



# CITY OF SUFFOLK

## Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

## INVITATION TO BID

### KINGS HIGHWAY ENTRANCE TO LONE STAR LAKES PARK

City of Suffolk, Virginia, shall accept sealed bids until 3:00 p.m. local time, Friday, September 14, 2012, to furnish all labor, materials, equipment, supplies, permits and fees for the construction of the Kings Highway entrance to Lone Star Lakes Park improvements. These improvements include but are not limited to new sidewalk; crosswalk with flashing beacon signs; road and cul-de-sac with curb and gutter; 16-inch PVC force main; associated demolition and earthwork; signage; pavement markings, and other improvements complete and in-place, in accordance with the Contract Documents for the project entitled:

### KINGS HIGHWAY ENTRANCE TO LONE STAR LAKES PARK

A non-mandatory pre-bid conference will be held on Tuesday, September 4, 2012 at the City of Suffolk Council Chambers, 441 Market Street, Suffolk, Virginia. The conference will begin promptly at 2:00 PM.

Bid Documents are open to public inspection at the offices of: Builders and Contractors Exchange, Inc., 1118 Azalea Road, Norfolk, VA 23502; iSqFt Project Information, c/o A&E Reprographics, 100 Aragona Blvd, Suite 103, Virginia Beach, VA 23462; and Clark Nexsen, 6160 Kempsville Circle, Suite 100A, Norfolk, VA 23502.

Bid Documents shall be obtained from Clark Nexsen, 6160 Kempsville Circle, Suite 100A, Norfolk, VA 23502 for a nonrefundable fee of \$35.00 per set; limit two sets per firm. Checks for the Bid Documents shall be made payable "Treasurer, City of Suffolk". Each set of Bid Documents contains two different sets of plans; Kings Highway Entrance to Lone Star Lakes Park project and G. Robert House Water Treatment Plant Sewer Force Main Extension Lone Star Lakes Park Entrance Road project. Firms requesting bidding documents via mail shall be assessed a \$12.00 postage and handling fee per set; overnight delivery service, if requested shall be at the firm's expense. Checks for the shipping and handling shall be made payable "Clark Nexsen". Questions related to this requirement should be addressed to Cindy Norfleet, Senior Buyer, (757) 514-7520 or cnorfleet@suffolkva.us.

Bids shall be publicly opened and read aloud on the date that the bids are accepted. Public opening shall be at 3:15 p.m., local time, Friday, September 14, 2012, local time in the City of Suffolk Council Chambers, 441 Market Street, Suffolk, VA 23434.

Bids must be submitted on the designated form, completed in ink or typed, signed by an authorized representative, delivered in a sealed envelope bearing the bidder's name, address, project name and acceptance date. Revisions, changes, deletions, must be initialed by the Bidder. Failure to comply with this instruction may make the Bid subject to rejection as irregular.

Bids shall be submitted to City of Suffolk Department of Finance, Purchasing Division, Room 105, 441 Market Street, Suffolk, VA 23434. Bids must be received by the office of the Department of Finance not later than 3:00:00 p.m., local time, of the specified acceptance date. In the event that City offices in the Suffolk Municipal Center are officially closed due to severe weather or other emergency conditions at the time and date specified for acceptance, the acceptance date and time will automatically, without requirement of an Addendum, be extended until the next business date that City offices are officially open.

Timely delivery is the sole responsibility of the bidder. The official time for the bid acceptance deadline shall be as provided via electronic time/date stamp as monitored by Purchasing Division staff. Bids by telephone, telegraph, or electronically shall not be accepted. The City of Suffolk shall not be responsible for any cost incurred by the bidder in responding to this Invitation to Bid.

In accordance with Title 54.1, Chapter 11, Code of Virginia, as amended bidders are required to show evidence of a Class A Contractor's License with a Heavy and Highway Classification. All bids must be accompanied by a certified check or Bidder's Bond in the amount of 5% of the total bid; Performance and Labor and Materials Bonds in the amount of 100% of the contract amount shall be required.

In accordance with Section 11-51 of the Code of Virginia, as amended, employment discrimination by the Contractor is prohibited.

No bid may be withdrawn for a period of 60 days after the date of opening of Bids except in accordance with Section 11-54 of the Code of Virginia.

In evaluating the Bids, the City shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, the performance schedule, and the bid price. If the Contract is to be awarded, it will be awarded to the lowest responsive and responsible bidder as determined by the City; the contract shall be let on a Unit Price basis.

The City of Suffolk reserves the right to reject any and all bids, to waive an informalities/technicalities and bids received, to negotiate should the lowest responsive and responsible bid exceed budget limitations, and to accept the bid which may best serve the interest of the City.

Cindy L. Norfleet, CPPB

Senior Buyer

Phone: 757-514-7522

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