

**INVITATION FOR BID  
ROANOKE REGIONAL AIRPORT COMMISSION**

<b>BID NUMBER</b>	<b>22-004</b>
<b>DEADLINE FOR RECEIPT OF BID</b>	<b>June 1, 2022 at 2:00PM in person, or by mail/carrier</b>
<b>BID PROJECT</b>	<b>Scheduled Maintenance Services for Two (2) Burnham 100hp Boilers in Terminal Building</b>
<b>PRE-BID MEETING AND SITE INSPECTION</b>	<b>May 18, 2022 at 9:00AM Meet in Commission's Conference Room "A" prior to a site inspection.</b>

**PART I - INSTRUCTIONS TO BIDDERS**

A. General

1. The Roanoke Regional Airport Commission is seeking bids for scheduled maintenance services for two (2) Burnham boilers.
2. Submit bid on the blank Bid Form included herein, filling in all spaces and information; failure to answer all questions, provide all information, or return all pages of this Invitation for Bid may be cause for disqualification of the bidder (see Part II - Bid Form).
3. All bids must be signed by an authorized representative of the responding firm.
4. Bids which are mailed by US mail or private carrier, or which are hand delivered, must be presented in an opaque envelope and must be sealed, marked and addressed as follows and must be received by 2:00PM on June 1, 2022 at the following address:

Roanoke Regional Airport Commission  
Administrative Offices  
5202 Aviation Drive, NW  
Roanoke, Virginia 24012  
Attention: Corey L. Scott

Place in lower left-hand corner:

**Scheduled Maintenance Services for Two (2) Burnham 100hp Boilers in Terminal Building - Bid No. 22-004**

5. Only bids received in the Commission's Administrative Offices, Second Floor Terminal Building, as specified above, on or prior to the bid deadline specified above shall be considered. Bids received after the bid deadline will not be considered nor will they be opened. Note: There will be no public bid opening for this procurement.
6. Evaluation of Bids:  
Subject to the terms and conditions herein, the Contract will be awarded to the responsive and responsible bidder offering the lowest total price for all required services.
7. A **PRE-BID** meeting will be held and site inspection provided by Commission's representative on May 18, 2022, at 9:00AM in order to assist bidders in preparing their bid packages. Any interested bidder should arrive at the Commission's Conference Room A, Second Floor Terminal Building, by the specified time in order to participate in the pre-bid meeting and view the sites. No additional meetings or site reviews will be provided.
8. Any questions concerning this Invitation for Bid shall be provided in writing to Corey Scott, Contracts Administrator by the close of business on May 18, 2022 by email to [corey.scott@flyroa.com](mailto:corey.scott@flyroa.com).

**B. Additional Requirements for Completion of Bids**

1. The scope of work, including the detailed specifications and other requirements, terms and conditions which will be imposed on the Successful Bidder are included in the Proposed Contract (Section III of this Invitation for Bid), including the Technical Specifications and Plans attached thereto and incorporated therein.
2. The Bidder must submit its Bid on the Bid Forms contained herein; no other form is acceptable. All blank spaces in the Bid Forms must be correctly and completely filled in, where indicated, in ink or type written, except that all signatures shall be signed in ink by an official of the firm who is authorized to submit the bid.
3. No bid will be received and tabulated or considered, nor any contract awarded, unless the bidder has demonstrated in the bid form that it is properly licensed as a Contractor, as required under the Code of Virginia (1950), as amended (complete Part II - Bid Form Section IV).

4. Each Bidder shall include on the bid form the name of at least three commercial references for similar services, including the name and telephone number of a contact at the referenced company (Part II - Bid Form Section II).
5. Each Bidder shall specify, in its bid, the name of and the work to be performed, if any, by each subcontractor (Part II - Bid Form Section II).
6. Each Bidder shall complete and submit with its bid the Worker's Compensation Certificate of Coverage (Part II - Bid Form Section III). No award shall be made to any Bidder who fails to show such evidence of required Worker's Compensation coverage.
7. Each bidder shall complete and submit with its bid, the Bidder Certification of Licensure and Licensure of Subcontractors appearing in Part II - Bid Form Section IV.
8. Every Bidder shall include in its bid the identification number issued to it by the State Corporation Commission confirming that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50. If the Bidder is not required to be authorized under Title 13.1 or Title 50 or as otherwise required by law, the Bidder shall include in its bid a statement describing why the Bidder is not required to be so authorized. Any Bidder that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Executive Director (Part II - Bid Form Section V).
9. Each Bidder shall be prepared to submit evidence of qualifications, experience, and equipment to perform the work specified in this Invitation for Bid.
10. Any changes, including corrections of omissions and discrepancies that may be made to the Invitation for Bid will be in the form of an Amendment which will be provided to all Bidders of record.
11. All proposals or bids and any accompanying or related information submitted to the Commission will become the property of the Commission and will not be returned. Trade secrets or proprietary information submitted by a proposer or bidder may not be subject to the Virginia Freedom of Information Act (Section 2.2-3700 et seq.), provided that the proposer or bidder: (i) properly invokes the protections of the applicable sections of the Virginia Code, as amended, including, without limitation, Virginia Public Procurement Code Section 2.2-4342 for trade secrets or proprietary information prior to or upon submission of the data or other materials to be protected; (ii) clearly identifies the data or other materials in the proposal to be protected; and, (iii) states in writing the reasons why protection is necessary.

By submitting a proposal or bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents submitted to the Commission are not subject to copyright and, as such, may be copied; however, the release of such documents shall be governed by applicable law, including, without limitation, the Virginia Freedom of Information Act.

C. Additional Information to Assist Bidders:

1. The successful bidder shall be required to obtain and maintain comprehensive general liability insurance on a per occurrence basis in the amount of \$1,000,000.00 million dollars (see Part III - Section 5 - Insurance).
2. Title VI Solicitation Notice  
The Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantages business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for any award.
3. Federal Fair Labor Standards Act (Federal Minimum Wage)  
All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.
4. Occupational Safety and Health Act of 1970  
All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor-Occupational Safety and Health Administration.
5. ACH Vendor Payments  
The Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by email. The email will provide you with all the information that would normally be on your check stub.

To receive payments electronically you must print, and complete the ACH form, include a voided check and return both with your signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com)

By signing the form, you authorize the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to your checking account. Form to be returned by the winning bidder along with a voided check.

D. Bid Award

1. The Commission reserves the right to award the Contract to a Bidder other than the apparent low Bidder. Should a contract be awarded to a Bidder other than the apparent low Bidder, it will be awarded to the lowest responsive and responsible Bidder meeting all specifications and having positive commercial references.
2. The Commission reserves the right to cancel the request for bids, to waive any informality in any bid and to reject any or all bids should said action be deemed to be in the best interest of the Commission.
3. Bids shall be valid for 60 days. Within sixty (60) consecutive calendar days after the Bid Opening date, the Commission may give written "Notice of Bid Acceptance". The successful Bidder shall be required, within fifteen (15) consecutive calendar days after the receipt of the "Notice of Bid Acceptance" to execute the Contract and furnish the Roanoke Regional Airport Commission with proof of liability insurance coverage's and a copy of the proposed project schedule.
4. Should the successful Bidder fail or refuse to execute and return the Contract, supply the required insurance and proposed schedule within the time allowed, the Commission may proceed to contract with the next lowest bidder meeting all specifications and reference requirements, and may debar the first successful Bidder from future bidding opportunities.
5. The bid shall not be final and effective, nor the Commission legally bound, until the fully executed contract is returned to the successful bidder.
6. Failure to perform the Contract in a reliable manner shall constitute a basis to determine for future Contracts that the Contractor is not a responsible bidder and the Commission may refuse to award such future contracts to Contractor.
7. This procurement is subject to and governed by the small purchase provisions of the Virginia Public Procurement Act, as amended, as modified by the Roanoke Regional Airport Commission Procurement Regulations, as amended, which are incorporated by reference herein.

**PART II - BID FORM**

**Bid No. 22-004  
Scheduled Maintenance Services for Two (2) Burnham 100hp Boilers**

**THE BIDDER SHALL COMPLETE ALL ITEMS AND FILL IN  
ALL BLANKS IN THESE BID FORM PAGES**

SECTION I            BID PRICE

The undersigned hereby proposes and agrees, if this Bid is accepted, it will contract with the Roanoke Regional Airport Commission to furnish and provide all supervision, labor, materials, tools, equipment, services, out of pocket costs and other incidentals for the **Scheduled Maintenance Services for Two (2) Burnham 100hp Boilers in Airport's Terminal Building** at Roanoke-Blacksburg Regional Airport in accordance with this Bid Form, the Instructions to Bidders, the Proposed Contract, Technical Specifications, Drawings, Exhibits and any Addenda, as applicable, to the Invitation for Bid, as prepared by the Roanoke Regional Airport Commission, Roanoke, Virginia.

It is understood that the quantities of work to be done are approximate only and are intended principally to serve as a guide in evaluation of bids, with the right reserved by the Owner to delete all or any portion of minor bid items.

**YEAR 1**

Annual inspection for each of the two (2) Burnham 100hp boilers, includes operating inspection and flame adjustment; and one (1) operation inspection per boiler including combustion tests.

**Cost:** \_\_\_\_\_

**YEAR 2**

Annual inspection for each of the two Burnham 100hp boilers; includes operating inspection and flame adjustment; and one (1) operation inspection per boiler including combustion tests.

Provide Eddy Current Tube Analysis.

**Cost:** \_\_\_\_\_

**YEAR 3**

Annual inspection for each of the two (2) Burnham 100hp boilers, includes operating inspection and flame adjustment; and one (1) operation inspection per boiler including combustion tests.

**Cost:** \_\_\_\_\_

**YEAR 4**

Annual inspection for each of the two (2) Burnham 100hp boilers, includes operating inspection and flame adjustment; and one (1) operation inspection per boiler including combustion tests.

**Cost:** \_\_\_\_\_

**TOTAL FOR ALL FOUR (4) YEARS:** \_\_\_\_\_

All bid quotes shall be valid for 60 calendar days.

The price quoted by the successful bidder shall remain in effect during the entire term of the Contract, and the successful bidder shall be paid upon the satisfactory completion of all of the Work, as determined by Commission.

SECTION II  
QUALIFICATIONS OF BIDDERS

Each bidder shall fully complete the information below, which may be used in determining Bidder's competency and responsibility in accordance with the General Conditions.

**Contact in your firm for inquiries:** \_\_\_\_\_

**Years of business under present name:** \_\_\_\_\_

**Date of Incorporation:** \_\_\_\_\_

**Place of Incorporation:** \_\_\_\_\_

**Contracting Specialties:** \_\_\_\_\_

**Years performing work specialties:** \_\_\_\_\_

**List equipment available for project:** \_\_\_\_\_

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**List three (3) most recent contracts or subcontracts completed in the last five (5) years which included work similar to that required in this project.**

<u>Type of Project</u>	<u>Contract With Contact Person/ Phone No.</u>	<u>Contract Amount</u>	<u>Date Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List of key subcontractors to be utilized on this project and their responsibilities:**

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SECTION III  
COMMONWEALTH OF VIRGINIA WORKERS' COMPENSATION

***Certification of Coverage***

Section 11-46.3, Code of Virginia, requires construction contractors and subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the Commonwealth of Virginia, its departments, institutions or agencies. This same requirement applies on behalf of local governments.

Evidence of coverage must be provided prior to commencement of work.

This form must be returned to the organization contracting the work.

The undersigned organization stipulates that it:

- A. Has workers' compensation insurance and is in compliance with the Workers' Compensation statutes of the Commonwealth of Virginia  
\_\_\_ Yes \_\_\_ No

Insurance Company: \_\_\_\_\_

Policy expiration date \_\_\_\_\_ or,

- B. Is self insured for workers' compensation \_\_\_ Yes.

SECTION IV  
BIDDER CERTIFICATION OF LICENSURE AND LICENSURE OF  
SUBCONTRACTORS

The undersigned Bidder hereby covenants and agrees to comply with Title 54.1, Chapter 11, Code of Virginia (1950), as amended, with respect to Licensure of Bidder and all subcontractors who may be employed to perform the Work for the Roanoke Regional Airport Commission.

Bidder further represents and covenants: (i) that Bidder has verified that all subcontractors, currently identified in the Bid to perform a portion of the Work, hold all required Commonwealth of Virginia and local licenses, including, without limitation, Contractor and business licenses; and, (ii) that if it is the Successful Bidder, Bidder shall verify that any additional subcontractors employed to perform the Work, subsequent to the date of this certification, shall hold all required Commonwealth of Virginia and local licenses, including, without limitation, Contractor and business licenses.

Bidder acknowledges and agrees that if it is awarded a contract for the Work, this Certification shall constitute a material part of Bidder's contract with the Commission and violation of the terms of this Certification shall constitute a breach of such Contract.

All persons executing this Certification on behalf of Bidder hereby warrant and represent that they have been duly authorized by proper action of Bidder to execute this Certification, and that upon such execution, this Certification shall be binding upon and enforceable against Bidder.

IN WITNESS WHEREOF, the Bidder has affixed its hand and seal.

\_\_\_\_\_  
(INSERT BIDDER'S NAME)

CONTRACT LICENSE NO. \_\_\_\_\_  
(IF APPLICABLE)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SECTION V  
COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC  
BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE  
COMMONWEALTH

Pursuant to Virginia Code Section 2.2-4311.2 (effective July 1, 2010), each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, (1950), as amended, or as otherwise required by law, is required to include in its bid or proposal its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Please complete the following:

A. \_\_\_\_\_ Bidder/Offeror is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

\_\_\_\_\_.

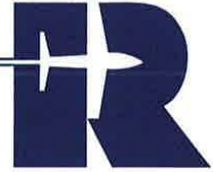
B. \_\_\_\_\_ Bidder/Offeror is an out-of-state (foreign) business entity authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

\_\_\_\_\_.

C. \_\_\_\_\_ Bidder/Offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets of paper if more space is needed to explain why such bidder/offeror is not required to be authorized to transact business in Virginia



ATTN: Accounts Payable  
5202 Aviation Drive NW  
Roanoke VA 24012  
540/362-1999  
[finance@flyroa.com](mailto:finance@flyroa.com)

**Roanoke Regional Airport Commission** pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, include a voided check and return both to the **address or e-mail** above. By signing below, you authorize Roanoke Regional Airport Commission to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to your checking account.

Payee Information			
Payee Name:		SSN or Federal ID #:	
Remit Address(es) for applicable accounts:			
Email Address:			

**The E-MAIL ADDRESS is for payment notification.**

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

Name(s): \_\_\_\_\_ Title: \_\_\_\_\_  
*Please print*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PLEASE INCLUDE VOIDED CHECK**

SECTION VII  
BIDDER INFORMATION AND SIGNATURE

The undersigned hereby acknowledges the receipt of the following Addenda to the Contract Documents:

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

**EACH BIDDER MUST COMPLETE AND SIGN THE INFORMATION BLOCK BELOW  
OR ITS BID SHALL BE DETERMINED TO BE NON-RESPONSIVE**

\_\_\_\_\_  
**Complete Firm Name of Bidder**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Name & Title of Signing Official**

**Business Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_  
**Area Code**

**EMAIL:** \_\_\_\_\_

**CONTRACTOR'S VIRGINIA CONTRACTOR NO:** \_\_\_\_\_

**PART III - PROPOSED CONTRACT**

**PROPOSED CONTRACT  
SCHEDULED MAINTENANCE SERVICES FOR TWO (2) BURNHAM BOILERS IN  
TERMINAL BUILDING  
ROANOKE-BLACKSBURG REGIONAL AIRPORT**

THIS CONTRACT, made and entered this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Roanoke Regional Airport Commission ("Owner" or "Commission") and \_\_\_\_\_, ("Contractor") pursuant to and in accordance with Commission's Small Purchase Procedures.

**1. WORK**

Contractor hereby agrees to furnish and provide to the Commission the following goods and services. Contractor will provide to the Commission the scheduled maintenance services for two (2) Burnham 100hp boilers as described in Section 8 of this Contract.

**2. CONTRACT DOCUMENTS**

This Contract shall consist of the following Contract Documents: this executed Contract; the Invitation to Bid; the Instructions to Bidders; General Conditions; and the Contractor's completed Bid Form which is attached hereto and incorporated herein by reference. In the event of any inconsistency between this Contract and any of the other Contract Documents, the terms and conditions of this Contract shall prevail.

The General Conditions, which are attached hereto as Attachment A, are hereby made a part of this Contract and incorporated herein.

**3. TERM**

This Contract shall commence on July 12, 2022 and end and terminate at midnight on July 11, 2026.

**4. PAYMENT**

The total cost to Commission:

Year 1 \_\_\_\_\_  
Year 2 \_\_\_\_\_  
Year 3 \_\_\_\_\_  
Year 4 \_\_\_\_\_

To be paid within thirty (30) days after satisfactory provisions of the required goods and/or services and presentation of an appropriate invoice, all as determined by the Commission in its sole and exclusive discretion. Commission shall not be liable for and shall not make any additional payments for any goods and/or services under this Contract unless pursuant to a prior written amendment to this Contract executed by both parties.

### **ACH Vendor Payments**

Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by email. The email will provide you with all the information that would normally be on your check stub. To receive payments electronically you must print, and complete the ACH form, include a voided check and return both with your signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com).

By signing the form, you authorize the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to your checking account.

## **5. INSURANCE**

### **A. Liability Coverage**

Prior to execution of this Contract by Commission, Contractor shall provide Owner's Executive Director suitable evidence of commercial general liability occurrence-type insurance that includes contractual liability and products and completed operations insurance, and automobile liability with "any auto" coverage, naming Contractor as insured and its employees, subcontractors, the Commission and its officials, officers, board members, agents, employees, and volunteers as additional insureds, providing coverage against any and all claims and demands made by any person or persons or any other entity whomsoever for injuries or death or property damage incurred in connection with or arising out of the Work, services, items and/or other matters to be performed hereunder and including contractual liability coverage for the terms and conditions of this contract, which policies shall provide limits of not less than \$1,000,000.00.

### **B. Other Requirements**

Other requirements concerning insurance are included in the **General Conditions** (Attachment A).

## 6. SPECIAL CONTRACT TERMS

### A. Scheduling and Notification of Work

- (1) Contractor shall provide at least 48 hours notice to Commission's Project Coordinator of its desire to begin work at the Airport.
- (2) Under no circumstances shall any emergency or required means of ingress or egress be blocked unless expressly authorized by Commission, upon at least 48 hours notice by Contractor.
- (3) See the **General Conditions - Attachment A** for other performance requirements.

### B. Contractor's Warranties

The Contractor expressly warrants that all aspects of the Work shall be of good and merchantable quality and fit for the particular purpose for which intended. In addition to and not in lieu of any other warranties, express or implied, the Contractor expressly warrants and guarantees the Work against defects or deficiencies in all material and workmanship and shall maintain, repair or replace, solely at its own cost and expense including, without limitation, any cost of labor, materials or travel, any work that is found by the Owner to be defective, within a period of two (2) years from the date of Final Acceptance of the Work.

If the Contractor, after notice, fails to proceed promptly to comply with the terms of the express warranty contained in these General Conditions, the Owner may have the defects corrected and the Contractor shall be liable for all expense incurred.

This warranty shall be in addition to and not in lieu of any and all other applicable and required warranties, as specified in these contract documents, including, without limitation, manufacturer's, special, express or implied warranties.

## 7. ENTIRE AGREEMENT

This Contract embodies the entire understanding between the parties. There are no oral agreements or representations in connection herewith. This Contract may only be amended by written agreement executed by both parties.



**8. DETAILED DESCRIPTION AND REQUIREMENTS OF THE WORK**

Contractor to provide to Commission the following:

Year 1

Annual inspection for each of the two (2) Burnham 100hp boilers, includes flame adjustment; and one (1) operational inspection per boiler, including combustion tests.

Year 2

Annual inspection for each of the two (2) Burnham 100hp boilers, includes flame adjustment; and one (1) operational inspection per boiler including combustion tests; and provide eddy current tube analysis.

Year 3

Annual inspection for each of the two (2) Burnham 100hp boilers, includes flame adjustment; and one (1) operational inspection per boiler, including combustion tests.

Year 4

Annual inspection for each of the two (2) Burnham 100hp boilers, includes flame adjustment; and one (1) operational inspection per boiler, including combustion tests.

The annual inspection shall be coordinated with the airport's representative during the month of September for each contract year.

**9. NOTICES**

- A. Forms of Notice. Unless otherwise specified, all notices, consents and approvals required or authorized by this Contract to be given by or on behalf of either party to the other, shall be in writing and signed by a duly designated representative of the party by or on whose behalf they are given, and shall be deemed given three days after the time a certified letter, properly addressed, postage prepaid, is deposited in any United States Post Office, or upon delivery by hand, or upon delivery by overnight express carrier.
- B. Notice to Commission. Notice to Commission shall be addressed to it and delivered at the office of the Executive Director, Roanoke Regional Airport Commission, 5202 Aviation Drive, Roanoke, Virginia 24012, or at such other office as Commission may hereafter designate by notice to contractor in writing.

C. Notice to Contractor. Notice to Contractor shall be addressed and delivered to: \_\_\_\_\_

\_\_\_\_\_ or at such other office in the continental United States as Contractor may hereafter designate by notice to Commission in writing.

**10. GENERAL TERMS AND CONDITIONS INCORPORATED**

The General Terms and Conditions attached hereto as Attachment A are incorporated by reference herein.

**11. CERTIFICATION**

The undersigned individual executing this Contract on behalf of Contractor certifies and warrants that he or she is authorized to enter into this Contract and bind Contractor to all of the terms and conditions contained herein.

WITNESS the following signatures:

Contractor: \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Roanoke Regional Airport Commission

By: \_\_\_\_\_  
Executive Director

Attest: \_\_\_\_\_  
Commission Secretary

Date: \_\_\_\_\_

Approved for Legal Form

By: \_\_\_\_\_  
General Counsel  
Roanoke Regional Airport Commission

Certification of Funding

By: \_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Account Number

**ATTACHMENT “A”**  
**ROANOKE REGIONAL AIRPORT COMMISSION**  
**TERMS AND CONDITIONS**  
(Non-AIP)

**GC-1 COMPLIANCE WITH LAWS AND LICENSING REQUIREMENTS**

- A. Contractor covenants and warrants that it has all licenses and permits necessary to perform the work and that it shall maintain all such licenses and permits as may be required by Federal, State and local agencies during the term of the Agreement.
- B. Contractor expressly warrants that in performance of the Work it shall comply with all applicable laws, codes, regulations, standards, etc., which may be required of it by all applicable local, state and federal jurisdictions and their respective agencies, offices, bureaus, and other administrative/regulatory entities.

**GC-2 SUBCONTRACTING AND ASSIGNMENT**

Contractor shall not assign this Contract or any of its rights or duties hereunder, nor shall Contractor subcontract any of the Work hereunder, without the prior written consent of the Owner's Executive Director.

The Owner will not recognize any subcontractor on the Work. The Contractor shall at all times, when work is in progress, be represented either in person or by a qualified superintendent or foreman from its staff. The qualified representative shall be duly authorized to receive and execute orders of the Owner and/or its representative.

The Contractor may only replace or add subcontractors with the prior written consent of the Owner.

Upon Owner's request(s), Contractor shall provide a listing of all subcontractors for the projects, including name, contact, address, phone, work to be performed, contract price, and amount actually paid.

**GC-3 PERFORMANCE REQUIREMENTS**

- A. General
  - (1) The Work shall be performed in a good, workmanlike and safe manner, consistent with accepted industry practices and techniques, and subject to all applicable laws and regulations.

- (2) Contractor shall protect the property of the Commission, airport tenants and private property owners from any and all damage caused by Contractor's operations.
- (3) Contractor agrees to furnish its best skill and judgment in furtherance of the interest of the Owner. Contractor agrees to furnish at all times an adequate supply of trained and qualified workmen, materials and equipment to perform the Work in the best way and in the most expeditious, economic and safe manner consistent with the interest of the Owner.
- (4) All services shall be performed with due diligence and with minimal interference to the Commission and private property owner(s) in the use of the/their property.
- (5) Contractor shall maintain the work area in a neat, clean and safe condition at all times. Recognizing that Foreign Object Debris (FOD) could severely damage aircraft and jeopardize the lives of passengers, Contractor shall vigilantly comply with the requirements in the Contract Documents related to the clean-up and removal of demolition/removal debris and waste materials.

**B. Character of Workers, Methods, and Equipment**

The Contractor shall, at all times, employ sufficient labor and equipment for prosecuting the work to full completion in the manner and time required by the Contract Documents.

All workers shall have sufficient skill and experience to perform properly the work assigned to them. Workers engaged in special work or skilled work shall have sufficient experience in such work and in the operation of the equipment required to perform the work satisfactorily. Neither Contractor nor its employees, agents, invitees or subcontractors shall bring any firearms or other weapons onto the work sites; nor shall any person come onto or remain upon the work sites while under the influence of alcohol or illegal drugs.

Any person employed by the Contractor or by any subcontractor including the project superintendent, who, in the opinion of the Commission, does not perform his work in a proper and skillful manner or is intemperate or disorderly shall, at the written request of the Owner, be removed forthwith by the Contractor or subcontractor employing such person, and shall not be employed again in any portion of the Work without the consent of the Owner.

Should the Contractor fail to remove such person or persons or fail to furnish suitable and sufficient personnel for the proper prosecution of the Work, the Commission may suspend the Work by written notice until compliance with such orders.

C. Equipment

All equipment used by Contractor shall be of sufficient type and size and in such mechanical condition as is necessary to meet the requirements of the work. Contractor warrants that such equipment shall be of such type as to cause no hazard or reasonably foreseeable danger to Commission employees, or members of the public.

D. Inspection

A representative of the Owner and/or Consultant shall have the right at all times to examine the supplies, materials, equipment and methods used by Contractor; to observe the operations of the Contractor and its employees; to verify the activities being performed; and to do any act or thing which the Owner may be obligated or have the right to do under this agreement.

E. Clean-Up

Contractor shall clean up daily the work sites, access ways or exit routes from the work site.

F. Damage and Repair

Contractor shall be responsible for and shall repair, or make financial and other arrangements for the repair, of any and all damages to the property of the Commission or others which may arise from its actions and the Work under this contract.

**GC-4 HAZARDOUS AND OTHER WASTES, MATERIAL AND SUBSTANCES**

A. Contractor shall not dispose of or release any wastes of any kind, whether hazardous or not, on Commission property.

B. Contractor shall remove from Commission property all waste and debris arising from its work and shall dispose of it properly, in accordance with all applicable laws. In particular, Contractor shall properly handle and remove all solvents and cleaners, and rags, cloths, containers, etc. used in conjunction with the Work.

C. Contractor shall not bring or allow or permit to be brought onto the Commission property and shall not dispose of or release onto or from the Commission property any hazardous, toxic or petroleum material, substance, or waste. Compliance with all environmental laws shall be Contractor's sole responsibility at its sole cost. Contractor shall immediately furnish to the Commission's Executive Director written notice of any and all releases of hazardous wastes, materials or substances whenever such releases are required to be reported to any federal, state

or local authority, and pay for all clean up and removal costs. Such written notice shall identify the substance released, the amount released, and the measures undertaken to clean up and remove the released material and any contaminated soil or water, and shall further certify that no contamination remains. Contractor shall also provide Commission with copies of any and all reports resulting from tests on Commission's property or made to any governmental agency which relate to property.

- D. Environmental Indemnification: Regardless of Commission's acquiescence and in addition to indemnification provisions contained elsewhere in this Agreement, Contractor shall defend, indemnify, and hold the Commission, and all of its officers, agents, and employees, harmless from all costs, liabilities, fines or penalties, including attorney's fees, resulting from or arising out of violation of this section and agrees to reimburse said parties for any and all costs and expenses incurred in eliminating or remedying such violations. Contractor further covenants and agrees to reimburse Commission and hold the Commission, and all of its officers, agents and employees harmless from any and all costs, expenses, attorney's fees and all penalties or civil judgments obtained against the Commission as a result of Contractor's use, release or disposal of any petroleum product, hazardous substance, material, or waste onto the ground or into the water or air.

#### **GC-5. PAYMENTS**

- A. Payment will be made in accordance with Contractor's bid for the Work, plus the cost of any additional services agreed to in advance, in writing by Commission, within thirty (30) days after the satisfactory completion of the Work, as determined by Commission, and Contractor's presentation of a proper invoice.

A detailed invoice, including the dates, on which the services were performed, shall be sent to the:

Roanoke Regional Airport Commission  
Department of Finance  
5202 Aviation Drive  
Roanoke, VA 24012

- B. Contractor shall pay all applicable taxes, including sales tax on materials supplied. Contractor agrees that the Commission may withhold and/or offset payment to Contractor when property of the Commission, Commission's tenant/subtenant or adjoining private property is damaged or destroyed by poor performance or defective equipment or materials employed by Contractor, or for unsatisfactory performance under this Contract. Contractor also agrees that it shall be liable to the Commission for actual damages for replacement or repair of property, materials, or services caused by this damage or destruction to the Commission or

Tenant's property, or for unsatisfactory performance.

- C. Prior to receiving any payments under this Contract, if the Contractor is an individual, the Contractor shall provide its social security number to the Commission and if the Contractor is a proprietorship, partnership, or corporation, the Contractor shall provide its federal employer identification number to the Commission.

D. **ACH Vendor Payments**

The Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by email. The email will provide you with all the information that would normally be on your check stub. To receive payments electronically you must print and complete the ACH form, include a voided check, and return both with your signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com)

By signing the form, you authorize the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to your checking account.

**GC-6 SUBCONTRACTOR AND OTHER PAYMENT CONDITIONS; CLAIMS**

- A. The Contractor shall take one of the two following actions within seven days after receipt of amounts paid to the Contractor by the Commission for work performed by any subcontractor under this contract:
  - 1. Pay the subcontractor for the proportionate share of the total payment received from the Commission attributable to work performed by the subcontractor under the contract; or
  - 2. Notify the Commission and the subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- B. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Commission for work performed by the subcontractor under the contract, except for amounts withheld as allowed under paragraph "A2" above.

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

- C. The Contractor shall include in 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.

- D. Contractual claims, disputes and other matters relating to the acceptability of the work, the interpretation or the requirements of the Agreement, or the performance or furnishing of the work, including without limitation, Engineer's or Commission's denial of Contractor's request for a change order for additional money and/or an increase in time, shall be submitted in writing together with all supporting documentation/data and a request for a formal decision to the Owner's Executive Director. Contractor shall deliver the written notice with supporting data for each such claim, dispute or other matter promptly, but in no event later than ten (10) calendar days after the start of the occurrence of the event giving rise to the claim. Contractor's failure to submit written notice of such claim, dispute or other matter with the supporting data to Owner's Executive Director within the time specified shall be deemed to be and shall constitute a waiver by Contractor of any and all claims for such matters and shall be an absolute bar to any future claim or suit against Owner for damages or relief of any kind based upon such occurrence or event.. In reviewing any such claim or dispute, Executive Director may request any additional information or documentation from Contractor or other parties and may utilize appropriate assistance from other sources. Any final decision in writing by the Executive Director shall be issued to Contractor within ninety (90) calendar days from the later of: i.) receipt of the written claim; or ii.) receipt of any additional information requested from the Contractor. Failure of the Executive Director to render a decision within ninety (90) calendar days shall be deemed a final decision by the Roanoke Regional Airport Commission denying the claim, and shall not result in the Contractor being awarded the relief claimed or in any other relief or penalty.

#### **GC-7 INDEMNIFICATION**

Contractor shall defend, indemnify and hold harmless the Commission, its officials, officers, board members, agents, and employees, against any and all loss, cost, or expense, including reasonable attorney's fees, resulting from any claim, whether or not reduced to judgment, and for any liability of any nature whatsoever, that may arise out of or result from the Work or its performance by Contractor or its subcontractor(s) or the violation of any of the terms and conditions of this Contract, including, without limitation, fines and penalties, violations of federal, state or local laws or regulations promulgated hereunder, personal injury, wrongful death or property damage claims, or damage to or vandalism of the Contractor's equipment or personal property used to perform the Work. Should Contractor inadequately remedy or fail to remedy a violation of this agreement after notification by Commission, Commission shall be authorized to take whatever corrective action Commission deems necessary to eliminate the violation, at the sole expense of Contractor.

Contractor's obligation to indemnify shall not be affected by the negligence of any party indemnified hereunder that in part contributes to the loss, cost, or

expense, nor shall it be limited by any limitation on the amount or types of damages, compensation or benefits payable by or for Contractor or any subcontractor under worker compensation acts, disability benefit acts or other employee benefit acts.

## **GC-8 INSURANCE REQUIREMENTS**

The following terms and conditions related to Insurance shall apply:

### **Liability Insurance Requirements.**

The Contractor shall maintain general liability insurance, on a per occurrence basis, with a quality company authorized to do business in Virginia during the life of the Contract and furnish Owner Certificates of Insurance, or other appropriate evidence of coverage as may be required by Owner, naming the Contractor as insured and its subcontractors, Owner, and Owner's officers, officials, agents, board members, employees and volunteers as additional insureds, providing coverage against any and all claims for property damages or bodily injury (including death) incurred in connection with the services to be provided under this Agreement. Minimum limits of liability shall be as indicated below:

Commercial General Liability: \$1,000,000.00 Per Occurrence and \$2,000,000.00 In the Aggregate to include Contractual, Owners and Contractors Protective, and Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability: \$1,000,000.00 Combined Single Limit, unless the Consultant will be driving inside the AOA, in which case the requirement shall be for \$5,000,000 Combined Single Limit. Such insurance shall be "any auto" type coverage or is equivalent.

The above amounts may be met by an umbrella liability policy following the form of the underlying primary coverage in a minimum amount of Five Million Dollars (\$5,000,000).

### **Workers' Compensation Requirements**

The Contractor will obtain and maintain during the life of the Contract the statutory Workers' Compensation and Employer's Liability Insurance for all of its employees engaged in work on the Project under Contract. The Contractor shall require similar coverage by all subcontractors.

### **Notice of Cancellation**

The policy or policies required hereunder shall contain substantially the following special provision, unless otherwise agreed by Owner: "The Company agrees that thirty (30) days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notice will

be sent by certified mail to the Executive Director, Roanoke Regional Airport Commission."

### **Additional Insureds**

Prior to execution of this Contract by Owner, the Contractor shall provide the Executive Director with an exact copy of the additional insured endorsement naming the entities listed above as additional insureds, and a copy of the declaration sheet for every insurance policy required hereunder. Such documents shall as to form, coverage, carrier and limits be satisfactory and approved by the Owner's Executive Director. If at any time the coverage, carrier or limits on any policy shall become unsatisfactory to such Executive Director, or the Owner's General Counsel, the Contractor shall forthwith provide a new policy meeting the requirements of said persons. The additional insured coverage provided under the Consultant's insurance policy shall be primary with respect to the Contractor's general liability, notwithstanding other insurance covering the Owner.

### **Insurance not to be a Limit on Liability**

Nothing contained in the insurance requirements is to be construed as limiting the liability of the Contractor, and/or its subcontractors, or their insurance carriers may have under this Contract, including without limitation the indemnification provision contained herein. The Commission does not in any way represent that the coverages or limits of insurance specified are sufficient or adequate to protect the Contractor's interest or liabilities, but are merely minimums. The obligation of the contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Contractor in the event that the Commission or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance. Furthermore, there is no requirement or obligation for the Commission to seek any recovery against the Contractor's insurance company before seeking recovery directly from the Contractor.

### **Insurance Company**

Insurance coverage shall be in a form and with an insurance company approved by the Commission, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this contract shall be authorized to do business in the Commonwealth of Virginia.

### **Notice to Commission**

Contractor shall immediately notify the Commission in writing of any changes, modifications, expiration and/or termination of any insurance coverages and/or policies required by this Contract.

### **Umbrella Policy**

The required limits of insurance for this Contract may be achieved by combining underlying primary coverage with an umbrella liability coverage to

apply in excess of the general and automobile liability policies, provided that such umbrella liability policy follows the form of the underlying primary coverage.

### **No Exclusions**

The Contractor's insurance policies and/or coverages shall not contain any exclusion for the Contractor's sub-contractors.

### **Maintenance of Insurance**

The continued maintenance of the insurance policies and coverages required by this Contract during the time that the Contractor is working for the Commission is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Contractor for default.

## **GC-9 REQUIREMENTS IMPOSED BY STATE AND FEDERAL LAW**

### **A. NON-DISCRIMINATION**

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 or national origin, except where religion, sex or national origin 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.
  - 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 places 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 of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

3. The Roanoke Regional Airport Commission does not discriminate against faith-based organizations.

**B. 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 \$10,000.00 so that the provisions will be binding upon each such subcontractor or vendor.

**C. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**

The Contractor covenants that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

**D. EVIDENCE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

Pursuant to 2.2-4311.2 (A) of the Code of Virginia (1950), as amended, if the Contractor is organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, the Contractor shall provide documentation acceptable to Commission establishing that the contractor is 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 (1950), as amended, or as otherwise required by law. The Contractor shall not allow its existence or its certificate of authority or registration to transact business in the Commonwealth to lapse if so required under Title 13.1 or Title 50, or to be revoked or cancelled at any time during the term of the contract. The Commission may void this contract if the Contractor fails to remain in compliance with the provisions of this section.

**GC-10 THE NEW REGULATIONS REQUIRE THAT THE EEO CLAUSE SHALL BE MADE A PART OF THE CONTRACT BY CITATION 41 CFR 60-300.5(a) and 41 CFR 60-741(a).**

“The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741(a). These regulations prohibit discrimination against qualified individuals and protected veterans on the basis of disability or veteran status and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and protected veterans.”

**GC-11 GENERAL CIVIL RIGHTS PROVISIONS**

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

**Title VI Solicitation Notice:**

The **Roanoke Regional Airport Commission**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, [select disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Title VI Clauses for Compliance with Nondiscrimination Requirements (Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

**Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for

noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);



- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 ET seq).

**GC-12 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

**GC-13 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a

referenced requirement directly with the U.S. Department of Labor-Occupational Safety and Health Administration.

#### **GC-14 CANCELLATION**

##### **A. For Cause**

The Commission's Executive Director may cancel the Contract upon written notice received by Contractor whenever Contractor's services fall below the quality of services generally provided by others for similar types of services, or Contractor has failed to perform in accordance with this Contract. Prior to any such cancellation, Contractor shall be given written notice and five (5) days to cure such failures. However, in the event that Contractor's failure is a violation of law, and/or an act or condition that poses a risk of harm to people or their property, then Contractor shall immediately take action to cure such failure and shall complete such cure within 24 hours. Default by Contractor hereunder shall constitute a basis for determining for future contracts that Contractor is not a responsible bidder and for Commission to refuse to award such future Contracts to Contractor.

In the event that Contractor defaults in the performance of any of the terms, conditions or agreements contained in this Contract, and Owner places the enforcement of all or part of this Contract in the hands of an attorney for enforcement, including the filing of a suit upon the same, Contractor agrees to pay all of Owner's reasonable attorney's fees and costs related to any such proceeding.

##### **B. Without Cause**

The Executive Director of the Commission may cancel the contract without cause at any time upon ten (10) days advance written notice, and may stop the work at any time during the ten day period, provided that Contractor shall be paid for all work completed to the satisfaction of the Commission on or before the effective date of the cancellation or stop work order, whichever is sooner.

#### **GC-15 GOVERNING LAW AND VENUE**

The provision of this Contract shall be governed by and are intended to be consistent with the laws of the Commonwealth of Virginia. In light of this express choice of law provision; Virginia law for determining governing law shall not apply to the provisions of this Contract. Every action brought under or related to this Contract shall be brought in a Virginia court of competent jurisdiction in the City of Roanoke or in the United States District Court for the Western District of Virginia, Roanoke, Virginia, and not elsewhere.

**GC-16 SEVERABILITY**

Wherever possible, each provision of this Contract shall be interpreted in such manner as to be effective and valid under applicable law. If any provision of this Contract is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and all remaining provisions of this Contract shall remain operative and binding on the parties. This Contract shall be construed and interpreted without regard to the identity of the party which drafted its various provisions. Every provision of this Contract shall be construed as if all parties participated equally in the drafting of that provision. Any legal principle or rule of construction that a document is to be construed or interpreted against the drafting party shall not be applicable in any legal or other proceeding involving the provisions of this Contract, and such principle or rule is expressly waived by the parties to this Contract.

**GC-17 ENTIRE AGREEMENT**

This Contract embodies the entire understanding between the parties. There are no oral agreements or representations in connection herewith.

**GC-18 SURVIVAL**

All representations, agreements, covenants, and indemnifications made in or given by Contractor in this Contract shall survive the completion of all services under this Contract and the termination of this Contract for any reason.

**GC-19 DUPLICATE COPIES**

This Contract may be executed in any number of counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

**GC-20 CERTIFICATION**

The undersigned individual executing this Contract on behalf of Contractor certifies and warrants that he or she is authorized to enter into this Contractor and bind Contractor to all of the terms and conditions contained herein.

**GC-21 HEADINGS**

The headings used in this Contract are intended for convenience of reference only and do not define, expand, or limit the scope or meaning of any provision of this Contract.

## **GC-22 NOTICES**

- A. **Forms of Notice:** Unless otherwise specified, all notices, consents and approvals required or authorized by this Contract to be given by or on behalf of either party to the other, shall be in writing and signed by a duly designated representative of the party by or on whose behalf they are given, and shall be deemed given three days after the time a certified letter, properly addressed, postage prepaid is deposited in any United States Post Office, or upon delivery by hand, or upon delivery by overnight express carrier.
- B. **Notice to Commission:** Notice to Commission shall be addressed to it and delivered at the office of the Executive Director, Roanoke Regional Airport Commission, 5202 Aviation Drive, Roanoke, VA 24012, or at such other office as Commission may hereafter designate by notice to Consultant in writing.
- C. **Notice to Contractor:** Notice to Contractor may be addressed and delivered to Contractor at the address provided by Contractor in the Contract, Contractor's address as shown in the public records, or at such other address in the continental United States as Contractor may hereafter designate by notice to the Commission in writing.

## **GC-23 CONTRACT PROVISIONS REQUIRED FOR RECIPIENTS OF VIRGINIA DEPARTMENT OF AVIATION FUNDS**

- A. As a recipient of Virginia Department of Aviation grant funds, all Commission contracts and agreements are subject to all applicable terms and conditions of the Commission's Master Agreement, Allocations, and Grant Agreements with the Virginia Department of Aviation, all as amended, which are incorporated by reference as if expressly stated herein, including, without limitation, the following provisions:
  - 1. The Contract is subject to appropriation of funds and applicable grant funding from the Virginia Department of Aviation and may be cancelled and immediately terminated in the event the Virginia of Aviation terminates the funding in whole or in part for the Contract under the provisions of an applicable Master Grant Agreement, Allocation, or Grant Amendment.
  - 2. The Contractor or Consultant and all subcontractors, sub-consultants, and any other recipients of pass through funds shall maintain all books, documents, papers, accounting records, and any other written or electronic evidence supporting their project activities and the costs incurred. Such information shall be made available for audit and inspection at the Commission's offices at all times during the Grant Agreement, Grant Amendment(s), or Allocation period and

for a period of four years from the end of the state fiscal year (i.e. June 30) in which the final payment is made, except for records pertaining to terminal buildings and the acquisition of land and easements. Records for terminal buildings shall be kept for the useful life of the terminal building. Records for the acquisition of land and easements shall be kept indefinitely.

3. The Contractor or Consultant and all subcontractors, sub-consultants, and any other recipients of pass-through funds shall permit any authorized representatives of the Virginia Department of Aviation to inspect and audit all records related to the performance of the contract or agreement, the Master Agreement, or any Grant Agreements, Grant Amendment(s), and Allocations. This shall include, but not limited to the following: the scope of any audit conducted must include those expenditures made by the Commission for the Grant Agreement, Grant Amendment(s), or Allocation, including consultants, sub-consultants, and any other recipients of pass-through funds.