



CITY OF SUFFOLK

Purchasing Division

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

INVITATION TO BID

PUMP STATION 13 FORCE MAIN

City of Suffolk, Virginia, shall accept sealed bids until 3:00 p.m. local time, Wednesday, December 12, 2012 to furnish all labor, materials, equipment, supplies, permits and fees for the construction of a sanitary sewer force main beginning at Pump Station 13 on Pruden Boulevard and connecting to HRSD's force main near Wal-Mart on North Main Street. These upgrades and repairs generally include but are not limited to piping, pavement restoration, and other improvements complete and in-place, in accordance with the Contract Documents for the project entitled:

PUMP STATION 13 FORCE MAIN

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, Wednesday, December 12, 2012, local time in the City of Suffolk Council Chambers, second floor, 441 Market Street, Suffolk, VA 23434.

Bid Documents are open to public inspection at the offices of: Builders and Contractors Exchange, Inc., 1118 Azalea Road, Norfolk, Virginia 23502; A&E Reprographics, 100 Aragona Boulevard, Suite 103, Virginia Beach, VA 23462; and Hazen and Sawyer, P.C., 5700 Cleveland Street, Suite 300, Virginia Beach, Virginia 23462.

Bid Documents shall be obtained from Hazen and Sawyer, P.C., 5700 Cleveland Street, Suite 300, Virginia Beach, Virginia 23462, Phone Number (757) 497-0490 ext 4, for a nonrefundable fee of \$75.00 per set; limit two sets per firm. **Checks for the Bid Documents shall be made payable "Treasurer, City of Suffolk"**. Firms requesting bidding documents via mail shall be assessed \$25.00 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 "Hazen and Sawyer, P.C."

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 Bidder non-responsive.

Bids shall be submitted to City of Suffolk Purchasing Division, Room 105, 441 Market Street, Suffolk, Virginia 23434. Bids must be received by the Purchasing Division not later than 3:00 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 day 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 for 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 any informalities/technicalities in 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 Norfleet, CPPB
Senior Buyer