



INFORMAL SOLICITATION OF QUOTES
CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY,
CHARLOTTESVILLE, VIRGINIA
Charlottesville-Albemarle Airport (CHO)
Services to Clean and Re-Caulk the Exterior of the Terminal
August 2022

Project Description. The Charlottesville-Albemarle Airport Authority (“Authority”) invites qualified and interested professionals to provide a quote for Services to Clean and Re-Caulk the Exterior of the Terminal.

Scope of Work. Scope of work consists of removing existing caulking around exterior wall panels of the terminal building. All exterior wall panels shall be cleaned and new caulking applied.

An official site visit is required and is scheduled for August 31, 2022 at 10:00 a.m. Eastern Time. Vendors who are interested in providing a quote but cannot attend at this time, may contact Jason Devillier, Director of Operations, Maintenance & Construction, at jdevillier@gocho.com to schedule a site visit.

Deadline for Receipt of Quote. Quotes must be received in the Airport Administrative Offices, located at 100 Bowen Loop, Suite 200, Charlottesville, VA, 22911, by the following deadline: 2:00 p.m., local time, on Wednesday September 14, 2022. Quotes received after 2:00 P.M. local time will not be considered. The face of the envelope shall be clearly marked in the lower left-hand corner as follows:

INFORMAL SOLICITATION OF QUOTE:
Services to Clean and Re-Caulk the Exterior of the Terminal

Quotes may be submitted electronically to jdevillier@gocho.com. All quotes received electronically are to be submitted as an email attachment in PDF format by Wednesday September 14, 2022 at 2:00 P.M. EST. The subject line of the email must read: “Informal Solicitation of Quote: Services to Clean and Re-Caulk the Exterior of the Terminal.” Regardless of electronic complications, if quotes are received after 2:00 p.m. they will not be considered. Vendors who deliver submissions via email do so at their own risk; the Authority does not take any responsibility for any emailed submissions that: do not arrive at the Authority’s mail servers on time; are rejected, or contain corrupted electronic files.

The Quote must be submitted on the blank form furnished by the Authority and must give all information required. This is Attachment A included in the Informal Solicitation of Quote.

Evidence of Authorization to do Business in Virginia. Each quote must contain the identification number issued to the vendor by the Virginia State Corporation Commission.

Upon selection of a vendor and determination that the price(s) is fair and reasonable, the Authority will present a contract to the vendor chosen to provide the services. The chosen vendor must be able to provide the following:

- Proof of their ability to perform work in the Commonwealth of Virginia (Virginia State Corporation Commission Entity ID)
- Proof of insurance with the Authority listed as an additional insured
- A completed W-9 form

Equal Opportunity. The Charlottesville-Albemarle Airport Authority, 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, disadvantaged business enterprises will be afforded full and fair opportunity to submit quotes in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Federal Provisions. Federal provisions required in a contract that will be executed by the successful vendor are noted in Attachment B: FEDERAL REQUIRED CONTRACT PROVISIONS FOR NON-AIRPORT IMPROVEMENT PROGRAM (AIP) CONTRACTS. Please pay special attention to any that require certifications or signatures.

General Terms and Conditions. The general terms and conditions outlined in Attachment C apply to all Authority purchases of goods and services, including, without limitation, construction, insurance, and other services. They shall be deemed an integrated part of each contract entered into between the Charlottesville-Albemarle Airport Authority (“Authority”) and a non-governmental party. In the event of a conflict between these general terms and conditions and any other provision of a contract between the Authority and a non-governmental party, the provisions of these general terms and conditions shall govern the parties’ agreement.

Reservation. The Airport Authority may waive informalities within the quotes and may cancel or reject the Informal Solicitation of Quotes or any Quotes(s). Ref. Va. Code Sec. 2.2-4319.

All inquiries for information should be submitted to Jason Devillier, Director of Operations, Maintenance & Construction, at jdevillier@gocho.com.



ATTACHMENT A:
QUOTE RESPONSE FORM
 INFORMAL SOLICITATION OF QUOTE:
 Services to Clean and Re-Caulk the Exterior of the Terminal
 August, 2022

SUBMIT BIDS TO:

100 Bowen Loop, Suite 200
 Charlottesville, VA 22911

Or electronically, in PDF format, to:
 jdevillier@gocho.com

BID DUE DATE AND TIME:

September 14, 2022 @ 2:00 P.M. EST

CONTACT/INQUIRIES:

Jason Devillier
 Director of Operations, Maintenance & Construction
jdevillier@gocho.com

REQUIRED CHECKLIST – Each item listed below is required for a Quote to be considered.

✓	Site Visit
✓	Quote
✓	Virginia State Corporation Commission Entity ID

SUCCESSFUL VENDOR WILL BE REQUIRED TO FURNISH THE DOCUMENTS LISTED BELOW:

✓	Certificate of Insurance with the Charlottesville-Albemarle Airport Authority listed as an additional insured
✓	A Completed W-9 Form
	Payroll certifications with wage rates in accordance with Davis Bacon requirements

BID

Description	Unit Price	Quantity
TOTAL QUOTE AMOUNT		

COMPANY INFORMATION

Company Name:

Address:

City, State: Zip:

Phone: Email:

FEIN:

Signature of Owner or Authorized Officer/Agent:

Typed Name of Above:

Date:

Attachment B: FEDERAL REQUIRED CONTRACT PROVISIONS FOR NON-AIRPORT IMPROVEMENT PROGRAM (AIP) CONTRACTS

Attachment C: General Terms and Conditions