



County of Prince George  
FINANCE DEPARTMENT  
P.O. BOX 68  
6602 Courts Drive  
PRINCE GEORGE, Virginia 23875  
(804) 722-8710 Fax (804) 732-1966

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## Request for Proposal

### **RFP # 18-0829-1** **Fire and EMS Strategic Planning Consultant**

This procurement is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.

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Contact Information:

Questions concerning proposals should be in writing addressed to:

Leigh Primmer  
Prince George County  
Procurement Officer  
Finance Department

6602 Courts Drive  
P.O. Box 68  
Prince George, VA 23875

(804) 722-8710 Fax (804) 732-1966

or

E-Mail: [lprimmer@princegeorgecountyva.gov](mailto:lprimmer@princegeorgecountyva.gov)

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- 1.0 PURPOSE..... 5**
- 2.0 BACKGROUND ..... 5**
- 3.0 STATEMENT OF NEEDS..... 6**
- 4.0 PROPOSAL PREPARATION & SUBMISSION..... 8**
- 5.0 EVALUATION AND AWARD CRITERIA ..... 8**
- 6.0 GENERAL TERMS AND CONDITIONS ..... 9**
  - 6.1 APPLICABLE LAWS:..... 9
  - 6.2 ANTI-DISCRIMINATION:..... 9
  - 6.3 ETHICS IN PUBLIC CONTRACTING:..... 10
  - 6.4 IMMIGRATION REFORM AND CONTROL ACT OF 1986:..... 10
  - 6.5 ANTITRUST:..... 10
  - 6.6 CLARIFICATION OF TERMS: ..... 10
  - 6.7 PAYMENT: ..... 10
    - 6.7.1 *To Prime Contractor:* ..... 10
  - 6.8 QUALIFICATIONS OF OFFERORS:..... 11
  - 6.9 CHANGES TO THE CONTRACT: ..... 11
  - 6.10 DEFAULT:..... 12
  - 6.11 INSURANCE: ..... 12
  - 6.12 DRUG-FREE WORKPLACE: ..... 12
  - 6.13 NONDISCRIMINATION OF CONTRACTORS:..... 13
  - 6.14 AUDIT:..... 13
  - 6.15 AVAILABILITY OF FUNDS: ..... 13
  - 6.16 CONTRACT DOCUMENTS: ..... 13
  - 6.17 LAWS AND REGULATIONS:..... 14
  - 6.18 PREPARATION AND SUBMISSION OF PROPOSALS: ..... 14
  - 6.19 WITHDRAWAL OR MODIFICATION OF PROPOSALS: ..... 14
  - 6.20 RECEIPT AND OPENING OF PROPOSALS: ..... 15
  - 6.21 PROPRIETARY INFORMATION: ..... 15
  - 6.22 BID ACCEPTANCE PERIOD: ..... 15
  - 6.23 TERMINATION BY OWNER FOR CONVENIENCE: ..... 15
- 7.0 SPECIAL TERMS AND CONDITIONS ..... 16**
  - 7.1 ADDITIONAL USERS:..... 16
  - 7.2 AWARD OF CONTRACT:..... 16
    - 7.2.1 *AWARD:* ..... 16
- 8.0 SIGNATURE SHEET ..... 17**

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## **1.0 PURPOSE**

The County of Prince George Department of Fire and EMS is seeking proposals from qualified consultants to create a Strategic Plan for the organization.

The Strategic Plan (the “Plan”) shall include:

- An executive summary outlining the process utilized for development of the Plan
- Facilitation of workshop(s) with all personnel for the development of the Plan
- All steps of the Center for Fire Accreditation International (CFAI) Strategic Planning Process.
- Detail regarding assumptions utilized and forecasts
- Charts, graphs and tables depicting historic trends and future projections

The County has developed a Ten-Year Capital Improvement Program (CIP), which is updated annually as part of the budget development process. Anticipated financing needs associated with the CIP that impact the County’s primary operating funds should be incorporated within the Plan.

The County is accepting proposals from qualified consultants. Consultants who meet the criteria set forth herein shall submit a proposal that meets all of the requirements set forth in this RFP. The County is appreciative of your time and effort in preparing a proposal.

## **2.0 BACKGROUND**

The Prince George County Fire & EMS Department is a combination (career and volunteer staffing) fire department with five volunteer fire companies, one volunteer emergency crew and career EMS crews operating from six fire stations providing both fire rescue and ambulance transport services. The Prince George County Fire & EMS Department currently employs one (1) Director of Fire and EMS, one (1) Part-time Deputy Emergency Management Coordinator, one (1) Fire and EMS Business Manager, one (1) Office Associate, 100 active volunteers, 125 associate volunteers, 16 FTE’s in Operations, and approximately 36 part-time/on-call members.

With a population of over 36,500 Prince George County spans over 282 square miles of suburban and rural terrain in the Virginia tidewater region southeast of Richmond. Located in close proximity to the cities of Hopewell, Petersburg, Colonial Heights and Fort Lee, Sussex and Surry Counties, the James and Appomattox Rivers, the Prince George Fire & EMS responders experience a diverse range of emergency calls. Each year, the department responds to over 4000 calls for service in and around these areas.

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### **3.0 STATEMENT OF NEEDS**

The purpose of the strategic plan is to evaluate the current status of Fire and EMS system and provide recommendations to improve services delivered within the County. The process will include working closely with Volunteer/Career Members, Volunteer/Career Leadership, and administration to identify and understand the current state of the department. The plan should provide a five year picture of recommendations to transition to a modern Fire and EMS organization. The plan should have specific information that will enhance the overall performance of the Fire and EMS system.

Fees shall be discussed and negotiated with the finalist. A potential range of fees is required. During the final selection, Prince George County, VA shall discuss available project funds and proposal approaches.

#### **Scope of Work**

- SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats/Challenges);
  - Review of the current Mission Vision, and Values statement;
  - Review of current Strategic Plan in progress;
  - Identify how Prince George Fire and EMS compares to other similar-sized Departments/Localities;
  - Identify areas to improve customer service that positively impacts the ISO rating and works towards International Fire Service Accreditation;
  - Evaluate staffing requirements and recommend adequate levels to meet current and future demands;
  - Assessment of options and alternatives of emergency medical service delivery mechanisms;
  - Identify and develop specific short-term and long-term goals and priorities;
  - Identify potential fiscal constraints and opportunities in order to achieve strategic goals and objectives;
  - Recommendations for any additional funding sources not already being captured and identify impacts on existing and future funding streams (including grants) based on consolidation or absence thereof;
  - Present findings on regular schedule to leadership and partnership team;
  - Complete final report to be formally presented to all Stakeholders which:
    - summarizes the results of the workshop and meetings
    - provides a document that confirms the PGFEMS Mission, Vision and Core Values.
    - identifies the PGFEMS strategic goals and objectives for Fiscal Year 2019-2024
    - prioritizes and ranks the PGFEMS programs and services based on their ability to achieve these goals.
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## Contents of Proposal

The following information must be provided for consideration:

1. Understanding of Project:
    - a. Demonstrate an understanding of the project as it relates to the need for professional services.
  2. Work Plan & Methodology:
    - a. A description of the work plan to complete the project and the methodology for achieving goals.
  3. Staffing Qualifications:
    - a. List the names, qualifications, and experience of the principals and employees or subcontractors who will be involved with the project.
  4. Experience:
    - a. Provide a description of previous experience in providing similar services for similar clients.
    - b. Must have knowledge of Virginia laws and regulations with experience in a “right-to-work” state.
    - c. Preferred to have experience in prior in fire/EMS consolidation studies.
    - d. Must provide a list of references
  5. Price:
    - a. A project price structure must accompany the proposal detailing specific amounts for personnel services (salaries and fringes) and operations.
  6. Project Timeline:
    - a. Must provide a proposed schedule for carrying out work plan.
  7. Evaluation:
    - a. Provide a description of how successful completion of the project will be evaluated and demonstrated.
  8. Client/Reference:
    - a. List the last ten customers in the related field within the last ten years.
    - b. Of the last ten customers consulted, list the outcome of the past study verses the general recommendation made by the consultant.
  9. Project management
    - a. Identify the project manager, team members, and their qualifications
    - b. The customer retains the right to accept/reject proposed project manager.
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## **4.0 PROPOSAL PREPARATION & SUBMISSION**

### **Submittal Information and Instructions:**

For questions or information, call James B. Owens, Director of Fire and EMS, at (804) 722-8624 or [browens@princegeorgecountyva.gov](mailto:browens@princegeorgecountyva.gov). Announcements or addendums to this request will be posted on the County website [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov).

**Responses shall be delivered, in a sealed envelope, by 5:00 PM, Friday, September 29, 2017 to:**

Prince George County  
Procurement Office  
6602 Courts Drive  
Prince George, VA 23875  
ATTN: Leigh Primmer

## **5.0 EVALUATION AND AWARD CRITERIA**

These criteria are to be utilized in the evaluation of qualifications for development of the shortlist of those offerors to be considered for interviews and/or negotiations. Individual criteria may be assigned varying weights at the County's discretion to reflect relative importance. Offerors are required to address each evaluation criterion in the order listed and to be specific in presenting their qualifications.

	POINTS GIVEN	POINTS AVAILABLE	CRITERIA
1 .		50	PROJECT APPROACH
2 .		20	EXPERIENCE/REFERENCES
3 .		10	QUALITY OF PRESENTATION
4 .		15	TEAM
5 .		5	RANGE OF FEES
		<b>100</b>	<b>TOTAL</b>

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## **6.0 GENERAL TERMS AND CONDITIONS**

### **6.1 APPLICABLE LAWS:**

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 County. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

### **6.2 ANTI-DISCRIMINATION:**

By submitting their proposals, offerors certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below 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, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
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### **6.3 ETHICS IN PUBLIC CONTRACTING:**

By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, 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.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror is recommended for award, and propose how such conflicts might be resolved.

By his/her signature on the proposal documents submitted, each offeror attests that her/his agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the offeror, or themselves, to obtain information that would give the offeror an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the offeror, or itself, to gain any favoritism in the award of this Request for Proposal.

### **6.4 IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

By submitting their proposals, offerors 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 Reform and Control Act of 1986.

### **6.5 ANTITRUST:**

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the County of Prince George all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the County of Prince George, relating to the particular goods or services purchased or acquired by the County of Prince George under said contract.

### **6.6 CLARIFICATION OF TERMS:**

If any prospective offeror has questions about any specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

### **6.7 PAYMENT:**

#### **6.7.1 To Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
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- b. Any payment terms requiring payment in 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.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the County shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

## **6.8 QUALIFICATIONS OF OFFERORS:**

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

## **6.9 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 County 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, things such as 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
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incurred as the result of such order and shall give the County a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the County's right to audit the contractor's records and/or to determine the correct number of units independently; or

#### **6.10 DEFAULT:**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, 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 which the County may have.

#### **6.11 INSURANCE:**

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance 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.

#### **MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

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 County 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 County of Prince George must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

#### **6.12 DRUG-FREE WORKPLACE:**

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

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and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (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 section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, 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.

### **6.13 NONDISCRIMINATION OF CONTRACTORS:**

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

### **6.14 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 County of Prince George, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

### **6.15 AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### **6.16 CONTRACT DOCUMENTS:**

- (a) The contract entered into by the parties shall consist of the Request for Proposal, the proposal submitted by the vendor; General Terms and Conditions; the Special Terms and Conditions; the drawings, if any; the specifications; and all modifications and addenda to the foregoing documents, all of which shall be referred to collectively as the contract documents.
  - (b) All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract.
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- (c) Anything called for by one of the contract documents and not called for by the others shall be of like effect as if required or called for by all, except that a provision clearly designed to negate or alter a provision contained in one or more of the other contract documents shall have the intended effect.

#### **6.17 LAWS AND REGULATIONS:**

- (a) The contractor shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work and shall give all notices required thereby.
- (b) This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, *Code of Virginia*, relating to labor unions and the “right to work.” The contractor and its subcontractors, whether residents or nonresidents of the Commonwealth of Virginia, who perform any work related to the project shall comply with all of the said provisions.
- (c) The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia and as issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia* shall apply to all work under this contract. Inspectors from the Department of Labor and Industry shall be granted access to the work for inspection without first obtaining a search warrant from the court.
- (d) All proposals submitted shall have included in their price the cost of any business and professional licenses, permits, or fees required by the County of Prince George or the Commonwealth of Virginia.

#### **6.18 PREPARATION AND SUBMISSION OF PROPOSALS:**

Proposals must give the full business address of the offeror and be signed by him/her with his/her usual signature. Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to the signature the word “President,” “Secretary,” “Agent” or other designation without disclosing the principal, may be held to be the proposal of the individual signing. When requested by the County, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

#### **6.19 WITHDRAWAL OR MODIFICATION OF PROPOSALS:**

Proposals may be withdrawn or modified by written notice received from offerors prior to the deadline fixed for proposal receipt. The withdrawal or modification may be made by the person signing the proposal or by an individual(s) who is authorized by him/her on the face of the proposal. Written modifications may be made on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.

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## **6.20 RECEIPT AND OPENING OF PROPOSALS:**

- (a) It is the responsibility of the offeror to assure that his/her proposal is delivered to the place designated for receipt of proposals and prior to the time set for receipt of proposals. Proposals received after the time designated for receipt of proposals will not be considered.
- (b) The provisions of § 2.2-4342 of the *Code of Virginia*, as amended, shall be applicable to the inspection of proposals received.

## **6.21 PROPRIETARY INFORMATION:**

Section 2.2-4342-F of the Code of Virginia states: Trade secrets or proprietary information submitted by a bidder, Bidder, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

## **6.22 BID ACCEPTANCE PERIOD:**

Any bid in response to this solicitation shall be valid for (90) days. At the end of the (90) days 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 solicitation is canceled.

## **6.23 TERMINATION BY OWNER FOR CONVENIENCE:**

- a. Owner may terminate this contract at any time without cause, in whole or in part, upon giving the contractor notice of such termination. Upon such termination, the contractor shall immediately cease work and remove from the project site all of its labor forces and such of its materials as owner elects not to purchase or to assume in the manner hereinafter provided. Upon such termination, the contractor shall take such steps as owner may require to assign to the owner the contractor's interest in all subcontracts and purchase orders designated by owner. After all such steps have been taken to owner's satisfaction, the contractor shall receive as full compensation for termination and assignment the following:
    - (1) All amounts then otherwise due under the terms of this contract,
    - (2) Amounts due for work performed subsequent to the latest Request for Payment through the date of termination,
    - (3) Reasonable compensation for the actual cost of demobilization incurred by the contractor as a direct result of such termination. The contractor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, owner shall have no further obligations to the contractor of any nature.
  - b. In no event shall termination for the convenience of the owner terminate the obligations of the contractor's surety on its payment and performance bonds.
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## **7.0 SPECIAL TERMS AND CONDITIONS**

### **7.1 ADDITIONAL USERS:**

This procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at anytime during the period of the contract. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by this agency or institution and upon mutual agreement of the contractor. Such modification shall name the specific agency added or deleted and the effective date. The contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.

### **7.2 AWARD OF CONTRACT:**

#### **7.2.1 AWARD:**

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

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## **8.0 SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this Request for Proposal.

My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same material, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorizing to sign this bid for the bidder.

To receive consideration for award, this signature sheet must be returned to the Finance Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet please indicate which ones on an attached page.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Official Title: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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**Statement of Business Responsibility  
RFQ for Developing a Fire and EMS Strategic Plan**

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Name of Business:

---

Business Address:

Business Phone:

E-mail:

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Contact Name:

Business Classification (check all that apply):

Individual

Partnership

Corporation

Women or Minority Owned (does not require certification)

Name of Owner: \_\_\_\_\_

Federal ID/State UBI/Social Security Number: \_\_\_\_\_

Does firm have insurance as specified below?: Yes:  No:

*(Note: failure to indicate insurance as specified does not disqualify you from submittal or award. This information will be used by Prince George County during contract formation). If no, describe differences.*

*General Liability insurance of \$1,000,000 per occurrence;  
Professional Liability Insurance;  
Automobile liability of at least \$1,000,000 per accident CSL*

Broker Name: \_\_\_\_\_

Broker Phone: \_\_\_\_\_

Are claims pending against this insurance policy? Yes:  No:

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During the past five years, have you been subject to bond forfeiture, litigation or claims above 10% of the project value? If yes, please attach an explanation.

Yes: \_\_\_ No: \_\_\_

Has firm been in bankruptcy, reorganization or receivership in the last 5 years?

Yes: \_\_\_ No: \_\_\_

Has firm been disqualified by any public agency from public contracts?

Yes: \_\_\_ No: \_\_\_

Has firm operated at least 1 year without interruption? Yes: \_\_\_ No: \_\_\_ Is

there any potential Conflict of Interest: Yes: \_\_\_ No: \_\_\_ If yes, explain.

*If yes, identify any team member or firm employee who, during the preceding 12 months, was a Prince George County, VA official, officer or employee. In addition, disclose if firm or an employee of the firm has a business interest or a close family relationship with any Prince George County, VA official, officer or employee who was, is, or will be involved in the contractor selection, negotiation, drafting, signing, administration, or performance of the Contract. Notify Prince George County, VA herein of any such condition.*

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