



Appomattox County, Virginia Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522
(434) 352-2637 www.AppomattoxCountyVA.gov

Date: May 11, 2016

Project Name/Description: Exterior Painting of Treasurer/Commissioner Building

IFB Number: 16-005

Section 1: Introduction

Appomattox County will receive sealed bids for the exterior painting of the following building:

- Treasurer/Commissioner of the Revenue Building (329 Court St., Appomattox, VA)

All bidders shall abide by all applicable State and Federal laws and be licensed to provide the requested services in the Commonwealth of Virginia.

Appomattox County will not discriminate against any bidder due to race, religion, color, gender, national origin, age, disability, or any other basis prohibited by the laws of the Commonwealth of Virginia relating to discrimination in employment.

Section 2: Bid Timetable

The following timetable is anticipated for contract award:

| | |
|------------------------------------------|---------------------------------------------------------------------------|
| May 11, 2016 | IFB Issued |
| May 17, 2016 | Pre-Bid Conference @10:00 AM |
| June 1, 2016 | Bids Due by 2:00 PM (local time) with Immediate Public Opening |
| Week of June 6th, 2016 | Anticipated Awarding of Contract |
| June 30, 2016 | Anticipated Date of Project Completion |

Section 3: General Information

- A. Questions concerning either the procurement process or the scope of work should be directed in writing via email to:

John Spencer, Purchasing Agent
Appomattox County, VA
email: john.spencer@appomattoxcountyva.gov

- B. All responses to inquiries will be in writing and will be provided to all known prospective bidders via email.
- C. Bidders are responsible for familiarizing themselves with the conditions and objectives of the proposed scope of work. To assist with this, a non-mandatory **Pre-Bid Conference** will be held at the Appomattox County Treasurer/Commissioner of Revenue Building, 329 Court Street, Appomattox, VA 24522 at **10:00 AM on Tuesday, May 17, 2016**. If a bidder cannot attend this Pre-Bid Conference, then the bidder must schedule a separate onsite visit with the Purchasing Agent. ***Bids will not be accepted from bidders who fail to either attend the Pre-Bid Conference or schedule a separate onsite visit with the Purchasing Agent.*** Contact the Purchasing Agent by email (john.spencer@appomattoxcountyva.gov) to schedule an appointment.
- D. Successful bidder shall furnish all supervision, labor, tools, appliances, equipment, supplies, and other accessories necessary to perform the scope of work.
- E. It is preferred that the successful bidder perform all work under this contract with the bidder's own forces and not sublet any portion of the work. However, if any part of the work is to be sublet to another contractor, the contractor must be listed in the space provided on the Official Bid Form.
- F. Invoices shall be addressed to:

Appomattox County Finance Office
P.O. Box 863
Appomattox, VA 24522

- G. Any changes in scope or instructions will be emailed to known prospective bidders. Each bidder is responsible for determining that all addenda issued by the County have been received and shall acknowledge receipt of all addenda on the bid form. All addenda so issued shall become part of this IFB and any resulting contract documents.

Section 4: Scope of Work

The successful bidder must, in a timely manner, complete the following activities:

- A. Treasurer/Commissioner of the Revenue Building (329 Court Street)
- (1) Scrape, prepare and paint all exterior window frames, shutters, trim, soffit, fascia

board, gables, circular louvers, and panel boxes.

- (2) Scrape, prepare and paint the ceiling, trim, and columns of the front porch.
- (3) Scrape, prepare and paint the exterior portion of front entrance vestibule.
- (4) Scrape, prepare and paint the rear entrance ceiling, door and walls

Section 5: Preparation and Execution

- A. Inspect all wood for rot, and in consultation with the County, replace all damaged wood encountered. A “cost per linear foot” line has been included on the Official Bid Form to cover the cost of wood replacement. The successful bidder may subcontract wood replacement to a qualified carpenter.
- B. All existing paint shall be scraped off down to bare wood, then cleaned and properly prepared for priming.
- C. All exposed wood shall be covered with a quality primer. Do not apply primer until after a visual inspection and approval by the County.
- D. At least two (2) coats of quality paint shall be applied over the primer.
- E. Do not allow demolished materials to accumulate on-site. At this time, the County expects to have a solid waste container onsite, with transportation and disposal costs being borne by the County.

Section 6: Qualifications

- A. Each bidder must provide the name, address, telephone number and contact person for at least three (3) other firms or government agencies for whom this type of work has been performed in the past twelve (12) months. ***Bid packages returned without this completed form will be considered as incomplete and the bidder will be disqualified.***
- B. Appomattox County will consider, in determining the qualifications of a bidder, his record in performance of any contracts for the services into which he may have entered with the County or with other public bodies or corporations; and, Appomattox County expressly reserves the right to reject the bid of such bidder, if such record discloses that said bidder, in the opinion of the County, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.
- C. Appomattox County will make an investigation as to the ability of the bidder to perform the work. Appomattox County reserves the right to reject any bid, if the evidence submitted by, or investigation of bidder, fails to satisfy the County that such bidder is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

Section 7: Bid Submission

Bids are due by **2:00 EDT on Thursday, June 1, 2016**. Instructions for submitting the bid are found in the *General Terms and Conditions – Instructions to Bidders* attached to and made part of this IFB.

Section 8: Changes to Scope or Instructions

Any changes in scope or instructions will be emailed to prospective bidders at email addresses previously provided by each bidder and uploaded to the County's website (www.AppomattoxCountyVA.gov). Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided on the Bid Form or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents.

Section 9: County Right to Accept or Reject Bids

Appomattox County reserves the right, at any time prior to award of the contract, to reject any and all bids, to make no award, and/or to issue a new Invitation For Bids, or make modifications, corrections, or additions to the information contained herein.

Section 10: General Terms and Conditions

The County's *General Terms and Conditions* are attached to and made part of this Invitation to Bid.

Section 11: Instructions to Bidders

The County's *Instructions to Bidders* begins on Page 17 of the attached *General Terms and Conditions*. To be valid for consideration, bids must be completed and submitted in accordance with these Instructions to Bidders.

Section 12: Additional Work

The County reserves the right to offer the successful bidder additional work under the terms of this IFB for a period not to exceed ninety (90) days from the date of documented project completion. Any additional work would need not be completed within these ninety (90) days, but the offer of work would have to be made and accepted within ninety (90) days after the exterior painting is completed at the Treasurer/Commissioner of Revenue Building.