

CAROLE JONES
CHIEF
PURCHASING AGENT

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

INVITATION
FOR BIDS
#15-05283-2958

MAY 13, 2015

*****NOTE*****

A MANDATORY PRE-BID MEETING WILL BE HELD ON MAY 21, 2015 AT 10:00 AM LOCAL PREVAILING TIME, AT 3250 KINGS MOUNTAIN ROAD, MARTINSVILLE, VA 24112. ATTENDANCE AT THIS MEETING IS REQUIRED IN ORDER TO SUBMIT A BID.

*****NOTE***BIDDERS SHALL BE AT PRE-BID NO LATER THAN 10:00 AM.**

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, **MAY 28, 2015**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR REMODELING OF HENRY COUNTY SHERIFF'S OFFICE BATHROOMS.**

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.

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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 KEVIN HUGHES AT 276-634-4659.

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 #15-05283-2958 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.

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IN COMPLIANCE WITH INVITATION FOR **BIDS #15-05283-2958**, 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 **KEVIN HUGHES AT 276-634-4659.** 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. BID BOND/CERTIFIED/CASHIERS CHECK- (BID GUARANTEES)

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.

14. ILLEGAL ALIENS

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

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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 AWARDED 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

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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 #15-05283-2958 for REMODELING OF HENRY COUNTY SHERIFF'S OFFICE BATHROOMS.**

_____ 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

Henry County Sheriff's Office

Bathroom Remodeling

The Henry County Sheriff's Office is seeking bids for bathroom remodeling. Please see specifications and drawings.

Specifications:

Men's and Women's handicap bathrooms, reference drawing #1

- #1** Relocate bathroom doors in Men's and Women's bathrooms to side hall entrance reusing existing doors and jams. Replace openings with metal 2x4 studs and sheet rock the openings on both sides and finish to be painted. See drawing #1 for location.
- #2** Remove and dispose of VCT tile in both Men's and Women's bathrooms and replace with Project Source Beige Ceramic Floor Tile, item #408697, sold at Lowe's along with Mocha grout and grout boost for sealing and stains.
- #3** Remove and replace laminate bathroom partitions and doors in both Men's and Women's handicap bathrooms with identical size laminate partitions. Color to be determined before work begins.
- #4** Replace both lavatories in Men's and Women's bathrooms and fixtures with handicap accessible lavatories to meet building codes.
- #5** Provide and install all handicap hand rails on bathroom partitions in both Men's and Women's handicap bathrooms per building codes.
- #6** Remove and replace one urinal with Kohler urinal and Sloan flush valve.
- #7** Remove and replace three toilets with Kohler high rise handicap toilets with Sloan flush valves.
- #8** Prepare sheet rock by patching as necessary and paint both Men's and Women's handicap bathrooms with Sherwin-Williams semi gloss paint.
- #9** Replace six inch cove base in both bathrooms.

- #10 Remove and dispose of old unused paper towel and soap dispensers and replace with sheet rock finished for painting.
- #11 Install one each electric hand dryer #XLERATOR XL-W-ECO, including running electrical wiring to both units, in the Men's and Women's handicap bathrooms.

Men's and Women's bathrooms, reference drawing #2

- #1 Remove and dispose of ceramic tile in both Men's and Women's bathrooms and replace with Project Source Beige Ceramic Floor Tile, item #408697, sold at Lowe's along with Mocha grout and grout boost for sealing and stains.
- #2 Remove and replace with identical size laminate partition doors in both Men's and Women's bathrooms. Marble partitions to remain in both bathrooms. Marble partition at entrance of Women's bathroom to be removed and replaced with two foot laminate partition the same color and style of stall doors being replaced (noted with asterisk on drawing #2).
- #3 Replace one lavatory in Men's bathroom with compatible size and quality including fixture.
- #4 Remove and replace urinal in Men's bathroom with Kohler urinal and Sloan flush valve.
- #5 Remove and replace four toilets with Kohler high rise toilets and Sloan flush valves.
- #6 Install one each electric hand dryer #XLERATOR XL-W-ECO including running electrical wiring for unit in Men's bathroom.
- #7 Replace six inch cove base in both Men's and Women's bathrooms.

Additional requirements:

Before leaving the work site each day, a daily clean up and safe working environment must be maintained. Upon completion, all contractors' material and cleanup shall be removed from the work site and Henry County Sheriff's Office.

Supporting documents:

- Vendor must carry a minimum of \$1,000,000 limited liability insurance. In addition, vendor must provide a copy of a current policy with this bid.
 - Vendor must obtain all building permits according to the County Building codes.
 - Vendor must have a current and proper contractor's license according and relevant to the work being done. In addition, vendor must provide a copy of a current contractor's license with this bid.
 - Vendor must have a current business license with County of Henry. In addition, vendor must provide a copy of a current business license with this bid. *****NOTE***** If vendor doesn't have a business license with Henry County, then it shall be obtained if awarded this contract.
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BID SHEET

Turn Key Project Price (includes all supplies, labor, and any other expense associated with the cost of the project until completion).

\$ _____

Are all **Supporting Documents** included within this bid? YES or NO (circle one)

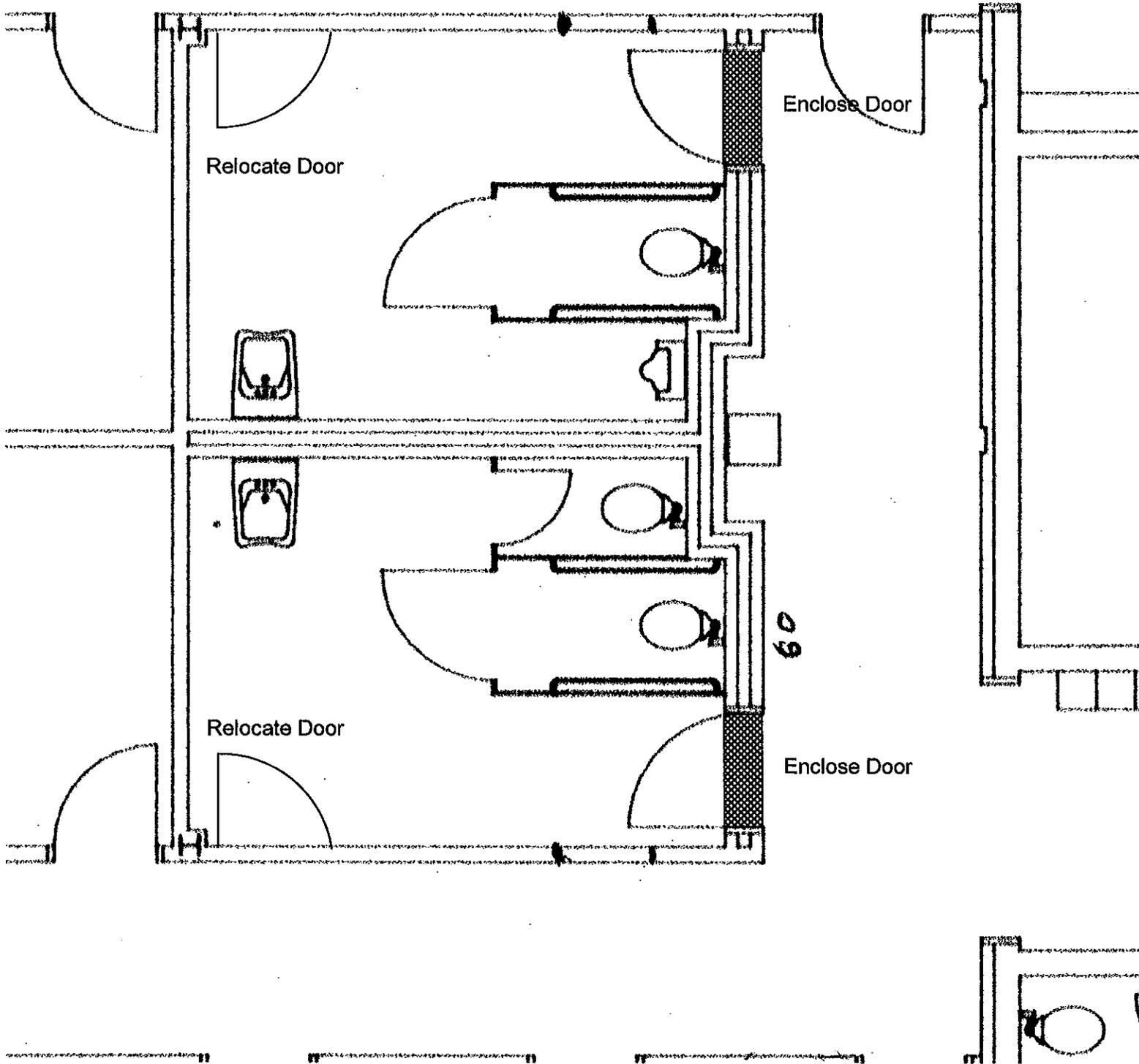
Date: _____

Authorized Signature: _____

Vendors Name: _____

#1

Handicap Bathrooms



#2

