

INVITATION TO BID
ITB No. 20-2059-9EAR
Henrico Eastern Government Center Repairs
County of Henrico, Virginia

Sealed bids for the **Henrico Eastern Government Center Repairs** in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **2:00 P.M.** local prevailing time **October 29, 2020**. Sealed bids shall be submitted through Henrico County's electronic documents web portal ProcureWare at <https://henrico.procureware.com> and will only be accepted through ProcureWare. Sealed bids will be opened and publicly read aloud at **2:00 P.M.** local prevailing time **October 30, 2020** through a WebEx meeting.

Bidders interested in participating in the bid opening will join the WebEx meeting at <https://henrico.webex.com/henrico/j.php?MTID=md3c93ec94d3ac584ac818ec8e234fc49> or by phone at (415)-655-0002 US Toll, Access Code 172 964 7806.

Time is of the essence, and any bidder that attempts to submit a bid after the appointed hour for submission, will be unable to, as ProcureWare automatically closes the bid. The time of receipt shall be determined by the time clock in ProcureWare. Bidders are responsible for ensuring that their bid is submitted in ProcureWare by the deadline indicated.

The Work consists of gypsum wall board replacement, gypsum wall board repair and paint preparation, painting, acoustical panel ceiling tile replacement, carpet tile removal and replacement, and wall base removal and replacement. The project limits are located on the first and second floors of the Eastern Government Center as indicated on the contract drawings. The Work also includes moving the existing furniture to accommodate the repairs and deep cleaning of existing carpet to remain, as indicated in the contract documents. The project is located at 3820 Nine Mile Road, Richmond, VA 23223.

Pursuant to Henrico County Code Section 16-43, the Board of Supervisors of Henrico County, Virginia shall be the awarding authority when the contract amount is over \$100,000. Otherwise, the award will be made by the Purchasing Director.

Normal working hours shall be between 7:00 A.M. to 6:00 P.M. Monday through Friday. Work after normal working hours and may be scheduled only with the County's approval.

Bidding Documents consisting of Contract Drawings and Project Manuals may be obtained by visiting the Henrico County Electronic Document's Web portal at <https://henrico.procureware.com/home>. 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 A.M.** on **October 15, 2020** at the Henrico Eastern Government Center (First Floor Lobby) 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 Jonathan Balasa at bal049@henrico.us or through ProcureWare utilizing the Vendor Questions function.

Bids must be accompanied by either a cashier's check or certified check or bidder's bond (AIA 310) in the amount of 5% of the Base Bid Amount and made payable to the County of Henrico, Virginia.

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.

Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition. Comments as to how bid documents, specifications or drawings can be improved are welcome.

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. 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.

Henrico County declared a state of emergency on March 13, 2020 due to the COVID-19 pandemic. The County is operating under a plan of reduced operations and implementing measures to limit the spread of COVID-19. The County is no longer accepting sealed Bids physically and all Bidders must submit sealed Bids through ProcureWare.

- END OF INVITATION TO BID -