

Request for Proposals

Table of Contents

- 1. General Information.....1
 - 1.1 Introduction..... 1
 - 1.2 Objective of this RFP..... 1
 - 1.3 Proposal Content Requirement..... 1
- 2. RFP Solicitation and Proposal Submission Process..... 1
 - 2.1 Schedule..... 1
 - 2.2 Cancellation, Modification or Withdrawal of the RFP.....2
 - 2.3 CVT Contracting Contact Person..... 2
 - 2.4 Notice of Intent to submit Proposal..... 3
 - 2.5 Bidder Requirements..... 3
 - 2.6 Proposal Submission..... 3
- 3. Confidentiality of Information..... 4
- 4. Proposal Review And Evaluation Process..... 4
 - 4.1 General..... 4
 - 4.2 Threshold Requirements..... 4
 - 4.3 Proposal Evaluation..... 4
 - 4.4 Notification of Evaluation..... 5

1. GENERAL INFORMATION

1.1 Introduction

CVT Contracting, Incorporated (CVT), is issuing a Request for Proposal (RFP) to solicit proposals for upcoming bids and current contracted work no later than December 31, 2008. CVT Contracting invites proposals from all potential suppliers and subcontractors who are capable of meeting the terms and conditions of this RFP. The RFP Process has been designed to ensure that proposals will be evaluated in the same manner and in an objective and impartial fashion that protects Bidder's commercially sensitive information

1.2 Objective of this RFP

The primary objective of this RFP is to solicit competitive proposals to provide CVT Contracting with cost-effective bids to diversify CVT's subcontractors chosen to perform work. CVT will select resources which represent the most cost-effective proposal based on the resources (material & Labor) included in each bid. CVT will evaluate individual proposals to identify those Bidders that satisfy these objectives.

1.4 Proposal Content Requirements

Proposal forms and bid content requirements are attached in Appendix C. Proposals that do not include the information requested therein may be rejected by CVT contracting. Bidders are responsible for reviewing all terms and conditions specified in the RFP for the specified job and taking these terms and conditions into consideration in developing their proposals.

2. RFP Solicitation and Proposal Submission Process

2.1 Schedule

The RFP process is a multi-phase process comprised of (1) solicitation, (2) proposal receipt and screening, (3) review and evaluation and (4) notification and negotiation

Appendix A is the schedule set forth for each RFP listed with CVT Contracting. Download the schedule for any job that your company would be able to satisfy and submit the appropriate documents according to the schedule.

Although CVT Contracting may contact bidders if necessary to clarify any proposal, Bidders should not assume that they will be given any opportunity to revise a proposal after 5:00pm on the date listed as the deadline for submission. All proposals submitted by bidders by the required deadline are required to be (a) final and binding, (b) irrevocable for 180 days and (c) signed by an officer (or similarly situated representative) of the bidder who is authorized to sign the binding proposal.

2.2 Cancellation, Modification or Withdrawal of the RFP

CVT Contracting reserves the right to cancel, modify or withdraw any RFP and to revise the schedule in order to meet its identified objectives. CVT Contracting will endeavor to notify all participants who have filed a timely Notice of Intent to Bid of any such cancellations, modifications or schedule changes that are made prior to the due date for the proposal. However, CVT Contracting will have no responsibility for failing to do so.

2.3 CVT Contracting Contact Person

All questions and requests and any other inquiries or contact regarding a listed RFP should be directed to the contact person listed on the RFP. Unsolicited contact with other personnel or employees of CVT Contracting regarding any listed RFP is not allowed unless permission was given by the contact person listed. All general questions should be directed to CVT Contracting, Inc corporate offices:

CVT Contracting, Inc.
1413 N. Monroe St
Arlington VA 22201
[Tel:703.740.9836](tel:703.740.9836)

CVT Contracting does not expect that it will be required to provide information that is confidential to CVT Contracting in response to bidder's questions. Similarly CVT Contracting does not expect any questions Bidders may submit to contain information that the Bidder considers to be confidential. If bidder believes that certain information contained in a question the bidder intends to submit should be treated as confidential, the Bidder is strongly urged to attempt to exclude all of the information that the bidder believes to be confidential for the question by redaction or other means the Bidder believes appropriate prior to submitting the question.

2.4 Notice of Intent to submit Proposal

Bidders must submit a Notice of Intent to Bid on the Form attached as Appendix B no later than 5:00 PM EST on the date listed to the person and in the manner provide in the form.

2.5 Bidder Requirements

CVT Contracting is making every reasonable effort to maximize fair and impartial competition and prevent or avoid collusion by any parties in this RFP process. CVT Contracting expects all Bidders to comply with all RFP terms and conditions and conform to all of the RFP requirements in order to be eligible to participate in the solicitation process.

2.6 Proposal Submission

A Bidder may submit one or more proposals, which may be alternatives to each other. Each bidder who submits a proposal must (i) complete and submit a proposal in the form in Appendix C and (ii) complete, sign and submit a Proposal Submission Agreement and a Bidder Evaluation Form, attached as Forms B & C within Appendix C

Proposals will be accepted until the cutoff date listed on the RFP. All Bidder proposals should be sent to:

CVT Contracting
1413 N. Monroe St
Arlington VA 22201

Attn: name of project & Project Manager listed on RFP

Three (3) paper clipped hard copies of the proposal, with original signatures on each copy, as well as one electronic copy, must be submitted for consideration. The Bidder's company name and address must be clearly indicated on the package containing the proposal. Bidders may withdraw their proposal and submit a revised proposal prior to the submission deadline. Bidder-initiated changes will not be accepted after the submission deadline.

CVT Contracting will review all proposals that are properly submitted by the deadline specified above. Proposals that are received later than the specified deadline may or may not be evaluated as determined by CVT Contracting in its sole discretion.

Each Bidder's proposal will be considered to be confidential, and will be treated by CVT Contracting as confidential in accordance with the procedures described below.

Proposals submitted in response to this RFP will not be returned to Bidders. At the conclusion of the proposal evaluation process, all proposals will be either destroyed or archived by CVT Contracting.

3. CONFIDENTIALITY OF INFORMATION

CVT Contracting will take reasonable precautions and use reasonable efforts to maintain the confidentiality of all bids submitted and Bidders should clearly identify each page of information considered to be confidential or proprietary. CVT Contracting reserves that right to release any proposals to agents or consultants for purposes of proposal evaluation.

4. PROPOSAL REVIEW AND EVALUATION PROCESS

4.1 General

CVT Contracting intends to utilize a multi-step evaluation process, conducted in a carefully controlled manner, to review proposals and to select a winning Bidder or Bidders. CVT Contracting reserves the right to contact any Bidder for purposes of clarifying proposal terms or requesting additional information.

4.2 Threshold Requirements

Upon receipt of the proposals, CVT Contracting representatives will thoroughly review and assess each proposal to ensure that it meets the requirements set forth in the RFP.

CVT Contracting reserves the right to either (1) reject incomplete or unclear proposals from further consideration or (2) contact Bidders for Purposes of clarifying proposal terms or requesting additional information. However, CVT Contracting expects that such clarification will be the exception and that bidders will properly complete the forms.

4.3 Proposal Evaluation

Using a pre-defined evaluation process, the proposal evaluation team will evaluate proposals using the proposal evaluation criteria and methodology established prior to receipt of the proposals. The bid evaluation process will include an assessment of both price and non-price factors. Non-price evaluation is aimed at gauging the relative risks of such factors as the time and feasibility of obtaining land rights and permits, subcontractor experience and creditworthiness, property and site control, project capacity and operational factors. As a result of this screening review, CVT Contracting may either eliminate bids from further consideration or contact Bidders to clarify information or request additional information.

4.4 Notification of Evaluation Results and Negotiations

A short list of Bidders will be selected when the evaluation process has been completed. CVT Contracting will contact each short- listed Bidder to clarify any outstanding issues concerning the Bidder's proposal. Major changes to price, terms and conditions from original offers that are adverse to CVT Contracting will not be permitted. CVT Contracting will commence negotiations with the party submitting the most favorable bid. If these negotiations fail to reach an agreement, CVT Contracting will then commence negotiations with the party submitting the next favorable bid.