



## INVITATION FOR BID

City of Suffolk  
IFB #20083-AG

May 20, 2020

Purchasing Division  
442 W. Washington Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520/ Fax: (757) 514-7524

### Bennett's Creek Recreation Center Renovation

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid.

**SCOPE OF WORK** – The City is seeking qualified firms to provide all plant, labor, superintendence, materials, tools, equipment, supplies, incidentals, and other ancillary items necessary, as identified in these Contract Documents, in order to complete the renovation of the Bennett's Creek Recreation Facility, to the limits shown on the drawings and in accordance with all specification, terms, conditions, and drawings herein.

**Bid Due: 3:00 PM, July 9, 2020.**

**Mandatory Pre-Bid Meeting and Site Visit: June 16, 2019 at 10:00 AM**

Contract Officer: \_\_\_\_\_ *Amy Gardner* \_\_\_\_\_  
Amy Gardner, CPPB, Senior Buyer, [agardner@suffolkva.us](mailto:agardner@suffolkva.us)

The Senior Buyer, Amy Gardner, is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: [agardner@suffolkva.us](mailto:agardner@suffolkva.us). The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. Any such unauthorized contact may disqualify the bidder from the procurement.

**\*\*AN ORIGINAL SECTION "A" IS REQUIRED AS SUBMITTAL\*\***

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the bidder will, if this bid is accepted within ninety (90) calendar days from the date of the opening, agree to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The bidder signature certifies that the bidder has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named on the previous page.

## **BID DOCUMENTS**

Bid documents may be obtained in electronic .pdf format, at City of Suffolk, Bennett's Creek Recreation Center folder at <https://www.wileywilson.com/bid-info/>

Printed bid documents for the project may be obtained for a non-refundable fee of \$225.00 from the office of Keith Fabry Reprographic Solutions. Drawings and Specifications MUST be ordered electronically at [www.keithfabryplanroom.com](http://www.keithfabryplanroom.com). Click on "Public Jobs" from the menu heading on the left. Hardcopies MUST be purchased from the website. Partial sets of bidding documents WILL NOT be issued under any circumstances.

All orders that requires shipping will also be charge a \$40.00 shipping fee for UPS Ground.

Bid documents may also be obtained in CD format from the City of Suffolk Purchasing Office for a non-refundable fee of \$5.00. Payment will be accepted in the form of check made payable to "TREASURER, CITY OF SUFFOLK" only. Credit cards will not be accepted, nor will separate invoices be issued.

Firms requesting direct delivery of CD of Bid Documents via US Postal Service shall also include an additional payment for a non-refundable handling fee of \$5.00 per CD.

Questions concerning this project must be in writing and addressed to the Contract Officer stated herein; and must be received no later than five (5) business days preceding the date that the bids are accepted.

All Addenda resulting from such inquiries or other changes in project scope will be posted on the City of Suffolk website in the bid folder as indicated above. Addenda will also be posted on the Wiley Wilson in the bid folder as indicated above. It is the responsibility of each plan holder to obtain all Addenda. No notice of Addenda will be sent to plan holders.

## **MANDATORY PRE-BID MEETING AND SITE VISIT**

A MANDATORY Pre-Bid meeting and site visit will be held on June 16, 2020 at 10:00 am at the project site 1500 Bennett's Creek Parkway, Suffolk, Virginia 23435. A site tour will follow immediately after the meeting.

## **BID OPENING**

Bids shall be publicly opened and read aloud on the date that the bids are accepted. Public opening will be held on July 9, 2020 at 3:00 PM (local prevailing time), in the City of Suffolk City Hall, Conference Room # 3, located at 442 W. Washington Street, Suffolk, VA 23434-5237.

## **LIQUIDATED DAMAGES**

The contract resulting from this IFB will contain the following language:

If said work is not substantially complete within **365** calendar days as stated in the Notice to Proceed, the Contractor shall be liable and hereby agrees to pay to the Owner as liquidated damages, and not as a penalty, the amount of **five hundred dollars (\$500.00)** per calendar day for each and every part of a day thereafter that said work remains substantially incomplete.

If said work is not fully complete within **30** calendar days after the date of Substantial Completion as stated in the Notice to Proceed, the Contractor shall be liable and hereby agrees to pay to the Owner as liquidated damages, and not as a penalty, the amount of **five hundred dollars (\$500.00)** per calendar day for each and every part of a day thereafter that said work does not meet final completion.

The City reserves the right, at its sole discretion, to deduct liquidated damages from any outstanding amount due the Contractor.

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

**Bidders are to submit entire Section "A" as their bid. Failure to do so may result in rejection of your bid.**