



## Invitation

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**Arlington Public Schools  
Procurement Office**

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### **Invitation To Bid 18FY20**

<b>Invitation to Bid Title:</b>	<b>Provision of Custodial, Food Service, Maintenance and Transportation Employee Uniforms</b>
<b>Invitation to Bid Number:</b>	<b>18FY20</b>
<b>Invitation to Bid Issue Date:</b>	<b>September 18, 2019</b>
<b>Pre-Bid Conference:</b>	<b>September 25, 2019 (Refer to Section 3 of the Invitation)</b>
<b>Bid Closing Date/Time:</b>	<b>October 22, 2019 Prior to 12:30 P.M. (Local Prevailing Time)</b>
<b>Bid Opening Date/Time:</b>	<b>Promptly Following Bid Closing</b>
<b>Procurement Office Representative:</b>	<b>Ken Lawson, Procurement Specialist (703) 228-6193, ken.lawson@apsva.us</b>

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This is Arlington County School Board, operating as Arlington Public Schools (APS or Owner) Invitation to Bid No. 18FY20 (“ITB”) for the establishment of a Term Contract for provision of Custodial, Food Service, Maintenance and Transportation Employee Uniforms (“Work”). Sealed Bids will be received by the APS Procurement Office (Procurement Office) prior to the date and time stated above (“Bid Closing”) and will be opened and publicly announced promptly following expiration of the Bid Closing (“Bid Opening.”) If the Bid Opening is to take place at a location other than where the Bids are to be received, that location will be announced upon expiration of the Bid Closing. Bidders are responsible for ensuring that the Procurement Office receives its Bid submission prior to Bid Closing. The Procurement Office is located on the 4<sup>th</sup> Floor of the Arlington Public Schools Syphax Education Center (Syphax), 2110 Washington Blvd., Arlington, Virginia 22204. Bidders may be asked to sign in at the 4<sup>th</sup> Floor Reception Desk before being allowed to enter the Procurement Office. Bidders must allow sufficient time to clear the sign in process to complete the Bid submission process prior to Bid Closing. Visitor Parking is allowed on levels B1 and B2 of the parking garage.

Delivery to, or receipt by, any office other than the Procurement Office shall not be deemed receipt by the Procurement Office until actually received in hand by a member of the Procurement Office. Bidders assume all risk of delivery to the correct office.

The 4<sup>th</sup> Floor reception desk serves more than one APS department and receipt by the 4<sup>th</sup> Floor reception desk shall not be deemed receipt by the Procurement Office.

The time a Bid is received in the Procurement Office shall be determined by the time stamped on the Bid receipt by the time clock in the Procurement Technician's work station. In the event this time clock is not functioning; the time shall be determined by the time displayed on the atomic clock located in the Procurement Technician's work station. The time on the atomic clock will be written on the Bid receipt by hand by a member of the Procurement Office. **Bids received after the Bid Closing shall not be considered.** If Syphax is closed for any reason at the scheduled time of the Bid Closing, the Bid Closing and the Bid Opening shall automatically be extended to the same time as originally stated on the next business day Syphax is open.

All Bids must be submitted on the enclosed pages bearing the caption Bid Form (collectively "Bid Form") or a copy thereof., along with a flash drive or CD Rom of the Pricing Schedule in Excel file format. The Bid Evaluation Total(s) listed on the Bid Form must match the Bid Evaluation Total(s) on the Excel Pricing Schedule. All pages of the Bid Form must be submitted and all blanks in the Bid Form must be completed or noted as not applicable. A notation of "not applicable" or "N/A" shall be used only if the information requested is not a required or mandatory element of the Bid. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with any requirement stated as mandatory either in this Invitation or in the Instructions to Bidders shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time. A response to, and meeting, any qualifications and mandatory requirements set forth in the Instructions to Bidders, if any, is mandatory. In limited circumstances as set forth in Instructions to Bidders, Section 27, mandatory information may be supplemented. Any mandatory requirement for which supplementation is not addressed in Instructions to Bidders, Section 27, must be satisfied in the Bid to be responsive and no supplementation will be permitted.

### **1.0 Purpose:**

- 1.1. This solicitation is being issued to establish a Term Contract(s) for "as required" services for the Work for all schools and departments of the APS, and will be used as a primary source for the items listed herein during the term of any Contract awarded from this solicitation. Further detail regarding the Scope of Work and the Specifications applicable to the Work are set forth in the Contract Documents. The right is reserved to APS to make multiple awards if, following evaluation of the Bids, APS determines in its sole discretion that it would be in the best interests of APS to do so. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.
- 1.2. The labor rates and any materials costs specified in the Bid Form shall include all direct and indirect overhead costs, benefits, insurance, transportation, materials, equipment, and other general and administrative cost or markup of any type.
- 1.3 APS has over 500 Custodial, Food Service, Maintenance and Transportation Department staff that are required to be in uniform each work day. A budget is allocated to each employee to purchase uniform items. APS will require an automated ordering system to track purchases made by each employee.

### **2.0 Bid Documents:**

The Bid Documents for this solicitation consist of this Invitation, the Instructions to Bidders, Scope of Work, all Addenda issued prior to the Bid Closing, and the Bid Form. The Contract Documents are as defined in the form Agreement included with this solicitation. All provisions of the Bid Documents and of the Contract Documents shall apply to this solicitation, and submission of a Bid shall be the Bidder's confirmation of the acceptance thereof and agreement to comply therewith.

### **3.0 Pre-Bid Conference:**

A non-mandatory pre-Bid conference ("Conference") **will be held** for this procurement on Wednesday, September 25,

2019 at 10:00 A.M. (Local Prevailing Time). The Conference will take place in Room 402, located on the 4<sup>th</sup> Floor at Syphax to discuss the Work and answer general questions. Attendance at the Conference is encouraged.

Minutes of the Conference, including but not limited to questions and answers presented at the Conference will be prepared and issued in writing by the Procurement Office as an Information Item and distributed in the same manner as an addenda, as set forth below.

#### **4.0 Taxes:**

APS is exempt from the payment of any federal excise taxes Tax. The price Bid must be net, exclusive of federal excise taxes. However, when under established trade practice any federal excise tax is included in the list price the Bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as percentage of the list price, which shall be deducted by APS in evaluating the Bid. The APS Federal Excise Tax Number is 54-6001128. Bidders located outside the Commonwealth of Virginia may charge and collect their own local/state sales tax when the Invitation to Bid or Instructions to Bidders provide that the goods are to be picked up by APS at Bidder's out of Virginia place of business.

#### **5.0 Term of Contract and Renewals:**

5.1 The initial term of any Contract awarded shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12<sup>th</sup>) month following execution of the Contract by the Procurement Director/Procurement Agent (Initial Contract Term), unless otherwise stated in the Contract.

5.2 Any Contract awarded may be renewed for a term not to exceed one (1) year ("Renewal Contract Term") by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) Renewal Contract Terms at the same terms and conditions.

5.3 APS, at its sole discretion, may, but is not required to, extend any existing Initial Contract Term or Renewal Contract Term for a period of not more than six (6) months to allow for completion of Work in progress at the time of scheduled expiration of the Initial Contract Term or Renewal Contract Term. If the Initial Contract Term or Renewal Contract Term is not extended, all Work shall terminate at the expiration of the Contract Term or Renewal Contract Term in which it began.

5.4 For additional provisions regarding the Initial Contract Term and Contract Renewal Terms, the Bidder is directed to the Agreement provided with this solicitation and all Contract Documents referenced therein.

#### **6.0 Certification Regarding Criminal Convictions:**

Refer to Instructions to Bidders and the Bid Form for required certifications regarding criminal convictions.

#### **7.0 Nondiscrimination Requirements:**

7.1. APS does not discriminate against faith based organizations in the solicitation or award of Contracts.

7.2. APS does not discriminate against a Bidder because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

7.3. APS does encourage the inclusion in the procurement process of small businesses, businesses owned by women, minorities and service disabled veterans, and employment services organizations, all as provided by Va. Code Ann. § 2.2-4310.

**8.0 Rejection of Bids; Waiver of Informalities:**

APS reserves the right to cancel this solicitation, to reject any and all Bids, and to waive informalities in Bids.

**9.0 Cooperative Contract for Use by Other Public Bodies:**

This procurement is being conducted by APS not only for its benefit but for the benefit of any other public body eligible to participate in use of the services herein solicited by means of cooperative procurement as provided by, and to the extent permitted by, §2.2-4304 of the Virginia Public Procurement Act.

**10.0 Jointly Procured Contract for use by Other Public Bodies: (Intentionally Deleted)**

**11.0 Request for Comments:**

Following the award of any Contract or Contracts, or the cancellation of this solicitation, all Bidders or potential Bidders are invited to provide to APS written comments regarding the manner in which this solicitation was conducted and any suggested modifications to that process which might make future solicitations by APS more efficient, more productive, and more attractive to potential Bidders.

**End of Invitation**

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## Instructions to Bidders

### **1. Meaning of Terms:**

All terms used in the Invitation, these Instructions to Bidders, the Bid Form, or any Addenda shall have the meanings established by the Contract Documents.

### **2. Failure to Comply with Mandatory Requirements:**

Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with these requirements or with any other requirements stated as mandatory either in this Invitation, these Instructions to Bidders, the Bid Form, or any Addenda shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time, or if the requirement is designated in the Bid Documents as a Class 2 Mandatory Requirement for which supplementation after Bid Opening may be permitted.

### **3. Bidder Registration, Licensing and Certification:**

3.1. To be eligible to Bid and to perform any Contract which may be awarded, a Bidder is required to be qualified to do business in Virginia in the name in which the Bid is being submitted, including but not limited to any required filings of applicable fictitious name authorizations.

3.2. To be eligible to Bid and to perform any Contract which may be awarded, a Bidder is required to have in effect all business licenses, Contractor licenses and trade certifications required by federal or state law or regulation, or by Arlington County, Virginia ordinance or regulation to perform the Services which are the subject of this solicitation.

3.3. A Bidder shall submit with the Bid Form copies of all registrations, licenses or certifications required by the Bid Documents. Each such license or certification shall show on its face that it is current and valid.

3.4. See "Submission of Bids" below for additional requirements regarding Bidder's registration licensing and certification.

3.5. The Bid Form provides for identification of the Bidder's State Corporation Commission Identification Number and for explanation of any reason the Bidder is not required to be authorized to transact business in the Commonwealth of Virginia.

3.6. These are mandatory provisions in the Bid Form and failure to complete these sections properly shall make the Bid non-responsive.

### **4. Examination of Bid Documents:**

4.1. Each Bidder shall thoroughly examine the Bid Documents. The Bidder's failure or omission to examine any Bid Document shall not relieve the Bidder from any obligations with respect to its Bid or to any Contract which may result therefrom. Each Bidder shall be responsible for the discovery and resolution by inquiry of any ambiguity, discrepancy, error, omission or conflict in the Bid Documents and Contract Documents which in the exercise of reasonable care a reasonably competent Contractor in the field of work involved reasonably should have discovered, all of which shall be included in the Bidder's Bid Evaluation Total.

### **5. Bidder's Questions:**

5.1. All questions regarding this solicitation other than those submitted at the Conference must be submitted in writing via email, addressed to: Ken Lawson, Procurement Specialist, at [ken.lawson@apsva.us](mailto:ken.lawson@apsva.us) and Arthur Bell at [arthur.bell@apsva.us](mailto:arthur.bell@apsva.us) and must be received by APS by 5:00 P.M. local time, September 26, 2019.

5.2. The Procurement Office will issue written answers to all questions timely submitted. If a Conference is conducted, the Procurement Office will issue written answers to all questions raised at the Conference as an

Information Item. Information Items shall be posted on [www.apsva.us](http://www.apsva.us) (“the APS website”) and shall be posted on Virginia’s online electronic procurement system (“eVA”). It is the responsibility of each Bidder to access this information.

- 5.3. Modification of the Bid Documents shall be accomplished only by written Addendum issued by APS. If the answer to a question modifies the Bid Documents, it will be incorporated in and published as an Addendum. No answer to a question as an Information Item shall be deemed to be an Addendum.

**6. Addenda:**

- 6.1. The Bid Documents shall be modified only by written Addendum issued by APS.
- 6.2. All Addenda shall be deemed to be a part of the Bid Documents.
- 6.3. All Addenda shall be posted on the APS website and shall be posted on eVA. It is the responsibility of each Bidder to access this information.
- 6.4. The Bidder shall identify on the Bid Form in the space provided all Addenda received by the Bidder and which are included in the Bid, or the Bidder can include a copy of all Addenda with its Bid. It shall be the responsibility of each Bidder to confirm prior to submission of a Bid that it has received all Addenda. Failure of a Bidder to in fact have done so shall not relieve the Bidder from the requirements of the Bid, including all Addenda issued. Failure to comply with this requirement does not automatically make a Bid non-responsive. By submitting a Bid, the Bidder agrees that it is bound by its Bid and that it will accept any Contract awarded even if it did not obtain all Addenda before submitting a Bid.

**7. Information Items:**

- 7.1 All questions received timely, including those at the Conference, shall be addressed by written Information Item.
- 7.2. The Bid Documents shall not be modified by an Information Item.
- 7.3 All Information Items shall be posted on the APS website and shall be posted on eVA, It is the responsibility of each Bidder to access this information.

**8. Submission of Bids:**

- 8.1. Bids must be received and time stamped or signed in at the Procurement Office prior to the Bid Closing stated in the Invitation. The Procurement Office is located at:

Arlington Public Schools  
Syphax Education Center  
Procurement Office, 4<sup>th</sup> Floor  
2110 Washington Blvd.  
Arlington, Virginia 22204

Submission of Bids electronically or by facsimile will not be accepted.

- 8.2. The Bid Form, and all required additional documents referenced therein shall be submitted in a sealed, opaque envelope containing the following information on the outside of the envelope. **IF THIS INFORMATION IS NOT CONTAINED ON THE OUTSIDE OF THE ENVELOPE THE BID WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR CONTRACT AWARD.**

Bid in Response to Arlington Public Schools Invitation No. 18FY20  
Bid Closing Date and Time  
Bidder's Name as appearing on the Bid Form

**Please complete the Mailing Label at Appendix A and attach it to the outside of the envelope:**

- 8.3 Bidders are responsible for ensuring that the Procurement Office receives its Bid submission prior to the Bid Closing. The Procurement Office is located on the 4<sup>th</sup> Floor of the Syphax Education Center, 2110 Washington Blvd., Arlington, Virginia 22204 ("Syphax"). Bidders may be asked to sign in at the 4<sup>th</sup> Floor reception desk before being allowed to proceed to the Procurement Office. Bidders must allow sufficient time to clear the sign in process to complete the Bid submission process prior to Bid Closing. Visitor parking is available on Levels B1 and B2 of the parking garage.
- 8.4. Delivery to, or receipt by, any office other than the Procurement Office shall not be deemed receipt by the Procurement Office until actually received in hand by a member of the Procurement Office. Bidders assume all risk of delivery to the correct office. The 4<sup>th</sup> Floor reception desk serves more than one APS department and receipt by the 4<sup>th</sup> Floor reception desk shall not be deemed receipt by the Procurement Office.
- 8.5. The time a Bid is received in the Procurement Office shall be determined by the time stamped on the Bid receipt by the time clock in the Procurement Technician's work station. In the event this time clock is not functioning; the time shall be determined by the time displayed on the atomic clock located in the Procurement Technician's work station. The time on the atomic clock will be written on the Bid receipt by hand by a member of the Procurement Office. **Bids received after the Bid Closing shall not be considered**
- 8.6. If Syphax is closed for any reason at the scheduled time of the Bid Closing, the Bid Closing and the Bid Opening shall automatically be extended to the same time as originally stated on the next business day Syphax is open.
- 8.7. All Bids must be submitted on the enclosed pages bearing the caption Bid Form (collectively "Bid Form") or a copy thereof., along with a flash drive or CD Rom of the Pricing Schedule in Excel file format. The Bid Evaluation Total(s) listed on the Bid Form must match the Bid Evaluation Total(s) on the Excel Pricing Schedule.
- 8.8. **It is mandatory that everything in the Bid Form is completed. A price must be entered for each line item to be considered for award.** All pages of the Bid Form must be submitted and all blanks in the Bid Form must be completed or noted as not applicable. A notation of "not applicable" or "N/A" shall be used only if the information requested is not a required or mandatory element of the Bid.
- 8.9. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with any requirement stated as mandatory either in this Invitation or in the Instructions to Bidders shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time.
  - 8.9.1. Bid amounts shall be stated both in writing and in figures if the blanks in the Bid Form so provide, and shall state the same amount. If there is a variance between the written amount and the numerical amount, the written amount shall prevail.
  - 8.9.2. Include only one (1) price for each line item for which a price is to be provided.
  - 8.9.3. If there is a variance between a unit price and an extension price, the unit price will prevail.



- 8.9.4. All entries shall be typed or handwritten in ink or other form of permanent marker; pencil shall not be used.
- 8.9.5. In the event there are any erasures or other modifications to previously written or typed entries, each such erasure or other modification shall be initialed by the person signing the Bid and a brief explanation included in the margin on the same page.
- 8.9.6. Each signature appearing on the Bid Form shall be handwritten, shall indicate such person's authority to bind the Bidder, and shall be accompanied by the name of the signatory and the signatory's title either typed or printed legibly. A person authorized to bind the Bidder in contractual matters must sign the Bid Form.
- 8.9.6.1. If the Bidder is a corporation, the legal name of the corporation on file with the Virginia State Corporation Commission shall be set forth above the signature line, together with the signature of the officer or officers authorized to sign Contracts on behalf of the corporation.
- 8.9.6.2. If the Bidder is a limited liability company, registered limited liability partnership, or limited partnership, the legal name of the firm on file with the Virginia State Corporation Commission shall be set forth above the signature line, together with the signature of the officer, officers, member, members, partner or partners as applicable authorized to sign Contracts on behalf of the firm.
- 8.9.6.3. If the Bidder is a partnership, the name of the partnership as stated in the partnership agreement shall be set forth above the signature line, together with the signature of the partner or partners authorized to sign Contracts on behalf of the firm.
- 8.9.6.4. If the Bidder is submitting a Bid under a trade name, the Bidder shall be identified on the signature line in the true name of the entity doing business as the trade name by the person authorized to sign Contracts on behalf of the firm.
- 8.9.7. The Bidder shall provide, in the space provided or directed in the Bid Form, (i) its Social Security number if an individual, or (ii) its federal employer identification number if a business entity other than an individual.
- 8.10. Any Bid received after the Bid Closing, whether by mail or otherwise, will not be considered and will be returned, unopened, without regard to the date of transmission.
- 8.11. Each Bidder must use the attached Bid Form for submitting its Bid, along with a flash drive or CD Rom of the Pricing Schedule in Excel file format. The Bidder shall return two (2) copies of the Bid Form, duly signed with the corporate seal impressed, if applicable, keeping all remaining pages for the Bidder's files. For purposes of this provision, a copy is an exact duplicate of the attached Bid Form reproduced in any manner with no modifications, additions or deletions. By executing and submitting the Bid Form, the Bidder acknowledges that it has read all Bid Documents, understands them, and agrees to be bound by all terms and conditions therein.
- 8.12. Submission of Proprietary Information. The Virginia Public Procurement Act provides limitations on the right of a Bidder to assert that information submitted as part of a Bid is proprietary information or contains trade secrets which are not subject to public disclosure. For any information the Bidder seeks to exclude from public disclosure, the burden shall be on the Bidder to comply with all applicable requirements of the Virginia Public Procurement Act. Any documentation related to such attempt to preserve the limitation of public disclosure of

any information shall be submitted as a part of the Bid submission but as a separate Attachment properly marked and paginated to clearly establish the intent of such submission.

- 8.13. Any quantities set forth in the Bid Form or elsewhere in this solicitation are estimates only, and are given for the information of Bidders and for the purpose of Bid evaluation. They do not indicate the actual quantity that will be ordered since the actual volume will depend upon requirements that develop during the Contract Period.

**9**     **Contract Award:**

- 9.1     If an award is made, APS will make the award for this solicitation to as many Bidders as deemed necessary to fulfill the anticipated requirements of APS. The award, if made, will be made first to the lowest responsible Bidder submitting the lowest responsive Bid based on the lowest Bid Evaluation Total amount in the Bid Evaluation Formula set forth in the Bid Form. If APS deems it necessary or in its best interests to make award to more than one Bidder, the additional awards will be made to responsible Bidders submitting responsive Bids in ascending order starting with the second lowest Bid Evaluation Total and continuing until, in the sole discretion of APS, sufficient awards have been made to fulfill the anticipated requirements. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.
- 9.2.     Award of any Contract shall not create any minimum or guaranteed quantity of Goods or Services to be ordered by APS during the term of the Contract, which quantities shall be at the sole discretion of APS.
- 9.3.     If the lowest responsive Bid from a responsible Bidder projects to a price in excess of available funds based upon anticipated needs for the Initial Contract term, or exceeds the permissible maximum for a term contract, the right is reserved to APS to negotiate with the apparent low Bidder to obtain a pricing structure which will result in the anticipated needs for the Initial Contract term being within available funds. Such negotiation may include consideration of value engineering, substitution of materials or equipment, modification of unit pricing, and such other modifications of the proposed scope of Work or other Contract requirements which are consistent with the Work as initially solicited and with the public needs APS has a duty to satisfy. APS and the apparent low Bidder will discuss all such proposed means for reduction of the cost of anticipated needs for a period not to exceed sixty (60) days from the Bid Opening, and if unable to reach agreement within that time all Bids shall be rejected and the solicitation shall be cancelled.
- 9.4.     In the case of a tie Bid if there is only one award:
  - 9.4.1.    Preference shall be given to Goods and Services provided by a Bidder who or which is a resident of, or maintains its principal office in Arlington County, if such a choice is available.
  - 9.4.2.    If none of the tied Bidders are residents of or maintain the principal office in Arlington County, preference shall be given to Bidders who or which are residents of or maintain the Bidder's principal office in Virginia when tied with Bidders not resident in or not maintaining its principal office in Virginia.
  - 9.4.3.    If the tie is not resolved through application of either of the foregoing procedures, the tie shall be decided by lot.

**10.**    **Withdrawal of Bids:**

- 10.1    All Bids submitted as of the Bid Closing shall remain in effect for a minimum of ninety (90) Days following the Bid Opening if not permitted to be withdrawn as provided in these Instructions. If APS fails to either issue

notice of intent to award, make an award, or request an extension of Bids prior to the expiration of such ninety (90) day period, this solicitation shall be deemed cancelled. APS may request an extension of Bids prior to the expiration of such ninety (90) Day period for a time stated in the request. No Bidder shall be required to consent to such extension and, if the Bidder declines to consent to the extension request, its Bid will be deemed withdrawn at the end of the ninetieth (90<sup>th</sup>) Day after the Bid Opening and will not be considered further. For purposes of this circumstance only, the restrictions set forth below on withdrawal of a Bid are not applicable. The Bid of any Bidder who agrees to the extension request shall remain in effect for the period of time stated in the Owner's extension request.

- 10.2. A Bidder may make a written request to the Procurement Director/Procurement Agent to withdraw its Bid at any time prior to the Bid Opening. The request must be time stamped as received by the Procurement Director/Procurement Agent prior to the Bid Closing.
- 10.3. After the Bid Opening, a Bidder may make a written request to the Procurement Director/Procurement Agent to withdraw its Bid. The written request must be time stamped as received by the Procurement Director/Procurement Agent no later than 5:00 P.M. local time on the first full business day following the Bid Opening.
- 10.4. Whether the request to withdraw a Bid is made before or after the Bid Closing, a Bidder may request withdrawal of its Bid from consideration only if the price bid was substantially lower than the other Bids due solely to a clerical or arithmetical mistake therein, as opposed to a judgment mistake, and was actually due to an unintentional arithmetical error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the Bid, which can be clearly shown by objective evidence drawn from inspection of the Bidder's original work papers, documents and materials used in preparation of the Bid. The Bidder shall provide the original work papers, documents, and materials within the same time as required for the notice seeking withdrawal of the Bid.
- 10.5. If the Procurement Director/Procurement Agent denies the written request to withdraw a Bid, the Bidder shall be notified in writing stating the reasons for the decision. Award of the Contract, if any award is made, shall be made to the Bidder at the Bid price if the Bidder is a responsible Bidder submitting the lowest responsive Bid.
- 10.6. No Bid may be withdrawn when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five (5) percent.
- 10.7. If a Bid is permitted to be withdrawn, it shall not be considered in determining the lowest responsive Bid.
- 10.8. No Bidder who is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.

## **11. Award of Contract:**

- 11.1 A notice of intent to award the Contract or Contracts or notice of Contract award for this solicitation shall be posted on a public bulletin board located in Syphax.
- 11.2 The initial term of any Contract awarded shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12<sup>th</sup>) month following execution of the Contract by the Procurement Director/Procurement Agent, unless otherwise stated in the Contract.

- 11.3 Any Contract awarded may be renewed for a term not to exceed one (1) year (Renewal Contract Term) by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) additional Renewal Contract Terms at the same terms and conditions.
- 11.4 APS, at its sole discretion, may, but is not required to, extend any existing Initial Contract Term or Renewal Contract Term for a period of not more than six (6) months to allow for completion of Work in progress at the time of scheduled expiration of the Initial Contract Term or Renewal Contract Term. If the Initial Contract Term or Renewal Contract Term is not extended, all Work shall terminate at the expiration of the Contract Term or Renewal Contract Term in which it began.
- 11.5. The Contractor agrees that prices shall remain firm for the Initial Contract Term. If consideration is to be given to adjusting the price after the Initial Contract Term or a Renewal Contract Term, the price may be adjusted only upon approval of a written request to the Procurement Agent. Upon receipt of the Contractor's request, APS shall make a determination to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.
- 11.6. The request for an adjustment in the price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the adjustment requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics index, change in manufacturer's price, etc.)
- 11.7. The request must be received at least thirty (30) days prior to the effective date of the expiration of the Initial Contract Term or Renewal Contract Term and shall become effective only upon approval by the Procurement Agent. The adjusted price shall not apply to orders received by the Contractor prior to the effective date of the approved increased price. Orders placed via Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date issuance. The Procurement Agent may cancel, without liability to either party, any portion of the Contract affected by the requested adjustment and any materials, supplies or Services undelivered at the time of such cancellation.
- 11.8. Submission of a Bid by any Bidder to which an award is made, if made, is a certification that the Bidder has exercised due diligence to become familiar with the anticipated conditions at all Project Sites, become familiar with local conditions under which the Work is to be performed, and has examined all Contract Documents.
- 11.9. All funds for payments by APS under any Contract awarded are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board ("School Board"). In the event of non-appropriation of funds by the School Board for the Goods or Services provided under the Contract, APS will terminate the Contract, without termination charge or other liability to APS, 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. APS will endeavor to provide reasonable Notice of such termination, but no formal notice of such termination is required of APS, and APS shall not order any Goods or Services to be provided after such termination date.
- 11.10. The form of Contract to be signed by APS to which an award is made, if made, shall be the form included in these Bid Documents and identified as "Agreement". Two (2) copies of the Agreement shall be signed by the Owner.

**12. Bid Security:**

No Bid security is required for this solicitation. However, by submitting a Bid the Bidder agrees that if the Contract is awarded to Bidder and Bidder fails to execute the Contract and proceed with performance of the Contract, Bidder will pay to APS the difference between the cost of performance during the Initial Contract Term by the next low responsive, responsible Bidder and what would have been paid to the Bidder for the same Work.

**13. Performance and Payment Bonds:**

No performance bond or payment bond is required for any Contract awarded based upon this solicitation.

**14. Quotation Limitations:**

Bidders shall offer only one (1) item and price for each line item Bid. Alternatives will be accepted only if the Bid Form expressly requests alternates. Violation of this restriction creates unnecessary confusion and will result in the Bid being deemed nonresponsive and eliminated from further consideration. Substitutions will be permitted only if approved as required in these Instructions to Bidders. Insertion of unapproved substitutions creates unnecessary confusion and will result in the Bid being deemed nonresponsive and eliminated from further consideration. A discount price offered for a quantity purchase of the same manufacturer and model is not prohibited, but only the single line item and price in the Bid Form will be considered in calculating the Bid Evaluation Total as set forth in the Bid Evaluation Formula and making any award.

**15. Employment of Illegal Aliens:**

All Bidders are informed that any Contract which may be issued as a result of this solicitation will contain a provision by which the Contractor shall be required to confirm that it does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, in compliance with Va. Code. Ann. § 2.2-4311.1.

**16. Certification Regarding Criminal Convictions:**

16.1 All Contracts with Arlington County School Board, where the Contractor or its employees, or its Subcontractors or their employees, will have direct contact with students on school property during regular school hours, or during school-sponsored activities, shall require the Contractor to certify that neither it nor any of its employees nor any of its Subcontractors' nor any of its Subcontractors' employees, who will have direct contact with students, have been:

- (1) convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902 as mandated by Va. Code Ann. § 18.2-370.5,
- (2) convicted of an offense occurring on or after July 1, 2006, where the offender was more than three years older than the victim involving:
  - (a) the rape of a child under age 13 pursuant to Va. Code Ann. § 18.2-61.A(iii),
  - (b) forcible sodomy of a child less than 13 years of age pursuant to Va. Code Ann. § 18.2-67.1.A.1,
  - (c) object sexual penetration of a child under 13 years of age pursuant to Va. Code Ann. § 18.2-67.2.A.1, or
  - (d) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

This requirement is applicable without exception for a person convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902, but for all other offenses set forth above this requirement does

not apply unless the qualifying offense was done in the commission of, or as a part of the same course of conduct of, or as part of a common scheme or plan as a violation of:

- (a) abduction or kidnapping in violation of Va. Code Ann. § 18.2-47.A,
- (b) abduction with intent to extort money or for immoral purpose in violation of Va. Code Ann. § 18.2-48,
- (c) burglary in violation of Va. Code Ann. § 18.2-89,
- (d) entering a dwelling house with intent to commit murder, rape, robbery or arson in violation of Va. Code Ann. § 18.2-90,
- (e) aggravated malicious wounding in violation of Va. Code Ann. § 18.2-51.2, or
- (f) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

16.2 The Contractor certification shall also cover its employees, its Subcontractors and employees thereof, assigned to the Work after Contract award. The Contractor, upon demand from APS, shall provide all information which allowed for the Contractor's certification

16.3. The Contractor shall submit to the Owner a completed Contractor Certification Regarding Criminal Convictions on the form provided at Attachment A as a mandatory attachment to its Bid.

**17. Contractor Prohibited in Assisting Person for New Job if Engaged in Misconduct with Minor:**

As a condition of being awarded a Contract, and Contract Renewal(s), the Contractor acknowledges it is prohibited from assisting the elected and appointed officials of APS, its officers, current and former employees, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, in obtaining a new job if the Contractor knows or has probable cause to believe that the elected and appointed officials of APS, its officers, current and former employees, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, engaged in sexual misconduct regarding a minor or student in violation of law.

**18. Additions/Deletions:**

APS reserves the right to add similar items/Services or delete items/Services specified in any resultant Contract as requirements change during the period of the Contract. APS and the Contractor will mutually agree to prices for items/Services to be added to the Contract. In the absence of agreement, APS shall set the price based on the most comparable previously established unit price. Invoices and payments shall be made based on the price established by APS, with all rights reserved to Contractor to pursue any claim disputing the price. Change orders will be issued for all additions or deletions, in accordance with the approval process contained in the Procurement Resolution

**19. News Releases by Contractors:**

As a matter of policy, APS does not endorse the products or Services of a Contractor. Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of APS, which approval APS is under no obligation to grant. No news release shall be issued by Contractor regarding any Contract without the prior approval by the Procurement Director/Procurement Agent of the content and format.

**20. Bidder Interested in More Than One Bid:**

If more than one Bid is offered by or on behalf of one party, either directly or by any affiliate or representative, all such Bids shall be rejected. A party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.

**21. Officials not to Benefit:**

- 21.1. By signing the Bid, the Bidder certifies, that to the best of his or her knowledge no APS official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or as soon thereafter as it appears that such a benefit will be received. If such a benefit is discovered at any time after award of the Contract, it shall be disclosed immediately to APS. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.
- 21.2. Whenever there is reason to believe that a financial benefit of the sort described in Section 21.1 has been or will be received in connection with a Bid or Contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the Procurement Director/Procurement Agent, as a prerequisite to payment pursuant to the Contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
- 21.3. In the event the Bidder has knowledge of benefits as outlined above, this information should be submitted with the Bid. If the above does not apply at time of award of Contract and becomes known after inception of a Contract, the Bidder shall address the disclosure of such facts to the Procurement Director/Procurement Agent, 2110 Washington Blvd., Arlington VA 22204. Relevant Invitation to Bid Number (see page 1) should be referenced in the disclosure.

**22. Expenses Incurred in Preparing Bid:**

APS shall have no liability 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.

**23. Cooperative Contract for Use by Other Public Bodies:**

This procurement is being conducted by APS not only for its benefit but for the benefit of any other public body eligible to participate in use of the services herein solicited by means of cooperative procurement as provided by, and to the extent permitted by, §2.2-4304 of the Virginia Public Procurement Act.

**24. Jointly Procured Contract for use by Other Public Bodies: (Intentionally Deleted)**

**25. Substitutions:**

- 25.1. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of article desired, but does not restrict Bidders to the specific brands, make, manufacturer, or specification named provided that the Bidder has obtained approval of the substitute as required below. It is to set forth and convey to prospective Bidders the general style, type, character and quality of article desired. Whenever in Contract Documents a particular brand, make of material, device or equipment is shown or specified, such brand, make of material, device or equipment shall be regarded as a standard. Any other brand, make of materials, uniform automated ordering system, device, or equipment which, in the opinion of the Owner, is recognized as the equal of that specified, and is considered equal in quality, workmanship, design and economy of operation, and is suitable for the purpose intended, will be accepted and may be used in the work if approved as a substitute, except as stated otherwise in Product Requirements.
- 25.2. Substitute materials and uniform automated ordering system proposed as equals to the materials and uniform automated ordering system specified in the ITB must be submitted in writing via email to the individuals identified in Section 5 of the Instructions to Bidders, with full substantiating data for evaluation no later than twenty (20) Days prior to Bid Closing. If APS requests samples of the substitute materials and uniform automated ordering system, they must be received by APS no later than fourteen (14) days prior to Bid Closing.

25.2.1 Each sample must be CLEARLY marked with manufacturer's label, stating material, percent and fabric weight, available color, manufacturer's number and Bid Item number.

25.2.1 Samples can be picked up 30 days after notification of Contract award. Samples not picked up after the 30 days shall be returned to the Bidder via US Mail. Location of sample pick up is to be determined.

**26. Minimum Qualifications of Bidders:**

26.1 Bidders must have a minimum of ten (10) years continuous experience, prior to Bid Closing, in the management and operation of a business engaged in the Work, and currently engaged in providing these Services to commercial or public body accounts under Contract.

26.2 Bidders must provide with their Bid a list of three (3) commercial or public body references for work of a similar nature (multi-sited facilities and various ages of buildings) performed under a term Contract and which clearly demonstrate the Bidder's ability to successfully perform under any resulting Contract. References must be within the last three (3) years preceding Bid Closing. Please verify the names, addresses, phone numbers and email addresses prior to submitting them as references.

26.3 The managed uniform distribution system must have been in use for least 3 consecutive years prior to bid date.

**27. Mandatory Requirements:**

27.1 The following are Class 1 Mandatory Requirements which must accompany your Bid. Failure to provide any of the following Class 1 Mandatory Requirements with your Bid will result in the Bid being considered non-responsive and not being considered for Contract award:

27.1.1 **The Bid Form, and all required additional documents referenced therein shall be submitted in a sealed, opaque envelope containing the following information on the outside of the envelope.**

Bid in Response to Arlington Public Schools Invitation No. 18FY20  
Bid Closing Date and Time  
Bidder's Name as appearing on the Bid Form

27.1.2 APS approved Uniform Automated Ordering System

27.1.3 A fully completed Bid Form

27.1.4 If the Bidder is a joint venture, a copy of the written joint venture agreement.

27.1.5 If the Bidder is a partnership, a copy of the written partnership agreement.

27.1.6. A fully completed Attachment A – Contractor Certification Regarding Criminal Convictions.

27.2 The following are Class 2 Mandatory Requirements which should accompany your Bid, but if omitted the Bidder may be given the opportunity to supplement its Bid in accordance with the restrictions set forth below:

27.2.1 Flash drive or CD Rom of the Pricing Page in an Excel format.

27.2.2. A fully completed Attachment C – Student Data Usage and Privacy Agreement.

27.3 If a Class 2 Mandatory Requirement is not provided with the Bid of the Apparent Low Bidder, the Apparent Low Bidder will be Notified by the Procurement Office that the omitted Class 2 Mandatory Requirements must be received by the Procurement Office by no later than 5:00 PM on the fifth (5<sup>th</sup>) business day following the Notice to provide the information. Failure of the Apparent Low Bidder to provide the omitted Class 2



Mandatory Requirements within the stated timeframe will result in the Bid from the Apparent Low Bidder being considered non-responsive and no longer considered for Contract award.

The Bid from the Second Apparent Low Bidder will then be considered for Contract award. If any Class 2 Mandatory Requirement is not provided with the Bid of the Apparent Second Low Bidder, the Apparent Second Low Bidder will be Notified by the Procurement Office that the omitted Class 2 Mandatory Requirements **must** be received by the Procurement Office by no later than 5:00 PM on the fifth (5<sup>th</sup>) business day following the Notice to provide the information.

Failure of the Apparent Second Low Bidder to provide the omitted Class 2 Mandatory Requirements within the stated timeframe will result in the Bid from the Apparent Second Low Bidder being considered non-responsive and no longer considered for Contract award.

This process will continue until a Contract, within budget, is awarded, or APS determines it to be in the best interests of APS to reject all bids and cancel the solicitation.

**End of Instructions to Bidders**

## Scope of Work

APS requires a uniform management system that will provide Custodial, Food Service, Maintenance and Transportation Employee Uniform items of high quality, high customer service and direct employee interaction with minimal management involvement. The awarded Contactor will be responsible for the acquisition, storage, tracking and distribution of these items. The following are specifications for a uniform management system. It is estimated the total annual volume of the Contract will be approximately \$41,700.00.

**1.0** Bidders will be required to have a uniform automated ordering system. The automated ordering system shall include: direct communication between the employee and Contractor, orders may be placed at any time, staff can be added and deleted from the program easily and the status of uniform orders from order placement to arrival at the APS delivery location can be easily tracked.

1.1 APS currently uses a uniform automated ordering system from Unitec Distribution Systems and the ordering system for this ITB must be that system or an approved equal.

### **2.0 Uniform Automated Ordering System (UAO System):**

The selected Contractor must implement a managed uniform distribution system with the following capabilities:

2.1 Manage issuance limits: the UAO System must have the ability to enforce maximum quantities of items obtainable by employees over a defined period of time. For example, employees are limited to obtaining no more than \$130.00 from July 1 through September 30.

2.2 Online customized catalogs and printed customized order forms: the UAO System must demonstrate the ability to allow employees to obtain only approved items. For example, a custodial supervisor would only be able purchase items approved for a custodial supervisor and a bus driver would only be able to purchase items approved for a bus driver.

2.3 Online ordering: Online approvals for all orders, as defined by APS management. APS may choose to require employee orders to go through an approval step. This may be necessary if an employee goes beyond his or her allowance, needs a quantity of items exceeding limits or orders garments outside the open season ordering period. The UAO System must demonstrate the ability to manage this process automatically and over the Internet.

2.4 The UAO System must have the ability to flag and override allowance exceptions.

2.5 Access to information. Administrators and authorized APS employees must have real time, internet-based access to all aspects of the UAO System including:

- a. Open order status
- b. Open return/exchange status
- c. Real-time delivery reports
- d. Real-time outstanding issues reports
- e. Real-time inventory reports
- f. Allowance and issuance status per employee
- g. Complete employee history from the inception of the UAO System. APS will require historical data to be entered
- h. Completed order status

- 2.6 Employee management. The UAO System must have the ability to perform the following:
- a. Allow APS to add, delete and place employees on hold thereby stopping all pending orders
  - b. Permit authorized employees to place orders for a group of employees as identified by APS. For example, only the custodial building supervisor for a given building may order uniforms for employees under his or her supervision
  - c. Define access to various employee records. For example, Plant Operations management would be able to view all custodial staff ordering records, but a custodial building supervisor would only be able view staff under his or her supervision
- 2.7 Catalog: The catalog must include the following:
- a. Illustrations of all approved apparel items
  - b. Prices and allowance information
  - c. Ordering and measurement instructions
  - d. Return/exchange instructions
  - e. Cleaning and care instructions
  - f. Within fourteen (14) days of notice of award, the APS Custodial Uniform Catalog must be presented to APS Plant Operations Management for review and authorization
  - g. Within fourteen (14) days of notice of award, the APS Food Service Uniform Catalog must be presented to APS Food Service Management for review and authorization
  - h. Within fourteen (14) days of notice of award, the APS Maintenance Uniform Catalog must be presented to APS Maintenance Management for review and authorization
  - i. Within fourteen (14) days of notice of award, the APS Transportation Uniform Catalog must be presented to APS Transportation Management for review and authorization
- 2.8 Uniform Inventory: Contractor shall purchase, inventory and store all garments and patches at Contractor's expense. APS has the option of purchasing patches separately for employees
- 2.9 Inventory Management: The UAO System must have the ability to:
- a. Maintain inventory records for all items
  - b. Set inventory stock levels with automatic reordering
  - c. Demonstrate inventory efficiency by tracking inventory returns by item(s)
  - d. Provide an automatic inventory level adjustment system based on history of usage

## 2.10 Measurements and Alterations

- a. As required or needed, Contractor must update size runs for measurement use
- b. Contractor must provide customizations (e.g., embroidery, patches) and alterations as dictated by individual needs
- c. Contractor's customer service department must be knowledgeable regarding garments specifications to help APS staff purchase appropriately sized garments

## 2.11 Database Information and Management: APS will retain ownership of the information accumulated and processed during all orders. The Contractor will provide to APS, at no charge, the computer files upon request and at the expiration of the Contract. The computer files (database) will be provided to APS on media that is compatible with Microsoft Word or Excel. The database must be capable of producing customized reports and converting the reports to a Microsoft Excel format. Information will include the following:

- a. Employee name
- b. Employee identification number
- c. APS account number
- d. APS department/unit title
- e. APS purchase order number
- f. Clothing price
- g. Clothing catalog ID number
- h. Clothing description
- i. Clothing manufacturer
- j. Clothing sizes
- k. Quantities
- l. Orders placed
- m. Returns
- n. Credits
- o. Repairs
- p. Alterations

## 3.0 Specifications:

- 3.1 New material as specified in the Scope of Work and in accordance with Section 25, Substitutions of the Instructions to Bidders and Section 9, Substitutions of the Terms and Conditions.

- 3.2 All garments must meet Consumer Product Safety Commission (CPSC) specifications for apparel safety.
- 3.3 Contractor will supply and permanently attach (sewn on) an identification patch that measures 3” or 4” horizontally by 2” vertically with rounded corners. This patch will be white poplin cloth with a red embroidered border and red embroidered block lettering (all capital letters). The poplin cloth will be made of 65% polyester-35% cotton. This patch will say “ARLINGTON PUBLIC SCHOOLS” on three lines, centered and will be sewn over the left breast pocket on Items # 4a – 4e, 5a- 5e, 6a – 6e, 7a-7e, 8a-8f, 9a-9f, 15a-15c, 16a-16c, 17a-17c, 18a-18c, and 54.
- 3.4 The following Item numbers must be embroidered with the Arlington “A” Logo in three colors, blue, gold and white, and Arlington Public Schools in black on 3 lines above the left breast: 10a-10d, 19a-19c, 21a-21e, 22a-22e, 23a-23d, 24a-24c, 25a-25c, 26a-26b, and 27a-27b.
- 3.5 The following items must be silk-screened with “ARLINGTON PUBLIC SCHOOLS” in white capital letters on three lines above the left breast or front hat panel: 11a-11c, 12a-12e, 52 and 53.
- 3.6 The following item numbers must be embroidered with the Arlington “A” Logo in three colors, blue, gold and white, and “Transportation Services” in dark blue letters on 2 lines over the left breast: 29a-29f, 30a-30c,31a-31c, 32a-32d, 34a-34f, 35a-35c, 37a-37c, 39a-39c,40a-40c,41a-41d, and 42a-42c.
- 3.7 The following item numbers must be silk screened with the Arlington “A” Logo in three colors, blue, gold and white, above the left breast and “TRANSPORTATION SERVICES” in Dark Blue capital letters on two lines over the right breast: 38a-38d.
- 3.8 The item numbers 46a-46g must be embroidered above the left breast with the students first and last name in black, one half inch (1/2”) block lettering on one line and above the right breast with “ARLINGTON CAREER CENTER TEAM CULINARY” in White, Black and Purple in a circular logo.
  - 3.8.1 Student names will be supplied with the Purchase Order. This information requires the completion of the Student Data Usage and Privacy Agreement (SDUPA) found in Attachment C.
- 3.9 Item number 50 must be embroidered with “ARLINGTON CAREER CENTER TEAM CULINARY” in White, Black and Purple in a circular logo centered on the front of the hat.
- 3.10 All delivered uniforms must be labeled by location, employee/student’s name, size, quantity, item # and purchase order number.
  - 3.10.1 Each employee/student’s order will be packaged separately, and all packages for one location may be jointly boxed.
- 3.11 A sample of the Arlington “A” logos referenced in this section can be found in Attachment D.

#### **4.0 Material Requirements for Custodians:**

- 4.1 Trousers: Bid Item #1a – 1b
  - a. Color – Navy blue
  - b. Fabric - 65% polyester/35% cotton, 8 oz. twill, permanent press
  - c. Belt loops - Minimum of seven (7) loops
  - d. Pockets - Two (2) front and two (2) rear, left pocket with button closure, front pockets reinforced
  - e. Closure - Heavy duty brass ratcheting zipper with button closure on waistband

- f. Sizes – Waist 28”- 34” odd and even sizes and 36” and up - even sizes; inseam length hemmed to length specified in individual orders
  - g. Standard - Red Cap, stock number PT20NV or approved equal
- 4.2 100% Cotton Trousers: Bid Item #2a – 2b
- a. Color - Navy blue
  - b. Fabric - 100% wrinkle resistant cotton, 8.5 oz., preshrunk twill
  - c. Belt loops - Minimum of seven (7) loops
  - d. Finish - Post-cure durable press
  - e. Waistband - Interlined for body and shape, folder set band w/outlet
  - f. Pockets - Two (2) slack-style front pockets, two (2) set-in hip pockets, darts over hip pockets
  - g. Closure - Heavy duty brass ratcheting zipper with button closure on waistband
  - h. Sizes – Waist 28”-34” odd and even sizes and 36” and up - even sizes; inseam length hemmed to length specified in individual orders.
  - i. Other - Off-white synthetic blend pocketing and waistband trim
  - j. Standard - Red Cap, stock number PC20DN, or approved equal
- 4.3 Men’s Plain Front Uniform Shorts: Bid Item #3a – 3b
- a. Color - Navy blue
  - b. Fabric - 65% polyester/35% cotton, 7.5 oz. twill
  - c. Front - Double pleated
  - d. Waist band – Jean style
  - e. Belt loops – Minimum of seven (7) loops
  - f. Closure - Heavy duty brass ratcheting zipper with button closure on waistband
  - g. Pockets - Two (2) slack style front pockets, two (2) hip pockets with button closure on left rear, darts over hip pockets
  - h. Sizes – Waist 28”- 34” odd and even sizes and 36” and up - even sizes; inseam - seven and one-half (7-1/2) inches
  - i. Standard - Red Cap brand style PT26NV or approved equal
- 4.4 Long Sleeve Shirt – Short Sleeve Shirt: Bid Items #4a – 4e, 5a – 5e, 6a – 6e & 7a – 7e
- a. Color - Light blue or solid white
  - b. Fabric - 65% polyester/35% cotton, 4.25 oz. poplin
  - c. Pockets - Two (2) button through pockets, left pocket w/pencil stall
  - d. Sewn on identification patch per instructions in section 3.3 of the Scope of Work
  - e. Seven (7) button “gap free” front, collars lined with permanent stays
  - f. Sizes - 14.5”- 18.5” neck in half sizes, 32”-36” long sleeve length
  - g. Standard - Red Cap brand, stock #SP24 (short sleeve) and SP14 (long sleeve) or approved equal
- 4.5 100% Cotton Long Sleeve Shirt: Bid Item #8a – 8f & 9a – 9f
- a. Color - White and light blue
  - b. Fabric - 100% cotton, 6 oz. twill, durable press with soil release
  - c. Closure - Six buttons w/vertical buttonholes, gripper at neck
  - d. Collar - Two-piece lined, no collar stays
  - e. Cuffs - One-piece fully lined
  - f. Facing - Stitched down front
  - g. Pockets - Two (2) button-through hex style w/angled bar tacks, bar tacked pencil stall in left pocket
  - h. Sewn on identification patch per instructions in section 3.3 of the Scope of Work
  - i. Sizes – Regular size - neck 14” - 21.5” in half sizes; tall size - neck 14” - 21.5”, long sleeve length 33”–36” in full sizes
  - j. Standard - Red Cap brand, stock #SC30WH and #SC30LB or approved equal

- 4.6 Polo Shirt, Jersey Knit: Bid Item #10a -10d
- a. Color - Light blue
  - b. Fabric - 60% polyester/40% cotton, 5.4 oz. jersey knit, durable press w/Dura Tuf soil release
  - c. Closure – Three (3) button self-placket with box stitch
  - d. Embroidered per instructions in section 3.4 of the Scope of Work
  - e. Collar - Rib knit fashion collar
  - f. Sizes - Short sleeve, S to 5XL
  - g. Standard - Jerzees brand, style # 437 or approved equal
- 4.7 T-Shirts: Bid Item #11a – 11e
- a. Color - Light blue and natural
  - b. Fabric/Blend - Heavyweight 50% polyester/50% preshrunk cotton, 5.6 oz.
  - c. Tailoring - Ribbed crew neck and taped shoulder to shoulder
  - d. Hemming - Two (2) needle hemmed sleeves and bottom
  - e. Silk screened per instructions in section 3.5 of the Scope of Work
  - f. Sizes - Small to 5XL
  - g. Standard - Jerzees style 29M or approved equal
- 4.8 T-Shirts: Bid Item #12a – 12e
- a. Color – Athletic heather
  - b. Fabric - 100% preshrunk cotton, 5.0 oz
  - c. Tailoring - Ribbed crew neck and taped shoulder to shoulder
  - d. Hemming - Two (2) needle hemmed sleeves and bottom
  - e. Silk screened per instructions in section 3.5 of the Scope of Work
  - f. Sizes- Small to 5XL
  - g. Standard - Jerzees style 363MR or approved equal
- 4.9 Slacks – Women’s: Bid Item #13a - 13c
- a. Color - Navy blue
  - b. Fabric - 65% polyester/35% cotton, 8 oz. twill, permanent press
  - c. Closure - Zipper front with hook and eye waistband closure
  - d. Pockets - Two (2) set-in slack style front pockets
  - e. Sizes – 4 - 32 with legs hemmed to length specified in order
  - f. Standard - Red Cap brand, Stock# PT59NV or approved equal
- 4.10 Women’s Pleated Front Uniform Shorts: Bid Item #14a – 14c
- a. Color - Navy
  - b. Fabric - 65% polyester/35% cotton, 7.5 oz. twill,
  - c. Pockets - Two (2) slack style front pockets, two (2) -set in hip pockets, darts over hip pockets
  - d. Belt loops – Minimum of seven (7) loops
  - e. Closure - Heavy duty brass ratcheting zipper with hook and eye closure on waistband
  - f. Sizes – Jean style waist 4 - 22, inseam - seven and one-half (7 1/2) inches
  - g. Standard - Edwards brand, Style 8419 or approved equal
- 4.11 Women’ Shirt – Long Sleeve, Short Sleeve: Bid Items #15a – 15c, 16a – 16c, 17a – 17c & 18a – 18c
- a. Color - Light blue, white
  - b. Fabric - 65% polyester/35% cotton, 4.5 oz. poplin, permanent press
  - c. Bottom - Square hemmed
  - d. Closure - Seven (7) button front
  - e. Pockets – Two (2) pockets with one (1) button in each, left pocket with pencil stall
  - f. Sewn on identification patch per instructions in section 3.3 of the Scope of Work
  - g. Sizes – 6 - 36

- h. Square hem styling and women's tailored fit
  - i. Standard - Red Cap brand, Stock #SP13 (long sleeve) and #SP23 (short sleeve) or approved equal
- 4.12 Sweater: Bid Item #19a – 19c
- a. Color – Navy blue
  - b. Fiber - 100% acrylic, knit
  - c. Style - V-Neck
  - d. Sizes – S - 5XL
  - e. Embroidered per instructions in section 3.4 of the Scope of Work
  - f. Standard – San Francisco Knitting Mills brand, # 6500 or approved equal
- 4.13 Jacket Liner – Inner Shell, may be combined with Item 21: Bid Item #20a – 20e
- a. Fabric - 100% Polyester, 7.1 oz/2 yd/240 gsm, brushed-back fleece with moisture wicking performance
  - b. Inside storm placket with chin guard
  - c. Reflective, asymmetric piping along center front
  - d. Center front reverse coil zipper with auto lock slider and rubber pulls
  - e. Stretch binding at collar, sleeve and hem
  - f. Left sleeve and lower pockets with reverse coil zipper
  - g. Audio port
  - h. Sizes - S-XL, 2XL, 3XL, 4XL, & 5XL
  - i. Standard –Alpha 6711-3IN or approved equal
- 4.14 Jacket – Outer Shell: Bid Item #21a – 21e
- a. Color - Navy blue
  - b. Body - 100% polyester, 5 oz., with water-resistant finish
  - c. Contrast - 100% printed polyester, 5 oz., with water-resistant finish
  - d. Lining - 100% polyester mesh in body; 100% polyester taffeta in sleeves
  - e. Can be combined with Item 20 to create a heavier weight jacket
  - f. Embroidered per instructions in section 3.4 of the Scope of Work
  - g. Sizes - S-XL, 2XL, 3XL 4XL, & 5XL
  - h. Standard – Alpha 6711-3OUT or approved equal
- 4.15 Jacket – Men & Women, 3 Season: Bid Item #22a – 22c
- a. Color - Navy blue
  - b. Style - Work, hip length
  - c. Toughlan® nylon shell and 11.5 oz. anti-pilling panda fleece lining
  - d. Pockets - Zippered side slash pockets and inside pocket with zipper closure
  - e. Rib knit waistband and cuffs
  - f. Embroidered per instructions in section 3.4 of the Scope of Work
  - g. Sizes - S-XL, 2XL-3XL 4XL, and 5XL
  - h. Standard – Style Tri-mountain 8800 or approved equal
- 4.16 Jacket – Men & Women, High Visibility: Bid Item #23a – 23d
- a. Color – Royal blue – is not ANSI rated
  - b. Style - Work, hip length
  - c. 100% Waterproof oxford polyester with a 2000 mm coating with taped seams
  - d. Anti-pill black fleece lining, 13.76 oz/yd/280gsm
  - e. Rib knit cuffs and hem
  - f. Zippered side and inside valuable pocket
  - g. Side-seam zippers for ventilation & access
  - h. Embroidery stow-away pocket (ESP System) which conceals the embroidery backing for a clean look
  - i. Embroidered per instructions in section 3.4 of the Scope of Work



- j. 2" high 3M™ Scotchlite™ Reflective Material on front, back & arms
  - k. Sizes - S-XL, 2XL 3XL, 4XL & 5XL
  - l. Standard – Charles River Signal Hi-Vis Jacket, Style 9732 or approved equal
- 4.17 Parka 3 IN 1 – UTK 3 Temperature Range: Bid Item #24a – 24c
- a. Color - Navy blue
  - b. Lining - 100% polyester taffeta
  - c. Shell - 100% nylon 228T taslan, 3.5 oz./yd2/120 gsm
  - d. Trim - 100% nylon dobby, 4.9 oz./yd2/120 gsm
  - e. 30° F to -9° F/-1° C to -23° C
  - f. Shell has storm flap with security zippered pocket, inside placket
  - g. Shell has thermal retention shock-cord at hood, waist and hem
  - h. Shell has zip-off or roll-away hood
  - i. Liner has thermal retention shock-cord at hem
  - j. Liner has matching corded fleece trim on collar and inside collar
  - k. Liner has matching nylon taslan pocket welts and waistband
  - l. Embroidered per instructions in section 3.4 of the Scope of Work
  - m. Sizes - XS, S-XL, 2XL, 3XL, & 4XL
  - n. Standard – Alpha 6713-3 or Ash City 88006 or approved equal
- 4.18 Coveralls: Bid Item #25a – 25c
- a. Color - Navy blue
  - b. Fabric - 100% cotton, 8.5 oz. twill, permanent press
  - c. Pockets - Two (2) hip, two (2) breast, two (2) front and one (1) ruler leg
  - d. Sewn on identification patch per instructions in section 3.3 of the Scope of Work
  - e. Side vents – Two (2) side vent openings
  - f. Closure – Concealed gripper (snaps) front
  - g. Cuffs - Sleeve vent and gripper (snap) closure
  - h. Sizes - Regular 36" - 58"; long 40" - 52"
  - i. Standard - Red Cap brand, style #CC14NV or approved equal
- 4.19 Smock – Short Sleeve, Button Front: Bid Item #26a – 26b
- a. Color - Light blue
  - b. Fabric - 80% polyester – 20% cotton, 5 oz. poplin
  - c. Finish - Durable press
  - d. Pockets - Two (2) pockets with French hem
  - e. Sleeves to be French hemmed
  - f. Closure – Three (3) or four (4) button
  - g. Embroidered per instructions in section 3.4 of the Scope of Work
  - h. Sizes – S-5XL
  - i. Standard – Red Cap TP23LB or approved equal
- 4.20 Smock – 3/4 Sleeve, Button Front: Bid Item #27a – 27b
- a. Color - Light blue
  - b. Fabric - 80% polyester – 20% cotton, 5 oz. poplin, durable press
  - c. Pockets - Two (2) pockets with French hem
  - e. Sleeves to be ¾ length with French hems
  - f. Closure – Three (3) or four (4) button
  - g. Embroidered per instructions in section 3.4 of the Scope of Work
  - h. Sizes – S - 5XL
  - i. Standard – Red Cap TP31LB or approved equal

## 5.0 Material Requirements for Transportation:

- 5.1 Trousers: Bid Item #28a – 28b
- a. Color – Navy blue
  - b. Fabric - 65% Polyester/35% Cotton, 8 oz. special twill, post-cured durable press Red-E-Prest
  - c. Belt loops - Minimum of seven (7) belt loops
  - d. Pockets - Two (2) front and two (2) rear, with stitch-turn-re-stitch method
  - e. “Quarter Top” front pockets with two facings
  - f. Set in hip pocket welts for finished slack appearance
  - g. Closure - Heavy duty zipper
  - h. Waistband inner-lined for body and shape, stitch down repak construction
  - i. Bartocks at all points for stress and finished slack appearance
  - j. Size – Waist - 28” - 34” all sizes and 36” and up - even sizes; inseam length 25” - 37” - hemmed bottoms
  - k. Standard - Red Cap brand, Style PT10NV or approved equal
- 5.2 Shirt, Long & Short Sleeve: Bid Items #29a – 29f & 30a – 30c
- a. Color – Light blue
  - b. Fabric –65% polyester/35% cotton, 4 ¼ oz. poplin, soil release durable press
  - c. Pockets - Two (2) button through pockets
  - d. Embroidered per instructions in section 3.6 of the Scope of Work
  - e. Sizes – 14 – 18 ½ in ½ neck sizes, 31-34 sleeve length
  - f. Standard – Red Cap #SP14LB (long sleeve) and SP24LB (short sleeve) or approved equal
- 5.3 Dress Shirt, Button Up, Long Sleeve & Short Sleeve: Bid Items #31a – 31c & 32a – 32d
- a. Color - Light blue
  - b. Fabric - 100% cotton, 6 oz. twill, durable press with soil release
  - c. Closure - Six (6) buttons w/vertical buttonholes, gripper at neck
  - d. Collar - Two-piece lined, no collar stays
  - e. Cuffs – On long sleeve - one-piece fully lined
  - f. Facing - Stitched down front
  - g. Pockets - Two (2) button-through hex style w/angled bar tacks, bar tacked pencil stall in left pocket
  - h. Embroidered per instructions in section 3.6 of the Scope of Work
  - i. Sizes - regular neck sizes 14” – 21 1/2” in half sizes; tall neck sizes 14” – 21 1/2”, long sleeve length 33” – 36” in half sizes
  - j. Standard - Stock #1027-01 short sleeve and #1077-01 long sleeve or approved equal
- 5.4 Pants, Women’s: Bid Item #33a – 33c
- a. Color - Navy blue
  - b. Fabric - 65% polyester/35%, 7.5 oz. sq. yd. twill, Red-E-Prest
  - c. Pockets - Quarter cut side pockets- separate side pocket facing 65/35 drill pocketing
  - d. Straight leg
  - e. Closure - #5 Brass zipper front closure with button closure on waistband
  - f. Sizes – 2 - 22, (34” unfinished bottom)
  - g. Standard – Red Cap # PT21NV or approved equal
- 5.5 Shirt – Women’s Short & Long Sleeve: Bid Items #34a – 34f & 35a – 35c
- a. Color - Light blue
  - b. Fabric - 65% polyester – 35% cotton, 4.25 oz. Touch-Tek II, permanent press
  - c. Stitched down front facing - two piece lined collar with slotted stays, five (5) buttons, vertical buttonholes and gripper (snap) at neck
  - d. Pockets - Two (2) button thru hex style pockets with angled bartocks and bartocked pencil stall in left pocket

- e. Lined cuffs (long and short sleeves)
  - f. Embroidered per instructions in section 3.6 of the Scope of Work
  - g. Sizes - Short sleeve, S - 5XL, long sleeve (regular and tall) S - 5XL
  - h. Standard – Red Cap #SP13LB (long sleeve) and SP23LB (short sleeve) or approved equal
- 5.6 Skirt, Women’s: Bid Item #36a – 36c
- a. Color - Navy blue
  - b. Fabric - 65% polyester/35% casual chino blend, 7.5 oz. sq. yd.
  - c. Sizes – 4 - 28
  - d. Standard – Edwards # 9779 or approved equal
- 5.7 Shirt – Unisex Golf Shirt with pocket: Bid Item #37a – 37c
- a. Color - Light blue
  - b. Fabric - 50% cotton/50% polyester, durable press with Dura Tuf soil release
  - c. Sizes – S - 5XL
  - d. Embroidered per instructions in section 3.6 of the Scope of Work
  - e. Standard - San Francisco Knitting Mill, Style SK28RB or approved equal
- 5.8 T-Shirts, Cotton: Bid Item #38a – 38d
- a. Color – Sports grey
  - b. Fabric –90% cotton/10% polyester, 6.1 oz.
  - c. Seamless double-needle collar
  - d. Taped neck and shoulders
  - e. Double-needle 5 point pocket, sleeves and hem
  - f. Sizes – S - 5XL
  - g. Screen printed per instructions in section 3.7 of the Scope of Work
  - h. Standard - Gildan brand, Style G2300 or approved equal
- 5.9 Sweater – Men & Women’s: Bid Item #39a – 39c
- a. Color - Navy blue
  - b. Fabric – 100% orlon
  - c. Heavy weight button down cardigan sweater
  - d. Long sleeve, rib cuffs & bottom, piping around neck
  - e. Size – S - 5XL
  - f. Embroidered per instructions in section 3.6 of the Scope of Work
  - g. Standard - San Francisco Knitting Mills Style 6300 in Lo-pile acrylic or approved equal
- 5.10 Jacket – Men & Women, 3 Season: Bid Item #40a – 40c
- a. Color - Navy blue
  - b. Style - Work, hip length
  - c. Fabric - 100% taslan, nylon shell and spill resistant 16.5 oz. Wear Tec fleece lining
  - d. Pockets - Zippered side slash pockets and inside pocket with velcro closure.
  - e. Rib knit waistband and cuffs
  - f. Embroidered per instructions in section 3.6 of the Scope of Work
  - g. Sizes – S - XL, 2XL - 3XL & 4XL - 5XL
  - h. Standard – Tri-mountain Style 8800 or approved equal
- 5.11 Jacket – Men & Women, High Visibility: Bid Item #41a – 41d
- a. Color – Royal blue – is not ANSI rated
  - b. Style - Work, hip length
  - c. Fabric - 100% waterproof oxford Polyester with a 2000 mm coating with taped seams
  - d. Anti-pill black fleece lining (13.76 oz/lyd/280gsm)

- e. Rib knit cuffs and hem
  - f. Pockets - Zippered side and inside valuable pocket
  - g. Side-seam zippers for ventilation & access
  - h. Embroidery stow-away pocket (ESP System) which conceals the embroidery backing for a clean look
  - i. Embroidered per instructions in section 3.6 of the Scope of Work
  - j. 2" high 3M™ Scotchlite™ Reflective Material on front, back & arms
  - k. Sizes – S - XL, 2XL 3XL, 4XL & 5XL
  - l. Standard – Charles River Signal Hi-Vis Jacket, Style 9732 or approved equal
- 5.12 Parka 3 IN 1 – UTK 3 Temperature Range: Bid Item #42a – 42c
- a. Color - Navy blue
  - b. Lining - 100% polyester taffeta
  - c. Shell - 100% nylon 228T taslan, 3.5 oz./yd2/120 gsm
  - d. Trim - 100% nylon dobby, 4.9 oz./yd2/120 gsm
  - e. 30° F to -9° F/-1° C to -23° C
  - f. Shell has storm flap with security zippered pocket, inside placket
  - g. Shell has thermal retention shock-cord at hood, waist and hem
  - h. Shell has zip-off or roll-away hood
  - i. Liner has thermal retention shock-cord at hem
  - j. Liner has matching corded fleece trim on collar and inside collar
  - k. Liner has matching nylon taslan pocket welts and waistband
  - l. Embroidered per instructions in section 3.6 of the Scope of Work
  - m. Sizes - XS, S-XL, 2XL, 3XL, & 4XL.
  - n. Standard – Alpha 6713-3 or Ash City 88006 or approved equal

## 6.0 Material Requirements for Food Service:

- 6.1 Cobbler Apron: Bid Item #43
- a. Color – Black
  - b. Fabric - 80% polyester/20% cotton, 5 oz. performance blend poplin, durable press
  - c. Pockets - Two (2) split front pockets
  - d. Closure – Adjustable side ties
  - e. Sizes –Medium and Large
  - f. No embroidery, sewn on patches or silk screening
  - g. Standard – Chef Designs # TP61KG or approved equal
- 6.2 Polo Shirt, Pique Knit with pocket: Bid Item #44a – 44d
- a. Color - Royal blue
  - b. Fabric - 50% cotton/50% polyester, 5.5 oz. pique knit, wickable finish with soil release
  - c. Closure – Three (3) button front with lined placket
  - d. Collar - Rib knit fashion collar
  - e. Sizes – S - 4XL
  - f. No embroidery, sewn on patches or silk screening
  - g. Standard – San Francisco Knitting Mill, Style SK28RB or approved equal
- 6.3 CookCool™ Chef Short Sleeve T-Shirt: Bid Item #45a – 45f
- a. Color – Black
  - b. Fabric – Hydrophilic microfiber
  - c. Set in hemmed sleeves and bottom
  - d. Sizes - S- 3XL
  - e. No embroidery, sewn on patches or silk screening
  - f. Standard – Happy Chef, Style 701 or approved equal

- 6.4 Chef Coat, Long Sleeve: Bid Item #46a – 46g
  - a. Color – White
  - b. Fabric – Poly/cotton, wrinkle and soil resistant
  - c. Double breasted with eight (8) buttons
  - d. Left chest pocket with two-section sleeve pocket
  - e. Sizes - Regular XS - 4XL
  - f. Embroidered per instructions in section 3.8 of the Scope of Work
  - g. Standard – Happy Chef, Style 403 or approved equal
  
- 6.5 Chef Pants: Bid Item #47a – 47i
  - a. Color – Black and white checkered
  - b. Fabric – Lightweight poly/cotton blend
  - c. Elastic waist with draw string and zipper
  - d. Pockets - Two (2) front and one (1) back pocket
  - e. Machine washable
  - f. Sizes - XS - 5XL
  - g. Standard – Happy Chef, Style HC10 or approved equal
  
- 6.6 CookCool™ Mesh Top Skull Cap: Bid Item #48a – 48c
  - a. Color – Black, red and white
  - b. Fabric – 100% cotton with microfiber lining
  - c. Adjustable velcro back
  - d. Standard – Happy Chef, Style 590 or approved equal
  
- 6.7 CookCool™ Tall Skull Cap: Bid Item #49
  - a. Color – Black denim
  - b. Fabric – 100% cotton with microfiber lining
  - c. Adjustable velcro back
  - d. Standard – Happy Chef, Style 597 or approved equal
  
- 6.8 CookCool™ Classic Chef Hat: Bid Item #50
  - a. Color – White
  - b. Fabric – Poly/cotton with microfiber lining
  - c. Embroidered per instructions in section 3.9 of the Scope of Work
  - d. Adjustable velcro back
  - e. Standard – Happy Chef, Style 589 or approved equal
  
- 6.9 CookCool™ Chef Kerchief: Bid Item #51a – 51b
  - a. Colors – Black and white
  - b. Fabric – 100% cotton
  - c. Size - 39” X 27” X 27”
  - d. Standard – Happy Chef, Style 565 or approved equal

**7.0 Material Requirements Available to all Schools and Departments:**

- 7.1 Ball Caps: Item #52
  - a. Color- Solid navy blue
  - b. Fabric – Polyester seamless front panel
  - c. Mesh back panels
  - d. Sizing – Adjustable plastic tab
  - e. Bill - Six (6) rows of stitching
  - f. Silk screened on front of cap per instructions in section 3.5 of the Scope of Work

- 7.2 Full Back Cap: Item #53
- a. Color – Solid black
  - b. Fabric – 100% cotton twill
  - c. Crown - Six (6) panel
  - d. Eyelets - Six (6) eyelets
  - e. Strap – Self closing fabric back belt
  - f. Size – One size fits most
  - g. Silk screened on front of cap per instructions in section 3.5 of the Scope of Work
  - h. Standard – Otto Cap 31-069 or approved equal

- 7.3 Winter Watch Cap: Item #54
- a. Color - Black
  - b. Fabric – Polar fleece
  - c. Sewn on identification patch per instructions in section 3.3 of the Scope of Work centered on the front panel
  - d. Size – One size fits most
  - e. Standard – Paramount Headwear Inc. #IK657 or approved equal

## 8.0 Ordering:

- 8.1 APS employees will place orders online via the UAO System as outlined in Section 2.0 Uniform Automated Ordering System.
- 8.2 The Contractor must provide a dedicated toll-free customer support line during normal working hours Monday through Friday to answer questions on ordering, returns, delivery status and sizing.

## 9.0 Delivery:

- 9.1 APS requires that delivery be made at destination within the shortest time frame possible. Bidders are requested to insert a definitive time frame, **In Days**, on the **Pricing Schedule** within which delivery will be made After Receipt of Order (ARO). Indefinite terms such as “promptly,” “stock,” “without delay,” etc., may not be given consideration.
- 9.2 Unit pricing listed in the Pricing Schedule will include all delivery and shipping charges.
- 9.3 Fulfilled orders are packaged separately by employee and boxed by location. Packing slips must be provided for each individual employee’s package and placed in the package. Packing slips should include but not limited to the following employee information: Date of order, packing slip date, name of employee, name of school or location, description of item, pricing, sizes etc.
- 9.4 Delivery must be completed within 30 days After Receipt of Order (ARO).

## 10.0 Returns and Exchanges:

- 10.1 Uniform garments will be returned at Contractor expense due to damage, incorrect embroidery/patches, size, color or item and repair. Contractor shall return or replace as required within 30 days of return by employee. Overage deliveries will also be returned at Contractor expense.
- 10.1.1 Repair services to include: broken zippers, minor repairs of seams and alterations for inseam length and waist measurements.
- 10.2 If an item has been worn or washed prior to return, then the Contractor will be not responsible for repair/replacement

- 10.3 All repairs and exchanges will be handled by the employee either by contacting the Contractor directly or by using the UAO System.

**End of Scope of Work**

**Bid Form**

**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid Title:** Custodial, Food Service, Maintenance and Transportation Employee Uniforms

**Invitation to Bid Number:** 18FY20

**Invitation to Bid Issue Date:** September 18, 2019

**Bid Closing Date/Time:** October 22, 2019 Prior to 12:30 P.M.  
Local Prevailing Time

**Bid Opening Date/Time:** Promptly Following Bid Closing

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**Full Legal Name of Bidder** \_\_\_\_\_

Remittance Address (If different):

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Tax ID Number (EIN/SSN): \_\_\_\_\_ Email Address: \_\_\_\_\_

**General Instructions:**

The Bidder is directed to review the Bid Documents and all Contract Documents to understand the requirements for submitting a responsive Bid. All Bids must be submitted on this **Bid Form** or a copy thereof as defined in the Instructions to Bidders. All blanks in this Bid Form must be completed or noted as not applicable. A notation of “not applicable” or “N/A” shall be used only if the information requested is not a required or mandatory element of the Bid. Include only one (1) price for each line item for which a price is required. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Failure to comply with these requirements, or with any other requirements stated as mandatory either in the Invitation or in the Instructions to Bidders, shall result in rejection of the Bid as non-responsive unless, in the sole discretion of APS, the omission does not affect price, quantity, quality or time. The Owner has no authority to waive failure to comply with requirements made mandatory by applicable law.

A Bid not received prior to the Bid Closing as defined in the Invitation will not be considered. The time a Bid is received shall be determined as stated in the Invitation.



**Bid Form**

The apparent low Bidder(s) will be determined by the Bid Evaluation Total set forth in the Bid Evaluation Formula.

**Payment Terms:**

APS requires that a minimum of thirty (30) Days after receipt of an approved invoice by APS shall be allowed for payment. Discounts for prompt payment **will not** be considered in the evaluation of Bids nor in any decision to award or not to award. However, any offered discount will become part of any Contract with Bidder which may result from this solicitation and will be taken if payment is made within the discount period offered in the Bid. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made. If Bidder provides a prompt payment discount, the terms thereof are as follows:

Prompt Payment Terms: \_\_\_\_\_  
(Please Note: COD Terms are not acceptable.)

**Receipt of Addenda:**

Receipt of Addenda listed below is acknowledged and the Bid incorporates all requirements of these Addenda:

No. \_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_

**Check which of the Following Categories are Applicable to Bidder:**

**All categories appearing below are as defined in Va. Code Ann. § 2.2-4310**

Small Business	Yes	_____	No	_____
Women Owned Business	Yes	_____	No	_____
Minority Owned Business	Yes	_____	No	_____
Service Disabled Veteran Owned Business	Yes	_____	No	_____
Employment Service Organization	Yes	_____	No	_____
None of the Above		_____		

**References:**

The Bidder must provide at least three (3) commercial or public body references which demonstrate satisfactory performance on past and current Contracts of a similar size, nature, and number of locations. All references must be for work performed within the last three (3) years preceding Bid Closing. For commercial references, provide the firm name, contact name, telephone number, facsimile and email address. For public body references, include the same information but instead of the firm name include the public body and the department or agency with which the Bidder contracted. The required information shall be included in the spaces below:

<u>Name of Commercial/Public Body</u> <u>Department.</u>	<u>Contact Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Bid Form**

**Type of Business:**

Indicate by placing a check here if a Faith-Based Organization as described in Va. Code Ann. § 2.2-4343.1.

\_\_\_\_\_

Arlington Public Schools does not discriminate against Faith Based Organizations. The purpose of requiring this information is to permit APS compliance with Va. Code Ann. § 2.2-4343.1.H.

Check one of the Following:

- |   |  |
|---|--|
| <input type="checkbox"/> Individual Trading in Own Name   | <input type="checkbox"/> Individual Trading Under Trade Name |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Limited Partnership                 |
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> Limited Liability Company           |
| <input type="checkbox"/> Registered Limited Liability Partnership   | <input type="checkbox"/> Joint Venture                       |
| <input type="checkbox"/> Other (explain in the space available or indicate an incorporated attachment if additional sheets are necessary) |  |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If doing business under a trade name, both the legal name of the Bidder and the doing-business-as trade name shall appear as the party submitting this Bid in the signature section below. If the Bidder is a joint venture, all members of the joint venture shall sign the Bid Form.

**State Corporation Commission (SCC) Identification Number:**

Section 3 of the Instructions to Bidders and § 2.2 4311.2 of the Virginia Public Procurement Act (VPPA) require the Bidder to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise by law. The Bidder shall include in its Bid the identification number issued to it by the State Corporation Commission (SCC). For more information on how the SCC can expedite a request for an identification number, please contact the SCC at ([www.scc.virginia.gov](http://www.scc.virginia.gov)) or the Clerk's office at 1-804-371-9733.

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

- Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Bidder's identification number issued by the SCC is \_\_\_\_\_. (*The SCC number is NOT your federal tax Identification number nor your eVA registration number*).
- Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Bidder's identification number issued to it by the SCC is \_\_\_\_\_.
- Bidder does not have an identification issued to it by the SCC and such Bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

***Please attach additional sheets to explain in further detail why such Bidder is not required to be authorized to transact business in Virginia. Bids that fail to submit supporting details regarding option 3 above may be considered non-responsive by APS.***

**Bid Form**

**Debarment Status:**

The Bidder shall indicate, in the space provided below, whether or not it, or any of its principals, is/are currently debarred from submitting bids or proposals to Arlington Public Schools, Virginia, to any Virginia state agency or department, to any Virginia public body, or to any other public body at the federal, state or other level in any other state, and whether or not it is an agent of any person or entity that is currently debarred from submitting bids or proposals due to any of the above. An affirmative response may be considered grounds for rejection of the Bid. This statement shall also apply to any Subcontractor(s) the Bidder intends to use in the performance of a resulting Contract. If the Bidder answers yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

Please mark one:

Yes  No, Is the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes  No, Has the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?

**Criminal Conviction Certificate Compliance:**

Attached to this Bid Form as Attachment A and incorporated herein is the Contractor Certification Regarding Criminal Convictions as addressed in the section of the Instructions to Bidders captioned "Certification Regarding Criminal Convictions." Bidder acknowledges and agrees that if it does not include the executed Attachment A Contractor Certification Regarding Criminal Convictions as a part of its Bid its Bid shall be deemed non-responsive.

**Number of Years in Business:**

How many years has the Bidder been in the business of providing the Work? \_\_\_\_\_

How many years has the Bidder been in business under its present business name? \_\_\_\_\_

**Mandatory Requirements:**

Class1 Mandatory Requirements

As a Class 1 Mandatory Requirement, the following documents are attached to and made part of this Bid:

1. **The Bid Form, and all required additional documents referenced therein shall be submitted in a sealed, opaque envelope containing the following information on the outside of the envelope.**

Bid in Response to Arlington Public Schools Invitation No. 18FY20  
Bid Closing Date and Time  
Bidder's Name as appearing on the Bid Form

2. **APS approved Uniform Automated Ordering System.**
3. A fully completed Bid Form.
4. If the Bidder is a joint venture, a copy of the written joint venture agreement.
5. If the Bidder is a partnership, a copy of the written partnership agreement.
6. A fully completed Attachment A – Certification Regarding Criminal Convictions.

## **Bid Form**

### **Class 2 Mandatory Requirements**

The following documents are Class 2 Mandatory Requirements and are: (Please complete the following by checking the appropriate line that applies to providing the requested information)

- a. \_\_\_\_\_ attached to and made a part of this Bid
- b. \_\_\_\_\_ will be supplemented in compliance with the provisions of Paragraph 27.3 of the Instructions to Bidders:
  - 1. Flash drive or CD Rom of the Pricing Page in an Excel format
  - 2. A fully completed Attachment C - Student Data Usage and Privacy Agreement

**Bid Form**

Bid Evaluation Formula

The award, if made, will be to a minimum of one (1) Bidder who is responsible and provides the lowest responsive Bid Evaluation Total. A price must be entered for each item to be considered for award. If there is a variance between a unit price and the extended price, the unit price will prevail.

If APS deems it necessary or in its best interests to make award to more than one (1) Bidder, the additional awards will be made to responsible Bidders submitting responsive Bids in ascending order starting with the second (2) lowest Bid Evaluation Total and continuing until, in the sole discretion of APS, sufficient awards have been made to fulfill the anticipated requirements. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.

Pricing listed below must match the pricing entered in the Excel Pricing Page Bid Evaluation Total from Cell E194.

BID EVALUATION TOTAL \$\_\_\_\_\_

**Bid Form**

In compliance with the Bid Document and subject to all conditions thereof and attached hereto, the undersigned offers and agrees, if this Bid be accepted within ninety (90) Days from the date of Bid Opening, to enter into a Contract with the Owner in the form of the Agreement included as part of the solicitation on the terms of this Bid and to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled in any Purchase Order issued by Owner.

**My signature certifies that the Bidder has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to APS, and that there are no principals, officers, agents, employees, or representatives of the Bidder that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to APS, pertaining to any and all Goods, or Services to be purchased or performed relating to any Contract with APS resulting from this solicitation and Bid.**

**Submission of this Bid constitutes an offer which, if accepted by APS as provided in the Bid Documents, binds the Bidder to execute and perform the Contract. If Bidder refuses to execute and perform any Contract awarded to Bidder by APS in response to this Bid, Bidder is liable to APS for the cost of reprourement and for any increased cost in obtaining the Goods or Services which are the subject of this Bid.**

**Signature:** \_\_\_\_\_  
(Person signing must be authorized to bind the Bidder in contractual matters)

**Name:** \_\_\_\_\_  
(Type or Print)

Date: \_\_\_\_\_

**Title:** \_\_\_\_\_  
)

[Add additional signature blocks as necessary to comply with the requirements of the Invitation, the Instructions to Bidders, or this Bid Form.]

**End of Bid Form**



**Attachment A**  
**Contractor Certification**  
**Regarding Criminal Convictions**

**The completed form from the Bidder is a condition precedent to the award of the Contract.**

As the official authorized to enter into this Contract on behalf of my organization, I certify that the Contractor, its employees, its Subcontractor(s) and their employees, who will have direct contact with students either on or off school property either during regular school hours or during school-sponsored activities during the performance of this Contract, has not been convicted of:

1. A felony or of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child;
2. A sexually violent offense as defined in Va. Code Ann. § 9.1-902;
3. Any of the offense listed below occurring on or after July 1, 2006 in which the offender was more than three years older than the victim, when the offense was done in the commission of, or as a part of the same course of conduct of, or as part of a common scheme or plan to commit, (i) abduction or kidnaping in violation of Va. Code Ann. § 18.2-47 or § 18.2-48, (ii) burglary in violation of Va. Code Ann. § 18.2-89, (iii) entering a dwelling house with intent to commit crimes in violation of Va. Code Ann. § 18.2-90 or Va. Code Ann. § 18.2-91, or (iv) aggravated malicious wounding in violation of Va. Code Ann. § 18.2-51.2., or (v) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof:
  - a. Rape of a child under 13 in violation of Va. Code Ann. § 18.2-61;
  - b. Forcible sodomy with a child under 13 in violation of Va. Code Ann. § 18.2-67.1; or
  - c. Object sexual penetration with a child under 13 in violation of Va. Code Ann. § 18.2-67.2; or
4. A conviction for a crime of moral turpitude.

I understand that a materially false statement regarding this certification is a Class 1 misdemeanor and that conviction of such misdemeanor shall result in the revocation of this Contract and of any related license that I may hold. I declare under penalty of perjury that the foregoing statements are true and correct.

**This form must be completed by an authorized official for any organization contracting to provide services under a contract with the Arlington Public Schools or any of its schools or departments, or any subcontractor under such contractor.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Name and Title (please type or print)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**End of Attachment A**



## Agreement

**Arlington Public Schools**

Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
www.apsva.us

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### **Contract Title: Provision of Custodial, Food Service, Maintenance and Transportation Employee Uniforms**

This Contract 68FY18 is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, the date the Agreement is fully executed by the Procurement Director/Procurement Agent, by and between Arlington County School Board, operating as Arlington Public Schools (“APS” or “Owner”) and \_\_\_\_\_ (“Contractor”), whose address is \_\_\_\_\_

In consideration of the mutual stipulations, agreements and covenants contained herein, the parties hereby agree as follows:

**1. Scope of Work:**

The Scope of Work for this Contract generally is described as to provide as requested by APS the Goods and Services necessary for Custodial, Food Service, Maintenance and Transportation Employee Uniforms (“the Work”), as set forth in greater detail in Attachment A, Scope of Work.

**2. Contract Price:**

The Contract Price shall be as set forth in Attachment B – Pricing Schedule.

APS will not compensate the Contractor for any Goods or Services beyond those included in Attachment B unless those additional Goods or Services are covered by a written Change Order amending this Contract

The Contract Prices set forth in Attachment B include all costs, expenses, including reimbursable expenses, to provide the Goods or Services described in this Contract.

**3. Contract Documents:**

The documents which form the entire Contract between APS and the Contractor (“Contract Documents”) are as defined either in this Contract, in the Instructions to Bidders, or in the Terms and Conditions and are as set forth below.

3.1 In the case of a conflict, the order of precedence shall be as follows:

- 3.1.1 Agreement and all modifications properly incorporated in the Agreement
- 3.1.2 Attachment A - Scope of Work
- 3.1.3 Attachment B - Pricing Schedule
- 3.1.4 Attachment C - Terms and Conditions
- 3.1.5 Attachment D – Contractor Certification Regarding Criminal Convictions
- 3.1.6 Attachment E - Sample Purchase Order
- 3.1.7 Attachment F – Student Data Usage and Privacy Agreement (SDUPA)
- 3.1.8 Attachment G - Arlington Logos for Embroidery, Patches and Silkscreening
- 3.1.9 Attachment H - Certificate(s) of Insurance
- 3.1.10 ITB/Associated Documents



- 3.2 All provisions required by law to be included in this Contract or otherwise applicable to this Contract shall be deemed to be a part of this Contract, whether actually set forth herein or not.
- 3.3 The Contract Documents are complementary and what is called for by one is as binding as if called for by all. If the Contractor finds a conflict, error, ambiguity or discrepancy in the Contract Documents, it shall immediately, in writing call such conflict, error, ambiguity or discrepancy to the attention of the Owner before proceeding with the Work affected thereby. The Owner will promptly resolve the matter in writing. Work done by the Contractor after such conflicts, errors, ambiguities or discrepancies are discovered, or in the exercise of reasonable care reasonably should have been discovered, prior to written resolution thereof by the Owner shall be done at the Contractor's expense and risk. Any Work that may reasonably be inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards.
- 3.4 The Contractor will be held to a standard of strict compliance with the requirements of the Contract Documents in the performance of the Work, for giving Notice of any type to the Owner, and for making any submittal required for any purpose. The Contractor acknowledges and agrees that all time requirements set forth in the Contract Documents for any purpose are of the essence.

**4. Definitions:**

All words and terms shall have the meanings and terms assigned to them in the Contract Documents, unless a different meaning is clear from the context.

**5. Contract Term:**

- 5.1 The initial term of this Contract shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12<sup>th</sup>) month following execution of the Contract by the Procurement Director/Procurement Agent ('Initial Contract Term'), unless otherwise stated as provided in the Contract Documents.
- 5.2 This Contract may be renewed for a term not to exceed one (1) year ('Renewal Contract Term') by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct, or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) additional one-year periods at the same terms and conditions.
- 5.3 Unless directed otherwise by APS, any Work in progress at the time of expiration of a Contract term may continue and be completed under the terms of the Contract in existence at the time the Purchase Order for the Work was issued, but must be completed no later than six (6) months following expiration of the Contract term in which the Purchase Order was issued.

**6. Contract Price Adjustment:**

- 6.1 The Contractor agrees that prices shall remain firm for the Initial Contract Term. If consideration is to be given to adjusting the price after the Initial Contract Term or a Renewal Contract Term, the price may be adjusted only upon approval of a written request to the Procurement Agent. Upon receipt of the Contractor's request, APS shall make a determination to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.

- 6.2. The request for an adjustment in the price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the adjustment requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics index, change in manufacturer's price, etc.)
- 6.3. The request must be received at least thirty (30) days prior to the effective date of the expiration of the Initial Contract Term or Renewal Contract Term and shall become effective only upon approval by the Procurement Agent. The adjusted price shall not apply to orders received by the Contractor prior to the effective date of the approved increased price. Orders placed via Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date issuance. The Procurement Agent may cancel, without liability to either party, any portion of the Contract affected by the requested adjustment and any materials, supplies or Services undelivered at the time of such cancellation.

7. **Non-Appropriation:**

All funds for payments by APS under any Contract awarded are subject to the availability of an annual appropriation for this purpose by the APS. In the event of non-appropriation of funds by the APS for the Goods or Services provided under the Contract, APS will terminate the Contract, without termination charge or other liability to APS, 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. APS will endeavor to provide reasonable Notice of such termination, but no formal notice of such termination is required of APS, and APS shall not order any Goods or Services to be provided after such termination date.

8. **Right to Terminate Contract:**

APS has the right to terminate this Contract for convenience at any time, or for default, all pursuant to the provisions of the Terms and Conditions.

9. **Direction to Proceed:**

9.1. For Work to be performed by Contractor under this Contract, the Procurement Director/Procurement Agent will issue a Purchase Order. The Purchase Order will define the location of the Work to be performed and will define or, where specific definition cannot be provided, will estimate, the scope of the Work to be performed, the dates within which that Work is to be performed, and the price for that Work (collectively "Purchase Order Work"). A sample Purchase Order form is attached as Attachment E. Contractor shall not commence any Work until a written Purchase Order has been issued by the Procurement Director/Procurement Agent, and if it does so APS will be under no obligation to make payment for any Work performed prior to the issuance of the required Purchase Order. No employee or agent of APS other than the Procurement Director/Procurement Agent or his properly authorized designee has authority to make any purchases or otherwise bind APS contractually. If a Purchase Order is issued by anyone other than the Procurement Director/Procurement Agent, it shall be the responsibility of the Contractor to confirm the authority of that person to bind APS. Provided, however, if the Contractor has received from the Procurement Director/Procurement Agent prior written confirmation of a person's authority to bind APS, the Contractor may rely upon all Purchase Orders issued by that person within the scope of the stated authority as authorized.

9.2. Notwithstanding the foregoing, if the circumstances are such that there is not sufficient time for issuance of a Purchase Order, APS through the Procurement Director/Procurement Agent or his authorized designee may direct the Contractor to proceed by less formal writing or electronic communication, to be replaced by a Purchase Order by 5:00 P.M. on the next regular APS working Day following issuance of such Owner directive. Further, if emergency conditions exist which necessitate that the Contractor act to avoid or mitigate damage to person or property, the Contractor shall proceed and give written Notice to APS of such emergency Work by 5:00 P.M. on the next regular APS Working Day following commencement of such emergency Work.

10. **Estimated Quantities; No Guaranteed Minimum:**

During the Initial Contract Term or any Renewal Contract Term, the Contractor will furnish all of the Goods or Services described in the Contract Documents of Contractor by APS. The Contractor understands and agrees that there

are no guaranteed minimum purchases and that APS has no obligation to the Contractor if no, or fewer, items or Services than any quantities estimated are required or requested by APS. Any quantities which are included in the Contract Documents are the reasonable present expectations of those who are planning for APS for the period of the Contract. The amount is only an estimate and the Contractor understands and agrees that APS 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 APS 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

**11. Payment Procedures:**

Contractor shall submit invoices for its Work, and such invoices will be processed by APS, all in accordance with the provisions of the Terms and Conditions.

**12. Assignments:**

12.1. This Contract is not assignable by Contractor without the express written consent of APS, and APS shall be under no obligation to grant such consent. Sale, assignment or transfer of a controlling interest in the Contractor shall be deemed an assignment for purposes of this provision and shall be grounds for termination of this Contract if consent of APS is not obtained. It is understood by APS that Contractor may use Subcontractors for performance of parts of the Work. However, it is expected that Contractor will be performing the Work, and subcontracting of all or substantially all of the Work under any Purchase Order shall be deemed an assignment subject to the restrictions of this Section.

12.2. Contractor acknowledges that, if so stated in the Bid Documents, this Contract is subject to the joint procurement or cooperative procurement provisions of Va. Code Ann. § 2.2-4304.

**13. Notices:**

Unless otherwise provided herein, all notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to 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:

To APS: Mr. Arthur Bell  
Director, Plant Operations  
Arlington Public Schools  
2770 South Taylor Street  
Arlington, Virginia 22206

And David J. Webb, C.P.M.  
Procurement Director / Procurement Agent  
Arlington Public Schools  
2110 Washington Blvd.  
Arlington, Virginia 22204

**14. Governing Law:**

This Contract, the Bid Documents, and the Contract Documents shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without reference to conflict of laws principles. The exclusive jurisdiction, forum and venue for any litigation with respect to this Contract, the Bid Documents, or the Contract Documents shall be in the state courts of Arlington County, Virginia.

**15. Cooperative Contract for Use by Other Public Bodies:**

This procurement was conducted by APS not only for its benefit but for the benefit of any other public body eligible to participate in use of the services herein solicited by means of cooperative procurement as provided by, and to the extent permitted by, §2.2-4304 of the Virginia Public Procurement Act.

**16. Binding Agreement:**

The Owner and the Contractor each binds itself, its successors and assigns to the other, its successors and assigns, in respect of all covenants, terms, conditions and obligations contained in each of the Contract Documents.

**Signature Appears on Following Page**

**Arlington Public Schools**

By: \_\_\_\_\_  
David J. Webb, C.P.M.  
Procurement Director/Procurement Agent

Date: \_\_\_\_\_

**Attachments:**

- Attachment A Scope of Work
- Attachment B Pricing Schedule
- Attachment C Terms and Conditions
- Attachment D Contractor Certification Regarding Criminal Convictions
- Attachment E Sample Purchase Order
- Attachment F Student Data Usage and Privacy Agreement (SDUPA)
- Attachment G Arlington Logos for Embroidery, Patches and Silkscreening
- Attachment H Certificate(s) of Insurance

**End of Agreement**



**Attachment B**  
**Sample Purchase Order**  
**Arlington Public Schools**

PROCUREMENT OFFICE  
 2110 Washington Blvd  
 Arlington, Virginia 22204  
 Telephone: (703) 228-6123

ACCOUNTS PAYABLE  
 2110 Washington Blvd  
 Arlington, Virginia 22204  
 Telephone: (703) 228-6121

**Please note that our billing address has changed.**

<b>Purchase Order</b>	<b>1901740</b>
Original Order Date	21-AUG-2018
Change Order Number	0
Change Date	
Buyer/Phone	Fred Flinstone
Requisitioner/Ph#/Email	Barney Rubble 703-228-6123 barney.rubble@apsva.us
FEIN	54-6001128
<b>Website:</b> <a href="https://www.apsva.us/purchasing-office/">https://www.apsva.us/purchasing-office/</a>	

**SUPPLIER:** SLATE ROCK & GRAVEL COMPANY  
 301 COBBLESTON WAY  
 BEDROCK, AZ 86001

This PURCHASE ORDER NUMBER shown above must appear on all invoices, packing slips & related correspondence. For questions regarding the order, contact the REQUISITIONER shown above.

**Ship To:** Arlington Public Schools  
 Procurement Office  
 2110 Washington Blvd  
 Arlington, VA 22204

<b>Payment Terms</b>	<b>Freight Terms</b>	<b>FOB</b>
NET 30	Prepaid	Destination

Line	Supplier Part	Item Description	Due Date	Quantity	UOM	Unit Price	Amount
1		Rocks	20-AUG-2018	100	Dollar	\$1.00	\$100.00

The Purchase Order Terms and Conditions found on the Arlington Public Schools Procurement Office Website, at the link provided below, are incorporated in, and become part of, this contract. It is the responsibility of the Supplier to carefully read and understand the Purchase Order Terms and Conditions.

The Purchase Order Terms and Conditions have been amended effective August 17, 2018.

<https://www.apsva.us/wp-content/uploads/2018/08/PO-TsCs-Amended-17-August-2018-1.pdf>

**IMPORTANT:** There have been a number of recent incidents where scammers are pretending to be school representatives and ordering thousands of dollars of goods. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Vendors providing goods or services without a signed APS Purchase Order, do so at their own risk.

Authorized by:

**David J. Webb, C.P.M.**  
 Director of Purchasing

**Purchase Order Total: \$100.00**

## Terms and Conditions

These Terms and Conditions are applicable to the Contract between Arlington Public Schools and Contractor resulting from the solicitation identified above, and to all Bid Documents and Contract Documents associated therewith.

### **1. Definitions:**

- 1.1. Addendum:** A change to the Bid Documents or Contract Documents issued by the Owner prior to Bid Closing.
- 1.2. APS:** Arlington Public Schools, the owner of the property upon which the Work is to be performed or the entity for which the Work is to be performed. See also "Owner."
- 1.3. Apparent Low Bidder:** The responsible Bidder submitting the lowest responsive Bid.
- 1.4. Bid:** The offer of a Bidder to provide specific Goods or Services at specified prices and/or other conditions specified in the solicitation.
- 1.5. Bidder:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Procurement Director/Procurement Agent and offering to enter into Contracts with APS. The term "Bidder" will be used throughout the Bid Documents and the Contract Documents and shall be construed to mean "offeror" where appropriate.
- 1.6. Bid Closing:** The time and date set by the Invitation for the deadline for receipt of Bids.
- 1.7. Bid Opening:** The time and date set by the Invitation for the opening of Bids.
- 1.8. Change Order:** A written order to the Contractor, signed by the Owner, which authorizes a change in the Work, and any resulting adjustment to the Contract Price and/or the Contract Time. A **Unilateral Change Order** is a Change Order signed only by the Owner addressing any Modification to the Contract Sum or the Contract Time to which the Owner agrees. A **Mutual Change Order** is a Change Order signed by both the Owner and by the Contractor reflecting agreement on all terms, conditions and requirements set forth therein. A Unilateral Change Order may be converted to a Mutual Change Order upon agreement being reached between the parties. Change Orders shall be initiated and processed as set forth in the Changes provisions of these Terms and Conditions. A Unilateral Change Order or a Mutual Change Order may affect the Contract, an individual Purchase Order, or both, depending on its terms.
- 1.9. Complete or Completion:** Work for which a Purchase Order has been issued will not be deemed complete until the subject of the Work is functioning as intended, cleanup has been completed, any required or applicable inspections or governmental approvals have been accomplished, and the Work is accepted by the Owner. More specific requirements for Completion may be set forth in the Scope of Work or the Purchase Order.
- 1.10. Contract:** The signed Contract between Owner and Contractor is the Contract.
- 1.11. Contract Documents:** The Contract Documents and the order of precedence in the event of a conflict therein are as defined in the Contract.
- 1.12. Contract Period:** See "Contract Time."

- 1.13. Contract Price:** The total amount payable to the Contractor for performance of the Work. The Work under this Contract will involve multiple discrete Projects. The Contract Price is stated in the Purchase Order for the particular Work included in a discrete Project and shall include any adjustments granted in accordance with the provisions of the Contract Documents. The Contract Price may be determined based on unit prices or rates and quantities as provided in the Contract. May also be referred to as “Contract Sum.”
- 1.14. Contract Sum:** See “Contract Price.”
- 1.15. Contract Time:** The period allotted in the Purchase Order for Completion of the Work directed by that Purchase Order, together with any extension of time granted in accordance with the provisions of the Contract Documents. May also be referred to as “Contract Period.”
- 1.16. Contractor:** The individual, firm, or organization which Contracts with the Owner to perform the Work. As employed herein, the term "Contractor" may refer to an individual, firm or organization, or to the Contractor's authorized representative.
- 1.17. Day:** The term "day" or “Day” shall mean "calendar day" unless otherwise noted. When any provision in the Contract Documents establishes a time within which an action must be taken or a right must be exercised, if the last Day falls on a Saturday, Sunday, or holiday recognized by Arlington Public Schools, or on a day when Arlington Public Schools administrative offices are closed for any other reason, the deadline thereby established shall be extended to the first Arlington Public Schools Working Day thereafter when the Arlington Public Schools administrative offices are open.
- 1.18. Drawings:** The term “Drawings” or “Plans” shall mean any drawing, plan, sketch, photograph or similar document intended to provide to the Contractor graphic instruction or guidance regarding the Work to be performed.
- 1.19. Gender and Plural:** Whenever the Contract so admits or requires, all references to one number shall be deemed to extend to and include the other number, whether singular or plural, and the use of any gender shall be applicable to all genders. The terms “his” or “hers” or “he” or “she” shall include “its” if the referenced party is an entity rather than a person.
- 1.20. Goods:** All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.
- 1.21. Holiday:** Holidays recognized by the Owner which shall not be considered Normal Working Hours are as follows: New Year’s Eve Day, New Year’s Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve Day, and Christmas Day. In the event any of the days designated as a Holiday fall on a Saturday, the Holiday shall be the preceding Friday; in the event any of the days designated as a Holiday fall on a Sunday, the Holiday shall be the following Monday.
- 1.22. Informality:** A minor defect or variation of a Bid or proposal from the exact requirements of the Invitation to Bid or the Request for Proposal which does not affect the price, quality, quantity or delivery schedule for the Goods and Services being procured.
- 1.23. Invitation to Bid (ITB):** A request which is made to prospective Bidders for their Bids on Goods or Services desired by APS. The issuance of an ITB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.



- 1.24. Modification:** Any written change to any provision of the Contract Documents made after Bid Closing, whether by Work Order, Change Order or other means provided by the Contract Documents.
- 1.25. Normal Working Hours:** Unless otherwise specified in the Purchase Order Normal Working Hours shall be 6:00 A.M. through 2:30 P.M., Monday through Friday, excluding Holidays. See also Working Day.
- 1.26. Notice:** Notice or a requirement to “Notify” shall mean written notice. Written notice shall be deemed to have been duly served if:
- A. Written Notice to Contractor shall be deemed to have been fully served if delivered by United States Postal Service registered or certified return receipt mail, courier, generally recognized private mail or delivery service providing proof of delivery, e-mail, or facsimile transmission to the Contractor's office at the Project Site or to the business address of the Contractor as stated in its Proposal; or if delivered in person to the Contractor's foreman or superintendent for the Project, or to any officer or director of the Contractor.
  - B. Written Notice to APS shall be deemed to have been fully served if delivered by United States Postal Service registered or certified return receipt mail, courier, generally recognized private mail or delivery service providing proof of delivery, or hand delivered to the office of the Procurement Director/Procurement Agent, Arlington Public Schools, Syphax Education Center, 2110 Washington Blvd, Arlington, Virginia 22204.
  - C. Notice by registered or certified return receipt mail, courier, generally recognized private mail or delivery service, or by courier, will be deemed received on the date shown on the written delivery receipt. Notice given by email or facsimile transmission will be deemed received at 9:00 A.M. on the first business day after the date of transmission.
  - D. Attempted Notice given in any manner other than as designated herein shall not satisfy any Notice requirement.
- 1.27. Notice of Intent to Award:** A writing issued by the Owner which states the Owner’s intent to award the Apparent Low Bidder a Contract to execute the Work. The Notice of Intent to Award will be publicized as provided in the Bid Documents.
- 1.28. Notice to Proceed:** See Purchase Order.
- 1.29. Owner:** APS and employees authorized to represent APS. Reference to Owner requiring action by Owner or Notice to Owner shall be deemed to mean the Procurement Director/Procurement Agent unless otherwise stated specifically.
- 1.30. Pricing Schedule:** The pricing information appearing as Attachment B to the Contract setting the unit prices, rates, or other means of agreed pricing for performance of Work by the Contractor.
- 1.31. Procurement Director/Procurement Agent:** The employee of APS authorized to act on behalf of the Owner in this Contract. The Procurement Director/Procurement Agent may designate in writing others to act on his behalf, and such designation shall state any limitations on the authority of such designee. Contractor shall not rely upon and Owner shall not be bound by any statement or representation made on behalf of APS by any person not designated to the Contractor in writing as authorized to so act on behalf of the Procurement Director/Procurement Agent. It shall be the responsibility of the Bidder, and thereafter the Contractor, to establish the authority to act regarding any communication or action by any person other than the Procurement

Director/Procurement Agent. Use of the term Procurement Agent or Procurement Director/Procurement Agent in the Contract Documents shall be deemed to include such properly authorized designee within the scope of that designee's authorization.

- 1.32. **Project:** The Goods and/or Services provided or performed by the Contractor at any location as directed by Purchase Order, in accordance with the Contract Documents; collectively all of the Goods and Services contemplated by the Contract; synonymous with the term "Work" as the context may require.
- 1.33. **Project Manager:** The Owner's representative for Contract coordination
- 1.34. **Project Site or Site:** The location at which any Goods or Services are provided, delivered or performed by Contractor under this Contract.
- 1.35. **Purchase Order:** A written directive issued by the Procurement Director/Procurement Agent or authorized designee directing the performance of a particular item or items of Work to be performed in accordance with the Pricing Schedule. A Purchase Order shall serve as the Contractor's Notice to Proceed with the specified portion of the Work as specified in the Purchase Order.
- 1.36. **Responsible Bidder:** A person who has the capability, in all respects, to perform fully the Contract requirements and the moral and business integrity and reliability that will assure good faith performance, and who has been prequalified, if required.
- 1.37. **Responsive Bidder:** A person or entity who or which has submitted a Bid that conforms in all material respects to the Invitation to Bid.
- 1.38. **Services:** means any work performed by an independent Contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.
- 1.39. **Specifications:** Written details provided to the Contractor by the Owner providing performance requirements, data instructions and guidance for performance of the Work.
- 1.40. **Subcontractor:** Any individual, firm or organization other than an employee of the Contractor, who Contracts with the Contractor to furnish or who actually furnishes labor, materials, Services or equipment, or any combination thereof to the Contractor in connection with the Work.
- 1.41. **Sub-Subcontractor:** Any individual, firm or organization, other than an employee of the Contractor or of a Subcontractor, who Contracts with a Subcontractor to furnish, or who actually furnishes labor, materials, service or equipment, or any combination thereof to a Subcontractor. The Contractor shall be responsible for the performance of the Work by any person or entity below the level of Sub-subcontractor.
- 1.42. **Warranty Period:** All warranties and guarantees against any defect in the Work shall apply from the date of acceptance by APS of the Completed Work and shall continue for a period of one (1) year thereafter, or the manufacturer's standard warranty, whichever is longer. Provided, however, in the event the Contract Documents require a Warranty in excess of one (1) year, the longer term shall apply as applicable.
- 1.43. **Work:** Everything explicitly or implicitly required to be furnished or performed to complete performance of any Purchase Order.
- 1.44. **Work Order:** A written directive to the Contractor issued on or after issuance of the Purchase Order the Effective Date of the Agreement and signed by the Procurement Director/Procurement Agent ordering an

addition, deletion, or revision in the Work described in a Purchase Order issued when in the sole discretion of the Owner the terms thereof do not impact the Contract Price or the Contract Time, or when in the sole discretion of the Owner the circumstances do not allow sufficient time for issuance of a Change Order.

**1.45. Working Day:** See Normal Working Hours.

**2. Independent Contractor:**

In the performance of this Contract and for all purposes related to APS, Contractor shall be an independent Contractor and neither the Contractor nor any of its employees will under any circumstances, be considered servants or agents of APS. Under no circumstances shall APS (i) be responsible for any failing or wrongdoing by the Contractor, its servants or agents; (ii) be under any obligation to withhold from the Contract payments to the Contractor or otherwise any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits of any kind; or (iii) provide any insurance coverage or other benefits, including but not limited to workers' compensation, to any employees or agents of Contractor.

**3. Intent of the Contract Documents:**

The intent of the Contract Documents is to include all items necessary for the proper management, execution and completion of the Work, including without limitation, all labor, materials, equipment and furnishings required in connection therewith, whether or not specifically identified in the Contract Documents. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Any doubt as to whether any work is within the scope of the Contract shall be resolved in favor of an interpretation that the work is within the scope of the Contract. Use of the term "include" or "including" shall be deemed to mean "include without limitation," "including but not limited to," and similar expansive intent.

**4. Drawings and Specifications:**

Drawings or Specifications as necessary for performance of the Work will be identified in and provided with any Purchase Order issued by the Owner.

Any Specification provided shall serve to amplify the requirements of materials and assemblies. The mention in any Specification of any article or operation requires that the Contractor shall provide all such items indicated on, or reasonably inferred from, any Drawings provided to the Contractor, furnishing for such purpose all labor, materials and equipment required in connection therewith. Omission of any article, operation or detail does not relieve the Contractor of the responsibility for completion of the Work reasonably intended by any explanatory or informational documents provided by the Owner with a Purchase Order.

The Contractor shall exercise reasonable care and due diligence to discover any discrepancies in the Drawings or Specifications, and shall notify the Owner of discrepancies found in the Drawings or Specifications before materials are fabricated or Work performed.

The Contractor shall adhere to written dimensions though differing from scale measurements. In the absence of dimensions or in case of doubt as to the proper measurement, consult the Owner for clarification before proceeding with the Work. Actual field dimensions where applicable are to be verified by the Contractor in the field prior to proceeding.

**5. Replacement of Personnel and Subcontractors:**

APS has the right to reasonably reject staff or Subcontractors whom the Contractor assigns to the Contract. The Contractor must then provide replacement staff or Subcontractors satisfactory to APS in a timely manner and at no additional cost to APS. The day-to-day supervision and control of the Contractor's and its Subcontractor's employees is the sole responsibility of the Contractor.

The Contractor may not replace key personnel or Subcontractors identified in its Bid, including the project manager, without APS's written approval. The Contractor must submit any request to remove or replace key personnel or Subcontractors to the Owner's Project Manager at least fifteen (15) Days in advance of the proposed action. The request must contain a detailed justification, including the proposed replacement and his or her qualifications.

If the approved project manager resigns or is terminated by the Contractor, the Contractor will replace the project manager with an individual with similar qualifications and experience, subject to APS' written approval.

**6. Contract Interpretations:**

The Contractor may request Contract interpretations in writing from the Owner. Such requests for interpretations must be submitted sufficiently in advance of the date upon which the interpretation is actually required by the Contractor to allow the Owner to issue the interpretation so as not to delay the Work. Contractor shall be responsible for any delay resulting from failure to submit a request for interpretation in a timely manner. Written interpretations so requested shall be issued by the Owner in a manner commensurate with the timely execution of the Work, shall be consistent with the intent of the Contract Documents, and shall be in accordance with established time requirements for performance of the Work, but Owner shall be under no obligation to expedite its review and analysis of the question raised or to issue a response if the Contractor does not submit the request for interpretation in a timely manner.

**7. Copies and Ownership of Contract Documents:**

- A. The Contractor will be provided with either electronic or hard copies of any Drawings, Specifications, or other documents referenced in a Purchase Order.
- B. All Drawings, Specifications, or similar technical data provided to the Contractor by the Owner are the property of the Owner, and the Contractor may not use such information for any purpose not relating to performance of the Work.

**8. General Review of Contract Documents:**

- A. The Contractor shall perform all Work and shall furnish, at its own cost and expense, all labor, materials, equipment, and other facilities, except as herein otherwise provided, as may be necessary and proper for performing and completing the Work. The Contractor shall be responsible for the entire Work until Completion of all Work has been achieved.
- B. Unless otherwise provided herein, the Work shall be performed in accordance with the best modern practice and with materials and workmanship of highest quality.
- C. Supervision and Coordination of the Work: The Contractor shall supervise and direct the Work and coordinate the Work with that of separate Contractors using Contractor's best skill and attention. Unless otherwise provided in the Contract Documents, the Contractor shall be solely responsible for and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract; provided, however, that the Contractor shall employ adequate and safe procedures, methods, structures and equipment. No approval or failure to exercise its right of approval by Owner shall relieve the Contractor of its obligation to accomplish the result intended by the Contract, or create a cause of action for damages against the Owner, or provide a defense by the Contractor in any case of action by the Owner against the Contractor.
- D. The Contractor shall study and review the Contract Documents and shall compare them with each other and with such information made available by the Owner. The Contractor shall be responsible for giving Notice to the Owner of any errors, inconsistencies or omissions discovered or which in the exercise of due diligence as a reasonably competent Contractor reasonably should have been discovered by it.

- E The Contractor shall be responsible for all costs or delays resulting from the Contractor's or a Subcontractor's failure to obtain and review Contract Documents provided or made available by the Owner, or from the failure to discover any errors, inconsistencies or omissions in the Contract Documents which in the exercise of due diligence as a reasonably competent contractor the Contractor reasonably should have discovered.

**9. Substitutions:**

- A. The name of a certain brand, make, or manufacturer in the Contract Documents is to denote the quality standard of the article desired. The reference to a certain brand, make or manufacturer is to convey the general style, type, character and quality of article desired. If the Contractor desires to provide or use any other brand, make of materials, device, or equipment, it may do so only if it submits sufficient information to satisfy the Procurement Director/Procurement Agent that the proposed substitute is the equal of that specified in quality, workmanship, design and economy of operation, and is suitable for the purpose intended, and obtains the written approval from the Procurement Director/Procurement Agent by Change Order.
- B. To obtain approval of a substitute as equal, the Contractor shall submit to the Procurement Director/Procurement Agent all substantiating data upon which the Contractor relies to establish the substitute as an equal. If a sample is requested by the Owner, it shall be provided at the Contractor's expense within seven (7) Days of the request and may be subjected to such testing, examination or analysis, including but not limited to destructive testing, as the Owner in its discretion deems necessary. If the Procurement Director/Procurement Agent approves the proposed substitute, a Change Order approving the change will be issued by the Procurement Director/Procurement Agent. Provided, however, the Contractor shall be fully responsible for all costs or other consequences related to or arising from implementation of the use of the substitute, whether foreseen or unforeseen and including but not limited to any adjustments or revisions which might be required to existing improvements, facilities or operations. Contractor shall not proceed with use of the substitute until the Change Order approving its use has been issued by Owner.
- C. Notwithstanding the foregoing, if the identification of a certain brand, make or manufacturer is designated as "required" or "no substitutes permitted" or any similarly clear language, there shall be no substitutions permitted.

**10. Changes in the Work:**

- A. Any change to an existing Purchase Order must be approved by written Change Order issued by the Procurement Director/Procurement Agent prior to the changed Work being performed. APS has no obligation to pay for any changed or extra Work not directed by written Change Order issued by the Procurement Director/Procurement Agent.
- B. If the Owner issues a Purchase Order which the Contractor deems to be beyond the scope of the Work so as to entitle the Contractor to compensation or to additional time for performance of the Work beyond the terms set forth in the Purchase Order, the Contractor shall so Notify the Owner within seven (7) Days following issuance of the Purchase Order and before beginning the Work directed by the Purchase Order. If no agreement is reached between the Owner and the Contractor regarding such Work within ten (10) Days after the Contractor gives such Notice, or if the Owner directs the Contractor to proceed immediately, the Contractor shall proceed with the Work as directed and pursue such remedies as it deems appropriate within the claims provisions set forth in these Terms and Conditions. The expiration of such ten (10) Day period, or direction by the Owner to proceed, shall be deemed the occurrence date for any claim the Contractor wishes to pursue related to the Work ordered by the Purchase Order. Performance of and payment for the Work directed by the Purchase Order thereafter shall be governed by the Claims for Damages provisions of these Terms and Conditions.

**11. Administration of Contract:**

The Owner's Project Manager shall provide administration of the Contract in accordance with the Contract, Contract Documents and Work.

The Owner's Project Managers for this Contract are:

Mr. Arthur Bell  
Director, Plant Operations  
Arlington Public Schools  
2770 South Taylor Street  
Arlington, Virginia 22206  
Telephone: (703) 228-6623

And Ms. Amy Maclosky  
Director, Food Service  
Arlington Public Schools  
2110 Washington Blvd.  
Arlington, Virginia 22204  
Telephone: (703) 228-6133

And Ms. Renee Randolph, CSCE  
Culinary Arts Instructor  
Arlington Career Center  
816 S. Walter Reed Drive  
Arlington VA. 22204  
Telephone: (703) 228-5785

And Ms. Kimberly Wilks  
Director, Transportation Services  
Arlington Public Schools  
2770 South Taylor Street  
Arlington Public Schools  
Telephone: (703) 228-6636

**12. Time of Start and Completion:**

- A. Time is of the essence for any Purchase Order issued under this Contract. The Contractor shall commence Work within ten (10) days after receipt of the Purchase Order, or such lesser time as may be directed in the Purchase Order under circumstances requiring immediate attention. Time being of the essence with respect to this Contract, the Contractor shall prosecute the Work diligently, using such means and methods of performance, scheduling and resources as will secure its full Completion in accordance with the requirements of the Contract Documents, and will Complete the Work within the time stated in the Purchase Order.
- B. APS may cancel any Purchase Order, or any part thereof, without obligation to Contractor other than to pay for acceptable Work in place, if completion is not achieved at the time specified in the Purchase Order.

**13. Site Visits:**

The Owner shall have access to Work in process on the Project Site at all times to determine the progress and to assess the quality of the Work. Except as may be required to comply with specific requirements of the Contract Documents, the Owner shall not have control over or charge of and shall not be responsible for means, methods, techniques, procedures, sequences or safety measures employed in connection with the Work, nor for the failure of the Contractor, Subcontractors, or Sub-subcontractors to perform the Work in accordance with the Contract Documents.

**14. Warranties:**

- A. The Contractor warrants to the Owner that all materials and equipment furnished under the Contract will be new unless otherwise specified, free of defects, of the latest model, of the best quality, and in strict compliance with the requirements of the Contract Documents.
- B. The Contractor warrants to the Owner that all workmanship will be of the best quality and in strict compliance with the requirements of the Contract Documents.
- C. All materials and equipment furnished under the Contract shall be free and clear of all liens or other claims of any type by any third parties.
- D. All workmanship, materials or equipment not conforming to the foregoing standards may be deemed defective. APS has no obligation to pay the Contractor for Work, materials or equipment rejected as defective until satisfactory correction has been accomplished by Contractor.
- E. All Warranties shall be in effect for the entirety of the Warranty Period, or the manufacturer's standard warranty, whichever is longer. In the event corrective work is required during the Warranty Period, the Warranty on the repaired Work shall extend for one (1) year from the date of acceptance by APS of the completed repairs. The Warranty shall include all parts, labor, transportation, and any other costs necessary to keep the product in good operating condition, but shall not be applicable to damage caused by Owner's misuse of the item or due to normal wear and tear. If seasonal limitations prevent any required performance testing of the completed Work, the Warranty Period for such Work shall begin after the performance tests have been successfully performed.

**15. Correction of Defective Work Before and During Warranty Period:**

- A. In the event the Work, or any portion thereof, is determined during the Warranty Period to be defective, incomplete or to have been improperly performed, the Contractor shall, within three (3) Days after written notice from the Owner, commence to remove all defective and deteriorated Work and materials and replace it at the Contractor's expense with Work and materials in accordance with the requirements of the Contract Documents and to complete all incomplete Work in accordance with the Contract Documents within a reasonable time period.
- B. In the event the Contractor fails to commence the removal, replacement, completion or correction of such Work within three Days after the date of written notice from the Owner and to complete such Work within a reasonable time period thereafter, the Owner will cause such Work to be performed by other Contractors and the Contractor will be obligated to pay the Owner all costs incurred in the performance of such Work plus an administrative fee of ten percent (10%) within thirty (30) Days following submission by Owner to Contractor of such demand for payment.
- C. The Contractor's Warranty obligations shall remain in full force and effect regardless of whether the Warranty Work was performed by the Contractor or by the Owner.
- D. Defects or nonconformities which are remedied as a result of Warranty obligations shall subject the remedied portion of the Work to an extended Warranty Period of one (1) year from the date upon which such defect or nonconformity was fully remedied or from the date of Final Completion of the Project as a whole, whichever is later, whether such Warranty Work was performed by the Contractor or by the Owner. Any repetitive defect, failure or malfunction identified within the Warranty Period shall remain under Warranty until it has been fully corrected and has performed without defect, failure or malfunction for a period of one (1) year.

**16. Contractor Requirements:**

- A. The Contractor and all of its Subcontractors for the duration of the Contract are required to comply with all laws regarding authorization to do business in Virginia, licensing, and other regulatory requirements as applicable; to be financially stable; and to provide for performance of the Work a sufficient work force, all of whom are qualified for and experienced in the Work.
- B. The Owner, upon written Notice to the Contractor, and in the Owner's sole discretion, shall have the right to direct the Contractor and its Subcontractors to remove an employee permanently from the Project for any reason. Any individual who is removed from the Project pursuant to this Section may not return without specific permission of the Owner.
- C. The Contractor will ensure that no Work shall be performed in occupied areas on a Project Site during school hours unless express written approval has been granted by the Owner and proper safety precautions have been exercised to isolate the area of the Work.
- D. Tobacco products, alcoholic beverages, illegal drugs, and weapons are prohibited on the Project Site and will constitute grounds for immediate removal of any employee of the Contractor or of any Subcontractor from the Project Site. Sexual harassment, profanity, and inappropriate behavior are not permitted on the Project Site and will constitute grounds for immediate removal of any employee of the Contractor or of any of its Subcontractors.
- E. No Smoking Policy on Arlington Public Schools' property: Contractors and Subcontractors, including their employees or agents, performing work on APS property shall abide by the no smoking policies applicable to the property.
- F. Drug-Free Workplace. For the purposes of this Contract "drug-free workplace" means a Project Site in connection with a specific Purchase Order. All, the employees, Subcontractors and other representatives of Contractor 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 on any Project Site. During the performance of this Contract, the Contractor agrees to:
  - 1. Provide a drug-free workplace for the Contractor's employees;
  - 2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - 3. State in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free work place; and
  - 4. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor.
- G. Contractor Certification Regarding Criminal Convictions. By signing this Contract, the Contractor affirms the continuing accuracy of the Contractor Certification Regarding Criminal Convictions submitted as Attachment A to its Bid and that it will remain in force throughout the performance of any Work under the Contract. The Contractor acknowledges that its Contractor Certification Regarding Criminal Convictions is applicable not only to Contractor or its employees, but also to its Subcontractors or their employees and Sub-subcontractors or their employees. Contractor shall upon demand from APS provide to APS all information which allowed for



the Contractor's certification and which supports that the certification remains current, and further certifies that:

All Contracts with Arlington County School Board, where the Contractor or its employees, or its Subcontractors or their employees, will have direct contact with students on school property during regular school hours, or during school-sponsored activities, shall require the Contractor to certify that neither it nor any of its employees nor any of its Subcontractors' nor any of its Subcontractors' employees, who will have direct contact with students, have been:

- (1) convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902 as mandated by Va. Code Ann. § 18.2-370.5,
- (2) convicted of an offense occurring on or after July 1, 2006, where the offender was more than three years older than the victim involving:
  - (a) the rape of a child under age 13 pursuant to Va. Code Ann. § 18.2-61.A(iii),
  - (b) forcible sodomy of a child less than 13 years of age pursuant to Va. Code Ann. § 18.2-67.1.A.1,
  - (c) object sexual penetration of a child under 13 years of age pursuant to Va. Code Ann. § 18.2-67.2.A.1, or
  - (d) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

This requirement is applicable without exception for a person convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902, but for all other offenses set forth above this requirement does not apply unless the qualifying offense was done in the commission of, or as a part of the same course of conduct of, or as part of a common scheme or plan as a violation of:

- (a) abduction or kidnapping in violation of Va. Code Ann. § 18.2-47.A,
- (b) abduction with intent to extort money or for immoral purpose in violation of Va. Code Ann. § 18.2-48,
- (c) burglary in violation of Va. Code Ann. § 18.2-89,
- (d) entering a dwelling house with intent to commit murder, rape, robbery or arson in violation of Va. Code Ann. § 18.2-90,
- (e) aggravated malicious wounding in violation of Va. Code Ann. § 18.2-51.2, or
- (f) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

H. Contractor Prohibited in Assisting Person for New Job if Engaged in Misconduct with Minor.

As a condition of being awarded a Contract, or Contract renewal, the Contractor acknowledges it is prohibited from assisting the elected and appointed officials of APS, its officers, current and former employees, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, in obtaining a new job if the Contractor knows or has probable cause to believe that the elected

and appointed officials of APS, its officers, current and former employees?, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, engaged in sexual misconduct regarding a minor or student in violation of law.

**17. Permits, Fees and Notices:**

- A. The Contractor shall comply with all local, state and federal laws, regulations, rules or ordinances applicable to this Contract and the Work to be performed hereunder. The Contractor shall also obtain, at its expense, all permits, inspections, licenses, fees and other authorizations necessary for the prosecution of the Work.
- B. The Contractor shall be responsible for giving all notices and complying with all laws, ordinances, rules, regulations and directives of any public authority bearing on the performance of the Work. Should the Contractor determine that the Contract Documents, or any of them, do not conform with such laws, ordinances, rules, regulations and directives in any respect, it shall promptly inform the Owner of such fact in writing. Any required changes shall be made by suitable approved Modification. If the Contractor performs any Work when it knew or in the exercise of reasonable care should have known it to be in conflict with such laws, ordinances, rules or regulations without satisfying its Notice obligations to Owner, such action shall be deemed a failure of this condition precedent to a claim and the Contractor shall accept all responsibility and bear all cost relating thereto.

**18. Risk of Loss:**

All Work, materials and equipment provided by Contractor shall remain the property of Contractor until accepted by Owner as in compliance with the requirements of the Contract Documents, and all risk of loss prior to acceptance by Owner shall be borne by Contractor.

**19. Rejection of Work:**

The Owner shall have the authority to reject Work that does not conform strictly to the requirements of the Contract Documents. All costs associated with correction of rejected Work shall be borne by the Contractor.

**20. Owner's Right to Stop Work/Right to Correct Deficiencies:**

If the Contractor does not correct non-complying Work, or is consistent in not supplying and/or furnishing labor, material, and equipment necessary to Work performance, then the Owner has the right to order the Contractor to stop the Work until such time as the Owner approves the Contractor's written plan to correction of such deficiency. Should the Contractor fail within three (3) working Days following issuance of the stop work order to submit an acceptable corrective plan and thereafter to pursue the corrective plan with due diligence, the Owner has the right, after three (3) days written notice, to correct the deficiencies. In such event the Contractor shall pay to the Owner the Owner's cost of correcting the deficiencies, including any charges for special inspections or tests, plus a markup of ten percent (10%) to cover administrative costs. The Owner's exercise of the right to correct deficiencies shall in no way prejudice or limit any other remedy that the Owner may have.

**21. Indemnification:**

The Contractor covenants to save, defend, hold harmless, and indemnify the Owner, Arlington County School Board, and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs, and attorney's fees, and all reasonable and customary costs of litigation), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions in performance or nonperformance of the Work. This indemnification obligation shall survive the termination of this Contract.

**22. Payment:**

- A. Invoices unless otherwise specified in the Contract or in the Purchase Order shall be submitted immediately upon completion of the shipment or Services. If shipment is made by freight or express, the original Bill of Lading properly received, must be attached to the invoices. Mail invoices, as applicable, to:

Arlington Public Schools  
Syphax Education Center  
Finance Office  
2110 Washington Blvd., 4<sup>th</sup> Floor  
Arlington, Virginia 22204

- B. Upon receipt of an invoice, the Owner shall review the Work to determine if the invoice is consistent with the Work in place. The Contractor shall submit such additional information as may be reasonably requested by the Owner to substantiate the amount billed.
- C. Payments will be made within thirty (30) days after the later of receipt of an invoice by APS or receipt of additional documentation as requested by APS of all amounts within the invoice approved for payment. All payments shall be net of any prompt payment discount. In connection with any prompt payment discount, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.
- D. APS is exempt from the payment of any federal excise tax or Virginia Sales Tax. The APS Federal Excise Tax Number is 54-6001128. Contractors located outside the Commonwealth of Virginia may charge and collect their local and or state sales tax when the Purchase Order calls for materials to be picked up by APS at the Contractor's place of business outside Virginia.
- E. Notwithstanding the foregoing, no less than ninety-five (95%) of the Contract Price stated in the Purchase Order shall be paid until the Owner is satisfied that the Work is Complete.
- F. **Price Reduction.** If at any time after the date of Bid Opening the Contractor makes a general price reduction in the comparable price of any Goods or service covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the Contract for the duration thereof, including any extensions. Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of a Good or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers generally comparable to Owner which was used as the basis for Contractor's Bid. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general reduction" under this provision. The Contractor shall submit its invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract Documents. The Contractor, in addition, will within ten (10) days of any general price reduction, Notify the Procurement Director/Procurement Agent of such reduction by letter. Failure to do so may lead to termination of the Contract. Upon receipt of any such Notice of a general price reduction all ordering offices will be duly notified by the Procurement Director/Procurement Agent. The Contractor, if requested, shall furnish, within ten (10) days after the expiration or termination of the Contract a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid Opening, or (2) if any such general price reductions were made, that as provided above, they were reported to the Procurement Director/Procurement Agent within ten (10) days, and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Procurement Director/Procurement Agent was notified of any such reduction.

**23. Audit:**

The Owner and its authorized representatives shall have access to all records necessary to perform a complete audit of the Contractor for the purposes of verifying that the certified cost or pricing data submitted were accurate, complete and current. The Owner shall, until the expiration of five (5) years from the date of final payment under this Contract, have the right to examine and copy those books, records, documents, papers and other supporting data which involve transactions related to this Contract or which permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used therein (the "Records"), and the Contractor hereby covenants to maintain the Records in good order for such time and to deliver promptly the Records to the Owner upon request. There shall be no charge to Owner for conducting any such audit.

**24. Award of Subcontracts and Other Contracts for Portions of the Work:**

- A. The Contractor shall not enter into any Subcontract with any Subcontractor who is suspended or debarred from participating in any contracting programs by the Commonwealth of Virginia, by any public body within the Commonwealth of Virginia, by the United States government, or by any other state or public body within any other state.
- B. The Contractor shall not enter into any Subcontract with any Subcontractor who or which is not qualified to do business in Virginia in compliance with applicable law or does not have in effect all licenses and trade certifications required by federal, state or local law to perform the Services or to provide the Goods which are the subject of the Subcontract.
- C. Upon request, the Contractor promptly shall file with the Owner a copy of any one or more of its Subcontracts. The Owner has the right to reject any Subcontractor it finds not to be qualified to perform the Work.
- D. No action by the Owner shall relieve the Contractor of any of its responsibilities, duties and liabilities under the Contract Documents. The Contractor shall be responsible to the Owner for the acts, defaults, or omissions of the Contractor's Subcontractors and of its Subcontractors' officers, authorized representatives and employees.
- E. Nothing contained in the Contract Documents or in any Subcontract shall operate to, or otherwise have the effect of, creating a contractual relationship between the Owner and any Subcontractor.

**25. Subcontractor and Sub-Subcontractor Agreements:**

Work performed by a Subcontractor or a Sub-subcontractor shall be defined by a signed agreement between a Subcontractor and the Contractor, or between a Sub-subcontractor and a Subcontractor, as applicable. Each such agreement shall:

- A. Not contain a provision which purports to negate, conflict with or otherwise compromise the requirements of the Contract Documents.
- B. Not contain a provision which purports to adversely affect the rights of the Owner as such rights are defined in the Contract Documents.
- C. Contain appropriate provisions to give the Contractor the same power to terminate the Subcontract that the Owner may exercise to terminate the Contractor under the provisions of these Contract Documents. The Contractor shall bear all additional expenses due to its exercising of its rights under this Section.
- D. Contain appropriate provisions which bind the Subcontractor to the terms and conditions of this Contract insofar as they are applicable to the Work of the Subcontractor.

- E. Contain a requirement that the Subcontractor shall be bound by and subject to the provisions of the payment requirements of the Contractor to the Subcontractor in regard to payments due by the Subcontractor made to its Sub-Subcontractors.
- F. Require timely processing of applications for payment and of claims for additional costs, damages, or time in order that the Contractor may in turn promptly process such applications or claims in conformance with the Contract Documents.
- G. Contain a provision to the effect that the Owner and its authorized representatives will, until five (5) years from the date of final payment under the Subcontract, have access to and the right to examine and copy those books, records, documents, papers and other supporting data which involve transactions related to the Subcontract.
- H. Contain the same Character and Competency requirements as appear in these Terms and Conditions and require the completion by the Subcontractor and its Sub-subcontractors of the Contractor Certification Regarding Criminal Activity and Employee Certification Regarding Criminal Activity.
- I. Waive the rights of either party against the other in regard to claims for fire or other peril covered by the property insurance required by these Terms and Conditions. Such waiver shall not exclude either party from rightful access to the proceeds of such insurance.
- J. Contain a provision imposing upon the Subcontractor the obligations and restrictions of Section 51 of these General Conditions.

**26. Responsibility for Those Performing the Work:**

The Contractor shall be responsible and accountable to the Owner for the acts and omissions of the Contractor's employees in connection with the performance of the Work and for any Subcontractors or other persons performing any of the Work under a Contract with the Contractor or a Contract with a Subcontractor or Sub-subcontractor.

**27. Payment of Subcontractors:**

- A. Within seven (7) days after receipt of payment from the Owner, the Contractor shall:
  - 1. Pay each Subcontractor an amount equal to the percentage of the Work attributable to such Subcontractor; or
  - 2. Notify the Owner and the Subcontractor in writing of the intention to withhold all or part of the amount due a Subcontractor and state the reason for such withholding.
  - 3. In the event the Contractor fails to submit a timely Application for Payment, and that failure is due exclusively to the actions of the Contractor, the Subcontractor shall have the right to be paid by the Contractor upon demand of the amounts due.
  - 4. The Contractor shall pay interest on amounts owed to the Subcontractor which remain unpaid seven (7) days after the Contractor's receipt of payment from the Owner. Interest on such amounts shall accrue at the rate of one percent (1.0%) per month. Amounts owed the Subcontractor which have been withheld as permitted herein shall not accrue interest. Interest on amounts otherwise not paid to the Subcontractor when due under the terms of the Subcontract shall bear interest at the rate of one percent (1%) per month unless the written Subcontract otherwise provides.
- B. Information concerning percentages of completion of work performed by a Subcontractor as shown in an Application for Payment may be made available to that Subcontractor at the sole discretion of the Owner.

- C. Insurance proceeds received by the Contractor under the insurance policies required by these Terms and Conditions shall be equitably distributed to the Subcontractors affected by the insured loss.
- D. The Contractor's obligation to pay an interest charge to a Subcontractor is not an obligation of the Owner. A Contract Modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**28. Owner's Right to Award Separate Contracts:**

- A. The Owner has the right to award separate Contracts of the same or a similar nature on the same or similar Project Sites, or for other work on the same Project Sites.
- B. When separate Contracts are awarded, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Contract for construction.
- C. At no additional cost to the Owner, the Contractor shall coordinate the Work with the activities of each separate Contractor with the intent of each Contractor being able to complete its Work in the most time efficient and cost efficient manner under the circumstances.
- D. If part of the Contractor's Work depends for proper execution or results upon construction or operations by a separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Owner in writing any apparent discrepancies or defects in such construction or operations performed by a separate Contractor that would render it unsuitable for such proper execution and results. Failure of the Contractor to report such apparent discrepancies and/or defects, or to discover such defects or discrepancies which in the exercise of due diligence as a reasonably competent contractor reasonably should have been discovered, shall constitute an acknowledgment that the separate Contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work.

**29. Royalties and Patents:**

The Contract Price includes all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the Work. Whenever the Contractor is required or desires to use any design, device, material or process covered by letters of patent or copyright, the use thereof is understood to have been included in the Contract Price and the Contractor shall indemnify and save harmless the Owner and Owner's Representative, their officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, device, tool, material, equipment, or process to be performed under the Contract, and shall indemnify the Owner, its officers, agents, authorized representatives, and employees for any costs, expenses and damages which may be incurred by reason of any such infringement at any time during the prosecution and after the completion of the Work. This obligation to defend, hold harmless and indemnify shall include but is not limited to attorneys' fees and all customary and reasonable costs of litigation and expert consultation and testimony. If a Purchase Order contains a direction requiring use of any design, device, material or process which is subject to patent, trademark or copyright protection which Contractor contends was not contemplated by and included in the Pricing Schedule, the Contractor shall give Notice thereof to Owner prior to proceeding with the Work and await direction from the Owner. If the Contractor proceeds with the Work without giving such Notice or without receiving direction from the Owner, the Contractor shall be responsible for all royalties and costs as provided in this Section.

**30. Acceptance of Defective or Non-Conforming Work:**

The Owner may accept any defective or non-conforming Work; provided, however, that in such event the Purchase Order Price shall be reduced by an appropriate and equitable amount to account for such defect or nonconformity. Such adjustment shall be effected whether or not final payment has been made. Any such acceptance shall not constitute a waiver of approval of the performance requirements of the Contract Documents.

**31. Force Majeure:**

- A. If the Contractor shall be delayed in the completion of his Work by reason of unforeseeable causes beyond his control and without his fault of negligence, including but not restricted to acts of God or the public enemy; acts of neglect to the Owner, acts or neglect of any other Contractor, fires, floods, epidemics, quarantine restrictions, strikes, riots, civil commotions, or freight embargoes, the period hereinabove specified for the completion of his Work shall be extended by such time as shall be fixed by the Owner.
- B. No such extension of time shall be deemed a waiver by the Owner of its right to terminate the Contract for abandonment or delay by the Contractor as herein provided or to relieve the Contractor from full responsibility for performance of his obligations hereunder.

**32. Contractor's Insurance:**

- A. Prior to commencing any Work, and as a condition precedent to any obligation of the Owner to make any payment to the Contractor, the Contractor shall provide a Certificate of Insurance to the Procurement Director/Procurement Agent confirming that the Contractor has in force the coverage required below prior to the start of any Work under the Contract, and shall maintain such insurance until the expiration or termination of the Contract. All required insurance must be provided by insurers authorized to do business in the Commonwealth of Virginia and acceptable to APS. The minimum insurance coverage shall be:
  - 1. Workers Compensation – Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employer’s liability at the state statutory limits. For construction Contracts, if any Subcontractors are involved, the Subcontractor will have workers’ compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or Offeror 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. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth 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. APS will not accept W/C coverage issued by the Injured Workers Insurance Fund of Towson, Maryland.
  - 2. Commercial General Liability - \$1,000,000 per occurrence 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. Evidence of Contractual Liability coverage shall be typed on the certificate.
  - 3. Additional Insured – Arlington Public Schools and Arlington County School Board shall be named as additional insureds in the Contractor’s Commercial General Liability policy; confirmation of the Additional Insured shall be typed on the certificate.
  - 4. Cancellation – A thirty (30) day notice of cancellation or non-renewal in writing shall be furnished by the Contractor’s insurance carrier(s) or insurance agent(s) to Procurement Director/Procurement Agent.
  - 5. Contract Identification – The insurance certificate shall state the Contract number and title.
  - 6. Business Automobile Liability - \$1,000,000 Combined Single Limit (Owned, Non-owned, and Hired). Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

- B. 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, and for 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 Work, until final acceptance of the Work by APS.
- C. No acceptance or approval of any insurance by APS shall be construed as relieving or excusing the Contractor from any liability of obligation under the Contract Documents.
- D. The Contractor shall be responsible for the Work and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work.
- E. The Contractor shall be as fully responsible to APS 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 Contractor.

**33. Default and Termination:**

**A. Contractor's Default**

- 1. The following shall constitute Event of Default by Contractor:
  - a. If the Contractor fails to begin the Work when required to do so; or
  - b. If, at any time during the progress of the Work, the Owner determines that the Contractor is not prosecuting the Work with reasonable speed and diligence, or is delaying the Work unreasonably or unnecessarily; or
  - c. If the force of workmen or the quality or quantity of material furnished is not sufficient to ensure completion of the Work within the specified time and in accordance with the Contract Documents; or
  - d. If the Contractor fails to make prompt payments to suppliers or to Subcontractors for Work performed in connection with the Contract; or
  - e. If the Contractor fails in any manner of substance to observe the provisions of this Contract.
- 2. Upon the occurrence of an Event of Default by Contractor, the Owner may declare the Contractor in default, in whole or in part, and give to the Contractor three (3) Days written Notice to cure such default. If Contractor fails to cure such default within such three (3) day period, or within such longer time as the Owner, in its sole discretion, may prescribe, the Owner shall have the right to do any one or more of the following in any combination:
  - a. Have the defaulted Work performed by others and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;
  - b. Supplement Contractor's workforce and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;



- c. Repair or replace any defective Work and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;
  - d. Withhold payments due the Contractor and use such payments to satisfy any claims for moneys owed by the Contractor in connection with the Contract, in accordance with any provisions of the Contract Documents;
  - e. Terminate the Contractor's performance of the Contract in whole or in part.
3. Without prejudice to any other rights or remedies the Owner may have, the Owner shall have the right to terminate the Contract immediately upon written notice to the Contractor or, in the Owner's sole discretion, exercise any other rights available to it for default, upon the occurrence of any of the following:
- a. Institution of legal proceedings by others than the Owner in such manner as to interfere with the progress of the Work and to potentially subject the Owner to the peril of litigation or outside claims; or
  - b. Adjudication of the Contractor as a bankrupt or an assignment for the benefit of creditors by Contractor, the dissolution of the Contractor, or if a sole proprietorship the death or determination of incompetence of the Contractor; or
  - c. Entry of an order in any proceeding instituted by or against the Contractor granting an extension of the time of payment, composition, adjustment, modification, settlement or satisfaction of its debts or liabilities; or
  - d. Appointment of a receiver or trustee for the Contractor or the Contractor's property; or
  - e. Assignment of the Contract or any part thereof without the prior written consent of the Owner; or
  - f. Assignment by the Contractor of any rights, moneys, or claims hereunder in whole or in part, otherwise than as herein specified; or
  - g. Abandonment of the Work to be done under this Contract.
4. Immediately, but no later than three (3) days after receipt of Notice that it is in default hereunder, the Contractor shall discontinue all further operations in connection with the Work, or such specified part thereof, and shall immediately vacate the Project Site, or such specified part thereof, leaving untouched all plant, materials, equipment, tools, supplies and job site records.
5. In the event the Owner declares the Contractor in default in accordance with the provisions of the Contract Documents with respect to a portion of the Work but not the Work as a whole, the Contractor shall discontinue such portion of the Work declared in default, shall continue performing the remainder of the Work in strict conformity with the terms of the Contract and shall not hinder or interfere with any other Contractor or persons whom the Owner may engage to complete the Work for which the Contractor was declared in default. The expense of such completion, plus an administrative fee of ten percent (10%) to cover overhead and administrative costs, shall be paid by the Contractor to the Owner as provided in the Contract Documents.

6. In the event the Owner terminates the Contract for default and it subsequently is determined by any means that the termination was without sufficient justification, the termination shall be deemed to have been a termination for convenience and the Contractor's damages shall be limited to the provisions of Section 33.C. Termination for Convenience.

B. **Termination for Failure of Funding:** All funds for payments by APS under this Contract are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board. In the event of non-appropriation of funds for the Goods or Services provided under this Contract, APS will terminate this Contract, without termination charge or other liability to APS, on the last day of the then current fiscal year or when the appropriation made for the 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. APS will exert reasonable effort to give thirty (30) Days prior written notice, but failure to give such Notice shall be of no effect and APS shall not be obligated under this Contract beyond the date of termination.

C. **Termination for Convenience:** Notwithstanding any other rights of the Owner to terminate this Contract, the Owner shall have the right to terminate this Contract, in whole or in part, at its own convenience for any reason by giving seven (7) days prior written notice of termination to the Contractor. In such event, the Contractor shall be paid an amount equal to the lesser of: (1) the actual cost of any Work actually performed or in place and the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof, plus 10%. Each subcontract shall contain a similar termination provision for the benefit of the Contractor and the Owner. The Contractor shall not be entitled to receive anticipated profits on unperformed portions of the Work. The Owner shall have the right to employ an independent accounting firm to verify any amounts claimed by the Contractor to be due under this Section. In the event a termination by the Owner for default, in whole or in part, subsequently is determined to have been without sufficient justification, such termination shall be deemed a termination for convenience and the Contractor's remedies shall be limited as provided in this Section.

**34. Hazardous Substances:**

A. No materials or equipment containing asbestos or any other hazardous material recognized and identified by the State of Virginia Department of Environmental Quality shall be utilized in the construction of the Project. In the event a substitute product is needed and time does not allow for the mandated submittal process, the Contractor shall confirm these materials do not contain asbestos or any other hazardous material as noted above in writing to the Owner or Owner's Representative and will provide the MSDS sheets to the Owner and Owner's Representative prior to being allowed to install the product on the Project.

B. In the event the Contractor encounters unforeseen hazardous substances in the performance of the Work, such as but not limited to asbestos or lead paint, the Contractor shall immediately suspend Work with the exception of such actions as may be necessary to secure the Site for purposes of public safety, immediately Notify the Owner, and take no further action until receiving written direction from the Owner.

**35. Conflict of Interest:**

This Contract incorporates by reference Article 9 of the Arlington Public Schools Procurement Resolution as well as all state and federal laws relating to ethics, conflict of interest, or bribery, including but not limited to Va. Code Ann. § 2.2-4367 through § 2.2-4377, Ethics in Public Contracting; the State and Local Government Conflict of Interests Act (§ 2.23100, et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), and Articles 2 (§ 18.2-438, et seq.), and 3 (§ 18.2-446, et seq.) of Chapter 10 of Title 18.2.

**36. Immigration Reform and Control Act of 1986:**

The Contractor certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

**37. 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, sexual orientation or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary 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 non-discrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such 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 include the provisions of the foregoing Sections A, B, and C in every Subcontract of over \$10,000.00, so that the provisions will be binding upon each Subcontractor or vendor.
- E. Nothing contained in this provision shall be deemed to require the Contractor to grant preferential treatment to, or discriminate against, any individual or any group because of race, color, religion, sex, age, sexual orientation or national origin on account of an imbalance which may exist with respect to the total number or percentage of persons of any race, color, religion, sex, age, sexual orientation or national origin employed by such Contractor in comparison with the total number or percentage of persons of such race, color, religion, sex age or sexual orientation or national origin in any community or in the state.

**38. Assurances of Compliance:**

The Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended and Title VI of the Civil Rights Act.

**39. Small, Minority, Women Owned and Service Disabled Veterans Business Enterprises and Employment Services Organizations:**

- A. The Arlington County Human Rights Ordinance, the Virginia Public Procurement Act, and relevant Federal and State Laws, orders and regulations, require Arlington Public Schools to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for Small and Minority Business Enterprises.
- B. In seeking Subcontractors, suppliers and vendors necessary to perform the Work, the Contractor shall encourage the participation of small businesses, women-owned businesses, minority-owned businesses, service disabled veteran-owned businesses, and employment services organizations as follows:
  - 1. At a minimum, for any portion of the Work the Contractor is not going to perform with its own forces, the Contractor shall contact the Commonwealth of Virginia Department of Minority Business Enterprise to obtain a list of certified businesses in these categories available to perform such work or provide such materials or equipment. The Contractor shall directly solicit bids from at least one certified business in each category to perform such work or provide such materials or equipment, but shall not be obligated to give any preference to any such business in the award of Subcontracts or materials/equipment supply Subcontracts.
  - 2. Identification and direct solicitation of other such businesses by other means is strongly encouraged.

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses.
4. Establishing delivery schedules, where the requirements of the Contract permit, which encourage participation of such businesses.

C. As used in this Section:

1. “Minority individual” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
  - a. “African American” means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
  - b. “Asian American” means a person having origins in any of the original peoples of the far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
  - c. “Hispanic American” means a person having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
  - d. “Native American” means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.
1. “Employment Service Organization” means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department for Aging and Rehabilitative Services.
3. “Minority-owned business” means a business that is at least 51 percent owned by one or more minority individuals who are United States citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are United States citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.
4. “Service disabled veteran” means a veteran who (i) served on active duty in the United States military ground, naval or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.
5. “Service disabled veteran-owned business” means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are

service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

6. “Small business” means a business, independently owned and controlled by one or more individuals who are United States citizens or legal resident aliens, and together with affiliates has 250 or fewer employees, or annual gross receipts of \$10,000,000 or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.
7. “Women-owned business” means a business that is at least 51 percent owned by one or more women who are United States citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more women who are United States citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**40. HIPAA Compliance:**

Contractor shall be responsible for determining the applicability of, and shall comply with as applicable, all legislative and regulatory requirements of privacy, security and electronic transaction components of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**41. Governing Law:**

The Contract Documents shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without reference to conflict of laws principles, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing the Work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

**42. Successors, Assigns and Legal Representatives:**

This Agreement shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other or as otherwise provided in the Contract Documents. Owner shall be under no obligation to agree to any requested assignment, sublet or transfer. Owner will not consent to any requested assignment, sublet or transfer to any entity who was an unsuccessful Bidder, who was deemed not to be qualified, or who was or is deemed not to be responsible. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall operate to release or discharge the assignor from any duty or responsibility under this Agreement.

**43. Non-Endorsement Clause for Contracts & Agreements:**

Arlington Public Schools may be identified as a “Participant” in the Goods or Services with the following statement added, “This shall not constitute an endorsement of any products or Services”. For further information, please contact the Arlington Public Schools School and Community Relations office.

**44. Advertising and Use of Proprietary Marks or Logos:**

Contractor shall not use the name of Arlington Public Schools (APS) or refer to APS, directly or indirectly, in any press release or formal advertisement without receiving prior written consent of APS. In no event may Contractor use a proprietary mark of APS without receiving the prior written consent of APS.

**45. Student Data Usage and Privacy Agreement:**

As a condition of awarding a Contract for Work that requires the Contractor to have access to student data, the Contractor is required to sign the Student Data Usage and Privacy Agreement (SDUPA).

**46. Confidential Information:**

The Contractor, and its employees, agents, and Subcontractors, hereby agree to hold as confidential all APS 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.

**47. APS Employees:**

No employee of APS 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.

**48. Survival of Terms:**

Any provision of this Contract which by its terms or as necessary to carry out its purpose or intent is intended to survive the expiration or termination of this Contract shall so survive. The specific statement of survival in any provision shall not affect the survivable nature of any other provision.

**49. 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.

**50. ADA Compliance:**

Compliance with the Americans with Disabilities Act of 1990 (“ADA”) shall be the sole responsibility of the Contractor. The Contractor shall defend and hold APS harmless from any expense or liability arising from the Contractor’s non-compliance therewith. The Contractor’s responsibilities related to ADA compliance shall include, but not be limited to, the following:

- A. Access to Programs, Services and/or Facilities: The Contractor shall ensure its programs; Services and facilities are accessible to persons with disabilities. If a particular facility or program is not accessible, the Contractor shall provide equivalent Services in an accessible alternate location or manner to ensure that persons with disabilities are not denied access to Services.
- B. Effective Communication: The Contractor, upon request, shall provide appropriate aids and Services leading to effective communication for qualified persons with disabilities so they can participate equally in the Contractor’s programs, Services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments, as required by the ADA.
- C. Modifications to Policies and Procedures: The Contractor shall make the necessary modifications to its policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy the Contractor’s programs, Services, and activities, as may be required by the ADA. For example, individuals with service animals are welcomed in the Contractor’s offices or facilities, even where pets are generally prohibited.
- D. The Contractor shall not place a surcharge on a person with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/Services or reasonable modifications of policy.
- E. Employment: The Contractor shall not discriminate on the basis of disability in its hiring or employment practices.

F. Responding to inquiries from the U.S. Department of Labor.

**51. Intellectual Property Indemnification:**

- A. The Contractor warrants and guarantees that no intellectual property rights (including, but not limited to, copyright, patent, mask rights and trademark) of third parties are infringed or in any manner involved in or related to the Services provided hereunder.
- B. The Contractor further covenants for itself, its employees, and Subcontractors to save, defend, hold harmless, and indemnify APS, 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 APS. If the Contractor, or any of its employees or subcontractors, uses any design, device, work, 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. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after Notice by APS, the Contractor fails or refuses to fulfill its obligations contained in this Section, the Contractor shall be liable for and reimburse APS for any and all expenses, including but not limited to, reasonable attorney's fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by APS and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

**52. Antitrust:**

By entering into this Contract, the Contractor conveys, sells, assigns and transfers to APS 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 Goods or Services purchased or acquired by APS under this Contract.

**53. Report Standards:**

Reports or written material prepared by the Contractor in response to the requirements of this Contract or 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 APS, 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 submittals must be in the required tabular format in a binder.

Report covers / 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 should be avoided.

**54. Arlington Public Schools Procurement Resolution and Policies:**

The Procurement Agent has no power to change or waive any provision or requirement of the Procurement Resolution, any policies or regulations of the Arlington County School Board, or any applicable provisions of Arlington County ordinances or regulations, all of which are incorporated herein.

**55. No Waiver of Sovereign Immunity:**

Notwithstanding any other provision of this Contract, nothing in this Contract or any action taken by APS pursuant to this Contract shall constitute or be construed as a waiver of either the sovereign or governmental immunity of APS. The parties intend for this provision to be read as broadly as possible.

**56. 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 refers.

**57. Accessibility of Web Site:**

If any work performed under this Contract results in design, development, maintenance or responsibility for content and/or format of any APS websites, or APS' presence on other party websites, the Contractor shall perform such work in compliance with the requirements set forth in the U.S. Department of Justice document entitled "Accessibility of State and Local Government Websites to People with Disabilities." The document is located at: <http://www.ada.gov/websites2.htm>.

**58. Entire Agreement:**

The Contract Documents constitute the entire agreement between the parties pertaining to the Work and supersedes all prior and contemporaneous agreements, statements and understandings of the parties in connection therewith.

**End of Terms and Conditions**



## Attachment C

### Student Data Usage and Privacy Agreement (SDUPA)

This Student Data Usage and Privacy Agreement (“SDUPA”) dated [date] is between **Arlington Public Schools**, located at 2110 Washington Boulevard, Arlington, VA 22204 (“APS” or “Customer”) and \_\_\_\_\_ located at \_\_\_\_\_ (“Provider”) hereinafter individually a “Party” and collectively “the Parties”, APS and Provider mutually agree to the terms of this SDUPA whereby APS will provide the following Data to Provider for the Approved Purposes only.

The Parties hereby agree as follows:

#### 1.0 Definitions

- 1.1. “Agreement” or “Agreements” shall mean any contract or contracts between APS and the Provider for the provision of any Authorized Services.
- 1.2. “Approved Purposes” shall mean the use of Data by the Provider for the purposes of providing services authorized by APS in Agreements entered into between APS and the Provider (“Authorized Services”) during the term of the SDUPA., and for no other purpose.
- 1.3. “Data” shall include all Personally Identifiable Information (PII), Education Records as defined by the Family Educational Rights and Privacy Act (“FERPA”), and other non-public information relating directly to APS students. Data include, but are not limited to, student data, metadata, forms, logs, cookies, tracking pixels, and user content.
- 1.4. “Subcontractors” shall include Provider subcontractors, subcontractors of Providers subcontractors, their subcontractors, and all successor entities.

#### 2.0 Security Controls

- 2.1 Provider will store and process Data in accordance with commercially reasonable practices. This includes appropriate administrative, physical, and technical safeguards to secure Data from unauthorized access, disclosure, and use.
- 2.2 Provider will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner.
- 2.3 Provider will also have a written incident response plan, to include immediate (within one (1) business day) notification of APS in the event of a security or privacy incident involving Data. Provider agrees to share its incident response plan upon request.

#### 3.0 Access and Control

- 3.1 Any Data held by Provider will be made available to APS upon request by APS.
- 3.2 All Data must remain under the direct control of APS to the extent required by FERPA. Where Data is in possession of Provider, APS may direct Provider to take certain actions with regards to the Data, in conformity with the SDUPA and applicable law.
- 3.3 Parents and eligible students must be able to access the Data upon request. This request shall occur through APS to ensure only authorized individuals have access to the Data.
- 3.4 Provider shall use Data solely as necessary to perform Authorized Services. Provider may not access, collect, store, process, or use Data for any reason other than as necessary to provide the Authorized Services.

#### 4.0 Marketing and Advertising

- 4.1 Provider may not use any Data to advertise or market to students or their parents.
- 4.2 Provider may not use Data to target individual students with directed advertisements, and may never directly collect personal information from students under the age of 13.

#### 5.0 Collection and use of Data

- 5.1 Solely for purposes of this SDUPA with respect to Data, Provider is deemed a ‘School Official’ within the

meaning of that term as defined in 20 USC §1232g et seq., with a legitimate educational interest to the Data performing services and providing functions which would otherwise be performed by APS staff, for the sole purpose of providing Authorized Services.

5.1.1 No relationship of employer and employee is created by this SDUPA or any Agreement. Provider its sub- contractors, and its employees shall not be employees of APS and shall not have any claim under this SDUPA or any Agreement or otherwise against APS for vacation pay, sick leave, retirement benefits, social security contribution, worker's compensation, disability or unemployment insurance benefits or any other employee benefit of any kind. Provider shall not be the agent of APS, nor shall Provider make any representation to the contrary to any third parties.

5.2 Provider may not sell Data or disclose Data to third parties except under provision 5.4.

5.3 Provider will collect and use Data only for the purpose of fulfilling its duties and providing Authorized Services under any Agreement and for improving Authorized Services under such Agreement.

5.4 APS understands that Provider may rely on one or more Subcontractors to perform Authorized Services under an Agreement. Provider shall share the names of these Subcontractors, including sub-subcontractors, with APS upon request. If Provider intends to provide any Data which was received from, or created for APS, to a Subcontractor, then Provider shall require such Subcontractor and sub-subcontractor to countersign this SDUPA. APS reserves the right to reject any Subcontractor if, in its sole discretion, APS determines that such subcontractor or sub-subcontractor is unsuitable for performance of the SDUPA. Provider acknowledges and agrees that the Provider's obligations under this SDUPA shall not be assigned to any other person or entity without the prior written consent of APS, which APS shall be under no obligation to grant. Provider shall include in all subcontracts, and require that its subcontractors include in all sub-subcontracts, acknowledgement and agreement that the subcontractor and sub-subcontractor are bound by the terms of this SDUPA, and if so requested by APS, will execute a separate SDUPA as a condition of acceptance by APS as a subcontractor or sub-subcontractor.

## 6.0 Data Transfer or Destruction

6.1 Provider will ensure that all Data in its possession and in the possession of any Subcontractors, or agents to which the Provider may have transferred Data, are destroyed or transferred to APS under the direction of APS when the Data are no longer needed to provide Authorized Services, at the request of APS within one (1) month, or as agreed upon between the Parties. Where there is a conflict between applicable law and this SDUPA, the applicable law will prevail.

## 7.0 Rights and License in and to use Data

7.1 Parties agree that all rights, including all intellectual property rights, shall remain the exclusive property of APS and Provider has a limited, nonexclusive license solely for the purpose of performing its obligations.

7.2 This SDUPA shall not be construed to give the Provider any rights, implied or otherwise, to Data, content, or intellectual property, except as expressly stated in this SDUPA to provide Approves Services. This includes the right to sell or trade Data.

## 8.0 Data De-Identification

8.1 Provider may use de-identified Data for product development, research, or other purposes. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID.

8.2 Provider agrees not to attempt to re-identify de-identified Data and not to transfer de-identified Data to any third party unless that third party agrees not to attempt re-identification.

8.3 De-identified data may be used to improve the Provider's products or services, but may not be provided to third parties or sold.

## 9.0 Data Mining

9.1 Provider is prohibited from mining Data for any purposes except as expressly authorized by APS in any Agreement or in this SDUPA. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.

10.0 Modification of Terms of Service

10.1 During the term of the SDUPA, Provider will not materially change its methods for the collection, use, and sharing of Data, including its storage and destruction protocols, without advance notice to and consent from APS.

11.0 Precedence Over Agreements

11.1 Unless this SDUPA is specifically amended, in the event of a discrepancy between this SDUPA language and the terms and conditions of any Agreements between APS and the Provider relating to Data, the SDUPA language shall take precedence.

**ACCEPTED AND AGREED:**

**ARLINGTON PUBLIC SCHOOLS**

**(CONTRACTOR NAME)**

**Authorized Signature:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name** David J. Webb, C.P.M.

**Printed Name:** \_\_\_\_\_

**Title:** Procurement Director/  
Procurement Agent

**Title:** \_\_\_\_\_

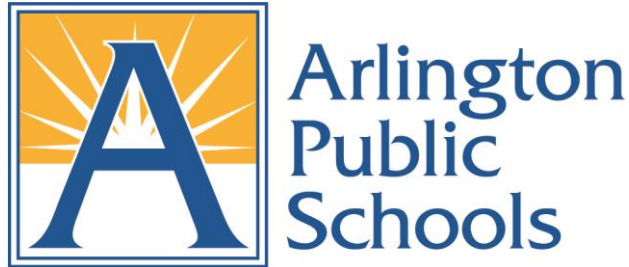
**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Attachment D

Arlington Logos for Embroidery, Patches and Silkscreening

1. Logo for Custodial and Maintenance embroidery, patches and silkscreening -



2. Logo for Transportation Services embroidery and silkscreening -



3. Logo for Arlington Career Center Team Culinary embroidery -



**Appendix A**

**Mailing Label**



**Invitation to Bid No.:** 18FY20

**Title:** Custodial, Food Service, Maintenance and  
Transportation Employee Uniforms

**Bid Closing Date/Time:** October 22, 2019 Prior to 12:30 P.M.  
(Local Prevailing Time)

**Bid Opening Date/Time:** Promptly Following Bid Closing

**From:**

**Name of Bidder:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**Deliver To:** Arlington Public Schools  
Syphax Education Center  
Procurement Office  
Attn: Ken Lawson  
2110 Washington Blvd., 4<sup>th</sup> Floor  
Arlington, VA 22204