COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

DEPARTMENT OF FINANCE
CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

ITB # 16-1266-9JK

INVITATION TO BID
STAPLES MILL ROAD LANDSCAPE IMPROVEMENTS
County of Henrico, Virginia

Sealed bids for the Staples Mill Landscape Improvements, Henrico Virginia in accordance with the conditions, specifications, and instructions below and on the attached sheets hereto, will be received no later than **2:30 pm,** local prevailing time, **October 20, 2016** and will be opened and publicly read aloud at **2:30 pm**, **October 21, 2016** at the same location. Sealed bids should be delivered as follows:

IN PERSON OR SPECIAL COURIER
County of Henrico
Department of Finance
Purchasing Division
8600 Staples Mill Road **← NEW ADDRESS**
Henrico VA 23228-2360

OR

U.S. POSTAL SERVICE
County of Henrico
Department of Finance
Purchasing Division
P O Box 90775
Henrico VA 23273-0775

The work consists of installation of landscape materials as specified per the plans and specifications in the median of Staples Mill Road, Route 33 between I-295 and Parham Road and Staples Mill Road at Broad Street. The contractor is to furnish all labor and materials for installation and provide a 1-year warranty on materials used. Physical location of plants will be field verified prior to installation.

Pursuant to Henrico County Code Section 16-43, the Board of Supervisors shall be the awarding authority when the contract amount is over $100,000. Otherwise, the award will be made by the Purchasing Director.

Work is to be performed as specified between the hours of 8:30 AM and 3:30 PM.

Beginning on September 30, 2016 Bid Documents consisting of Contract Drawings and Project Manuals may be obtained by visiting the Henrico County Electronic Document's Web portal at www.ebidexchange.com/henrico Options are provided for downloading a complete set of documents or selected files from this web portal. The Contract Drawings and Project Manuals are provided in PDF Format, which may be shared electronically with your subcontractors, employees, and suppliers. The failure or omission of any bidder to download, receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site(s), shall in no way relieve any bidder from any obligations with respect to its bid or to the contract

A non-mandatory pre-bid conference will be held at **9:00 am, October 10, 2016** at 8600 Staples Mill Road. Henrico VA 23228 to review the scope of work and clarify any aspects of the work that may be in question. A site visit will commence after the meeting. Direct any questions, concerning the Project Manual via fax or email to Margaret-Anne Hilliard, Department of Public Works Capital Projects Manager, 804-501-4244 or by email at hil66@henrico.us .

Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Office, Department of Finance. Bidders are responsible for insuring that their bid is stamped by Purchasing Office personnel.

Bids must be accompanied by either a cashier's check or certified check or bidder's bond (AIA 310) in the amount of **5 percent** of the total bid amount and made payable to the County of Henrico, Virginia.

Envelopes containing bids shall be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid and the bidder's Virginia contractor registration number.

All bidders shall use the enclosed Bid Form in submitting their bid prices.

A bid may not be modified, withdrawn or cancelled by the bidder after the time and date designated for the receipt of bids and for 91 days thereafter except as provided by Section 2.2-4330, Procedure (ii), Chapter 7 of the Code of Virginia, as amended.

If a contract is awarded, a separate performance bond and a payment bond **AIA Document A312 (2010) and as provided in the Project Manual** for 100% of the contract amount shall be provided by the successful bidder.

The Owner reserves the right to waive informalities and/or reject all bids. In accordance with Va. Code, Section 2.2-4319, the Owner shall not reject all bids solely to avoid awarding a contract to a particular responsive and responsible bidder.

The Bidder must be a registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended, at the time of bid submission, and shall possess a **Virginia Contractor's License B or better.** The Bidder shall have bid and completed projects of comparable nature, size, complexity and construction cost. The Bidder should submit with its bid a completed AIA Document A305, Contractor's Qualifications Statement, which shall document how the applicable projects meet or exceeds the size, complexity, and nature of this project; and includes details of the management staff and self performed activities associated with the referenced projects. Only those projects which the Bidder performed the work as the General Contractor should be included in the AIA Document A305. Bidders are not required to submit AIA Document A305, Contractor's Qualification Statement if they have submitted one within the last twelve (12) months as of the date of this bid.

CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

COUNTY OF HENRICO, VIRGINIA
FINANCE/PURCHASING
JOHN KIDA, CPPB
SENIR PURCHASING OFFICER
(804) 501-5664
EMAIL: KID@HENRICO.US