

Invitation for Bid

*Interior modifications/re-build to currently unoccupied space
3052 River Road West
2010 Open Solicitation for Goochland Powhatan Community
Services*

Goochland-Powhatan Community Services
P.O. Box 189
Goochland, VA 23063

ISSUE DATE:

BID DEADLINE: 2/26/2010 by 4:30 pm EST

~Contractors will be advised no later than 3/12/2010 of the status of their bid~

1. Background:

Goochland-Powhatan Community Services is seeking bids to provide construction improvement at the following office space location:

3052 RIVER ROAD WEST
GOOCHLAND, VA 23063

Space can be viewed during normal business hours by contacting Allison Hunter, Director of Administration, (804) 556-5400. Bid pricing can include all general contracting services as one complete bid or several separate bids to include sub-contractors for each service.

2. STATEMENT OF WORK

A. Introduction

GPCS currently owns the office space at 3052 River Road West which in the past, was leased out by two tenants. With the departure of these tenants, GPCS is renovating this additional space for office, meeting, and storage room space resulting in the need for interior modifications.

B. Construction Work

The project involves the remodel and build-out of several rooms/work rooms as well as the remodel of the current restroom space. All work will be performed in this vacated space. Contractor shall perform all general contractor services associated with the tenant improvement in accordance with the drawings as presented in Attachment A. All contractors and potential sub-contractors shall be members in good standing of their respective trade unions.

Contractor must make every effort to minimize disruption to the work environment; GPCS will work closely with Contractor to coordinate scheduling and staging needs if required.

C. Drawings
Included as Attachment in PDF Format.

D. Job Meetings
Weekly job meetings will be required during the course of construction to update on progress of worksite. Meetings will be held on the job site during regular business hours, 8:00 a.m. – 4:30 p.m. on a day to be determined by GPCS.

Attendance:

- a. General Contractor's Superintendent and/or Project Manager
- b. Subcontractor (if needed)
- c. Executive Director of GPCS
- d. Administrative Director of GPCS

E. Subcontractor Bidding Requirements

All subcontractor bid amounts should be included in the RFP submission and the name of the bidder that the General Contractor has chosen should be underlined. Within 15 days the execution of the contract, General Contractor will be required to provide copies of fully executed subcontractor agreements to GPCS representatives.

3. Review of Bids:

If bids are mailed, send directly to:

Allison Hunter
Goochland-Powhatan Community Services
P.O. Box 189
Goochland, VA 23063

If bids are hand delivered, clearly mark with "3052 River Road Construction Bid" and deliver to: Allison Hunter, 3058 River Road West, Goochland, VA, 23063. Bids may also be faxed to: Allison Hunter (804) 556-5403.

4. CONTRACTING REQUIREMENTS

To be considered responsive, a bid must contain the following:

- a. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor.
- b. Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in Virginia.
- c. Qualifications, background and experience of the project director and other staff proposed to work on the project.
- d. References with contact information from organizations that have used bidder's services for similar projects/installations within the last 12-18 months.

- e. A detailed construction schedule including a list of all subcontractors proposed for the project including two references for each subcontract whose project cost will total \$5,000 or more.
- f. A detailed cost bid, including any travel costs and other expenses.

As GPCS may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. GPCS reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Bids which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered.

5. Rejection of Bids

GPCS reserves the right in its sole discretion to reject any or all bids in whole or in part, without incurring any cost or liability whatsoever. All bidders shall be afforded equal opportunity without regard to race, color, religion, political affiliation, national origin, disability, marital status, or gender.

All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet a material requirement of the bid, or if it is incomplete or contains irregularities, the bid may be rejected. GPCS may or may not waive an immaterial deviation or defect in a bid. GPCS's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

6. Evaluation Process and Highest Scored Bidder

An evaluation team will review in detail all bids that are received to determine the Highest Scored Bidder ("HSB"). GPCS reserves the right to determine the suitability of bids on the basis of a bid's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost.

During the evaluation process, GPCS may require a bidder's representative to answer questions with regard to the bid and/or require certain bidders to make a formal presentation to the management team. GPCS may also have discussions with those bidders falling within a competitive range, and request revised pricing offers from such bidders and make an award and/or conduct negotiations thereafter.

The following criteria will be used in reviewing and comparing the bids and in determining the HSB:

- Responsiveness of the bid to the submission requirements set forth in the RFP, proof of financial viability.

- Ability of general contractor to complete project in its entirety (with his designated sub-contractors) as opposed to multiple contracts.
- The technical ability, capacity, and flexibility of the bid to provide, at the highest level of quality, the Services in a professional and highly skilled manner as confirmed by the quality of any work. Demonstrated ability to complete the construction project within prescribed time frame.
- The character, integrity, reputation and strength of the general contractor and sub-contractors, as proposed
- The total cost of the bid. Costs will be evaluated only if a bid is determined to be otherwise qualified. Costs should be itemized and must be clearly legible.

If a large number of bids are received, GPCS reserves the right to review the bids using a tiered evaluation system. All bids will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as a finalist and receiving a full evaluation as outlined above.

7. Award and Execution of Contract

- Subject to GPCS's right to reject any or all bids, the HSB will be awarded the contract. Upon selection, GPCS and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections above.
- No contract or agreement, express or implied, shall exist or be binding on GPCS before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by GPCS in its sole discretion, GPCS may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible bids for this work.
- If, after GPCS and the HSB agree to terms and execute a contract, that contract is terminated for any reason, GPCS may, in its sole discretion, either enter into negotiations with the next highest scored bidder, or issue a new RFP and begin the bid process anew.
- Upon selection of a vendor, the terms set forth in this bid and attachments are to be embodied in a definitive agreement, including such additional covenants and other provisions as may be mutually acceptable. Submission of a bid shall constitute agreement to contract on those terms, except for any term specifically reserved in the bid for future negotiation.

8. Invoices:

Invoices shall be submitted by the Contractor directly to Goochland-Powhatan Community Services, Post Office Box 189, Goochland, VA 23063.

9. Payment Terms:

Invoices for completed work and/or materials should be submitted to GPCS on a monthly basis with a net 30 payment schedule. It is the responsibility of the

general contractor to bill and receive payment of any and all subcontractor work performed under the scope of this work project.

Ten Percent (10%) of the final project cost will be withheld until final completion of the project and approval of such by the owner.

10. Changes to the Contract:

The Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. The Contractor shall be compensated for any additional cost incurred as the result of such change. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price of using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounting for the number of units of work performed.
- c. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

11. Default:

In case of failure to deliver services in accordance with contract terms and conditions, the Agency after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.

12. Cancellation of Contract:

Either party reserves the right to cancel and terminate this contract upon 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of the cancellation.

13. Contractor Property Damage:

The Contractor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of its employees while they are maintained on the work site(s).

14. Insurance/Permits:

The Contractor will show evidence of insurance coverage at the time the work commences. Additionally, it will maintain these during the entire term of the

contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Contractor will acquire any and all necessary permits necessary to perform herein site work in the County of Goochland and the State of Virginia.

15. **Contractor Bid**

Contractor Name:	
Address:	
Telephone:	
Total Cost:	\$
Contractor Signature:_____ Date:_____	

16. **Contractor References:** (please supply three references with contact numbers)

Name:_____ Phone #_____

Name:_____ Phone #_____

Name:_____ Phone #_____