



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

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

ITB # 16-1300-12CE

DECEMBER 16, 2016

INVITATION TO BID

Glen Allen Softball Complex Landfill Gas System Expansion

Sealed bids for construction of Glen Allen Softball Complex Landfill Gas System Expansion, 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 **3:00 p.m.**, local prevailing time on **January 24, 2017** and will be opened and publicly read aloud on **January 25, 2017** at **3:00 p.m.** Sealed bids should be delivered as follows:

IN PERSON OR SPECIAL COURIER
County of Henrico
Department of General Services
Purchasing Office
1590 E. Parham Road
Henrico VA 23228

U. S. POSTAL SERVICE
County of Henrico
Department of General Services
P O Box 90775
Henrico VA 23273-0775

The project consists of installation of approximately 205' long stone filled landfill gas interception and dewatering trench, 310' long gas header, connections to the existing active gas collection system and dewatering system and all associated valving, appurtenances, erosion and sediment control and all restoration including the replacement of approximately 430' of wooden fence.

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

A non-mandatory pre-bid conference will be held at **11:00 a.m., January 10, 2017** at the Public Utilities' Operations Center, 10401 Woodman Road, Glen Allen, Virginia 23060, to review the scope of work and clarify any aspect of the work that may be in question. A site visit, if required, will be held following the meeting. Direct any questions concerning the Project Manual or Drawings, in writing, to Don Marickovich, P.E., Draper Aden Associates, dmarickovich@daa.com.

To qualify, all bids shall be submitted using the Bid Form furnished by the Department of Public Utilities, a copy of which is bound in the Project Manual; incomplete or segregated bids will not be accepted. Work included in this contract shall be substantially completed within 90 calendar days from the date of the Notice to Proceed, and it shall be completed and ready for final payment within 150 calendar days from the date of the Notice to Proceed.

Beginning on **January 4, 2017** Bid Documents consisting of Contract Drawings and Project Manuals may be obtained by visiting the Henrico County Electronic Documents 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.

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 clock stamp in the Purchasing Office shall determine the time of receipt. Bidders are responsible for ensuring that Purchasing Office personnel stamp their bids by the deadline indicated.

Bids must be accompanied by either a cashier's check or certified check or bidder's bond, (AIA 310, 2010 edition), in the amount of **5 percent** of the 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.

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

If a contract is awarded, a separate performance bond and a payment bond (AIA Document A312, 2010 edition), for 100% of the contract amount, including any additions and/or deductions, 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 the 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 exceed 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 on within the last twelve (12) months as of the date of his bid.

CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

COUNTY OF HENRICO, VIRGINIA
FINANCE/PURCHASING
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