



**County of Sussex, Virginia**  
**P. O. Box 1397**  
**Sussex, VA 23884**  
**(434) 246-1000 phone**  
**(434) 246-6013 fax**  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

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**Invitation for Bids – IFB 2016-02**  
**CONSTRUCTION SERVICES:**  
**NEW CLERK’S OFFICE**  
**ARCADE PROJECT**

This procurement is governed by the Virginia Public Procurement Act and the Sussex County Purchasing Policies and Procedures.

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Contact Information:

Questions concerning sealed bids should be in writing addressed to

Mr. Vandy Jones  
Interim County  
Administrator

County of Sussex  
20135 Princeton Road  
P. O. Box 1397  
Sussex, VA 23884

Phone (434) 246-1037  
Fax (434) 246-6013

or

E-Mail: [vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov)

**Invitation Release Date: December 11, 2016**

**Deadline Date: January 25, 2017 @ 2 p.m.**

**PURPOSE**

The purpose of this Invitation for Bids is to solicit sealed bids for construction services for the Circuit Court Clerk's Office Arcade Project at the Sussex County Courthouse Complex which consists of approximately fifty linear feet of brick canopy structure to cover a walkway between existing office space and an adjacent building. The Arcade must be built with materials and in a manner that complements the appearance of the surrounding historic structures.

**INSTRUCTIONS**

The successful Bidder shall furnish all materials, labor, equipment, supervision, and all related items required/necessary to complete the construction services for the Clerk's Office Arcade Project, in accordance with plans prepared by Jeff Robinson, P.E.

Plans are available for inspection at the County Administration Building (20135 Princeton Road, Sussex, VA 23884) during normal business hours. Electronic copies of the detailed plans may be obtained at a cost of \$20.00 by emailing Jeff Robinson, P.E. at [robinsonj@jrallpc.com](mailto:robinsonj@jrallpc.com). Printed copies of the drawings may be obtained for \$40.00 by contacting the office of Jeff Robinson and Associates at (434) 634-8665.

The project will require the following:

- Sussex County business license, to be obtained within ten (10) days of being awarded a contract.
- A Sussex County Building Permit, at no cost to the Contractor, to be obtained within 10 days of being awarded a contract.
- The Plans have been prepared so that it should not be necessary to relocate underground infrastructure in order to place the necessary footings for the Arcade. Extreme care must be exercised during any required excavation and hand-digging may be required to accomplish any excavation to ensure that no underground infrastructure is damaged. Pursuant to Sections 10.2 and 10.3, Contractor is responsible for any damage to such underground infrastructure.

**PRE-BID CONFERENCE**

A mandatory pre-bid conference will be held on Wednesday, January 11, 2016 at 2:00 p.m. at the Sussex County Administration Building, 20135 Princeton Road, Sussex, VA 23884. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation and ensure bidders have a clear understanding of the specifications/scope of work and requirements of this solicitation. Any firm submitting a bid without attending this

conference shall be deemed non-responsive.

Bring a copy of the solicitation with you. Copies of the solicitation including specifications will not be available at this meeting. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

## **1. BID PREPARATION AND SUBMISSION INSTRUCTIONS**

### **1.1 GENERAL INSTRUCTIONS**

- A. Bid submissions must include the following:
- Bid, Certification, and Signature Sheet
  - Proof of valid licensures
  - References
  - Signed Addenda, if applicable.

Failure by Bidder to provide the above information with their bids shall render the bid non-responsive.

- B. Bids shall be submitted in a sealed envelope properly marked on the outside as “Bid for Clerk’s Arcade.”
- C. The County will accept sealed bids until **2:00 P.M., Wednesday, January 25, 2017**. Bids will be received at the County Administration Office located at 20135 Princeton Road, Sussex, Virginia, 23884. Bids may also be mailed to Sussex County Administrator’s Office, P.O. Box 1397, Sussex, Virginia, 23884. The County shall not accept any bids after this date and time. Any bids received after the specified date and time will not be considered. Shortly after receipt of all bids, the bids will be publicly opened and read aloud.

The County is not responsible for any delay in delivery by USPS, UPS, FedEx or other delivery services. It is the responsibility of the Bidder to see that proposals are received on time and in the proper location.

Sussex County reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the County. The County reserves the right to negotiate with the lowest responsive, responsible Bidder should the Bid exceed available funds.

### **1.2 BID BOND OR GUARANTEE**

Each bid shall be accompanied by a bid bond or guarantee of five percent (5%) of the amount of the bid, which shall be a certified check, cash escrow or a bid bond payable to the Treasurer of the County of Sussex. Such bid bond or check shall be submitted with the understanding that it shall guarantee that the Bidder will not

withdraw such bid during the period of sixty (60) days following the opening of bids; that if such bid is accepted, the Bidder will accept and perform under the terms of the Invitation for Bids and contract. The bid bond or guarantee will be returned to all Bidders following full execution of the resulting contract.

### **1.3 Payment and Performance Bond Requirements**

If awarded the contract, the contractor shall submit both a payment bond and a performance bond equal to the sum of the contract amount. The contractor may submit certified checks, cash escrows, personal bonds, or bank letters of credit equal to the sum of the contract amount, in lieu of the payment and performance bonds.

## **2. EVALUATION OF BIDS**

Sussex County reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the County. The County reserves the right to negotiate with the lowest responsive, responsible Bidder should the Bid exceed available funds.

During the bid evaluation process, the County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder(s) to perform the services/furnish the goods and the Bidder(s) shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

## **3. RECEIPT AND OPENING OF BIDS**

It is the responsibility of the Bidder to assure that his/her proposal is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of proposals will not be considered or opened.

Bids will be opened at the time and place stated in the advertisement, and their contents made public for the information of Bidders and others interested who may be present either in person or by representative. The officer or agent of the County, whose duty it is to open them, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid not properly addressed and identified.

The provisions of § 2.2-4342 of the *Code of Virginia*, as amended, shall be applicable to the inspection of bids received.

In the event that the County of Sussex offices are closed due to inclement weather and/or emergency situations prior to or at the time set aside for the published bid openings, the bid opening date will default to the next open business day at the same time.

The County of Sussex does not discriminate in the solicitation or awarding of contracts on the basis of race, religion, faith-based organizations, color, national origin, age, disability or any other basis prohibited by state or federal law.

By: Vandy Jones  
Interim County Administrator

**BID FORM**

**SIGNATURE**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same material, equipment or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Bidder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Official Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

FIN or SSN: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**LUMP SUM BASE BID**

Successful Bidder shall furnish all labor, supervision, equipment, tools, materials, and all else necessary, to perform construction of the Circuit Court Clerk’s Office Arcade for the County of Sussex, Virginia (hereinafter referred to as the “County”), at the prices provided below, as follows:

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1.	Site Work	\$ _____
2.	Concrete	\$ _____
3.	Masonry	\$ _____
4.	Framing	\$ _____
<b>Base Bid Total (Items 1-4)</b>		<b>\$ _____</b>
5.	Unforeseen Conditions (Under cut, disposal, borrow, and control fill work) as needed Per cubic foot	\$ _____

**STATE CORPORATION COMMISSION REGISTRATION**

**Virginia State Corporation Commission (SCC) registration information. The Offeror:**

Is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_  
**OR-**

Is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the

Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**REFERENCES**

Offerors shall supply three (3) references that list a brief description of the same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of contract period, location, names, addresses, and phone numbers of Owners. Offerors shall only indicate references they have worked with a minimum of two (2) year. A separate page of references is acceptable if needed for additional space.

Reference #1

Name of County, City, Agency or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact with Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Types of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

Reference #2

Name of County, City, Agency or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact with Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Types of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

Reference #3

Name of County, City, Agency or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact with Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Types of services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_