

**NOTICE OF REQUEST FOR PROPOSALS (RFP)
FABRICATION AND ASSESSMENT SERVICES FOR FLUIDIZED BED INCINERATOR (FBI)**

RFP Issue Date: July 29, 2020

RFP Number: RFP SA 2103

Commodity/Service: Fabrication and Assessment Services for Fluidized Bed Incinerator (FBI)

Issuing Agency: Prince William County Service Authority
Attention: Purchasing Department – RFP SA 2103
4 County Complex Ct.
Woodbridge, VA 22195

Project Name: Fabrication and Assessment Services for Fluidized Bed Incinerator (FBI)

Proposals Due Date and Time: **September 24, 2020 at 10:00 A.M. (EST)**

Submission Due Date and Delivery. To be eligible for participation in this process, the Service Authority must receive proposals on or before the date and time indicated in the Notice of Request for Proposals. Sealed proposal may be delivered to the Service Authority at the address set forth in the Notice. The sealed envelope or container should be clearly marked on the outside lower left corner as shown below:

**Sealed Proposal - Do Not Open
Prince William County Service Authority
Attn: RFP SA 2103
4 County Complex Court
Woodbridge, Virginia 22192**

Due Date: September 24, 2020 at 10:00 A.M. (EST)

One (1) Original, five (5) Copies, and one (1) USB of Proposal Package must be submitted to the Service Authority, each in a suitable binder.

PRE-PROPOSAL CONFERENCE

Non-Mandatory (Optional) Pre-Proposal Conference: Due to the public health emergency, the Pre-Proposal Conference will be conducted via live stream tool (Microsoft Teams) on August 14, 2020 at 11:00 A.M. (EST). While attendance is not mandatory, Prospective Offerors are strongly encouraged to attend. Potential Offerors interested in attending the Pre-Proposal Conference may download the application and join the meeting via the Microsoft Team application by audio, video or both. If an Offeror plans to join the optional Pre-Proposal Conference, the Offeror must inform the Procurement Department at purchasinggroupemail@pwcsa.org with the following information: vendor name, business address and contact person. The Service Authority will provide the Microsoft Teams link to requestors **only**. Upon completion of the meeting, the Service Authority will post an attendance list on the Service Authority website.

Mandatory Site Visit: Due to the importance of all Offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at the Site Visit will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Offerors who are represented at the Site Visit. Attendance at the Site Visit will be evidenced by the representative's signature on the attendance roster.

The Service Authority will provide Site Visit to Potential Offerors on the following date and time at the location below:

Date and Time: August 21, 2020 at 10:00 A.M.

Locations: H.L. Mooney Advanced Water Reclamation Facility located at 1851 Rippon Boulevard, Woodbridge, VA 22191 in the first floor of the Durward E. Grubbs, Jr. Building.

In order to comply with the current CDC's guidelines on social distancing, and the Governor's restrictions on gatherings of no more than ten (10) people, the Service Authority will limit attendance to two (2) representatives per firm. Each event will be limited to the first seven (7) firms which request representation via email at purchasinggroupemail@pwcsa.org. The email request should be received no later than August 20, 2020 at 4:00 P.M. (EST) The email should include the following information: vendor name, business address and contact person. In the event Procurement receives more than seven requests, another site visit will be conducted at 11:00 A.M on the same day.

Request for Copies. Copies of the RFP may be obtained by calling 703-335-8925 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or forwarding an Email request to purchasinggroupemail@pwcsa.org.