



Scott County, Virginia
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INVITATION TO BID (ITB)
SCOTT COUNTY COURTHOUSE PAINTING

SCOTT COUNTY BOARD OF SUPERVISORS
190 BEECH STREET, SUITE 201
GATE CITY, VA 24251

DATE
April 12, 2017

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1. SUMMARY AND BACKGROUND

Scott County is currently accepting bids to paint the columns, trim and wood work on the exterior of the Scott County Courthouse. This Scott County Courthouse is located at 202 West Jackson Street, Gate City, VA 24251 and was constructed in 1890, with additions made in 1967. ADA enhancements were made in the 1990s, and other improvements to existing features have been made over the years. The Courthouse currently houses various county offices, including Circuit Court Clerk, Circuit Court Courtroom, General District Court, Probation, and the Commonwealth Attorney.

2. BIDDING GUIDELINES

This Invitation to Bid represents the requirements for an open and competitive process.

Candidates must hold a Virginia Class A, Class B, or Class C (as appropriate for amount of your bid) Contractor's license classification and submit a bid in a sealed envelope marked **"Bid –Courthouse Painting Project."** Contractor's name, address and contractor's Virginia License Number must be on outside of envelope. Bids shall be submitted to Amy Vicars, Purchasing Administrator, by 2:00 PM, Wednesday, May 3, 2017, at the Scott County Administrative Offices, 190 Beech Street, Suite 201, Gate City, VA 24251. Any bids received after this 2:00 PM Wednesday, May 3, 2017 will not be considered. All bids must be signed by an official agent or representative of the company submitting the bid.

If the organization submitting a bid must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the bid, and must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by Scott County Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

Contractor awarded contract must:

- Provide an appropriate Virginia contractor's license, Class A or Class B with Commercial Improvement (CIC) classification.
- Produce satisfactory evidence of appropriate workers compensation, vehicle and public liability insurance for contractor and subcontractors, if any.
- Comply with all applicable VOSHA, building code, environmental, etc., laws and regulations. Provide a detailed plan and description for any unique design of public barrier and protection, scaffolding, bucket truck and ladder work.
- Ensure the use of high quality paint and material for the proposed application. *(Product specification list shall be provided to the County prior to the issuance of a notice to proceed.)*
- Scott County will apply for and purchase any necessary permits.

- There will be no tipping fee at the Scott County Landfill for disposal construction material and the County will set a roll-off dumpster for construction/demolition waste, if needed.
- Contractor shall, during the performance of the work, maintain suitable barricades/barriers/warning signs at the site as may be necessary to protect the public.
- Work performed on the front entrance area will be scheduled after business hours and/or on weekends or state holidays.

3. PROJECT PURPOSE AND GOALS

The purpose of this project is as follows:

To enhance the appearance and to protect the exterior of the Scott County Courthouse.

4. PROJECT SCOPE

The scope of this project includes all preparation, sanding, priming, caulking, painting and finishing of the exterior white components of the Courthouse. Bidders may visit the site themselves or schedule a visit with Bill Dingus, Assistant County Administrator / Public Works Director by calling (276) 386-6521.

5. INVITATION TO BID AND PROJECT TIMELINE

Invitation to Bid Timeline:

All bids in response to this ITB are due no later than 2:00 PM Wednesday, May 3, 2017.

Evaluation of bids will be conducted from May 3, 2017 to May 10, 2017. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 4:30 PM, Wednesday, May 10, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by 4:30 PM, Friday, May 12, 2017.

Notifications to bidders who were not selected will be completed by 2:00 PM Friday, May 12, 2017.

Project Timeline:

Project planning phase must be completed by May 31, 2017. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BUDGET

All bids must include proposed costs to complete the tasks described in the project scope. Costs should be itemized indicating the cost of each component of the project. In addition, a total turnkey price shall be given for the project as a whole.

NOTE: All costs and fees must be clearly described in each bid.

7. BIDDER QUALIFICATIONS

- Appropriate Virginia Contractor's License
- Experience in exterior painting.
- Bidder must provide three references.

8. BID EVALUATION CRITERIA

Scott County will evaluate all bids based on the following criteria. To ensure consideration for this Invitation to Bid, your bid should be complete and include all of the following criteria:

- Overall bid suitability: bids that meet the scope and needs included herein and are presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining workmanship and logistical ability.

Each bidder must submit their bid to the address below by **2:00 PM WEDNESDAY, MAY 3, 2017**:

Scott County Administrative Offices
c/o Amy Vicars, Purchasing Administrator
190 Beech St., Suite 201
Gate City, Virginia 24251

9. REQUIRED CONTRACT PROVISIONS

Contractor's Authorization to Transact Business: Please see the attached form titled "Proof of Authority to Transact Business in Virginia."

Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business: (*Code of Virginia* § 2.2-4310) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.

The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County

Employment Discrimination: (*Code of Virginia* § 2.2-4311) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Drug-Free Workplace: (*Code of Virginia* § 2.2-4312) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be

taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.

Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDED THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(Typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED