



**DISTRICT 19 COMMUNITY SERVICES BOARD  
INVITATION FOR BID#2014-09RENOVATION**

**1.01 PROJECT**                      **BANK STREET 4<sup>TH</sup> FLOOR RENOVATION**  
20 West Bank Street  
Petersburg, Virginia 23803

**1.02 ISSUING  
AGENCY**                              **DISTRICT 19 COMMUNITY SERVICES BOARD**  
20 West Bank Street, Suite 7  
Petersburg, Virginia 23803

**1.03 PRE-BID  
CONFERENCE/  
SITE VISIT**                      **MANDATORY**

A. PRE-BID Conference which includes a site visit shall be conducted on Monday, the 2nd of June 2014 at 2:00 p.m. at 20 West Bank Street. Potential Bidders are to meet on the 3<sup>rd</sup> floor in Suite 7 and then will be directed to the fourth floor of the building.

All Potential Bidders are to be here at 2:00pm. No potential bidder will be permitted to attend the conference after 2:10pm.

B. District 19 CSB will not accept any bids for bidders that did not attend the pre-bid conference/site visit.

C. Response to this IFB must be in a sealed envelope. See Attachment B: Letter C for instructions.

**1.04 SCOPE OF WORK**

A. The drawings A1-A3 dated April 11, 2014 and prepared by Art & Architecture, Inc. identifies the work to be performed.

B. The Work consists of the renovation of APPROXIMATELY   3,713   square foot on the 4th floor at 20 West Bank Street, Petersburg, VA.

C. The Contractor shall include the cost of all dump fees and the cost of **ALL** Permits price.

D. Work shall commence on June 23, 2014 and will end 90 days after the commencement date.

- E. District 19 CSB will remain in operation during the construction phase. Special care will need to be taken in scheduling the construction work, working hours, and layout areas (storage) with Mr. Tom Harris, Facilities Manager.
- F. The selected Contractor can view PAPER copies of the documents. Please contact Tom Harris via email at [tharris@d19csb.com](mailto:tharris@d19csb.com). Selected Contractor shall be responsible for providing the required number of copies (of the drawings) for the Building Permit submittal.

## **1.05 FORM OF PROPOSAL**

- A. Bids must comply with the Laws of the State of Virginia and conditions of these Documents.
- B. Submit all bids on the forms provided. Proposals by telephone will not be accepted.
- C. Two copies of the proposal, shall be delivered to the Purchasing Manager, Theoria Nixon at the 20 West Bank Street, Suite 7 in a manila, **sealed** envelope bearing the following:
  - 1. The name of the Contractor
  - 2. The Due Date and Time of Bid
  - 3. The address of the Contractor
  - 4. The IFB# and Title

## **1.06 INTERPRETATION OF DOCUMENTS**

- A. The work shall be performed under the Invitation for Bid which will be the Standard Form of Agreement Between District 19 CSB and Contractor”.
- B. Interpretation or correction should be submitted via email to [tnixon@d19csb.com](mailto:tnixon@d19csb.com) and copy of email to [tharris@d19csb.com](mailto:tharris@d19csb.com) no later than June 9, 2014 at 2pm. Interpretation or correction of proposed Contract Documents will be made only in written addendum, and will be emailed to each General Contractor that attended the Pre-Bid Conference on June 02, 2014. All questions shall be directed through **District 19 CSB** in written form transmitted by email to [tharris@d19csb.com](mailto:tharris@d19csb.com) and copy of email to [tnixon@d19csb.com](mailto:tnixon@d19csb.com) during working hours which are 7am – 4pm on Monday through Friday. The interpretation or corrections should be submitted by June 9, 2014 at 2pm.
- C. District 19 CBS shall not be responsible for any explanations or interpretations of the Contract Documents.

## **1.07 BUILDING PERMITS**

- A. The Contractor shall obtain and pay for all permits, government fees, licenses,

construction fees and inspections necessary for the execution and completion of the work.

- B. All service and/or utility connection fees shall be paid directly by District 19 CSB. There shall be no mark-up by the Contractor for these costs.

## **1.08 SCHEDULE OF VALUES & PAYMENT APPLICATION**

Prepare and submit a "Schedule of Values" in accordance with District 19 CSB, GENERAL and SPECIAL TERMS AND CONDITIONS.

Submit a separate Schedule estimating the payments amounts to be requested, based on the completion of the Construction Schedule. Both Schedules are to be as follows :

- A. Submit within ten (10) days of the date established for Commencement of the Work.
- B. ELECTRICAL, MECHANICAL, and PLUMBING items and cost shall be broken-out to separate "LABOR" and "MATERIALS".

## **1.09 CONSTRUCTION SCHEDULE**

Prepare a horizontal bar-chart-type, construction schedule. Provide a separate time bar for each activity and a vertical line to identify the first workday of each week. Use same breakdown of Work indicated in the Schedule of Values. As Work progresses, mark each bar to indicate actual completion. Schedules are to be as follows:

- A. Submit within ten (10) days of the date established for Commencement of the Work.
- B. Coordinate each element with other activities. Show each activity in proper sequence. Indicate sequences necessary for completion of related Work.
- C. Updating: Any revisions to this IFB should be submitted to the Purchasing Department on or before June 9<sup>th</sup> and an addendum will be sent to each potential bidder of changes that were made to the IFB.

## **1.10 GENERAL AND SPECIAL TERMS AND CONDITIONS**

- A. The General Conditions shall be District 19 CSB GENERAL AND SPECIAL CONDITIONS OF THE CONTRACT. See Attachment A and B
- B. The Contractor shall be responsible for the Public and District 19 CSB's staff with protection from Construction areas and activities.
- C. A LIQUIDATED DAMAGE charge of \$200 per CALENDAR DAY shall be assessed for work not substantially completed by the dates defined on the BID FORM.

CALENDAR DAYS include weekends and holidays. Substantial Completion shall be defined as the date of Occupancy or FINAL INSPECTION granted by the Building Inspection Department.

- D. There shall be NO Bid Bond.
- E. The Contractor shall purchase and maintain sufficient insurance to protect themselves from claims.
- F. A Certificate of Insurance naming District 19 CSB as an additional insured shall be required within ten (10) days of the date of the award. The Certificate must contain a provision stating that the coverage will not be canceled unless a minimum of fifteen (15) days prior written notice has been given to District 19 CSB.

### **1.11 BID TIME, PLACE, AND OPENING**

- A. All bids shall be received on or before 3:00 p.m. local prevailing time, Monday the 16th of June 2014 at District 19 Community Services Board, 20 West Bank Street, Suite 7. Proposals received after this date and time will not be accepted.
- B. Bid Forms shall be to the **District 19 CSB** and shall be delivered to Theoria M. Nixon, Purchasing Manager, Suite 7 for their opening and READ ALOUD on Tuesday, June 17, 2014, 9:00am.
- C. District 19 CSB reserves the right to reject any and all bids, to waive any and all formalities, and to assign the Contract in the best interest of District 19 CSB.

### **1.12 AWARD**

- A. Bids will be binding for a period of 45 calendar days following the date of which the bids are opened.
- B. District 19 CSB intends to enter into contractor agreement contract with the successful bidder.

Attachment A: D19 General Terms and Conditions

Attachment B: Special Terms and Conditions