



INVITATION FOR BID

TITLE: ARFF ANNUAL VEHICLE INSPECTION

#IFB-FY26-900-02

SEPTEMBER 29, 2025

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Invitation For Bids

IFB Number:	IFB FY26-900-01
Issue Date:	SEPTEMBER 29, 2025
Title:	ARFF ANNUAL VEHICLE INSPECTION
Issuing Agency:	Norfolk Airport Authority Procurement Office 2200 Norview Avenue Norfolk, VA 23518

NOTE: Bidder is required to complete enclosed W-9 form with bid response. Bids not inclusive of a completed W-9 may not be considered.

Initial Period Of Contract: From **DATE OF AWARD** Through **three years**. There will be two optional annual one (1) year renewals.

Sealed Bids Will Be Received in [eVA](#) before **October 30, 2025 2:00 PM ET** at which time the bids will be opened. Any Bids received after the specified time and date will not be considered.

All Inquiries For Information Should Be Directed To: solicitations@norfolkairport.com no later than **October 13, 2025 by 5:00 PM ET**. All inquiries will be responded to be an addendum posted on [eVA](#).

PREBID CONFERENCE: N/A

In compliance with this Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB at the prices indicated in the pricing schedule, and the undersigned firm hereby certifies that all information provided below and, in any schedule, attached hereto is true, correct, and complete.

* Virginia Contractor License No. _____ DSBSD-certified Small Business No. _____
Class: _____ Specialty Codes: _____

Name And Address Of Firm: _____

 _____ Zip Code: _____

Federal ID #: _____
 Fax Number: (____) _____
 E-mail Address: _____

Date: _____
 By: _____
 (Signature In Ink)
 Name: _____
 (Please Print)
 Title: _____
 Telephone Number: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organization may request that the issuing agency not include subparagraph 1.c in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

I. PURPOSE

The Norfolk Airport Authority ("Authority") seeks bids from interested, qualified and experienced firms ("Respondents", "Bidder") to provide ARFF Vehicle Inspections for the Authority as required for Norfolk International Airport ("Airport"). Qualified firms must demonstrate considerable experience directly related to the services to be provided.

II. SCOPE

Minimum Qualifications

The Bidder shall have a minimum of two years of experience and shall be Emergency Vehicle Technician (EVT) certified. A copy of certification will need to be submitted for all technicians involved in vehicle inspections. The Bidder must have demonstrated experience performing ARFF Inspections at Part 139 Certified Airports. Experience should be represented by three (3) references included as attachment with submission of bid.

1. ARFF Vehicles:

- a. (3) Oshkosh
 - i. R-7, 2008 Striker
 - ii. R-8, 2012 Striker
 - iii. R-3, 2020 Striker
- b. (1) E-One
 - i. R-4, 1998 Titan
- c. (1) KME
 - i. R-5, 2020 International

2. Inspection Components

- a. Cab and Associated Areas - Fuel Gauge, Air Gauge, Low Air Warning, Volt meter, Power Divider Light, Transmission Light, Speedometer, Tachometer, Coolant Temperature, Oil Pressure, Gauge Warning Lights, Headlights, Clearance Lights, Turn Signals, Gauge/Switch Backlight, Dome Lights, Work & Step lights, Spot Lights, Wide Lights, Emergency Lights, Mirrors, Wipers and Washers, Heater/Defroster, Air Conditioning, Horn, Siren, Neutral Safety, Agent Activation Switches, Water Pressure Gauge, Agent Pressure Gauge's, Water Level Gauge, Foam Level Gauge, FLIR, Color Camera, Lighting, Sirens, Communication, Safety Systems, and Backup Camera.
- b. Engine and Drive System - Chassis, Drivetrain, Suspension, Steering Systems, Fuel Pump, Alternator Voltage, Exhaust, Belts, Hoses, Coolant Level, Fan Clutch, Hydraulic Motor, Engine Oil Level, Engine Oil Leaks, Air Filter, Battery Condition, Transmission Oil Level, Transmission Leaks, Power Divider Oil Level, Power Divider Leaks, Power Steering Oil Level, Power Steering Leaks, PTO Oil Level, PTO Oil Leaks, Differential Oil Level, Differential Oil Leaks, T-Case Oil Condition, T-Case Oil Leaks, Stub Axle/Hub Oil Condition, Stub Axle/Hub Oil Leaks, Axle/CV Joints, Drive Shaft, U-Joints, Springs, Shocks, Wheels, Lugs, Tire Condition, Filter Dates, Speed Test 0-50 MPH, and Brake Test 20-0 MPH.
- c. Air - Air Tanks, Air Lines, Air Leaks, Compressor, Governor Kick Out, Differential Lock Up System, Air Dryer, and Air Throttle.
- d. Steering - Steering Column, Steering Box, Hydraulic Ram, Tie Rods, Ball Studs, King Pins and Boots, Drag Link, Sway Bar, Steering Stops, Hydraulic Lines, and Inner Hub Bolts.

- e. Brakes - Brake Valves, Treadle Valves, ABS, Air Chambers, Calipers, Slack Adjusters, Pads, Shoes, Drums, Rotors, Paring Brake, and Wheel Seals.
- f. Body and Supplemental Devices - Cab Doors, Floors, Compartment Doors, Compartment Floors, Compartment Shelves, Compartment Lights, Bumpers, Glass, Sheet Metal, Trade Plate, Paint, Graphics, Lids, Covers, Railing, Trim, Receptacles, Receptacle Covers, Cross Members, Under Body Supports, Cab Supports, Winterization Panels, Winterization system, Winterization Fluid, Hose Reels, Hose Lays, Nozzles, Plumbing Caps, Plugs, Hold Down devices, Generator Operation, Generator Lights, Generator Voltage, A/C Reels, Auxiliary Compressor, and Battery Charger.
- g. Fire Suppression System - Pumping Systems, Fire Pump Inspection, Fire Pump Seals, Fire Pump Oil, Water Tank, Tank to Pump Valve, Piping, Pump Clutch, Shaft, Pressure Reif Valve, Pilot Valve, Strainer, Discharge Valves, Intake Valves, Tank Fill/Drain, Pump Engage System, Pressure Gauges, Level Gauge's, Pump Panel Operation, Pump Panel Gauges, Water and Foam Flow Rate Tests to Verify Compliance with Manufacture Specifications and FAA Requirements.
- h. Foam System - Foam Tank, Proportioning Equipment, Visual level, Foam Piping, Foam Transfer Pump, Level Gauge's, Tank Fill/Drain, Manual Override, Agent Delivery, and Metering System. Foam testing using vehicle onboard foam testing system or the ecologic foam testing cart. Vendor shall provide a written report.
- i. PKP System - Tank, Piping, Supply Valve, Discharge Valves, Propellant Cylinders, Propellant Pressure, Regulator Pressure, Agent Condition, Visual level, Leak Down Test, and Nitrogen Valve. Dry Chemical (PKP) testing either flow testing or fluffing at customers' discretion. Vendor shall provide a written report.
- j. Roof Turret Performance - Nozzle Inspection, Discharge Valve, Stream Shape Control, Manual Controls, Joystick Controls, GPM's, Distance/ Pattern Straight Stream, Distance/Pattern Fog Stream, Foam Percentage, Dry Chem Plugs, Pump and Roll Test. GPM flow testing utilizing the roof turret operation. Vendor shall provide a written report.
- k. Bumper Turret Performance - Nozzle Inspection, Discharge Valve, Stream Shape Control, Joystick Controls, GPM's, Distance/Pattern Straight Stream, Distance/Pattern Fog Stream, Foam Percentage, Dry Chem Plugs, Pump and Roll Test. GPM flow testing utilizing the bumper turret operation. Vendor shall provide a written report.
- l. Visual inspection of the entire Halotron fire suppression system - Visual Inspection of the Halotron Fire Suppression System, Halotron Storage Tank, Piping, Supply Valve, Discharge Valve, Propellant Cylinders, Propellant Pressure, Regulator Pressure, Hose Reel Condition, Nozzle, Gauges, and Agent Level. If a Flow Test is Requested, the

Vendor Shall Perform the Test and Reservice at the Expense of the NAA Fire Department. Vendor Shall Provide a Written Report.

- m. Hose Reel Performance - Discharge Valve, Air Clean Out, Distance, Pattern and Foam Percentage.
- n. Other - Flow Switches, Charged Lights, Hose Lay Operation, Under Truck Nozzle Operation, Deluge Operation, 2-1/2" Discharge Operation, Inspection of Dry Chem Hose, Halotron Handline, verify that Vehicles Meet all Applicable NFPA 414 Requirements and are Capable of Delivering Required Agent Quantities, and Pressures.
- 3. Standards - The Inspection Shall Conform to the most Current Editions of:
 - a. FAA 14 CFR Part 139 (Certification of Airports) Specifically Subpart D (Operations) and Section 139.319 (Aircraft Rescue and Firefighting Operational Requirements).
 - b. NFPA 403, NFPA 414
 - c. Applicable Manufacturer Service Manuals and Technical Bulletins.
 - d. Norfolk Airport Authority Operational and Safety Policies.
- 4. Schedule - Inspections Shall Be Performed Annually Within the Month Designated by the Norfolk Airport Authority Fire Department.
- 5. Deliverables
Written Inspection Report for Each Vehicle Detailing:
 - a. Contractor Shall Submit the written Report Within 15 Business Days of Inspection Completed.
 - b. Pass/Fail Status for Each Inspected Item.
 - c. Deficiencies, Categorized by Safety-Critical, Compliance, or Maintenance related.
 - d. Recommended Corrective Actions, Including Estimated Timelines, and priorities.
 - e. Digital Photographs Documenting Deficiencies and Major Equipment.
 - f. Certification that all Inspected Systems Meet or Do Not Meet applicable Requirements.
 - g. Test Foam and PKP Systems and Provide Written Reports.

III. PREBID CONFERENCE: N/A

IV. BID PREPARATION AND SUBMISSION

To be considered for selection, Bidders must submit a complete response to this IFB. One (1) original must be submitted to the issuing agency through [eVA](#), the Commonwealth's electronic procurement website. Bids should be of all attachments, proof of certification(s), if applicable, and acknowledged addenda. Include all information requested and any other information thought to be relevant to completely address the Invitation to Bid. All distribution of documents, questions and answers will be posted to [eVA](#). IFB responses must be received by **October 15, 2025, 2:00 PM ET**. *Responses shall be submitted in eVA only, faxed, mailed, emailed, or hand delivered bids **WILL NOT** be accepted. Should the Bidder fail to respond to all requirements of the Bid, or fail to provide adequate or complete documentation, as required, bid may be eliminated from further consideration.*

All prices submitted under this Bid shall become the property of the Authority and will be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets of proprietary information submitted by a Bidder shall not be subject to public disclosure under the

Virginia Freedom of Information Act; however, the Bidder must invoke the protections of Section § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable.

Bids shall be signed by an authorized representative of the Bidder. Failure to submit all information requested may result in the Authority rejecting the bid as being non-responsive or non-responsive. The Authority will not be responsible for delays in the delivery of responses. It is the sole responsibility of the Bidder to ensure that its response reaches [eVA](#) by the designated date and hour.

To learn how to submit an online bid in eVA please refer to the online supplier training page at: <https://eva.virginia.gov/supplier-training-materials.html>

The link to the video “**Viewing and Responding to Solicitations**” can be found on the Supplier Training Materials page at: <https://www.youtube.com/watch?v=KSxcAkOekW0>

It is the responsibility of the Bidder to ensure the bid, and all required attachments are properly completed, readable and uploaded to eVA by the date and time deadline stated on the electronic solicitation posting. Bidders should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of documents. In the event of technical difficulties, suppliers should contact eVA Customer Care at 1-866-289-7367 or via email at eVACustomerCare@dgs.virginia.gov.

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V. GENERAL TERMS AND CONDITIONS

- A. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The Authority and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. **ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Authority that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, sex, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

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, veteran status, status as military family, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
- e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Authority may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from Authority contracting regardless of whether the specific contract is terminated.
- f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- C. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- D. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000:
By entering into a written contract with the Authority, the Contractor certifies that the Contractor 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.
- E. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- F. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Norfolk Airport Authority all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Authority under said contract.
- G. **Term:** The term of this Agreement commences on the date of Award and continues for a term of three (3) years from that date (the "Expiration Date").
1. The Authority will have the option to extend the initial term of this Agreement for up to two (2) additional years in one (1) year increments from the Expiration Date of the initial term or any extended term.
 2. To exercise its option to extend the initial term, or any extended term of this Agreement, the Authority must give Vendor written notice of its intent to exercise its option to extend at least sixty (60) days before the then current term expires. Any extended term will be agreed to in writing and executed by the Parties
- H. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Norfolk Airport Authority.
- I. **TERMINATION OF CONTRACT:** The Norfolk Airport Authority reserves the right to terminate and cancel the contract for cause or for convenience after giving 30 days' notice in writing to the Contractor. The written notice shall state whether the termination is for convenience or cause. If mailed, the notice shall be mailed certified return receipt requested to the address listed on the proposal, unless notice of a change of address have been provided.
1. **Termination for Cause:** If the Contractor should breach the contract or fail to perform the services required by the contract, the Norfolk Airport Authority may terminate the contract for cause by giving written notice or may give the Contractor a stated period of time within which to remedy its breach of contract. If the Contractor shall fail to remedy the breach within the time allotted by the Norfolk Airport Authority, the contract may be terminated by the Norfolk Airport Authority at any time thereafter upon written notice to the Contractor or, in the alternative, the Norfolk Airport Authority may give such extension of time to remedy the breach as the Norfolk Airport Authority determines to be in its best interest. The Norfolk Airport Authority's forbearance by not terminating the contract for a breach of contract shall not constitute a waiver of the Norfolk Airport Authority's right to terminate nor acquiescence in future acts or omissions by the Contractor of a like nature. If the contract is terminated for cause, breach of contract or failure to perform, the Contractor may be subject to a claim by the Norfolk Airport Authority for the costs and expenses incurred in securing a replacement Contractor to fulfill the obligations of the contract. In the event a Cure Notice is required, the Norfolk Airport Authority will use the address provided to the Norfolk Airport Authority in bids or proposals. It shall be the contractor's responsibility to notify the Norfolk Airport Authority in writing within 10 days of knowing a change of address. The written notice shall include the Norfolk Airport Authority's contract number and the effective date of the address change.

In the event the Contractor breaches the contract or fails to perform the services required by the contract, in addition to terminating this contract for cause, the Norfolk Airport Authority reserves the right, in its sole discretion, to terminate for cause any other open contract the Contractor has with the City.
 2. **Termination for convenience:** The contract may be terminated by the Norfolk Airport Authority in whole or in part for the convenience of the Norfolk Airport Authority without a breach of contract by delivering to the Contractor a written notice of termination specifying the extent to which performance under the contract is terminated and the effective date of the termination. Upon receipt of such a notice of termination, the Contractor must stop work, including but not limited to work performed by subcontractors and consultants, at such time and to the extent specified in the notice of termination.

If the contract is terminated in whole or in part for the convenience of the Norfolk Airport Authority, the Contractor shall be entitled to those fees earned for work done prior to the notice of termination and thereafter shall be entitled to any fees earned for work not terminated but shall not be entitled to lost profits for the portions of the

contract which were terminated. The Contractor will be compensated for reasonable costs or expenses arising out of the termination for the convenience of the Norfolk Airport Authority for delivery to the Norfolk Airport Authority of all products of the services for which the Contractor has or will receive compensation.

J. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Norfolk Airport Authority may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Norfolk Airport Authority of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Norfolk Airport Authority's written decision affirming, modifying, or revoking the prior written notice. If the Norfolk Airport Authority decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Norfolk Airport Authority's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Authority with all vouchers and records of expenses incurred and savings realized. The Authority shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Authority within thirty (30) days from the date of receipt of the written order from the Authority. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by applicable dispute resolution procedures contained in a negotiated contract, the Authority's Procurement and Purchasing Policy or the Virginia Public Procurement Act. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Norfolk Airport Authority or with the performance of the contract generally.

K. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Authority may terminate this agreement after verbal or written notice without penalty. Upon termination the Authority may procure the goods or services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Authority may have.

L. **NON-APPROPRIATION CLAUSE:** All funds for payment by the Authority under this Agreement are subject to the availability of an annual appropriation for this purpose by the Authority. In the event of non-appropriation of funds by the Authority for the services provided under this Agreement, the Authority will terminate the Agreement, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation will be accepted by the Vendor on thirty (30) days prior written notice, but failure to give such notice will be of no effect and the Authority will not be obligated under this Agreement beyond the date of termination.

M. **MANDATORY USE OF FORMS AND TERMS AND CONDITIONS FOR IFBS**

1. **BID DOCUMENTS:** These terms and conditions shall also become part of the contract documents and shall be binding upon the Offeror to whom the award is made
2. **BID ADDENDUMS:** All addendums issued by the Norfolk Airport Authority must be signed by a person authorized to bind the Contractor and returned. By doing so, the Bidder acknowledges receipt of the addendum and assures full compliance with the addendum. The addendum becomes a part of the proposal package and super cedes original specifications that are changed by the addendum.

Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Authority reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Authority may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

- N. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the email address provided on the solicitation cover sheet by the date given for questions. Any revisions to the solicitation will be made only by addendum issued by the buyer.

O. **PAYMENT:**

1. **To Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of a proper invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with Code of Virginia, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Norfolk Airport Authority shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in Code of Virginia, § 2.2-4351, . The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).
2. **To Subcontractors:**
 - a. Within seven (7) days of the contractor's receipt of payment from the Norfolk Airport Authority, a contractor awarded a contract under this solicitation is hereby obligated:
 - 1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - 2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Norfolk Airport Authority, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's

obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Norfolk Airport Authority.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the Norfolk Airport Authority, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Norfolk Airport Authority encourages contractors and subcontractors to accept electronic and credit card payments.

P. **PRECEDENCE OF TERMS:** In the event there is a conflict between these General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

Q. **QUALIFICATIONS OF BIDDERS:** The Norfolk Airport Authority may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Authority all such information and data for this purpose as may be requested. The Authority reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Norfolk Airport Authority further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Authority that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

R. **TESTING AND INSPECTION:** The Authority reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

S. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

T. **METHOD OF PAYMENT:** The Authority's payment terms are Net 30. All invoices shall show the Purchase Order and Contract Number. Payment shall be made 30 days after the receipt of a proper invoice by the Owner for the amount of payment due, or 30 days after the receipt of services, whichever is later (Code of Virginia 2.2-4347).

Authority will issue payment to Vendor within thirty (30) calendar days after receipt of an invoice in an acceptable form and containing the requested breakdown and detailed description and documentation. If Authority objects or takes exception to the amount of any Vendor invoice, Authority will notify Vendor in writing of such objection or exception within the thirty (30) day period. If such objection or exception remains unresolved at the end of the thirty (30) day period, Authority will withhold the disputed amount and make payment to Vendor of all amounts not in dispute. Payment of any disputed amount will be resolved by the mutual agreement of the Parties.

Failure by Vendor to follow the instructions set out above will result in an unavoidable delay in payment by Authority

All invoices shall be submitted to: ap@norfolkairport.com

U. **AIRPORT SECURITY REQUIREMENTS:** Vendor acknowledges that the Authority is subject to strict federal security regulations limiting access to secure areas of the Airport and prohibiting violations of the adopted Airport Security Program. Vendor may need access to these secure areas to complete the work required by this Agreement.

Vendor therefore agrees, in addition to the other indemnification and assumption of liability provisions set out above, to indemnify and hold harmless the Authority and its commissioners, officers and employees, from any duty to pay any fine

or assessment or to satisfy any punitive measure imposed on the Authority by the FAA or any other governmental agency for breaches of security rules and regulations by Vendor, its agents, employees, sub-contractors, or invitees.

Vendor further acknowledges that its employees and agents may be required to undergo background checks and take Airport Security and Access Procedures ("S.I.D.A.") training before receiving an Airport Security Identification Badge.

Immediately upon the completion of any work requiring airport security access under this Agreement, or upon the resignation or dismissal or conclusion of any work justifying airport security access to any agent, employee, sub-contractors, or invitee of the Vendor, Vendor will notify the Airport Police Department that the Vendor's access authorization or that of any of Vendor's agents, employees, sub-contractors, or invitees has changed. Vendor will confirm that notice, by written confirmation on company letterhead, within twenty-four (24) hours of providing initial notice to the Airport Police Department.

Upon termination of this Agreement, or the resignation or dismissal of any employee or agent, or conclusion of any work justifying airport security access to any agent, employee, sub-contractors, or invitee of Vendor, Vendor will surrender any Airport Security Identification Badge held by Vendor or by Vendor's agents, employees, sub-contractors, or invitees. If Vendor fails to surrender these items within five (5) days, Vendor may be assessed a fee per identification badge not returned. This fee will be billed to the Vendor or deducted from any money owing to Vendor, at the Authority's discretion.

- V. **INSURANCE:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverage will be provided by companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission

MINIMUM INSURANCE COVERAGES AND LIMITS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

Profession/Service

Limits

Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	
	<i>Code of Virginia</i> § 8.01-581.15
	https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

- W. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA (eva.virginia.gov) for a minimum of 10 days.
- X. **DRUG-FREE WORKPLACE:** Applicable for all 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 of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- Y. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- Z. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the Authority shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.
- BB. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- CC. **CONTRACT EXTENSIONS:** In the event that the original term and all renewals of this contract expire prior to the award for a new contract for similar goods and/or services, the Commonwealth of Virginia may, with written consent of the Contractor, extend this contract for such a period as may be necessary to afford the Commonwealth of Virginia a continuous supply of the identified goods and/or services.

DD. **FORCED OR INDENTURED CHILD LABOR:** Applicable in all solicitations and contracts over \$10,000:

During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, “*forced or indentured child labor*” means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

VI. SPECIAL TERMS AND CONDITIONS

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Authority, whichever is sooner. The Authority, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AWARD:** An award will be made to the lowest responsive and responsible bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
- C. **RENEWAL OF THE CONTRACT:** This contract may be renewed by the Authority for two (2) successive one-year periods under the terms and conditions of the original contract except Price increases may be negotiated only at the time of renewal. Written notice of the Norfolk Airport Authority's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- D. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for (90) days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. **INDEMNIFICATION:** Contractor agrees to indemnify the Authority, its officers, agents, and employees for any loss, liability, cost, or reasonable settlement cost incurred as a result of any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- F. **E-VERIFY PROGRAM:** . Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

ATTACHMENT A
Pricing Schedule
Pricing to be submitted in eVA

Line Item	Description	Unit of Measure	Unit Cost
1	ARFF inspection – Oshkosh R-7, 2008 Striker	Each	
1	ARFF inspection – Oshkosh R-8, 2012 Striker	Each	
1	ARFF inspection – Oshkosh R-3, 2020 Striker	Each	
1	ARFF inspection – E-One, R-4, 1998 Titan	Each	
1	ARFF inspection – KME, R-5, 2020 International	Each	
		Total	

**ATTACHMENT B
VEHICLE PHOTOS**





**ATTACHMENT “C”
SCHEDULE OF RFP & REQUIRED COMMUNICATION**

The Norfolk Airport Authority (“Authority”) has established the following schedule for the Invitation For Bid. The Authority reserves the right to change the deadlines if it is in the best interest and beneficial to its operations. Any changes will be communicated as Amendments in the same method as the original posting. Times are stated as local to the Authority (EST).

All communication including questions and submitting proposals must be directed to solicitations@norfolkairport.com. Please include the IFB Number in the subject line. Emails sent to any other address may not receive a response.

Authority's Request for Proposal Number: IFB-FY26-900-02

September 29, 2025 **Invitation For Bid Submission**

October 13, 2025 at 5pm **Deadline to Submit Questions**

October 30, 2025 (2:00pm) **Deadline to Submit Bids**

Services will begin immediately upon execution of the Authority's standard contract.

**ATTACHMENT D
BID FORM
#IFB-FY26-900-01
(Submit with IFB)**

TO: NORFOLK AIRPORT AUTHORITY

A. The undersigned hereby offers to enter into a contract with the Norfolk Airport Authority ("Authority") to provide services in connection with the Authority's INVITATION FOR BID dated October 01, 2025 for ARFF Annual Vehicle Inspection. Respondent's Bid attached hereto describes in full the specific Services which Respondent wishes to provide the Authority and Respondent's qualifications and experience.

B. Full legal name of Respondent: _____

C. Name(s) and title(s) of individuals authorized to make representations and agreements on behalf of Respondent with regard to this Bid:

D. Principal business address of Respondent:

E. Address of office from which majority of work will be performed:

F. This Bid shall be irrevocable for a period of ninety (90) days after the Due Date.

G. The Respondent hereby makes each and every representation and agreement required by the INVITATION FOR BID.

- H. Respondent agrees that none of the information provided to the Authority with the Bid has been given in confidence. All or any part of the information may be used or disclosed by or on behalf of the Authority without liability of any kind.
- I. Respondent hereby certifies that no officer, director, employee, or agent of Respondent who will be directly involved in the supervision, direction, or provision of Service to the Authority, has ever been convicted of, and does not have pending criminal charges of, the disqualifying criminal offenses listed in 49 CFR §1542.209(d) or any comparable regulations. Respondent further certifies that no individual who has been convicted of or has pending criminal charges of the disqualifying criminal offenses listed above, will perform any work pursuant to the Bid on the property of the Authority unless the Respondent has obtained the express prior approval of the Authority for that individual.
- J. Respondent certifies that it has full authority to conduct business in the Commonwealth of Virginia and has determined all requirements for permits, licenses, and certificates required by any regulatory agency (federal, state, and local) for Respondent to provide the Service, and that Respondent has obtained or will be able to obtain any required permits, licenses, and certificates prior to execution of the Contract.
- K. The entire Bid, any documents required by it and all exhibits and other papers made a part thereof by its terms are incorporated herein and made a part of this Bid.
- L. Any notices to be provided by Authority to Respondent pursuant to this Bid or the INVITATION FOR BID shall be given to the following individual:

Name & Title

Email Address

(____)_____
Phone Number

Mailing Address

AUTHORIZED SIGNATURE OF RESPONDENT:

Signature

Name & Title

**ATTACHMENT E
VENDOR DATA SHEET
#IFB-FY26-900-01
(Submit with IFB)**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. **Qualification:** The Bidder must have the capability and capacity in all respects to fully satisfy the contractual requirements.

2. **Vendor's Primary Contact:**

Name: _____ Phone: _____
Email: _____

3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service: _____ Years _____ Months

4. **Vendor Information:**

FIN or FEI Number: _____ If Company, Corporation, or Partnership

eVA Vendor ID or DUNS Number: _____

5. **References:** Bidder shall include a minimum of three (3) references for which similar services have been performed. The list shall include the company name, contact information, address, telephone number, and length of service.

(Failure to include references may be cause for rejection of the bid as non-responsive.)

Company Name: _____

Contact Name: _____

Email address : _____

Project Title: _____

Dates of Service _____ to _____ Value \$ _____

Company Name: _____

Contact Name: _____

Email address : _____

Project Title: _____

Dates of Service _____ to _____ Value \$ _____

Company Name: _____

Contact Name: _____

Email address : _____

Project Title: _____

Dates of Service _____ to _____ Value \$ _____

Company Name: _____

Contact Name: _____

Email address : _____

Project Title: _____

Dates of Service _____ to _____ Value \$ _____

ATTACHMENT F
PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA
(Submit with IFB)

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized.

If this bid/proposal for goods or services is accepted by the Norfolk Airport Authority ("Authority") the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information:

- ☐ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC.

Vendor's Identification Number issued to it by the SCC: _____

- ☐ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC.

Vendor's Identification Number issued to it by the SCC: _____

- ☐ Offeror/Bidder does not have an Identification Number issued to it by the SCC. Such vendor is not required to be authorized to transact business in Virginia by the SCC. (Attach additional sheets to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.)
- ☐ Bidder/offeror currently has a pending application before the SCC for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals (the Authority reserves the right to determine in its sole discretion whether to allow such waiver).

Bidding Company

Printed Name & Title

Signature

**ATTACHMENT G
CONFLICT OF INTEREST STATEMENT**

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your bid. FAILURE TO FURNISH THIS DATA MAY RESULT IN DECLARING YOUR BID NON-RESPONSIVE.

NAME: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER: _____

RELATIONSHIP WITH THE NORFOLK AIRPORT AUTHORITY:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE NORFOLK AIRPORT AUTHORITY WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1 - 639.24.

() YES () NO

IF YES, EXPLAIN:

SIGNATURE OF BIDDER

DATE

ATTACHMENT H
SWAM BUSINESS INFORMATION
SBSD BUSINESS SUBCONTRACTING PLAN
(Submit with IFB)

All businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (SBSD) to participate in the SWAM program. Certification applications, including instructions, certification definitions, and required documents, are available through SBSD online portal at <https://www.sbsd.virginia.gov/certification/>.

Instructions:

- A. If you are **certified** by the Virginia Department of Small Business and Supplier Diversity (SBSD) as a Small, Woman, and Minority-owned (SWaM), Disadvantaged Business Enterprises (DBE), or Employment Services Organizations (ESO) business, **complete only Section A** of this form. This shall include SBSD-certified Historically Black Colleges and Universities, 8a, Economically Disadvantaged Woman-owned Small businesses, Service-Disabled Veteran-owned, Federal Service-Disabled Veteran-owned, and Minority-owned businesses when they have received SBSD business certification.
- B. If you are **not certified** by the Virginia Department of Small Business and Supplier Diversity (SBSD) as a Small, Woman, and Minority-owned (SWaM), Disadvantaged Business Enterprises (DBE), or Employment Services Organizations (ESO) business and **plan to subcontract** part of this contract with a SBSD certified business, complete only **Section B** of this form.
- C. If you are **not certified** by the Virginia Department of Small Business and Supplier Diversity (SBSD) as a Small, Woman, and Minority-owned (SWaM), Disadvantaged Business Enterprises (DBE), or Employment Services Organizations (ESO) business and **cannot identify any subcontracting** opportunities to subcontract part of this contract with a SBSD-certified business, only provide the information requested in **Section C** of this form.

Section A

If your firm is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), Please provide your Certification Number: _____
and check all that apply below:

- ☐ Minority Owned Business (MB)
- ☐ Woman Owned Business (WB)
- ☐ Micro Business
- ☐ Service-Disabled Veteran Owned Business (SDV)
- ☐ Small Business (SB)
- ☐ Employment Service Organization (ESO)
- ☐ 8A
- ☐ Economically Disadvantaged Woman Owned Business (EDWOSB)
- ☐ Federal Service-Disabled Veteran Owned Business (FSDV)
- ☐ Disadvantage Business Enterprises (DBE)
- ☐ Airport Disadvantaged Business Enterprise (ACDBE)

Populate the table below to show your firm's plans for utilization of SBSD-certified businesses in the performance of this contract. This shall include SBSD-certified businesses that meet the Small, Woman, and Minority-owned (SWaM), Disadvantaged Business Enterprises (DBE), or Employment Services Organizations (ESO) business definition and have received the SBSD business certification. Include plans to utilize SBSD-certified businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Small Business Name & Address SBSD Certificate #	Applicable SBSD certifications: (See Section A for a list of SBSD- certifications)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Contract Involvement (estimated % of spend per SubContractor)	Planned Annual Contract Dollar Expenditure Amount
			Totals:		

Section C

Respond to how your business has met or exceeded at least two of the following indicators within the past 24 months. Your response may include any good faith efforts made regarding this procurement. Please include with your answers on a separate page.

Good Faith Effort Indicators by the Bidder/Offeror

1. Identify areas of work your business has subcontracted to SBSD-certified businesses for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.
2. List research efforts conducted by your business in the past to locate SBSD-certified businesses by advertising in publications or in the classified section of the newspaper where small businesses are likely to see it. List specific publications and dates.
3. List SWaM business outreach meetings, conferences, or workshops conducted by your firm to locate SBSD-certified businesses—including the dates, participation numbers, and results.
4. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to SWaM businesses from the lists provided by SBSD and other outreach agencies and organizations which indicates your solicitation of such for utilization of subcontracting opportunities on other contracts for which your business has competed.
5. List areas of work which your business has subcontracted with SBSD-certified businesses for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.
6. Provide documentation of any assistance offered to be interested SBSD-certified businesses in obtaining bonds, lines of credit, and/or insurance for any present or past contracts your business has in place.
7. Provide documentation of follow-up on initial contacts with SBSD-certified businesses (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the business name and dates of contact.

Signature

Printed Name & Title

Certification Number (if applicable)