

## **Construction Services: New Clerk's Office Arcade Project**

**Deadline Date: February 15, 2017 @ 2 p.m.**

### **PURPOSE**

The purpose of this Request 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. Work is to be completed within 180 days after the contract is awarded.

### **INSTRUCTIONS**

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. General questions concerning sealed bids should be addressed to Vandy Jones, Interim County Administrator, at 434-246-0137 or [vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov).

The project will require the following:

- 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 Contractor is responsible for any damage to such underground infrastructure.

### **PRE-BID CONFERENCE**

A mandatory pre-bid conference will be held on Wednesday, February 8, 2017 at 2:00 P.M. on the side of the Clerk of Circuit Court's Office Building located at 15088 Courthouse 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. Bids shall be submitted in a sealed envelope properly marked on the outside as “Bid for Clerk’s Arcade.”
- B. The County will accept sealed bids until **2:00 P.M., Wednesday, February 15, 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.

**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.

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. THE COUNTY RESERVES THE RIGHT TO WAIVE MINOR INFORMALITIES, TO REJECT ANY/OR ALL BIDS AND TO AWARD THE BID CONSIDERED TO BE IN THE BEST INTEREST OF THE COUNTY.

**BID FORM**

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

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

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

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

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

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

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

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

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

**UNIT PRICE 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	\$ _____