IMPORTANT NOTIFICATION:

The Purchasing Office has moved to a new location. The new address is **8600 Staples Mill Road, Henrico VA 23228**. The Office is located near the intersection of Staples Mill Road and Parham Road in Henrico County, VA

Bidders/Offerors who elect to deliver their IFB's/RFP's in person or by special courier are encouraged to allow extra time to assure timely receipt of documents. Call (804) 501-5691 for further information.

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

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

ITB # 16-1123-1CE

INVITATION TO BID

Fair Oaks, Holladay, Longan & Seven Pines Elementary Schools and John Rolfe Middle School – Bathroom Improvements

Sealed bids for Fair Oaks, Holladay, Longan, & Seven Pines Elementary Schools and John Rolfe Middle School – Bathroom Improvements, 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 p.m.**, local prevailing time March **3, 2016** and will be opened and publicly read aloud on **March 4, 2016** at **3:00 p.m.**, 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

The Work includes repairs and alternations of existing bathroom spaces in the following four schools as indicated in the Contract Documents:

1. Fair Oaks Elementary School, 201 Jennings Road, Highland Springs, 23075
2. Holladay Elementary School, 7300 Galaxie Road, Henrico, 23228
3. Longan Elementary School, 9200 Mapleview Avenue, Henrico, 23294
4. Seven Pines Elementary School, 301 Beulah Road, Sandston, 23150
5. John Rolfe Middle School, 6901 Messer Road, Henrico, 23231

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

Contractor work hours:
During the summer, non-instructional days (from June 20, 2016 to August 26, 2016): The Contractor may work from 7:00am until 5:30pm, Mondays thru Thursdays. During these timeframes, weekend hours (Fridays thru Sundays) may be utilized but shall be approved by the Owner in advance. If weekend work is approved, the Contractor will be responsible for all labor costs incurred by the County at a rate of $30.00 per hour, as a result of work occurring during the specified weekend hours. These costs will be paid directly to Henrico County Public Schools for reimbursement of the payroll costs incurred to have an Owner's representative present during weekend work hours.

The project installation shall be substantially complete and certified by the Architect/Owner by August 15, 2016. Final Completion of all Work shall be completed by August 29, 2016.

Beginning on **February 10, 2016**, Bid Documents consisting of the Contract Drawings and the Project Manual 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 **2:30 PM.** on **February 18, 2016** starting at Longan Elementary School and will follow to Holladay Elementary School to review the scope of work and clarify any aspects of the work that may be in question. The meeting will assemble inside the main office of each facility and all attendees will be required to sign in. Site visits to the remaining three schools will be held at **2:30 PM** on **February 19, 2016** starting at Fair Oaks Elementary School and will follow to Seven Pines Elementary School and then complete at John Rolfe Middle School.

Direct any questions, concerning the Project Manual and Drawings **in writing** via fax or email to Mr. Terry Paiva of Worley Associates in Richmond, VIrginia; phone: (804) 353-2635; fax: (804) 353-2694; or email: tpaiva@worleyassociates.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.** The Bidder shall have bid and completed projects of comparable nature, size, complexity and construction cost and include work experience in the installation of Service Lines in K12 public school facilities. Bidder must be a factory authorized installer. 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

Carolyn L. Efford, CPPB
Assistant Division Director