



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

Bid Request No. #09-8748-12JK

DEPARTMENT OF GENERAL SERVICES
PAUL PROTO
DIRECTOR

**December 20, 2009
INVITATION TO BID
HENRICO COUNTY PUBLIC SAFETY
BUILDING LOBBY ALTERATIONS**

Sealed bids for the construction of the Henrico County Public Safety Building Lobby Alterations will be received in person or via special courier service at North Run Office Park, 1590 E. Parham Road, Henrico VA 23228 or received through the regular mail by the U.S. Postal Service to PO Box 90775, Henrico VA 23273-0775 until, but no later **2:00 p.m.**, local prevailing time, **January 20, 2010**. Bids will be opened and read aloud at **2:00 p.m., January 21, 2010** at the same location.

The Work consists of moderate interior renovation and alteration of approximately 1,450 square feet within the existing Henrico County Public Safety Building. The Work includes the construction of a Reception Station within the existing atrium lobby, reconfiguration and addition of interior partitions, and replacement of interior finishes. Reconfiguration and construction of interior partitions include the addition of bullet resistant armor, doors, transaction windows, and transaction drawers.

A non-mandatory pre-bid conference will be held at **10:30 a.m. on January 7, 2009**, at the Henrico County Public Safety Building located at 7721 East Parham Road, Henrico VA 23294.

Bidders shall be licensed contractors in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended. See "Invitation to Bid" in the specifications for the complete bidding requirements. Beginning on **December 22, 2009**, bid documents may be purchased for **\$45.00** per set (refundable if returned in acceptable condition) from Bizport, 9 North Third Street, Richmond, Virginia, 23219, Phone: (804) 780-1060, www.bizport.biz/dja, only complete sets of Bid Documents will be issued. Shipping charges shall be \$25.00 (non-refundable) per set for UPS ground delivery and **\$45.00** (non-refundable) per set for express overnight delivery. Bizport will provide local delivery in Richmond for **\$7.50**. Make all checks, including deposits, payable to Bizport.

Bid documents may be examined at the Eastern Government Center, Community Development Office, 3820 Nine Mile Road, Henrico VA; Purchasing Office North Run Office Park, 1590 E. Parham Road, Henrico VA; McGraw-Hill Cons. /Dodge, The Builder's Exchange, and Greater Virginia Contractor's Association, Richmond, VA.

**DIRECTOR OF GENERAL SERVICES
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SENIOR PURCHASING OFFICER
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