INVITATION TO QUOTE ROOF REPLACEMENT AND REPAIR

ITEM:
(1) Mountain Empire Older Citizens, Inc. (MEOC) is now accepting quotes from qualified contractors to provide re-roofing for both sides of the East Wing of the Main Building.
(2) Repair/replacement of deteriorated sections of roof, fascia and fascia painting shall be by contractor estimate on spot basis as encountered, submitted to MEOC for approval.
(3) Entire job to be completed by October 31, 2017 (Extensions may be granted at Contractor request during job, due to factors beyond Contractor’s control.)

LOCATION: 1501 3rd Ave E, Big Stone Gap, VA 24219

PERFORMANCE: As noted herein

GOVERNANCE: MEOC Purchasing Policy and the Virginia Public Procurement Act (VPPA) (incorporated herein by reference)

BOND: Performance and Payment in Amount of Bid

PRE-QUOTE CONFERENCE: Attendance and Viewing Optional, but will be held at 10:00 AM and again at 2:00 PM on Friday, Sept 15, 2017 at street location above. Individual viewings will NOT be conducted.

QUESTIONS/COMMENTS RECEIVED UNTIL 12:00 NOON Monday Sept 18, 2017

RESPONSES/ADDENDA POSTED ON WWW.MEOC.ORG BY 12:00 NOON Tuesday, Sept 19, 2017

QUOTE DUE BY 12:00 NOON Friday, Sept 22, 2017

AWARD POSTED BY 12:00 NOON Friday, Sept 25, 2017

Quotes not received by this date and time will be deemed undelivered and not accepted. *** It is the responsibility of offeror to ensure quote is received by the deadline. ***

QUOTE DELIVERY TO Mitch Elliott

By hand to 1501 3rd Ave E, Big Stone Gap, VA 24219
By USPS to PO Box 888, Big Stone Gap, VA 24219
By ground carrier to 1501 3rd Ave E, Big Stone Gap, VA 24219
By Fax to 276-523-4208
By Email to melliot@meoc.org

*** It is the responsibility of offeror to ensure quote is received by the deadline regardless of mode of delivery. ***

COMMENTS SECTION (IF ANY):

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Offerer Quote:

Complete and Submit Attachments A and B to submit Quote
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V. SPECIAL PROVISIONS FOR MATERIALS & EQUIPMENT
1. SCOPE OF WORK

A. Re-Roofing
1) Roof Shingle Replacement Original Wing, MEOC Main Office, Big Stone Gap, Virginia
2) Remove existing shingles and felt
3) Remove and replace boots, flashings, drip edge/gutter apron, ice and water barrier, etc.
4) Install new #30 Felt
5) Install new Owens Corning TruDefinition Duration Brownwood Laminated Architectural Roof Shingles or approved equivalent (algae resistance, 130-MPH wind resistance, Limited lifetime warranty in accordance with manufacturer specifications)
6) Install new Roof Panel Ridge Caps and all necessary flashing and counterflashing’s needed to complete roofing to all standard roofing practices.
7) Ensure roof protection from the elements during re-roofing process.
8) Remove all job related debris.
9) Include all materials, and labor in bid price.
10) The roof dimensions are approximately 176’ 6” X 30’ 6” and 32’ X 32’ or approximately 5,447 sq. ft. total. Offerors are encouraged to attend the Job Showing in order to make their own estimates and develop any lists of questions they desire to submit by the close date for questions concerning the job.

B. Repairs
11) Remove and replace any deteriorated roof sections, i.e. underlayment, reinforcing materials, etc. and fascia on as “as approved by MEOC” basis during re-roofing job
12) All replacement items shall be new.
13) Ensure roof protection from the elements during re-roofing process.
14) Include Labor Rate in bid
15) Include Materials Discount off list price, if any, in bid
16) Remove all job related debris.
17) The Contractor will not be held responsible for repairs necessitated by reason of negligence or misuse by other than the Contractor or by reason of any other cause beyond the control of the Contractor.

C. Work Hours
1) The buildings shall remain occupied during normal business hours, which are 8:30AM to 4:30 PM, Monday thru Friday, except during MEOC holidays. MEOC Personnel may actually be on-site at anytime. MEOC shall allow the Contractor to perform their scheduled maintenance work during these normal business hours and anticipates some minor disruptions.

D. Coordination
1) The Contractor shall contact MEOC Buildings and Grounds Manager (B&G Mgr), Doug Ashley upon arrival at any MEOC building and will coordinate work schedules and materials
delivery and removal. In the absence of the B&G Manager, Contractor shall contact Mitch Elliott, Job Superintendent.

E. Subcontracting

1) The Contractor shall be responsible for directing and coordinating all aspects of the project, including integrating work requirements and scheduling activities for all trades. In the event the Contractor assigns certain parts of the work to subcontractors, it shall solely be the responsibility of the Contractor to make sure that each subcontractor complete the assigned work on time and in accordance with all applicable specifications and regulations.

2) Assignment of work to various trades and subcontractors shall be solely the responsibility of the Contractor.

3) He shall appoint at the site a full time Project Superintendent who is fluent in English to be responsible for the coordination of all trades under the Contract.

F. Inspection for Damage and Completion

1) Prior to the commencement of work, MEOC B&G Mgr and Contractor shall perform a site walkthrough and make note, pictures acceptable also, of all pre-existing grounds and building conditions, to include damaged finishes and areas of suspected damage/leakage.

2) At the conclusion of the contract period, a similar walkthrough shall be performed to identify any areas requiring final attention (punch list) and the Contractor will be responsible for the repair or replacement.

3) Contractor shall check out and demonstrate to MEOC’s satisfaction that all work has been completed in accordance with the terms and conditions of the contract and that the system is fully operational and in compliance with all local, state, and federal codes and permits.

4) The Contractor shall provide MEOC with a report of any work that is outside the scope of this specification that is in need of attention. The Contractor shall only complete work that is outside the scope if approved by MEOC, in writing, prior to commencement of the work.

G. Response Time and Emergency Services

1) Contractor shall provide at least one local or toll-free phone number (cellular number acceptable) that is reachable 24-7 by MEOC.

2) Contractor shall respond to all inquiries from MEOC during normal business hours within 2 hours.

3) Contractor shall respond to all emergency service requests within 1 hour and have staff on-site within 2 hours of initial contact. Emergency Services are defined as work required to correct any problems that disrupt MEOC staff’s normal operations or threaten life or property damage. MEOC will note at time of contact whether a services request is an emergency or not.

4) All labor provided for on-call services shall be paid at an hourly rate. Contractor shall try to complete work during the service call in order to prevent follow up work. If follow up work is required to correct recent work, including improper repairs, installation, or substandard parts, MEOC shall not be charged.
2. **INSTRUCTIONS TO CONTRACTORS**

A. **Quote Addressing and Delivery**

1) Quotes must be addressed and delivered to Mountain Empire Older Citizens, Inc. Attention: Mitch Elliott, and by the time and date indicated on Page 1 hereof. Quotes not received by this date and time will be deemed undelivered and not accepted.

2) Any Contractor who wishes his quote to be considered is responsible for making certain that his/her quote is received at the stated location by the proper time. The receiving time at MEOC will be the governing time for acceptability of quotes. Quotes must bear original signatures and figures. Quotes must be submitted on preprinted Bid Forms supplied by MEOC (bottom of Page 1 herein), and duly executed in accordance with the instructions on the Quote Form. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs quote. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

3) Quotes are opened publicly immediately after the stated deadline. Interested parties are invited to attend the quote opening. A tabulation of quotes received will be available within a reasonable time after the quote opening. Quote results will be faxed or mailed to interested parties upon request, and posted on the MEOC web site.

B. **Quote Adequacy, Questions, Errors, Omissions, Withdrawal**

1) Contractor’s authorized representatives may withdraw quotes only by written request received before the Quote Submittal Deadline. Unless otherwise stated in the published Request for Quote, Contractors may not withdraw their bids for a period of sixty calendar (60) days after the Quote Submittal Deadline. Other conditions apply as outlined in the Virginia Public Procurement Act (VPPA).

2) By submitting a quote the bidder agrees and warrants that it has examined all the contract documents and if appropriate, the subject of the contract and where the specifications require a given result to be produced, that the specifications are adequate and the required results can be produced under the specifications in the contract. Omissions from the specifications shall not relieve the Contractor from the responsibility of complying with the general terms of the contract as indicated by the specifications. Once the award has been made, failure to have read all the conditions, instructions and specifications of the contract will not be cause to alter the original contract or proposal or for the Contractor to request additional compensation.

3) Contractors shall notify Mitch Elliott promptly of any error, omission, or inconsistency that may be discovered during examination of the solicitation. Requests for interpretation, correction, or clarification shall be made in writing to and in the form specified on Page 1 hereof. All such notifications or questions shall arrive by the date/time specified on page 1 hereof. Any questions received after the deadline will not be addressed. Bidder’s company name, address, phone and fax number, email address (if any) and contact person must be included with the questions or comments.

4) Oral questions may be presented at any pre-bid conference/project showing held for this solicitation. **All clarifications, corrections, or changes to the solicitation documents will be made by written Addendum ONLY.** Contractors shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-bid conference. Interpretations, corrections, and changes shall not be binding on MEOC unless made by Addendum. All Addenda issued shall become part of the contract documents. **Addenda will be provided to Contractors by posting on MEOC’s website. It is the Contractors sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged and returned on or before the Submittal Deadline, unless otherwise directed by an Addendum.** For this solicitation, comments or questions will be accepted in writing through the date time specified on Page 1 hereof. Written
responses in the form of an addendum will be posted on MEOC’s website by the date time specified on Page 1 hereof.

C. ADA
1) Contractors needing special assistance under the Americans with Disabilities Act shall contact Mitch Elliott as specified on Page 1 hereof. Every reasonable effort will be made to allow every qualified Contractor to participate in the competitive process.

D. Accept, Investigate, Waive, Reject Quotes
1) Mountain Empire Older Citizens, Inc. reserves the right to accept or reject any or all quotes or portions of any quote and to reissue said RFQ. MEOC reserves the right to waive irregularities provided they do not affect the price, quality, quantity or delivery schedule of what is offered.

2) Mountain Empire Older Citizens, Inc. may make such reasonable investigations as deemed proper and necessary to determine the ability of a Contractor to perform. The Contractor shall furnish to MEOC all such information and data for this purpose as may be requested. MEOC reserves the right to inspect the Contractor’s physical facilities prior to award to satisfy questions regarding the Contractor’s capabilities. Further, MEOC reserves the right to reject any quotation if the evidence submitted by, or investigations of, such Contractor fails to satisfy MEOC that such Contractor is properly qualified to carry out the obligations of the contract.

E. No Collusion
1) By submitting a quote, Contractors certify that their quotes are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their quotation and that they have not conferred on any public or MEOC 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.

F. Brand Equivalent
1) Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand. make or manufacturer named; it conveys the general style, type, character and quality of the article desired. Any article, which MEOC, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended, may be accepted.

G. Licensed in Virginia
1) Contractors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any contractor that 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 shall include a statement describing why the contractor or offeror is not required to be so authorized. A form for this purpose is included in this solicitation as Attachment B.

2) Contractor shall comply with all local and state building codes, licensing and permit requirements.
H. Sole Authority
   1) All Contractors submitting a quotation to MEOC are subject to the decision of MEOC as to the quality of what is offered, responsiveness of the quotation or proposal and the responsibility of the contractor. The purchasing agent, administrator/CEO, or the governing body as the case may be, in their sole discretion, will evaluate bids and in all cases the decision made shall be final. Every contractor submitting a quotation or proposal agrees to abide by the decisions of such officials and all the terms of MEOC purchasing policy as a condition precedent to the submission of the bid.

I. Price and Negotiation
   The following factors shall be considered in addition to price when determining the lowest responsible Contractor and the responsiveness of the quotation:

   1) The ability, capacity and skill of the contractor to perform the contract or provide the service required;
   2) Whether the Contractor can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
   3) The character, integrity, reputation, judgment, experience, and efficiency of the Contractor;
   4) The quality of performance of previous contracts or services;
   5) The previous and existing compliance by the Contractor with laws and ordinances relating to the contract or service;
   6) The sufficiency of financial resources and ability of the Contractor to perform the contract or provide the service;
   7) The quality, availability and adaptability of the goods or services to the particular use required;
   8) The ability of the Contractor to perform future maintenance and service for use of the subject of the contract;
   9) The number and scope of conditions attached to the quotation; and
   10) Any other condition or criteria included in the request for quotation or the instructions to Contractors.
   11) If the lowest acceptable quotation exceeds available funds, MEOC may negotiate with the low quote Contractor to obtain a contract price within available funds. The negotiations shall be confined to a reduction in the contract price and shall not deal with changes in the contract requirements.

J. Quotation Signature
   1) The firm, corporation or individual name of the Contractor must be signed in ink to any proposals or bids submitted. In the case of a corporation, the title of the officer signing must be stated and each officer must be thereunto duly authorized. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "member of the firm" or "general partner".

K. Award Time, Bond
   1) The contract will be awarded or the quotations rejected as soon as reasonably possible, but not later than sixty (60) days after the date of opening quotations, unless the period for acceptance is otherwise extended at the request of MEOC and agreed to in writing by one or more Contractors who wish to remain in consideration. Upon award of the contract to a Contractor, such Contractor shall enter into the contract by executing the contract and by furnishing any bonds for payment and performance specified herein and Certificate(s) of Insurance required to be procured by the contractor within ten (10) calendar days after the date of the award or within such further time as MEOC may allow. Failure by the successful Contractor to enter into a written contract and furnish required bonds and certificates within the allotted time shall cause the successful Contractor to forfeit the full amount of any required Quotation guarantee
to MEOC. A notice to proceed will be issued by MEOC within five (5) days of execution of the contract and furnishing of required documentation by the successful Contractor. Contractor shall post Performance and Payment Bonds in the amount of the estimated total contract at award time. Each of the bonds shall be executed by one or more surety companies selected by the contractor that are authorized to do business in Virginia.

L. Certificate(s) of Insurance
   1) A Certificate(s) of Insurance shall be required within ten (10) days of the date of the award or before start of work, whichever comes first, demonstrating insurance coverage as specified in the contract documents. The certificate(s) must contain a provision stating that the coverages will not be canceled unless a minimum of fifteen (15) days prior written notice has been given to MEOC and be accompanied by necessary endorsements of the referenced policies.

III. SPECIFIC TERMS & CONDITIONS

A. Optional Pre-Quote Conference/Job Showing
   1) An optional pre-quote conference will be held as specified herein. This will be the only site tour provided. All contractors desiring to inspect the project should attend, as no other opportunities will be presented.

B. Contract
   1) The proposed contract is enclosed and contains the terms and conditions that will be binding on the successful bidder. The final format must be approved as to form by the MEOC Attorney.

C. Insurance requirements
   1) Insurance requirements are listed in Attachment C. The successful contractor certifies that the contractor and any subcontractors will maintain the insurance coverage required during the entire term of the contract and that all insurance will be provided by insurance companies authorized to sell insurance by the Virginia State Corporation Commission.

D. Payment
   1) Payment will be made as follows: Within thirty days of presentation of invoice for work completed.
   2) For re-roofing, if partial completion submission, payment will be by squares completed.
   3) For MEOC approved roof repairs, payment will be by repairs completed.
   4) Submit invoices not more often than monthly.

E. Work Authorization
   1) No work shall be performed under this contract until the Contractor has been issued a written Notice to Proceed and has been contacted by the MEOC Buildings and Grounds Manager or such person or persons as authorized by MEOC. A list of authorized personnel will be provided to the successful Contractor.

F. Protection of Persons and Property
   1) The Contractor expressly undertakes, both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property which may come on the site or be affected by the Contractor’s operation in connection with the work.
G. Worker Qualifications
   1) The Contractor shall employ sufficiently qualified technicians who can arrive on the site within the specified time period. The service technicians assigned to maintain the systems shall be qualified to service the equipment type under contract.

H. Inventory and Equipment
   1) To ensure timely availability in emergency situations, the Contractor shall maintain or have access to an adequate inventory of standard new replacement parts for common components in MEOC’s systems under contract within 24 hours (one business day), and will demonstrate that they own the proper tools and test equipment to maintain all the systems and equipment under contract.

I. Additional qualifications of Contractors will include:
   1) Minimum Class A or B Contractors License through DPOR with classification in Roofing.
   2) Have been in business for at least the last five years providing services as described in this document.
   3) Have satisfactory work experience of similar size and complexity or larger in the past two years.
   4) Have the proper equipment, tools, knowledge and certification(s) to work on Project.

IV. GENERAL TERMS & CONDITIONS

   A. Non-Discrimination

   1) In accord with Section 2.2 – 4343.1 of the Code of Virginia, Mountain Empire Older Citizens, Inc. does not discriminate against faith-based organizations in procuring goods or services and both MEOC and any contracted faith-based organization will comply with the provisions of that section.
   2) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law related to 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.
   3) 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.
   4) 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.
   5) The Contractor will include the provisions of the foregoing paragraphs 1, 2 and 3 in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

   B. Virginia Freedom of Information Act - Exceptions
1) Cost estimates relating to a proposed procurement transaction prepared by or for MEOC shall not be open to public inspection.

2) Quotation and proposal records shall be open to public inspection only after award of the contract. Any Contractor or offeror may be allowed to inspect the bid or proposal records after bid opening or after the evaluation and negotiation of proposals are completed, and prior to award unless MEOC decides not to accept any quotations or not to accept any of the proposals and to reopen the contract.

3) Trade secrets or proprietary information submitted to MEOC are not subject to disclosure if requested by the person submitting such information prior to or upon submission of the data or other materials. Any such request must identify what is to be protected and state the reasons therefore.

4) Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions imposed by MEOC to insure security and integrity of the records.

C. Unauthorized Alien Workers

1) By submitting a quotation, contractors certify that they do not and will not, during the performance of an awarded contract, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

D. Drug Free Workplace

1) During the performance of and awarded 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 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.

2) For the purposes of this paragraph, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor pursuant to this bid, 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.

E. Virginia Department of Professional and Occupational Regulation

1) Any business entity including those described in Subparagraph K of the Instructions to Contractors that enters into a contract shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

F. Tax Exempt

1) Mountain Empire Older Citizens, Inc.(Federal I.D. #54-1025257) is exempt from Federal, State and local taxes. Taxes included on invoices will be deducted from the payment amount. Tax-exempt forms will be completed for a vendor upon request.

G. Hold Harmless and Proper Application of Effort

1) The contractor agrees to indemnify, defend, and hold harmless MEOC, its governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys’ fees, or actions of any kind or nature
resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Contractor’s negligent acts, errors, omissions, related to the provision of services and/or products specified under the contract provided that such liability is not attributable to MEOC’s sole negligence. The amount and type of insurance coverage requirements set forth herein, or lack thereof, will in no way be construed as limiting the scope of indemnity as stated in this paragraph.

2) Contractor shall take, or cause to be taken, all action and to do, or cause to be done, all things reasonably necessary, proper or advisable under any Applicable Law to consummate the transactions contemplated by this Agreement and any document to be executed in connection with this Agreement; to obtain all approvals, consents, registrations, permits, authorizations and other confirmations required to be obtained from any third party or Governmental Authority necessary, proper or advisable to consummate the transactions contemplated by this Agreement; and execute and deliver such documents, certificates and other papers as a Party may reasonably request to evidence the other Party's satisfaction of its obligations under this Agreement.

V. SPECIAL PROVISIONS FOR MATERIALS & EQUIPMENT

A. Authorized Distributor
   1) Only if applicable to this purchase, successful Contractor must be an authorized distributor for the product he/she offers, or with his bid he must submit documentation from an authorized distributor that he has purchased the specified product/equipment from that distributor and that the distributor will honor all of the manufacturer’s warranties.

B. Compliance with OSHA
   1) Successful Contractor warrants that all item(s) offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, and that Contractor will indemnify and hold Mountain Empire Older Citizens, Inc. harmless for any failure to so conform.

C. New and Unused
   1) Unless specifically provided to the contrary in the solicitation, all materials and equipment shall be new and unused and of the current production year.

D. Warranty: Manufacturer and Contractor
   1) Manufacturer shall fully warrant all materials and equipment furnished under the terms of this contract against defects in material and workmanship for a period of not less than one (1) year from the date of final acceptance by MEOC. While under warranty, manufacturer shall repair or replace inoperable materials or equipment in a timely manner to minimize the disruption of MEOC operations.

2) Successful Contractor shall fully warrant all materials and equipment furnished under the terms of this contract, against defects in material and workmanship for a period of not less than one (1) year from date of the final acceptance MEOC. While under warranty, successful Contractor shall repair or replace inoperable materials or equipment in a timely manner to minimize the disruption of MEOC operations.
ATTACHMENT A
MOUNTAIN EMPIRE OLDER CITIZENS, INC.
QUOTATION FORM
ITQ 2017-003
Re-Roofing and Repair

Mountain Empire Older Citizens, Inc.
Mitch Elliott
PO Box 888 (via USPS)
1501 3rd Ave E. (via FedEx, UPS, etc)
Big Stone Gap, Virginia 24219-0888

[This Quotation Form must be completed in blue or black ink or type written and
executed by the duly authorized agent of the Contractor.]

The undersigned hereby proposes to furnish all labor, supervision, equipment, tools, parts, materials, test
equipment, programming material and all else necessary, to provide for the effective and economical
performance of goods and services described in this Invitation to Quote, and complete corresponding work
associated with this project as specified in ITQ #2017-003 and to abide by all of the terms, conditions and
specifications included in ITQ #2017-003 and any subsequent addenda at the prices provided below:

**LUMP SUM BASED BID**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Part A</strong></td>
<td><strong>Re-Roofing</strong></td>
</tr>
<tr>
<td></td>
<td>1. Re-Roofing (felt, shingles, ridge caps, etc.)</td>
<td>$</td>
</tr>
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<td></td>
<td><strong>Part B</strong></td>
<td><strong>Hourly Rates for Repairs</strong></td>
</tr>
<tr>
<td></td>
<td>1. Hourly Rate for Repairs of approved roof repairs</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>2. Materials and Supplies for Repairs, Discount off of list price as percent</td>
<td>%</td>
</tr>
</tbody>
</table>


Name and Address of Firm: __________________________________________

________________________________________

________________________________________

BY: __________________________________
   Signature in ink

Print Name: __________________________

TITLE: ______________________________

Contact telephone No: ________________

Federal Tax ID#: ____________________

REFERENCES
Offerors shall supply three (3) references that list a brief description of the same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of continuous service or contract period, location, names, addresses, and phone numbers of Owners. Offerors shall only indicate references they have worked with a minimum of two (2) year. A separate page of references is acceptable if needed for additional space.

Reference #1

Name of County, City, Agency or Firm: ________________________________

Address:________________________________________________________

Contact with Title: _______________________ Telephone: ____________

Types of services provided: ________________________________________

_________________________________________________________________

Contract Dates: From _____________ To ________________

Reference #2

Name of County, City, Agency or Firm: ________________________________

Address:________________________________________________________

Contact with Title: _______________________ Telephone: ____________
Types of services provided: __________________________________________________________
                                                                                       __________________________________________________________
                                                                                       __________________________________________________________
                                                                                       __________________________________________________________

Contract Dates: From ___________________________ To ___________________________

Reference #3

Name of County, City, Agency or Firm: ____________________________________________

Address: _______________________________________________________________________

Contact with Title: ___________________________ Telephone: _______________________

Types of services provided: _______________________________________________________
                                                                                       _______________________________________________________
                                                                                       _______________________________________________________
                                                                                       _______________________________________________________

Contract Dates: From ___________________________ To ___________________________
ATTACHMENT B
VIRGINIA STATE CORPORATION COMMISSION
IDENTIFICATION NUMBER REQUIRED

A contractor organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its quotation the identification number issued to it by the Virginia State Corporation Commission. Any bidder that 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 shall include in its bid a statement describing why the bidder is not required to be so authorized.

Any bidder described in the immediately preceding paragraph that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Purchasing Agent.

Identification # Issued by the State Corporation Commission: ________________

If you are not required to be so authorized, please state reason:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

YOUR MAY ATTACH A COPY OF DPOR CERTIFICATE(S) IF DESIRED.
ATTACHMENT C
INSURANCE SPECIFICATIONS

The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must, at a minimum, total $1,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded MEOC. The policies shall be endorsed to be primary with respect to the additional insured.

The successful bidder shall carry Commercial General Liability Insurance in the amount specified below, including contractual liability assumed by the successful bidder, and shall deliver a Certificate of Insurance together with necessary policy endorsements from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show MEOC named as an additional insured for the Commercial General Liability and Umbrella/Excess Liability coverage if such coverage is used to meet the specified amount of insurance. The contract includes the following indemnification agreement: “The contractor agrees to indemnify, defend, and hold harmless MEOC, it’s governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys’ fees, or actions of any kind or nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Contractor’s negligent acts, errors, omissions, related to the provision of services and/or products specified under the contract provided that such liability is not attributable to MEOC’s sole negligence.”

MEOC makes no representation or warranty as to how the successful bidder’s insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the above indemnification provisions do not limit the successful bidder’s responsibilities outlined in the contract.

Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers’ compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

LIMITS:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>State of Virginia Requirements (Note 3)</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 annual aggregate</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>Professional Liability (E/O)</td>
<td>$1,000,000 per occurrence (If stated as being required in the Specific Terms &amp; Conditions)</td>
</tr>
<tr>
<td>Construction</td>
<td>If stated as being required in the Specific Terms &amp; Conditions, all risk builders risk on the completed value of all such work, with exclusions for design or defects removed by policy endorsement.</td>
</tr>
</tbody>
</table>
ATTACHMENT D  
MEOC  
CONTRACT FOR RE-ROOFING

ITQ No. 2017-003

This Contract entered into this day of ________________________________
by ________________________________
hereinafter called the "Contractor" and Mountain Empire Older Citizens, Inc., hereinafter called "MEOC".

WITNESSETH that the Contractor and MEOC, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF WORK: The Contractor shall perform all required work and shall provide and furnish all labor, materials, necessary tools, equipment and other services to complete the work in strict conformance with the Contract Documents hereinafter enumerated.

COMPENSATION AND METHOD OF PAYMENT: The contract amount is based upon the Quotation of Contractor accepted by MEOC. The Contractor shall be paid by MEOC as stated in the Specific Terms and Conditions. If amount(s) differ based upon allowed negotiation or other factors, enter new amount and method(s) of payment here.

BONDS: Contractor shall provide Performance and Payment bonds in the amount of the contract.

WARRANTY: In addition to any other warranties in this contract, the Contractor warrants that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall be effective for one (1) year from the date of final acceptance of the work.

The Contractor shall remedy, at the Contractor’s expense, any failure to conform to the contract requirements, or any defect. In addition, the Contractor shall remedy, at the Contractor’s expense, any damage to MEOC owned or controlled real or personal property when the damage is the result of:

(1) The Contractor’s failure to conform to contract requirements; or

(2) Any defects of equipment, material, workmanship or design furnished by the Contractor.

Contractor shall not be liable for the repair of any defect of material or design furnished by MEOC nor for the repair of any damage that results from any defect in MEOC furnished material or design, nor from pre-existing structural defects.

Notwithstanding any provisions herein to the contrary, the warranty period relates only to the specific obligation of the Contractor to correct the work, and has no relationship to the time within which its obligation to comply with the contract may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor’s liability with respect to its obligation other than specifically to correct the work.
INDEMNIFICATION: The Contractor agrees to indemnify, defend, and hold harmless MEOC, it’s governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys’ fees, or actions of any kind or nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Contractor’s negligent acts, errors, omissions, related to the provision of services and/or products specified under the contract provided that such liability is not attributable to MEOC’s sole negligence. Compliance by the Contractor with the insurance provisions hereof shall not relieve Contractor from liability under this provision.

MODIFICATION OF CONTRACT: MEOC may, upon mutual agreement with the Contractor, issue written modifications/change orders to the terms of this contract, and within the general scope thereof, except that no modifications can be made which will result in an increase of the original contract price by a cumulative amount of more than $500 or 5%, whichever is greater, without the advance approval of the MEOC Executive Director. In making any modification, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods as selected by MEOC.

a. The written modification shall stipulate the mutually-agreed price for the specific addition to/deletion from the scope of work/specifications which shall be added to or deducted from the contract amount;

b. The written modification shall stipulate the number of unit quantities added to/deleted from the contract and multiplied by the unit price which shall be added to or deducted from the contract amount;

c. The written modification shall direct the Contractor to proceed with the work and to keep, and present in such form as MEOC may direct, a correct account of the cost of the change together with all vouchers therefore.

RENEWAL OPTIONS: Not Applicable.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed Contract and the following component parts, all of which are hereby made a part hereof as if set out in full:

1) Advertisement for Quotations
2) Request for Quotations No. 2017-003 including all attachments thereto.
3) Quotation / Proposal
4) Certificate of Insurance
5) Notice to Proceed
6) DPOR Certification
7) Proof of Bond
8) Change Orders/Modifications (if any)

ADDENDA:
No. ______, dated ________
No. ______, dated ________
No. ______, dated ________
No. ______, dated ________

CLAIMS: All contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however written notice of the Contractor's intention to file such claim
shall have been given at the time of the occurrence or the beginning of the work upon which the claim is based. All claims shall be made in accordance with Virginia Code Section 15.2-1243 et seq. and MEOC shall render a final decision in writing with regard to any such claim, not later than sixty (60) days subsequent to receipt of any such claim in writing by the MEOC Business Office.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

**BY** __________________________

**TITLE** __________________________

**DATE** __________________________

**MEOC:**

**BY** Michael Wampler

**TITLE** Executive Director

**DATE** __________________________

Approved as to form:

____________________________

Attorney

____________________________

DATE
Representative Roof Pictures