



**RFP No. 1019-16-HC  
Hobby Classes**

August 18, 2020

**ADDENDUM No. 4**

To: **ALL PROSPECTIVE OFFERORS**

**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL PACKAGE.**

**I. RFP QUESTIONS AND ANSWERS**

Q.1 Has Falls Church given any additional consideration to remote classes due to the current gathering restrictions surrounding COVID-19? Or are in-person classes still the only option for the time being?

A.1 We will consider proposals for remote classes.

Q.2 Can you clarify the City's policy regarding low student enrollment? The way that I understand the RFP is that if there are less than five (5) students, the City will cancel the class and the Contractor will receive no compensation for that scheduled class. Is this correct?

A.2 That is correct. We typically will cancel a class one week before the start date if the class has not met the minimum enrollment. The exception would be for private lessons which we currently offer for music and tennis.

**II. RFP MODIFICATIONS:**

The City is modifying the RFP Submittal Guidelines to include a requirement for Password protected files and make other clarifications.

- See Attachment A for the revised Cover Sheet to be completed and returned with your proposal.
- See Attachment B for the Revised Proposal Submittal Guidelines.
- See Attachment C for Revised Bid Submittal Checklist.
- All references to delivery of hard copy proposals in the RFP are hereby deleted.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.**

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

**Acknowledged by:**

\_\_\_\_\_  
Name of Firm/Offeror

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

\_\_\_\_\_  
Date



**Attachment A Revised Cover Sheet**

**REQUEST FOR PROPOSAL (RFP)**

**August 18, 2020**

**RFP NUMBER: 1019-16-HC**

**RFP SUBJECT: HOBBY CLASSES**

**PASSWORD PROTECTED ELECTRONIC PROPOSALS TO BE ELECTRONICALLY SUBMITTED ONLY TO:** [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) (James Wise- Purchasing Agent) with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov):

The phone number for the Purchasing Office is (703) 248-5007

**ELECTRONIC PROPOSAL DUE DATE & TIME: OPEN THROUGH NOVEMBER 30, 2021 at 1:00 PM.**

Proposals are to be presented for time and date validation **ONLY** to the City of Falls Church Purchasing Agent: [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov). with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov).

All inquiries and questions should be made in writing and forwarded to Jim Wise, Purchasing Agent, via email to [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov). by no later than five (5) business days prior to November 30, 2021 @ 1:00 PM

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**THIS PAGE AND ALL REQUIRED FORMS MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL**

In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

*Please type or legibly print all information.*

LEGAL NAME & ADDRESS OF FIRM:

\_\_\_\_\_ By: \_\_\_\_\_  
 Company's Legal Name Authorized Representative - Signature in Ink

\_\_\_\_\_ Name: \_\_\_\_\_  
 Street Address (not PO Box)

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FAX: \_\_\_\_\_ VA SCC Business Registration # \_\_\_\_\_  
 See Section V "Proof of Authority to Transact Business In VA"

**Does the proposal package contain priority/confidential information?  No  Yes**

**If Yes, is it appropriately redacted and submitted as a separate secure/password protected PDF version of the proposal package?  No  Yes**

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability or that this document be made available in an alternate format, call 703 248-5007, (TTY 711). The City of Falls Church does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any 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. .

## Attachment B – Revised Proposal Submittal Guidelines

Attachment B, Sections A and D are hereby modified to read as follows:

### A. GENERAL REQUIREMENTS

1. Offerors shall submit proposals consisting of secure/password protected PDF files containing an original of each proposal attachment, signed where required, to be delivered to Jim Wise, City of Falls Church Purchasing Agent at [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) with a copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov). All information requested must be electronically submitted. Paper, facsimile ("FAX"), or hand delivered proposal packages **will not** be accepted.
2. To assure that the proposals are secure, the password to access the proposal files should be sent by the due date and time and addressed ONLY to [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov). **Passwords SHOULD NOT be included with the proposal submission** but as a separately titled email. The City is not responsible if the password to your files is not received as required, incorrect or otherwise prohibits the City from unsealing your proposal at the appropriate time.
3. If the proposal contains proprietary or confidential information, the Offeror shall also submit a separate clearly labeled, redacted and secure password protected PDF copy of the proposal. **Classification of an entire proposal document as proprietary or trade secret is NOT ACCEPTABLE and may result in REJECTION of the proposal.**
4. The files shall be formatted for 8 ½" x 11" pages, (1.5 spaced preferred), with type no smaller than 11 point Arial or equivalent font size and converted to secure/password protected PDFs.
5. In preparing proposals, Offerors should consider the details included in the Scope of Work & Requirements (Attachment A) and in the Criteria for Proposal Evaluation (Section II of this document). Proposals should provide complete, straightforward, clear responses to this RFP.
6. **DO NOT include a copy all the pages of this RFQ and Attachments in your proposal package. See the Proposal Checklist for clarification**
7. Proposals must be signed by an authorized representative of the Offeror. The Offeror's signature on the RFP cover page certifies that:
  - (a) The proposal, as submitted, complies with all provisions, requirements terms and conditions and instruction as set forth in this RFP unless otherwise detailed in the "Exceptions" section of the proposal.
  - (b) In the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
  - (c) The Offeror submitting the proposal is registered to do business in the Commonwealth of Virginia, if required, and currently holds all required and applicable licenses, certifications and/or permits.
8. The City reserves the right to accept or reject all or any part of proposals, waive minor technicalities/informalities and award the contract to the most qualified and best suited Offeror(s) to best serve the interests of the City.
9. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes
10. Failure to submit all information requested may result in the City Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion.

#### **D. DELIVERY OF PROPOSALS**

1. All proposal files shall be clearly marked to include the Offeror's name, the RFP number/title and identification of the contents (Cover sheet, Addenda, Forms, etc.). Proposals are to be submitted electronically via email and addressed **ONLY** to:  
[jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) (James Wise - Purchasing Agent)  
with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov)
2. The City's Purchasing Agent/Office is available for the receipt of electronic proposal packages up until the RFP proposal submittal Due Date and Time. The City is not responsible for emails misdirected to incorrect email addresses.
3. Any proposal received after the date and time due for proposal submission as noted on the cover page will not be accepted or considered. The time of receipt shall be determined by the time the proposal is received by the Purchasing Agent. Offerors are solely responsible for ensuring that their proposal is received by the Purchasing Agent by the deadline indicated.
4. The City is not responsible for delays in the delivery of email. Offerors are solely responsible for ensuring that their proposal and passwords are received by the Purchasing Agent by the deadline indicated and may request a confirmation of receipt.
5. The City, and its officers, employees or agents will not be responsible for the opening of an emailed proposal or password prior to the scheduled opening if that emailed proposal is not password protected and/or the emails marked as specified.
6. If the City declares administrative or liberal leave, scheduled receipt of proposals will be extended to the next business day after which administrative or liberal leave has been canceled.
7. Offerors are solely responsible for checking the City's Website ([www.fallschurchva.gov/Bids](http://www.fallschurchva.gov/Bids)) to ensure that they have the most current information regarding the RFP.
8. Oral proposals or proposals delivered by paper, FAX, or hand-delivered are not allowed and proposals so delivered will not be considered.
9. Questions regarding this solicitation must be in writing and received electronically by no later than five (5) business days prior to the RFP closing date. No inquiries, if received by the Purchasing Agent in less than five (5) business days of the date set for the opening of proposals, will be given any consideration. Any material interpretation of a specification, as determined by the Purchasing Agent, will be expressed in the form of an addendum which will be posted on the City's website ([www.fallschurchva.gov/Bids](http://www.fallschurchva.gov/Bids)) no later than three (3) days before the date set for receipt of proposals. Oral answers will not be authoritative. If utilized for the initial RFP release, addenda, or notices thereof, will also be published through eVA (the Commonwealth of Virginia's e-procurement portal for registered suppliers). **Offerors are solely responsible for checking the City's Website to insure that they have the most current information regarding the RFP, including Addenda.**
10. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror. Carelessness in quoting business terms or in preparation of the proposal will not relieve the Offeror. Offerors are cautioned to review their proposals for possible error. Errors discovered after negotiation cannot be corrected, and the Offeror will be required to perform if its proposal is accepted.
11. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors.
12. Under no circumstances shall an Offeror, whose proposal has not been awarded, be entitled to any claim for compensation under this solicitation.
13. Conditional proposals are subject to rejection in whole or in part.

## Attachment C – Revised Proposal Submittal Checklist

### PROPOSAL SUBMISSION CHECKLIST

At this time, paper, facsimile (“FAX”), or hand-delivered proposals **will not** be accepted in response to this solicitation. **All proposals must be in the form of password protected PDFs and submitted electronically via email.** See the RFP Cover Page and Section B Submission Requirements for the instruction.

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***Offerors may utilize this Checklist to help make certain Proposal Packages are complete:***

- Cover Sheet PDF - Completed & Signed**  
First Page of the RFP (see **Addendum 4**), completed and signed ink by person authorized to bind the company. If the Proposal contains proprietary or confidential information, check “Yes” box in the appropriate box and comply with instructions.
- Class Proposal(s) PDF - Each proposal in a separate password protected file with the applicable Price Schedule**
  - See Attachment B (*Proposal Submittal Guidelines And Criteria For Proposal Evaluation*); *Proposal Content & Format*.
- Price Schedule PDF(s) for each proposed class.**

**The following PDF forms are required with your proposal package.**

- Authority to Transact Business (Attachment D) – Completed & Signed**
- Company Information (Attachment D)**
- References (Attachment D)**
- Any RFP Addenda - Each one dated & signed. Check the City Website for any updates [www.fallschurchva.gov/Bids](http://www.fallschurchva.gov/Bids)**

**DO NOT include the entire RFP document in your Proposal package.**

- Email Proposal(s)**
  - Labeled with Company Name, RFP Number/Name and identification of contents (Cover Sheet, Addenda, Proposal, etc.
  - Email to City Purchasing office ([jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) with copy to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov))
  - Email prior to deadline

NOTE: Offerors who wish to have their proposals considered for upcoming Hobby Class Session Awards should submit their sealed proposals to the address on the cover page of this RFP by no later than 1:00 PM on the applicable dates as follows:

#### PROPOSAL DUE DATES AND TIME:

SESSION	CLASSES TO BE HELD	PROPOSALS SHOULD BE RECEIVED BY NO LATER THAN
Summer	June - August	February 1 <sup>st</sup>
Fall	September - December	May 1 <sup>st</sup>
Winter/Spring	January - May	October 1 <sup>st</sup>

**It is the Offeror’s sole responsibility to read and comply with all requirements of the Request for Proposal. If there is a conflict between the requirements listed in this Checklist and the Request for Proposal documents, the Request for Proposal documents shall take precedence.**