



**REQUEST FOR PROPOSAL (RFP)
GRAPHIC DESIGN SERVICES FOR LEESBURG AT
LEISURE ACTIVITIES GUIDE**

ISSUE DATE: Thursday, May 9, 2024

RFP NO.: 100413-FY24-47

QUESTION DEADLINE: Friday, May 17, 2024; 5:00 P.M.

PROPOSAL DUE DATE: Tuesday, June 4, 2024; 3:00 P.M.

DELIVERY ADDRESS: Commonwealth's eProcurement website
www.eva.virginia.gov

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Buyer I
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NOTE: Effective January 1, 2021, and until further notice, all bids and proposals in response to a formal solicitation issued by the Town will be securely received via eVA, the Commonwealth's eProcurement website. All formal solicitations, including notices of addenda, will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and eVA (www.eva.virginia.gov). Courtesy notifications will be provided to interested parties who have registered to receive updates. Interested parties are responsible for providing the correct contact information to the Town.

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I. PURPOSE

The Town of Leesburg (the “Town”) is soliciting sealed proposals from qualified firms interested in graphic design services for four (4) issues of the Leesburg at Leisure Activities Guide. The successful offeror, also referred to herein as “Contractor”, will work with the Town to provide continued layout services for four issues throughout the fiscal year.

II. BACKGROUND

The Town of Leesburg is located 35 miles west of Washington, D.C. The Town encompasses an area of 12 square miles with an estimated population of 54,215. The Town is the largest town in population in the Commonwealth of Virginia. Town Services include a general aviation airport, police, public works including street maintenance, storm water management, utility services including water and sanitary sewer, parks and recreation with 18 active and passive parks, and a genealogical and research library amongst other services.

The Town of Leesburg Parks and Recreation Department offers a variety of programs, facilities, and services to meet the recreation and leisure needs of the community. The department features a recreation center with 71,000 square feet of aquatic, fitness and recreation opportunities as well as an 11-court tennis complex, outdoor waterpark, and 16 parks. Throughout the year, the Parks and Recreation Department offers over 3,000 recreation programs and events for all ages.

The activity guide content includes the department’s core information: admission fees, hours of operations, rental information, classes, programs, and events for abroad audience including young families to older adults. The activity guide page count may vary in size from 40 to 56 pages.

The Parks and Recreation Department currently publishes a season activity guide four times per year; typically in February, April, July and October to approximately 29,700 households.

The current activity guide can be viewed at:

<https://www.leesburgva.gov/departments/parks-recreation/facilities/ida-lee-park-recreation-center/class-program-schedule>

III. STATEMENT OF NEEDS

The successful offeror, also referred to herein as “Contractor”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

A. Contract Deliverables

1. The Contractor may need to create graphics, use stock photography, and edit copy, with prior approval if deleting content, in order to fill the layout and create a visually pleasing read.
2. The Contractor must be able to work at a highly professional level with photo editing software. The Contractor needs to perform various photo editing, including but not limited to, resizing photos, retouching, background and spot removal, and color manipulation.
3. The Contractor must provide up to four rounds of proofs, a first draft, and a second draft to fourth draft, after edits are made, to the Town for final review within established deadlines. The Town will require low resolution electronically, at no additional cost.
4. The Contractor must be responsible for meeting required print and mailing dates.
5. After final edits are done and approval is received from the Town, the Contractor must provide Town staff with an electronic version of the activities guide to place on the Town's website (Issuu file) and to share with the Town's designated printing company (print ready file).
6. Contractor must be responsible for all pick-ups and deliveries of all materials if applicable. All files and documents will be shared electronically.
7. Contractor must rework layout and style sheets as required during development stage to comply with space allocation and the Town staff's desired look for final product. Contractor will be expected to meet with Town of Leesburg staff to review and discuss layout.

B. Product Description

1. Paper:
 - a. White
 - b. Glossy (slick)
 - c. 80 pound cover and 50 pound offset for the inside pages
2. Trim Size:
 - a. 8 ½" x 11"

3. Number of Pages:
 - a. The number of pages will vary. Please include pricing for a 36 page activities guide (includes cover pages) with pricing for additional four page increments. Our largest issue to date is 56 pages (including cover pages).
4. Ink:
 - a. Four color process throughout the guide.
5. Binding:
 - a. Saddle stitch, and stapled.

C. Development Stage

Defined herein as all typesetting, design and layout work required for completion of job prior to making the work camera ready. The Town of Leesburg staff will work with contractor to develop the general layout of the space allocations.

D. Production Stage

The Contractor must develop the activities guide in accordance with the attached schedule (see Exhibit A). For the sake of consistency, all dates assume completion by 10:00 AM on designated date. The Town reserves the right to change the schedule as needed.

E. Type Setting and Design

1. Will be done by desktop publishing or photo typesetting. The body will be ten point to sixty point, with medium and boldface types to be used. The following symbols will be included: dollar signs, slashes, asterisks, trademark indications, etc. Letters, symbols, and numbers are to be evenly aligned. Must be able to take information across a column width. Final product will be printed by a professional printing company of the Town's choice.
2. Extensive graphics must be created for this activity guide with an obvious emphasis on recreation activities. The Contractor must be able to produce a product that has original designs and some computer aided design graphics, while incorporating stock photos and photos provided by The Town of Leesburg to fill the layout and create a visually pleasing read. The use of clip art should not be used.

F. Portable Document Format

The creation of a PDF is required for the Leesburg at Leisure Activities Guide and will need to be delivered on a flash drive, or electronic transfer to a Town staff member.

G. Liquidated Damages

The Town specifies that time and quality of services performed under this Contract are of the essence. The Town and the Contractor agree that damages for failure to complete the work in the timeframes stated in Exhibit A may result in the Town assessing liquidated damages. The Town will adjust the schedule if the Town is late in completing its requirements of the contract and will inform the Contractor in writing. The Contractor will be charged five percent (5%) in liquidated damages for each day of delay beyond the timeframes stated in Exhibit A or beyond the timeframe stated in writing by the Town if the Town is late in completing its requirements. Any liquidated damages assessed by the Town will be documented in writing and shall be deducted by the Town from the Contractor's invoice for the services performed. The Contractor hereby waives any defense to the validity of the liquidated damages.

H. Schedule Changes

The Town of Leesburg reserves the right to modify the schedule as necessary. Any changes to the schedule will be documented in writing.

I. Additional Costs

1. Any additional costs caused by the contractor or the contractor's failure to make requested corrections shall be incurred by the contractor.
2. Additional costs that would be incurred by the Town, for optional services above and beyond the pricing form, must be approved by the Town prior to commencement of respective work.

J. Town Provided Information and Services

The Town will provide the following information to the Contractor:

1. The Town will provide the copy, in-house photos, and other materials to the Contractor who will be responsible for assembling materials into the activity guide. The page count will be determined by the quantity of the materials submitted. The Town will also provide general directions as to what information should be placed on each page. Staff may choose to request a cover image change within the contract period.
2. Artwork: Will be presented via electronic transfer site.

3. Proofing: The Town of Leesburg must be provided a minimum of three to five working days for first proofing and three complete working days for the second to fourth proofing. A working day is defined as 9:00 AM – 5:00 PM, Monday through Friday.
4. Text Copy Presentation: Activities Guide copy will be presented to the Contractor via electronic transfer site or emailed in Word format. The Contractor will be responsible for conversion of text to graphic design.
5. Pictures: The Town of Leesburg will provide photos to be edited for inclusion in the activity guide.
6. The Town of Leesburg will retain ownership of all work produced including graphic design output.

IV. PROPOSAL SUBMITTAL INSTRUCTIONS

A. Submittal Instructions

One (1) electronic copy of your complete proposal, and one (1) electronic copy with any trade secret, confidential, or proprietary information redacted must be submitted. Late proposals will **not** be accepted. Mailed, telephone, fax, emailed and verbal offers will **not** be accepted.

In order to be considered for a contract award, offerors must complete and submit a response to this RFP via the Commonwealth's electronic procurement website eVA (www.eva.virginia.gov). eVA streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. Offerors desiring to provide goods and/or services to the Town must be a registered vendor in eVA. eVA Vendor Registration is free.

On the eVA website, www.eva.virginia.gov, applicants must login as a vendor using their eVA username and password. Please contact eVA Customer Care for instructions and/or assistance in registering to become a vendor, login, and/or uploading documents. eVA Customer Care:

Hours: 8:00 AM to 4:45 PM, Monday through Friday
Phone Toll Free: 866-289-7367
Email: eVACustomerCare@DGS.Virginia.gov

Proposals shall be submitted electronically to the Town via the Commonwealth's eVA website **prior** to the proposal submission deadline stipulated for this RFP or as amended via any subsequent addenda issued by the Town. Offerors assume full responsibility for the electronic delivery of the completed proposal to www.eva.virginia.gov on or before the deadline for submission. The Town is not responsible for any loss or delay with respect to the submission

of proposals. Late proposals will **not** be accepted. Proposals submitted by any method other than via the eVA website will **not** be accepted.

All required forms and documentation submitted in response to this RFP must be uploaded as one (1) pdf attachment to eVA (www.eva.virginia.gov). The attachment should use the following naming convention: the RFP number and the name of the bidder (i.e. RFP No. _____ - Your Company's Name).

NOTE: eVA will not allow an offeror to upload documents after the deadline set for receipt of proposals. Any submission partially uploaded at the deadline date and time will be considered incomplete and will not be accepted. ANY PROPOSAL RECEIVED BY THE TOWN AFTER THE DEADLINE FOR SUBMISSION WILL NOT BE ACCEPTED.

B. Proposal Format

Offerors should submit proposals in the following format:

1. Proposals should include a cover letter, the completed RFP Submission Forms, references, supplemental information, and any other information that you deem appropriate.
2. Proposals should be submitted on 8-1/2" x 11" paper. Proposals are to be prepared simply and concisely. Elaborate artwork, expensive paper, visual, and other presentation aids are not required.
3. Proposals should be signed by the person or persons legally authorized to bind the offeror to a Contract. Until further notice, electronic signatures will be accepted by the Town and submission of a proposal through the eVA website constitutes your representation that your firm authorizes the use of electronic signatures.
4. Proposals should contain no more than seventy-five (75) individual sheets. All sheets in the proposal (i.e. including covers, section dividers, table of contents, executive summary, etc.) will be counted as part of the sheet count.
5. Each copy of the proposal should be contained in one PDF, all pages should be indexed in the sequence and format as indicated below:

SECTION 1	<ul style="list-style-type: none">• Executive Summary• Offeror Submission Form (Page 30)• Acknowledgement of Addenda (Page 31)
SECTION 2	<ul style="list-style-type: none">• Capability and Skill

	<ul style="list-style-type: none"> • Offeror’s Experience and History • Project Team and Organization Chart • Client Listing/References (Page 32)
SECTION 3	<ul style="list-style-type: none"> • Services Proposed • Outline of Offeror’s Ability to Meet the Statement of Needs as Outlined in Section III • Examples of Similar Work and Samples of Photography Edits (before and after pictures) • Sample Pages of Leesburg at Leisure (Using Exhibit B) • Sample Cover Page (Using Exhibit C)
SECTION 4	<ul style="list-style-type: none"> • Price Proposal (Page 33)
SECTION 5	<ul style="list-style-type: none"> • Exceptions to the RFP

C. Proposal Organization

Offerors are encouraged to be thorough in addressing the Statement of Needs and the Proposal Submittal Instructions as outlined in this RFP. Offerors must fully address each of the following items and submit proposals using the following format:

1. **Executive Summary:** Provide a concise description of all work experiences as they relate to the scope of work, including but not limited to: background information about organization (i.e. philosophy, ownership, size, facilities, locations, etc.), management structure, the type of organization you represent (i.e. individual, partnership, corporation, etc.), a detailed history of all mergers and acquisitions, and a copy of the certificate from the State Corporation Commission stating that your firm is authorized to transact business in the Commonwealth of Virginia.
2. **Capability and Skill:** Describe the qualifications and skills of the organization and project team to provide the services, including but not limited to: offeror’s qualifications to perform the services, qualifications and resumes of team members and other employees who will be managing and performing the services, indicate services to be subcontracted and subcontractor(s) to provide said services, and provide a list of three (3) references from the last five (5) years. The list must include names, address, telephone numbers, and email addresses of contact persons as well as a brief description of the work performed.
3. **Services Proposed:** Provide a detailed description of the services to be provided under this contract, including but not limited to: overview of the offeror’s understanding of the scope of work and services to be provided, provide best practice approaches to the Town that will enhance efficiency and effectiveness, address each of the specific requirements set forth in Section III Statement of Needs in order to demonstrate how the proposed solution will meet the

specifications requested, and a statement explaining why the offeror's proposed solution would be the most advantageous to the Town.

- Offeror must provide examples of similar work and sample photography edits with before and after images.
 - Offeror must provide their page design and computer aided design of Leesburg at Leisure sample pages. Text will be provided (see Exhibit B) to design the sample pages. The sample pages should use all the text provided in Exhibit B. Offeror shall supply appropriate pictures and images, and should be laid out on two 8 ½" x 11" PDF page.
 - Offeror must provide a design of Leesburg at Leisure cover page using the picture provided (see Exhibit C). Offeror must also remove the "Adidas" logo from the sun visor. The cover page should be laid out on one 8 ½" x 11" PDF page.
4. **Price Proposal:** Offeror must provide proposed fee structure for the Town in the format outlined on the Pricing Form.
 5. **Exceptions to RFP:** Detail any exceptions taken to the Scope of Work and Terms and Conditions sections of this RFP. For each exception, specify the RFP page number, section number, and the exception taken.

D. Proposal Protection

In accordance with Sections 11 and 12 of the Town's General Terms and Conditions, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential. If

after given a reasonable time, the Offeror refuses to withdraw the aforementioned designation, the proposal will be removed from consideration.

V. QUESTIONS AND INQUIRIES

Unless otherwise instructed, the Procurement Contact is the sole point of contact for questions concerning this RFP. Questions concerning this RFP must be made in writing to the Procurement Contact listed on the cover page of the RFP. **Questions must be received by the Question Deadline specified on the cover page of this RFP.**

A formal addendum responding to all questions received by the deadline will be made available no later than five business days before the proposal due date. Additional clarifications to the specifications will also be in the form of a written addendum. All addenda will be posted on the Town's website. Such addenda will become part of the contract documents. Verbal instructions are not binding and will not form a part of the proposal documents. It is the offeror's responsibility to obtain all addenda from the Town's website: <http://www.leesburgva.gov/bidboard>

VI. EVALUATION CRITERIA AND AWARD

A. Evaluation Criteria

Proposals will be evaluated on the following criteria and weighted accordingly:

1. Cost of Design Services and additional fees– 50%
This will be evaluated on an all-inclusive price for each activity guide (including four drafts) and additional fees.
2. Creativity of Design of Sample Pages - 25%
This will be evaluated by the accuracy, layout, flow of text, and use of original design of the samples pages and photography edits.
3. Portfolio Review - 15%
This will be evaluated on the company's range of similar experience to the publication samples given. Demonstrates understanding of the work of project scope, deliverables, and purpose.
4. Overall Completeness and Quality of the Proposal - 10%

B. Selection Process

The selected committee will be comprised of Town of Leesburg staff. The Town Staff will evaluate and rank the proposals using the evaluation criteria stated above and negotiate a contract in accordance with the process for competitive negotiation described in Section 2.2-4302.2 of the Virginia Public Procurement Act (VPPA) for non-professional services.

The Town reserves the right to accept or to reject any or all proposals in whole or in part, to make multiple awards, and to waive informalities in the process of awarding this contract. The Town further reserves the right to make an award of a contract without further discussion of the proposals received provided it is determined in writing that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration. Therefore, proposals should be submitted initially on the most favorable terms that the offeror could propose with respect to both price and technical capability.

C. Contract Award

The Town intends to award a contract to a qualified offeror authorized to transact business in the Commonwealth of Virginia with demonstrated experience similar in nature to that being requested herein. The award of a contract shall be at the sole discretion of the Town. Award will be made to the offeror whose proposal is determined to be most advantageous to the Town, taking into consideration the above criteria.

The contents of the proposal submitted by the successful offeror will become a part of any contract awarded as a result of this RFP. The successful offeror shall be expected to sign a contract with the Town. Additional terms and provisions may be included in the contract, a sample copy of which is enclosed.

VII. TERMS AND CONDITIONS

A. Special Terms and Conditions

1. **Contract Term:** The term of this Contract shall commence on a date that is mutually agreed upon both parties and shall continue in force for one (1) year. Upon mutual agreement of both parties, this Contract may be renewed for four (4) additional one-year terms.

B. General Terms and Conditions

1. **Proposal Binding for One Hundred Twenty (120) Days:** Offeror agrees that this proposal shall be valid and may not be withdrawn for a period of one hundred and twenty (120) calendar days after the due date.
2. **Late Proposals:** Proposals received after the time specified on the cover page of this RFP will not be accepted and will be returned unopened, provided a return address is visible.
3. **Acceptance or Rejection of Proposals:** The Town reserves the right to accept or reject any or all proposals in whole or in part and to waive minor informalities in the process of awarding this contract.

4. **Competition Intended:** It is the Town's intent that this request for proposals permits competition. It shall be the offeror's responsibility to advise the Procurement Officer in writing if any language, requirements, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. The Procurement Officer must receive such notification at least ten (10) business days before the due date.
5. **Understanding of Specifications:** Offerors shall thoroughly examine and be familiar with the Town specifications. The failure or omission of any offeror to receive or examine this document shall in no way relieve any offeror of obligations with respect to this proposal or the subsequent contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this paragraph.
6. **Exceptions to RFP:** Offerors taking exception to any part or section of this RFP shall indicate such exceptions in their proposal. Failure to indicate any exceptions shall be interpreted as the offeror's intent not to fully comply with the specifications as written. Conditional or qualified proposals are subject to rejection in whole or in part.
7. **Inquiries Concerning Specifications:** Questions concerning this RFP must be made in writing to the Procurement Contact listed on the cover page of the RFP.
8. **ADA Reasonable Accommodation Clause:** If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the Procurement Officer at least ten (10) business days before the proposal due date.
9. **Costs Incurred in Responding:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of proposals, or to procure or contract for services defined herein.
10. **Employment Discrimination Prohibited:** 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 or national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. The contractor agrees to post in conspicuous places, available to employees and 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.

The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

- 11. **Disposition of Proposals:** All materials submitted in response to this RFP will become the property of the Town. One (1) copy of each proposal shall be retained for official files and will become a public record. These records will be available for public inspection after award of the contract. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 12. "Trade Secrets and Proprietary Information Disclosure".
- 12. **Trade Secrets and Proprietary Information Disclosure:** In compliance with the Town's Procurement Policies, all proposals will be available for public inspection. Trade secrets and proprietary information submitted by an offeror in connection with procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the offeror must invoke the protection of this section before or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that the costs are to be protected is unacceptable.
- 13. **Laws and Regulations:** The offeror's attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out in full.
- 14. **License Requirement:** All firms doing business for the Town are required to be licensed in accordance with the Town's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in Leesburg, VA are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Department of Finance, telephone **703-771-2723**. Indicate the BPOL license number on the proposal form.

15. **Ethics in Public Contracting:** The offeror agrees that it will adhere to Article 6 – “Ethics in Public Contracting” requirements set forth in the Virginia Public Procurement Act.
16. **Safety:** All contractors and subcontractors performing services for the Town are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupation Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
17. **Termination:** Subject to the provisions below, the contract may be terminated by the Town upon thirty (30) days advance written notice to the other party. If any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the Town until said work or services are completed and accepted.

Termination for Convenience – In the event that this contract is terminated or cancelled upon request and for the convenience of the Town, without the required thirty (30) days advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

Termination for Cause: – Termination by the Town for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause. In the event of default by the offeror, we reserve the right to procure the commodities and/or services from other sources, and hold the offeror liable for any excess cost occasioned thereby. If, however, public necessity requires use of commodities and/or service not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

Termination Due to Unavailability of Funds in Succeeding Fiscal Years – When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

18. **Non-Assignment of Contract:** The contractor shall not assign the contract, or any portion thereof, without the advanced written permission

of the Procurement Officer, such permission not to be unreasonably withheld.

19. **Use by Other Localities:** Offerors are advised that the resultant contract may be extended, with the authorization of the offeror, to other public bodies or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The Town of Leesburg acts only as the “Contracting Agent” for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your bid.

It is the Contractor’s responsibility to notify the public body(s) of the availability of the contract.

Other public bodies desiring to use this contract must make their own legal determination as to whether the use of this contract is consistent with their laws, regulations, and other policies.

Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract’s terms and conditions. If, when preparing such a contract, the general terms and conditions of the public body are unacceptable to the Contractor, the Contractor may withdrawal its extension of the award to that public body.

The Town of Leesburg shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that Public Body by the Contractor.

20. **Modification of the Contract:** This contract may be modified by approved a contract modification or change order signed by both parties in accordance with the VPPA.
21. **Discrimination Prohibited; Participation of Small and Minority-Owned Business:** The Town shall not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

22. **Drug-free Workplace to be maintained by Contractor; Required Contract Provisions:** All public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this 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.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, 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.

23. **Collusion Among Offerors:** More than one proposal from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that an offeror has an interest in more than one proposal for the work contemplated will cause rejection of all proposals in which the offeror is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the offerors. Participants in such collusion may not be considered in future proposals for the same work. The signer of the proposal must declare that all persons, companies and parties interested in the contract as principals are named therein; that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer of the proposal has authority to contractually bind the offeror. See Offeror Submission Form.
24. **Town Employees:** No employee of the Town shall be admitted to any share or part of this contract or to any benefit that may arise there from.
25. **Qualification of Offerors:** Each offeror may be required, before the award of any contract, to show to the complete satisfaction of the Evaluation Team that it has the necessary facilities, abilities, and financial

resources to furnish the service or material specified herein in a satisfactory manner, and the offeror may also be required to show past history and reference which will enable the Evaluation Team to be satisfied as to the offeror's qualifications. Failure to qualify according to the foregoing requirements will justify proposal rejection.

26. **Liability:** The successful offeror will not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the successful offeror that make performance impossible or illegal, unless otherwise specified in the agreement.
27. **Expenses Incurred In Preparing Proposal:** The Town accepts no responsibility for any expense incurred in the proposal preparation and presentation. Such expenses are to be borne exclusively by the offeror.
28. **Protest Of Award Or Decision To Award:** An offeror may protest an award or decision to award a contract under procedures as set forth in the VPPA.
29. **Ethics In Public Contracting:** This specification incorporates by reference, but is not limited to, the provisions of law contained in the Virginia Conflict of Interest Act, the Virginia Governmental Frauds Act, Articles 2 and 3 of Chapter 10 of title 18.2 of the Code of Virginia, as amended, and the Town Procurement Policy.
30. **Faith-Based Organizations:** The Town of Leesburg does not discriminate against faith-based organizations.
31. **Insurance Requirements:** Offeror shall secure at its own expense general liability insurance in an amount not less than \$1,000,000 solely contained in a Commercial General Liability Policy or in combination with an Umbrella or Excess Policy. Included shall be coverage for Bodily Injury and Property Damage resulting from the operations, products, and completed operations of the contractor.

Offeror shall also carry automobile insurance in an amount not less than \$1,000,000 solely contained in a Commercial Auto Policy or in combination with an Umbrella or Excess Policy. Offeror shall also carry Workers Compensation insurance, which meets the statutory requirements of the Commonwealth of Virginia. In addition, offeror shall also carry other insurance coverage deemed by the Town to be appropriate to his agreement.

The above-mentioned coverage shall be placed with an insurance carrier licensed to do business in the Commonwealth of Virginia. The carrier must have an AM Best Rating of A or better. A Certificate of Insurance identifying coverage and naming the Town of Leesburg as additional insured shall be furnished to the Town. Liability coverage shall contain wording prohibiting cancellation of coverage, failure to renew, or reduction in limit without the insurer first giving 30 days prior written notice of such action to the Town.

32. **Payment Clauses:** Pursuant to Section 2.2-4354 of the VPPA, within seven days after receipt of amounts paid to the offeror by the Town for work performed by the subcontractor under the resulting contract the Offeror will:

- a. Pay the subcontractor for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor under that contract; or
- b. Notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

Individual contractors must provide their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

The offeror will pay interest to the subcontractor on all amounts owed by the offeror that remain unpaid after seven days following receipt by the offeror of payment from the Town for work performed by the subcontractor under that contract, except for amounts withheld as allowed in subdivision 1.

“Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.”

The offeror will include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

A contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of the Town. A contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

33. **Prime Vendor Responsibilities:** Offerors may propose services that are provided by others, but any services proposed must meet all of the requirements of this RFP. If the offeror's proposal includes services provided by others, the offeror will be required to act as the prime vendor for all such items and must assume full responsibility for the procurement delivery and quality of such services. The offeror will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFP.
34. **Purchase Orders:** A purchase order will be enclosed with the resulting contract or will be issued shortly thereafter, and will become an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15 of the Code of the Commonwealth of Virginia, and assures distribution of the necessary receiving reports. The purchase order does not supersede any provisions of the resulting contract. Performance time and dates are determined solely by the contract and any modification thereto. Services are not to begin until receipt of the purchase order and/or other notification by the Town's Procurement Officer or designee.
35. **Title VI Compliance:** The Town of Leesburg, VA, as a recipient federal funds, complies with Title VI of the Civil Rights Act of 1964 (found at 42 U.S.C. § 2000(d) and the following sections) which prohibits discrimination based on race, color, or national origin. The Town's Title VI Policy can be found at: <https://www.leesburgva.gov/government/title-vi>.
36. **Contractor Verification Requirement:** The Town has implemented a Contractor verification process. Contractor information required by the Town must be verified through the Town's third-party validation service provider. Contractor must comply with this requirement to conduct business with the Town and receive payments. Instructions and additional information on how to comply with this requirement can be obtained from the Town's website at: <https://www.leesburgva.gov/departments/finance/accounting/vendor-verification>.

SAMPLE CONTRACT – PROVIDED FOR REFERENCE PURPOSES ONLY. THE TOWN MAY REQUIRE ADDITIONAL PROVISIONS IN ANY FINAL CONTRACT.

CONTRACT NO. [SOLICITATION TITLE]

This **CONTRACT** (the “Contract”) is made this _____ day of _____, 2024, by and between the **TOWN OF LEESBURG, VIRGINIA** (the “Town”), a municipal corporation, and _____, a _____ authorized to transact business in Virginia, having a usual place of business at _____ (the “Contractor”), collectively referred to herein as “Parties”.

The Contractor and the Town, in consideration of the mutual covenants, promises, and agreements herein contained, agree as follows:

1. **Provision of Services.** The Contractor hereby agrees to provide the following services to the Town:

[DESCRIPTION OF SERVICE]
2. **Contract Documents.** The Contract Documents consist of this Contract, RFP No. 100413-FY24-47 (incorporated herein by reference), the Contractor’s Proposal dated _____ (attached hereto as “Exhibit A”), and any subsequent purchase orders issued by the Town. Where the terms of this Contract and the Contractor’s Proposal are at variance, the provisions of this Contract shall prevail. The Parties agree that any ambiguity, conflict or inconsistency in the foregoing documents that together constitute the Contract, will be resolved in the following order of precedence: (1) this Contract; (2) RFP No. 100413-FY24-47 and all addenda thereto; (3) the Contractor’s Proposal dated _____.
3. **Contract Term.** The term of this Contract shall consist of the period of time [PERIOD OF TIME].
4. **Contract Amount.** In return for the services identified above, the Town certifies that sufficient funds are budgeted and shall compensate the Contractor [\$ AMOUNT]. The total project is expected not to exceed [\$ AMOUNT].
5. **Method of Payment.** The Contractor shall submit a sales report to the Town with all supporting documentation within twenty (20) days after completion of services.

Upon receipt of the sales report, the Town will Then submit an invoice to the address of the Contractor listed in the Notice provisions below and the Contractor shall submit payment to the Town within thirty (30) days of receipt of the invoice.

Town of Leesburg
Parks and Recreation
Attn: Deanna Iverson
60 Ida Lee Drive

6. **Applicable Law and Courts.** This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court within Loudoun County. The Contractor shall comply with applicable federal, state and local laws and regulations.
7. **Assignment of Contract.** This Contract shall not be assignable by the Contractor in whole or in part without the prior written consent of the Town.
8. **Audit.** The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Town, whichever is sooner. The Town, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
9. **Indemnification.** Contractor agrees to indemnify, defend and hold harmless the Town, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any services of any kind or nature furnished by the Contractor.
10. **Notice.** The following persons shall be contact persons for the Parties, and notice given them, by certified return receipt requested mail to the addresses shown, shall constitute valid notice under the requirements of this agreement:
 1. For the Town:
 2. For the Contractor:

The Parties may amend such addresses by written notice to the opposite party at the given address.

11. **Termination.**
 - A. Termination without Cause. The Town may terminate this Contract for any reason upon thirty (30) days' notice and upon payment of any and all sums already earned under the terms of Paragraphs numbered 4 and 5 of this Contract and reasonable expenses incurred in reliance upon the Contract.
 - B. By Town with Cause. The Town may terminate this contract if the Contractor is in material breach with this Contract and fails to adequately remedy such breach after written notice from the Town and a 14-day period to cure the breach. If this Contract is terminated by the Town for cause, the Town may withhold any further payments to the Contractor until it determines its damages and may sue the Contractor for any

damages caused by the breach. If the Town terminates this Contract for cause and it is later determined that such termination was not justified, then the termination shall be converted into one without cause under Paragraph 11.A. and any liability of the Town shall be limited solely to the liability provided by that paragraph for a termination without cause.

- C. If this Contract is terminated by the Town, the Contractor shall within seven days thereafter deliver to the Town all Contract Deliverables regardless of the current state of completion. In such case, the Contractor grants an irrevocable right to the Town to use the Contract Deliverables without additional compensation to the Contractor, but the Contractor will not be liable for any change or alterations to the Contract Deliverables or for their use in an incomplete state.
- D. Notwithstanding the foregoing, the Contractor agrees that any resulting contract is subject to annual appropriations of the Leesburg Town Council and that non-appropriation of sufficient funding to continue the contract will result in its automatic termination once existing funding is exhausted.

- 12. **Integration Clause.** This Contract, including all incorporated Contract Documents, shall constitute the whole agreement between the Parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations or agreements, written or verbal, between the Parties hereto related to the subject of this Contract.
- 13. **Notice of Required Disability Legislation Compliance.** The Town is required to comply with state and federal disability legislation: The Rehabilitation Act of 1973 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990. Specifically, the Town may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination on the basis of disability by public entities. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.
- 14. **Faith Based Organizations.** The Town does not discriminate against faith-based organizations.
- 15. **Immigration Reform and Control Act of 1986.** By entering this Contract, the Contractor certifies that it does not and will not during the performance of this Contract violate the

provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

16. **Payment to Subcontractors.** Within seven (7) days after receipt of amounts paid by the Town for work performed by a subcontractor under this Agreement, the Contractor shall either: a) pay the subcontractor for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor under this Agreement; or b) notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment. The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the Town.
17. **Authority to Transact Business in Virginia.** A Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into an Agreement with the Town pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. 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 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Agreement. The Town may void any Agreement with a business entity if the business entity fails to remain in compliance with the provisions of this section.
18. **Counterparts.** This Contract and any amendments or renewals hereto may be executed in a number of counterparts, and each counterpart signature, when taken with the other counterpart signatures, is treated as if executed upon one original of this Contract or any amendment or renewal. A signature by any party to this Contract provided by facsimile or electronic mail is binding upon that party as if it were the original. A wet signature affixed or inserted electronically to this Contract shall be deemed an original signature.
19. **Ethics in Public Contracting.** The provisions contained in Sections 2.2 4367 through 2.2 4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the Town. A copy of these provisions may be obtained from the Town upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2 498.1 et seq.) and

Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

20. **Exemption from Taxes.** Pursuant to Va. Code § 58.1-609.1, the Town is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax, therefore the Contractor shall not charge the Town for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or products provided under the Contract. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Contract in its Contract price.

21. **Employment Discrimination by Contractors Prohibited.**

A. During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any 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 applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

B. 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.

22. **Drug-free Workplace.**

During the performance of this 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.

For the purpose of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

23. **Delays and Delivery Failures.** Time is of the essence. The Contractor must keep the Town advised at all times of status of Parties’ agreement. If delay is foreseen, the Contractor shall give immediate written notice to Town. Should Contractor fail to deliver the proper item/service at the time and place contracted for, or within a reasonable period of time thereafter as agreed to in writing by the Town, or should the Contractor fail to make a timely replacement of rejected item/service when so required, the Town may purchase item/service of comparable quality and quantity in the open market to replace the undelivered or rejected item/service. The Contractor shall reimburse the Town for all costs in excess of the Contract price when purchases are made in the open market; or, in the event that there is a balance the Town owes to the Contractor from prior transactions, an amount equal to the additional expense incurred by the Town as a result of the Contractor’s nonperformance shall be deducted from the balance as payment.
24. **Substitutions.** No substitutions, additions or cancellations, including those of key personnel, are permitted after Contract award without written approval by the Town. Where specific employees are proposed by the Contractor for work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the Town agrees to substitution. Requests for substitutions shall be reviewed and may be approved by Town at its sole discretion.
25. **Workmanship and Inspection.** All work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The Town reserves the right to require immediate removal of any Contractor employee from Town service it deems unfit for service for any reason, not contrary to law. This right is non-negotiable and the Contractor agrees to this condition by accepting this Contract. Further, the Town may, from time to time, make inspections of the work performed under the Contract. Any inspection by the Town does not relieve the Contractor of any responsibility in meeting the Contract requirements.
26. **Contractual Disputes.** The Contractor shall give written notice to the Procurement Officer of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery.

The claim, with supporting documentation, shall be submitted to the Procurement Officer by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the Procurement Officer shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the Town's receipt of the claim.

The Procurement Officer's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Town Manager, or his designee. The Town Manager shall render a decision within sixty (60) days of receipt of the appeal.

No Contractor shall institute any legal action until all statutory requirements have been met. Each party shall bear its own costs and expenses resulting from any litigation, including attorney's fees.

27. **Severability.** In the event that any provision shall be adjudged or decreed to be invalid, by a court of competent jurisdiction, such ruling shall not invalidate the entire Contract but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.
28. **Force Majeure.** A party will not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the party that make performance impossible or illegal, unless otherwise specified in the Contract.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, that party must immediately notify the other party giving full particulars of the event of force majeure and the reasons for the event of force majeure preventing that party from, or delaying that party in performing its obligations under this contract and that party must use its reasonable efforts to mitigate the effect of the event of force majeure upon its or their performance of the contract and to fulfill its or their obligations under the contract.

An event of force majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.

The Contractor has no entitlement and Town has no liability for: (1) any costs, losses, expenses, damages or the payment of any part of the contract price during an event of force majeure; and (2) any delay costs in any way incurred by the contractor due to an event of force majeure.

29. **Survival of Terms.** Upon discharge of this Contract, Sections 6 (Applicable Laws and Courts), 8 (Audit), 9 (Indemnification), 10 (Notice), 16 (Payment to Subcontractors) and 26 (Contractual Disputes) shall continue and survive in full force and effect.

30. **Insurance.** Contractor shall secure at its own expense general liability insurance in an amount not less than \$1,000,000 solely contained in a Commercial General Liability Policy or in combination with an Umbrella or Excess Policy. Included shall be coverage for Bodily Injury and Property Damage resulting from the operations, products, and completed operations of the contractor.

Contractor shall also carry automobile insurance contained in a Commercial Auto Policy or in combination with an Umbrella or Excess Policy. Contractor shall also carry Workers Compensation insurance, which meets the statutory requirements of the Commonwealth of Virginia. In addition, Contractor shall also carry other insurance coverage deemed by the Town to be appropriate to this agreement.

Contractor shall also protect the Town from claims resulting from alleged cyber events. The limits of the liability shall not be less than \$1,000,000 solely contained in a Commercial Policy or in combination with an Umbrella or Excess Policy.

The above-mentioned coverage shall be placed with an insurance carrier licensed to do business in the Commonwealth of Virginia. The carrier must have an AM Best Rating of A or better. A Certificate of Insurance identifying coverage and naming the Town of Leesburg as an additional insured shall be furnished to the Town. Liability coverage shall contain wording prohibiting cancellation of coverage, failure to renew, or reduction in limit without the insurer first giving 30 days' prior written notice of such action to the Town.

31. **Parties' Relationship.** It is the intent of the Parties hereto that the Contractor shall be considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of the Town and that these bodies shall be at no time legally responsible for any negligence on the part of said Contractor, its servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.
32. **Ownership of Documents.** Contractor agrees that all information, finished or unfinished documents, data, studies, surveys, specifications, records, reports and other material gathered and/or prepared by or for it under the terms of the Contract shall, at the Town's option, be delivered to, become, and remain the property of the Town. The Town shall also have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Contractor.
33. **Authorization.** Contractor affirms that its signatory below is legally authorized to sign this Contract on its behalf.

In witness whereof, the Parties below execute this Contract as of the date first above written.

TOWN OF LEESBURG, VIRGINIA

[ENTER NAME OF CONTRACTOR]

AUTHORIZED
SIGNATURE _____
NAME Kaj H. Dentler
TITLE Town Manager
DATE _____

AUTHORIZED
SIGNATURE _____
NAME _____
TITLE _____
DATE _____

OFFEROR SUBMISSION FORM
RFP NO. 100413-FY24-47

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____
Address _____
Contact Person _____ Title _____
Telephone No. _____ Fax No. _____ Email _____
Organized under the laws of the State of _____
Principal place of business at _____
Federal Id Number _____ Registered Agent _____
State Corp. Commission Registration No. _____ (attach Certificate of Good Standing)

List the names and addresses of all persons having ownership of 3% or more in the company:

Name	Address
_____	_____
_____	_____
_____	_____

The Town of Leesburg requests, as a matter of policy, that any consultant or firm receiving a contract of award resulting from a formal solicitation issued by the Town shall make certification as specified below. Receipt of such certification, shall be a prerequisite to the award of contract and payment thereof.

SECTION II – EMPLOYEES NOT TO BENEFIT - I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of the Town of Leesburg, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

SECTION III – CONFLICTS OF INTEREST - This solicitation is subject to the provisions of VA Code Ann. Section 2.1-639.2 et seq., the State and Local Government Conflict of Interests Act.

The Supplier [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest. Suppliers must select one or the other (not both) by inserting a checkmark (☐) or the letter "X".

SECTION IV – COLLUSION - I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and federal law and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my company.

Signature _____ Date _____
Name (Printed) _____ Title _____

OFFEROR MUST RETURN THIS FORM WITH THEIR PROPOSAL

ACKNOWLEDGEMENT OF ADDENDA

Offeror acknowledges receipt of the following ADDENDA, which have been considered in the preparation of this proposal:

No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____
No. _____	Dated: _____

REFERENCE FORM

QUALIFICATIONS: Offeror must have the capability and capacity in all respects to fully satisfy the contractual requirements. Provide at least three (3) accounts, preferably governmental, that your firm has provided similar goods and/or services to in the past five (5) years.

(Please print or type)

1. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

2. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

3. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

4. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

5. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

6. FIRM NAME: _____
ADDRESS: _____
CONTACT PERSON: _____ TITLE: _____
PHONE NO: _____ EMAIL ADDRESS: _____
SCOPE OF SERVICES PROVIDED: _____

PRICING FORM
RFP NO. 100413-FY24-47
GRAPHIC DESIGN SERVICES LEESBURG AT LEISURE ACTIVITIES GUIDE

Item No.	Description of Service	Estimated Quantity (<i>annually</i>)	Unit of Measure	Unit Price	Extended Price (<i>Est. Quantity x Unit Price</i>)
1	Leesburg at Leisure	36	pages	\$ _____	\$ _____
2	Price per 4-page spread	1	each	\$ _____	\$ _____
3	Cost per additional draft	1	draft	\$ _____	\$ _____

TOTAL PROPOSED PRICE (SUM OF EXTENDED PRICES OF ITEMS 1 – 3)	\$ _____
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Instructions to Offerors:

Proposals must be sealed with appropriate markings on the outside of the envelope or container. Complete all items or your proposal may not be considered. Subject to terms and conditions contained in the Request for Proposal.

Offeror guarantees product or services offered will meet or exceed specifications identified in this Request for Proposal, subject to all conditions stated herein.

Proposed prices shall include all labor, supervision, tools, equipment, transportation (including fuel, tolls, etc.), permit and licenses, and management to perform the services as stated herein.

By: _____ **Title:** _____ **Date:** _____

EXHIBIT A
LEESBURG AT LEISURE
2024-2025 Schedule

<i>Seasonal Issue:</i>	<i>Winter: January – March</i>	<i>Spring: April – June</i>	<i>Summer: June – August</i>	<i>Fall: September – December</i>
<i>All Documents and Pictures Provided to the Graphic Artist</i>	8/30/24 - Friday	11/22/24 - Friday	2/14/25 - Friday	5/9/25 - Friday
<i>1st Proof to Town of Leesburg</i>	9/13/24 - Friday	12/6/24 - Friday	2/28/25 - Friday	5/23/25 - Friday
<i>Edits Due Back to Graphic Artist</i>	9/18/24 - Wednesday	12/11/24 - Wednesday	3/5/25 - Wednesday	5/28/25 - Wednesday
<i>2nd Proof to Town of Leesburg</i>	9/23/24 - Monday	12/16/24 - Monday	3/10/25 - Monday	6/2/25 - Monday
<i>Edits Due Back to Graphic Artist</i>	9/25/24 - Wednesday	12/18/24 - Wednesday	3/12/25 - Wednesday	6/4/25 - Wednesday
<i>3rd Proof to Town of Leesburg</i>	9/30/24 - Monday	1/6/25 - Monday	3/17/25 - Monday	6/9/25 - Monday
<i>Edits Due Back to Graphic Artist</i>	10/2/24 - Wednesday	1/8/25 - Wednesday	3/19/25 - Wednesday	6/11/25 - Wednesday
<i>4th Proof to Town of Leesburg</i>	10/3/24 - Thursday	1/9/25 - Thursday	3/20/25 - Thursday	6/12/25 - Thursday
<i>Final proof (must be approved)</i>	10/4/24 - Friday	1/10/25 - Friday	3/21/25 - Friday	6/13/25 - Friday
<i>Final Files Sent to the Printer</i>	10/8/24 - Tuesday	1/14/25 - Tuesday	3/25/25 - Tuesday	6/17/25 - Tuesday

EXHIBIT B
Two 8 ½” x 11” Sample Pages

Instructions for Page 1 – Use all the material provided below to design one 8 ½” x 11” Sample Page, with a header of ‘Sports’.

BASKETBALL

(Ages 4-12) This class will teach children the basics of shooting, dribbling, and passing. Rim height is adjusted according to children’s ages. Class meets at Ida Lee Park Recreation Center’s Basketball Courts. No class 5/27. 9, 45-minute classes.

MITES (AGES 4-5)

417100a	SAT	9:00am	4/8-6/10	\$126
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PEE WEE (AGES 6-7)

417110a	SAT	10:00am	4/8-6/10	\$126
417110b	THU	6:00pm	4/6-6/8	\$126

JUNIOR (AGES 8-10)

417120a	SAT	11:00am	4/8-6/10	\$126
417120b	THU	6:00pm	4/6-6/8	\$126

ADVANCED (AGES 9-12)

417130a	SAT	12:00pm	4/8-6/10	\$126
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VOLLEYBALL

(Ages 10-14) Bump, set, spike! Learn about the exciting game of volleyball. This program will help your child develop the skills and techniques that are essential for playing volleyball. The first day of class will be an assessment day to determine which level the student is best suited for. Class meets at the Ida Lee Park Recreation Center's Basketball Courts. No class 5/27. 8, 45-minute classes.

BEGINNER

418500a	SAT	9:00am	4/15-6/10	\$112
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INTERMEDIATE

418502a	SAT	10:00am	4/15-6/10	\$112
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ADVANCED

418504a	SAT	11:00am	4/15-6/10	\$112
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BEGINNER SOCCER

(Ages 4-12) This class begins with an introduction to the rules and objectives of the game of

soccer. It introduces the new player to basic soccer techniques, including dribbling, passing, and shooting. It is organized to develop players' ball skills and foot-eye coordination through simple drills and practice. Class meets at Ida Lee Park's Practice Field. No class 5/27. 8, 45-minute classes.

BEGINNER MITES (AGES 4-5)

424100a	SAT	9:00am	4/15-6/10	\$112
424100b	SAT	10:00am	4/15-6/10	\$112

BEGINNER PEE WEE (AGES 6-7)

424110a	SAT	11:00am	4/15-6/10	\$112
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BEGINNER MICRO (AGES 8-12)

424112a	SAT	12:00pm	4/15-6/10	\$112
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BASEBALL

(Ages 4-7) Bring your child to learn the fundamentals of baseball. Develop the basic techniques of throwing, catching, fielding, batting, and playing the game. Participants must provide their own glove. Class meets at Foxridge Park's Baseball Field.

MITES (AGES 4-5) 6, 35-minute classes.

416100a	THU	5:00pm	4/20-5/25	\$72
416102a	THU	5:45pm	4/20-5/25	\$72

PEE WEE (AGES 6-7) 6, 45-minute classes.

416110a	THU	6:30pm	4/20-5/25	\$84
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FIELD HOCKEY (Designate as a 'NEW' class with a special graphic)

(Ages 6-12) This class begins with an introduction to the rules and objectives of the game of field hockey. This class will introduce new players to basic field hockey techniques such as dribbling, passing, and shooting. This is a great class for someone looking to learn more about the great sport of field hockey. Field hockey sticks provided. Please bring shin guards and mouth guard. Class meets at the Ida Lee Park Flag Football Field. 7, 45-minute classes.

PEE WEE (AGES 6-8)

419200a	MON	5:00pm	4/17-5/29	\$98
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MICRO (AGES 9-12)

419210a	MON	6:00pm	4/17-5/29	\$98
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CROSS COUNTRY/RUNNING TRAINING

(Ages 9-13) Here is an opportunity to get some cross country/running training by using both paved trails and Ida Lee Park's cross-country trails. The class will cover technique, form, distance, hill training, nutrition, and fitness subjects. Class meets at the front gazebo of Ida Lee Park. 6, 60-minute classes.

426120a WED 5:00pm 4/19-5/24 \$96

PRIVATE SPORTS LESSONS

Ida Lee offers private lessons in a one-on-one or partnered setting in several sports! This is a great opportunity to gain skills or learn the basics in a focused and detailed environment. Please fill out a Private Lesson Request Form for your desired sport at idalee.org and you will be contacted to schedule lesson time and payment. Private lessons available for: Soccer (Ages 6 & up), Basketball (Ages 8 & up), Lacrosse (Ages 8 & up), and Racquetball (Ages 12 & up).

Private Lessons	4, 60-minute lessons	\$220
Partner Lessons	4, 60-minute lessons	\$320

Instructions for Page 2 – Use all the material provided below to design one 8 ½” x 11” Sample Page, creating four individual ads incorporating pictures of your choosing.

Pickleball

Tuesdays, Thursdays
11:00am-2:00pm
General admission or pass required
Call 703-777-1368 for more information

Kids Corner Child Care

Monday - Friday 8:30am-1:00pm
Monday - Thursday 4:30pm-7:00pm
Saturday 8:30am-1:30pm
Sunday CLOSED
\$5.00 per child per visit
Child care passes are available, purchase 25 visit child care pass for \$75.00 or 10 visit child care pass for \$30.00
Hours are subject to change.

Rentals

Business Meetings, Family Reunions, Wedding Receptions, Group Functions

Ida Lee has a variety of meeting and banquet spaces for your special event needs. Our facility features rooms that can accommodate up to 175 people for a seated banquet. Our lower level has over 3,000 square feet of meeting space, an outdoor patio, and a full service warming/catering kitchen.

Book Today rentalcoordinator@leesburgva.gov 703-737-2371

The Leesburg Dog Park

Visit this fun and attractive park!

Join other dogs and their owners to enjoy over 25,000 square feet of enclosed space in an attractive wooded setting, includes a separate area for small dogs.

Open Daily Dawn to Dusk

Olde Izaak Walton Park 850 Davis Court, S.E. 703-777-1368

