



COMMONWEALTH OF VIRGINIA
County of Henrico

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

ITB # 17-1318-2CE

FEBRUARY 10, 2017

**INVITATION TO BID
TOILET ROOM IMPROVEMENTS
QUIOCCASIN MIDDLE SCHOOL, JACKSON DAVIS ELEMENTARY
SCHOOL, J. R. TUCKER HIGH SCHOOL & CARVER ELEMENTARY SCHOOL
County of Henrico, Virginia**

Sealed bids for **Toilet Room Improvements – Quioccasin Middle School, Jackson Davis Elementary School, J. R. Tucker High School & Carver Elementary School**, 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, **March 7, 2017** and will be opened and publicly read aloud at **3:00 PM, March 8, 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 consists of Renovations, Finish and Appliance upgrades, ADA Accessibility alterations to the indicated toilet rooms, including Additive Bid Alternates, at the **four** indicated Henrico County Public Schools.

1. Quioccasin Middle School, 9400 Quioccasin Road, Henrico, VA 23238
2. Jackson Davis Elementary School, 8801 Nesselwood Drive, Herico, VA 23226
3. J. R. Tucker High School, 2910 Parham Road, Henrico, VA 23238
4. Carver Elementary School, 1801 Lauderdale Drive, Henrico, VA 23238

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

The Work shall be substantially complete and certified by the Architect by August 18, 2017. Final Completion of all Work shall be within thirty (30) calendar days after the date of Substantial Completion.

Contractor work hours.

During the summer, non-instructional days (From June 19, 2017 to August 18, 2017): The Contractor may work from 7:00 am until 5:00 pm, Mondays thru Thursday. During these timeframes, weekend hours (Friday thru Sundays) may be utilized but shall be approved 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.

Beginning on **February 15, 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 **2:30 PM.** on **February 21, 2017** starting at Carver Elementary School and will follow to Quioccasin Middle 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 two schools will be held at **2:30 on February 22, 2017** starting at Jackson Davis Elementary School and will follow to J. R. Tucker High School. Direct any questions, concerning the Project Manual and Drawings **in writing** via fax or email to Matthew Kavanaugh, Architect, Stantec Architecture, Fax: 434-295-8601, email: Matthew.Kavanaugh@stantec.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 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

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