

CAROLE JONES
CHIEF
PURCHASING AGENT

COUNTY OF HENRY, VIRGINIA
PURCHASING DEPARTMENT
COLLINSVILLE, VIRGINIA 24078
<http://www.henrycountyva.gov/>

INVITATION
FOR BIDS
#15-03303-2950

MARCH 20, 2015

***REBIDDING PROJECT DUE TO CHANGING TO ANOTHER PRODUCT AND SPECIFICATIONS.

SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO, WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, **3:00 P.M.**, LOCAL PREVAILING TIME, **MARCH 30, 2015**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR REBID OF INSTALLATION OF WINDOW FILM AT SELECT HENRY COUNTY PUBLIC SCHOOLS.**

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES.

BIDDERS SHALL COMPLETE THIS FORM WITHOUT DETACHING FROM REST OF BID AND RETURN BID IN ITS ENTIRETY. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.

ANY BID RECEIVED AFTER THE ANNOUNCED TIME AND DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, LOCAL, FAITH-BASED, MINORITY-OWNED AND FEMALE-OWNED ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES, AND ALSO, TO PLACE THE ORDER WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHERE IT APPEARS IT WILL BE TO THE BEST INTEREST OF THE COUNTY.

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL KEITH SCOTT AT 276-666-2404

RETURN BIDS TO CAROLE JONES, CHIEF PURCHASING AGENT, HENRY COUNTY ADMINISTRATION BUILDING; PO BOX 7 (for postal) or 3300 KINGS MOUNTAIN RD (for Ups or FedEx): COLLINSVILLE, VIRGINIA 24078-0007.

EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID #15-03303-2950 AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS/PROPOSALS WILL NOT BE ACCEPTED.

WITHDRAWAL OF BID DUE TO ERROR.

A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.

BID #15-03303-2950

IN COMPLIANCE WITH INVITATION FOR **BIDS #15-03303-2950**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY ACT OF COLLUSION WITH ANOTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY ACT OF FRAUD PUNISHABLE UNDER TITLE 18.2, CHAPTER 12, ARTICLE 1.1 of THE CODE OF VIRGINIA, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

NAME OF BIDDER _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID
COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- (a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.
- (b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.
- (c) ALL BIDS SHALL BE EITHER TYPEWRITEN OR FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.
- (d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

2. DELIVERY POINT:

ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

3. BRAND NAMES:

IF AND WHEREVER IN THE SPECIFICATIONS A BRAND NAME, MAKE, NAME OF ANY MANUFACTURER, TRADE NAME, OR VENDOR CATALOG NUMBER IS MENTIONED, IT IS FOR THE SOLE PURPOSE OF ESTABLISHING A GRADE OR QUALITY AND CHARACTERISTICS OF GOODS THAT WILL BE ACCEPTED. SINCE THE COUNTY DOES NOT WISH TO RULE OUT OTHER COMPETITION AND EQUAL BRANDS OR MAKES, THE PHRASE OR APPROVED EQUAL IS ADDED.

4. QUALITY:

ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

5. § 2.2-4311: EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAIL INFORMATION.

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

6. **BASIS FOR REJECTIONS AND AWARD:**
THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED BY THE COUNTY TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.
7. **INTERPRETATION OF BID AND ADDENDUM:**
IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, HE SHOULD CONTACT **KEITH SCOTT AT 276-666-2404** ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.
8. **RIGHT TO NEGOTIATION:**
IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.
9. **REGISTERED SEX OFFENDER:**
THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.
10. **PIGGY BACK CLAUSE:** ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.
11. **ADDITIONAL PRODUCTS/SERVICES:** THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

12. **BONDS:**

BID BOND- (BID GUARANTEE)

THIS PROJECT **SHALL NOT** REQUIRE A BID GUARANTEE.

****NOTE****

WHEN SUBMITTING A BID GUARANTEE TO THE COUNTY/PSA, VENDOR SHALL DO SO BY SUBMITTING A BOND FROM A SURETY COMPANY **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

13. **LIQUIDATED DAMAGES:**

SHALL NOT APPLY TO THIS BID. (SEE IN BID SPECIFICATIONS)

14. **ILLEGAL ALIENS:**

VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE.

15. **PERMITS/LICENSES:**

VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ACCESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS.

BID #15-03303-2950

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346
PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this **BID #15-03303-2950 for REBID-INSTALLATION OF WINDOW FILM AT SELECT HENRY COUNTY PUBLIC SCHOOLS.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

***Note- Add a separate sheet if you need additional space for subcontractors**

**SPECIFICATIONS FOR INSTALLATION OF WINDOW FILM AT SELECT
HENRY COUNTY PUBLIC SCHOOLS**

1.00 GENERAL REQUIREMENTS

Henry County Public Schools invites bids for installation of window film on front entrance doors, and access control doors along with associated windows in these areas at the following schools: Bassett High School, Drewry Mason Elementary School, Fieldale-Collinsville Middle School, Laurel Park Middle School and Magna Vista High School.

1.01 DEFINITIONS

The following definitions shall be applicable throughout these specifications and drawings:

- A. PROJECT shall be defined as all work related to window film installation at the above listed schools.
- B. OWNER shall be defined as Henry County Schools.
- C. CONTRACTOR shall be defined as the party with whom the OWNER has entered into a contractual agreement to perform the PROJECT.

1.02 INSURANCE

Contractor shall carry and maintain in force throughout the duration of the contract insurance in the amounts specified below, including contractual liability assumed by the contractor. Contractor shall deliver to the Owner, prior to the commencement of work, a Certificate of Insurance from carriers acceptable to the Owner specifying such limits. The Certificate shall name the Owner as an additional insured for the Commercial General Liability and Automobile Liability, including owned, non-owned and hired car coverage and Umbrella Liability coverage. The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Bests. In addition, the insurer shall agree to give the Owner 30 days notice of its decision to cancel coverage.

1. Workers' Compensation and Employer's Liability

- Coverage A – Statutory Requirements
- Coverage B - \$1,000,000 Per Occurrence
- Coverage C - \$1,000,000/\$1,000,000 Accident and/or Disease
- All States Endorsement

2. Automobile Liability, including Owned, Non-Owned and Hired Car Coverage

Limits of Liability

- | | |
|-----------------|--|
| Bodily Injury | \$1,000,000 each person
\$1,000,000 each occurrence |
| Property Damage | \$1,000,000 each occurrence |

3. Comprehensive General Liability

Limits of Liability

Bodily Injury \$1,000,000 each occurrence

Property Damage \$1,000,000 each occurrence

Or

Single Limit \$2,000,000 each occurrence

Bodily Injury

Property Damage

Including

A. Completed Operations/Products

B. Contractual Liability for Specified Agreement

C. Personal Injury

D. (XCU) Explosion, Collapse and Underground Coverage

E. Broad Form Property Damage

NOTE 1: Contractual Liability covers the following indemnity agreement: "The Contractor shall indemnify and hold harmless the owner against and from all liability, claims, damages and costs, including attorney's fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract"

1.03 START/COMPLETION SCHEDULE

The date of issuance of the purchase order shall serve as the notice to proceed. It is anticipated to be issued first of April 2015. All work shall be completed and ready for Owner's use 90 calendar days after issuance of the notice to proceed.

1.04 ADDENDUMS/CHANGE ORDERS

Discrepancies or omissions in the contract document shall be clarified by the Owner's Supervisor of Facilities Maintenance. Clarification shall be issued in the form of a written addendum to the specifications. Oral instructions shall not substitute for addendum.

In instances where discrepancies or omissions result in additional cost, the Contractor shall apply to the Owner in writing for a change order. Contractor shall obtain written authorization from the Owner before proceeding with any work requiring payment above that of the original contract. Failure to obtain written authorization shall result in non-payment for unauthorized work.

Applications for change orders shall provide a breakdown of cost for labor, materials and overhead/profit. Mark up for subcontractor overhead/profit shall not exceed 15 percent of the sum of subcontractor labor and materials cost. Mark up for general contractor overhead/profit shall not exceed 15 percent of the sum of general contractor labor and materials cost when the general contractor is solely responsible for performing the work, or 10 percent of subcontractor total cost.

1.05 QUALITY

Contractor shall furnish all necessary equipment, labor and materials for completion of work specified herein. All workmanship shall be of the highest quality in conformance with industry standards, material manufacturer's requirements or these specifications, which ever is most stringent. All work shall be in strict accordance with applicable sections of the Virginia Uniform Statewide Building Code.

All equipment, materials, etc. shall be new, first quality and free of blemishes or other defects. In instances where a particular manufacturer's brand and model are provided for reference in these specifications and the Bidder chooses to substitute to an alternate, Bidder shall submit copies of manufacturer's literature with bid to substantiate conformance to specifications.

1.06 SITE INVESTIGATION

As a requirement for submitting bid, contractor shall satisfy himself as to the nature of existing conditions. All information provided in these specifications shall be confirmed by Contractor prior to bid. Contractor's failure to examine the site and include all work in bid shall result in denial of claims for additional compensation after submission of bids. Bidder shall make an appointment/coordinate a site visit with the Facilities Maintenance Department by calling 276-666-2404.

1.07 LICENSES AND PERMITS

Contractor shall obtain and pay for all licenses and permits from the appropriate governmental agencies/jurisdictional authorities as required by law in order to perform the work.

1.08 SAFETY PRECAUTIONS

Contractor shall take all necessary precautions to protect school children, employees, the public and the facilities, and meet laws and governmental safety requirements, such as OSHA, including but not be limited to:

- Control the spread of dust.
- Conform to laws and regulations regarding known or suspected asbestos, lead-based paint and mold.

- Lock-out / tag-out of electrical and other stored sources of energy.
- Confined spaces / hazardous environments.
- Hot works.

The facilities may be occupied during construction. Contractor shall coordinate work with Owner to ensure that disturbances to occupants are kept to a minimum.

1.09 MAINTENANCE AND PROTECTION OF PROJECT

Contractor shall take necessary precautions to protect facilities during construction. Contractor shall ensure that all work areas, etc. are kept clean and functional during and upon completion of work. Contractor shall take necessary precautions to protect facilities and grounds from damage resulting from work. Contractor shall be responsible for restoring facilities and grounds to previous equivalent condition in the event of damage.

Contractor shall remove all trash and debris generated by work on a daily basis and disposed of off Owner's premises in accordance with state and local regulations. Contractor shall secure all equipment and materials on a daily basis. Materials shall be stored and covered in a manner to prevent exposure to moisture or wind damage. Contractor shall secure ladders with chains and padlocks or remove such devices from owner's premises on a daily basis.

1.10 INSPECTION

The Owner reserves the right to furnish an inspector to be on job site at all times. Inspector shall assure conformance of materials, workmanship, etc., to specifications. Inspector shall have authority to stop work on project if nonconformance to specifications is discovered. Inspector shall not have authority to authorize additional work not included in specifications. Written authorization must be obtained by Contractor from the Supervisor of Facilities Maintenance before proceeding with any additional work. Failure to obtain written authorization shall result in nonpayment for additional work.

1.11 SCHEDULE OF VALUES AND PAYMENT

Contractor shall submit a schedule of values to the Owner for approval prior to the start of Project. Applications for progress payments shall be submitted with a schedule of values identifying current costs as a percentage of each line item. The Owner will withhold a five percent retainage from each progress payment, which will be rendered to the Contractor after final completion. Contractor shall complete and submit an Affidavit of Payment of Claims and Warranty with the final application for payment.

Applications for Payment shall be submitted once each month to: Henry County Public Schools, Attn: Supervisor of Facilities Maintenance, 2285A Fairystone Park Highway, Bassett, Virginia 24055.

1.12 WARRANTY

Contractor, as a condition of submitting bid, agrees to provide a warranty covering all equipment materials and workmanship against defects for a period of two years following final acceptance of project. Warranty shall cover full cost of repair or replacement work.

1.13 PROJECT START

Contractor shall meet with Owner a minimum of two (2) days prior to start of project to hold a preconstruction meeting to, at a minimum, determine the following:

- Contractor parking area.
- Work staging area.
- Materials storage location.
- Office trailer location, if required.
- Arrangements for access.

1.14 SUPERINTENDENCE AND COORDINATION

The Contractor shall have a competent foreman or superintendent, satisfactory to the Owner, on the job site at all times during the progress of the work. The Contractor shall be responsible for all construction means, methods, techniques, sequences, and procedures for coordinating all portions of the work under the contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The Contractor shall notify the Owner, in writing, of any proposed change in superintendent including the reason therefore prior to making such change.

The Contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person, anyone not skilled in the work assigned to him, or anyone who will not work in harmony with those employed by the Contractor, the subcontractors, the Owner or the Owner's separate contractors and their subcontractors.

The Owner may, in writing, require the contractor to remove from the work any employee the owner deems to be incompetent, careless, not working in harmony with others on the site, or otherwise objectionable.

As required by Section 22.1-296.1 of the Code of Virginia, the Contractor shall certify that its employees and the employees of its subcontractors have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

The Contractor shall coordinate work at schools with the Principal to minimize impact on instructional activities. Noisy or otherwise disruptive activities shall be scheduled outside the instructional day or as arranged with the Principal.

2.00 PROJECT REQUIREMENTS

2.01 GENERAL

Contractor shall furnish all necessary equipment, labor and materials to install clear safety film with a wet glazed attachment system for locations listed in appendix A. The window film must be a minimum of 8mil. The Contractor shall be responsible for supplying all components and incidental materials to provide complete and functional system.

- The film must be a minimum of 8 mil with a wet glaze attachment system.
- The storefront entrances for each school should also include windows associated with these entrances.
- Contractor must provide safety documentation of window film intended for installation to owner for approval with bid response.

2.02 INSTALLATION

- a. Installation must be completed by an accredited safety and security film installer.
- b. Contractor must provide certification as part of the bid documents.

Appendix A: School Addresses

Bassett High School (All storefront doors on main entrance and access security doors)

85 Riverside Drive
Bassett, VA 24055

Magna Vista High School (All storefront doors on front of the building and access security doors)

701 Magna Vista School Road
Ridgeway, VA 24148

Fieldale-Collinsville Middle School (All storefront doors on front of the building and access security doors, excluding gym entrance)

645 Miles Road
Collinsville, VA 24078

Laurel Park Middle School (All storefront doors on front entrance and access security doors)

280 Laurel Park Avenue
Martinsville, VA 24112

Drewry Mason Elementary School (Storefront doors at main entrance and access security doors)

45 Drewry Mason School Road
Ridgeway, VA 24148

**HENRY COUNTY SCHOOLS
AFFIDAVIT OF PAYMENT OF CLAIMS**

By: _____

This day _____ personally appeared before me, _____, a Notary Public in and for the City (County) of _____, and, being by me first duly sworn, states that all subcontractors and suppliers of labor and materials have been paid all sums due them for work performed or materials furnished in the performance of the Contract between the Commonwealth of Virginia, _____

_____, Owner, and _____, Contractor, dated _____, 20____, for the construction of or arrangements have been made by the Contractor satisfactory to such subcontractors and suppliers with respect to payments of such sums as may be due them by the Contractor.

Typed Contractor Name: _____

By: _____
Signature

Typed Name & Title of Person Signing

Subscribed and sworn to before me this _____ day of _____, 20____. My commission expires on the _____ day of _____, 20____.

Notary Public

**CONTRACTOR'S GUARANTEE
TO HENRY COUNTY SCHOOLS**

This _____ day of _____, 20____,

_____, hereinafter called the "Contractor" hereby guarantees all materials and workmanship associated with the _____ hereinafter called the "Project", against defects due to faulty material or workmanship, including cracks, and shall complete repairs at no cost to the Henry County Schools hereinafter call the "Owner" for a period of two years from the date of final acceptance.

The date of final acceptance/completion is _____.

The Contractor's Guarantee expires on _____.

Contractor Firm Name and Address

(Authorized Signature)

Telephone # _____

REFERENCES AND CREDENTIALS – Complete the following.

Provide a minimum of four (4) verifiable references from your firm’s clients:

No.	Company	Address	Contact Person	Telephone Number
1				
2				
3				
4				

Bid Form

Item	Description	Bid Price, \$
1	Bassett High School	
2	Magna Vista High School	
3	Fieldale-Collinsville Middle School	
4	Laurel Park Middle School	
5	Drewry Mason Elementary School	
6	Total Bid	

Name of Firm _____

Address _____

Telephone Number _____

Contractor License Number _____

Signature of Authorized Representative of Firm _____

Henry County Public Schools will award bid to serve its best interest. Bids shall be binding for 60 days.