

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**



Potomac and Rappahannock
Transportation Commission

DATE: FEBRUARY 13, 2006 -- FINAL
INVITATION FOR BID: IFB # 06-08
SUBJECT: BUS SHELTER CLEANING SERVICES

MANDATORY PRE-BID MEETING

DATE: FEBRUARY 24, 2006
TIME: 10:00 A.M. LOCAL TIME
LOCATION: Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192

BIDS DUE

DATE: MARCH 3, 2006
TIME: 10:00 A.M. LOCAL TIME
SUBMIT TO: Facility & Grounds Administrator
Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192

Please direct contractual questions concerning IFB to Denny St. Denis, Facility & Grounds Administrator (703-580-6152).

SECTION I

INTRODUCTION

This Invitation for Bids (IFB) plus the resulting bid and contract shall be consistent with and governed by the Virginia Public Procurement Act, § 2.2-4300, Va. Code Ann. In the event of an inconsistency between the solicitation and the selection requirements set forth in this IFB versus those set forth in the Virginia Public Procurement Act, the inconsistency shall be resolved by giving precedence to the solicitation and selection requirements of the Virginia Public Procurement Act.

This section of the IFB sets forth the general information to all potential Bidders to facilitate preparation of suitable bids for the services identified in this IFB. The bid submission requirements, process for selecting the Contractor, and other key information are addressed in Section II, while PRTC's scope of work and insurance requirements are included in Section III. The requirements and process set forth therein shall be binding on all Offerors.

I.1 Purpose of the Request

The Potomac and Rappahannock Transportation Commission ("PRTC") seeks a qualified company to provide Bus Shelter Cleaning Services associated with the upkeep of its bus shelters. At this time there is one (1) main shelter with Walkway and five (5) satellite shelters located at the Transit Center at 14700 Potomac Mills Road, Woodbridge, Virginia along with approximately thirty-seven (37)-satellite shelters installed and located throughout Prince William County. PRTC's bus shelter program is expected to install additional shelters over the term of this contracted period. These additional bus shelters will be installed in Prince William County, the exact locations have as yet, not been determined.

I.2 Background Information

PRTC is a suburban Washington, D.C. transportation agency offering a variety of services to meet community needs. Its member jurisdictions include Prince William and Stafford Counties and the Cities of Manassas, Manassas Park, and Fredericksburg.

I.3 Scope of Work

The Potomac and Rappahannock Transportation Commission is seeking a firm to provide professional cleaning services for its bus shelters. The successful Offeror shall provide the means to fulfill the requirements listed herein. Requirements include, but are not limited to, IFB and Contract documents, and all services as stated in the Scope of Work (SOW).

I.4 Period of Contract

The term for this Contract shall be for one (1) year from date of execution, expected to be on or about **May 1, 2006**. PRTC shall have the option to extend the Contract for an additional four (4) one-year periods. The option to renew shall be exercised at the sole discretion of PRTC.

PRTC shall give the Contractor reasonable written notice of intent to renew prior to the expiration date of the current Contract. In the absence of any notification to renew, the Contract shall automatically terminate on the

expiration date specified in the Contract. Agreement to extend the contract term shall not be final until the Contractor provides written acknowledgement of the extension.

I.5 Type of Contract

PRTC expects to award a firm-fixed price type of contract with yearly adjustments based on the *Washington – Baltimore Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)*, to the lowest responsive and responsible bidder.

I.6 Mandatory Pre-bid Meeting and Submission of Questions

A **mandatory pre-bid meeting** will be held on **February 24, 2006 at 10:00 A.M.**, local time. The successful Contractor will be held accountable for all reasonably identified labor, equipment, environmental, and safety issues reasonably identified at this meeting or within the SOW. This meeting will assist PRTC in providing the best information on its requirements and resources to all parties. Questions to be discussed at the meeting may be submitted in advance in writing via letter, fax, or e-mail to PRTC at the addresses below (Attn: Denny St. Denis) or may be presented orally at the mandatory pre-bid meeting. Any outstanding issues will be answered in writing and provided to attendees prior to bid due date. **Contractors or Offerors not in attendance will not be entitled to compete or submit bids for the services as advertised within this IFB.**

The location of the pre-bid meeting and addresses for submitting questions are:

Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
Fax: 703-583-1377
e-mail: dstdenis@omniride.com

Those bidders interested in attending should contact:

Denny St. Denis
(703) 580-6152

I.7 Emergency Order

In the event of any emergency, PRTC reserves the right to order the contracted services from other sources, which could provide a faster delivery time.

I.8 Posting/Notice of Award

PRTC intends to award this contract to the lowest responsive and responsible bidder and the Commission reserves the right to reject any and all bids received, although PRTC also reserves the right to waive irregularities. Notice of Contract award made as a result of this solicitation will be made via official electronic mail or letter. All participants will receive either notification that they are not the lowest responsive and responsible bidder or “Intent to Award” to the actual lowest responsive and responsible bidder selected.

I.9 Contractor Qualifications

The Contractor must demonstrate to PRTC's satisfaction that it has the necessary experience, skilled personnel and financial resources to perform the services required under this solicitation. Qualified contractors shall have substantial recent experience over the past five (5) or more years in providing similar services on a scale equal to or greater than what PRTC is requesting.

I.10 Billings

Contractor's invoices shall be forwarded to PRTC, Attention: "Accounts Payable" on a semi-annual basis after completion of semi-annual cleaning services. Invoices for all other services under this contract will be forwarded upon completion of services rendered.

I.11.a Payment

PRTC will make payment to the Contractor, net 30 days. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery whichever occurs last. Payment will only be made for work that has been delivered and of which PRTC has taken title. Invoices for services ordered, delivered, and accepted shall be submitted by the Successful Offeror as directed in paragraph I.10 above. All invoices shall show the applicable project number. The bid price shall be complete for the PRTC use, and shall include all applicable charges; extra charges will not be allowed unless otherwise agreed upon in advance.

I.11.b Application for payment

Upon completion of each semi-annual cleaning or other cleaning services as requested, the Successful Offeror shall submit invoices and other documents as required by PRTC for services rendered. The Successful Offeror warrants that title to all work, materials, and equipment covered by an Application for Payment will pass to the Owner either by incorporation in the construction or upon receipt of payment by the Successful Offeror, whichever occurs first, free and clear of all liens, claims, security interests or encumbrances (hereinafter referred to as "lien").

I.12 Subcontracting

No portion of the Contract shall be subcontracted or otherwise performed by a party not the contractor, except with the prior consent of PRTC. The Contract shall not be assignable by the Contractor in whole or in part without the written consent of PRTC.

SECTION II
INSTRUCTIONS TO BIDDERS
AND
GENERAL PROVISIONS

II.1 General

Bids and contracts for the Potomac and Rappahannock Transportation Commission are governed by the Virginia Public Procurement Act, § 2.2-4300, Va. Code Ann. All bidders are referred to the specific provisions of those statutory provisions for guidance in dealing with PRTC solicitations. In the event of an inconsistency between the special provisions of this solicitation, the general provisions, contract, or other included document, or the Virginia Public Procurement Act, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

- (1) the Virginia Public Procurement Act
- (2) the Specifications/Scope of Work
- (3) the Contract
- (4) the General Provisions

The following general information is provided to all bidders to facilitate the preparation of suitable bids for the goods or services identified in this Invitation, and the requirements set forth shall be binding on all bidders.

Bids must be based on the entire bid set and nothing else, and bidders are expected to take into consideration that the bid set, including any contract which is a part of the Invitation, will constitute the terms of the bargain between PRTC and the successful bidder. Where a contract is provided, it is intended that it shall incorporate the terms and conditions of the bid, rendering further reference to the bid set unnecessary.

PRTC is not at liberty to change the terms of the bargain after receipt of bids. Where questions and discussions prior to receipt of individual bids disclose a need for additional information or amendments, appropriate addenda to the Invitation will be prepared and distributed so that all bidders will be offering price quotes based on the same information and specifications.

The PRTC Executive Director may extend the date and time for receipt of bids if he believes it is necessary.

II.2 Bid Format

One (1) original and two (2) copies of the Bid Submission Package (Attachment I) must be returned. The Bid Submission Package includes following documents:

- 1 IFB Submission Form (Attachment I.A)
2. Qualifications and References (Attachment I.B)
3. Pricing Schedule (Attachment I.C)
4. Insurance Checklist, including Offeror and Insurance Agent Statement (Attachment I.D)

Additionally, Offerors may submit other materials describing their company, qualifications, etc.

Bids shall be submitted in a package or envelope, which clearly identifies the bid number, the project or procurement name, the name of the bidder, and the date and time for receipt of the bid. The bidder assumes the risk that an envelope not properly marked will be mistakenly misplaced, and thus may be rendered ineligible for consideration. The PRTC Executive Director or his representative(s) shall not be responsible for the loss or misplacement of a bid not properly addressed and identified as specified herein.

II.3 Completeness

All information required by the Invitation must be supplied in order for the bid to be considered complete. Inadequate information may require disqualification of the bid. Bids cannot ordinarily be modified after they are received. Any modifications not expressly provided for in the Invitation may require rejection of the bid. The bid price shall be for all preparation, delivery, follow-up activities, parts, materials, supplies and services necessary for satisfactory delivery of contract. Bid shall include all costs associated with the proper bus shelter cleaning services specified by PRTC as outlined in the Scope of Work and as submitted on the Offeror's Pricing Schedule Form.

II.4 Net Prices

Bid prices must be net unless otherwise specified, including transportation and handling charges fully prepaid by the contractor to destination, and subject only to any discount for prompt payment that may be provided in this Invitation.

II.5 Tax Exemption

PRTC is exempt from the payment of any Federal excise or any Virginia sales tax. However, when under established trade practice any Federal excise tax is included in the list price, the bidder may quote the list price and shall show separately the amount of Federal tax, as a flat sum, which shall be deducted by PRTC.

II.6 Only Authorized Parties to Sign

Each bid, and any contract, must be signed by a person authorized to bind the bidder to a valid Contract with PRTC. The PRTC Executive Director may require that any bidder submit powers of attorney or other appropriate documentation showing the authority of the signatory to act on the contractor's behalf. If, whether such proof of agency has been demanded or not, it later appears that the signatory was not authorized to act, PRTC may declare the contract void if it is in its best interests to do so.

II.7 Time for Submission of Bids

Written bids for the goods or services identified must be submitted not later than **10:00 a.m., March 3, 2006** at which time all bids will commence evaluation for the lowest responsive and responsible bid received.

II.8 Return of Bid Package

If a prospective Bidder is unable to submit a bid in response to this Invitation, the bidder should return the Invitation, bid and contract with a statement as to why the bidder is unable to bid. Because of the large number of firms listed on PRTC's qualified list of bidders, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on three successive

solicitations. Furthermore, PRTC is at all times interested in learning whether problems with the bid process have discouraged responses.

II.9 Bidders Notification

Contents of bids will be evaluated after the time fixed for the receipt of bids. The evaluation process will encompass a complete review of all bid package submittals by qualified Offerors, until the lowest responsive and responsible bid is identified. Bidders will be notified via official electronic mail or letter of PRTC's decision.

II.10 Evaluation of Bids

Bids shall be evaluated on the basis of those requirements, which are set forth in the Invitation, the Specifications, the requirements of these General Provisions, any Special Provisions, and the Virginia Public Procurement Act. Bids shall be awarded to the lowest responsive and responsible bidder as set forth in § 2.2-4318, Va. Code Ann.

II.11 Acceptance of Bid Prices

Bidder warrants by virtue of bidding that prices, terms and conditions quoted will be firm for acceptance for a period of ninety (90) days from the date of bid opening, unless otherwise stated by the bidder.

II.12 Competency of Bidder

No bid will be accepted from or contract awarded to any person, firm, or corporation that is in arrears, or is in default to PRTC upon any debt or contract, or that has defaulted as surety or otherwise upon any obligation to PRTC. The bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the PRTC Executive Director of performance ability, and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of these Specifications and contract documents.

II.13 Bids Awarded for all or Part

Unless otherwise specified, PRTC may award all or part of the bid to any bidder whose bid is the lowest responsible and responsive bid with respect to the items in question.

II.14 Waiver of Informalities or Irregularities

The PRTC Executive Director is authorized to waive any irregularity or informality in any bid; provided, however, that bids or amendments which are received after the time specified for the opening of bids will be neither opened nor considered.

II.15 Withdrawals of Bids

Withdrawal of bids is strictly governed by § 2.2-4330, Va. Code Ann. If a bid may be lawfully withdrawn under that section, notice of withdrawal must be provided in writing within two (2) business days after the bid opening.

II.16 One Responsive and Responsible Bid

When only one responsive and responsible bid is received, the Invitation for Bids may be cancelled and items rebid, unless the PRTC Executive Director determines the price bid is reasonable and in the best interests of PRTC, on the basis of price comparison, value analysis, prior price history, an engineering estimate, or other method which establishes the reasonableness of the price bid.

When the PRTC Executive Director personally determines that the above methods of establishing price reasonableness are not feasible, he may enter into negotiations with the single responsible and responsive bidder. Such negotiations shall consist of detailed discussions with regard to the cost of labor, materials, overhead and profit. The PRTC Executive Director shall establish a detailed cost/price objective that he determines to be in the best interest of PRTC, prior to the initiation of negotiations.

Any bidder who is a party to such negotiations shall be required to certify that its price proposal is complete, current, and accurate prior to the initiation of such negotiations.

A record of negotiations shall be prepared upon the completion thereof, which shall detail the most significant considerations which resulted in the agreed upon contract price.

II.17 Cancellation of the Invitation for Bid

Section 2.2-4319, Va. Code Ann., permits the PRTC Executive Director to cancel any solicitation if it is in the best interest of PRTC to do so.

II.18 Non-Discrimination Against Faith-Based Organizations

The Potomac and Rappahannock Transportation Commission does not discriminate against faith-based organizations in procuring supplies and services.

SECTION III

PRTC

SCOPE OF WORK

FOR

BUS SHELTER CLEANING SERVICES

III.1 – The Contractor will:

- A. Furnish all labor, transportation and travel expenses, offsite disposal, equipment and utensils, cleaning materials to include but not limited to water, cleaning liquids, solids, bags or other cleaning supplies, paperwork, and any other items or materials necessary to perform and achieve a superior standard cleaning for all PRTC bus shelters listed in Attachment III and as updated for new installations as they occur.
- B. Provide semi-annual, new installation, and intermittent cleaning services, and as needed, trash and debris removal, graffiti removal, snow and ice removal services as specified herein.
- C. Schedule and conduct semi-annual cleaning services in the months of October and April each calendar year. New installation cleaning services will be required within a 24 hour period after initial notification from PRTC.
- D. Provide a twenty-four-hour-a-day contact phone number(s) for immediate on-call services relating to snow and ice removal-treatment, trash and debris removal, and graffiti removal.
- E. Provide notification to PRTC prior to the commencement of each semi-annual cleaning and provide a completed Bus Shelter Cleaning Data Sheet upon completion of each semi-annual cleaning service. The Bus Shelter Cleaning Data Sheet will be provided to the Contractor and updated by PRTC via electronic file and will contain information pertinent to the overall condition of each shelter, their use, and shall note all shelter items that may require repair (broken panels, bent or broken armrests, etc.) including any recommendations for further actions to keep PRTC's shelters operating in good appearance. This data sheet will be completed by filling in applicable spaces in legible print.
- F. The Contractor will notify PRTC upon completion of each semi-annual service so that shelters may be inspected as necessary. Any discrepancies in cleaning performance shall be brought to the immediate attention of the Contractor and will be corrected within a 24-hour period at no additional charge to PRTC.
- G. Provide means by which all communications between the Contractor and PRTC is conducted using the English language.

III.2 – The Contractor will perform semi-annual, new installation, or as necessary, bus shelter cleaning according to the following specifications:

- A. Bus shelter cleaning will consist of a thorough wash down of all horizontal, vertical and domed surfaces, inside and outside, to include but not limited to framework/mullions, glass, Plexiglas, or lexan panels, benches (seats, backs, armrests, brackets, etc.), skylight roof, fascias, gutters, display

panels, rolling steel doors (Transit Center Main shelter only), attached trash receptacles with hard liners, any attached solar lighting and panels, concrete pad, and associated supports and braces to the aforementioned components.

- B. Upon completion of wash down of each bus shelter will be left dry and residue and graffiti-free.
- C. Map and solar lighting panels shall be covered during initial wash down and cleaned separately to prevent soiling of posted materials or electronic hardware. Newspaper stands or any other equipment not actually a part of the shelter structure shall be covered during wash down to prevent damage but required no other cleaning services beyond this protection.
- D. During wash down, procedures shall be established by the contractor to prevent liquids from creating mud spots in the general vicinity of the shelter which could be tracked into the shelter or be hazardous to bus riders.
- E. Any personal signs or notices attached to the shelter that are not officially posted by PRTC, shall be removed and collected as trash. Any tape or glue residue left after removal of signs or notices shall be properly cleaned off using the procedures for graffiti removal in III.3 below.
- F. Any foreign substance (gum, grease, etc.) on the shelter, benches or concrete pad and trash in gutters or shelter shall be removed prior to wash down.
- G. All accumulated trash or debris in the immediate vicinity of the shelter, within reason, that would inhibit proper entry/exit to the bus shelter or cause the shelter to appear unsightly, shall be removed from the site at the time of each cleaning and disposed of offsite at a proper facility.
- H. The entire shelter platform (framework, window panels, roof and benches) should be washed with a mild soap and water solution using a soft cloth or sponge, rinsed with clean water and wiped with a soft cloth to prevent streaks and drop marks. **DO NOT** dry wipe (i.e. dusting) off any portion of the shelter.
- I. Window panels are made of hard one-quarter ($\frac{1}{4}$) inch bronze tinted tempered glass and may be cleaned in an acceptable method standard to good window cleaning practices. Some window panels have been replaced with Lexan (a Polycarbonate type material) and should be cleaned with a mild detergent and soft cloth. Use of many standard glass cleaners that contain ammonia is **prohibited** as it will cause this material to cloud up. Only cleaners acceptable for use on Polycarbonate materials are authorized when cleaning Lexan panels.

III.3 – The Contractor shall perform graffiti removal on an “as needed basis” as specified below:

- A. Upon report of graffiti to PRTC, the Contractor will be notified of location and general description of damage(s).
- B. The Contractor shall respond with an eight (8) hour period to remove all graffiti reported by PRTC. If notification is at the end of a normal workday, Friday, or just prior to a holiday, cleanup will be accomplished the next normal business day including Saturday if the Contractor performs services on weekends.

- C. Graffiti removal from aluminum structure consisting of felt tip markers, crayons, etc., may be accomplished using a non-abrasive cleanser or lacquer thinner. After each application of cleaning solution, ensure area is cleaned with mild soap and water and properly rinsed with clean water.
- D. A standard window or graffiti cleaning solution may be used when cleaning graffiti from glass window panels. If graffiti or other residue must be scraped from glass window panels, use a wet single edge razor blade device scraping in one direction only. Keep blade wet at all times.
- E. When removing graffiti from Lexan panels, only materials or solutions authorized for use on Lexan is authorized. Generally, they should be cleaned using lukewarm water and a clean, nonabrasive cloth. If desired, a mild nonabrasive detergent may also be used. Use only light pressure when cleaning. If the surface is exceptionally dirty or gritty, “rinse” the surface first by lightly swabbing a saturated cloth over the surface and allowing surfactants to drain away. Avoid rubbing dirt or grit into the surface. Turn the cloth often and replace with a clean cloth frequently. Dry by blotting gently with a clean, dry cloth. To remove tar, grease, paint, etc., use a good grade of naphtha or kerosene and wash off residue thoroughly with soap and water.

DO NOT USE ketones, aromatics, esters, halogens, window cleaning sprays, alcohol, kitchen scouring compounds, or solvents (such as acetone, benzene, gasoline, carbon tetrachloride, or thinners). DO NOT use ammonia based cleaning solutions on these panels as it will eat into the sheet and cause it to craze.

Light scratches may be removed using a buffing compound such as car wax (not a cleaner-wax combination) with a soft cloth. Lightly buff the surface until scratches disappear. After buffing, wipe with a clean damp cloth to ground any electrostatic charges which may attract dust particles.

III.4 – The Contractor shall perform trash and debris removal services on an “as needed basis” as specified below:

- A. As reports are received by PRTC that excessive trash accumulations or broken panels have occurred at specific bus shelter sites, the Contractor will be notified as to the location and nature of services required.
- B. The Contractor shall respond within the same day for reports of broken glass, and same or next day for removal of reported accumulated trash.
- C. All trash collected at site shall be transported using suitable trash bags or receptacles and disposed of at a proper facility.

III.5 – The Contractor shall perform snow and ice removal-treatment on an “as needed basis” as specified below:

- A. Due to possible closing, rescheduling of services or specifics related to each snow activity, a short response time is required. The Contractor shall be available on a 24-hour-a-day basis during the winter season.

- B. The Contractor will be notified by PRTC prior to each anticipated snow removal engagement. Generally, accumulations of two (2) to three (3) inches of snow or more will require contractor to remove snow from shelter and in the immediate vicinity of the entrance to the shelter as follows:
1. An entrance and exit path extending ten (10) feet or to the nearest walkway, whichever is shorter shall be provided to accommodate persons traveling in both directions.
 2. Snow mounds created from street plowing shall be removed as part of the cleared pathway between the shelter and passenger loading/off points.
 3. After each removal, the Contractor shall apply an appropriate amount of salt/sand mixture to prevent pathways and shelter from becoming iced. Due to its corrosiveness, use of “Rock Salt” is prohibited for the concrete shelter pad or any other concrete or asphalt surfaces. Use of Potassium Chloride mixtures is recommended.

III.6 Standard Contract for Services

PRTC expects to enter into its “Standard Contract for Services” in a form substantially as attached hereto (Attachment II). Specific obligations of each party will be specified in the final signed contract.

PRTC will consider contracts proposed by Offerors. Any contract awarded, however, shall be in a form acceptable to PRTC.

III.7 Insurance

The successful Offeror will be required to provide evidence of the minimum coverages described in the enclosed “Insurance Checklist” (Attachment I.D). No contract shall be finalized and no work shall commence until PRTC’s insurance requirements are met.

Each Offeror shall comply with the Insurance Requirements set forth in the following numbered paragraphs, plus the coverages and limits indicated on the “Insurance Checklist.” Technical proposals must note any desired exceptions to the insurance coverage, which may include the submission of proposed alternatives.

1. The firm shall be responsible for its work and every part thereof, and for all materials, equipment, and property of any and all description used in connection therewith. The firm assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.
2. The firm shall, during the continuance of all work under the contract provide and agree to maintain the following unless omitted from the attached “Insurance Checklist”:
 - a) Worker’s Compensation and Employers’ Liability insurance under the Commonwealth of Virginia statutory requirements, to protect the firm from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.

- b) General Liability insurance in the amount prescribed by PRTC, to protect the Contractor, its subcontractors, and the interest of PRTC, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form General Liability endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required. Completed Operations Liability coverage shall continue in force for one year after completion of work.
- c) Automobile Liability insurance, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy.
3. Liability insurance may be arranged by General Liability and automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
 4. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
 5. The Contractor will provide an original, signed Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the PRTC Executive Director before a contract is executed and any work is started.
 6. The Contractor will provide on demand, certified copies of all insurance coverage on behalf of the Contract within ten (10) days of demand by PRTC. These certified copies will be sent to PRTC from the Contractor's insurance agent or representative.
 7. No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty (30) day written notice to the PRTC Executive Director. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the PRTC Executive Director.
 8. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, PRTC shall have the absolute right to terminate the Contract without any further obligation to the Contractor, and the Contractor shall be liable to PRTC for the entire additional cost of procuring the incomplete portion of the Contract at time of termination.
 9. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of their liabilities and obligations under this hearing or under any other section or provisions of the Contract.
 10. Contractual and other Liability insurance provided under the Contract shall not contain a supervision, inspection, or services exclusion that would preclude PRTC from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control

of persons directly employed by it and of the subcontractors and any person employed by the subcontractor.

11. Nothing contained herein shall be construed as creating any contractual relationship between the subcontractor and PRTC. The Contractor shall be as fully responsible to PRTC for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.
12. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
13. The Contractor shall comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to the Contract.
14. If the Contractor does not meet the specifications of these insurance requirements, alternate insurance coverage, satisfactory to the PRTC Executive Director, may be considered.
15. PRTC shall be named an additional insured in the General Liability policies and stated so on the Certificate. This endorsement shall be added using form CG 2010(11/85) or its equivalent.
16. Waiver of subrogation endorsement under workers compensation shall be included to waive subrogation against PRTC or its officers and employees.

**ATTACHMENT I
SUBMISSION PACKAGE**

**ATTACHMENT I.A
IFB SUBMISSION FORM**

Opening Date _____ Name of IFB _____
 Opening Time _____ IFB Number _____

SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____ Contact Person _____
 Address _____ Title _____
 _____ Telephone No. _____
 Remittance Address _____ FAX No. _____
 _____ Email _____

Indicate Which: Corporation _____ Partnership _____¹ Sole Proprietorship _____
 Minority Owned/Controlled Business Yes _____ No _____ Small Business Yes _____ No _____¹

Organized under the laws of the State of _____
 Principal place of business at _____

Year in which business was started _____

Following are the names and addresses of all persons having an ownership interest of 3% or more in the company:
 (Attach more sheets if necessary)

SECTION II - CONFLICTS OF INTEREST

This solicitation is subject to the provisions of §§ 2.2-3100, *et seq.*, Va. Code Ann., the “State and Local Government Conflicts of Interest Act.”

The Offeror **is** [] **is not** [] aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION III - COLLUSION

I certify that this offer is made without prior understanding, agreement, or in connection with any corporation, firm, or person submitting an offer for the same services, materials, 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 may 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 Invitation for Bid and certify that I am authorized to sign for the Bidder.

Signature _____ Date _____

Name (Printed) _____ Title _____

ATTACHMENT I.B
QUALIFICATIONS AND REFERENCES

Use extra sheets, if necessary.

1. General character of work performed by the company and years of experience: _____

2. Has the company ever failed to complete any contract? If yes, explain. _____

3. Has the company ever defaulted on a contract, or been debarred or suspended on a contract? If yes, explain.

4. List other contracts under which services similar in scope, size or discipline to the required services were performed. Include name of contractor; size and type of facility; scope of contract; beginning and ending years of service; contact name, phone number, and address.

5. List at least three (3) State, County, Federal agencies and/or commercial references with whom the company currently has contracts. Include name of contractor; size and type of facility; scope of contract; beginning and ending years of service; contact name, phone number, and address.

**ATTACHMENT I.C
PRICING SCHEDULE**

Note: Prices submitted are for the first year of the contract. Subsequent year prices shall be increased based on the “Washington – Baltimore Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).”

I.C.1 Schedule of Prices – Services included in Scope of Work.

- a. Cost per cleaning for Transit Center main bus shelter/walkway \$ _____.
- b. Cost per cleaning for each existing & future satellite bus shelter \$ _____.
- c. Cost per bus shelter for graffiti removal (as needed) \$ _____.
- d. Cost per bus shelter for trash removal (as needed) \$ _____.
- e. Cost per bus shelter for snow and ice removal-treatment (as needed) \$ _____.

Discount for Prompt Payment _____
(State percentage discounts and time frame for receipt, if applicable)

Note: The low bid calculation shall be based on the following assumptions: twice a year cleaning for a. & b (for existing shelter installations). The costs for items c, d, and e above will not be included as part of the low bid for award purposes, but will be included in the final contract award, if acceptable and beneficial to PRTC.

ATTACHMENT I.D INSURANCE CHECKLIST

Items marked “X” are required to be provided if award is made to your firm. See specification section entitled “General Insurance Requirements.” Contractor’s Insurance Agent shall mark a “check” (“Yes” or “No”) as to availability of insurance. Note: If you have answered “No” to any of the requirements, provide written explanation on a separate sheet.

Yes	No	Required	COVERAGE REQUIRED	LIMITS (FIGURES DENOTE MINIMUM)
___	___	X	1. Workers’ Compensation and Employers’ Liability;	1. Statutory Limits of the Commonwealth of Virginia:
___	___	X	Admitted in Virginia	Yes
___	___	X	Employer’s Liability	\$500,000 per person and \$500,000 aggregate
___	___	X	All Sates Endorsement	Statutory
___	___	X	USL&H Endorsement	Statutory
___	___	X	Voluntary Compensation	Statutory
___	___	X	2. General Liability	2. \$1,000,000 Combined
___	___	X	Products	Single Limit Bodily
___	___	X	Complete Operations	Injury and Property
___	___	X	Contractual Liability	Damage Each Occurrence
___	___	X	Personal Injury	
___	___	X	Independent Contractors	
___	___	X	XCU Prop. Damage Excl. Deleted	
___	___	X	3. Automobile Liability	3. \$500,000 Combined
___	___	X	Owned, Hired & Non-Owned	Single Limit Bodily
___	___	X	Motor Carrier Act End.	Injury and Property
___	___	X		Damage Each Occurrence
___	___	X	4. Professional Errors and Omissions	4. \$_____ Limit Each Occurrence
___	___	X	5. Garage Liability	
___	___	X	6. Garage keepers’ Legal Liability	
___	___	X	7. Fire Legal Liability	
___	___	X	8. Other Insurance:	
___	___	X	9. PRTC named as additional insured on General Liability (This coverage is primary to all other coverages PRTC may possess)	
___	___	X	10. 30 day cancellation notice required	
___	___	X	11. Best’s Guide Rating - A:VI or Better, or Equivalent	
___	___	X	12. The Certificate must state Bid/RFP # and Bid/RFP Title	
___	___	X	13. Umbrella Liability	

OFFEROR AND INSURANCE AGENT STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this Contract.

OFFEROR

INSURANCE AGENCY

SIGNATURE

SIGNATURE

ATTACHMENT II

STANDARD CONTRACT FOR SERVICES

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION
Services Contract**



Potomac and Rappahannock
Transportation Commission

CONTRACT: 06-08

SUBJECT: PRTC Bus Shelter Cleaning Services

Between:

Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192

And the Contractor:

This Contract is entered into this ____ day of _____, _____, by and between the Potomac and Rappahannock Transportation Commission, or its authorized agents, and the Contractor identified above for supplies and services identified herein, on the following terms and conditions. This Contract is prepared in accordance with the Virginia Public Procurement Act, § 2.2-4300, Va. Code Ann., which is incorporated herein by reference.

SECTION I
SPECIAL PROVISIONS

I.1 Definitions

“Potomac and Rappahannock Transportation Commission” or “PRTC” shall mean the Potomac and Rappahannock Transportation Commission authorized by the Virginia Public Procurement Act or other law to enter into Contracts.

“Contract Administrator” assigned to administer this Contract for PRTC is **Denny St. Denis, PRTC Facility & Grounds Administrator.**

“Contractor” shall mean:

whose authorized representative is _____, _____, who is responsible for the performance obligation of the Contractor under this Contract.

I.2 Contract Term

The term for this Contract shall be for _____ year(s), effective _____. PRTC shall have the option to renew the Contract for an additional **four (4)** one-year periods, contingent upon availability of funds for the purpose and the needs of PRTC. The option to renew shall be exercised at the sole discretion of PRTC.

PRTC shall give the Contractor reasonable written notice of intent to renew prior to the expiration date of the current Contract. In the absence of any notification to renew, the Contract shall automatically terminate on the expiration date specified in the Contract. Agreement to extend the contract term shall not be final until the Contractor provides written acknowledgement of the extension.

I.3 Incorporation of Documents

The following documents are hereby incorporated by reference into this Contract:

1. Contractor’s Bid Response dated _____
2. PRTC’s Solicitation number IFB # 06-08 entitled “**Bus Shelter Cleaning Services,**” and dated **February 13, 2006.**

I.4 Provision of Services

The Contractor hereby agrees to provide **Bus Shelter Cleaning** services to PRTC as described herein and further outlined in Attachment A entitled “**PRTC Scope of Work For Bus Shelter Cleaning Services.**”

I.5 Contract Amount

In return for the services identified above, and subject to the “Non-Appropriation of Funds” clause herein, PRTC certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor for **Bus Shelter Cleaning** services at a rate of _____ . This rate includes all expenses including travel time and per diem expenses.

I.6 Method of Payment

The Contractor shall submit invoices identifying the services performed. The invoice should cite the Purchase Order Number, Contract Number and date of services.

PRTC will make payment to the Contractor, net 30 days or in accordance with discount terms, if offered, after receipt of an acceptable invoice.

I.7 Time of the Essence and Completion

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

I.8 Key Personnel

The Contractor shall assign to this Contract the following key personnel:

During the period of performance, the Contractor shall make no substitutions of key personnel unless approved in writing by the Contract Administrator.

The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete résumés for the proposed substitutes, and any additional information requested by the Contract Administrator. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contract Administrator will notify the Contractor within fifteen (15) calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

I.9 Insurance

The Contractor shall maintain insurance in an amount and form as set forth in **IFB No. 06-08**, Section III.7 and **Attachment I.D.**

1.10 Hold Harmless

The Contractor agrees to indemnify and hold harmless PRTC, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries and personal injuries to the public, including cost of investigation, all reasonable attorneys fees, and the cost of appeals arising out of any such claims or suits, because of any and all acts of omission or commission of the Contractor, including its agents, subcontractors, employees and volunteers, in connection with work under this Contract.

SECTION II

GENERAL PROVISIONS

II.1 Assignability of Contract

Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of PRTC.

II.2 Modifications or Changes to the Contract

All modifications and changes to the Contract shall be in writing.

The Executive Director of the Potomac and Rappahannock Transportation Commission shall, without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such orders shall be limited to reasonable changes in the services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.

The Contractor need not perform any work described in any change order unless it has received a certification from PRTC that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

The Contractor shall make a demand for payment for completed changed work within **30 days** of receipt of a change order, unless such time period is extended in writing, or unless the PRTC Executive Director requires submission of a cost proposal prior to the initiation of any changed work or supplies. Later notification shall not bar the honoring of such claim or demand unless PRTC is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

II.3 Employment Discrimination for Contracts Over \$10,000

1. 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 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 provision 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.

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

II.4 Drug-free Workplace to be Maintained by Contractor for Contracts Over \$10,000

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 over \$10,000, so that the provisions will be binding upon each subcontract or contractor.

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 this Contract.

II.5 Claims/Disputes

Contractual Disputes and Claims: In accordance with Section 2.2-4363, VA Code Ann., this provision shall be followed for consideration and handling of all disputes and claims by the Contractor under this Contract. Section 2.2-4365, VA Code Ann. is not applicable to this Contract. Under no circumstances is this Section an administrative appeals procedure governed by Section 2.2-4365, VA Code Ann. because Section 2.2-4365, VA Code Ann. is not applicable to this procurement.

Notice of the intent to submit a claim setting forth the basis for any claim shall be submitted in writing within ten (10) days after the occurrence or the event giving rise to the claim or within ten (10) days of discovering the condition giving rise to the claim, whichever is later. In no event shall any claim arising out of this Contract be filed after submission of the request for Final Payment by the Contractor.

Claims by the Contractor with respect to this Contract shall be submitted in writing in the first instance for consideration by the Contract Administrator. The decision of the Contract Administrator shall be rendered in writing within thirty (30) days from the receipt of the claim from the Contractor. If the Contractor is not satisfied with the decision or resolution of the Contract Administrator, the Contractor may file a formal dispute with regard to the claim with the Executive Director of PRTC within thirty (30) days of the decision of the Contract Administrator. The Executive Director of PRTC shall reduce his/her decision to writing and shall mail or otherwise furnish a copy of its decision to the Contractor within thirty (30) days of the receipt of the claim from the Contractor. The decision of the Executive Director of PRTC shall be final and binding.

Should any decision-maker designated under this procedure fail to make a decision on a claim within the time period specified, then the claim is deemed to have been denied by the decision-maker. Pending a final determination of a claim, the Contractor shall proceed diligently with the performance of the work under this Contract.

In accordance with the provisions of Section 2.2-4363, VA Code Ann., full compliance with this disputes and claim resolution procedure set forth in this Section shall be a precondition of the filing of any lawsuit by the Contractor against the Commission arising out of the Contract.

II.6 Termination for Convenience of the Potomac and Rappahannock Transportation Commission

The parties agree that PRTC may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or in part, whenever the PRTC Executive Director shall determine that such termination is in the best interests of PRTC.

Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the PRTC Executive Director or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

Upon receipt of such Notice, the Contractor shall:

1. cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
2. place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
3. terminate all subcontracts except those made with respect to Contract performance not subject to the Notice;
4. settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the PRTC Executive Director; and
5. Use its best efforts to mitigate any damages which may be sustained by it as a consequence of termination under this clause.

After complying with the foregoing provisions, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of its termination, unless an extension is granted by the PRTC Executive Director.

PRTC shall pay reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or completed. In no event shall this amount be greater than the original Contract price, reduced by any payments made prior to Notice of Termination and further reduced by the price of the supplies not delivered, or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, PRTC shall pay to the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

1. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - a. cost of work performed or supplies delivered;

- b. the cost of settling and paying any reasonable claims as provided in subparagraph (4) above;
- c. a sum as profit on (a) determined by the PRTC Executive Director to be fair and reasonable.

2. The total sum to be paid under (a) above shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of work or supplies not provided. In the event that the Contractor is not satisfied with any payments, which the Executive Director shall determine to be due under this clause, the Contractor may appeal any claim in accordance with the "Claims and Disputes" clause of this contract.

The Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from PRTC whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

II.7 Termination for Default

Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

II.8 Examination of Records

The Contractor agrees that PRTC, or any duly authorized representative, shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that PRTC or any duly authorized representative shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of such Contractor involved in transactions related to such subcontract, or this Contract. The term "subcontract" as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. The period of access provided herein for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this Contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

II.9 Termination for Non-Appropriation of Funds

If funds are not appropriated for any succeeding fiscal year subsequent to the one in which this Contract is entered into, for the purposes of this Contract, then PRTC may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, PRTC shall be liable only for payments due through the date of termination.

II.10 Payments to Subcontractors

In the event that the Contractor utilizes a subcontractor for any portion of the work under this Contract, the Contractor hereby agrees to:

1. The Contractor shall take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by PRTC for work performed by a subcontractor under the Contract.
 - a. Pay a subcontractor for the proportionate share of the total payment received from PRTC attributable to the work performed by that subcontractor under the Contract; or
 - b. Notify PRTC and any subcontractors, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The Contractor shall be obligated to pay interest to a subcontractor on all monies owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from PRTC for work performed by a subcontractor under the Contract, except for amounts withheld under subsection 1.b. of this section. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the provisions of this section may not be construed as an obligation by PRTC. A contract modification may not be made for the purpose of providing reimbursement for any such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.
3. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.
4. The Contractor is hereby required to include in each of its subcontracts a provision requiring each subcontractor to otherwise be subject to the same payment and interest requirements set forth in subsection 2 and 3 of this section with respect to each lower-tier subcontractor.

II.11 Ethics in Public Contracting

The Contractor hereby certifies that it has familiarized itself with Article 6 of Title 2.2 of the Virginia Public Procurement Act, Sections 2.2-4367 through 2.2-4377, Va. Code Ann., and that all amounts received by it, pursuant to this Procurement, are proper and in accordance therewith.

II.12 Governing Law

This Contract and any disputes hereunder shall be governed by the laws of the Commonwealth of Virginia.

II.13 Integration

This Contract 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.



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

CONTRACTOR:

Contracting Officer

Contractor Representative

Title

ATTEST: _____
Executive Assistant

APPROVED AS TO FORM COUNTY ATTORNEY'S OFFICE

_____ Date: _____

ATTACHMENT III PRTC BUS SHELTER LISTING

PRTC Stop ID	Address Description	PWC Map Number	Location Description
PRTC	Omni Ride Transit Center 14700 Potomac Mills Road Woodbridge VA 22192	22-A5	One main shelter with walkway at main entrance. 4 shelters at entrance circle. 1 shelter at commuter lot exit.
387	Potomac Mills Mall	22-A3	2 shelters located between Service Entrances 238 & 240 East of South main entrance to Mall
102	Gideon Drive & Bixby Road Woodbridge VA 22192	22-A4	1 shelter, West side of Gideon Dr at Bixby Rd
105	Dale Blvd & Barksdale St Woodbridge VA 22193	21-H5	1 shelter, East side of Dale Blvd at Barksdale St Opposite Cherrydale Dr shelter
152	Dale Blvd & Cherrydale Dr Dale City VA 22193	21-H5	1 shelter, SW side of Dale Blvd at Cherrydale Dr
151	Dale Blvd & Cloverdale Rd Dale City VA 22193	21-H5	1 shelter, SW side of Dale Blvd at Cloverdale Rd
111	Darbydale Ave & Worchester Dr Dale City VA 22193	21-D3	1 shelter, West side of Darbydale Ave at Worchester Dr
145	Dale Blvd & Minneville Rd 4249 Dale Blvd Dale City VA 22193	21-E2	1 shelter in front of Giant Food Store, SW side of Dale Blvd
112	Dale Blvd & Gerry Lane Dale City VA 22193	21-E2	1 shelter in front of CVS Drug Store, NE side of Dale Blvd at Gerry Lane
600	Dale Blvd & Quate La. Dale City VA 22193	15-A13	1 shelter inside commuter parking lot in front of Boys & Girls Club, North side of Dale Blvd & West of Quate La.
137	Dale Blvd & Mapledale Ave 5593 Mapledale Plaza Dale City VA 22193	14-K13	1 shelter on the South side of Dale Blvd East of Mapledale Ave by Amoco Gas Station
134	Dale Blvd & Orangewood Dr Dale City VA 22193	14-H12	1 shelter on Southeast side of Dale Blvd at Orangewood Dr
129	Chinn Aquatic Center Chinn Park Dr & Prince William Parkway 13025 Chinn Park Dr Woodbridge VA 22192	15-F11	1 shelter inside of parking lot in front of Chinn Aquatic Center
245	Old Bridge Rd & Wood Hollow Dr Occoquan VA 22191	16-F10	1 shelter on south (Eastbound) side of Old Bridge Rd between Rolling Rd & Wood Hollow Dr
269	Old Bridge Rd between Wood Hollow Dr & Cherry La Occoquan VA 22191	16-F10	1 shelter South (Eastbound) side of Old Bridge Rd between Wood Hollow Dr & Cherry La
323	Broadway & 4th Ave Quantico VA 22134	25-B12	1 shelter South side of 4th Ave, East of Broadway
325	Route 1 Triangle at Wendy's 18603 Jefferson Davis Highway Triangle VA 22172	24-E7	1 shelter in front of Army Surplus store on Northbound (East) side of Route 1
917	Brittany Park & Ride Lot Dumfries Rd (234) & Exeter Dr Brittany VA 22026	21-E12	1 shelter West side of Dumfries Rd (Rt 234) at Exeter Dr

PRTC Stop ID	Address Description	PWC Map Number	Location Description
315	Motel 8 17336 Jefferson Davis Hwy Dumfries VA 22191	24-H2	1 shelter West side of Jefferson Davis Highway South of Dumfries Rd (Rt 234) in front of Motel 8
331	Route 1 & New Cherry Hill Rd Woodbridge VA 22191	24-J1	1 shelter NE side of New Cherry Hill Rd at Route 1
338	Powells Creek Blvd & Woodmark Dr Woodbridge VA 22191	22-A12	1 shelter NE side of Powells Creek Blvd at Woodmark Dr
344	Jefferson Davis Hwy & Neabsco Rd, Woodbridge VA 22191	22-B9	1 shelter located Southeast corner of Jefferson Davis Hwy at Neabsco Rd
306	A.J. Ferlazzo Gov't Bldg 15941 Donald Curtis Dr Woodbridge VA 22191	22-A9	1 shelter left side of Turn-about ub front of A.J. Ferlazzo Building
255	GMC Dealer 14530 Jefferson Davis Hwy Woodbridge VA 22191	22-E4	1 shelter located in front of the GMC dealership at 14530 Jefferson Davis Highway
253	Longview Dr & Bayside Ave Woodbridge VA 22191	22-G2	1 shelter NE side of Longview Dr at Bayside Ave
208	Mt Pleasant Dr at Marumsc Plaza Mt Pleasant Dr near Cobb Ct Woodbridge VA 22191	22-G1	1 shelter adjacent to World's Gym, SW side of Mt Pleasant Dr
250	Mt Pleasant Dr at Marumsc Plaza Mt Pleasant Dr Woodbridge VA 22191	22-G1	1 shelter NW side of Mt Pleasant across from World's Gym
413	Manassas Dr & Sandstone Way Manassas Park VA 20111	9-H6	1 shelter North side of Manassas Dr at Sandstone Way
434	Manassas Dr & Kent DrManassas Park VA 20113	9-E4	1 shelter at Department of Public Safety
531	Prince William Courthouse Church St & Peabody St Manassas VA 20110	9-D9	1 shelter North side of Church St, East of Peabody St
424	Target Store @ Manassas Mall 8300 Sudley Rd Manassas Mall VA 20109	8-K5	1 shelter in front of Target store at Manassas Mall
500	Wellington Shopping Center Wellington & Hampton Rd Manassas VA 20110	9-D12	1 shelter South side of Wellington Rd across from Henley Rd
507	Crestwood Dr & Ashton Ave Manassas VA 20109	8-H4	1 shelter North side of Crestwood Dr between Ashton Ave and Tremayne Dr
523	Ashton Ave & Gov't Center Way Manassas VA 20109	8-G3	1 shelter East side of Ashton Ave at Government Center Way (located by Bull Run Library)
512	Ashton Ave & Coverstone Rd Manassas VA 20109	8-G2	1 shelter Southeast corner of Coverstone Rd at Ashton Ave
517	Battleview Pky & NOVA Way Manassas VA 20109	5-H12	1 shelter East side of NOVA Way at Battleview Parkway