

INVITATION FOR BID

IFB No. 2013-00043

SLEEPY HOLE PARK AND GOLF COURSE UTILITY IMPROVEMENTS PHASE IIA

City of Suffolk, Virginia, shall accept sealed bids until **3:00 p.m.** local time **December 20, 2012** to furnish all plant, labor, materials, equipment, supplies, permits and fees for the construction of approximately 1,220 linear feet of 2-inch and 90 linear feet of 3-inch sanitary force main; approximately 60 linear feet of 6-inch gravity sewer; two (2) sanitary grinder pump stations, and all associated valves, fittings, site restoration, electrical, instrumentation and appurtenances, complete and in-place, and in accordance with the Contract Documents for the project entitled:

SLEEPY HOLE PARK AND GOLF COURSE UTILITY IMPROVEMENTS – PHASE IIA

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 in the City of Suffolk Council Chambers of the City's Municipal Center, 441 Market Street, Suffolk, Virginia 23434.

Bid Documents are open to public inspection at the offices of: Builders and Contractors Exchange, Inc., 1118 Azalea Road, Norfolk, VA 23502; Peninsula Builders Exchange, 615 Dresden Drive, Newport News, VA 23601; A&E Reprographics, 100 Aragona Blvd., Suite 103, Virginia Beach, VA 23462; and Whitman, Requardt & Associates, LLP, 5701 Cleveland St., Suite 620, Virginia Beach, VA 23462.

Bid Documents shall be obtained from Whitman, Requardt, and Associates, LLP, 5701 Cleveland St., Suite 620, Virginia Beach, VA 23462 for a nonrefundable fee of **\$50.00** per set. Firms requesting bidding documents via mail shall be assessed a \$10.00 postage and handling fee per set; overnight delivery service, if requested, shall be at the firm's expense. **Checks shall be made payable to "Treasurer, City of Suffolk"**.

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 non-responsive.

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 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 Department of Finance, Purchasing Division staff. Bids by telephone, telegraph or facsimile 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 Lump Sum 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

In case of error, bidders may request withdrawal of bids within two (2) days after the bid opening by submitting original work papers with notice of request.

Cindy L. Norfleet, CPPB
Senior Buyer
Department of Finance
Purchasing Division