



Town of Round Hill
23 Main Street
Round Hill, VA 20141

SLEETER LAKE PARK PHASE 1 COMPETITIVE BID (CB)

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|-------------------------------|-------------------------------------|---------------------------|----------------|
| Bid Number: | 03-FY17-01 | *Bid Opening Date: | March 27, 2017 |
| Commodity Description: | New Park Construction & Road Repair | *Bid Opening Time | 3:30 pm |

TOWN CONTACT INFORMATION

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|--------------|---------------|---------------|--|
| Name: | Melissa Hynes | Phone: | 540-338-7878 ext. 304 |
| Fax: | 540-338-1680 | Email: | mhynes@roundhillva.org |

Instructions:

- Bids should be submitted by the time and date specified above.
- Faxed bids are acceptable and may be faxed to the number shown above.
- Email bids are acceptable and may be sent to the email address above.
- The vendor should provide the information below.
- Questions can be submitted to mhynes@roundhillva.org and answers will be provided as an Addendum on the Town Website and on the eVA Portal by March 17, 2017 at Noon.

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|---|--|
| MAILING ADDRESS: | BID OPENING LOCATION: |
| Town of Round Hill PO Box 36 Round Hill, VA 20142 | Town of Round Hill 23 Main Street Round Hill, VA 20141 |

VENDOR INFORMATION

| | | | |
|---|-----------------------------------|--|--|
| Company Name: _____ | | | |
| Name (type or print): _____ | | Title: _____ | |
| Address: _____ | | | |
| City: _____ | | State: _____ | ZIP Code: _____ |
| Telephone Number: _____ | | Fax Number: _____ | |
| E-Mail Address: _____ | | | |
| Signature: <i>Use Ink Only.</i> | | | |
| Business Designation (check one): | Individual [] Partnership [] | Sole Proprietorship [] Corporation [] | Public Service Corp [] Government/ Nonprofit [] |

COST

All costs **should** be included on the Official Bid Price Sheet(s) which includes all associated costs for the goods or services being bid. Do not include sales taxes in unit prices. Bid pricing should be valid for 30 days following CB opening to allow sufficient time to tabulate and evaluate bid responses.

SCOPE

The project includes construction of approximately 500 lineal ft. of a 14 ft. wide gravel driveway, 34 gravel parking spaces including 1 van accessible ADA parking space, approximately 3000 linear ft. of 5 ft. wide mulch trail, a picnic area, tree planting, clearing and grubbing, shoreline stabilization and other work tasks necessary to complete the project. Additionally, the work includes construction of 5 gravel-pull-outs approximately every 500 ft. starting from the proposed park location to Lakefield Road, and a tack and seal coat on approximately 3000 linear ft. of an existing 12 ft. wide gravel road.

AWARD CRITERIA AND RESPONSIBILITY

Bids must meet or exceed all defined specifications. Bids must meet all terms and conditions of this Competitive Bid and the laws of the State of Virginia

LOCATION OF PROJECT:

17749 Lakefield Road
Round Hill, VA 20141

NOTE: If you want to visit the site, the gate is open each day from 7 am to 4 pm.

START DATE:

The Town of Round Hill requests construction to begin by May 1, 2017 and completion by June 16, 2017. If this schedule cannot be met, the bidder must state the number of days required to complete construction. Failure to state the completion time obligates the bidder to complete delivery by the Town's requested date. Extended delivery dates may be considered when in the best interest of the Town.

PAYMENT AND INVOICE PROVISIONS

All invoices **shall** be forwarded to the:

Town of Round Hill
Treasurer
PO Box 36
Round Hill, VA 20141

Payment will be made in accordance with applicable State of Virginia accounting procedures upon acceptance by the Town. The Town may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity. Payment will be made only after the contractor has successfully satisfied the project. Vendors should invoice the agency by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

RECORD RETENTION

The Contractor **shall** be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Virginia.

RESERVATION

This CB does not commit the Town to award a contract(s), to pay costs incurred in the preparation of a bid in response to this request, or to procure or contract for commodities or services.

PRIME CONTRACTOR RESPONSIBILITY

The selected vendor **will** be required to assume prime contractor responsibility for the contract and will be the sole point of contact with regard to all commodities, services and support.

CONDITIONS OF CONTRACT

The successful bidder(s) shall at all times observe and comply with Federal, State, County and Town laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the work. The successful bidder(s) shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the successful bidder.

STATEMENT OF LIABILITY

The Town will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of contractor-owned items to be delivered or to be used in the installation of deliverables. The vendor(s) is required to retain total liability until the deliverables have been accepted by the Town Administrator. At no time will the Town be responsible for or accept liability for any vendor-owned items.

DELEGATION AND/OR ASSIGNMENT

The vendor shall not assign the contract in whole or in part or any payment arising therefrom without the prior written consent of the Town Administrator. The vendor shall not delegate any duties under this contract to a subcontractor unless the Town Administrator has given written consent to the delegation.

Vendor Checklist

1. Read all pages of this CB document.
2. Complete and sign page 1 of bid response.
3. Complete alternate construction schedule/timeline if necessary.
4. Complete Bid Price Sheet (you can use the attached form or your own form)

OFFICIAL BID PRICE SHEET

| ITEM | DESCRIPTION | QTY | UNIT OF MEASURE | UNIT PRICE | TOTAL AMOUNT |
|------|-------------|-----|-----------------|------------|--------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
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GRAND TOTAL \$ _____

TERMS AND CONDITIONS

1. **ACCEPTANCE AND REJECTION:** The Town reserves the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the Town.
2. **BID SUBMISSION:** Bids must be submitted to the Town, with attachments when appropriate, on or before the date and time specified for bid opening. If this form is not used, the bid may be rejected. The bid must be typed or printed in ink. The signature must be in ink. Unsigned bids will be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Each bid should be placed in a separate envelope completely and properly identified. Late bids will not be considered under any circumstances.
3. **PRICES:** Prices are firm and not subject to escalation unless otherwise specified in the bid invitation. Unless otherwise specified, the bid must be firm for acceptance for thirty days from the bid opening date.
4. **AWARD:** A written contract will be furnished to the successful bidder. It first must be reviewed by the Town Council and approved by the Town Administrator.
5. **LENGTH OF CONTRACT:** The invitation for bid will show the period of time the term contract will be in effect.
6. **LACK OF FUNDS:** The Town may cancel this contract to the extent funds are no longer legally available for expenditures under this contract before construction begins on site.
7. **DISCRIMINATION:** The bidder agrees that: (a) the bidder will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the bidder will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap, or national origin