



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

ITB # 17-1348-3JK

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

INVITATION TO BID
HVAC Renovations
Dumbarton Elementary School, Hermitage High School, and Highland Springs HS Day Care
Henrico County Public Schools, County of Henrico

Sealed bids for the HVAC Renovations – Dumbarton Elementary School, Hermitage High School, and Highland Springs HS Day Care, 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, **April 18, 2017** and will be opened and publicly read aloud at **2:30 PM, April 19, 2017** at the same location. Sealed bids should be delivered as follows:

IN PERSON OR SPECIAL COURIER

County of Henrico
Department of Finance
Purchasing Division

OR

8600 Staples Mill Road ← **NEW ADDRESS**
Henrico VA 23228

U.S. POSTAL SERVICE

County of Henrico
Department of Finance
Purchasing Division
P O Box 90775
Henrico VA 23273-0775

The HVAC Renovations – Dumbarton Elementary School, Hermitage High School, and Highland Springs HS Day Care is generally described as follows:

At Dumbarton Elementary School, replacement of existing cooling tower, bypass valve, and water treatment system. Additionally, provide temporary cooling for library during renovation. Project is located at 9000 Hungary Spring Road, Richmond VA 23228.

At Hermitage High School, replacement of existing split system units serving the Specialty Center. Project is located at 8301 Hungary Spring Road, Richmond VA 23228.

At the Highland Springs HS Day Care, replacement of existing split system units including relocation of indoor air handling units. Project is located at 1003 E Nine Mile Road, Henrico VA 23075.

Pursuant to Henrico County Code Section 16-43, the School Board shall be the awarding authority.

Work may be performed during the working hours of 7:00 A.M. – 5:30 P.M. Monday through Thursday. Work after normal working hours and on weekends may be scheduled with owner's permission and the contractor will pay the owner \$25.00 per hour per owner personnel required on site.

Beginning on March 27, 2017 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 **1:30 pm.** on **April 4, 2017** at Highland Springs High School Day Care, 1003 E Nine Mile Road, Henrico VA 23075 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 followed by a visit to Hermitage HS, 8301 Hungary Spring Road, Richmond VA 23228 ending at Dumbarton Elementary School, 9000 Hungary Springs Road, Henrico VA 23228. Direct any questions, concerning the Project Manual and Drawings **in writing** via fax or email Jason Forsyth at Moseley Architects. Tel: (804) 794-7555, Fax: (804) 355-5690 or email: jforsyth@moseleyarchitects.com.

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 Class A – BLD** (Building Contractor) and/or **HVA** (HVAC Contractor). 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.