COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

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

June 18, 2015

IFB # 15-9790-4VK

INVITATION TO BID

Risk Management Building – EPDM Metal Roof Retrofit Project

Sealed bids for the Risk Management Building – EPDM Metal Roof Retrofit Project, Henrico Virginia in accordance with the conditions, specifications, and instructions below and on the attached sheets hereto, will be received no later than **3:00 PM,** local prevailing time, **July 9, 2015,** and will be opened and publicly read aloud at **3:00 PM, July 10, 2015** at the same location.

The project consists of the work required to retrofit the existing metal roofing system with a new EPDM roofing system including insulation as indicated in the Contract Documents The Project is located at 8604 Staples Mill Road, Henrico, VA 23228.

A non-mandatory pre-bid conference will be held at **3:00 PM** on **June 25, 2015** at 8604 Staples Mill Road, Henrico VA 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 Susan Moore, Roof Consulting Services, Inc. Fax: 804-515-0890, or email: semoore@roofdesign.com. When sending questions by email, please cc kam001@henrico.us.

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 **ROC** (Roofing Contractor)**.** See the "Invitation to Bid" in the specifications for the complete bidding requirements.

Beginning on **June 18, 2015**, 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

PURCHASING DIRECTOR OF FINANCE
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