

REQUEST FOR QUOTE (AMENDED)
TOWN OF STUART, VIRGINIA

The Town of Stuart, Virginia is soliciting a Request for Quote from qualified Contractors or Individuals to provide Inspection and Inventory Services. These services include, but are not limited to, excavation or potholing, identifying water service lines, and recording the existing material of water service lines entering the water meter box from the Town's service tap and the type of material leaving the meter box, supplying the customer. An electronic recording file, or inventory form, will be provided to enter all data required. For reference, the Town of Stuart has 617 metered water accounts, which must be inventoried before October 1, 2024. The proposed inventory project is being funded by the Virginia Department of Health (VDH). All state and federal requirements by this agency must be met. All guidelines for the Request for Quote will be available for review on the Town of Stuart website. Any additional questions can be emailed or can be submitted at the Town of Stuart Office.

The Town of Stuart HAS EXTENDED THE DEADLINE AND will accept Quotes until 2:00 p.m. Eastern Local Time, on Tuesday, May 7, 2024. Two (2) hard copies of the Quote shall be mailed or hand-delivered to Bryce Simmons, Town Manager at PO Box 422, 100 Patrick Avenue, Stuart, VA 24171. Questions regarding this solicitation should be made prior to Thursday, May 2, 2024, to Bryce Simmons, Town Manager at bryce.simmons@stuartva.org or (276) 694-3811. Request for Quotes will be considered based on:

Quotes will be considered based on the following criteria:

- Relative Experience Providing Similar Services, including general construction (with a primary focus on excavation services), construction administration, inspection and reporting compliance, and basic computer data entry skills. In addition, services may include assisting the Town with the development of a lead service line inventory for local, state, and/or federal agencies. Any lists of similar projects that may be provided shall include the name, position, and phone number of a reference for contact by the Town.
- Unit Pricing for Inspection & Reporting, including a base price for locating, excavating, identifying, recording of all required information, and backfilling at each water meter designated as part of the Inventory Project.

This request is extended without regard to race, color, religion, sex, national origin, marital status, age or physical or mental handicap. The selected Firm or Individual will be required to comply with all the State and Federal guidelines or requirements, including, but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Act of 1964
- The Americans with Disabilities Act
- Age Discrimination Act
- MBE/WBE Solicitation Guidelines

The Town of Stuart will reserve the rights to accept or reject any or all quotes; to waive any formalities or technicalities as it deems appropriate; and to retain multiple qualified Individuals or firms as it deems appropriate. For projects that may be successfully funded, the Town of Stuart reserves the right, if it so deems, to enter into negotiations with the selected firm for any resulting services related to the project implementation.

Minority and/or female-owned businesses or firms are encouraged to apply. The Town of Stuart is an Equal Opportunity Employer.

REQUEST FOR QUOTE

Section 1 – Request for Quote

1 Customer Details

Customer Name	Town of Stuart, Virginia
Contact	Bryce Simmons
Position	Town Manager
Street Address	100 Patrick Avenue / P.O. Box 422
Postal Address	Stuart, VA 24171
Phone	Office: (276) 694-3811 Mobile: (276) 692-6351
Email	information@stuartva.org

2 Request Details

Request Issue Date	April 3, 2024
Closing Date / Time	Tuesday, May 7, 2024 at 2:00 p.m. (EST)

Two (2) hard copies of the Quote shall be mailed or hand-delivered to Bryce Simmons, Town Manager at PO Box 422, 100 Patrick Avenue, Stuart, VA 24171.

3 Requirements

Description of goods/products and/or services required	The Town of Stuart, Virginia is soliciting a Request for Quote from qualified Contractors or Individuals to provide Inspection and Inventory Services. These services include, but are not limited to, excavation or potholing, identifying water service lines, and recording the existing material of water service lines entering the water meter box from the Town's service tap and the type of material leaving the meter box, supplying the customer.
Support Services	General construction (with a primary focus on excavation services), construction administration, inspection and reporting compliance, and basic computer data entry skills
Deliverables/Milestones	Inventory Form (must be provided for each Lead Service Live Inventory)
Start Contract Date	May 20, 2024 (Anticipated)
End Contract Date	September 30, 2024

4 Conditions

The following conditions apply to this Request for Quote (RFQ) and the resulting purchase of services.

Conditions of Offer	For all Goods and Services, the Conditions of Offer attached to this document at Attachment B will apply to the RFQ.
Conditions of Contract	<ol style="list-style-type: none">1. Scope of Work: The quote provided is based on the service line inventory requirements outlined by the client. Any changes or additions to the scope of work may result in adjustments to the quoted price.2. Payment Terms: Payment for the service line inventory shall be made in accordance with the terms specified in the quote form.3. Taxes: All applicable taxes, including sales tax, shall be added to the final invoice as required by Virginia state tax regulations.

	<p>4. Cancellation: In the event of cancellation or rescheduling of the service line inventory, the client must provide sufficient notice as per the terms outlined in the agreement. Any cancellation fees or penalties shall be outlined in the agreement.</p> <p>5. Liability: While every effort will be made to accurately inventory the service lines, the service provider shall not be liable for any inaccuracies, errors, or omissions in the inventory report. The client is responsible for verifying the accuracy of the inventory results.</p> <p>6. Confidentiality: Any information obtained during the service line inventory process shall be treated as confidential and shall not be disclosed to third parties without prior written consent from the client, except as required by law.</p> <p>7. Indemnification: The client agrees to indemnify and hold harmless the service provider against any claims, damages, losses, or expenses arising out of or related to the service line inventory, except to the extent caused by the negligence or wilful misconduct of the service provider.</p> <p>8. Governing Law: This agreement shall be governed by and construed in accordance with the laws of the state of Virginia. Any disputes arising under this agreement shall be resolved through arbitration in Stuart, Virginia.</p> <p>By accepting this quote, the client acknowledges and agrees to abide by the terms and conditions outlined herein.</p>
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5 Insurances*

Public Liability	
Professional Indemnity	
Other Insurances	

* Please provide information on any professional or liability insurance that may be applicable to this project. Proof of insurance must be provided by the Contractor and shall list the Town of Stuart as additionally insured.

6 Evaluation Criteria

If no other Evaluation Criteria are provided here, all quotes will be evaluated to standard evaluation criteria consisting of Compliance with Requirements, Ability to meet timeframes, and Cost and Value for Money.

Mandatory	<ul style="list-style-type: none"> ● Compliance with Insurance requirements specified in Section 1, Part 5; ● Compliance with Conditions of Contract specified in Section 1, Part 4; and ● Compliance with information specified in Section 1, Part 4.
Other Evaluation Criteria	<p>The other evaluation criteria that will be used to evaluate offers are:</p> <ul style="list-style-type: none"> ● Conformance to Requirements ● Capability and Experience ● Ability to meet the Town's Inventory Schedule

ATTACHMENT A - SPECIFICATION

1. BACKGROUND/SCOPE	
Contractors or Individuals to provide Inspection and Inventory Services. These services include, but are not limited to, excavation or potholing, identifying water service lines, and recording the existing material of water service lines entering the water meter box from the Town's service tap and the type of material leaving the meter box, supplying the customer	
2. TECHNICAL/FUNCTIONAL REQUIREMENTS	
Mandatory requirements	Complete material inventory list of all service lines required.
Key Deliverables and Milestones	Monthly submission completed reports of number of inspected and documented lines
Delivery address	Town of Stuart Office - 100 Patrick Ave, Stuart VA 24171

SECTION 2 – SUPPLIER RESPONSE

1. Supplier Information

Supplier Name	
Contact Name	
Position	
Postal Address	
Phone	
Email	

2. Mandatory Requirements

The Supplier is to confirm compliance with the Mandatory Requirements.

Does the Supplier agree to comply with the Insurance requirements as specified in Section 1, Part 5?	Yes <input type="checkbox"/> No <input type="checkbox"/> Expiry date: Insured amount:
Does the Supplier agree to comply with any other mandatory requirements specified in Section 1 or in Attachment A?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:

3. Conditions

Does the Supplier agree to comply with the Contract Conditions specified in Section 1, Part 4?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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4. Conflict of interest

The Supplier is to give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their quote. If there is nothing to declare, please insert “None”.	
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5. Requirements

The Supplier is to detail how they will meet the requirements specified in Section 1, and (if applicable) Attachment A.

Evaluation Criteria 1: <u>Conformance to Requirements</u> Detail how the Supplier will meet the requirements specified in Section 1 and Attachment A (if applicable).	
Evaluation Criteria 2: <u>Capability and Experience</u> Provide detail of the capability and experience of the Supplier and of any Key Personnel/subcontractors (if applicable) in delivering goods/services of this type?	

Evaluation Criteria 3: Ability to meet Schedule	
Please confirm that the Supplier has the resources available and capacity to commence on the specified contract start date of May 1, 2024?	
Is the Supplier:	
Business size?	<input type="checkbox"/> Small business (less than 20 employees) <input type="checkbox"/> Medium Enterprise (20 or more but less than 200 employees) <input type="checkbox"/> Large Enterprise (200 or more employees)
A local supplier (within 50 miles from where the goods or services are to be supplied)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. Quote*

Goods/Services Offered and Pricing Description			
	Quantity	Unit Price	Sub-Total
Mobilization	1	\$	\$
Service Line Inspection & Inventory	617 (max)	\$	\$
Service Line Repair	100 (est.)	\$	\$
Lead Service Line Inventory Project Total =			\$
* The Quote / Project Total is anticipated to be a "Does Not Exceed" price. The Town of Stuart reserves the right to perform LSL Inventory and/or Repair using Force Account Labor.			

7. Supplier Authorization

This quote is submitted by the Supplier's authorized representative. By signing, the Supplier is offering to enter a Contract on the terms set out in this document and the Conditions of Contract listed in Section 1.		
Signature	Name and Position/...../..... Date

Privacy Statement - The Town is collecting information from the Offeror, which may include personal information, for the purpose of administering the quotation process and contract. This information may be shared with State of Virginia Government departments or agencies, State of Virginia Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories for the purpose of administering the quotation process and contract or made publicly available in accordance with the requirements of the State of Virginia Procurement Policy. Personal Information will not be otherwise disclosed to any other third party without consent of the Offeror, except where authorised or required by Law.