

Contractor Application Form – Facilities Modification Projects

Electronic Submission of Contractors Application is required.

The purpose of this application is to establish a list of contractors who are available to provide contracting services for various trades for Fairfax County Public Schools (FCPS) Facilities Modification projects.

The application to be completed is an Adobe Reader fillable form. Complete the form in the following pages to be submitted via e-mail and attach the three required documents in item #13 to complete the application. A current version of Adobe Reader is needed for this application.

Before starting this application, please print this instruction page (page one) for reference while completing the application.

Instructions to complete the Contractor Application Form for FY2025-2026:

- Enter the required data and information into the Adobe Reader fillable form on the following pages. Be sure to save this PDF file to your computer for future reference.
- Complete the Adobe Reader fillable form portion of the application and e-mail this PDF form along with the three required documents in item #13 as attachments to facilitiesimprovements@fcps.edu.
 1. Complete the Adobe Reader fillable form. Save on your computer.
 2. Click on the e-mail envelope icon in the Adobe Reader toolbar (envelope picture), when the window opens, click send as copy.
 3. Insert the three required documents in item #13 as additional attachments to this e-mail.
 4. Enter your contractor name in the subject line of the e-mail.
 5. Insert the e-mail address facilitiesimprovements@fcps.edu and click send.

**CONTRACTOR APPLICATION FORM
FACILITIES MODIFICATION PROJECTS**

Contractors shall submit one electronically signed completed application and include required documents in item #13 A, B, and C.

1. Company Name: _____
2. Address: _____
3. City/State/Zip Code: _____
4. Point of Contact: _____
5. Telephone No.: _____ Fax No.: _____
6. Email Address: _____
7. State Corporation Commission Corporate Identification number (if applicable) # _____
8. Fairfax County Business, Occupational, and Professional License (BPOL) # _____
9. State of Virginia Contractors License with classifications(s). The license must show the three (3) letter designation code. List designated employees, qualified employees, or responsible management, current contractor's license(s), certifications, or registration numbers from any jurisdiction including Virginia who will be assigned to Fairfax County Public Schools. Please use the three (3) letter identification code for license classifications and special designations provided on the next page or in the link below for the Commonwealth of Virginia Board for Contractors Regulations (i.e., CBC-commercial building, CIC-commercial improvement, ELE-electrical, PLB-plumbing).
<https://www.dpor.virginia.gov/sites/default/files//Boards/Contractors/A501-27REGS.pdf>

3- Letter Code	Contractor Name	License, Certification or Registration No.	Exp. Date	License Classification A or B
ELE	John Doe (Example)	XXXXXXXXXXXX	XX/XX/XX	A or B

*Home Improvement Contractor (HIC) and Residential Building Contractor (RBC) will not be accepted to do work within Fairfax County Public Schools.

3-Letter Codes for License Classifications and Specialty Designations

Below is a list of the license, classifications, and specialty designations issued by the Virginia Board for Contractors and the three (3) letter code to be entered when completing the Qualified Individual table on the previous page. At least one code must be chosen. A definition of the type of work that each of these classifications and designations may perform is available in the Board of Contractors Regulations obtained by clicking on the link on the previous page. A license may have more than one classification or specialty designation. Refer to the Virginia Department of Professional and Occupational Regulation website for additional information and regulation handbook: <https://www.dpor.virginia.gov/Boards/Contractors>.

DPOR applicants must hold a Certification for the following classification and/or specialty:

BEC – Blast/explosive	MHC – Manufactured home contracting
SPR – Fire sprinkler	RMC – Radon mitigation

DPOR applicants must hold a valid license issued from DPOR for the following designation:

ADS – Alternative disposal system	GFC – Gas fitting
ASB – Asbestos	HVA – HVAC
ASC – Accessibility services	LAC – Lead abatement
ASL – Accessibility services with LULA	LPG – Liquefied petroleum gas
CDS – Conventional disposal system	NGF – Natural gas fitting provider
ELE – Electrical	PLB – Plumbing
EEC – Elevator/escalator	WWP – Water well/pump

DPOR applicants are required to be pre-screened, pass an examination, and submit an Experience Verification Form for the following classification and/or specialty:

AES – Alternative energy systems	H/H – Highway/heavy
PAV – Asphalt paving & seal coating	HIC – Home improvement
BSC – Billboard sign	IBC – Industrial building contracting
CBC – Commercial building	INS – Insulation & weather stripping
CIC – Commercial improvement	ISC – Landscape irrigation
CEM – Concrete	LSC – Landscape services
DLR – Drug, lab, remediation	MCC – Marine facility
DRY – Drywall company	BRK – Masonry
ESC – Electronic/communication service	PTC – Painting & wall covering
EMW – Environmental monitoring well	RFC – Recreational facility
ENV – Environmental specialties	REF – Refrigeration
EMC – Equipment/machinery	RBC – Residential building
FIC – Farm improvement	ROC – Roofing
FIN – Finish carpentry contracting	STL – Steel erection contracting
FAS – Fire alarm systems	POL – Swimming pool construction
FSP – Fire suppression	TMC – Tile, marble, ceramic & terrazzo
FLR – Flooring & floor covering contracting	UUC – Underground utility & excavating
FRM – Framing sub-contractor	VCC – Vessel construction
GLZ – Glass & glazing contracting	

DPOR applicants are required to receive special approval by the Board for the following specialty:

MSC – Miscellaneous contracting

10. All contractors and businesses are required to submit three (3) references of projects completed in the past year in occupied buildings, preferably schools, listing the type of project/work, the owner, contact name, telephone number and the value of the project/work. **Only one reference can be FCPS personnel.**

1. Type of Project/Work: _____ Owner: _____
 Contact Name: _____ Telephone No.: _____
 Email Address: _____ Value of Project/Work: _____
2. Type of Project/Work: _____ Owner: _____
 Contact Name: _____ Telephone No.: _____
 Email Address: _____ Value of Project/Work: _____
3. Type of Project/Work: _____ Owner: _____
 Contact Name: _____ Telephone No.: _____
 Email Address: _____ Value of Project/Work: _____

11. VA Department of Small Business and Supplier Diversity (SWaM) Certification # _____

SWaM Classification: ___ Small Business: ___ Woman-owned: ___ Minority Business

12. Facilities Modification Projects may include, but not be limited to the following Pricing Schedule Form based on Trades. All pricing shall remain in force for a period of two (2) years from date of acceptance. Hourly and daily rates for Contractor Owned Equipment must be submitted on Pricing Schedule Form page 6. Only equipment listed on page 6 can be invoiced by an hourly or daily rate. Pricing Schedule for trades must be submitted on pages 7 through 24 that apply. Pricing Schedule for consulting engineers must be submitted on page 25.

<u>Page # - Trade</u>	<u>Page # - Trade</u>	<u>Page # - Trade</u>
6 - Contractor Owned Equipment	12 - Drywall Contractor	19 - Painting
7 - Casework	13 - Electrical	20 - Paving
8 - Carpet/VCT-Tile	14 - General Contracting	21 - Plumbing
9 - Cleaning Services	15 - HVAC/Mechanical	22 - Roofing
10 - Concrete	16 - Landscaping	23 - Telecommunication
11 - Demolition Services	17 - Masonry	24 - Miscellaneous
	18 - Moving	25 - Consulting Engineers

13. Required documents to be included as attachments with the completed PDF fillable application.

- A. Certificate of Insurance showing Commercial General Liability Insurance with coverage limits of \$1 million per occurrence/\$2 million aggregate, statutory workers compensation coverage and \$100,000 employer's liability insurance. FCPS must be the certificate holder and named as an additional insured on the policy. Business

Auto Liability Insurance includes owned, non-owned and hired vehicles. Limits of \$1 million combined bodily injury and property damage per accident.

- B. Fairfax County Business, Professional and Occupational License (BPOL). **All contractors** must obtain the Fairfax County BPOL. Businesses that provide only cleaning and moving services that do not have an office location in Fairfax County are not required to obtain the Fairfax County BPOL. These businesses that provide only cleaning and moving services must obtain proper licensing in the jurisdiction in which their offices are located.
- C. Federal Tax ID Number with completed W-9 Form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

ALL WORK SHALL COMPLY WITH CURRENT CODE ISSUE AND THE CURRENT FCPS MASTER SPECIFICATIONS AND DETAILS available for your review at: www.fcps.edu and search for Master Specifications and Details.

INVOICE PROCEDURE: Upon completion of a project, submit a legible formatted invoice to FCPSinvoices@fcps.edu, referencing the work order number associated with a particular job, to include job tickets which shall name the technicians that worked on the project, the date, and the number of productive hours worked. Submit **ONE** copy of each supplier's invoice with detailed description of items based on actual cost with mark-up equal to the percentage offered, copies of all sub-contractor billing and any stock materials to be billed as such with item description and price of each. **Markup on materials shall only be for the material. Sales tax paid will be reimbursed as a separate line on the invoice. No markup on tax will be permitted.** Labor rates shall be paid on basis of productive time on the job site.

BY SIGNING AND SUBMITTING THIS APPLICATION, CONTRACTOR HAS READ AND AGREES TO COMPLY WITH THE CURRENT FCPS MASTER SPECIFICATIONS AND GENERAL CONDITIONS SECTION 00700, ON ALL PROJECTS AWARDED, HOURLY RATES SUBMITTED, AND TO THE INVOICING PROCEDURE. MASTER SPECIFICATION CAN BE LOCATED ON FCPS WEBSITE, WWW.FCPS.EDU SEARCH FOR MASTER SPECIFICATIONS.

_____	_____
Print Name	Title
_____	_____
Electronic Signature	Date

(For electronic signature instructions, please click above the electronic signature line to either create a new signature or to insert an existing signature).

Questions about this *Contractor Application Form for Facilities Modification Projects* may be directed to:

Roger Wimmer, Buyer Supervisor or
Tiffany Campbell, Buyer
Fairfax County Public Schools
8115 Gatehouse Road, Suite 3400
Falls Church, VA 22042-1203
Telephone Number 571-423-2279 or 571-423-2312
Email: facilitiesimprovements@fcps.edu

PRICING SCHEDULE FORM

CONTRACTOR OWNED EQUIPMENT PER BELOW LIST ONLY

HOURLY RATES:

Small Dump Truck	\$ _____	per hour
Large Dump Truck	\$ _____	per hour
Bucket Truck	\$ _____	per hour
Mini Excavator	\$ _____	per hour
Skid Steer Loader	\$ _____	per hour
Backhoe/Loader	\$ _____	per hour
Asphalt Roller	\$ _____	per hour
Asphalt Paver	\$ _____	per hour
Forklift	\$ _____	per hour
Large Air Compressor	\$ _____	per hour
Electronic Jack Hammer	\$ _____	per hour
Scissor Lift	\$ _____	per hour
Concrete Buggy	\$ _____	per hour

DAILY RATES:

Small Dump Truck	\$ _____	per day
Large Dump Truck	\$ _____	per day
Bucket Truck	\$ _____	per day
Mini Excavator	\$ _____	per day
Skid Steer Loader	\$ _____	per day
Backhoe/Loader	\$ _____	per day
Asphalt Roller	\$ _____	per day
Asphalt Paver	\$ _____	per day
Forklift	\$ _____	per day
Large Air Compressor	\$ _____	per day
Electronic Jack Hammer	\$ _____	per day
Scissor Lift	\$ _____	per day
Concrete Buggy	\$ _____	per day

Rates specified by the Contractor shall include all direct and indirect overhead costs, such as operators, transportation, fuel, general and administrative costs, etc. No minimum hours will be accepted, only hourly and daily rates.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

PRICING SCHEDULE FORM

TRADE: CASEWORK CONTRACTOR

LABOR RATES: CASEWORK CONTRACTOR

Carpenter Lead \$ _____ per hour
Carpenter Helper \$ _____ per hour

LABOR RATES, OVERTIME:

Carpenter Lead \$ _____ per hour
Carpenter Helper \$ _____ per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

Rates specified by the Contractor shall include all direct and indirect overhead costs, such as operators, transportation, fuel, general and administrative costs, etc. Labor and material rates will be paid on the basis of productive time at the job site. Regular hours are 7:30 a.m. through 4:00 p.m., Monday through Friday. Overtime hours are defined as Monday through Friday, 4:00 p.m. to 7:30 a.m., weekends and county holidays. However, pre-arranged night shift work is to be billed at regular rates. All work hours shall be scheduled on job-by-job basis with the construction manager.

Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: CARPET/VCT CONTRACTOR

LABOR RATES: CARPET/VCT CONTRACTOR

Carpet Installer Lead	\$ _____	per hour
Carpet Installer Helper	\$ _____	per hour
VCT Installer Lead	\$ _____	per hour
VCT Installer Helper	\$ _____	per hour

LABOR RATES, OVERTIME:

Carpet Installer Lead	\$ _____	per hour
Carpet Installer Helper	\$ _____	per hour
VCT Installer Lead	\$ _____	per hour
VCT Installer Helper	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: CLEANING SERVICES

LABOR RATES: CLEANING SERVICES

Cleaner Lead	\$ _____	per hour
Cleaner Helper	\$ _____	per hour

LABOR RATES, OVERTIME:

Cleaner Lead	\$ _____	per hour
Cleaner Helper	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

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BUSINESS NAME: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

PRICING SCHEDULE FORM

TRADE: CONCRETE CONTRACTOR

LABOR RATES: CONCRETE CONTRACTOR

Concrete Lead	\$ _____	per hour
Concrete Helper	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Concrete Lead	\$ _____	per hour
Concrete Helper	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: DEMOLITION CONTRACTOR

LABOR RATES: DEMOLITION CONTRACTOR

Demolition Lead	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Demolition Lead	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: DRYWALL CONTRACTOR

LABOR RATES: DRYWALL CONTRACTOR

Finisher	\$ _____	per hour
Hanger	\$ _____	per hour
Framer	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Finisher	\$ _____	per hour
Hanger	\$ _____	per hour
Framer	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: ELECTRICAL CONTRACTOR

LABOR RATES: ELECTRICAL CONTRACTOR

Electrician Lead	\$ _____	per hour
Electrician Helper	\$ _____	per hour

LABOR RATES, OVERTIME:

Electrician Lead	\$ _____	per hour
Electrician Helper	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
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Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: GENERAL CONTRACTOR

LABOR RATES: GENERAL CONTRACTOR

Superintendent	\$ _____	per hour
Carpenter Lead	\$ _____	per hour
Carpenter Helper	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Superintendent	\$ _____	per hour
Carpenter Lead	\$ _____	per hour
Carpenter Helper	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: HVAC MECHANICAL CONTRACTOR

LABOR RATES: HVAC MECHANICAL CONTRACTOR

Mechanical Lead	\$ _____	per hour
Mechanic Helper	\$ _____	per hour
HVAC Service Tech	\$ _____	per hour
Controls Tech	\$ _____	per hour

LABOR RATES, OVERTIME:

Mechanical Lead	\$ _____	per hour
Mechanic Helper	\$ _____	per hour
HVAC Service Tech	\$ _____	per hour
Controls Tech	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: LANDSCAPING CONTRACTOR

LABOR RATES: LANDSCAPING CONTRACTOR

Landscaping Lead	\$ _____	per hour
Landscaping Helper	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Landscaping Lead	\$ _____	per hour
Landscaping Helper	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

Rates specified by the Contractor shall include all direct and indirect overhead costs, such as operators, transportation, fuel, general and administrative costs, etc. Labor and material rates will be paid on the basis of productive time at the job site. Regular hours are 7:30 a.m. through 4:00 p.m., Monday through Friday. Overtime hours are defined as Monday through Friday, 4:00 p.m. to 7:30 a.m., weekends and county holidays. However, pre-arranged night shift work is to be billed at regular rates. All work hours shall be scheduled on job-by-job basis with the construction manager.

Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: MASONRY CONTRACTOR

LABOR RATES: MASONRY CONTRACTOR

Mason \$ _____ per hour
Laborer \$ _____ per hour

LABOR RATES, OVERTIME:

Mason \$ _____ per hour
Laborer \$ _____ per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: MOVING

LABOR RATES: MOVING

Packer Lead	\$ _____	per hour
Packer Helper	\$ _____	per hour
Installer Lead	\$ _____	per hour
Installer Helper	\$ _____	per hour

LABOR RATES, OVERTIME:

Packer Lead	\$ _____	per hour
Packer Helper	\$ _____	per hour
Installer Lead	\$ _____	per hour
Installer Helper	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

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Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

BUSINESS NAME: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

PRICING SCHEDULE FORM

TRADE: PAINTING CONTRACTOR

LABOR RATES: PAINTING CONTRACTOR

Painter Lead	\$ _____	per hour
Painter Helper	\$ _____	per hour

LABOR RATES, OVERTIME:

Painter Lead	\$ _____	per hour
Painter Helper	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: PAVING CONTRACTOR

LABOR RATES: PAVING CONTRACTOR

Paving Lead	\$ _____	per hour
Paving Helper	\$ _____	per hour
Laborer	\$ _____	per hour

LABOR RATES, OVERTIME:

Paving Lead	\$ _____	per hour
Paving Helper	\$ _____	per hour
Laborer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: PLUMBING CONTRACTOR

LABOR RATES: PLUMBING CONTRACTOR

Plumber Lead	\$ _____	per hour
Plumber Helper	\$ _____	per hour
Pipefitter	\$ _____	per hour
Steamfitter	\$ _____	per hour

LABOR RATES, OVERTIME:

Plumber Lead	\$ _____	per hour
Plumber Helper	\$ _____	per hour
Pipefitter	\$ _____	per hour
Steamfitter	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

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Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: ROOFING CONTRACTOR

LABOR RATES: ROOFING CONTRACTOR

Rofer Lead	\$ _____ per hour	Mason Lead	\$ _____ per hour
Rofer Helper	\$ _____ per hour	Mason Helper	\$ _____ per hour
Sheet Metal Lead	\$ _____ per hour	Laborer	\$ _____ per hour
Sheet Metal Helper	\$ _____ per hour		

LABOR RATES, OVERTIME:

Rofer Lead	\$ _____ per hour	Mason Lead	\$ _____ per hour
Rofer Helper	\$ _____ per hour	Mason Helper	\$ _____ per hour
Sheet Metal Lead	\$ _____ per hour	Laborer	\$ _____ per hour
Sheet Metal Helper	\$ _____ per hour		

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

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CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: TELECOMMUNICATION CONTRACTOR

LABOR RATES: TELECOMMUNICATION CONTRACTOR

Low Voltage*	\$ _____ per hour	Security System*	\$ _____ per hour
Computer/Phone*	\$ _____ per hour	Technician I	\$ _____ per hour
Sound System*	\$ _____ per hour		
Fire Alarm*	\$ _____ per hour		

**denotes a Wiring Technician Lead*

LABOR RATES, OVERTIME:

Low Voltage*	\$ _____ per hour	Security System*	\$ _____ per hour
Computer/Phone*	\$ _____ per hour	Technician I	\$ _____ per hour
Sound System*	\$ _____ per hour		
Fire Alarm*	\$ _____ per hour		

**denotes a Wiring Technician Lead*

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

Rates specified by the Contractor shall include all direct and indirect overhead costs, such as operators, transportation, fuel, general and administrative costs, etc. Labor and material rates will be paid on the basis of productive time at the job site. Regular hours are 7:30 a.m. through 4:00 p.m., Monday through Friday. Overtime hours are defined as Monday through Friday, 4:00 p.m. to 7:30 a.m., weekends and county holidays. However, pre-arranged night shift work is to be billed at regular rates. All work hours shall be scheduled on job-by-job basis with the construction manager.

Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

TRADE: MISCELLANEOUS

DESCRIPTION OF TRADE: _____

LABOR RATES:

Lead \$ _____ per hour
Helper \$ _____ per hour

LABOR RATES, OVERTIME:

Lead \$ _____ per hour
Helper \$ _____ per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Material Markup	15%	Receipts must be provided.
Equipment Rental and Subcontracting Markup	10%	Receipts must be provided.
Stock Items	15%	In the event of auditing, contractor must provide receipts, paid vouchers, inventory statements or any other support documents.

Markup on materials and equipment rental shall only be for the material or rental of equipment. Sales tax paid will be reimbursed as a separate line on the invoice. Contractor Owned Equipment listed on page 6 cannot be marked up or considered equipment rental.

Rates specified by the Contractor shall include all direct and indirect overhead costs, such as operators, transportation, fuel, general and administrative costs, etc. Labor and material rates will be paid on the basis of productive time at the job site. Regular hours are 7:30 a.m. through 4:00 p.m., Monday through Friday. Overtime hours are defined as Monday through Friday, 4:00 p.m. to 7:30 a.m., weekends and county holidays. However, pre-arranged night shift work is to be billed at regular rates. All work hours shall be scheduled on job-by-job basis with the construction manager.

Labor rates will be paid on the basis of time at the job site. Time spent for transportation of workers, material acquisition, handling, delivery, or movement of contractor owned by rental equipment, and project supervision shall not be chargeable directly, but are to be considered overhead. These costs must be included as an hourly rate for base labor and/or material.

CONTRACTOR: _____

PRINCIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

VIRGINIA CLASS A CONTRACTOR LICENSE NUMBER: _____

VIRGINIA CLASS B CONTRACTOR LICENSE NUMBER: _____

PRICING SCHEDULE FORM

CONSULTING ENGINEERING SERVICES

LABOR RATES:

President/Principal	\$ _____	per hour
Project Manager	\$ _____	per hour
CADD Technician	\$ _____	per hour
Project Engineer	\$ _____	per hour

LABOR RATES, OVERTIME:

President/Principal	\$ _____	per hour
Project Manager	\$ _____	per hour
CADD Technician	\$ _____	per hour
Project Engineer	\$ _____	per hour

MATERIAL MARKUP, EQUIPMENT RENTAL AND SUBCONTRACTING MARKUP:

Reimbursable Expenses	0%	Receipts must be provided.
Subcontractors/Subconsultant Markup	10%	Receipts must be provided.

Rates specified by the Engineer shall include all direct and indirect overhead costs, such as transportation, supervision, general and administrative costs, etc. Labor and material rates will be paid on the basis of productive time at the job site. Regular hours are 8:00 a.m. through 5:00 p.m., Monday through Friday. Overtime hours are defined as Monday through Friday, 5:00 p.m. to 8:00 a.m., weekends and county holidays. Overtime hours shall be approved in advance by the Owner.

The Engineer shall be reimbursed by the Owner for the Owner required submission document printing only. In addition, if approved in advance by the Owner, the Engineer shall be eligible to receive reimbursement for the following costs and expenses: owner requested reproductions, and specifications and other documents, courier services required for Owner deliveries, and other similar project-related expenses, laboratory fees, and special supplies. Reports, drawings and specifications prepared by the Engineer will be furnished to the Owner at the cost of reproduction. The costs and expenses for which the Engineer shall be eligible for reimbursement shall be referred to as "Reimbursable Expenses." Each such Reimbursable Expense shall have been incurred by the Engineer as a result of the Work and shall not include any cost or expense that is incidental to the regular conduct of the Engineer's business operations. The Engineer shall bear all costs required to furnish copies of supporting data requested by the Owner. Reimbursable expenses are reimbursed with no multipliers or markups allowed.

CONSULTING ENGINEER: _____

REGISTRATION NUMBER: _____

PRICIPAL'S SIGNATURE: _____

PRICIPAL'S NAME/TITLE: _____

**Fairfax County Public Schools
Purchase Order / NTP Terms and Conditions
for Consulting Engineers only**

1. **APPLICABLE LAWS:** This order is subject to the laws of the Commonwealth of Virginia.
2. **BASIC SERVICES:** The Engineer shall provide Owner with professional engineering services in all phases of the Project to which this Notice to Proceed (NTP) applies. These services shall include serving as Owner's engineering representative for the Project as specified in the NTP and enclosed proposal. All work shall be performed in accordance with the Fairfax County Critical Structures program, which is normally or customarily furnished and reasonably necessary for the Project. The Engineer shall be responsible for the completeness and accuracy of all drawings and specifications submitted by or through the Engineer and for the compliance with all applicable codes, ordinances, regulations, laws and statues. No changes or substitutions may be made in any of the provisions of this order without the prior approval of the Contact on the purchase order/ NTP. If approved, a Change Order will then be issued.
3. **ADDITIONAL SERVICES:** Any Additional Services which shall have been authorized in writing by the Owner shall be performed by the Engineer in accordance with the rate schedule in the approved Contractor's Application.
4. **OWNERSHIP OF DOCUMENTS:** Original drawings and specifications are the property of the Engineer; however, the Project is the property of the Owner, and the Engineer may not use the drawings and specifications, therefore, for any purpose not relating to the Project without the Owner's consent. The Owner shall be furnished with such reproductions of drawing and specifications as the Owner may reasonably require. Upon completion of the Work or any earlier termination of the Work pursuant to paragraph 7, the Engineer will revise drawings to reflect changes made during construction, and the Engineer will promptly furnish the Owner with one complete set of reproducible record prints All such reproductions shall be the property of the Owner who may use them without the Engineers permission for other projects, for additions to this Project and/or for completion of this Project by others.
5. **PROJECT AUDITS:** The Engineer shall maintain adequate records in such a manner that they may be audited in progress and/or up to three years from completion of the contract. A simple ledger sheet showing disbursement by line item is preferred. The auditor will need access to the following documents during this audit:
 1. All paid vouchers, including those for out-of-pocket expenses, and other reimbursements supported by invoices, including Engineer's copies of periodic estimate for partial payment.
 2. Ledgers.
 3. Cancelled Checks.
 4. Deposit Slips.
 5. Bank Statements.
 6. Journals, if any.
 7. Copies of all contracts and copies of any contract amendments/change orders.
 8. Insurance documents, Payrolls, Time sheets.
6. **INSURANCE/TAXES/BENEFITS:** The Engineer shall secure and maintain throughout the duration of this Agreement and for a period of three years after the first to occur of (a) termination of this Agreement or (b) the completion of the Work, insurance coverage of the types and amounts hereinafter specified. Such insurance shall be maintained with solvent and responsible insurance companies who are authorized to do business in the Commonwealth of Virginia and who are acceptable to the Owner. Each insurance policy shall contain a provision requiring that not less than 30 days written notice will be given to the Owner before the cancellation, non-renewal or material modification of such policy or coverage. Without limiting the foregoing requirements, the insurance coverage required hereby shall include a minimum of:
 1. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Engineer from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force

within the Commonwealth of Virginia, or which may be hereinafter enacted

2. The Engineer agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Engineer. In addition, all mobile equipment used by the engineer in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
3. The Engineer agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/ \$2,000,000 aggregate, to protect the Engineer, its subcontractors, and the interest of FCSB, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.
4. The Engineer agrees to maintain Professional Liability insurance in the amount of \$1,000,000 per occurrence/aggregate to cover each individual professional staff. Unless specifically agreed upon by the Engineer and the Owner in writing, the Engineer shall furnish professional liability insurance coverage in an amount not less than \$1,000,000 and subcontractors and sub consultants shall provide limits commensurate with the responsibilities associated with their portions of the Work.
5. The insurance coverage specified above shall constitute minimum requirements and the Owner (including its members, officers and employees) shall be included as additional insured under the insurance policies referenced. Notwithstanding the foregoing, in the event the Engineer's professional liability insurance policy contains a cross-suit exclusion or any other provision which has the effect of limiting or excluding coverage in the event that one named insured under the policy sues another named insured there under, then the requirement for naming the Owner as an additional insured under such policy shall be deemed to have been waived.
6. The Engineer shall furnish Owner with certificates of insurance evidencing the coverage specified in this Agreement within 10 days after the date of execution of this Agreement. Upon request by Owner, the Engineer shall promptly provide the Owner with copies of the policies of insurance evidencing the coverage required hereunder.
7. The Owner may require such information from the Engineer as it deems necessary in order to assess the Engineer's financial ability to pay any applicable deductibles under the insurance policies identified above and The Engineer hereby covenants and agrees to provide the Owner with all such information within seven days following receipt of a request therefore.
8. The maintenance in full force and effect of all insurance coverage required hereunder shall be a condition precedent to the Engineer's exercise or enforcement of any of its rights under this Agreement.
9. Nothing contained herein shall be deemed to operate as a waiver of the Owner's sovereign immunity under the law.
10. Indemnity: The Engineer shall indemnify and hold harmless the Owner (its members, officers, employees and authorized representatives) from and against any claim, loss, damage, cost (including reasonable attorneys' fees and expenses), expense or liability arising from or in connection with the negligent or wrongful act, error, or omission of the Engineer, its agents, subcontractors, sub consultants, employees or other authorized representatives in connection with the performance of the Work or the breach of any representation, warranty, covenant or agreement of the Engineer set forth herein.
11. All income taxes, retirement, workman's compensation and other fringe benefits shall be the responsibility of the Engineer. The Engineer will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the Engineer or by FCSB. The Engineer assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action.

12. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five- day written notice to FCSB Contract Administrator and/or Risk Manager. The Engineer shall furnish a new certificate prior to any change or cancellation date. The failure of the Engineer to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
13. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
14. FCSB, its employees and officers shall be named as an additional insured in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage FCSB may possess.
15. If an "ACORD" Insurance Certificate form is used by the Engineer's Insurance agent, the words, "endeavor to" and "...but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out.

7. TERMINATION OF AGREEMENT:

1. The Owner may terminate this Agreement at any time upon seven days' written notice to the Engineer.
2. In the event of termination, the Engineer shall receive compensation for all Work completed and all Reimbursable Expenses incurred through the date of such termination, provided, however, that upon receipt of a notice of termination, the Engineer shall, as soon as practicable, suspend all Work within his control (including services provided by subcontractors or special consultants, if any) and shall not incur any additional expense for which he seeks or intends to seek compensation. Furthermore, daily compensation for services provided during the period between notice of termination and the date of termination shall in no event exceed the average daily compensation paid to the Engineer for services provided during the calendar month immediately preceding notice of termination.

8. CONTRACTUAL DISPUTES: Any dispute concerning a questions of fact as a result of this contract which is not disposed of by agreement shall be decided by the Fairfax County Public Schools Purchasing Agent, in accordance with Article 5, Section 5 of the Fairfax County Purchasing Resolution.

9. INDEMNITY: Contractor shall indemnify, keep and save harmless the Fairfax County Public Schools, its agents, officials, employees and volunteers against any claims, damages, and actions of any kind or nature, whether at law or in equity, which may otherwise accrue against the County is consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgments shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same.

10. NON-DISCRIMINATION: Fairfax County Public Schools 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 in the performance of its procurement activity.

11. IMMIGRATION REFORM AND CONTROL ACT: Contractor certifies 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.

12. DRUG FREE WORKPLACE: During the performance of a contract, the Contractor agrees to provide a drug- free workplace for the contractor's employees in accordance with Article 2, Section 4, B. 6 of the Fairfax County Purchasing Resolution.

**Please refer to page one for instructions
to submit your saved data.**