

County of Charlotte
 PO Box 608
 250 LeGrande Ave; Suite A
 Charlotte Court House, VA 23923



**Invitation for Bid
 Moving Services**

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Bid Number 037-215	Bid Due Date and Hour (Local Time) May 10, 2018 at 2:00 pm	Date Initiated April 16, 2018
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This solicitation is subject to the provisions of the General Terms and Conditions and any Special Terms and Conditions included herein. This Invitation for Bids, your signed bid, any addendum issued and any mutually agreed upon modifications or additions shall constitute an entire integrated contract and will be referred to collectively as the Contract Documents.

Address All Inquiries and Correspondence to:

County of Charlotte P.O. Box 608 250 LeGrande Avenue; Suite A Charlotte Court House, VA 23923	Monica Elder, Purchasing Agent Phone: (434) 542-5117 Fax: (434) 542-5248 Email: melder@charlotteva.com
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Special Instructions:

- Responses must be signed below in ink.
- Responses will be accepted until the date and hour shown above.
- This inquiry incurs no obligation on the part of the County of Charlotte.
- Charlotte County may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award (Section 2.2-4319-Code of Virginia).
- All prices are considered firm for our acceptance within sixty (60) days after the due date.

In compliance with this Invitation To Bid and all the conditions imposed therein and hereby incorporated by reference, the undersigned offers & agrees to furnish the required goods/ services in accordance with the signed Invitation for Bids and any mutually agreed upon additions and/or modifications.

Name & Address of Offeror: _____ SCC Number: _____

 Contractor's License Number: _____

 Date: _____

 Signature: _____

 Zip Code: _____ Title: _____

FIN: _____ Phone: () _____

E-mail: _____ FAX: () _____

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I. PURPOSE

It is the intent of the Charlotte County Board of Supervisors, through this Invitation for Bids, to obtain pricing from qualified moving firms and establish a contract for moving services in accordance with all the specifications, terms and conditions outlined in this IFB.

II. SCOPE OF WORK

A. The selected firm shall be responsible for moving furniture and equipment and packing and moving all associated documents, files papers and miscellaneous furniture and equipment contents from offices for Court Services located at 430 Thomas Jefferson Highway in Charlotte Court House, Virginia; Juvenile & Domestic Relations Court located at 420 Thomas Jefferson Highway in Charlotte Court House, Virginia; and the General District Court Clerk's Office located at 111 LeGrande Avenue Charlotte Court House, Virginia to the new Charlotte County Courthouse located at 115 David Bruce Avenue, Charlotte Court House, Virginia. Moving services are anticipated to commence in late May 2018.

B. Contractor shall provide all material, labor, fabrication, scaffolding, equipment, machinery, tools, transportation, supervision and installation necessary to achieve a turn-key scope in accordance with these specifications.

1. Contractor will receive, unload, hoist, and protect, etc. the work of this scope of work. Hoisting of materials to required levels is by this Contractor for the work of this contract. Any scaffolding required for this scope of work is by this Contractor;
2. The County is a tax exempt organization; sales tax shall not be charged to the County for materials provided.
3. Contractor shall be responsible for damage to existing properties including, but not limited to, pavements, sidewalks and buildings (and their interiors) caused by their employees' vehicles or delivery of materials. Repairs of damaged paving, parking blocks, landscaping, structures, interior elements, furniture, equipment, or any other items shall be paid for by the responsible Contractor. Any complaints for damage to properties shall be resolved within ten (10) calendar days;
4. Contractor will have their project manager attend all progress meetings to properly discuss and plan upcoming Work, including a pre-move meeting;
5. Contractor shall comply with all requirements of local, State and Federal authorities regarding loading of trucks, covering of transported material and cleaning of adjacent public ways. No offsite debris will be allowed to be brought onto the site during the execution of the work;

6. Contractor shall survey and evaluate all areas, furniture and equipment and confirm the scope and limits of work are in accordance with the contract documents and/or associated walk through;
7. The County will not be held liable for Contractor's techniques, methods or equipment used to complete the Work;
8. The Contractor shall provide all temporary protection as needed to cover the Work;
9. Contractor will have the responsibility for any damage to streets, adjacent premises and utilities resulting from this contract;
10. Any and all material price escalation must be accounted for in the agreed price;
11. Contractor shall provide for protection of work; safety tools and equipment including all required personal protective equipment; flagmen and traffic control for delivery of materials and execution of the work. Safety of personnel and employees is the responsibility of the Contractor;
12. Contractor shall coordinate and seek approval from the County for Contractor parking, storage, and laydown needs;
13. All work shall be in accordance with local codes and ordinances;
14. Vehicles and equipment used by the Contractor shall not be left on site more than 24 hours after completion of activities, unless approved in writing by the County. NOTE: The County is not responsible for equipment left unattended.
15. The Contractor must provide a phone number where he can be reached in case of an emergency; and
16. The Contractor must advise the County of when they plan to start moving activities.
17. All departments will be moved one at a time in order to prevent commingling of records, files, furniture and equipment.
18. Constitutional Officers (Court Clerks, Supreme Court of VA representatives, etc.) will be afforded the opportunity to remain with records while in transport for confidentiality purposes.
19. The County intends to procure moving boxes from the moving company based on an amount determined by the moving company. Moving boxes not used will be returned to the moving company and the County will be refunded 100% of the cost of the moving boxes not used. The County will be

refunded 50% of the cost for any used moving boxes provided by the Contractor that are returned to the Contractor in good condition.

20. File cabinet contents will be left in place for the successful bidder to move as one unit per each file cabinet.
21. Boxes/cartons provided should come with the appropriate number of labels unless the boxes/cartons themselves can be written on.
22. Items to be packed by movers under coordination from County and/or Court personnel, as personnel may need to label what the boxes/cartons contain.
23. Disassembly of furniture and equipment, as well as, detachment from an associated structure (wall, adjacent furniture/equipment, etc.) will be the responsibility of the Contractor.
24. Inventories of items to be moved from each office are provided as Attachment A, which is hereby incorporated into this Invitation For Bid and made a part hereof. The inventory of items to be moved has been compiled to the best of the County's knowledge, but should be confirmed by bidders during the pre-bid walk-through.
25. Contractor shall complete the work within seven (7) calendar days from issuance of a Notice to Proceed.

III. MANDATORY PRE-BID CONFERENCE & SITE VISIT

A mandatory pre-bid conference & site visit will be held on April 25, 2018, at 10:00 am. Contractors are to meet at the New Charlotte County Courthouse at 115 David Bruce Avenue, Charlotte Court House, VA. Attendance at this meeting is a prerequisite for submitting a proposal.

IV. SUBMISSION OF BIDS

A. Submission Procedures

1. To receive consideration the coversheet (page 1), the Bid Form (pages 9-12) & the State Corporation Commission Form must be completed, signed and received in the Charlotte County Administrator's Office no later than 2:00 pm on May 10, 2018.
2. The submission of bids by fax, phone, e-mail or verbal offer will not be accepted.
3. All bids must be in a sealed envelope clearly marked "IFB 037-215 - Moving."
4. It is the responsibility of each Bidder to see that their bid is received by the County by the specified time and date.
5. Any bids or amendments received by the County after the date and time specified for the scheduled opening of bids will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
6. Submittals can be hand-delivered or mailed to the following address:

Charlotte County Administrator's Office
Attention: Monica Elder, Purchasing Agent
P. O. Box 608
250 LeGrande Avenue, Suite A
Charlotte Court House, Virginia 23923

V. BID OPENING

Bids will be opened and publicly read on May 10, 2018, at 2:00 PM in the Office of the County Administrator. Any bidder claiming the right to withdraw his bid shall give notice in writing of this claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Furthermore, bid withdrawal is subject to, and limited by section 2.2-4330 of the Code of Virginia, current edition.

VI. AWARD

It is the intent of Charlotte County to award the contract to the lowest responsive and responsible bidder. Award shall be based on the following criteria: price, completion schedule, and the ability of the bidder to render the required services. Charlotte County reserves the right to conduct any test it may deem advisable and to make all evaluations. The County reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the County to be in its best interest.

VII. PAYMENT

Charlotte County will make payment to the Contractor, net 30 days or in accordance with discount terms, if offered, after receipt of an approved invoice for completed work authorized by a contract resulting from this IFB. Please submit invoices to: County of Charlotte, P.O. Box 608, Charlotte Court House, Virginia 23923 by the 2nd of the month following the month services were rendered.

VIII. SPECIAL TERMS AND CONDITIONS

A. **Insurance:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, he/she will have insurance coverage as specified in this IFB. The bidder further certifies that he/she will maintain the specified insurance coverage during the entire term of the contract.

Insurance Coverage and Limits Required:

- Workers' Compensation Insurance at statutory limits as required under the Virginia Workers' Compensation Act
- General Liability Insurance: \$1,000,000 per occurrence
- Automobile Insurance: \$1,000,000 per occurrence

**The General Liability insurance policy required herein shall name Charlotte County as additional insured with regard to work performed under any contract resulting from this IFB. The selected Contractor shall provide Charlotte County with copies of certificate of insurance coverage and proof of payment of all premiums before performing any work for the County.

IX. GENERAL TERMS AND CONDITIONS

A. **Questions and Clarification of Terms:** Questions regarding this solicitation should be directed in writing to Monica Elder, Purchasing Agent, by 4:00 pm on April 27,

2018. Any revisions to the solicitation will be made by addendum issued by the Purchasing Agent. Addenda will be posted at www.charlotteva.com and eva.virginia.gov. It is the responsibility of the bidder to ensure that all addenda have been obtained.

- B. **Governing Laws:** This IFB, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia and all applicable federal, state and local laws and regulations.
- C. **Assignment of Contract:** The bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the County.
- D. **Liability:** The Bidder shall indemnify and save harmless Charlotte County, its supervisors, officers, agents, and employees from and against any and all liability, claims, losses, suits, legal proceedings and costs, including but not limited to attorney's fees, arising or resulting from any cause whatsoever in any work required by this IFB.
- E. **Nondiscrimination Laws:** The Bidder shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- F. **Drug-free Workplace:** The Bidder shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.
- G. **Immigration Laws:** The bidder shall agree to comply with all federal immigration laws. The Bidder shall not knowingly employ an unauthorized alien immigrant as defined in the Federal Immigration Reform and Control Act of 1986.
- H. **Adherence to the VPPA:** The procurement process will be governed by and completed in accordance with the Virginia Public Procurement Act (VPPA). If any provision of this IFB is found to be inconsistent or in conflict with such policy, the terms of the VPPA shall govern.
- I. **Proof of Authority to Transact Business in Virginia:** In accordance with § 2.2-4311.2, Code of Virginia, Bidders organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Bidder not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.
- J. **Ethics in Public Procurement:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service or anything of more

than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- K. **Termination of Contract for Convenience:** The County may, by written notice, terminate the resulting contract in whole or in part when it is determined by the public body to be in the County's best interest. In this event, the Contractor shall be entitled to just and equitable compensation for any authorized work done or any materials accepted by the County.

- L. **Termination of Contract by Default:** Should the selected Bidder fail to deliver the services in accordance with the contract terms and conditions, the County has the right to terminate any contract resulting from this solicitation for default. Termination shall be effected by serving a notice of termination stating the manner of the default. In the event of termination pursuant to this paragraph, the Contractor shall be entitled to just and equitable compensation for any authorized, satisfactory work done or any items/materials accepted by the County before the effective date of this termination less any fines or other fees that may be withheld.

- M. **Availability of Funds:** All funding is subject to appropriation by the Charlotte County Board of Supervisors.

BID FORM

Project Identification: MOVING SERVICES - IFB #037-215

General Project Scope:

Move furniture and equipment, as well as, pack and move all associated documents, files, papers and miscellaneous furniture and equipment contents from offices for Court Services, General District Court and Juvenile & Domestic Relations Court in the Town of Charlotte Court House, VA to the new Charlotte County Courthouse located at 115 David Bruce Avenue, Charlotte Court House, VA.

Article 1 - Bid Recipient

1.01 This Bid is submitted to:

Charlotte County, Virginia
County Administrator's Office
Attn: Monica Elder, Purchasing Agent/Planner
250 LeGrande Ave., Suite A
Charlotte Court House, VA 23923

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with the County to perform all work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

Article 2 - Bidder's Acknowledgements

2.01 Bidder accepts all of the terms and conditions of the Invitation to Bid. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that the Bidder may agree to in writing upon request of the County. Bidder will sign and deliver the required number of counterparts of the Contract and other documents required by the Bidding Requirements within ten (10) days after the County's Notice of Award.

2.02 Contractor shall be responsible for furnishing all items, described or implied, and required for proper completion of the work. Contractor shall also be responsible for directing and coordinating the various parts of the work so that no part shall be left in an unfinished or incomplete condition.

Article 3 - Bidder's Representations

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents and the following Addenda, receipt of which is hereby acknowledged.

Addendum No.	Addendum Date
_____	_____
_____	_____

- B. Bidder has visited the site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Federal, State, and local laws and regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all reports of a hazardous environmental condition, if any, identified in the Bidding Documents.
- E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to the means, methods, techniques, sequences, and procedures of construction to be employed by the Bidder, including application of the specific means, methods, techniques, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of the Work to be performed by the County and others, if any, at the sites that relate to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to the Bidder, information and observations obtained from visits to the Site, reports identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given the County written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by the County is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

- K. Bidder will submit written evidence of its authority to do business in the State of Virginia not later than the date of its execution of the Contract.

Article 4 - Further Representations

4.01 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the County.

Article 5 – Bid Amount

BASE BID: FURNITURE AND EQUIPMENT MOVE

Move furniture and equipment, as well as, pack and move all associated documents, files, papers and miscellaneous furniture and equipment contents from offices for Charlotte County's Court Services, General District Court and Juvenile & Domestic Relations Court to the new Charlotte Courthouse located at 115 David Bruce Avenue, Charlotte Court House, VA.

LUMP SUM PRICE:

_____ DOLLARS

(\$_____).

Bids shall be LUMP SUM and shall include ALL WORK necessary to complete the project to the full intent of the Contract Documents. In the event of additions or deductions to the work required by the Contract Documents, the Contractor will be paid extra or shall credit the County, as the case may be, on the basis of the unit prices quoted herein. Prices shall include all overhead, profit, labor, materials, equipment and incidental work and shall be the sum total compensation payable or creditable for such items of work in place. Any and all unit prices established for the project shall be good for the duration of the contract.

Article 6 - Time of Completion

6.01 Bidder agrees that the Base Bid Work will be substantially complete within **Seven (7) calendar days** from issuance of a Notice to Proceed.

6.02 Bidder accepts the provisions of the Contract as to actual damages in the event of failure to complete the Work with the Contract Times.

Article 7 - Attachments to this Bid

The following documents are attached to and made a condition of the Bid:

N/A

Article 8 - Defined Terms

8.01 The terms used in this Bid which are defined in Section 1 of the General Conditions will have the meanings assigned to them in the General Conditions.

Article 9 - Bid Submittal

9.01 This Bid is submitted by:

Name of firm or individual: _____

By (Signature): _____

Title: _____

9.02 Bid submitted on _____, 20____.



**Charlotte County, Virginia
State Corporation Commission Form**

Virginia State Corporation Commission (SCC) registration information. The bidder:

is a corporation or other business entity with the following SCC identification number:

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):