

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



Invitation for Bids
Roof Painting

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.

<u>Bid Number</u>	<u>Bid Due Date and Hour (Local Time)</u>	<u>Date Initiated</u>
037-217	August 30, 2018 at 2:00 pm	August 8, 2018

This solicitation is subject to the provisions of the General Terms and Conditions included herein. This IFB, your bid, and modifications or additions to either shall constitute an entire integrated contract.

Address All Inquiries and Correspondence to:

County of Charlotte P.O. Box 608 250 LeGrande Avenue; Suite A Charlotte Court House, VA 23923	Monica L. Elder, Purchasing Agent Phone: (434) 542-5117 Fax: (434) 542-5248 Email: melder@charlotteva.com
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Contract Period: September 15, 2018 - November 30, 2018

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.
- All bids are considered firm for our acceptance within **90 days** after the due date.
- Charlotte County may cancel or withdraw a solicitation in whole or in part and reject any and all bids at any time prior to an award (Section 2.2-4319-Code of Virginia).

In Compliance With This Invitation For Bids, No. 037-217, And To All Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish Products/Services In Accordance With The Attached Signed Bid.

Business Name & Address: _____ License Number: _____

_____ Date: _____

_____ Name (Print): _____

_____ Signature: _____

_____ Zip Code: _____ Title: _____

FIN: _____ Phone: (____) _____

E-mail: _____ FAX: (____) _____

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

Price Proposal
Invitation for Bid #037-217
Roof Painting

<u>Location</u>	<u>Address</u>	<u>Price</u>
Circuit Court Clerk's Office	125 David Bruce Avenue	
Museum of Charlotte County	Former Jail located on the Courthouse Square Between 125 & 145 David Bruce Avenue	
Historic Courthouse	145 David Bruce Avenue	
Treasurer's Office	201 David Bruce Avenue	
Commissioner of the Revenue's	205 David Bruce Avenue	
Former General District Clerk's Office	111 LeGrande Avenue	
Voter Registrar's Office	115 LeGrande Avenue	
Commonwealth's Attorney	117 LeGrande Avenue	
Charlotte County Library Annex	116 LeGrande Avenue	

Total Job Quotation* \$ _____

Estimated Completion Date ** _____

Warranty Information:

*Price quoted shall be the final cost to the County. No additional charges shall be passed to the County including fees, transportation costs, or surcharges.

**Project must be completed by November 30, 2018.

By: _____

Print Name: _____

Title: _____

Company: _____

REFERENCES - INVITATION FOR BID (#037-217)
Roof Painting

How many years you have been in the painting business? _____ Years

Please provide three (3) references for which you have provided similar services within the last three years.

1. Reference's Name: _____
Project Description: _____
Contact Person: _____
Phone Number: _____
Date of Service: _____ Contract Price: \$ _____

2. Reference's Name: _____
Project Description: _____
Contact Person: _____
Phone Number: _____
Date of Service: _____ Contract Price: \$ _____

3. Reference's Name: _____
Project Description: _____
Contact Person: _____
Phone Number: _____
Date of Service: _____ Contract Price: \$ _____

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I. PURPOSE

It is the intent of this Invitation for Bids to obtain pricing from qualified licensed contractors for painting the metal roofs at multiple facilities owned by Charlotte County, hereinafter referred to as the "County." Work shall be completed in accordance with all applicable federal, state, and local government laws, ordinances, rules, regulations; the terms and specifications provided in this IFB; and the established contract.

II. SCOPE OF WORK

The project consists of the cleaning and preparation of roofs, spot priming as needed, and the application of two (2) finish coats. Any associated metal roof trim or metal flashing that is currently painted the same color as the roof shall also be painted. All materials and work procedures must comply with the specifications of this IFB and all local, state, and federal safety and environmental regulations.

Roofs on the following facilities, located in the Town of Charlotte Court House, are included in this contract:

<u>Building</u>	<u>Location</u>
Circuit Court Clerk's Office	125 David Bruce Avenue
Museum of Charlotte County	Old Jail located on the Courthouse Square Between 125 & 145 David Bruce Avenue
Historic Courthouse	145 David Bruce Avenue
Treasurer's Office	201 David Bruce Avenue
Commissioner of the Revenue's Office	205 David Bruce Avenue
General District Clerk's Office	111 LeGrande Avenue
Voter Registrar's Office	115 LeGrande Avenue
Charlotte County Library - Annex (Hoy Building)	116 LeGrande Avenue
Commonwealth's Attorney	117 LeGrande Avenue

The County may order changes within the general scope of the contract by written notice to the Contractor. Changes may include, but are not limited to, services to be performed and additions or subtractions to the list of buildings. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the County a credit for any savings. Said compensation shall be determined by mutual agreement between the parties in writing.

III. SPECIFICATIONS

A. Paint Specifications

1. The Contractor shall use oil-based James T. Davis #51 (Virginia Green) paint on all roofs. All of the roofs were previously painted with a similar product with the exception of the Circuit Court Clerk's Office which was painted with Sherwin-Williams Pro-Cryl & Sher-Cryl products in 2011. **This paint will be purchased and provided by Charlotte County.**
2. A rust inhibitive primer or red oxide primer shall be used on roofing with visible signs of rust.

3. The Contractor shall be responsible for providing any required primer and all other supplies, equipment, labor, supervision, incidentals, and expertise necessary to perform the work in accordance with the specifications provided in this IFB.

B. Work Specifications

1. Contractor shall maintain on the project at all times a qualified supervisor. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be the same as if given to the Contractor.
2. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work in accordance with federal, state and local regulations.
3. Contractor shall pressure wash all surfaces prior to painting.
4. Contractor shall ensure the painting surfaces are free from dust, oil, grease, dirt, mildew, loose rust and any other foreign materials and shall otherwise properly prepare the surface to receive the paint, ensuring complete and even coverage and adequate adhesion of the paint to the surface.
5. The Contractor shall prepare the painting surfaces and apply paint products in strict accordance with the paint manufacturer's instructions.
6. Should the Contractor notice any issues with adherence, roof surfaces, or roof structure he shall notify the County of the issue immediately.
7. Upon completion, the painted surface shall be uniform in appearance with complete coverage. Painted surfaces shall be free of runs and skips and shall have sharp clean edges where finishes join other materials.
8. Facilities will remain in operation throughout the project. The Contractor shall post adequate signage, "caution tape" or other means necessary to advise the public and building occupants of areas of painting and pressure washing operations.
9. The Contractor shall ensure all non-painted surfaces are protected and shall promptly clean and restore any surface that is oversprayed, dripped on, or otherwise coated with primer or paint.
10. Unless otherwise requested by the Contractor and approved by County, all work must be performed between the hours of 6:00 AM and 8:00 PM Monday through Saturday.
11. The Contractor shall keep the project site clean and clear at all times. Contractor shall be responsible for pick-up, removal and disposal each day of all debris generated by the work.
12. Contractor shall, at no cost to the County, restore to its original condition or better, any property owned by the County or others that is damaged as a result of the work associated with this project.
13. A County representative shall inspect each roof once it is complete. Any deficiencies identified by the County shall be corrected by the Contractor prior to final acceptance of the work.

IV. QUALIFICATIONS

1. Contractor's primary business must be painting and Contractor must have been in that business for a minimum of three years.
2. Contractor must have successfully completed three projects similar in scope to the work specified under this contract during the last three years. The term "completed" means accepted and final payment received from the Owner or authorized representative.
3. Contractor shall have a valid Virginia contractor's license.

V. PRE-BID CONFERENCE & SITE VISITS

A pre-bid conference & site visit will be held on August 13, 2018, at 10:00 am. Contractors are to meet at the Historic Charlotte County Courthouse at 145 David Bruce Avenue, Charlotte Court House, Virginia. Attendance at this conference is optional; potential bidders that are unable to attend may arrange a site visit by contacting Glenn Johnson, Public Works Director at 434-542-5117. Claims resulting from failure to make a site visit prior to submitting a bid will not be considered by the County.

VI. SUBMISSION OF BIDS

1. To receive consideration bids must be received in the Charlotte County Administrator's Office no later than 2:00 pm on August 30, 2018.
3. The submission of bids by fax, phone, e-mail, or verbal offer will not be accepted.
4. All bids must be in a sealed envelope clearly marked "IFB #037-217 - Painting."
5. It is the responsibility of each Offeror to see that their bid is in the Office of the County Administrator by the specified time and date.
6. **Please note that some overnight courier services cannot guarantee delivery to this location by 2:00 p.m. and plan accordingly.**
7. Any bids received by the County after the date and time specified for the scheduled opening of proposals will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
8. 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

VII. QUESTIONS & ADDENDA

A. Questions

1. All questions regarding this IFB must be submitted in writing to the Charlotte County Purchasing Agent, Monica Elder, and must be received by the County no later than noon on August 20, 2018.
2. All responses to questions will be provided in an official written addendum.
3. The County will not assume responsibility for claims of oral instructions.

B. Addenda

All addenda issued shall become part of this IFB. It is the responsibility of each Offeror to ensure that they obtain a copy of all addenda. Addenda will be posted on eVA and the Charlotte County website, www.charlotteva.com/purchasing.htm.

VIII. BID OPENING & AWARD

Bids will be publicly opened shortly after 2:00 pm on August 30, 2018, at the Charlotte County Administration Office. All bids and associated documents submitted in response to this solicitation shall become the property of Charlotte County and will be subject to public inspection in accordance with the Virginia Freedom of Information Act.

Award will be based on the lowest total price submitted by responsive and responsible Bidders. Due consideration will be given to price, previous experience, and the ability of the bidder to render required services. Charlotte County reserves the right to conduct any tests it deems advisable and to make all evaluations. Charlotte County also 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 opinion of the procuring public body to be in its best interest.

It is the intent of the County to award one contract for painting all roofs identified in the scope of work. However, the County reserves the right to make multiple awards for this solicitation if deemed in its opinion to be in the best interest of the County.

IX. PAYMENT

The County will make monthly progress payments to the Contractor on the basis of work performed during the preceding calendar month as approved by the County less five percent (5%) retainage. Please submit invoices to: Charlotte County; P.O. Box 608; Charlotte Court House, Virginia 23923 by the 2nd of the month following the month services were rendered.

X. GENERAL 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:

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

** The insurance policies 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 a certificate of insurance and a copy of the declaration page of their policy before performing any work for the County.

- B. **Understanding:** By submitting a response to this IFB, the bidder acknowledges and agrees that the IFB is understood and the bidder is fully informed of the intent of the IFB and the completeness and quality of the products, materials and services sought.
- C. **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. The Bidder shall comply with applicable federal, state and local laws and regulations.
- D. **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.
- E. **Liability:** The Bidder shall indemnify and save harmless Charlotte County, its supervisors, officers, agents, servants 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.
- F. **Nondiscrimination Laws:** The Bidder shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- G. **Drug-free Workplace:** The Bidder shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.
- H. **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.
- 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 proposals 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:** Charlotte County, by written notice, may 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. Termination shall be effected by serving a notice of termination.

- 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 County shall be liable only for payment under the payment provisions of this contract for services rendered 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 for each fiscal year during which this Contract is to be performed.