



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

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

ITB # 17-1325-2JK

FEBRUARY 24, 2017

**INVITATION TO BID**  
**Henrico County Courts Refresh Project**  
**Department of General Services, County of Henrico**

Sealed bids for **Henrico County Courts Refresh Project**, 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, **March 22, 2017** and will be opened and publicly read aloud at **2:30 PM, March 23, 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 Work is for the renovation of existing Courthouse Building first floor and second floor lobby and main corridors. The address is 4301 East Parham Road, Henrico, Virginia 23228. The existing lobby is approximately 23,827 square feet. The existing occupancy classification is Business (B) or better and will remain the same for this renovation. The Work generally consists of;

- a. Demolition of acoustical wood slats on interior walls, replacing with gypsum board and acoustical material.
- b. Demolition of existing quarry tile flooring in corridors down to structural concrete floor, replacing with terrazzo.
- c. Demolition of carpeting in courtrooms, replacing with carpeting.
- d. Painting of corridor walls, bulkheads, and skylight wells.

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

**On-Site Work Hours:** Start work at 6:00 PM and end at 6:00 AM, Mondays through Thursdays, and 6:00 PM Fridays through 6:00 AM Mondays. Coordinate On-site Work Hours with Owner's Project Manager

Beginning on February 26, 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](http://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 10:00 AM on March 7, 2017 on the 2<sup>nd</sup> floor of the main Administration building located at 4301 E. Parham Road in the cafeteria 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 and Drawings **in writing** via email to Chris Roman, AIA, Moseley Architects / 804-794-7555 / [croman@moseleyarchitects.com](mailto:croman@moseleyarchitects.com). Submit questions by 5:00PM on March 14, 2017.

**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 Classification A**. 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  
SENIOR PURCHASING OFFICER  
(804) 501-5664  
EMAIL: KID01@HENRICO.US