



**ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION
INVITATION TO BID FOR SEPTIC CONTRACTOR SERVICES
TO THE ROANOKE VALLEY-ALLEGHANY REGIONAL
COMMISSION'S SEPTIC PUMP-OUT PROGRAM**

INQUIRIES AND BIDS SHOULD BE DIRECTED TO:

**Gabriel Irigaray, Regional Planner I
Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569
Roanoke, VA 24010
girigaray@rvarc.org**

I. GENERAL INFORMATION

- A. **Purpose.** This Invitation To Bid (ITB) is to contract for onsite septic system pump-out services for Roanoke County residents whom have been approved by the Roanoke Valley-Alleghany Regional Commission (hereinafter referred to as RVARC) to participate in the program.
- B. **Persons/Entities Who May Respond.** Contractors currently licensed to complete septic tank pump-outs on residential properties in **Virginia** may respond to this bid.
- C. **Instructions on Bid Submission.**
1. **Submission Closing Date.** Bids must be submitted no later than **5:00 PM (Eastern)** on **Monday, September 12, 2022.**
 2. **Inquiries.** Inquiries concerning this ITB should be mailed to:

Gabriel Irigaray, Regional Planner I

Grant Manager
Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569
Roanoke, VA 24010
Or e-mailed to: girigaray@rvarc.org

3. **Conditions of Bid.** All costs incurred in the preparation of a bid responding to this ITB will be the responsibility of the Bidder and will not be reimbursed by the RVARC.
4. **Instructions to Prospective Bidders.** Your bid should be addressed as follows:

Gabriel Irigaray, Regional Planner I
Grant Manager
Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569
Roanoke, VA 24010

5. **Pre-bid Conference.** A pre-bid conference for prospective bidders will be held on **Friday, September 2, 2022, at 9:00 AM (Eastern)**. This is not a mandatory meeting and will be used to answer any initial questions from potential applicants. A link to register for the virtual meeting is listed below.

[Pre-bid Meeting Registration](#)

6. **Right to Reject.** RVARC reserves the right to reject any and all bids received in response to this ITB. A contract for the accepted bid will be drafted based upon the factors described in this ITB.
7. **Notification of Award.** Bids will be publicly unsealed on **Tuesday, September 20, 2022, at 10:00 AM (Eastern)**. The unsealing will be held at the RVARC office building in the top floor conference room. The address is listed below.

Roanoke Valley-Alleghany Regional Commission
313 Luck Avenue SW
Roanoke, VA 24010

RVARC will read all of the bids aloud and announce the lowest Bidder during the unsealing. RVARC will follow up with the lowest Bidder to verify the information of the bid. It is expected that the contract shall be a three-year agreement that spans the entirety of the project period.

- D. **Description of Entity.** The Roanoke Valley-Alleghany Regional Commission is a 51-year-old Planning District Commission in the Commonwealth of Virginia. The RVARC staff currently consists of 14 full-time employees. The current staff have completed regional planning efforts from small community plans up to large-scale grant management. The

RVARC's FY22 budget is nearly \$2 million which includes local, state, federal and contractual funding sources. The RVARC staff managed consulting contracts for housing, transportation, economic and community development, and human services.

Additional information on the RVARC is available at the www.rvarc.org.

E. Description of the Septic System Education and Pump-out Program for Roanoke County, a Grant through the Virginia Environmental Endowment. The project is being funded through the Virginia Environmental Endowment's Community Conservation Program. This program supports projects that focus on water quality protection, land conservation, and increasing environmental literacy and awareness for select jurisdictions in southwest Virginia. The goals of the program being described in this ITB are as follows:

1. Improve homeowner awareness about the septic system functions and maintenance
2. Enhance local water quality by providing septic system pump-outs
3. Help create more resilient homes for Roanoke County residents

The program will offer up to 150 cost-free pump-outs for eligible applicants over a three (3) year period. An educational component will accompany the provided pump-outs. Those services are outside the scope of work being requested through this ITB.

F. Contracting Period. The program is scheduled to run from July 1, 2022, to June 30, 2025, or until all project goals outlined in Section 2 below are met. It should be made known if the Bidder will be able to provide the services outlined in this ITB throughout the program period in the Bidder's submittal. Contract will be awarded to the lowest bidder by **Monday, October 17, 2022, at 5:00 PM (Eastern).**

II. PROPOSED SCOPE OF WORK. The Contractor shall be readily available to perform septic tank pump-outs as requested by the Grant Administrator. A total of 150 septic tank pump-outs may be completed as part of the program. The Contractor should be able to provide services for up to the total number of pump-outs available through the program. Pump-outs will be completed after applicants are approved to participate in the program. The structure of the program may cause for pump-outs to be approved in groups, which will make needed pump-out work unevenly distributed across the project timeline.

A. Project Deliverables. The successful Bidder will be expected to provide the following services to homeowners of property located in Roanoke County, VA.

1. Septic Tank Pump-out
2. Disposal of pump-out contents
3. Report completed septic tank pump-outs to the RVARC

III. PROPOSAL CONTENTS. The Bidder, in its bid, shall, at a minimum, include the following:

A. Experience. The Bidder should provide a short summary describing experience related to the type of work that has been outlined in the Scope of Work section. The Bidder should provide

information about previous experience working with similar programs and contracts, if applicable.

- B. **Cost/rate.** The RVARC will seek to contract with the Bidder that provides the lowest cost rate. The Bidder should share information about all costs associated with completing a septic tank pump-out. This includes pump-out fees, disposal fees, and any other costs that would be invoiced to the RVARC.
- C. **Proof of appropriate licenses and certifications.** The Bidder shall provide information confirming the Bidder's status of holding the proper and required licenses, permits, certifications, and any other documents required for completing residential onsite septic tank pump-outs, such as:
 - 1. An Onsite Sewage System Operator license (individual must possess license or must work for a licensed OSS Operator who is liable for the work performed). (Required)
 - 2. Sewage Handling Permit obtained from Virginia Department of Health (VDH). (Required)
 - 3. A Waste Hauler Permit is obtained from the waste treatment facility in which the Bidder is dumping. (Required)
- D. **Organization, Size, Structure, and Areas of Practice.** The Bidder should describe its organization's:
 - 1. Size
 - 2. Structure
 - 3. Areas of practice
 - 4. Office location(s)
 - 5. Small or minority-owned business status

IV. ADDITIONAL REQUIREMENTS

- A. **Invoicing.** The Bidder will directly invoice the RVARC for all approved costs associated with completing a septic tank pump-out. Payment to the Bidder will be given by the RVARC after work has been completed.

Insurance. Contractor agrees to obtain and maintain all appropriate and adequate insurance coverages against liability for injury to persons or property from any and all activities undertaken by the Contractor and associated with the Scope of Work. The Bidder shall include Certificates of Insurance (COI) for general liability, automobile liability, worker's compensation, umbrella or excess coverage, and pollution for the following minimum amounts in the bid package.

- 1. General Liability – Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- 2. Automobile Liability – Coverage in the amount of at least \$1,000,000 per accident.
- 3. Worker's Compensation – At least statutory

4. Umbrella or Excess Coverage – At least \$1,000,000.
5. Pollution – At least \$1,000,000.

RVARC should be included as an additional insured on the winning Bidder's COI.

V. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include one (1) original and three (3) copies.
- B. **Evaluation Procedure and Criteria.** The Grant Manager and other, relevant staff at RVARC will review bids. An interview with prospective bidders may be requested prior to final selection. Bids will be evaluated based on the ability to complete the tasks outlined in the Scope of Work and costs estimates submitted.
- C. **Required Format for Bids.** All bids must follow the required format. Failure to follow the required format may result in disqualification of the bid.
 1. Page Limit: 10, includes submission form, licenses, and certifications documents
 2. Qualifications section should be attached
 3. Page Size: 8 ½ x 11; portrait
 4. Font Size: 12
 5. Font Type: Times New Roman
 6. Double-spaced
 7. Margins: 1" minimum on the top, bottom, and sides of all pages
 8. All pages must be numbered; double-sided printing is acceptable

Bidders should use the Submission Form in Appendix A when completing the application request. The form was created to help simplify the bidding process for potential bidders.

- VI. **QUESTIONS.** Questions for the purpose of clarifying the ITB must be submitted **in writing by mail or email** and must be received no later than **5:00 PM (Eastern) on Monday, August 29, 2022.** Questions must be mailed or emailed to Gabriel Irigaray at the addresses listed on page 1.

VII. OTHER INFORMATION

- A. **Contract Award.** RVARC reserves the right to award the contract in a manner deemed to be in the best interest of RVARC.
- B. **Stability of Proposed Prices.** Any price offerings from the Bidder must be valid for a period of 60 days from the due date of the bids.
- C. **Amendment or Cancellation of the ITB.** RVARC reserves the right to cancel, amend, modify, or otherwise change this ITB at any time if it deems it to be in the best interest of RVARC.
- D. **Bid Modifications.** No additions or changes to any bid will be allowed after the bid due date unless such modification is specifically requested by RVARC. RVARC, at its option, may

seek Bidder retraction and clarification of any discrepancy or contradiction found during its review of bids.

- E. **Bidder Presentation of Supporting Evidence.** Bidder must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that RVARC deems necessary or appropriate to fully establish the performance capabilities represented in their bids.
- F. **Bidder Demonstration of Proposed Services.** Bidder must be able to confirm their ability to provide all proposed services.
- G. **Erroneous Awards.** RVARC reserves the right to correct inaccurate awards. This includes revoking the award of a contract to a Bidder and subsequently awarding the contract to a different Bidder. Such action shall not constitute a breach of contract on the part of RVARC because the contract with the initial Bidder will be deemed voided as if no contract were ever in place.
- H. **Ownership of Bids.** All proposals shall become the property of RVARC and will not be returned.
- I. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be sole property of RVARC unless otherwise stated in the contract.
- J. **Oral Agreement or Arrangements.** Any alleged oral agreements or arrangements made by Bidder with RVARC will be disregarded in any bid evaluation or associated award.
- K. **Not a Contract.** This ITB is not a contract and, alone, shall not be interpreted as such. Rather, this ITB serves only as the instrument through which bids are solicited. RVARC will pursue negotiations with the lowest bidder. If, for some reason, RVARC and the initial Bidder fail to reach consensus on the issues relative to a contract, then RVARC may commence contract negotiations with other Bidders. RVARC may decide at any time to start the ITB process again. The selected Bidder will not be required to sign a formal contract.
- L. **Subcontractor.** Subcontractors may not be used by the successful Bidder to fulfill the duties outlined in the Scope of Work. All work will be completed by the employees of the chosen Bidder.

Appendix 1 – ITB – Submission Form

Bidders’ Representatives:

The Bidder shall be required to supply the RVARC with the name and telephone number of the Bidders’ representative who will be on call in case of emergency.

Name, address, and telephone number of the Bidders’ representative.

Name: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Company Profile:

Full legal company name: _____

Year business started: _____

Location of headquarters:

Current number of individuals employed: _____

Relevant licenses or certifications held (please provide copies) - MUST have Onsite Sewage System Operator license to qualify:

Company Experience:

Provide a detailed summary of your company’s experience providing septic services to landowners. Include examples of projects completed where the scope is similar to RVARC’s residential septic pump-out program:

Pricing:

Repair, installation, and/or replacement and service: Provide hourly rates for repair, installation, and/or replacement and service. The hourly rates must include the rate for one (1) technician and vehicles.

Normal work hours \$/hour:

Other hours \$/hour:

Material Charges:

Mileage Charge – Must use IRS mileage rate of (RATE) for every mile of business travel driven:

Cost of Pumping:

Price \$_____ to uncover septic tank

Price \$_____ to pump septic tank and perform pump-out

Price \$_____ to dump waste at a wastewater treatment plant

Price \$_____ for travel

Price \$_____ to uncover tanks deeper than three (3) feet (If needed)

Total pump out price (excluding uncovering tanks deeper than three (3) feet)
\$_____