



INVITATION FOR BIDS
Valve and Meter Boxes (Cast Iron)
2009-583-1524
July 18, 2008
City of Newport News
OFFICE OF THE PURCHASING DIRECTOR
2400 Washington Avenue
Newport News, VA 23607
Phone: (757) 926-8041/ Fax: (757) 926-8038
www.nngov.com/purchasing

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, through the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described equipment, materials, and/or services, for delivery and/or performance F.O.B. NEWPORT NEWS, VIRGINIA.

Scope of Work: To provide *cast iron valve and meter boxes* described in these specifications as needed by the Newport News Public Utilities (Waterworks) Department.

Bid Due: **July 29, 2008 @ 2:30 p.m.**

Contract Officer:

Marie-Therese (Mimi) M. Gartner, CPPB, Buyer, (757) 926-8040, email: mgartner@nngov.com

ONE ORIGINAL AND TWO COPIES OF YOUR SUBMITTAL ARE REQUESTED

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, shall be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

(This Form Must Be Signed. Signature must be original, not photocopied)

CONDITIONS AND INSTRUCTIONS

Rev: 06/17/08

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
2. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be acceptable.
3. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
4. Receipt of your bid by the City is not to be construed as an award or an order to ship.
5. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all articles specified and delivered.
6. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request Administrative withdrawal procedures will be provided that shall be used for that purpose.
7. If issued, addenda to this solicitation will be posted on the Purchasing Department's website (www.nngov.com/purchasing). It is the bidder's responsibility to check the website or contact the Purchasing Department prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
8. The solicitation document maintained by the Purchasing Department, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.
9. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing director may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of award may also appear on the Purchasing Website: www.nngov.com/purchasing or www.demandstar.com

10. The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
11. If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall

12. place its own order(s) directly with the successful Contractor(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the Contractor's responsibility to notify the jurisdictions of the availability of contract(s). Bidder not desiring to bid to other jurisdictions under this clause shall so indicate in their response.
13. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.
14. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
15. In case of error in the extension of prices, the unit price shall govern.
16. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
17. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
18. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity they propose to furnish.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

19. Any equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
20. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
21. All bids must be signed by an authorized, responsible officer or employee having the capacity to enter contracts. Obligations assumed by such signature must be fulfilled.
22. By signing this bid, the bidder assigns to the City any and all rights that he may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
23. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same product or service and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
24. The contractor guarantees to defend and save the City, its agents and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee.
25. The contractor shall keep himself fully informed of all Federal, State and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations and he shall protect and indemnify the City, and its representatives against any claim or

liability arising from or based on any violation of the same, whether by the contractor, his subcontractors, suppliers of materials or services, or others engaged by the contractor or the employees of any of them. **The contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, as amended.**

Every business must register with the Virginia State Corporation Commission before transacting business in Virginia.

- 26. **Contractor's License** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

Seventy thousand dollars (\$70,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is five hundred thousand dollars (\$500,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Seventy-five hundred dollars (\$7,500.00) or more, but less than seventy thousand dollars (\$70,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than five hundred thousand dollars (\$500,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but no more than seventy-five hundred dollars (\$7,500) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. _____."

"Licensed Class B Virginia Contractor No. _____."

"Licensed Class C Virginia Contractor No. _____."

- 27. **Payment Terms:**

- a) Payment terms shall be "2%-20, Net 30 days" unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.
- b) Payment terms shall be considered in determining the low bidder.
- c) Discount period shall be computed from the date of proper receipt of the vendor's correct invoice, or from the date of acceptable receipt of the goods/services, whichever is latest.
- d) The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction.
- e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

- 28. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

29. In event of default by the contractor, the City reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby.
30. Appeals Procedure: Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals, except contract disputes, shall be made within ten days of either public notice of award, or the actual award, whichever is first.
31. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, MBE and WBE Business Objectives form within this document.**
32. The City has a directory of Newport News Minority and Women-owned businesses. The directory is distributed, at request, at no additional cost.
33. This public body does not discriminate against faith based organizations.
34. Non-Discrimination: During the performance of this contract, the contractor agrees as follows:
- a) He will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations 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 will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
 - 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.

The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.

35. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of 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 prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

36. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
37. Applicable Law and Courts: Any purchase order/contract resulting from this solicitation 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 applicable federal, state and local laws and regulations.

38. Severability: If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this Agreement shall be valid and enforced to the full extent permitted by law.
39. Cancellation: The City may cancel the contract at its convenience, without penalty, at any time by giving thirty (30) days written notice or may cancel the contract immediately for violations of safety or rules of ethics. The City may cancel a contract thirty (30) days after the City has given a written request for a cure for vendor non-performance if such cure has not occurred. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.
40. Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Director of Purchasing or their representative. Violation may result in a determination that your firm is ineligible for award.
41. Questions or comments related to this solicitation should be directed to the Contract Officer, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.

**SMALL, MINORITY, WOMEN-OWNED
BUSINESS OBJECTIVES**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

Complete the following information and return the form with your package.

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE **MBE** **WBE**

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars shall be Sub-contracted \$_____

Total **MBE** Dollars shall be Sub-contracted \$_____

Total **WBE** Dollars shall be Sub-contracted \$_____

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

COOPERATIVE BIDDING

The City of Newport News issues this Invitation for Bids (IFB) in accordance with the City of Newport News' procurement code (Section 2-552.1 (7), and on behalf of the members of the Southeastern Virginia Governmental Purchasing Cooperative (SVGPC), as well as other governmental jurisdictions and school divisions. This procurement is also being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia

Bidders are advised that all resultant contracts will be extended, with the authorization of the bidder, to other governmental jurisdictions and school divisions as may be interested. Should other entities decide to use the final contract, the contractor shall deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payments. The City of Newport acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your bid or offer.

It is the responsibility of the contractor to notify the jurisdictions and political subdivision of the availability of the contract. Each participating jurisdiction and political subdivisions has the option of executing a separate contract with the contractor. Such contracts may contain general terms and conditions unique to those jurisdictions and political subdivisions. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the contractor, the contractor may withdraw its extension of the award to that jurisdiction.

The City of Newport News shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the contractor.

SVGPC members reserve the right to make awards to the lowest responsive and responsible bidder during the contract term. SVGPC members not explicitly named in the IFB are not obligated to participate, nor is the successful bidder obligated to contract with other SVGPC members; however, if such a contract is entered, the successful bidder will be required to provide these same items, at the same prices, awarded as a result of this solicitation to that public body.

SVGPC Members:

City of Chesapeake
City of Hampton
City of Newport News
City of Norfolk
City of Portsmouth
City of Virginia Beach
City of Williamsburg
County of Gloucester
County of James City
County of King William
County of York

Newport News Public Schools
Williamsburg/James City County Public Schools
York County Public Schools
Christopher Newport University
College of William & Mary
Norfolk State University
Tidewater Community College
Jamestown/Yorktown Foundation
Southeastern Public Service Authority

Revised, 09/27/05

GENERAL

The City of Newport News is interested in receiving bids on cast iron valve and meter boxes described in these specifications. All items listed shall be manufactured as specified in the Product Specifications section of this bid. The City reserves the right to add other cast iron valve and meter box parts/components, as deemed necessary. Items added to the contract after the initial award shall be agreed upon in writing by both parties.

This Invitation for Bids (IFB) shall be the basis for establishing a blanket purchase order contract to provide cast iron valve and meter boxes as needed by the Newport News Public Utilities (Waterworks) Department, during the period and renewal options specified.

CONTRACT PERIOD

The contract period shall be from the date of award (anticipated to be on or about August 1, 2008) through June 30, 2009, with options to renew, at the City's discretion, for up to four (4) additional years. Written notice of intent to renew shall not be required. Issuance of a purchase order shall constitute exercise of the renewal option.

NOTE: The City operates on a fiscal year from July 1 through June 30. Purchase orders are good through the end of a current fiscal year. New purchase order(s) are issued at the beginning of each fiscal year to cover the remainder of the current contract period and subsequent renewal periods.

DELIVERY

All items shall be delivered within fourteen (14) calendar days from the date of order unless otherwise specified. Deliveries shall be made between the hours of 9:00 a.m. and 2:00 p.m., Monday through Friday, excluding City holidays. All deliveries shall be **FOB destination** (See paragraph 13, Conditions and Instructions).

Delivery tickets shall show quantity, part number, unit price, total price, purchase order number and release number.

Valve Boxes: Shall be delivered on pallets and banded with steel strapping, or delivered in crates suitable for off-loading via forklift, with covers installed in each unit.

Meter Boxes with Covers: Shall be separated before delivery, banded with steel strapping and delivered on pallets with a cover installed in each unit. All units shall be separated and stacked with a layer of plywood (or approved sheeting material) between each tier; and be touched up by the vendor, as necessary, to assure that the entire unit is coated with asphaltic paint, with no visible rust showing, at the time the units are delivered.

Valve Box and Meter Box Covers: Shall be delivered in crates or on pallets at the contractor's discretion.

All deliveries shall be made via flatbed truck that is forklift accessible from either side. **The contractor shall be responsible for providing any pallets, plywood and banding materials necessary to**

complete each delivery as specified above. Waterworks will not be responsible for holding delivery materials so that they may be used for future shipments.

PRODUCT SPECIFICATIONS

Valve boxes, meter boxes and box covers supplied shall be in strict compliance with the following specifications and identified drawings. No deviation(s) from these specifications or drawings (figures 1-5 on the following pages) will be accepted without written approval from Waterworks.

Manufacturing Materials and Design Requirements:

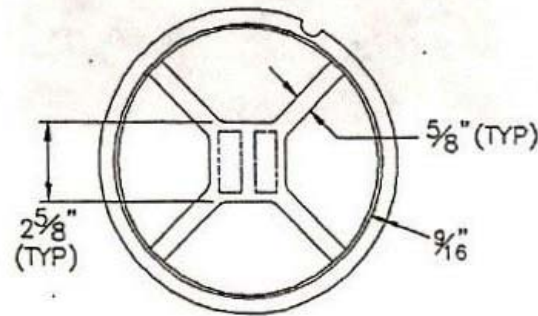
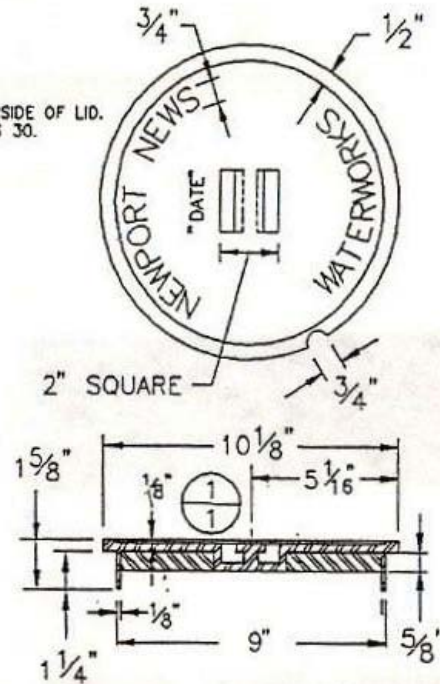
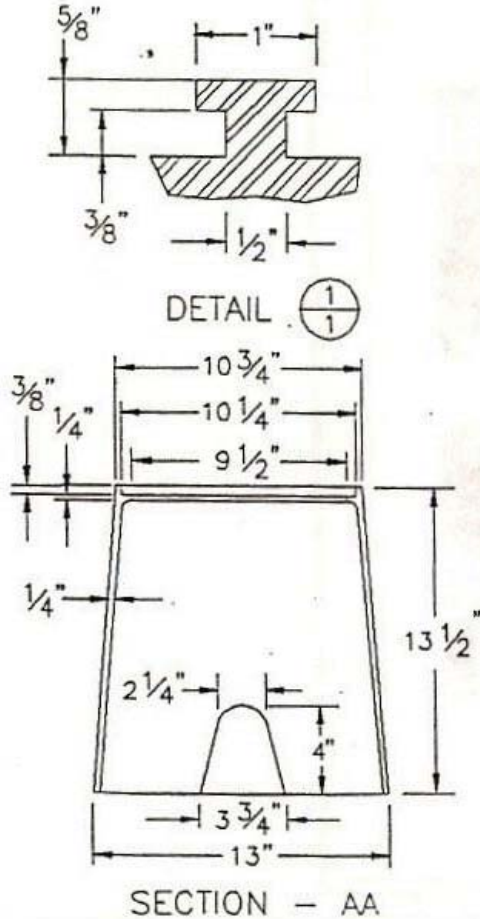
All valve boxes, meter boxes and box covers shall be constructed of cast iron material that meets ASTM A-48 Class 30S or subsequent revisions. They shall be completely dipped in asphaltic paint immediately following casting by the manufacturer.

The year of manufacture shall be cast on top of each valve and meter box cover in the location indicated on each of the identified drawings.

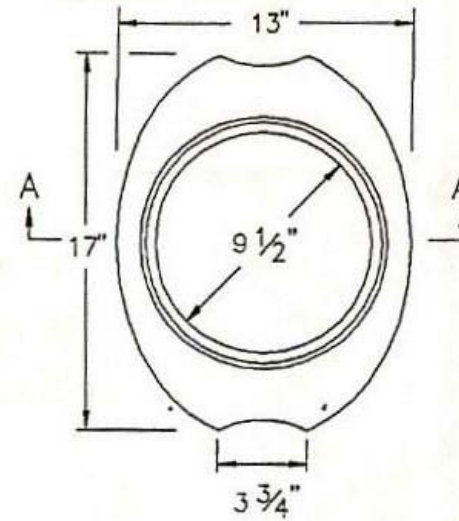
The name of the manufacturer (importer), contract supplier and country of origin are to be cast on the underside of each valve box, meter box and box cover.

The **maximum** allowable tolerances are shown on each identified drawing (See figures 1-5 that follow).

- NOTES**
1. YEAR OF MANUFACTURE SHALL BE CAST ON TOP OF LID IN LOCATION MARKED "DATE".
 2. NAME OF MANUFACTURER SHALL BE CAST ON THE UNDERSIDE OF LID.
 3. MATERIAL SHALL BE CAST IRON MEETING ASTM A48 CLASS 30.
 4. CASTING SHALL BE DIPPED IN ASPHALTIC PAINT.



COVER BOTTOM VIEW



BOX TOP VIEW

- REVISED 3/5/93 BY CRB
- * ADDED NOTES
- REVISED 2/10/93 BY CRB
- * ADJUSTED OVERALL DIMENSIONS
- * ADDED LETTERING TO GO ON LID
- REVISED 10/20/92 BY CRB
- * CHANGED DEPTH AND SIZE OF CENTER BOX
- REVISED 10/14/91 BY CRB
- * ADDED DETAIL $\frac{1}{1}$
- * ADDED KNOTCH IN LID

CITY OF NEWPORT NEWS DEPARTMENT OF PUBLIC UTILITIES NEWPORT NEWS, VIRGINIA		
NO. 1 METER BOX & COVER FOR 5/8" METER		
DWG. NO. 80-B-12	SCALE NONE	DATE
DWG. FILE NO. R-1822	DWN. BY LPL	12/4/80
PRINT FILE NO. N-5077	CHKD. BY BMB	12/4/80

Figure 1- No. 1 Meter Box & Cover for 5/8" Meter

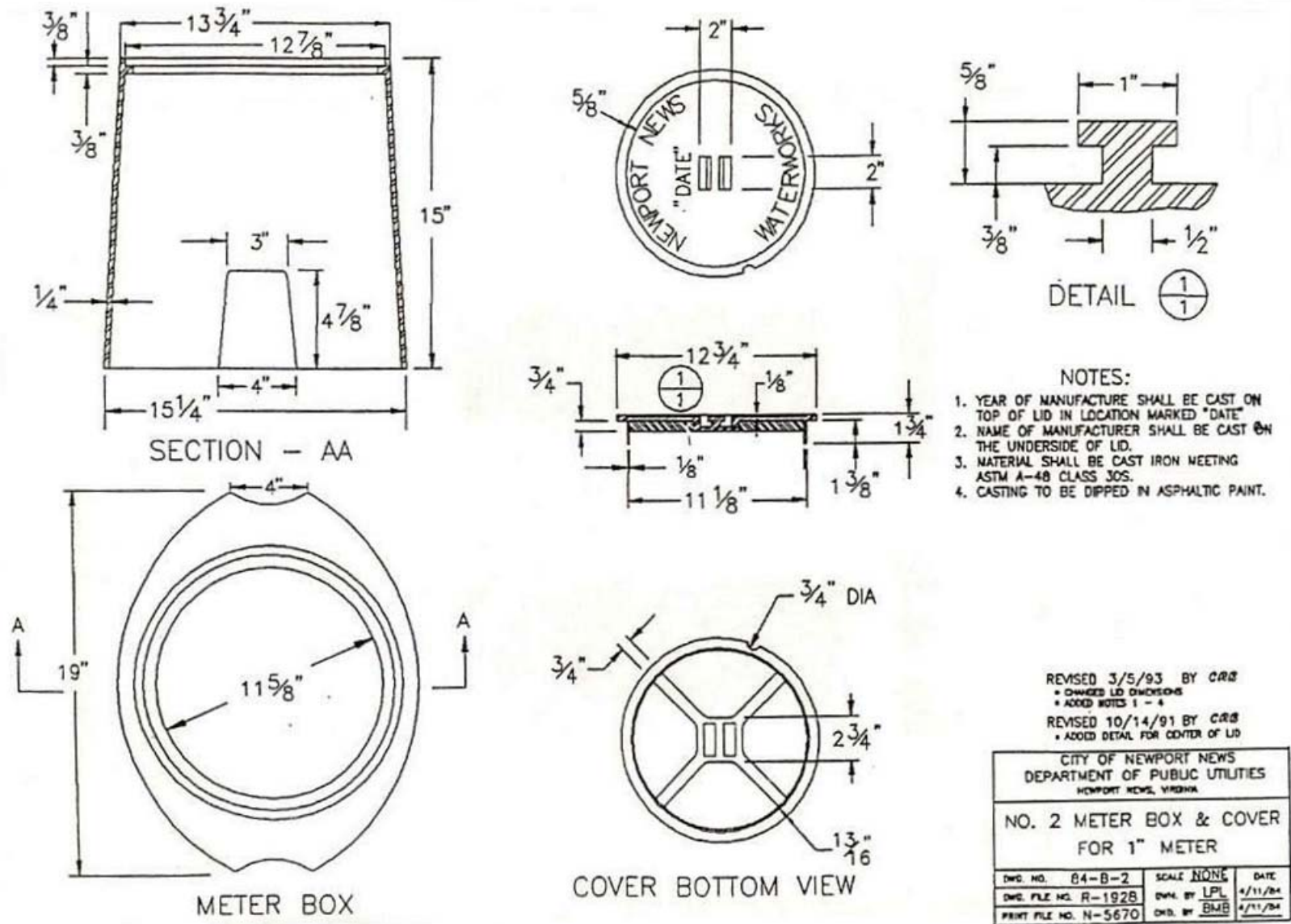
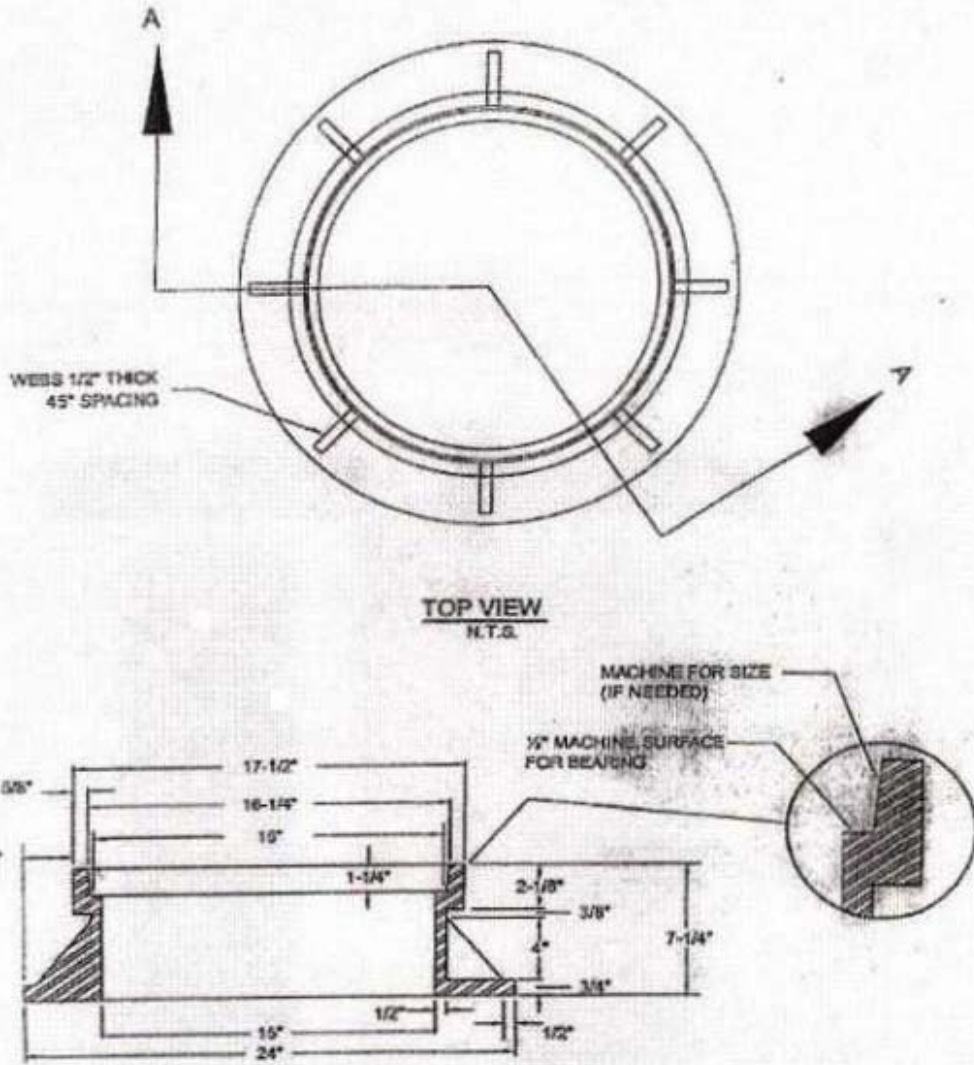


Figure 2 - No. 2 Meter Box & Cover for 1" Meter



NOTE:

ANGLES WHICH APPEAR AS 90° WHICH WILL BE IN CONTACT WITH THE GROUND AFTER INSTALLATION MAY BE ROUNDED FOR EASE OF FABRICATION.

MATERIAL
 CAST IRON MEETING ASTM A-48, CLASS 305
 CASTING TO BE DIPPED IN ASPHALTIC PAINT.

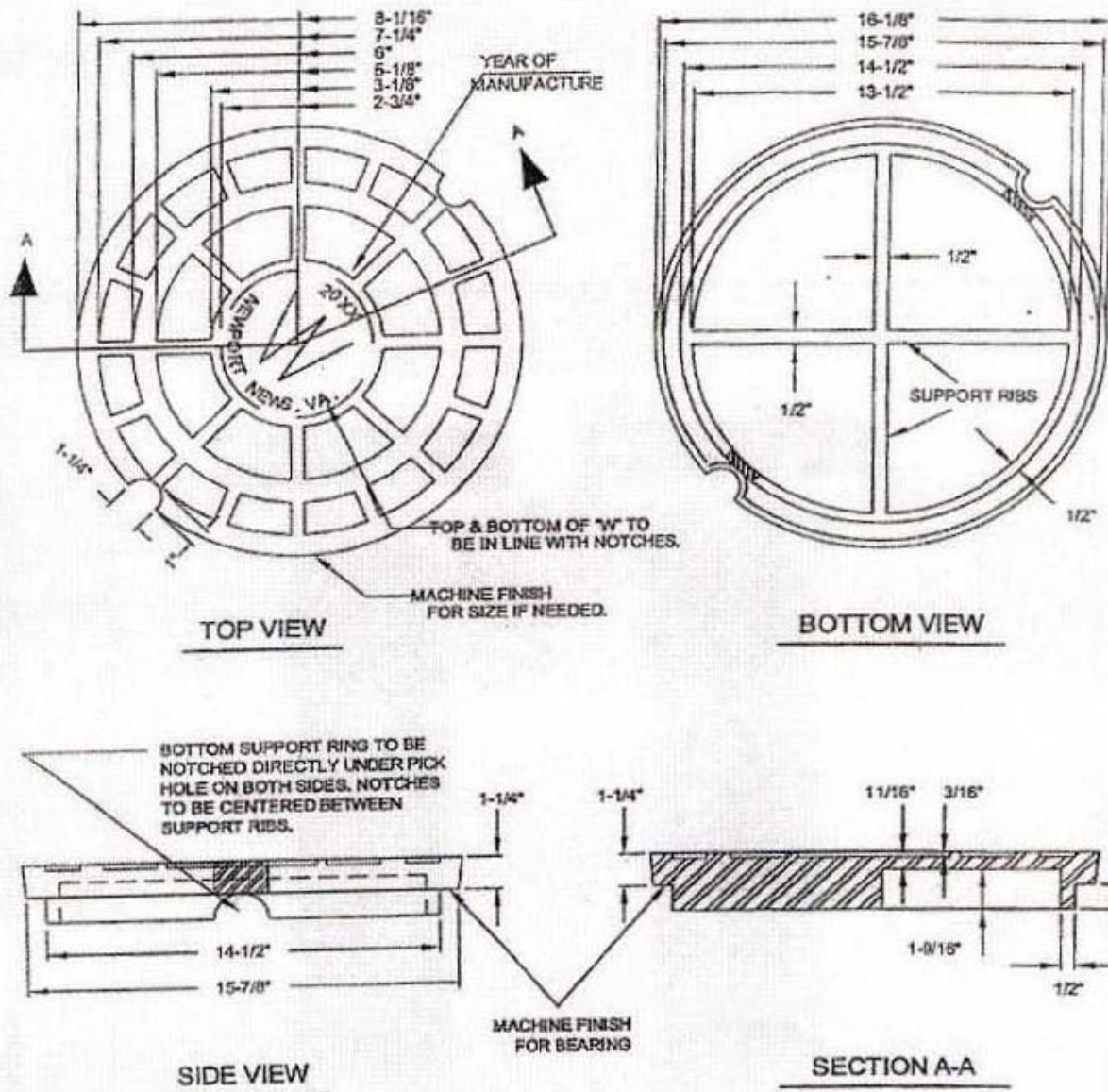
TOLERANCE
 1/8" - 0" FOR 16-1/4" & 16" DIAMETERS FOR COVER SEAT
 ALL OTHERS ± 1/8"

SECTION A-A
 N.T.S.

CITY OF NEWPORT NEWS DEPARTMENT OF PUBLIC UTILITIES NEWPORT NEWS, VIRGINIA			
STANDARD NO. 2 VALVE BOX FRAME			
DWG. NO.	W-05B	SCALE	NONE
DWG. FILE NO.		DWN. BY	B.S.
PRINT FILE NO.	N-1809	CKD. BY	F.S.
DATE			10/13/09

REVISED BY:	BWS	BWS		
REVISED DATE:	12/97	4/20/00		

Figure 3 - Standard No. 2 Valve Box Frame



NOTES:

ANGLES WHICH APPEAR AS 90° ON INTERIOR UNDERSIDE OF COVER MAY BE ROUNDED FOR EASE OF FABRICATION EXCEPT WHERE MACHINE SURFACE NOTED.

MATERIAL

CAST IRON MEETING ASTM A-48, CLASS 30S.
CASTING TO BE DIPPED IN ASPHALTIC PAINT.

TOLERANCE

+0 TO -1/8" FOR OUTER DIAMETERS OF COVER. ALL OTHERS ± 1/8".

CITY OF NEWPORT NEWS DEPARTMENT OF PUBLIC UTILITIES NEWPORT NEWS, VIRGINIA			
STANDARD NO. 2 VALVE BOX COVER			
DWG. NO.	W-05B-01	SCALE	NONE
DWG. FILE NO.		DWN. BY	B.S.
PRINT FILE NO.	N-1809	CKD. BY	F.B.
DATE			10/13/95

REVISED BY:	BWS	BWS		
REVISED DATE:	12/97	9/00		

Figure 4 - Standard No. 2 Valve Box Cover

Provision for a Sample Box and Cover:

The successful bidder may be required to produce and present a sample of any or all items quoted, for inspection and approval by the Waterworks Department prior to the production of any additional units. If samples are requested, the company shall, at no cost to the city, manufacture sample unit(s) produced for purchase under this contract.

- Specify your earliest delivery date for the samples

_____ Calendar Days after the City’s request

Initial Delivery and Storage:

As initial delivery is significant, the City of Newport News will consider the specified delivery date in determining the award of this bid.

Specify the earliest delivery period, in calendar days that you would be able to supply a minimum shipment of 250 - #2 Valve Boxes with Covers, 500 - #1 Meter boxes with Covers and 10 - #2 Meter Boxes with Covers, after receipt of the order (ARO):

_____ Calendar Days (ARO)

Within 120 days of contract award, contractor shall have 25% of the anticipated annual usage of each individual item on hand in his domestic storage yard. Thereafter, contractor shall maintain a minimum of 15% stock levels in his domestic storage yard.

Calculation of the 25% stock level requirement shall be based on the Waterworks order history provided on the following page. Not later than 240 days after contract award, Contractor shall meet with Waterworks designated representative to review any recommended adjustments to his order strategy based on the actual periodic orders being placed by Waterworks.

Should the contract be cancelled by the City for reason(s) other than Contractor non-performance, the City will purchase up to 25% of the annual estimates of each item from the Contractor. The intent of the purchase is to minimize the Contractor’s financial exposure for maintaining stock at the required stocking levels.

Historical Purchases:

#1 Cast Iron Meter Box and Lid

08/21/06	85 each
11/01/06	331 each
12/22/06	264 each
05/09/06	96 each
06/07/07	288 each
07/27/07	168 each
08/31/07	184 each
01/10/08	240 each
02/13/08	192 each
03/12/08	240 each

#2 Standard Valve Box with Lid

11/01/06	60 each
12/22/06	80 each
05/09/07	60 each
07/27/07	100 each
08/31/07	100 each
12/20/07	48 each
01/10/08	172 each

#2 Cast Iron Meter Box and Lid

07/27/06	48 each
12/22/06	48 each
06/07/07	48 each
07/27/07	21 each
05/02/08	80 each

#2 Standard Valve Box Lid (ONLY)

01/26/06	25 each
06/07/07	24 each
02/13/08	50 each

Replacement of Damaged or Defective Units:

The contractor shall replace all valve boxes, meter boxes and box covers, which are delivered or identified prior to initial usage as defective or damaged. Replacements shall be provided, at no cost to the City, including all freight charges associated with any return or exchange.

Identification of Manufacturer and Country of Manufacture:

The bidder shall identify the name and address of the primary and secondary (backup) manufacturer (if applicable), which will produce the valve boxes and covers offered in this bid.

Name of Primary Manufacturer: _____

Address of Manufacturer: _____

Country of Manufacture: _____

Name of Secondary Manufacturer: _____

Address of Manufacturer: _____

Country of Manufacture: _____

The bidder shall identify their domestic storage yard (Inventory Location) below:

Address: _____

The contractor shall immediately notify Waterworks, in writing, of any changes in manufacturer or domestic storage yard location. Should the product manufacturer change, the contractor may be required to submit new samples of all items, for Waterworks approval, before proceeding with production of additional units.

PRICING SCHEDULE

VALVE BOXES

	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED *PRICE
1	500 each	#2 Valve Box with Cover per these specifications and drawings (See figures 3 & 4). City Part #171001085	\$	\$
2	75 each	#2 Valve Box Cover Only per these specifications and drawing (See figure 4). City Part #171001089	\$	\$
3	1 each	#3 Valve Box with Cover per these specifications and drawing (See figure 5). City Part #171001086	\$	\$
4	1 each	#3 Valve Box Cover Only per these specifications and drawing (See figure 5). City Part #171001087	\$	\$
TOTAL VALVE BOXES (SUB-TOTAL 1):				\$

METER BOXES

5	1,250 each	#1 Meter Box with Cover per these specifications and drawing (See figure 1). City Part #133000625	\$	\$
6	150 each	#1 Meter Box Cover Only per these specifications and drawing (See figure 1). City Part #133000624	\$	\$
7	500 each	#1 Meter Box Only per these specifications and drawing (See figure 1).	\$	\$
8	75 each	#2 Meter Box with Cover per these specifications and drawing (See figure 2). City Part #133000626	\$	\$
9	20 each	#2 Meter Box Cover Only per these specifications and drawing (See figure 2). City Part #133000630	\$	\$
10	20 each	#2 Meter Box Only per these specifications and drawing (See figure 2).	\$	\$
TOTAL METER BOXES (SUB-TOTAL 2):				\$
TOTAL BID PRICE (SUB-TOTAL 1 + SUB-TOTAL 2):				\$

QUANTITY

The stated quantities are expressly agreed to be “*estimated annual*” requirements only, and nothing herein shall bind the City of Newport News to purchase any specified amount of product (minimum

* Quoted price will be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

order restriction), or any preset bulk, box or case quantities. It is also further understood that the City of Newport News shall not be obligated to purchase or pay for any products unless/until ordered *and received* by the City of Newport News.

PRICE

Prices bid shall remain firm through December 31, 2008. Beginning January 1, 2009, prices may be adjusted once every six (6) months based upon written verification of contractor’s cost increase(s). The contractor shall provide dated, documentation from the source of the increase (manufacturer’s production, raw materials, fuel, freight/delivery, etc...). Contractor shall receive price adjustments to cover the increased cost(s) only; profit margin shall remain firm. The price adjustment shall be effective for all new orders placed on or after the date of the agreed price change; pending orders shall not be affected.

The City reserves the right to negotiate reductions in price due to changes in market conditions at any time during any contract period.

Please complete the chart below to indicate respective percentages of the cost component(s) that constitute 100% of your pricing structure. Pricing structure information will be used to assess cost increase requests and determine equitable adjustments.

PRODUCT PRICING STRUCTURE

Cost Component and Description	Percentage Factor
Material Costs - costs of all materials found in the final product	%
Labor Costs - costs of the work that goes into the manufacturing of a product. An example is the hourly the wages of all production-line workers, and the dollar value of fringe benefits such as social security, workers' compensation, unemployment compensation, insurance, retirement benefits, etc...	+ %
Overhead costs - any costs not readily identifiable with a particular product. These costs include indirect materials, (e.g. supplies) utilities, depreciation, taxes, rent, advertising, transportation, insurance, indirect labor costs, such as clerical, legal and janitorial services, and logistical costs such as shipping, handling, and/or storage.	+ %
TOTAL	100%

AWARD

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code.

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code. It will be made to the lowest **responsible** and **responsive** bidder based on total bid price.

The City reserves the right to reject any and all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the purchasing agent, to be in the best interest of the City.

QUESTIONS

Questions pertaining to this IFB, should be directed to the Department of Purchasing, Marie-Therese (Mimi) M. Gartner by email: mgartner@nngov.com or facsimile (757) 926-8038, ***not later than four business days prior to bid due date***. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

EXCEPTIONS:

Bidder must sign one appropriate statement below, as applicable:

() Bidder understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Signature: _____

() Bidder takes exception to terms, conditions, requirements, or specifications stated herein (Bidder must itemize all exceptions below, and return with this IFB):

Firm: _____

Signature: _____

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal shall be deemed "non-responsive", risking the rejection of their submittal.

PAYMENT TERMS IF OTHER THAN 2%-20 NET 30 DAYS _____

Payment terms shall be considered in determining the low bidder.

BID RESULTS

Bid results of the apparent three lowest qualified responsive and responsible bidders will be made available on recorded message the following two business days after the bid opening, by calling (757) 926-7261 or by visiting our web site:

www.nngov.com/purchasing or www.demandstar.com

For a complete written tally sheet, please send a stamped, self-addressed envelope to our office, indicating the bid number, date opened, and a note requesting a tally sheet. Include \$0.25 per page for handling. Vendor may contact Purchasing to determine the number of pages.

ANTI-COLLUSION CERTIFICATION

The bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____ Date: _____

Name of Company: _____