

Request for Proposal - The River View Cleaning and Staining Project

Occoquan Regional Park
9751 Ox Road
Lorton, VA 22079

July 3, 2023



NOVA Parks operates The River View, a wedding and event center in Occoquan Regional Park. The 7,000 square foot facility was built five years ago, and the cypress wood siding needs cleaning and staining. NOVA Parks is requesting proposals from qualified contractors to clean and stain The River View Event Venue at Occoquan Regional Park and to complete miscellaneous siding repairs.



Proposals shall be emailed to Park Manager Ryan Corder at rcorder@nvrpa.org and **must be received by July 28, 2023, at 10:00 AM.** Any questions about this proposal request can be emailed to Ryan Corder at rcorder@nvrpa.org. Site visits must be coordinated with Ryan Corder.

This Request for Proposal is posted on the NOVA Parks website at:

<https://www.novaparks.com/about/bids-proposals>

If there are any project addenda, they will be posted on this website. It shall be the contractor's responsibility to obtain any addenda issued prior to the proposal date and acknowledge receipt of addendum on the Form of Proposal.

Project Specifications and General Requirements:

Step 1 – Properly resecure all loose siding or protruding siding back to the building. If any siding needs replacement, identify to owner and any replacement will be addressed via change order.

Step 2 – Clean all siding per the following process:

1. Spray all wood surfaces with water, completely wetting the wood.
2. Generously apply a cleaning solution of four (4) ounces of 100% powdered Tri-Sodium Phosphate (TSP) or Phosphate-free substitute with one (1) quart of liquid bleach and three (3) quarts of water to the wood surfaces with a garden sprayer or heavy nap roller cover.
3. Let the solution dwell on the wood for 15-20 minutes as you scrub the surface with a hard bristle brush to help remove mill glazing or weathering. **Do not Allow Solution to dry on the wood surface.**
4. Power wash cleaning solution from the wood with plenty of clean fresh water using 500-800 psi with the nozzle 8-12 inches from the surface for full effectiveness of the cleaning and to prevent damage to the wood.
5. Allow the surface to dry for 48 hours, or to have a moisture content of 18% or less before finishing.

Step 3- After waiting 72 hours for the wood to dry, stain a test area in a location determined by the owner. Test area to be approximately 100 square feet. Product to be used is:



ARBORCOAT®
EXTERIOR OIL STAIN SEMI TRANSPARENT
328/C328

Color selection to be determined.

Step 4- After receiving NOVA Parks approval of the test area, proceed to apply one coat of the specified stain to all exterior siding per the manufacture's recommendation. All stain to be brush applied.

1. Work will only be permitted during days of the week when no rental events are scheduled. Typically, events are held on Fridays, Saturdays, and Sundays. Mondays through Thursdays will usually be available to work. However, there may be certain days during the week when the contractor will be asked not to work due to scheduled events.
2. The entire contract must be completed within 60 days of the contract date.
3. All work materials (ladders, scaffolding, materials etc.) must be removed and stored away from the building area during rental events.
4. The attached exhibit A, NOVA Parks Mandatory Clauses, will be part of the final contract and contractors must be able to provide the insurance as specified.
5. No payments will be made in advance. Contractors can be reimbursed for materials when they are delivered to the jobsite and can make draws for work completed.
6. Proposals must be submitted on the attached 2-page Form or Proposal. Both pages of the Form of Proposal must be fully completed, included the section on references.
7. Bidders shall provide a listing of at least 3 clients that have received similar services in the past and shall list them on the Form of Proposal. Owner reserves the right to disqualify proposers who do not have satisfactory references.
8. Bidders must have a valid Virginia Contractor's License and must insert license number on Form of Proposal.

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The River View Cleaning and Staining Project

PROPOSAL

To furnish all material, labor, tools, equipment, and supplies to perform all work specified herein and detailed in the RFP:

Name of Bidder: _____

Address of Bidder: _____

Signature /Title: _____

Print Name: _____

Date: _____

Virginia Contractor's
License Number: _____

Telephone Number: _____

TO: Ryan Corder
Park Manager
Occoquan Regional Park
rcorder@nvrpa.org

Pursuant to and in compliance with the Project Documents, the undersigned proposes and agrees, if this proposal is accepted, to furnish all labor, materials, supplies, equipment, and other facilities, and to perform all work described in the RFP in the manner therein prescribed for consideration of the following amounts:

BASE BID:

_____ Dollars / \$ _____

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REFERENCES:

Company/Client Name: _____ Contact Name: _____
Service Provided: _____
Address: _____
Phone Number: _____
E-mail Address: _____

Company/Client Name: _____ Contact Name: _____
Service Provided: _____
Address: _____
Phone Number: _____
E-mail Address: _____

Company/Client Name: _____ Contact Name: _____
Service Provided: _____
Address: _____
Phone Number: _____
E-mail Address: _____

Bidder Acknowledges Receipt of Addendum # _____ dated _____.

Bidder Acknowledges Receipt of Addendum # _____ dated _____.

******* END OF FORM OF PROPOSAL *******

EXHIBIT A

Mandatory Clauses for Agreements with Northern Virginia Regional Park Authority (aka NOVA Parks)

The following provisions apply to any agreement between the Northern Virginia Regional Park Authority ("Customer") and any non-governmental entity ("Contractor"):

1. Equal Opportunity Employment

a. During the performance of the Agreement, the Contractor agrees as follows:

(i) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by federal or 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.

(ii) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that Contractor is an equal opportunity employer.

(iii) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the notice, advertisement, and solicitation requirements of this paragraph.

b. The Contractor shall cause to be included the provisions of the foregoing paragraphs a.(i), a.(ii), and a.(iii) (substituting the subcontractor or vendor for Contractor as the obligated party) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. Drug-Free Workplace

a. During the performance of the Agreement, 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 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) cause to be included the provisions of the foregoing clauses (substituting the subcontractor or vendor for the Contractor as the obligated party) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

b. For the purposes of this paragraph 2, "drug-free workplace" means a site for the performance of work done in connection with the Agreement by Contractor where its employees 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 Agreement.

3. Certifications Regarding Felons and Sex Offenders. If any services will be provided at a Virginia public school, pursuant to Code of Virginia § 22.1-296.1.C., Contractor certifies that it

and any of its employees who will have direct contact with any public school students there have not been convicted of a felony or any offence involving sexual molestation or physical or sexual abuse or rape of a child. Contractor shall promptly report to the Customer any change that would make this certification no longer accurate. Additionally, Contractor certifies that none of its employees who will provide any services at any facility or property of the Customer is registered in the Sex Offender and Crimes Against Minors Registry maintained by the Commonwealth of Virginia pursuant to Code of Virginia § 9.1-900, et seq.

4. No Employment of Unauthorized Aliens. Contractor represents and warrants that Contractor does not, and shall not during the performance of this Agreement, knowingly employ any unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

5. Statement of Nondiscrimination Against Faith-Based Organizations. Customer does not discriminate against faith-based organizations. (See Va. Code § 2.2-4343.1)

6. Prompt Payment Requirements

a. Within seven days after Contractor receives amounts paid for work subject to the Agreement performed by any “subcontractor”, as defined in Code of Virginia § 2.2-4347, Contractor shall take one of the two following actions:

(i) Pay the subcontractor for the proportionate share of the total payment received from Owner attributable to the work performed by the subcontractor; or

(ii) Notify Owner and the subcontractor in writing of Contractor’s intent to withhold all or part of the subcontractor’s payment and the reason for nonpayment

b. Contractor shall provide its Federal employer identification number with each application to Owner for payment.

c. Contractor shall pay interest to any “subcontractor” on all amounts owed by Contractor that remain unpaid after seven days following receipt by Contractor of payment from Owner for work performed by such subcontractor relating to the Agreement except as to amounts withheld as allowed by 6(a)(ii).

d. Unless otherwise provided under the terms of the Agreement, interest shall accrue at the rate of 1% per month.

e. Contractor shall include in its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

f. No obligation imposed by this paragraph 6 shall be construed to create any obligation of Customer. Under Code of Virginia §2.2-4354, no modification to the Agreement may be made for the purpose of providing reimbursement for the interest charge, and Contractor shall not invoice Customer for any such charge.

7. Authorization to Conduct Business in Virginia.

The provisions of Va. Code § 2.2-4311.2 are incorporated by reference. If Contractor is a business entity described in Va. Code § 2.2-4311.2.A, Contractor must be authorized to transact business in Virginia if required by law to be so authorized and shall not allow its existence or

certificate authority or registration to transact business to lapse or be revoked or cancelled during the term of this Agreement.

8. Insurance

Prior to the commencement of any work on the project site, Contractor shall provide an acceptable certificate of insurance to the Customer as detailed below.

Contractor's Liability Insurance

The Contractor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by itself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts;
- (2) claims for damages because of bodily injury, occupational sickness or disease, or death of its employees;
- (3) claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees;
- (4) claims for damages insured by usual personal injury liability coverage, which are sustained
 - (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
- (5) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting there from; and
- (6) claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

Liability insurance shall include all major divisions of coverage and be on a comprehensive basis including:

- (1) Premises Operations (including X, C and U coverage);
- (2) Independent Contractor's Protective;
- (3) Products and Completed Operations;
- (4) Personal Injury Liability with Employment Exclusions deleted;
- (5) Contractual, including provisions for indemnity obligations under this Agreement;
- (6) Owned, non-owned and hired motor vehicles;
- (7) Broad Form Property Damage including Completed Operation

Contractor shall have and maintain the following insurance in the amounts set forth below unless otherwise agreed to by the Owner in writing:

- (1) Workers' Compensation Insurance in an amount as required by state law.

Workers' Compensation per statutory limits and employer's liability in the following minimum amounts: EL Each Accident - \$500,000, EL Disease Policy Limit - \$500,000, EL Disease Each Employee - \$500,000.

- (2) Commercial General Liability Insurance including coverage for bodily injury, property damage, contractual liability and products/completed operations with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Property damage coverage shall include coverage for explosion, collapse and underground hazards. Coverage for products/completed operations shall extend for a period of three (3) years after the date of substantial completion. Property damage in the amount of not less than \$1,000,000 for any one accident. Additional limits may be required.
- (3) Comprehensive Automobile Liability Insurance for bodily injury and property damage with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate.
- (4) Excess or Umbrella insurance supplementing coverage under the Commercial General Liability, Comprehensive Automobile Liability Insurance and Employer's Liability Insurance policies with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate

The Contractor shall endorse the Authority on its insurance policy as an additional insured to protect the interests of the public. Certificates of Insurance and Additional Insured Endorsements acceptable to the Authority shall be filed with the Authority prior to commencement of the Work. These Certificates and Endorsements shall contain a provision that coverages afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the Authority. Insurance certificates must include an additional insured endorsement naming the following as an additional insured: "The Northern Virginia Regional Park Authority, its officers, directors, agents, employees, and volunteers." The endorsement must be completed on endorsement form CG 20 10 11 85 or CG 20 10 07 04 or such other form acceptable to the Authority.

END OF DOCUMENT