

DEPARTMENT OF FINANCE

INVITATION TO BID

May 24, 2019

BID TITLE: WTP Chem Tank Removal & Replacement

BID #: E00319

BID OPENING DATE: June 17, 2019 at 2:00 PM

BID BOND REQUIRED: Yes – See Attachment BB

MANDATORY PRE BID MEETING: June 5, 2019 at 9:00 A.M.

The City of Staunton is seeking bids from qualified contractors to provide all material, equipment, labor and supervision to remove three (3) 6,500-gallon capacity fiberglass sodium hypochlorite chemical tanks and replace them with three (3) Poly Processing Company 4,250-gallon capacity, vertical, cross-linked polyethylene (XLPE) with OR-1000 sodium hypochlorite chemical tanks. **NO EXCEPTIONS.** All work will be done at the City of Staunton Water Treatment Plant Chemical Building, 1907 Craigmont Road, Staunton, Virginia. Questions regarding the specifications for this bid should be in writing and directed to **Dave Irvin, Utility Superintendent, PO Box 58, Staunton, Virginia 24402. Email: irvindh@ci.staunton.va.us.**

Please quote lowest price and best delivery on items listed. Advise what discount, if any, will be allowed for payment within a specified time. Terms and delivery date must be specified.

Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of the City of Staunton to the extent allowable by law.

The City does not discriminate against small and minority businesses or faith-based organizations.

All bids must be submitted in a sealed envelope plainly marked, “**BID # E00319 – WTP CHEM TANK REMOVAL & REPLACEMENT**”, with the name and address of the bidder in the upper left-hand corner and accompanied by complete specifications for the items offered. **E-Mail and facsimile responses are not acceptable.** No responsibility will attach the Owner or any official or employee thereof for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED
BIDS MUST BE SEALED, MARKED, AND DELIVERED TO:

Mail To:

Chad Horvat
Finance Business Manager
P.O. Box 58
Staunton, VA 24402-0058
(540) 332-3819

Overnight To:

Chad Horvat
Finance Business Manager
116 W. Beverley St., 3rd Floor
Staunton, VA 24401
(540) 332-3819

CITY OF STAUNTON

BID FORM

<u>DESCRIPTION</u>	<u>TOTAL COST</u>
All material, equipment, labor, and supervision to remove and replace three (3) sodium hypochlorite chemical tanks and appurtenances at the City's Water Treatment Plant.	\$ _____

NOTE: The following documents must be submitted with the bid:

- Evidence of Contractor's Experience and References (Specification Section A.5.a.i)
- Manufacturer's literature of the tanks and appurtenances proposed to be used for this project (Specification Section A.5.a.ii)
- Documentation of Contractor's Hazardous Communications Program and Confined Space Entry Program (Specification Section A.5.a.iii)

PER ATTACHED SPECIFICATIONS

OFFER

To Purchasing Department:

In compliance with the bid information, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ via _____ within _____ days after receipt of order. FOB: _____ TERMS: _____

BIDDER/COMPANY NAME: _____

BY: (Signature) _____

TYPED NAME OF BIDDER: _____

STREET ADDRESS: _____

CITY AND STATE: _____

VIRGINIA SCC #: _____

FEDERAL ID #: _____

EMAIL: _____

DATE: _____ PHONE: _____ FAX: _____

WTP CHEM TANK REMOVAL & REPLACEMENT SPECIFICATIONS

A. GENERAL

1. **Intent:** The Contractor shall provide all material, equipment, labor and supervision to remove and replace three (3) sodium hypochlorite chemical tanks and appurtenances, complete and in-place, at the City's Water Treatment Plant Chemical Building in accordance with manufacturer's specifications; all applicable Local, State, and Federal Codes; and the project specifications and Attachments included herein.
2. **Mandatory Pre-Bid Meeting:** A mandatory pre-bid meeting will be held at the City of Staunton Water Treatment Plant (WTP) on **June 5, 2019, at 9 a.m.** The City's WTP is located at 1907 Craigmont Road, Staunton, Virginia. Prospective bidders must attend this meeting or their bid will be rejected.
3. Questions not addressed at the pre-bid meeting shall be submitted in writing to **Dave Irvin, Utility Superintendent, PO Box 58, Staunton, Virginia 24402. Email: irvindh@ci.staunton.va.us**, and to be given consideration, must be received no later than **June 7, 2019, at 2:00 p.m.** Answers, interpretations, and any and all supplemental instructions or addenda will be posted on the City's website (<http://www.staunton.va.us/departments/finance/procurement>) by **June 7, 2019, at 5:00 p.m.** Failure of any bidder to receive said answers, interpretations, or addenda shall not relieve the bidder from any obligation under this bid as submitted. All addenda so issued shall become part of the contract documents.
4. **Bid Addenda:** Prior to submitting a bid, it is the bidder's responsibility to check the City website (<http://www.staunton.va.us/departments/finance/procurement>) for any addenda associated with this Invitation for Bid.
5. **Submittals:** The Contractor shall provide the following submittals at the time indicated:
 - a. **AS PART OF THE BID:** The Contractor shall provide the following documents:
 - i. **Evidence of Contractor Experience and References:** The Contractor shall provide a listing of at least three (3) previous projects of similar size and complexity that have been completed within the last five (5) years. The listing shall include the project owner, location, description, size, and accurate contact name and telephone number. The City reserves the right to contact those listed as references.
 - ii. **Manufacturer's Literature of Proposed Tanks and Appurtenances:** The Contractor shall provide the manufacturer's literature of the tanks and appurtenances proposed for use on this project.
 - iii. **Documentation of Contractor's Hazard Communications Program and Confined Space Entry Program:** The Contractor shall provide documentation

of the Contractor's Hazard Communications Program and Confined Space Entry Program.

- b. PRIOR TO COMMENCING WORK:** The Contractor shall provide the following documentation prior to commencing work and shall not commence with work without receiving prior City approval of each submittal:

 - i. Proposed Work Schedule and Order of Work:** The Contractor shall provide their proposed schedule that clearly indicates the timing and order that the tanks will be removed and replaced to the City.
 - ii. Proposed Working Hours:** The Contractor shall provide their proposed schedule of working hours to the City.
 - iii. Manufacturer's Qualifications:** The Contractor shall provide documentation of the tank manufacturer's qualifications with a list of five (5) sodium hypochlorite storage tank installations within the last eight (8) years.
- c. PRIOR TO CONSTRUCTION AND INSTALLATION:** The Contractor shall provide the following prior to construction and tank installation and shall not commence with construction and installation without receiving prior City approval of each submittal:

 - i. Shop Drawings:** The Contractor shall provide, for City review and approval, the following shop drawings:

 - (a) Resin manufacturer data sheet.
 - (b) Fitting material.
 - (c) Gasket style and material.
 - (d) Bolt material.
 - (e) Location and orientation of openings, fittings, accessories, restraints, and supports.
 - (f) Details of manway, flexible connections, and vents.
 - (g) Calculations of wall thickness hoop stress using 600 psi at 100°F stamped and signed by a registered engineer in Virginia.
 - (h) Calculations of tank restraint system showing seismic and wind criteria stamped and signed by a registered engineer in Virginia.
 - ii. NSF/ANSI 61 Documentation:** The Contractor shall provide applicable supporting documentation of the manufacturer's certification to NSF/ANSI Standard 61 – Drinking Water System Components for water treatment chemicals.
 - iii. Factory Test Report:** The Contractor shall provide the factory test reports for the following tests:

 - (a) Material, specific gravity rating at 600 psi at 100°F, design hoop stress.
 - (b) Wall thickness verification.

- (c) Fitting placement verification.
 - (d) Visual inspection.
 - (e) Impact test.
 - (f) Gel test.
 - (g) Hydrostatic test.
- d. **UPON PROJECT COMPLETION:** The Contractor shall provide the following documentation upon final project completion and before final payment is made:
 - i. **Tank Documentation:** The Contractor shall provide one (1) hard copy of all documentation, including but not limited to, brochures, tank and fitting drawings, material and check lists, testing reports, inspection reports, equipment specifications, and installation and O&M manuals.
 - ii. **Warranties:** The Contractor shall provide one (1) hard copy of all warranties including, tank, fittings, equipment, material defects, appearance, workmanship, and performance. Warranties shall be of industry standards but not less than one (1) year and will not commence until the City has given the Contractor written acceptance of the final products and installation.
- 6. **Quality Assurance:** The Contractor shall comply and adhere to the following quality assurance requirements:
 - a. The Contractor shall furnish and install a vertical tank of high-density cross-linked polyethylene manufactured by Poly Processing Company. **NO EXCEPTIONS.**
 - b. Tanks shall be manufactured from virgin materials.
 - c. Tanks shall be manufactured from materials certified to NSF/ANSI Standard 61.
- 7. **Project Location and Description:** A general location and description of project components, as well as a listing of corresponding illustrative figures, included herein and made part of this document, are as follows:
 - a. **Location:** The project is located inside the rear of the Chemical Building at the rear of the City's Water Treatment Plant located at 1907 Craigmont Road, Staunton, Virginia.
 - b. **Description:** The project consists of the removal and disposal of three (3) existing 6,500-gallon capacity fiberglass sodium hypochlorite chemical tanks and replacing them with three (3) Poly Processing Company 4,250-gallon capacity, vertical, cross-linked polyethylene (XLPE) with OR-1000 sodium hypochlorite chemical tanks and associated appurtenances. **NO EXCEPTIONS.**
 - c. **Access:** A recently installed automatic roll-up door (approximately 14-foot wide and 9-foot high) is situated at the rear of the chemical building to provide access for the removal of the existing chemical tanks and the installation of the replacement chemical tanks.
 - d. **Attachments:** For illustrative purposes only as a means of assisting the Contractor in bid preparation and execution of the work, the following not-to-scale Attachments are made part of this document and are included herein:

- i. Attachment A: Sodium Hypochlorite Tank
 - ii. Attachment B: Safe Surge Manway
 - iii. Attachment C: Reverse Float Level Gauge
 - iv. Attachment D: BOSS Fitting
 - v. Attachment E: Existing Conditions
 - vi. Attachment F: New Construction
 - vii. Attachment G: Tank Fitting Schedule and Orientation
8. **Project Terms and Conditions:** The Contractor shall comply with and adhere to the following terms and conditions:
- a. The Contractor must obtain, at their own cost, a City of Staunton business license and any required City permits before beginning work. License and permits may be obtained at City Hall, 116 West Beverley Street, Staunton, Virginia.
 - b. A tax-exempt certificate will be provided to the Contractor upon request.
 - c. Appropriate City personnel will make payment for all completed work only after final written approval and acceptance of the work completed.
 - d. No verbal agreement or conversation with any officer, agent, or employee of the City either before or after the execution of this Contract shall affect or modify any of the terms or obligations contained herein.
 - e. The Contractor must provide a certificate of insurance, performance bond, and payment bond (See Attachments PB, PYB) to the City of Staunton prior to Contract signing. All must be written on companies licensed to do business in the State of Virginia.
 - f. The Contractor must meet all Virginia Department of Labor and U.S. Occupational Safety and Health Administration (OSHA) requirements. **The Contractor's bid must include documentation of the Contractor's Hazardous Communications Program and Confined Space Entry Program.**
 - g. For Forum Selection, any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.
 - h. For Prompt Payment Act compliance, any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

B. PRODUCTS

- 1. **Sodium Hypochlorite Chemical Tanks:** Tanks shall be rotationally-molded, vertical, high density cross-linked polyethylene, one-piece seamless construction, cylindrical in cross-section and vertical with flat bottoms. Tanks shall be adequately vented as recommended by the manufacturer. Where indicated, tanks shall be provided with ancillary mechanical fittings and accessories. Tanks shall be marked to identify the

manufacturer, date of manufacture, and serial numbers must be permanently embossed into the tank. Tanks shall be manufactured by Poly Processing Company. **NO EXCEPTIONS.**

- a. Tanks shall be specifically manufactured and suitable for the storage of 12.5% solution of sodium hypochlorite.
- b. Tank resin shall be Poly CL high density cross-linked polyethylene and shall contain ultraviolet stabilizer as recommended by resin manufacturer. Resin shall include additional medium density polyethylene OR-1000 with four times the antioxidant properties of a standard polyethylene bonded to the interior surface during the manufacturing process. Resin to be certified NSF/ANSI 61.
- c. Tank wall thickness for a given hoop stress is to be calculated in accordance with ASTM D 1998. Tanks shall be designed using a hoop stress no greater than 600 psi. In no case shall the tank thickness be less than design requirements per ASTM D 1998. Wall thickness of any cylindrical portion at any fluid level shall be determined by the following equation:
 - i. $T = P \times OD / 2SD$ or $0.433 \times SG \times H \times OD / 2SD$
 - ii. Where:
 - (a) T = wall thickness (in)
 - (b) P = pressure (psi)
 - (c) SG = specific gravity (gm/cc)
 - (d) H = fluid head (ft)
 - (e) OD = outside diameter (ft)
 - (f) SD = hydrostatic design stress (600 psi)
 - iii. The minimum wall thickness shall be sufficient to support its own weight in an upright position without external support but shall not be less than 0.187" thick.
- d. Tank top heads shall be integrally molded with the cylindrical wall. Its minimum thickness shall be equal to the thickness of the top of the straight sidewall. Where necessary, flat areas shall be provided for attachment of large fittings on the dome of the tank.
- e. Tank bottom heads shall be integrally molded with the cylindrical wall. Minimum knuckle radius shall be 1.5".
- f. Tanks shall have at least three (3) lifting lugs. Lugs shall be designed for lifting the tank when empty.
- g. Tanks shall be equipped with a 24" diameter SAFE-SURGE emergency pressure relief manway in the top of the tanks. SAFE-SURGE manway shall provide pressure relief at 6" water column to prevent over-pressurization and shall be chemically compatible with the chemical being stored. Gaskets shall be closed cell, cross-linked polyethylene foam, Viton, or EPDM materials.
- h. Tanks must be vented to allow for performance at atmospheric pressure in accordance with manufacturer's requirements.

- i. Tank color shall be natural (unpigmented).
 - j. Tank restraint system shall be galvanized components and edge softeners. Restraint system shall be supplied and the design of same certified by a Structural Engineer registered in Virginia. Design shall conform to the most recent edition of the IBC code for seismic and wind load. Anchor bolts as required by the calculations shall be supplied by the tank manufacturer.
2. **Tank Fittings:** Tank fittings for piping and appurtenances shall be in accordance with tank manufacturer's requirements.
- a. **Threaded Fittings:** Where required, threaded fittings shall use American Standard Pipe Threads.
 - b. **Bolted Flange Fittings:** Where required, bolted flange fittings shall be constructed of one 150 lb. flange with ANSI bolt pattern, one flange gasket and stud bolts with gaskets. Stud bolts shall have chemical resistant polyethylene injection molded heads and gaskets to provide a sealing surface between the bolt head and the interior tank wall. Stud bolt heads shall be color coded for visual ease of identifying the bolt material by onsite operators. All materials shall be compatible with the chemical being stored. For NSF/ANSI 61 certification, EPDM or Viton GF gaskets shall be used.
 - c. **Double Flange Fittings:** Where required and for sodium hypochlorite storage, Bolted One-Piece Sure Seal (BOSS) double flange fittings constructed of virgin polyethylene shall be used. Bolts shall be welded to a common backing ring and encapsulated with polyethylene preventing fluid contact with the metal material. Flange shall have one full face gasket to provide a sealing surface against the inside tank wall. All materials shall be compatible with the chemical being stored. For NSF/ANSI 61 certification, EPDM or Viton GF gaskets shall be used.
 - d. **Down Pipes and Fill Pipes:** Down pipes and fill pipes are required for the sodium hypochlorite fill piping and the water fill piping. Down pipes and fill pipes shall be supported at 6-foot maximum intervals. Down pipes and fill pipes shall be PVC or material compatible with the chemical being stored and in accordance with tank manufacturer's recommendations or requirements.
 - e. **Expansion Joints:** All fittings on the 1/3 lower sidewall shall have 100% virgin PTFE Flexijoint expansion joint. Expansion joints shall have a minimum of three (3) convolutions, stainless steel limit cables and FRP composite flanges. **Galvanized parts will not be accepted.**

Expansion joints shall meet the following minimum performance requirements:

- (a) Axial Compression $\geq 0.67''$
- (b) Axial Extension $\geq 0.67''$
- (c) Lateral Deflection $\geq 0.51''$
- (d) Angular Deflection $\geq 14^\circ$
- (e) Torsional Rotation $\geq 4^\circ$

- f. **Level Indicator:** Level indicator shall be of the float type and shall be assembled to the tank. Level indicator shall consist of PVC float, indicator, polypropylene rope, perforated interior pipe, PVC roller guides, clear UV resistant PVC sight tube EnviroKing by CF Harvel, and necessary pipe supports. Level indicator shall act inversely to the tank contents and shall not allow entrance of tank contents into the sight tube at any time. Indicator shall be neon orange color for visual ease for onsite operators.

3. **Factory Material Testing**

- a. **Impact Tests:** Perform gel and low temperature impact tests in accordance with ASTM D 1998 on condition samples cut from each polyethylene chemical storage tank.
- b. **Degree of Crosslinking:** Use Method C of ASTM D 1998 Section 11.4 to determine the ortho-xylene insoluble fraction of cross-linked polyethylene gel test. Samples shall test at no less than 60 percent.

4. **Factory Tank Testing**

- a. **Dimensions:** Take exterior dimensions with the tank empty, in the vertical position. Outside diameter tolerance, including out-of-roundness, shall be per ASTM D 1998. Fitting placement tolerance shall be +/- 0.5" vertical and +/- 1 degree radial.
 - b. **Visual:** Inspect for foreign inclusions, air bubbles, pimples, crazing, cracking, and delamination.
 - c. **Hydrostatic Test:** Following fabrication, the bottom tanks, including inlet and outlet fittings, shall be hydraulically tested with water by filling to the top sidewall for a minimum of one (1) hour and inspected for leaks. Following successful testing, the tank shall be emptied and cleaned prior to shipment.
5. **Sodium Hypochlorite Fill Piping and Fittings:** Pipe, fittings, and valves for the sodium hypochlorite fill piping to the tanks shall be 3" diameter, chlorinated polyvinyl chloride (CPVC) Schedule 80 with water pressure rating of no less than 150 psi and solvent weld joints except for where piping connects to flanged fittings or joints at the tank. Pipe, fittings, valves, and solvent welds shall be in accordance with the applicable ASTM standards and shall be compatible with the chemical conveyed.
 6. **Hypo Solution Discharge Piping and Fittings:** Pipe, fittings, and valves for the hypo solution discharge piping from the tanks shall be 2" diameter, chlorinated polyvinyl chloride (CPVC) Schedule 80 with water pressure rating of no less than 150 psi and solvent weld joints except for where the piping connects to the flanged fittings or joints at the tank. Pipe, fittings, valves, and solvent welds shall be in accordance with the applicable ASTM standards and shall be compatible with the chemical solution conveyed.
 7. **Water Fill Piping and Fittings:** Pipe, fittings, and valves for the water fill piping to the tanks shall be 2" diameter, chlorinated polyvinyl chloride (CPVC) Schedule 80 with water pressure rating of no less than 150 psi and solvent weld or threaded joints except for where the piping connects to flanged fittings or joints at the tank. Pipe, fittings, valves, and joints shall be in accordance with the applicable ASTM standards.

8. **Vent Piping and Fittings:** Pipe and fittings for the vent piping shall be 8" diameter, polyvinyl chloride (PVC) Schedule 40 with solvent weld joints except for where the piping connects to flanged fittings or joints at the tank. Pipe, fittings, and solvent welds shall be in accordance with the applicable ASTM standards.
9. **Drain Piping and Fittings:** Pipe, fittings, and valves for the tank drain pipe shall be 3" diameter, chlorinated polyvinyl chloride (CPVC) Schedule 80 with water pressure rating of no less than 150 psi and flanged joints. Pipe, fittings, valves, and joints shall be in accordance with the applicable ASTM standards and shall be compatible with the solution conveyed.
10. **Pipe Supports:** Pipe supports shall be furnished and installed to sufficiently support piping and prevent sags. Overhead piping, wall mounted piping, and floor piping shall be supported as indicated below.
 - a. **Pipe Hangers:** Pipe hangers for overhead piping shall be black steel, threaded rod, adjustable clevis style, securely fastened to the ceiling with mounting brackets. Hangers shall be appropriately sized for the pipe being supported.
 - b. **Pipe Support – Floor Type:** Pipe supports for floor piping shall be adjustable, Schedule 40 steel, riser pipe and saddle U-bolt style, securely fastened to floor with anchors through the standard riser pipe base flange. Supports shall be appropriately sized for the pipe being supported.
 - c. **Pipe Support – Wall Type:** Pipe supports for wall piping shall be galvanized strap and anchor style, securely fastened to the wall with anchors. Straps shall be appropriately sized for the pipe being supported. Use spacers, as required, to keep vertical wall piping plumb.

C. **EXECUTION**

1. **Schedule of Operations and Owner Coordination:** The Contractor shall schedule and coordinate the work to minimize disruptions of the water treatment process and plant operations including the following:
 - a. The Contractor shall coordinate the working hours proposed for the work with the City. Normal working hours are Monday through Friday, excluding holidays, from 7:30AM until 4:00PM. Any work after normal working hours or work on weekends or holidays proposed by the Contractor must be approved at least three (3) days in advance by the City's project representative. **Prior to commencing work, the Contractor shall submit their proposed schedule of working hours.** The Contractor shall not commence with the work until the working hours have been approved by the City.
 - b. **A minimum of one (1) sodium hypochlorite storage tank (existing or new) shall remain in-service and be fully operational AT ALL TIMES throughout the course of the project – NO EXCEPTIONS.**
 - c. To help facilitate tank removal and installation, the Contractor may temporarily remove and subsequently replace the existing handrail on the loading dock in front of the roll-up door.

2. **Material Storage and Handling:** The Contractor shall adhere to the following requirements for storage and handling of materials:
 - a. The Contractor may use the open lawn areas on the east and west side of the Chemical Building for material storage and handling. The safety and security of any and all materials, equipment, and supplies contained in the storage area shall be the sole responsibility of the Contractor.
 - b. The Contractor shall unload, handle, store, lift, move, and install all tanks, fittings, materials, equipment, and appurtenances per manufacturer's requirements.
 - c. **Under no circumstances shall the City be responsible for the loss or damage of any materials, equipment, or supplies, regardless of cause, or the replacement of or reimbursement for any materials, equipment, or supplies.**
 - d. The storage area utilized by the Contractor shall be maintained in a neat and orderly manner free from disorder, debris, and discarded materials.
3. **Valve Operations:** In order to remove the existing tanks and piping and subsequently install the new tanks and piping, it will be necessary to isolate tank and piping components to ensure and provide for the continuous and uninterrupted operation of the facilities. **THE CITY OF STAUNTON WILL BE RESPONSIBLE FOR THE OPERATION OF ALL VALVES ON ALL PIPING WITHIN THE CHEMICAL BUILDING.** The Contractor shall schedule and coordinate the operation of all valves with the City at all times throughout the course of the project.
4. **Removal and Disposal of Existing Tanks:** The Contractor shall be responsible for the removal and disposal of the existing tanks and piping and shall do so in accordance with all applicable Local, State, and Federal regulations.
 - a. The City will empty the contents of the existing tanks to the maximum extent possible prior to demolition and removal of each tank. The Contractor shall notify the City a minimum of 2 weeks prior to the start of removal operations of each tank to allow time for the City to empty each tank. Any residual product remaining in the tanks or piping will be the responsibility of the Contractor.
 - b. The City will disconnect the SCADA sensor from the end of the plug valve on each existing tank.
 - c. The Contractor shall disconnect all other piping and fittings from the existing tanks prior to tank demolition and removal. Cutting of existing tanks is permitted. The Contractor shall prevent the release of any airborne particles or dust during cutting operations to the maximum extent possible.
 - d. The Contractor shall be responsible for the disposal of all existing tanks, piping, and materials indicated for demolition and removal.
5. **Tank Installation:** The Contractor shall adhere to the following tank installation requirements:
 - a. The Contractor shall install the tanks in accordance with the manufacturer's requirements, these specifications, and the applicable Attachments included herein.

- b. Prior to tank installation, the Contractor shall inspect each area for obstructions that may interfere with tank installation or placement. The Contractor shall notify the City of such obstructions such as low hanging light fixtures, conduit, or similar items so that their disposition can be addressed. The City will have the final decision on the disposition of such obstructions and will instruct the Contractor on obstructions that can be permanently removed or obstructions that must be adjusted or temporarily relocated and replaced after installation. This work, if required, is considered incidental and the Contractor shall perform the required tasks at no additional cost to the City.
 - c. Tanks shall be positioned on the existing concrete tank pad as indicated and shall be placed to provide no less than three (3) feet clearance between each tank. The tank pad shall be cleanly swept and cleared of any dust, dirt, debris, or particles prior to tank placement. Construction grade builders felt cushion shall be cut to size and placed between the concrete pad and each tank prior to tank placement.
 - d. If required by the manufacturer, the Contractor shall provide and install tank anchors and restraints at the base of each tank in accordance with manufacturer's requirements.
- 6. **Piping Installation:** The Contractor shall furnish and install the following piping, fittings, valves, and appurtenances in accordance with the manufacturer's requirements, these specifications, and the applicable Attachments included herein:
 - a. **Sodium Hypochlorite Fill Piping and Fittings:** The sodium hypochlorite fill piping shall be installed overhead to provide for filling the tank from the top of the tank. The overhead horizontal portion of the piping shall be sloped toward the tank at no less than 1/4" per foot to allow the contents to fully drain and empty into the tank. New piping shall extend from the tanks to the existing top 90° elbow at the top of the vertical, wall-mounted section of the existing piping. The existing vertical, wall-mounted section is to remain in service. Valves, pipe supports, and flexible couplings shall be furnished and installed where required. Existing valves and flexible couplings shall be replaced with new valves and couplings, in kind.
 - b. **Hypo Solution Discharge Piping and Fittings:** The hypo solution discharge piping from each tank shall be installed no less than 3" above the floor. No part of any pipe, fitting, or valve is to be in contact with the floor. New piping shall extend from the tanks to the existing strainer adjacent and just prior to the existing sodium hypochlorite pump. Valves, pipe supports, and flexible couplings shall be furnished and installed where required. Existing valves and flexible couplings shall be replaced with new valves and couplings, in kind.
 - c. **Water Fill Piping and Fittings:** The existing water fill piping located just above the floor is to be removed and the new water fill piping shall be overhead to provide for filling the tank from the top of the tank. New piping shall extend from the tanks to the back (downstream) side of the existing backflow preventer. Valves, pipe supports, and flexible couplings shall be furnished and installed where required. Existing valves and flexible couplings shall be replaced with new valves and couplings, in kind. The separate water fill line used for backwashing the sodium

hypochlorite fill system shall be reconnected to the new water fill piping after the backflow preventer and near the top of the existing column.

- d. Vent Piping and Fittings: The vent piping shall be installed overhead and shall be installed per tank manufacturer's instructions. Each tank shall have a dedicated and individual vent pipe. **No manifold of vent piping is permitted.** The Contractor shall minimize all bends, elbows, and restrictions to the maximum extent possible. New piping shall extend from the tanks to outside the Chemical Building walls at the locations indicated. The Contractor shall penetrate the walls with as small an opening as required and shall use a non-shrink grout at the wall penetration to completely fill and seal all remaining voids. The exterior ends of the vent piping shall terminate with a 45° elbow pointing toward the ground.
 - e. Drain Piping and Fittings: The drain piping shall be installed at the base of each tank with valve and plug and shall be installed per manufacturer's requirements. The City will re-attach the SCADA sensor on the end of each drain.
7. Damages During Demolition and Installation: The Contractor shall exercise extreme caution and care during all demolition and installation activities so as to avoid damages to existing tanks, fittings, piping, materials, and equipment designated to remain in service and shall adhere to the following:
 - a. The Contractor shall **immediately** notify the City should any incident occur involving a leak, break, or related damage with the existing tanks, fittings, piping, materials, equipment, and appurtenances designated to remain in service so that the issue can be promptly investigated.
 - b. The Contractor shall be solely responsible for any repairs to damages caused during demolition and installation activities and shall make such repairs promptly and at no additional cost to the City. The Contractor shall only commence with such repairs after the damages have been investigated by the City and the selected repairs agreed upon.
8. Inspection, Testing, and Training: The Contractor shall provide and coordinate the following inspections, testing, and training:
 - a. The Contractor shall fully inspect all tanks, materials, fittings, and equipment upon delivery and again after installation. Defective tanks, materials, fittings, and equipment shall not be installed or put into service and must be replaced with new non-defective tanks, materials, fittings, and equipment at the Contractor's sole expense and at no additional cost to the City.
 - b. The Contractor shall conduct a hydrostatic test on each tank for 24-hours per manufacturer's recommendations prior to each tank being placed into service. A successful test is required before final approval, acceptance, and payment by the City.
 - c. The Contractor shall provide for a 1-hour training session for City operators with the tank manufacturer or manufacturer's representative. Training shall include, but not be limited to, proper operation and maintenance of tanks, fittings, and equipment.

- d. The City shall conduct a final inspection of the completed installation and will prepare a punch list of outstanding, uncompleted items that the Contractor must complete prior to final approval, acceptance, and payment.
- e. The City will re-fill each sodium hypochlorite tank and return each tank to service when completed.

D. GENERAL INSTRUCTIONS

Contractors may contact **Dave Irvin, Utility Superintendent, PO Box 58, Staunton, Virginia 24402. Email: irvindh@ci.staunton.va.us**, with questions regarding this bid, to arrange to tour facilities, or to inspect all HVAC equipment associated with this bid.

1. Payment: Appropriate personnel will make payment for all completed work only after final approval and acceptability of the work completed.
2. Performance and Payment Bonds: Successful contractor agrees to provide a performance bond (Attachment PB) and a payment bond (Attachment PYB) for any contract signed which exceeds \$50,000.
3. Bid Addenda: Prior to submitting their bid, it is the bidder's responsibility to check the City web-site for any addenda associated with this Invitation for Bid.
4. Insurance Requirements: Insurance shall be in amounts not less than \$2,000,000, \$1,000,000, and \$1,000,000 respectively or such other insurance as is satisfactory and may be approved by the City. Insurance shall be written by companies licensed to do business in the Commonwealth of Virginia and shall list SCS as an additional insured.
5. Hold Harmless: The Contractor shall indemnify, defend and hold harmless the City, its members of Council, officers, directors, agent and employees, against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the Contractor, its employees, agents or sub-consultants, including any independent contractors. These provisions shall survive the completion, termination or expiration of any Agreement.
6. Contractor Understanding: It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and locations of the work, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions and all other matters which in any way effect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the City either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.
7. Contract Termination: This contract will not be awarded to any vendor who has had a previous contract with the City of Staunton terminated for substantial non-compliance within the last three (3) years.

8. Debarment Status: By submitting their bids/proposals, all bidders or offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any public body of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any public body of the Commonwealth of Virginia.
9. Drug Free Workplace: During the performance of this contract, the contractor agrees to:
 - a. provide a drug-free workplace for the contractor's employees;
 - b. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, 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;
 - c. 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
 - d. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
10. Non-Discrimination: 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 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 the 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 the requirements of this section.
 - d. The contractor will include the provisions of the foregoing paragraphs i, ii and iii in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
11. Permits and Licenses: Any required City permits must be obtained by the contractor but will be provided at no cost. The successful contractor must obtain at his/her own expense, the required business license from the City of

Staunton, Commissioner of Revenue's Office prior to beginning work. All equipment and/or installation must meet all applicable local, State, and Federal codes.

12. Tax Exemption: A tax-exempt certificate will be provided to the successful contractor.
13. Forum Selection: Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.
14. Prompt Payment Act: Any contract awarded as a result of this Bid shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.
15. Appropriations: The obligations of the City of Staunton are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City of Staunton or the successful contractor may terminate this contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.
16. Negotiation with Successful Bidder: The City reserves the right to negotiate contract terms with the successful offeror for items/services other than those specifically stated in this IFB in the best interest of the City and agreed to by the contractor, in accordance with § 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.
17. Cooperative Procurement: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the bidder, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.
18. State Corporation Commission Number: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC).

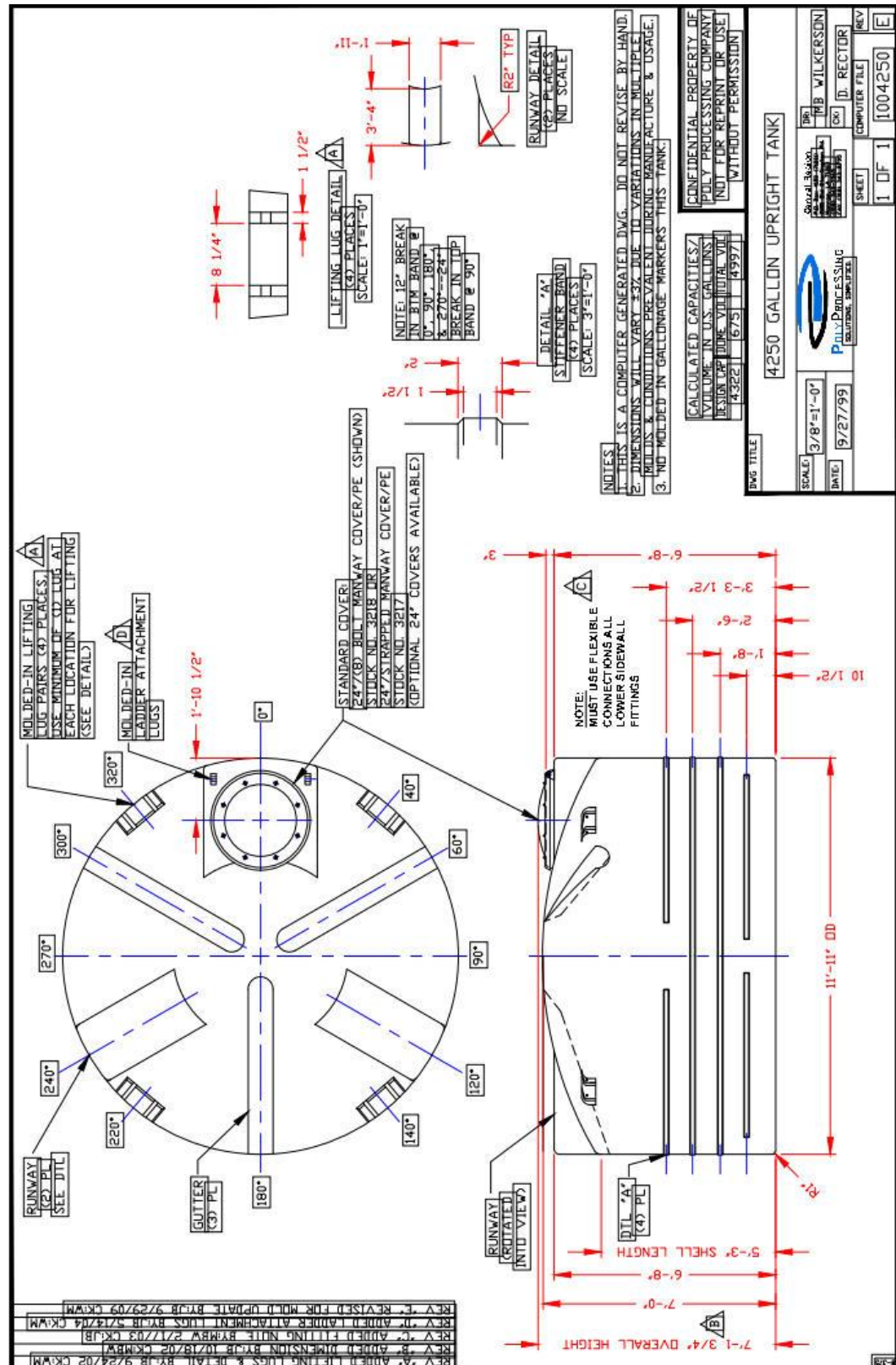
Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

19. Immigration Reform and Control Act Of 1986: During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ

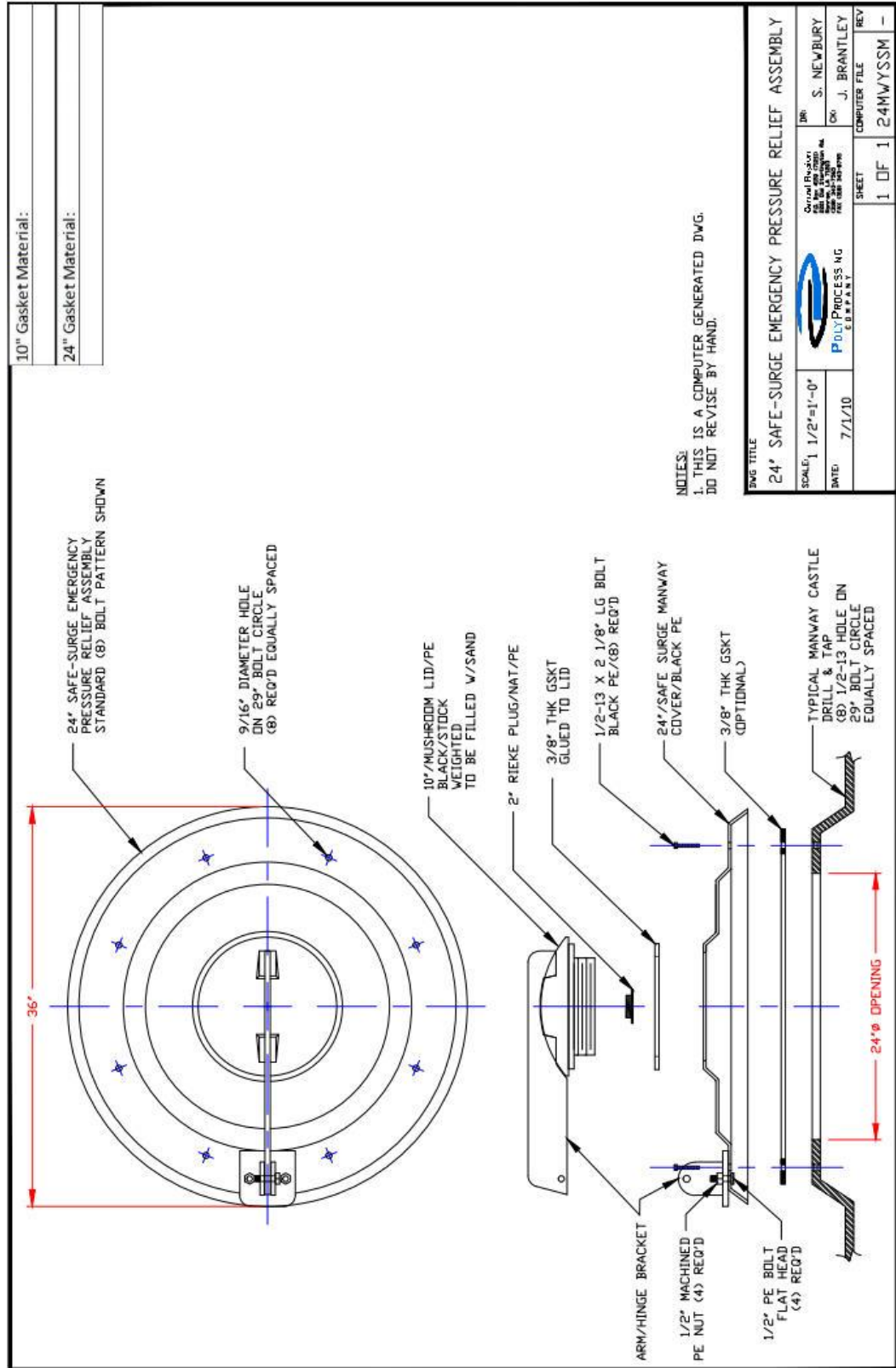
an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)

20. Certification of Interest & Relationships with City of Staunton, Staunton City Council, School Board, and Staunton Public School Employees: The extent that either Contractor or any of Contractor's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board or Staunton Public Schools, Contractor shall reveal such relationships. In accordance with this paragraph, Contractor shall execute the certification attached hereto as (Attachment CIR) and submit the certification contemporaneously with the executed Contract.

ATTACHMENT A: Sodium Hypochlorite Tank (Page 1 of 1)



ATTACHMENT B: Safe Surge Manway (Page 1 of 2)



ATTACHMENT B: Safe Surge Manway (Page 2 of 2)

SAFE-SURGE® MANWAY COVERS:



SAFE-Surge® MANWAY COVERS:

Emergency Air Surge Protection For Pneumatic-Filled Tanks.

Poly's SAFE Surge® manway covers ensure that your tank maintains the proper ACFM at all times – even in the event of air surges that can't be handled by primary venting. This system was designed specifically for pneumatic filled tanks. SAFE Surge®:

- Is never to be considered part of your primary venting.
- Releases at a 6 inch water column to prevent over pressurization.
- Features an easy inspection port.
- Is available for 19" and 24 inch manways.

This cover is REQUIRED in pneumatic filling operations excluding scrubbers.

california
8055 S. Ash St.
French Camp, CA 95231
Tel: 877.325.3142

louisiana
P.O. Box 4150
2201 Old Sterlington Rd.
Monroe, LA 71211
Tel: 866.590.6845
sales@polyprocessing.com

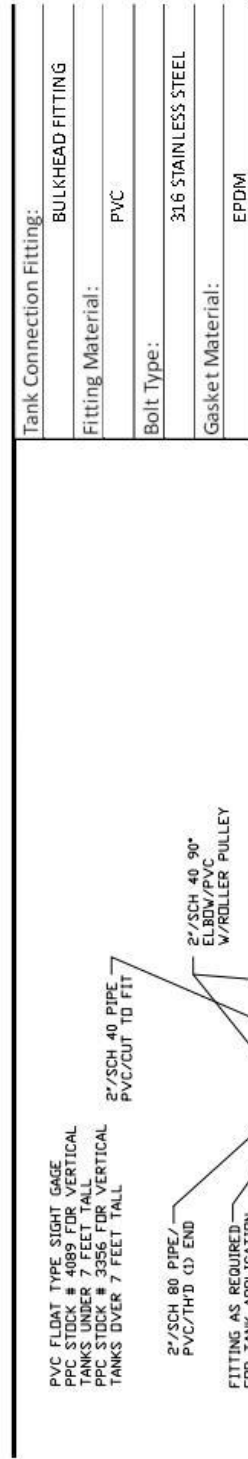
virginia
161 McGhee Rd.
Winchester, VA 22603
Tel: 877.633.6416

ATTACHMENT C: Reverse Float Level Gauge (Page 1 of 3)

NON-CONTROLLED COPY

INFORMATION SUBJECT TO CHANGE WITHOUT NOTICE

VERIFY REV LEVEL OF PAPER COPY WITH REV LEVEL ON PPC WEB SITE



NOTES:
1. THIS IS A COMPUTER GENERATED DWG. DO NOT REVISE BY HAND.

DWG TITLE: REVERSE FLOAT TYPE SIGHT GAUGE

SCALE: 6\"/>	DATE: 4/28/10	DESIGNED BY: C. DAVIES	CHECKED BY: J. BRANTLEY
		COMPANY: PLY PROCESSING COMPANY, LLC	PROJECT: WTP CHEM TANK REMOVAL & REPLACEMENT
		SHEET: 1 OF 1	COMPUTER FILE: FTSGM

ATTACHMENT C: Reverse Float Level Gauge (Page 2 of 3)

REVERSE FLOAT LEVEL GAUGE:

An Inside Look at the Reverse Float Level Gauge

Knowing the liquid level in a chemical storage tank is important for a number of reasons. You have to know when to order more chemical, and certain chemicals have to be stored at a specific level to maintain their properties and/or operational requirements. A reverse float level gauge is helpful in that it lets you know, from the outside of the system, how much chemical is in your tank.

Why Design a Level Gauge

A level gauge of any kind monitors the liquid level of what is being stored in the polyethylene tank. There are several types of gauges including clear tube level gauges, ultrasonic level gauges, etc. While Poly Processing works with many types of level indication, in almost all cases we recommend our reverse float gauge for use with chemical storage tanks.



How a Reverse Float Level Gauge Works

Perhaps counterintuitive at first glance, this simple level system contains a float inside the tank and a visual indicator on the outside. As the tank is filled, the chemical lifts the float which in turn allows the weighted indicator on the outside to move down. This is done using a pulley system with polypropylene rope and PVC rollers inside of PVC elbows. As the tank empties, the float inside the tank drops pulling the indicator up. This is why it is called a reverse float level gauge. (Continued On Back Page)

California
8055 S. Ash St.
French Camp, CA 95231
Tel: 877.325.3142

Louisiana
P.O. Box 4150
2201 Old Sterlington Rd.
Monroe, LA 71203
Tel: 866.590.6845
sales@polyprocessing.com

Virginia
161 McGhee Rd.
Winchester, VA 22603
Tel: 877.633.6416

ATTACHMENT C: Reverse Float Level Gauge (Page 3 of 3)

RFLG

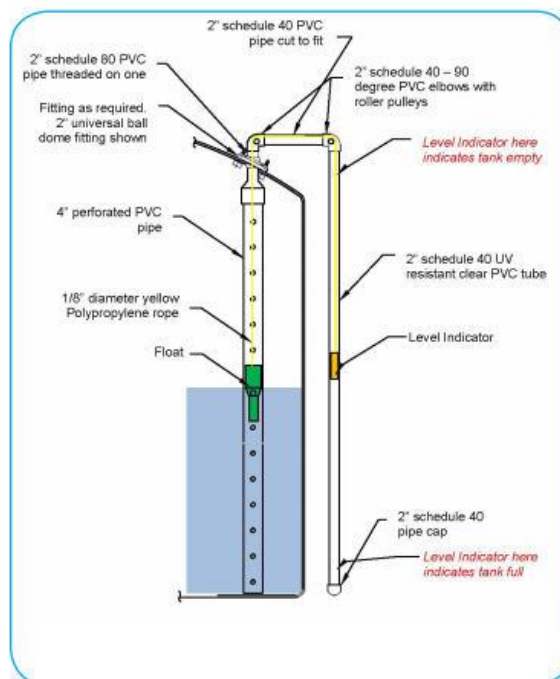
REVERSE FLOAT LEVEL GAUGE (CONTINUED):

When the tank is full, the visual indicator is at the bottom of the tank and when the tank is empty it is at the top. It is reverse of the level it indicates and has many advantages as discussed below.

The Value Behind a Reverse Float Level Gauge

The reverse float level gauge is unique in that it is a simple system which does not require chemical on the outside of the tank to give the user a reading. The reverse float level system can be used on almost any tank including double walled SAFE-Tanks. Some of the many advantages include:

- No sidewall tank penetrations or chemical exposure needed
- All joints are dry fit for easy part replacement
- Internal float works for any chemical
- The chemical resistant rope used for the assembly is polypropylene
- Elbows and rollers inside of the elbows are made of high quality PVC
- Reverse calibration tape can be added for tank capacity
- Standard or Free Standing Pipe supports are available

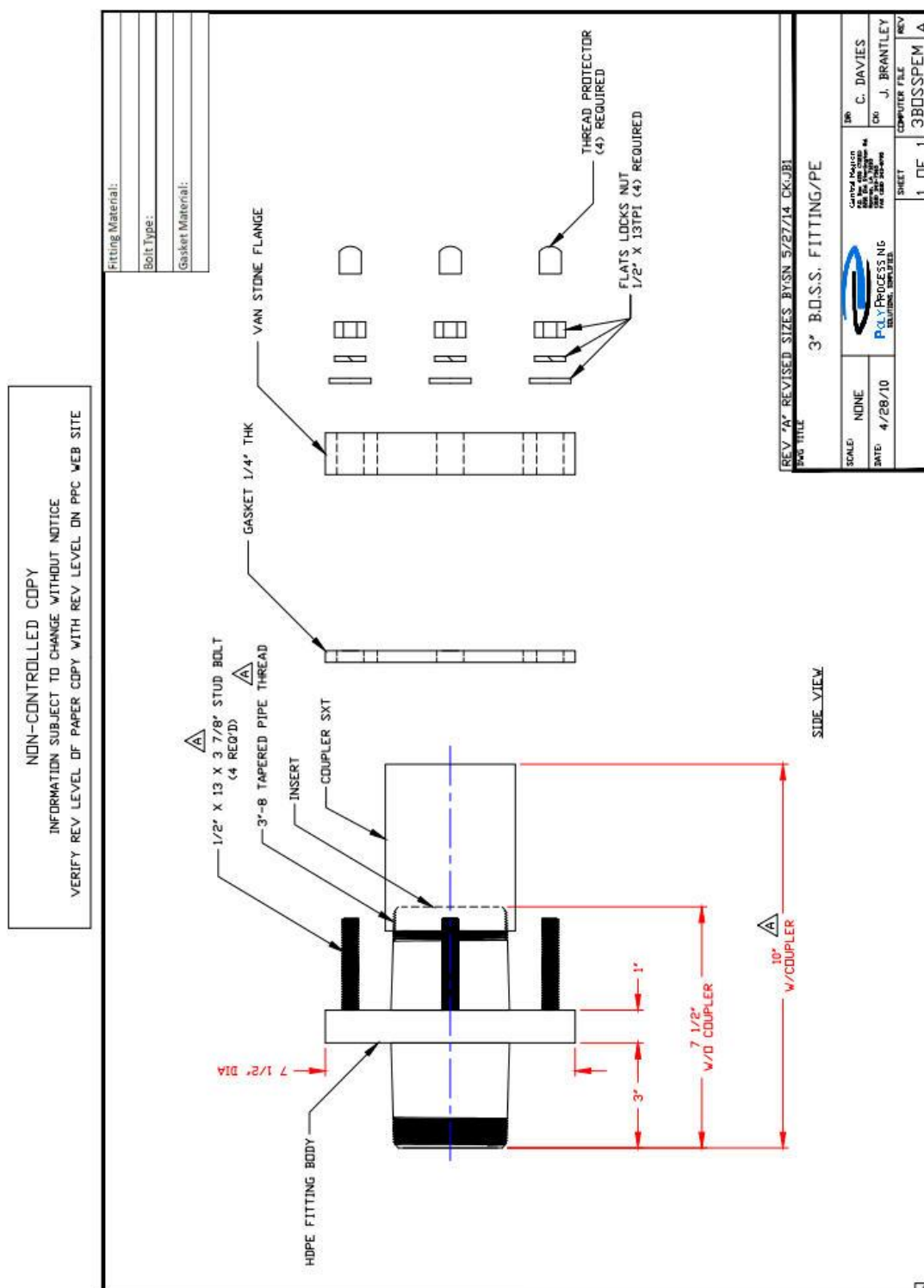


Visit www.polyprocessing.com/reversefloat for more information.

Rev. 5-30-17

POLYPROCESSING
SOLUTIONS. SIMPLIFIED.
www.polyprocessing.com

ATTACHMENT D: BOSS Fitting (Page 1 of 3)



ATTACHMENT D: BOSS Fitting (Page 2 of 3)

B.O.S.S.® Fitting

Bolted One-Piece Sure Seal Prevents Leaks



The B.O.S.S.® Fitting adds value to your tank system

1. One-piece design reduces the seal point to a single gasket.
2. Polyethylene construction assures you of the same chemical compatibility as your tank.
3. Innovative backing ring design reduces stress on the fitting and makes it three times stronger than similar plastic fittings.
4. Easy to maintain and troubleshoot because the pipe connection is extended beyond the sidewall of the tank.

CALIFORNIA
8055 S. Ash St.
French Camp, CA 95231
866.765.9957

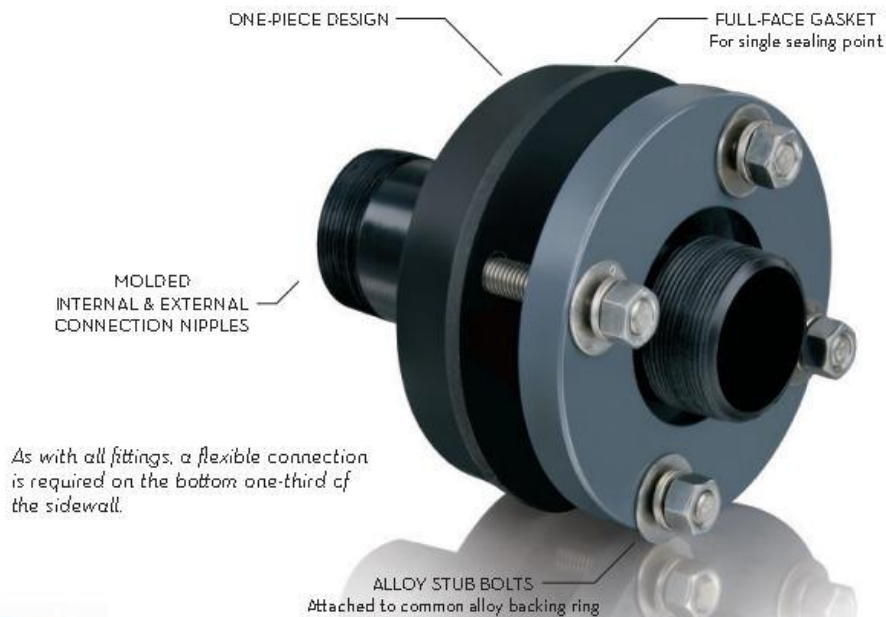
LOUISIANA
P.O. Box 4150
2201 Old Sterlington Rd.
Monroe, LA 71203
Tel: 866.765.9957
sales@polyprocessing.com

VIRGINIA
161 McGhee Rd.
Winchester, VA 22603
866.765.9957

ATTACHMENT D: BOSS Fitting (Page 3 of 3)

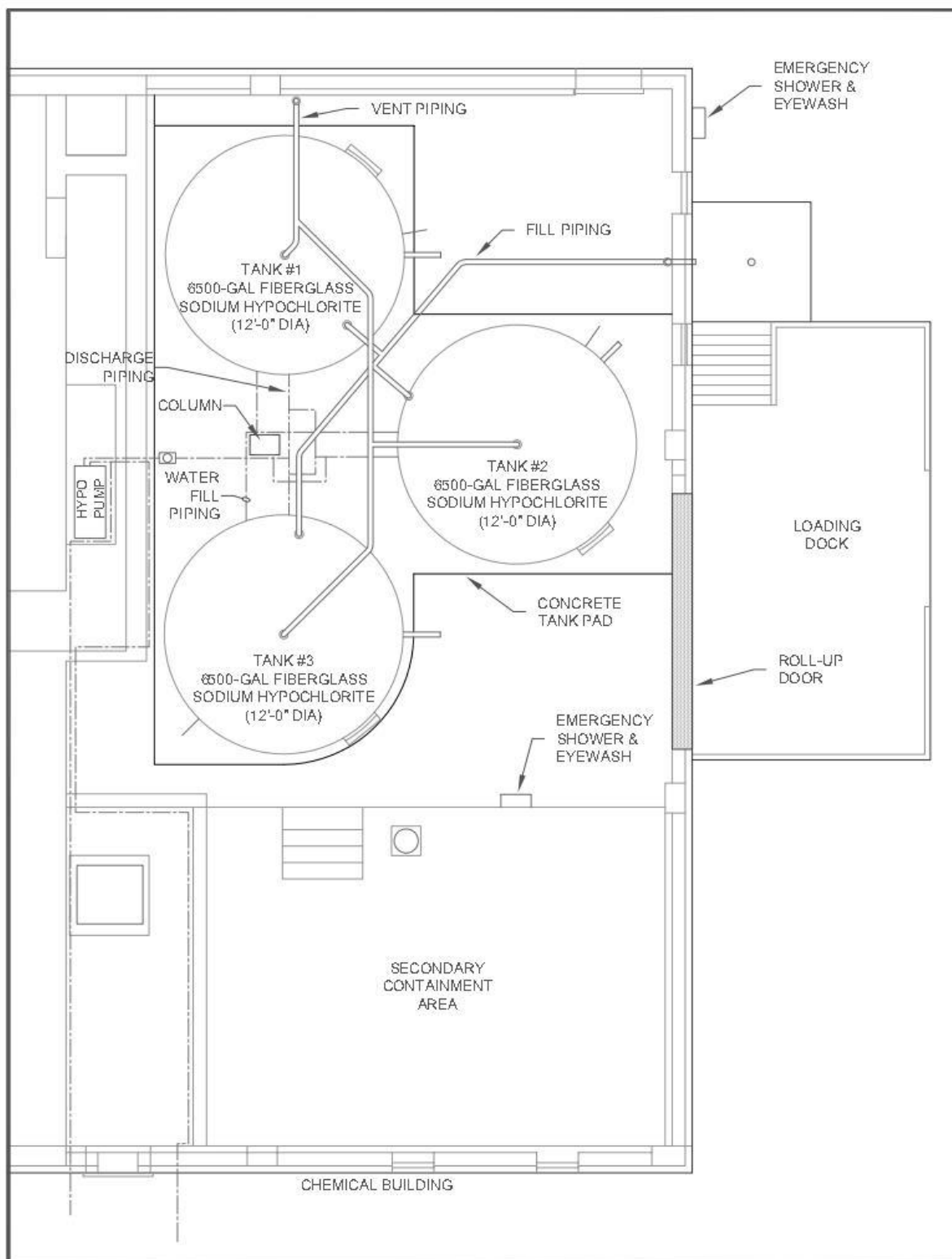
About the One-Piece Design

- An innovative design that protects the cross section of the OR-1000® tank systems.
- Made of polyethylene and available in 1", 2", and 3" sizes.
- Three alloy options available: 316 Stainless Steel, Titanium and C-276.
- Installed through the tank wall as with any standard bulkhead fitting.
- Comes fully assembled and factory tested.
- Streamlined fitting: one full-face gasket is the single sealing point and internal and external connection nipples are molded into the fitting.
- Assured chemical compatibility through the use of polyethylene construction.
- Increased strength by connecting all of the stud bolts to a robust common-alloy backing ring.

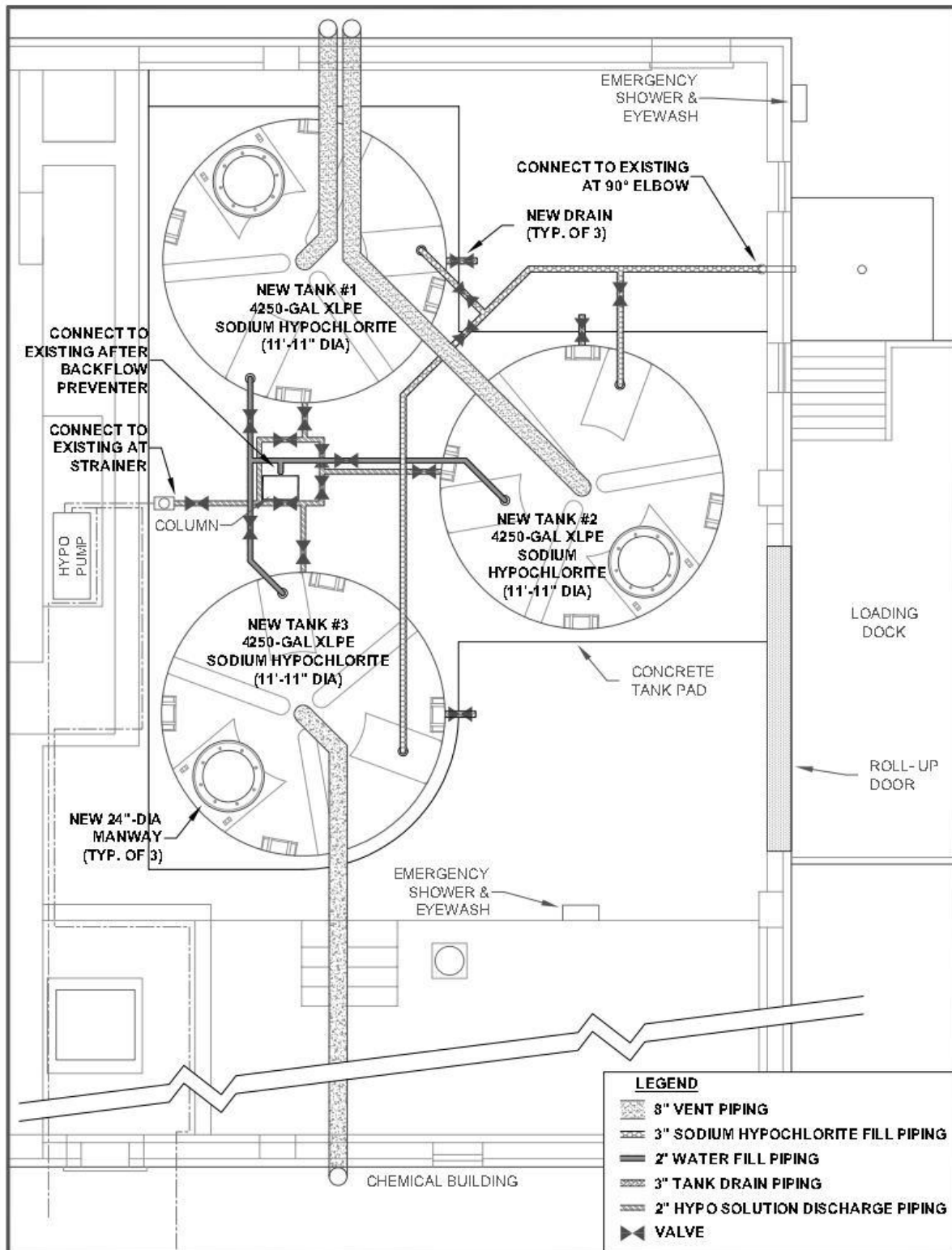


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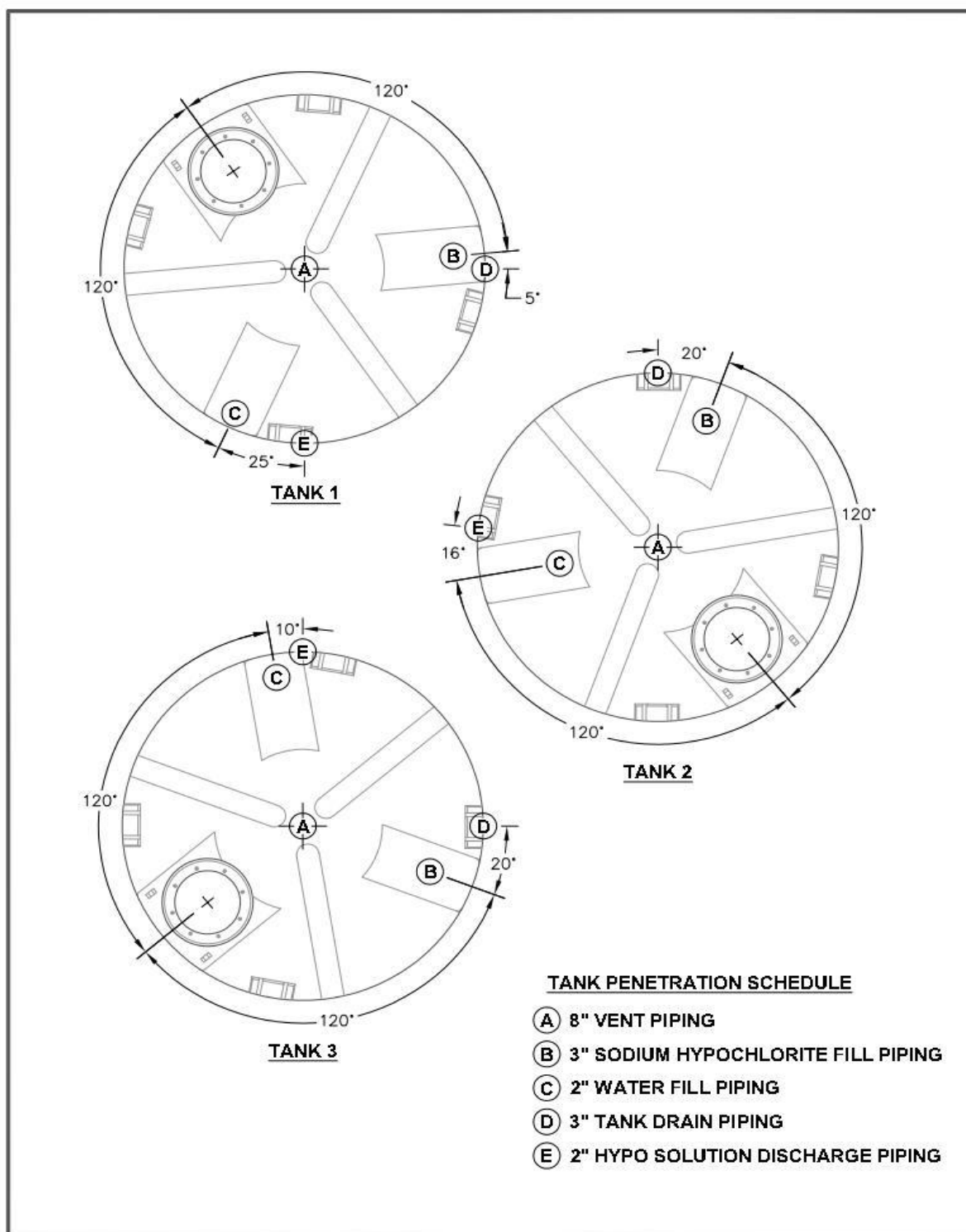
ATTACHMENT E: EXISTING CONDITIONS
(Not-To-Scale)



ATTACHMENT F: NEW CONSTRUCTION
(Not-To-Scale)



ATTACHMENT G: TANK FITTING SCHEDULE AND ORIENTATION
(Not-To-Scale)



ATTACHMENT BB

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

_____ as Principal, and
_____ as Surety, are hereby held
and firmly bound unto _____ as Owner in
the penal sum of _____ for the
payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our
heirs, executors, administrators, successors and assigns.

Signed, this _____ day of _____ 2019

The condition of the above obligation is such that whereas the Principal has submitted to
_____ a certain bid attached
hereto and hereby made a part of hereof to enter into a contract in writing, for the _____

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid.

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals,
and such of them as are corporations have caused their corporate seals to be hereto affixed and
these presents to be signed by their proper officers, the day and year first set forth above.

_____(L.S.)
Principal

Surety

By: _____

Seal

ATTACHMENT PB
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that _____

(Insert full name or legal title and address of Contractor)

as Principal, hereinafter called Contractor,
and _____

(Insert full name or legal title and address of Surety)

as Surety, hereinafter called Surety, are held and firmly bound unto _____

(Insert Name and Address of Owner)

as Obligee in the amount of: _____ dollars (\$ _____)
(Insert sum equal to contract price in both words and figures)

for the payment whereof Contractor and Surety bind themselves, their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

Contractor has by written agreement dated _____, 2019,
entered into a Contract with Owner for:

Staunton, Virginia
(Insert name or description and location of project)

in accordance with Drawings and Specifications as prepared by:

(Insert full name or legal title and address)

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, in strict conformity with the Drawings, Specifications and Contract Documents, then this obligation shall be null and void. Otherwise, it shall remain in full force and effect for one (1) year after completion of all work:

- a. The Surety hereby waives notice of any alternation or extension of time made by the Owner.
- b. Any suit under this bond must be instituted, (1) before the expiration of one (1) year after completion of the Contract including the expiration of all warranties and guarantees, or (2) before the expiration of one (1) year after a defect or breach of warranty is discovered, if the action be for such.
- c. No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the successors or assigns of Owner and every action brought hereon shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.

SIGNED AND SEALED THIS _____ day of _____, 2019

In the presence of:

_____(SEAL)
PRINCIPAL

WITNESS

BY TITLE

SURETY

WITNESS

BY TITLE

Surety: (Attach power of attorney)

CONTRACTOR'S PERFORMANCE BOND
Project: _____

ATTACHMENT PYB

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

that _____

(Insert full name or legal title and address of Contractor)

as Principal, hereinafter called Contractor,

and _____

(Insert full name or legal title and address of Surety)

as Surety, hereinafter called Surety, are held and firmly bound unto

(Insert full name or legal title and address of Owner)

as Oblige for the use and benefit of claimants as herein below defined in the amount of: _____

_____ (\$_____).

(Insert sum equal to contract price in both words and figures)

for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

Contractor has by written agreement dated _____, 2019,
entered into a Contract with Owner for:

(Insert name or description and location of project)

in accordance with Drawings and Specifications as prepared by: _____

(Insert full name or legal title and address)

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Contractor shall promptly make payment to all claimants as hereinafter defined, for all labor and materials used or reasonable required for use in the performance of the Contract, then this obligation shall be void. Otherwise it shall remain in full force and effect, subject, however, to the following conditions:

- a. A Claimant is defined as one having a direct contract with the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
- b. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work of labor was done or performed, or materials were furnished by such claimant, may sue on this bond, prosecute the suit to final judgment for such sum or sums as may be justly due claimant and have execution thereon. The Owner shall not be liable for the payment of any costs or expenses of any such suit.
- c. Any suit or action hereunder by any claimant:
 1. Shall not be commenced after the expiration of one (1) year following the date on which the claimant last performed labor or last supplied materials.
 2. Shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.

SIGNED AND SEALED THIS _____ day of _____, 2019,
in the presence of:

_____(SEAL)
PRINCIPAL

WITNESS

BY TITLE
_____(SEAL)
SURETY

WITNESS

BY TITLE

Surety:
(Attach power of attorney)

CONTRACTOR'S LABOR AND MATERIAL
PAYMENT BOND
Project _____

ATTACHMENT CIR

CERTIFICATION OF INTEREST & RELATIONSHIPS WITH CITY OF STAUNTON, STAUNTON CITY COUNCIL, SCHOOL BOARD AND STAUNTON PUBLIC SCHOOL EMPLOYEES

Contractor hereby certifies that neither Contractor, nor any of Contractor's officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board, or Staunton Public Schools (City Employee).

To the extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

- ☐ Neither Contractor nor any of its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the City of Staunton, Staunton City Council, School Board, or Staunton Public Schools.
- ☐ The following individuals currently maintain a **financial** relationship with Contractor.

City Employee's Name: _____

Position with City: _____

Nature of Relationship: _____

- ☐ The following individuals currently maintain a **familial** relationship with Contractor.

City Employee's Name: _____

Position with City: _____

Nature of Relationship: _____

Contractor

Date

By: _____

Name: _____

Title: _____

