

INVITATION FOR BIDS (IFB)- Cover Sheet

Issue Date: January 30, 2012

RFP Number: VTC 12-010

Title: **Civil War 150 HistoryMobile Booklet Printing**

Issuing Organization Virginia Tourism Authority
d/b/a Virginia Tourism Corporation
901 East Byrd Street, 19th Floor
Richmond, Virginia 23219-4048

Initial Period of Contract: From Award of Contract to Delivery of Booklet

Sealed Bids must be received by Virginia Tourism Corporation by **noon EST on February 14, 2012**. Official time is that of the time and date stamp housed at the reception desk. Bids received after that time will not be accepted or considered. Bids submitted electronically will not be considered.

All Inquiries for Information Should Be Directed To: Terry Minor
Phone: 804-545-5523
email: tminor@virginia.org

MAIL OR DELIVER BIDS DIRECTLY TO: THE VIRGINIA TOURISM CORPORATION, 901 E. BYRD STREET, 19th FLOOR, RICHMOND, VA 23219, WEST TOWER, RECEPTION DESK.

In compliance with this Invitation For Bids (IFB) and to all the conditions imposed in this IFB, the undersigned hereby offers and agrees to furnish all goods and services required by this IFB at the prices/quantity indicated in the pricing/quantity schedule, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete

Company Name and Address of Bidder:	Date:
	Contact Name (Please print):
	Title:
	Signature (in Ink):
	Telephone Number:
Dunn's Number:	Fax Number:
Are you eVA Registered? <input type="checkbox"/> Yes <input type="checkbox"/> No eVa Vendor ID # _____ You are required to be an eVA Registered Vendor to submit a bid.	E-Mail Address:

Note: The Virginia Tourism Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. Purpose

The purpose of this Invitation for Bids (IFB) is to enter into an agreement (“Agreement” or “Contract”) with a qualified printer to provide the production/printing of the Virginia Civil War 150 HistoryMobile Booklet. **IMPORTANT:** This procurement is subject to a financial assistance contract between the Virginia Tourism Authority and the Virginia Department of Transportation and an award of Federal Highway Transportation Enhancement Funds for the project. The contactor will be required to comply with all terms and conditions under the provisions of Federal Acquisition Regulations, 48 CFR 31 and other Federal Regulations as applicable.

II. Scope of Work/Specification

A. Specifications

1. Quantity: Bidders shall state the maximum quantity to be provided for \$125,000. There are no additional funds available. The quantity you quote must allow for overruns, and all other potential costs to produce and deliver the brochure, and may not exceed \$125,000 in total. Allow for two rounds of corrections. VTC will not accept under-runs.
2. Pages: 24 pages, plus cover.
3. Page Size: 11” X 8 1/2” folds to 5 1/2” X 8 1/2”. Allow for bleeds all edges and gutter jumps. Critical registration is required.
4. Copy: VTC will provide a high resolution pdf file. The document was created in in-design. (This document will also be posted on the VBO site as part of this solicitation in order for bidder to see the booklet on which you are bidding). It is the responsibility of the successful bidder, upon notification of contract award, to contact the VTC for all material.

Contractor is responsible for pickup and delivery of all material at no additional cost to VTC.

5. Proof: Contractor will provide one digital composite color proof, folded and trimmed. Proof will be received and reviewed only during normal working hours (8:30 a.m. – 5 p.m., Monday through Friday, except on holidays). Proofs shall be delivered to Cheryl Jackson, at the Virginia Sesquicentennial of the American Civil War Commission, Division of Legislative Services, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219. Ms. Jackson can be reached at 804-786-3591, cjackson@dls.virginia.gov. An approved proof will be available for pickup within one business day of receipt.

Allow for two rounds of corrections and proofs. Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge to VTC. Delivery by the specified date shall be required.

6. Stock:

Cover – 80# Lynx Opaque, smooth white cover, NO SUBSTITUTIONS ALLOWED.

Text – 80# Lynx Opaque, smooth white text, NO SUBSTITUTIONS ALLOWED.

7. Ink: Four-color process throughout. (2 sided printing). Consistency of color throughout is required.

8. Binding: Score cover fold and saddle stitch on the 8 1/2" side.

9. Packaging: Booklet shall be shrink-wrapped or paper-banded in quantities of 25 and carton packed as convenient. However, cartons shall be specifically sized for this publication, sealed top and bottom. Cartons shall be appropriately constructed for shipping from VTC's warehouse. Each carton shall be labeled on two contiguous sides with the job name (HistoryMobile Booklet) and the quantity/carton. Cartons, when fully packed and sealed, shall weigh no more than 30 pounds each. Cartons shall be shrink-wrapped to industry-standard four-way pallets. All pallets must be shrink-wrapped **without** metal bands around them.

10. Delivery: Contractor shall be responsible for all pickups and deliveries of all materials. **Delivery of booklet is required no later than 3 weeks (15 business days) from award of contract**, or earlier if possible. Deliveries shall be made to the following locations in the quantities and as instructed below.

a) **VTC Mailroom**

Approximately 1,000 booklets (depending on how many in a box) shall be delivered to VTC's Mailroom at the address and delivery times below. Deliver as close to 1,000 booklets without splitting or partially loading box.

Virginia Tourism Corp.
Attn: Darryl Neville (Loading Dock)
901 E. Byrd Street
Richmond, Va. 23219

Delivery hours are: 10 a.m. – 4 p.m. only.

b) **Cheryl Jackson – Virginia Sesquicentennial of the American Civil War Commission**

Approximately 100 booklets (depending on how many in a box) shall be delivered to Cheryl Jackson at the address and delivery times below. Deliver a minimum of, and as close to, 100 booklets without splitting or partially loading box to:

Cheryl Jackson, Executive Director
Virginia Sesquicentennial of the American Civil War Commission
Division of Legislative Services
910 Capitol Street
General Assembly Building, 2nd floor
Richmond, Virginia 23219

Inside and upstairs delivery required. Delivery hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. Delivery person is required to sign in with Capitol Police on the first floor of the General Assembly Building, and then will be directed up to the second floor. Contractor is responsible for finding and paying for parking.

c) **VTC's warehouse under the operation of MSI/Postal Technologies**

The remainder of the quantity quoted shall be delivered to MSI Postal Technologies who is contracted to warehouse VTC's brochures. Delivery shall be made to the address below as instructed.

MSI/Postal Technologies
8529 Meadowbridge Road, Suite 300
Mechanicsville, VA 23116
Attn: Jason Dunham
804-519-1554

Inside delivery. The warehouse supervisor must receive a minimum of 72 hours (three business days) notice prior to delivery of booklet to assure that the facilities and warehouse personnel are prepared to receive the shipment.

11. **Samples:** Samples of work required as part of your bid, shall be delivered with your bid inside the bid envelope at the address listed on the Cover page of the IFB. Samples may not be delivered under separate cover or on a different date from your bid. See Section III.B.7 below for details and instructions for submission of samples.
12. **Billing:** Invoice, packing slip, and one booklet shall be submitted to:

Terry Minor
Virginia Tourism Corporation
901 E. Byrd Street, 19th Floor
Richmond, VA 23219

Invoice will not be paid until all booklets are delivered and it has been verified by VTC that the work is acceptable and in accordance with the contract.

13. Changes: Any change(s) to the specifications, whether at the suggestion of the VTC or the Contractor must be approved by VTC in writing (email is acceptable) prior to execution of the change(s).

III. Bid Preparation and Submission Requirements

A. General Requirements

1. **Bid Response:** In order to be considered for selection, Proposers must submit a complete bid response to this IFB on the required forms: Completed, Signed (in ink) IFB Cover Sheet, and all completed required forms as indicated in Section III B, below. Faxed and electronic submission will not be accepted and will be rejected.
2. **Bid Response Preparation:**
 - a) An authorized representative of the Bidder shall sign the IFB Cover sheet. All information requested should be submitted. Bids missing any required information identified in Section III. B., Bid Submission Requirements, will be rejected. **Bids received after noon EST on February 14, 2012 will not be considered.**
 - b) Identification of Bid Envelope
All bid documents must be submitted in an envelope or package, sealed, and identified as follows. Any unsealed bids will not be accepted. If the bid package is not marked as described below, the bidder takes the risk that the package may be inadvertently opened or misplaced and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location in the VTC office issuing the solicitation.

From:	February 14, 2012 12 noon EST
Name of Bidder	Due Date
Street or Box Number	Time
City, State, Zip Code	12-010 IFB No.
Attention : Terry Minor	Civil War 150 th HistoryMobile Booklet Printing IFB Title

- c) Ownership of data, materials, and documentation originated and prepared for the VTC pursuant to the IFB shall belong exclusively to the VTC and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Bidder must invoke the protections of Section 2.2-4342 of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid document, line item prices and/or total bid prices as proprietary or trade secrets is not acceptable and will result in rejection of the bid.

3. Financial Statements: Financial statements may be requested by the VTC at its sole discretion.

B. Bid Submission Requirements

Bids shall be complete. The Bidder is required to include the following items in their bid documents:

1. Signed and completed IFB cover sheet acknowledging that you understand and can meet the requirements in the scope of work and that you understand and abide by the General Terms and Conditions and Special Terms and Conditions as well as all information and requirements contained in the IFB. Any bids not following this requirement or not agreeing to abide by all the requirements and conditions may be rejected.
2. A complete unaltered copy of this IFB in its entirety.
3. Completed "Bidder Information Sheet" form (Attachment A). Any bids not following this requirement may be rejected.
4. Signed and completed Price/Quantity Schedule, (Attachment B). Do not leave blank. Any bids not following this requirement will be rejected. Bidders shall state the maximum quantity to be provided for \$125,000. There are no additional funds available. The quantity you quote must allow for overruns, as well as all other potential costs to produce and deliver the brochure, at no additional cost to VTC. Allow for two rounds of corrections. VTC will not accept under-runs. Also bidder shall acknowledge

that you can meet the 3 week (15 business day) deadline for production and delivery of the booklets. This is a mandatory requirement. If you can provide delivery sooner than the required deadline, please indicate that as well.

5. Signed and completed “SCC Form” (Attachment C). Any bids not following this requirement may be rejected.
6. Signed and completed “Certification Regarding Disbarment” Form, (Attachment D)
7. Disadvantaged Business Enterprise (DBE), Small, Woman, and Minority-Owned Business (SWAM) Participation.

The VTC provides every opportunity for the participation of state certified DBE and small businesses. This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification (SWAM). The VTC also encourages Contractor to provide every opportunity for the participation of state certified DBE and small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities in the performance of this contract.

 - a) Complete the DBE/Small Business (SWAM) Data Form (Attachment E). If bidder is a Department of Minority Business Enterprise (DMBE)-certified Disadvantaged Business Enterprise (DBE) or small business (or Woman- or Minority- owned business when they have also received DMBE Small Business Certification), complete the certification information on page 2 of Attachment E.. Bidder must be certified by DMBE by the bid due date. Please include certification number and date.
 - b) DBE/SWAM Utilization Plan. Also, if bidder plans to use DBE or SWAM vendors in the performance of this contract, fill in the table on the Firm Data Sheet (DBE/SWAM) Attachment F to show your firm’s plans for utilization of DMBE-certified DBE/small businesses in the performance of this contract. If bidder is DBE or SWAM, include bidder information on this form as well. This should not exclude woman-owned or minority-owned businesses who have also received DMBE small business certification. All vendors listed must be certified by DMBE by the bid due date. If you do not plan to use SWAM vendors in the performance of this contract, please indicate that as well on the form.
8. Supplemental Submissions: Bidders shall submit the following samples with returned bids in the sealed envelope:
 - a) Three (3) to Five (5) samples. Samples shall have been produced during the last year by the Company submitting bid. Please provide date and name of printer for each sample. Samples shall include critical quality four-color reproductions, including art books/booklets. Samples shall accurately represent the quality of the separations, printing, and binding that bidder will provide if awarded this

contract. The inspection, verification and acceptance by the VTC of any samples shall not relieve the contractor for full performance under any part of this specification. The award of any resulting contract will be based on an examination of the quality of sample publications submitted.

Separations in the samples submitted must be 200-line (minimum).

- b) One sample of bidder's 200-line critical quality contract approval proof (Creo, Veris, Fuji, Kodak digital cromalin) featuring four-color process images and screen builds along with a corresponding printed sample. The award of any resulting contract will be based on an examination of the quality of sample proof submitted.

The award of any resulting contract will be based on an examination of the quality of samples submitted. Failure to submit these samples or failure to submit them with the bid documents in the sealed envelope may result in your bid being declared non-responsive.

Any costs involved in providing information for evaluation shall be considered and included when determining the quantity of booklets being quoted by bidder for the \$125,000.

IV. Award of Contract

An award will be made to the responsive and responsible bidder whose bid provides the highest quantity of booklets for \$125,000 and who can meet all the requirements of the IFB, including the deadline. Due consideration will be given to quality as judged by required samples submitted, and the ability of the bidder to render required services. The VTC reserves the right to conduct any tests it deems advisable and to make all evaluations. VTC will share submitted samples with Cheryl Jackson, Virginia Sesquicentennial of the American Civil War Commission, or her designee, to seek guidance and advice on the quality of samples and ability of bidder to render required services. The VTC reserves the right to reject any and all bids prior to making an award whenever it is deemed in the opinion of the VTC to be in its best interest. The award document will be a contract, incorporating by reference the terms and conditions of the solicitation and Contractor's bid. The total cost of the contract shall not exceed \$125,000 for this contract and, therefore, bidder should consider all potential additional costs incurred when bidding the quantity.

V. Single Point of Contact (SPOC)

Submit all inquiries regarding this IFB in writing by email with the subject line: "Questions on Civil War HistoryMobile Booklet Printing IFB":

SPOC: Terry Minor
Email: tminor@virginia.org

VTC does not guarantee a response to questions received less than four (4) business days prior to the IFB due date. No questions will be addressed orally.

VI. General Terms and Conditions

A. Applicable Laws and Courts

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Courts of the Commonwealth. The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.

B. Anti-Discrimination

By submitting their proposals, Proposers certify to the Commonwealth that they will conform to the provisions of: the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable; the Virginians With Disabilities Act; the Americans With Disabilities Act; and Section 2.2-4311 of the Virginia Public Procurement Act.

In every contract over \$10,000 the following provisions apply:

1. 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, or disabilities, except where religion, sex, or national origin 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 nondiscrimination clause.
 - b) The Contractor, in all solicitations and 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 these requirements.
2. The Contractor will include these provisions in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

C. Ethics in Public Contracting

By submitting their proposals, Proposers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from another Proposer, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services,

or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- D. **Immigration Reform and Control Act of 1986**
By submitting their proposals, Proposers certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration and Reform and Control Act of 1986.
- E. **Debarment Status**
By submitting their proposals, Proposers certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type services covered by this solicitation, nor are they an agent of any person or entity that is currently so disbarred. (Attachment D, CERTIFICATION REGARDING DEBARMENT)
- F. **Antitrust**
By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title, and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- G. **Mandatory Use of VTC Form and Terms and Conditions**
Failure to submit a bid on the official forms provided for that purpose may be a cause for rejection of the bid. Return of all the completed document is required. Modification of or additions to the General Terms and Conditions of the IFB may be cause for rejection of the bid.
- H. **Clarification of Terms**
If any bidder has questions about the specifications or other IFB documents, the prospective Bidder should contact the buyer whose name appears on the face of the IFB no later than four working days before the due date. Any revisions to the IFB will be made only by addendum issued by the buyer.
- I. **Payment Terms**
1. **To Prime Contractor:**
 - a) Any payment terms requiring less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - b) Payment Date. As used in this clause, unless the context clearly shows otherwise the term “payment date” means either (i) the date on which payment is due under the terms of the Contract for provision of goods or services; or (ii), if such date has not been established by the Contract, thirty days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later.

- c) Defect or impropriety in the invoice or goods and/or services received. In instances where there is a defect or impropriety in an invoice or in the goods or services received, the VTC shall notify the supplier of the defect or impropriety, if such defect or impropriety would prevent payment by the payment date, within fifteen days after receipt of such invoice or such goods or services.
- d) Date of postmark deemed to be date payment is made. In those cases where payment is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of these provisions.
- e) Invoices
Invoices for goods and services ordered, delivered and accepted by VTC shall be submitted by the Contractor directly to the payment address shown below. All invoices shall show the Contract number and/or purchase order number, social security number (for individual contractors) or the federal identification number (for proprietorships, partnerships, and corporations), invoice number and details of services provided along with supporting documentation for reimbursable costs. Failure to provide the above shall result in the invoice being returned to the Contractor. The VTC shall not be liable for any resulting delays in payment as a result.

Invoice shall be submitted to:

Virginia Tourism Corporation
Attn: Accounts Payable
901 East Byrd Street
Richmond, VA 23219-4048

- f) All goods or services provided under this contract shall be billed by the Contractor at the contracted price.

2. To Subcontractors:

- a) A Contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the VTC and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the VTC, except for amounts withheld as stated above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under

the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the VTC.

- J. **Precedence of Terms**
Paragraphs A-I of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- K. **Qualifications of Bidders**
The VTC may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the services and the Bidder shall furnish the VTC all such information and data for this purpose as may be requested. The VTC reserves the right to inspect the Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The VTC further reserves the right to reject a bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the VTC that such Bidder is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.
- L. **Testing and Inspection**
The VTC reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- M. **Assignment of Contract**
A contract shall not be assignable by the Contractor in whole or in part without the written consent of the VTC.
- N. **Changes to the Contract**
Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The VTC may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as a result of such order and shall give the VTC a credit for any savings. Said compensation shall be by mutual agreement between the parties in writing.
- O. **Default**
In case of failure to deliver goods or services in accordance with the contract terms and conditions, the VTC, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the VTC may have.

- P. **Availability of Funds**
It is understood and agreed between the parties herein that the VTC shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- Q. **Cancellation of Contract**
The VTC reserves the rights to cancel and terminate any resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the cancellation.
- R. **Ownership of Intellectual Property.**
All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the VTC. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the VTC to evidence VTC's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.
- S. **eVA Business-to-Government Vendor Registration.**
The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies, public bodies, and VTC.
- All vendors desiring to provide goods and/or services to the Commonwealth, and therefore VTC, shall participate in the eVA Internet e-procurement solution either through eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or proposers must register in eVA; failure to register will result in the bid being rejected.
- T. **Offer Price Currency**
Unless stated otherwise in the solicitation, Bidders shall state offer prices in US dollars.
- U. **Authorization to Conduct Business in the Commonwealth**
A Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body, or VTC, pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, is so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body, or VTC, may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

V. Drug Free Workplace

The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees, and/or agents performing services on VTC/State property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

W. Insurance

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded.

The Bidder further certifies the Contractor and any subcontractors will maintain these insurance coverage 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:

1. Workers Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the VTC 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.
2. Employer's Liability: \$100,000.
3. Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The VTC is to be named as an additional insured with respect to the services being procured.
4. Automobile Liability: \$1,000,000.

X. Taxes

The Contractor shall assume full responsibility for payment of all local, State, and Federal taxes and pay all such tax liabilities in accordance with regulations associated with such payments.

VII. Special Terms and Conditions

- A. **Ownership of Material and Proprietary Information**
Ownership of all data, material and documentation originated and prepared for the VTC pursuant to this IFB and any resulting contract shall belong exclusively to the VTC and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Act, however, the Bidder must invoke protection of the specific sections prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why this protection is necessary. Where Bidder furnishes required price or cost information incident to this IFB, no claim of trade secrets or proprietary information may be asserted with respect to such price or cost information.
- B. **Advertising**
In the event a contract is awarded for services resulting from this proposal, no indication of such sales or services to the VTC or its Partners shall be used in product literature, news releases, applications for awards or advertising, unless approved by VTC in writing in advance.
- C. **Bid Acceptance Period:**
Any Bid resulting from this IFB shall be valid for 90 days. At the end of the 90 days, if an award has not been made, the Bid may be withdrawn at the written request of the Bidder. If the Bid is not withdrawn at that time it remains in effect until an award is made or the IFB is cancelled.
- D. **Releases of Information**
The VTC is the only entity authorized to issue any and all information releases relating to this IFB, its evaluation, award of any contract and the resulting performance hereunder.
- E. **Audit**
The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Federal Highway Administration (FHWA), whichever is sooner. The VTC, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- F. **Independent Contractor Status**
It is agreed that the Contractor is an independent contractor and neither it, nor its employees, are agents or employees of the VTC.
- G. **Disclosure**
The terms of this contract only obligates the VTC and is not an obligation of the Commonwealth of Virginia; nor does it convey, carry, or invoke the full faith and credit of the Commonwealth of Virginia.
- H. **Disadvantaged Business Enterprises (DBE), Small, Woman, and Minority-Owned Business (SWAM) Subcontracting and Reporting**
Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to DBE and small businesses.

This shall include DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms, the contractor shall report to VTC the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided. (See Attachment G).

I. Prime Contractor Responsibilities

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

J. Subcontracts

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

K. State Corporation Commission Identification Number

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth pursuant to title 13.1 or Title 50 is required to include in its bid the identification number issued to it by the State Corporation Commission (SCC). Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid a statement describing why the offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

L. Class 1 – Critical Quality Printing

This class shall be used for four-color process printing where critical color matches are necessary or where engraved and/or embossed invitations are required. Typical examples: matching artist's original paintings or sculptures, or product colors so that they represent true colors or materials used in creating the original are accurately represented, and reproduction of medical slides where true color may be critical. This is a step above "pleasing colors." Finishing and bindery operations shall be of this same critical quality.

M. Ownership of Printing Materials

All artwork, camera-ready copy, negatives, dies, photos, and similar materials used to produce a printing job shall become the property of VTC. Any furnished materials shall remain the property of the VTC.

VIII. Attachments

Attachment A – Bidders Information Sheet- Must Complete and Submit with Bid

Attachment B – Price/Quantity Schedule – Must Complete and Submit with Bid

Attachment C – SCC Form – Must Complete and Submit with Bid

Attachment D – Certification Regarding Debarment – Must Complete and Submit with Bid

Attachment E – DBE/Small Business (SWAM) Data

Attachment F – FIRM DATA SHEET (DBE-SWAM)

Attachment G – DBE/SWAM Reporting Form

Attachment H - Preparation Checklist – for your guidance only

BIDDER INFORMATION SHEET

NOTE: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid non-responsive.

1. **QUALIFICATION:** The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements. Can you meet all of the requirements? Yes No

2. **COMPANY/BIDDER'S INFORMATION AND PRIMARY CONTACT:**

Company/Bidder Name: _____

Preparer Name: _____

Phone: _____ Date _____

3. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months

4. **VENDOR INFORMATION**

FIN or FEI Number _____ if Sole Proprietor, Corporation, or Partnership

Social Security Number: _____ if Individual

5. **TYPE OF ORGANIZATION**

Proposer operates as a(n) () Individual proprietorship, () State or Local Agency,
() Partnership, () Association, () Joint Venture, () Educational Institution,
() Not-for Profit, () Corporation organized and existing under the laws of the State of _____,
authorized to do in Virginia the business provided for in any resultant contract.

6. **AFFIRMATIVE ACTION**

It is the policy of the Virginia Tourism Corporation to pursue an aggressive contract compliance program that will ensure that all business entities contracting with the Virginia Tourism Corporation will maintain nondiscriminatory hiring and employment practices for all persons without regard to race, color, religious creed, ancestry, national origin, sex or age. All Proposers must certify that they are and will continue to be in compliance with the nondiscrimination requirements in this request for proposal.

7. **EVA REGISTRATION**

All Vendors desiring to provide goods and/or services to the VTC shall participate in the eVA Internet eProcurement solution either through the eVA Basic Vendor Registration or eVA Premium Vendor Registration Service. All bidders or proposers must register in eVA; failure to register may result in the bid/proposal being rejected.

Are you eVA Registered? Yes No. Date of Registration _____

Headquarters Account Code: _____;

Headquarters Account Legal Name: _____

Vendor/Customer Number: _____; Legal Name: _____

Price/Quantity Schedule

An award will be made to the responsive and responsible bidder whose bid provides the highest quantity of booklets for \$125,000 and who can meet all the requirements of the IFB, including the deadline. Due consideration will be given to quality as judged by required samples submitted, and the ability of the bidder to render required services. The total cost of the contract shall not exceed \$125,000 for this contract and, therefore, bidder should consider all potential additional costs incurred when bidding the quantity.

Bidders shall state the maximum quantity to be provided for \$125,000. There are no additional funds available. The quantity you quote must allow for overruns, as well as all other potential costs to produce and deliver the brochure, at no additional cost to VTC. Allow for two rounds of corrections. VTC will not accept under-runs. Also bidder shall acknowledge that you can meet the 3 week (15 business day) deadline for production and delivery of the booklets. This is a mandatory requirement. If you can provide delivery sooner than the required deadline, please indicate that as well.

The bidder agrees to provide the services as specified in the IFB and in compliance with the scope of work/specifications and terms and conditions and agrees to provide the quantity listed below. Bidder also agrees to meet the required deadline below.

Quantity to be provided for \$125,000: _____

Deadline: **Delivery of booklet in quantities and per instruction in the IFB is required no later than 3 weeks (15 business days) from award of contract**, or earlier if possible.

Yes - I agree to meet this deadline. (This is a mandatory deadline)

If bidder can deliver booklets prior to deadline, please indicate when that delivery can be made:
 _____ . (If not providing an earlier deadline, leave blank)

Company Name and Address of Bidder:	Date:
	Contact Name (Please print):
	Title:
	Signature (in Ink):

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Bidder: (Provide Bidder's Company Name) _____

is a corporation or other business entity with the following SCC identification number: _____ -OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth, and VTC as a political subdivision of the Commonwealth of Virginia, reserves the right to determine in its sole discretion whether to allow such waiver) **DUE TO THE URGENT DEADLINE OF THIS IFB, VTC IS NOT ISSUING WAIVERS TO ALLOW YOU TO SUBMIT THE SCC IDENTIFICATION NUMBER AFTER THE DUE DATE FOR THE BID AND THEREFORE IF YOU REQUEST THIS, YOUR BID WILL BE REJECTED.**

NOTE: Completion and signature of this form is a requirement of the IFB. Please pay particular attention to Section VI. General Terms and Conditions, paragraph U, "Authorization to Conduct Business in the Commonwealth" and Section VII. Special Terms and Conditions, paragraph K, "State Corporation Commission Identification Number." If you fail to complete and sign this form, your bid will be rejected. If there are any questions about how to complete this form, contact the State Corporation Commission at 804-371-9733.

I certify the accuracy of this information:

Signed: _____ Title: _____ Date: _____

CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS
(To be completed by the Bidder)

Project: Civil War 150th HistoryMobile Booklet Printing

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

The undersigned makes the foregoing statements to be filed with the bid submitted on behalf of the bidder for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

Attachment E

It is the policy of the Virginia Tourism Corporation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on the web site (<http://www.dmb.e.state.va.us/>) under the **DBE Directory of Certified Vendors**. Contractors are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the contractor intends to subcontract a portion of the services on the project, the contractor is encouraged to seek out and consider DBE firms as potential subcontractors. The contractor is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a contractor and a DBE firm whereby the DBE firm promises not to provide services to other contractors is prohibited.

49 CFR Part 26 requires VTC to collect certain data about firms attempting to participate in VTC contracts. This data must be provided on the enclosed Firm Data Sheet (Attachment F).

VTC is also required to capture DBE and Small, Women, and Minority-owned (SWaM) businesses payment information on all contracts. The successful prime contractor will be required to report such expenditures quarterly to the VTC for this project. (See Attachment G)

Any DBE or SWaM firm (whether consultant or subcontractor) must become certified (with the Virginia Department of Minority Business Enterprise) prior to your bid being submitted. DBE or SWaM prime contractors are encouraged to make the same outreach efforts as other contractors.

DBE or SWaM certification entitles contractors to participate in VTC's DBE and SWaM programs. However, this certification does not guarantee that the firm will obtain VTC work nor does it attest to the firm's abilities to perform any particular work.

DBE/SMALL BUSINESS (SWAM) DATA

Company/Bidder Name: _____

Preparer Name: _____

Date: _____

Instructions: Complete the appropriate information below for the Bidding firm and for each proposed subcontractor. Then, complete the FIRM DATA SHEET, Attachment F, to show your firm's plans for using Disadvantaged Business Enterprise, small, woman-owned and minority-owned businesses in the performance of this contract. Bidder and subcontractors must be certified by DMBE prior to the Bid due date ..

Is your business a **Disadvantaged Business Enterprise (DBE) certified Small Business** certified by the Department of Minority Business Enterprise?

Yes No

If yes, certification number: _____ Certification date: _____

Is your business a **Small Business** certified by the Department of Minority Business Enterprise?

Yes No

If yes, certification number: _____ Certification date: _____

Is your business a **Woman-Owned Business** certified by the Department of Minority Business Enterprise?

Yes No

If yes, certification number: _____ Certification date: _____

Is your business a **Minority-Owned Business** certified by the Department of Minority Business Enterprise?

Yes No

If yes, certification number: _____ Certification date: _____

DEFINITIONS:

Disadvantage Business Enterprise (DBE) The Federal **D**isadvantaged **B**usiness **E**nterprise program exists for companies that are doing business in the Transportation Sector and are looking to win contracts which are funded by Federal dollars from the US Department of Transportation. Companies typically include heavy construction companies building roads and bridges, engineering firms, railroad industries, Port Authorities, and airport design and airport concessions companies. The Program is governed by the Federal Regulations in 49 CFR 26 and 23.

The Virginia Unified Certification Program includes two certifying agencies, DMBE is one of them. The other is the Metropolitan Washington Airport Authority (MWAA). Federal DBE certification by either agency is fully accepted throughout Virginia. There is no need to submit an application to both agencies.

Attachment E (continued)

SMALL BUSINESS: “Small business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.

MINORITY-OWNED BUSINESS: Minority-owned business means a business concern that is at least 51 percent owned by one or more minority individuals 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 and both the management and daily business operations are controlled by one or more minority individuals.

MINORITY-OWNED INDIVIDUAL: “Minority individual” means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:

1. “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.
2. “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 Marianas, 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.
3. “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.
4. “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.

WOMAN-OWNED BUSINESS: Women-owned business means a business concern that is at least 51 percent owned by one or more women who are U.S. citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and the daily operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

IMPORTANT:

All small, woman, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) prior to the proposal due date to be counted in the SWAM program. Certification applications are available through DMBE online at www.dmbv.virginia.gov .

FIRM DATA SHEET (DBE/SWAM)

Funding: F (S=State F=Federal)

IFP No.: VTC 12-010

IFB Due Date: noon EST, February 14, 2012

The prime contractor is responsible for submitting the information requested below on all firms on the project team, both prime and all sub-contractors. All firms are to be reported on one combined sheet unless the number of firms requires the use of additional sheets. Failure to submit all of the required data will result in the Proposal not being considered. If you do not plan to use subcontractors, please indicate so.

Firm's Name and Address	Firm's DBE/SWAM Status *	Firm's Age (YY,MM)	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE N = DBE/SWAM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE/SWAM Status

YS = SWAM Firm Certified by DMBE.

Also indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Minority Business Enterprise.

**COMMONWEALTH OF VIRGINIA
VIRGINIA TOURISM AUTHORITY
DBE AND SWAM PAYMENT COMPLIANCE REPORT**

Page(s) _____ Of _____

(1a) Report No. _____

(1b) Period Ending _____

(2a) Federally Funded

(2b) State Funded

(2c) Order No. _____ (2d) Date of Execution _____

(2e) Contractor/Subcontractor _____

(2f) Route No. _____ (2g) Project No. _____ (2h) Contract Id. No. _____

(2i) FHWA No _____ (2j) District _____

(3) DBE and SWAM Firm Name, Certification No.	(4) Tax I.D. No.	(5) DBE and SWAM Category	(6) Allowable Credit of Contract or Agreement	(7) Allowable Credit		(8) Disallowed Credit (VTC Use Only)		(9) Type of Work (Indicate Item Numbers & Work Description)
				(7a) This Quarter	(7b) To Date	(8a) This Quarter	(8b) To Date	
		DBE/MBE						
		DBE/MBE						
		DBE/MBE						
		DBE/MBE						
		DBE./WBE						
		DBE/MBE						
Total Dollar Amount Paid by Quarter and To Date by DBE and SWAM Category			DMBE					
			DWBE					
			SBE					
			WBE					
			MBE					

IX. All "amounts paid" to certified DBE and SWAM firms are to be reported and submitted by VTC's quarterly submittal schedule. See Instructions.

I/WE certify under penalty of law that the information provided herein is accurate, current, and complete to the best of my/our Knowledge.

Signature and Title of Company Official _____ Date _____
 Print Name and Phone Number of Individual _____
 Completing Report _____

Attachment G (continued)

**VIRGINIA TOURISM AUTHORITY D/B/A VIRGINIA TOURISM CORPORATION (VTC)
INSTRUCTIONS FOR
DBE/SWAM PAYMENT COMPLIANCE REPORT – C63**

The Prime Contractor is required to submit a DBE Payment Compliance Report and requested to submit payments made to Small, Women-owned, and Minority-owned (SWAM) Business Enterprises for the designated quarterly reporting period. If contract is a one-job, one-time payment contract, then the report shall be submitted within 5 business days of completion of work and conclusion of contract. All amounts paid to **certified** DBE and SWAM businesses are subject to monitoring and enforcement mechanisms. It is the responsibility of the prime contractor to provide evidence of DBE and SWAM payments in response to monitoring and enforcement compliance reviews.

The instructions below correspond to each item on the report. Please follow the instructions.

- 1a. **Report No.**
Indicate the number of the report you are sending in sequence. For example: If this is the second report you are submitting, enter Report No. 2.
- 1b. **Period Ending**
Indicate the reporting period based on the Reporting Schedule listed in these instructions.
- 2a. **Federally Funded**
Indicate if contract is federally funded.
- 2b. **State Funded**
Indicate if contract is state funded.
- 2c. **Order No.**
Enter the “Call Order” number assigned to your project by VTC. If no order number assigned, then put N/A
- 2d. **Date of Execution**
Enter the date the contract was executed by VTC.
- 2e. **Contractor/Subcontractor**
Enter your company’s name.
- 2f. **Route No.**
Enter the highway route number shown in your contract. – N/A to this project.
- 2g. **Project No.**
Enter the project number assigned to your project by VTC. – N/A to this project.
- 2h. **Contract Id. No.**
Enter the contract identification number assigned to your project by VTC.
- 2i. **FHWA No.**
Enter the FHWA number assigned to your project. – N/A to this project.
- 2j. **District**
Enter the District where the project under contract is located. – N/A to this project
3. **DBE and SWAM Firm Name, Certification No.**
Enter all DBE/SWAM subcontractors utilized and their certification number.

Attachment G (Continued)

4. **Tax I.D. No.**
Indicate the Federal Employer Identification No.

5. **DBE and SWAM Category (As certified by the Virginia Department of Minority Business Enterprise)**
Designate type of DBE/SWAM business:
DBE: DBE/MBE – Disadvantaged Minority-owned Business Enterprise
DBE/WBE – Disadvantaged Woman-owned Business Enterprise

SWAM: SBE – Small Business
MBE – Minority-Owned Business Enterprise
WBE – Woman-Owned Business Enterprise

6. **Allowable Credit of Contract or Agreement**
Dollar value of contract or agreement to be performed by the DBE and SWAM during the contract or agreement which is allowable for participation credit.

- 7a. **Allowable Credit This Quarter**
Dollar amount that can be credited for work performed in reporting quarter.

- 7b. **Allowable Credit To Date**
Dollar amount that can be credited for work performed since work commenced.

- 8a. **Disallowed Credit This Quarter**
Dollar amount of payment paid to DBE and SWAM that is NOT allowable for participation credit in reporting quarter.

- 8b. **Disallowed Credit To Date**
Dollar amount of payment that is NOT allowable for participation credit since work commenced.

9. **Type of Work (Indicate Item Numbers)**
State work item(s) performed and give description.

All reports for a particular reporting period shall be submitted in an electronic format to the respective person in responsible charge by the following dates of each calendar year. If it is

REPORTING SCHEDULE

Quarter	Reporting Period	Date Due To Responsible VDOT Residency
1st	July 1 – September 30	Five (5) working days after the reporting period
2nd	October 1 – December 31	Five (5) working days after the reporting period
3rd	January 1 – March 31	Five (5) working days after the reporting period
4th	April 1 – June 30	Five (5) working days after the reporting period

If contract is a one-job, one-time payment contract, then the report shall be submitted within 5 business days of completion of work and conclusion of contract. If the submittal date falls on a weekend/holiday, the forms shall be submitted to the VTC Responsible Party on the following business day.

PREPARATION CHECKLIST

To assure your bid is completed to fully comply with the requirements of this IFB, the following checklist is provided listing the required documentation.

- 1) Signed and executed Cover Sheet in its entirety
- 2) A complete unaltered copy of this IFB in its entirety
- 3) Completed Bidder Information Sheet, Attachment A
- 4) Signed and Completed Price/Quantity Sheet in its entirety on form provided in IFB, Attachment B
- 5) Signed and Completed SCC Form, Attachment C
- 6) Signed and Completed Certification Regarding Debarment Form, Attachment D
- 7) Completed DBE/Small Business (SWAM) Data Form, Attachment E
- 8) Completed Firm Data Sheet (DBE/SWAM), Attachment F
- 9) Acknowledgment of Addenda (if any)
- 10) Required Samples – 3 to 5 samples and proof
- 11) Is the bid package sealed and identified as required.