Invitation to Bid

**Construction of New Pavillion**

**Town of Warsaw**

**171 Main Street**

**Warsaw, VA 22572**

**October 1, 2015**

The Town of Warsaw is soliciting bids from qualified contractors for the construction of an open sided pavillion at the Warsaw Town Park located at 171 Main Street, Warsaw, Virginia.

The Town of Warsaw reserves the right to reject any or all bids, to waive irregularities and technicalities, and to request re-bids. Withdrawal of bids due to error shall be according to Section 2.2-4330.B.2 of the Virginia Public Procurement Act.

Any individual bid that exceeds $100,000 is required to be accompanied by a 5% Bid Bond. A 100% Payment and Performance Bond shall be provided by the successful bidder.

No contract will be awarded until qualification forms have been received and references have been checked and verified by the Town of Warsaw.

Local, minority-owned, and female-owned firms are encouraged to respond.

Attached, as part of this Bid Package, are specifications and plans prepared by Engineering Design Associates, Inc.

**Submittal**

Two (2) copies of each bid\* shall be delivered to the office of the Warsaw Town Manager by **2:00 p.m., November 10, 2015** .

\* All bids shall be submitted on the contractor’s letterhead and in the attached format (no exceptions).

|  |  |
| --- | --- |
| Physical Delivery | U. S. Post Office Delivery must be “Certified Mail” and in adequate time to meet the deadline |
| John Slusser, Town ManagerTown of Warsaw78 Belle Ville LaneWarsaw, Virginia 22572 | John Slusser, Town ManagerTown of WarsawP. O. Box 730Warsaw VA 22572 |

All bids received past the deadline will be returned unopened.

Questions: John Slusser at 804-333-3737

Bid Package

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All work must be in compliance with the 2012 Virginia Uniform Statewide Building Code, as interpreted and enforced by the Local Building Official. Any additional work, material or labor required by the local Building Official for compliance with the Virginia Residential Building Code (2012 Edition) that is beyond the scope of work or not specifically addressed in the work write-up will be the responsibility of the contractor, at no additional cost to the owner or locality, or to the Town of Warsaw.

Plans of the improvements are included in this bid package. The contractor shall be responsible for verifying all measurements and quantities provided in the documents.

**SCOPE OF WORK**

The contractor shall provide all materials and labor to build the pavillion, and all associated services as prescribed in the plans.

All specifications shall be in accordance with the attached plans by Engineering Design Associates, Inc. The following plans are included:

Architectural & Structural plans, dated July 30, 2015,

(Sheets 1 of 5, 2 of 5, S-1 of 5, S-2 of 5 & S-3 of 5)

Questions: John Slusser 804-333-3737

**Instructions to Bidders**

1. Project Parameters

 1. The Site

171 Main Street, Warsaw, Virginia

 2. Access to the Site

 3. Parking for Construction Personnel

The contractor shall coordinate with the property owner a location for construction personnel to park. All construction personnel shall park in the designated area and no parking shall be permitted on adjacent properties.

 4. Staging Area

The contractor shall coordinate with the owner regarding areas that can be utilized to stage/store materials, and to perform the required construction services.

 5. Restoration of Property

The contractor shall restore the construction site, the parking areas, the construction staging areas and all other areas disturbed to a condition of equal or better than the condition prior to construction.

 6. Temporary Facilities

The contractor shall provide adequate temporary sanitary facilities.

 7. Temporary Utilities

The contractor shall provide adequate temporary utilities as needed for the construction of the new improvements. Temporary utilities shall include water, power, etc., as needed.

 8. Connection to existing Utilities:

The contractor shall coordinate with the owner access to the existing electrical service in the maintenance shed and verify the capacity of the existing service for the additional circuits required for the new pavilion.

 9. Erosion Control Measures

Prior to beginning any work, the contractor shall designate a “responsible land disturber” to the applicable county and state agencies. The responsible land disturber shall meet with the Richmond County official to discuss the land-disturbing and erosion-control activities and discuss how the contractor will meet these requirement and avert project shutdowns and/or annoyance of the owner or the adjacent property owners. Based on the pre-construction meeting with the county, the contractor shall install the erosion-control devices prior to commencement of work.

 10. Permits/Fees/Bonds

The contractor shall be responsible for obtaining all required permits, paying any permit fees, and posting any required permit bonds. The following is a list of permits:

1. Zoning Permit, Land Disturbing Permit, Building Permit, Building Trade Permits.
2. Other permits as needed.

B. Services Provided by the Contractor (Scope of Work)

The contractor shall provide all services needed to provide a complete and functional project in accordance with the plans provided by Engineering Design Associates and in compliance with all applicable codes and regulations.

C. Contract and Payment

1. The contract for construction will be an AIA 105-2007 contact between the Owner and the Contractor.
2. The contractor shall bill the Town of Warsaw\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Job Site Clean-up and Debris Removal

 1. The contractor shall keep the job site clean at all times. The contractor shall furnish a dumpster at the site and all debris shall be placed in the dumpster and periodically removed. Piles of debris or scattered debris shall not be permitted on the site at any time.

 2. Upon completion of the project, the building and site shall be thoroughly cleaned.

E. Project Close-out

The contractor shall provide the Town of Warsaw with the approval letters from all required reviewing agencies, including the final certificate of occupancy.

F. Bid Form

The contractor shall provide the bid for the construction on company letterhead, as in the attached bid form.

1. Availability of Plans and Specifications
2. Electronic: A bid package, including this document and the plans, is available for download at: http://www.townofwarsaw.com/rfp
3. Paper Documents: A bid package, including this document and 24” x 36” paper copies of the plans, can be picked up at the office of Engineering Design Associates in Richmond, Virginia, or in Wicomico Church, Virginia. The cost for the printed package is $25.00, which is non-refundable. Contractors must request plans 24 hours prior to picking them up to allow for printing.

**Bid Form**

(Contractor’s Letterhead)

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

Town of Warsaw

P. O. Box 730

78 Belle Ville Lane

Warsaw VA 22572

Gentlemen:

We propose to furnish all labor, materials, and related items to perform the construction services for the construction of the Warsaw Town Pavillion, Warsaw Virginia—in accordance with the plans prepared by Engineering Design Associates dated July 30, 2015, for the lump sum amount as follows:

 (Lump Sum) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If awarded the construction contract, we will proceed with the project and complete the project in accordance with the following schedule:

Begin construction following Notice to Proceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days

Substantial completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days

Final completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days

This proposal is made for acceptance in 30 days.

 Very truly yours,

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Virginia Contractor’s Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_