to shaas@loudounwater.org
and must be received at least (5) five business days prior to the Quote due date. Any changes resulting from inquiries shall be issued by a written amendment.

**Quote Prices:** Quote shall be in the form of a firm lump sum price for all work required. All pricing shall include taxes all delivery charges and shipping terms shall be FOB Destination, freight prepaid, (Contractor pays and bears all freight charges and owns goods in transit) and any other costs necessary to complete the work.

**Receipt and Opening of Quotes:** It is the responsibility of the Contractor to assure that the Quote is submitted by email prior to the time set for receipt of Quotes. No Quote received after the time designated for receipt of Quotes shall be considered. All times listed in the Loudoun Water Solicitation are Eastern Standard Time. Quotes received in response to a Request for Quote will be opened at the time stated in the solicitation.

**References:** Contractor must submit three (3) references with their Quote. References furnished must be for similar type of goods/services requested in this solicitation.

**Silence of Specification:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

**Subcontracts:** No portion of the work shall be subcontracted without prior written consent of the Procurement Department. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Procurement Department the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractors(s) and shall assure compliance with all requirements of the contract.

**Superintendence by Contractor:** The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.

The Contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.

**Use of Brand Names:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Contractors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which Loudoun Water, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended shall be accepted. The Contractor is responsible to clearly and specifically identify the product being Quote/offered and to provide sufficient descriptive literature, catalog cuts and technical details to enable Loudoun Water to determine if the product Quote/offered meets the requirements of the solicitation. This is required even if quoting/offering the exact brand, make or manufacturer specified. Normally, only the information furnished with the Quote will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Quote non-responsive. Unless the Contractor clearly indicates in its Quote/proposal that the product Quote/offered is an "equal" product, such Quote/proposal will be considered to Quote/offer the brand name referenced in the solicitation.

**Use of Loudoun Water Facilities:** Contractor shall be responsible for providing rest room and other facilities for their employees. The Contractor’s employees shall not be permitted to use Loudoun Water work center facilities.

**Use of Premises and Removal of Debris:** The Contractor expressly undertakes, either directly or through its Subcontractor:
To perform this Contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;

To store its apparatus, materials, supplies, and equipment in such an orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of Loudoun Water or any other Contractor; and

To place upon work or any part thereof only such loads as are consistent with the safety of that portion of work.

To effect all cutting, filling or patching of its work required to make the same to conform to the plans and specifications, and except with the consent of Loudoun Water, not to cut or otherwise alter the work of any other Contractor. The Contractor shall not damage or endanger any portion of the work by cutting, patching or otherwise altering any work, or by workmanlike appearance.

To clean up frequently all refuse, rubbish, scrap materials and debris caused by its operation, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.

Waiver: Loudoun Water reserves the right to waive informalities, award Quotes/proposals received on the basis of individual items, or groups of items, or on the entire list of items, to reject any or all Quotes/proposals received, or any part thereof, which is in the best interests of Loudoun Water. The Procurement Manager’s decision shall be final.

Warranty of Materials and Workmanship: The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with Contract Documents and shall be performed by persons qualified in their respective trades.

Work not conforming to these warranties shall be considered defective.

This warranty of materials and workmanship is separate and independent from any other guarantees in this Contract.

Warranty: All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of one (1) year following date of final acceptance. Should any defect be noted by Loudoun Water, the Procurement Department will notify the Contractor of such defect or non-conformance. Notification will state either (1) that the Contractor shall replace or correct, or (2) Loudoun Water does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the Contractor is required to correct or replace, it shall be at no cost to Loudoun Water and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the Loudoun Water Procurement Department issuing the purchase order may have the materials corrected or replaced with similar items and charge the Contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

Withdrawal or Modification of Offers Prior to Due Date: Offers may be withdrawn or modified by written notice received from the Contractors prior to the time fixed for offer receipt.

Work Schedule: Prior to award, the Contractor may be required to submit a detailed work schedule listing the stages of work and completion times for work to be performed.

Work Site Damages: Any damage to existing utilities, finished surfaces, or equipment, including Loudoun Water, employee or other vehicles on site, resulting from the performance of this contract shall be repaired to Loudoun Water's satisfaction at the Contractor's expense.
VI. METHOD OF PAYMENT:

The Contractor shall be paid in full upon satisfactory completion of the Work. The Owner will not make interim, partial payments for completed Work.

VII. PRICING:

Quote shall be in the form of a firm lump sum price for all work required. All pricing shall include all taxes and delivery charges and shipping terms shall be FOB Destination, freight prepaid, (Contractor pays and bears all freight charges and owns goods in transit) and any other costs necessary to complete the work. All quotes must be made on Loudoun Water’s Quote Form (Attachment A). Contractor shall be responsible for confirming all quantities and lengths of the work prior to submitting a quote.

VIII. ATTACHMENTS:

A. Quote Form
B. Contractor’s Data Sheet
C. Proof of Authority to Transact Business in Virginia Form (if Quote exceeds $100,000)
D. Vicinity and Site Map
E. Expansion Joint Repair Specification
F. Site Pictures

IX. CONTRACTOR SUBMITTAL REQUIREMENTS:

Please submit the items below with Quote submittal:

- Quote Form
- Contractor’s Data Sheet Complete with References
- Proof of Authority to Transact Business in Virginia Form (if Quote exceeds $100,000)
- Certificate of Insurance
QUOTE FORM
ATTACHMENT A

Broad Run Water Reclamation Facility Expansion Joint Repair
August 7, 2019 at 2:00 p.m. (Eastern Time)

Loudoun Water will determine, at its sole discretion, to award this contract. Award will be made to the lowest responsive, responsible Contractor.

BASE QUOTE LUMP SUM PRICE:
The lump sum of

___________________________________________      $__________________
(write lump sum price in words)

By:

___________________________________________
(Business name)

___________________________________________
(Name and signature of person authorized to sign)

___________________________________________
(Title of person authorized to sign)
CONTRACTOR’S DATA SHEET
ATTACHMENT B

CONTRACTOR’S INFORMATION:

<table>
<thead>
<tr>
<th>CONTRACTOR’S NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS:</td>
<td>____________________</td>
</tr>
<tr>
<td>COMPANY OFFICERS:</td>
<td>____________________</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>____________________</td>
</tr>
<tr>
<td>FAX:</td>
<td>____________________</td>
</tr>
<tr>
<td>FEDERAL ID NUMBER:</td>
<td>____________________</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td>____________________</td>
</tr>
<tr>
<td>WEBSITE ADDRESS:</td>
<td>____________________</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION:

Number of years business has been in operation?________ Number of employees? ________

Number of years experience providing/servicing same or similar goods/services?_______

Number of employees of this business who are certified for servicing the equipment referenced in this solicitation?_______

Number of service locations for this business?_______

Addresses of these service locations? (Please attach detailed address list.)

LICENSE REQUIREMENTS:

By my signature on this solicitation, I certify that this firm/individual and applicable subcontractor/s is properly licensed for providing the goods/services specified. (List license type and Virginia Contractor Number below as required in Loudoun Water's Special Terms and Conditions section entitled, "Contractor Registration"): 

| Contractor Name: | ____________________ | Subcontractor Name: | ____________________ |
|------------------|------------------------|
| (As an attachment, submit subcontractor address, phone, contact and license information.) |

For Construction Services:

| License #: | ____________________ | License Type (business, permit, etc.): | ____________________ |
|------------|-----------------------|

Other than Construction Services:

<table>
<thead>
<tr>
<th>Type of Organization (Please check appropriate category below):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Sole Proprietor</td>
</tr>
<tr>
<td>Corporation, Incorporated Under State Laws of:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Business (Please check appropriate categories below):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
</tr>
<tr>
<td>Manufacturer Representative/Distributor</td>
</tr>
<tr>
<td>Construction, Define Below:</td>
</tr>
<tr>
<td>General Contractor</td>
</tr>
</tbody>
</table>

Request for Quote Page 11
## CONTRACTOR’S DATA SHEET (CONTINUED)

### BUSINESS CLASSIFICATION

- [ ] Asian-American
- [ ] African-American
- [ ] Hispanic-American
- [ ] Eskimos and Aleuts
- [ ] Native-American
- [ ] Woman-Owned
- [ ] Service Disabled Veteran-Owned

### SMALL BUSINESS CERTIFICATION:

- [ ] Yes, as defined in the Code of Virginia, §2.2-4301.
- [ ] No

### REFERENCES (Submit the minimum number of references as required in the Special Terms & Conditions. References provided must be for similar goods/services requested in this solicitation.):

1) Name of Firm: 
   Address:  
   Contact Name: 
   Title:  
   Contact Data: Ph: Fax: E-Mail:  
   Goods/Services Provided:  
   Start and Completion Dates:  

2) Name of Firm: 
   Address:  
   Contact Name: 
   Title:  
   Contact Data: Ph: Fax: E-Mail:  
   Goods/Services Provided:  
   Start and Completion Dates:  

3) Name of Firm: 
   Address:  
   Contact Name: 
   Title:  
   Contact Data: Ph: Fax: E-Mail:  
   Goods/Services Provided:  
   Start and Completion Dates:  

4) Name of Firm: 
   Address:  
   Contact Name: 
   Title:  
   Contact Data: Ph: Fax: E-Mail:  
   Goods/Services Provided:  
   Start and Completion Dates:  

________________________  ____________________________  ____________________________  
Company Name  Printed Name/Title  Authorized Signature
PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA
ATTACHMENT C

THIS FORM MUST BE SUBMITTED WITH YOUR QUOTE/PROPOSAL. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR QUOTE/PROPOSAL

Pursuant to Virginia Code § 2.2-4311.2, a Contractor organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its Quote/proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any Contractor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its Quote or proposal a statement describing why the Contractor is not required to be so authorized. Any Contractor described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Procurement Department.

If this Quote/proposal for goods or services is accepted by LOUDOUN WATER, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Contractor is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Contractor’s Identification Number issued to it by the SCC is ____________________.

B. _____ Contractor is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Contractor’s Identification Number issued to it by the SCC is ____________________.

C. _____ Contractor does not have an Identification Number issued to it by the SCC and such Contractor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

________________________________________________________________________________________

Please attach additional sheets of paper if you need to explain why such Contractor is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

________________________________________________________________________________________

Legal Name of Contractor

________________________________________________________________________________________

Date

________________________________________________________________________________________

Authorized Signature

________________________________________________________________________________________

Print or Type Name and Title
ATTACHMENT D
VICINITY MAP
Expansion joint on west wall, running east-west along building, and on east wall (not pictured)
CHEMICAL BUILDING

Entire expansion joint running around chemical tank area
MEMBRANE BUILDING

Approximate locations of exterior expansion joints
ATTACHMENT E

EXPANSION JOINT REPAIR SPECIFICATION
EXPANSION JOINT REPAIR

PART 1 GENERAL

1.01 DESCRIPTION
A. Contractor shall provide all labor, materials, equipment, and services necessary to install all joint sealants as shown in the Contract Documents.

1.02 SUBMITTALS
A. The Contractor shall submit for review and approval, a complete list of materials to be furnished and installed under this project.
B. Submittals will be reviewed and annotated by the Owner in one of the following ways:
   1. “Furnish as Submitted” or “Approved” – no exceptions are taken.
   2. “Furnish as Corrected” or “Approved as Noted” – minor corrections are noted and shall be made.
   3. “Revise and Resubmit” – major corrections are noted and a re-submittal is required.
   4. “Rejected” – based on the information submitted, the submission is not in conformance with the Contract Documents. The deviations from the Contract Documents are too numerous to list and a completely revised submission of the proposed equipment or a submission of other equipment is required.

1.03 QUALITY ASSURANCE
A. Single Source Responsibility for Materials: Obtain joint sealant materials from a single manufacturer for each different product required.

1.04 DELIVERY, STORAGE, AND HANDLING
A. Deliver materials to project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration period for use, pot life, curing time, and mixing instructions for multicomponent materials.
B. Store and handle materials in compliance with manufacturer’s recommendations to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.05 PROJECT CONDITIONS
A. Environmental Conditions: Do not proceed with installation of joint sealants under the following conditions:
   1. When ambient and substrate temperature conditions are outside the limits permitted by product manufacturer.
   2. When surfaces are wet.
B. Joint Width Conditions: Do not proceed with installation of joint sealants where joint widths are less or more than allowed by product manufacturer for application indicated.

C. Joint Substrate Conditions: Do not proceed with installation of joint sealants until contaminants capable of interfering with their adhesion are removed from joint substrates.

1.06 SAFETY
A. The Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The BRWRF is a hard hat and safety vest site, and this equipment shall be worn at all times. Owner reserves the right to stop work if unsafe conditions are observed.

1.07 CONTRACTOR QUALIFICATIONS
A. The Contractor shall have a minimum of three (3) successful projects, similar in scope of work included in this project, which the Contractor has performed within the past five years.

1.08 CONSTRAINTS
A. All work at the site shall take place during regular working hours on working days.
   1. Regular working hours: 7:00AM – 3:00PM, Monday – Friday, excluding major holidays.

B. The Contractor’s work shall not interfere with Owner’s normal operation of the BRWRF.

1.09 WARRANTY
A. Provide warranty on all products and work for period of one (1) year from final acceptance by Owner.

PART 2 PRODUCTS

2.01 GENERAL
A. Compatibility: Provide joint sealants, joint fillers, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.

B. Provide joint sealants that have been produced and installed to establish and to maintain watertight and airtight continuous seals without causing staining or deterioration of joint substrates.

C. Colors: Match existing or as determined by Owner.

2.02 MATERIALS
A. All components of the system shall be of the same manufacturer.

2.03 ELASTOMERIC JOINT SEALANTS
A. Elastomeric Sealant Standard: Provide manufacturer’s standard chemically curing elastomeric sealants that comply with ASTM C-920 and other requirements
indicated for each sealant type, including those requirements referencing ASTM C-920 classifications for Type, Grade, Class, and Uses.

B. Polyurethane Sealant: Two component polyurethane joint sealant, gun grade non-sag consistency conforming to Federal Specification TT-S-0027E; ASTM C-920, Type M, Grade NS, Class 25 to 50% maximum movement capability per ASTM C-719, use NT (non-traffic).

2.04 JOINT SEALANT BACKING

A. General: Provide sealant backings of material and type that are non-staining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Plastic Foam Joint Fillers: Preformed, compressible, resilient, non-staining, non-waxing, non-extruding strips of flexible plastic foam of material indicated and of size, shape, and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
   1. Open-cell polyurethane foam.
   2. Closed-cell polyurethane foam, nonabsorbent to liquid water and gas, non-outgassing in unruptured state.

C. Elastomeric Tubing Joint Fillers: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D 1056, nonabsorbent to water and gas, capable of remaining resilient at temperatures down to -25°F. Provide products with low compression set and of size and shape to provide secondary seal, to control sealant depth, and otherwise contribute to optimum sealant performance.

D. Bond-Breaker Tape: Polyurethane tape or other plastic tape as recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.05 MISCELLANEOUS MATERIALS

A. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming in any way joint substrates and adjacent nonporous surfaces, and formulated to promote optimum adhesion of sealants with joint substrates.

B. Masking Tape: Non-staining, non-absorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine joints indicated to receive joint sealants, with installer present, for compliance with requirements for joint configuration, installation tolerances, and
other conditions affecting joint sealant performance. Do not proceed with installation of joint sealants until unsatisfactory conditions have been corrected.

3.02 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with recommendations of joint sealant manufacturer and the following requirements:
   1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
   2. Clean concrete, masonry, or other surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air.
   3. Remove laitance and form release agents from concrete.

B. Joint Priming: Prime joint substrates where indicated or where recommended by joint sealant manufacturer based on preconstruction joint sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer’s recommendations. Confine primers to areas of joint sealant bond; do not allow spillage or migration onto adjoining surfaces.

C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.03 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint sealant manufacturer’s printed installation instructions applicable to products and applications indicated, except where more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations of ASTM C-1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

C. Installation of Sealant Backings: Install sealant backings to comply with the following requirements:
   1. Install joint fillers of type indicated to provide support of sealants during application and at position required to produce the cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
      a. Do not leave gaps between ends of joint fillers.
b. Do not stretch, twist, puncture, or tear joint fillers.

c. Remove absorbent joint fillers that have become wet prior to sealant application and replace with dry material.

2. Install bond breaker tape between sealants where backer rods are not used between sealants and joint fillers or back of joints.

D. Installation of Sealants: Install sealants by proven techniques that result in sealants directly contacting and fully wetting joint substrates, completely filling recesses provided for each joint configuration, and providing uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability. Install sealants at the same time sealant backings are installed and in accordance with manufacturer’s recommendations.

E. Tooling of Non-Sag Sealants: Immediately after sealant application and prior to time skinning or curing begins, tool sealants to form smooth, uniform beads of configuration indicated, to eliminate air pockets, and to ensure contact and adhesion of sealant with sides of joint. Remove excess sealants from surfaces adjacent to joint. Do not use tooling agents that discolor sealants or adjacent surfaces or are not approved by sealant manufacturer.

3.04 CLEANING

A. Clean off excess sealants or sealant smears adjacent to joints as work progresses by methods and with cleaning materials approved by manufacturers of joint sealants and of products in which joint occur.

3.05 PROTECTION

A. Protect joint sealants during and after curing period from contact with contaminating substances or from damage resulting from construction operations or other causes so that they are without deterioration or damage at time of completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so that installations with repaired areas are indistinguishable from original work.

3.06 FINAL ACCEPTANCE

A. Final acceptance of the work will be determined by the Owner and shall mark the beginning of the warranty period.
ATTACHMENT F
SITE PICTURES
Electrical Building – Vertical Joint (typ.)

Electrical Building – North Face
Electrical Building – West Face

Electrical Building – Joint Around Windows (typ.)
Chemical Building – Joint Near Door (Along North/South Joint)

Chemical Building – Northern Joint
Membrane Building – East Exterior Joint

Note: Expansion joint runs down to lower level; approximately 15 feet below what is pictured

Membrane Building – West Exterior Joint