

INVITATION TO BID

Re: **CCUSA TIMBERLAKE ROAD OFFICE RENOVATION**
Campbell County Utilities and Service Authority (Owner)

1. The Campbell County Utilities and Service Authority will receive sealed bids for the furnishing of all labor, materials and equipment, and the performing of all work for the above referenced project including window frames, insulated glass, framing materials, conduit, an insulated sectional overhead door and access controls used in the replacement at the CCUSA Building and the ORWTP Building indicated in the design documents.

Bids will be received until 3 p.m. on November 29, 2022 at the Office of the Authority, 20644 Timberlake Road, Lynchburg, Virginia, 24502. Bids will be publicly opened and read aloud at that time. Bids are to be submitted, single copy, on the bid form, in a sealed envelope clearly marked "Bid on Project CCUSA TIMBERLAKE ROAD OFFICE RENOVATION."

2. Title 54.1, Chapter 11, Section 54.1-1112, Code of Virginia requires bidders to show evidence of a certificate of registration before a bid may be received and considered. In compliance with this requirement, the bidder shall place on the outside of the envelope containing its bid the following notation: "Registered Virginia Contractor No. _____," the bidder's name, and business address.
3. Bids must be accompanied by a Cashier's Check or acceptable Bid Bond for not less than 5 percent of the bid, made payable to the Campbell County Utilities and Service Authority.
4. Contract Documents may be obtained from Tim Wagner, Utilities Engineer by emailing twagner@ccusa-water.com. Documents will be provided in digital PDF format.
5. Should a bidder find it necessary to receive clarifications concerning the Contract Documents, or should the bidder be in doubt as to the meaning thereof, the bidder should at once notify the Architect/Engineer – Jessica Inge at jinge@wileywilson.com. Any interpretation of the Contract Documents shall be made only by addenda. Addenda will be delivered to bidders prior to bid opening. The Owner will not be responsible for any other explanation of the Contract Documents.
6. All blank spaces on the bid form must be filled in, in ink or typewritten, and must be fully completed.

For unit price contracts, the product of each unit price and the bid quantity shall govern in evaluating bids received. The summary of all total item prices is included in the schedule of prices for the purpose of convenience only in announcing an apparent low bidder at the time of opening and has no meaning otherwise. All bids are subject to review and checking for completeness and accuracy by the Owner or its agents.

7. Bid award shall be made to the lowest responsive and responsible bidder. Whenever such low bid exceeds available funds, the Owner reserves the right to negotiate with the lowest responsive and responsible bidder in order to obtain a contract price within funds available. Negotiations with the lowest bidder may include modifications to the bid price and changes in the scope of work as outlined by the technical specifications and the Drawings.

8. The Owner reserves the right to reject any and all bids and to waive any informality so designated by the Code of Virginia in bids received.
9. The Owner will act on bona fide bids within 60 days after the opening of all bids and a bidder may not withdraw his bid within this period except as indicated below. However, in the event of unintentional arithmetic or similar mistake made directly in the compilation of the bid, the bidder may withdraw its bid in accordance with Title 2.2, Chapter 43, Section 2.2-4330(A) of the Code of Virginia. By the giving of this written notice for the causes cited, the bidder may withdraw its bid within 2 business days after the conclusion of the bid opening procedure.
10. The bidders business practices shall conform to Title 2.2, Chapter 43, Section 2.2-4311, prohibition of employment discrimination and Section 2.2-4312, provision of a drug free work place, as described by the Code of Virginia and further detailed in the Standard Form of Agreement.
11. A mandatory Pre Bid conference will be held at the Office of the Authority at 11 a.m. on November 15, 2022.

Campbell County Utilities and Service Authority

BY: Tim Wagner, Utilities Engineer