

**INVITATION FOR BIDS  
ROANOKE REGIONAL AIRPORT COMMISSION**

<b>BID NUMBER:</b>	<b>20-007</b>
<b>BID FOR:</b>	<b>PURCHASE OF CUSTODIAL PRODUCTS AND SUPPLIES</b>
<b>BID DUE DATE:</b>	<b>May 20, 2020 2:00 P.M.</b>
<b>TIME BID DUE:</b>	<b>NO PUBLIC OPENING OF THE BIDS</b>
<b>QUESTIONS DUE:</b>	<b>May 14, 2020</b>

**PART I. INSTRUCTIONS TO BIDDERS**

A. General

1. The Roanoke Regional Airport Commission is seeking bids for the purchase and delivery on an "as requested" basis custodial products and supplies for use by the Roanoke Regional Airport Commission for the time frame July 1, 2020 through June 30, 2021.
2. Submit bid quotations on the blank bid form included herein (see Part II-Bid Form 1), filling in all spaces and information. **Only one (1) quote per line item; multiple quotes for a single item will deem that bid item non-responsive.** Failure to answer all questions, provide all information and return all pages of this Request for Bid may be cause for disqualification of the bidder.
3. All bids must be signed by an authorized representative of the responding firm.
4. The bid must be presented in an envelope and must be sealed, marked and must be received by 2:00 p.m. on May 20, 2020 at the following address:

Roanoke Regional Airport Commission  
Administrative Offices  
5202 Aviation Drive  
Roanoke, Virginia 24012  
Attention: Erin Henderson, Contracts Administrator

Place in lower left hand corner:

Purchase of Custodial Products and Supplies  
Bid Number: 20-007

5. Only those bids received in the Commission's Administrative offices, second floor, Terminal Building prior to the bid opening date and time specified above shall be considered. Bids received after the bid opening time and date will be returned unopened.

6. Evaluation of Bids

Bids will be evaluated on the basis of the lowest price for each particular line item as requested by the Commission on the bid form.

Deviations from the requested line item(s) that are the lowest price will be evaluated on a per item basis and, if determined to be acceptable will be awarded that line item.

7. Any questions concerning this Request for Bid shall be provided in writing to: Erin Henderson, Contracts Administrator on or before 2:00 p.m. local time prevailing on May 14, 2020 by email at: [erinh@flyroa.com](mailto:erinh@flyroa.com) otherwise, **Bidders shall not contact any Commission employee concerning the bids until the bids have been opened and reviewed.**
8. There will be no public opening of bids.

B. Additional Bid Requirements:

1. Bid quotes, are on a per item basis, and shall include the cost of the item and delivery to the airport. **NOTE: Price QUOTED TO INCLUDE ALL SHIPPING AND FREIGHT CHARGES.**

**Bids that contain shipping and freight charges will be deemed NON-RESPONSIVE.**

2. Bidders may bid on any or all of the items on the bid form. If they choose not to bid on any item, they may state NO BID submitted next to that particular line item.

3. **Each bidder must include with its bid a Safety Data Sheet (SDS) for each chemical product being bid as applicable.**
4. Each bidder shall specifically state the nature of any proposed deviation from the detailed specification on the bid form or on a separate sheet which shall be attached to its bid if the deviation relates to something other than the number of items in a case or the quantity of a product in a container, bottle, pack, etc. ***Any such deviation may be cause for rejection of the bid.***
5. Any changes, including corrections of omissions and discrepancies that may be made to the Invitation to Bid will be in the form of an Addendum which will be provided to all Bidders. Receipt by the Bidder of such addendum shall be acknowledged on the bid form.
6. Every bidder organized or authorized to transact business in the Commonwealth Pursuant to Title 13.1 or Title 50 shall include in its bid the identification number issued to it by the State Corporation Commission. If the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law, the bidder shall include in its bid a statement describing why the bidder is not required to be so authorized. Any bidder that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Commission's Executive Director. Complete Bid Form 2 in Part II of the Request for Bids.

C. Additional Information to Assist Bidders:

1. The Commission **may** order a year's supply of any particular product at one time, or it **may order various quantities of the product at multiple times during the Contract year; or, it may not order at all.**
2. **Tax Exempt:** Attention of all prospective bidders is directed to the fact that the Airport Commission is a governmental body, and in accordance with Virginia law is not subject to state sales tax; however, such exclusion may not extend to Vendor in its purchase of goods and services for the Commission.
2. **If you are awarded bid items **DO NOT SHIP ANY ITEMS** until you a requested to do so. We will notify you when we want to procure an item.**

PLEASE NOTE: If you ship without an order notification from us, you will be responsible for the return shipping of all items.

D. Bid Award

1. The Commission reserves the right to award the Contract to a Bidder other than the apparent low Bidder. Should a Contract be awarded to a Bidder other than the apparent low Bidder, it will be awarded to the lowest responsive and responsible Bidder meeting all specifications, and who is not in default on any other Commission contract.
2. The Commission reserves the right to waive any informality in any bid and to reject any or all bids should said action be deemed to be in the best interest of the Commission.
3. Bids shall be valid for one year 7.1.20 through 6.30.21.
4. The bid award shall not be final and effective, nor the Commission legally bound, until a Purchase Order or a fully executed contract is returned to the successful bidder.
5. Failure to perform in a reliable manner shall constitute a basis to determine for future contracts, that the Contractor is not a responsible bidder and the Commission may refuse to award such future contracts to Contractor.
6. All proposals or bids and any accompanying or related information submitted to the Commission will become the property of the Commission and will not be returned. Trade secrets or proprietary information submitted by a proposer or bidder may not be subject to the Virginia Freedom of Information Act (Section 2.2-3700 et seq.), provided that the proposer or bidder: (i) properly invokes the protections of the applicable sections of the Virginia Code, as amended, including without limitation, Virginia Public Procurement Code Section 2.2-4342 for trade secrets or proprietary information prior to or upon submission of the data or other materials to be protected; (ii) clearly identifies the data or other materials in the proposal to be protected; and, (iii) states in writing the reasons why protection is necessary.

By submitting a bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents and materials submitted to the Commission shall be the exclusive owner of the copies; however, the release of such documents shall be governed

by applicable law, including, without limitation, the Virginia Freedom of Information Act.

7. This procurement is subject to and governed by the Virginia Procurement Act, as amended, as modified by the Roanoke Regional Airport Commission Procurement regulations, as amended, which are incorporated by reference here

**SECTION II - BID FORM 1**  
**Roanoke Regional Airport Commission**

Bid forms are attached.

The undersigned hereby proposes and agrees, if part or all of this Bid is accepted, to contract with the Roanoke Regional Airport Commission, to furnish all of the Commission's requirements on any of the items listed and bid below for a period of approximately one year, in accordance with this Bid Form, the Instructions to Bidders, and any Addenda to the Request for Bid, as prepared by the Roanoke Regional Airport Commission, Roanoke, Virginia.

Each Bidder shall specifically state, on a separate sheet attached to this Bid, the nature of any proposed deviation to the Detailed Specifications other than those deviations already specified below; however, any such deviation may be grounds for rejection of the Bid.

**Each item must be delivered within SEVEN (7) days; after an order is placed with Vendor**

All bid quotes shall remain valid for one year.

**All prices quoted by the successful bidder shall remain in effect for the one - year term, and shall include all storage, delivery, shipping and freight costs.**

**PRICE QUOTE for items purchased outside Contract during Contract Term:**

**Price less \_\_\_\_\_% discount**

## SECTION II-BID FORM 2

The undersigned hereby acknowledges the receipt of the following Addenda to the Contract Documents:

Addendum Number _____	Dated _____
Addendum Number _____	Dated _____
Addendum Number _____	Dated _____

**EACH BIDDER MUST COMPLETE AND SIGN THE INFORMATION BLOCKS BELOW OR ITS BID SHALL BE DETERMINED NON-RESPONSIVE:**

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

Delivery address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_