

NOTICE OF INVITATION FOR BIDS (IFB)

**COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM
VIRGINIA WESTERN COMMUNITY COLLEGE
CAMPUS WIDE DOOR PROJECT
ROANOKE, VIRGINIA**

PROJECT CODE #: 260-17375-008

Sealed bids are invited for the construction of the Campus Wide Door Project at Virginia Western Community College, Roanoke, Virginia. The project is generally described as repair and replacement of hollow metal and aluminum doors, frames and hardware in various locations campus wide.

Sealed bids will be received at the Business Office, Room 110, Fishburn Hall, Virginia Western Community College, 3093 Colonial Avenue, Roanoke, Virginia 24015. The deadline for submitting bids is 2:00 PM sharp, as determined by the Bid Officer on July 6, 2011. The bids will be opened publicly and read aloud beginning 2:00 PM on July 7, 2011, in the President's Conference Room, Room 115A, Fishburn Hall.

Commonwealth of Virginia Standard Bid Bond Form (CO-10.2) is required. A Bid Bond and Contract Security will be required of all bidders regardless of amount.

eVA Vendor Registration: The bidder or offeror shall be a registered in eVA. **See the attached eVA Vendor Registration Requirements.**

Procedures for submitting a bid, claiming an error, withdrawing of bids and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and §2.2-4330.A.(ii), Code of Virginia. The Owner reserves the right to reject any or all bids.

A pre-bid conference is scheduled for 9:00 AM local prevailing time on June 22, 2011, at the President's Conference Room, Room 115A, Fishburn Hall. Although participation is not a prerequisite to submitting a bid proposal, all interested persons are strongly encouraged to attend this meeting.

The contract shall be awarded on a lump sum basis as follows: The Total Base Bid Amount including any properly submitted and received bid modifications plus such successive Additive Bid Items as the Owner in its discretion decides to award in the manner set forth in Paragraph 12 of the Instruction to Bidders. "Notice of Award" or "Notice of Intent to Award" will be posted on the bulletin board at the Facilities Management Services Office of the Virginia Community College System, 16th Floor, 101 North 14th Street, Richmond, Virginia.

Contractor registration in accordance with Title 54.1, Chapter 11, of the Code of Virginia is required. See the Invitation for Bids for additional qualification requirements.

The Invitation for Bids for the above project, including the drawings and specifications, containing the information necessary for bidding, may be obtained from the Architect/Engineer's office of HDH Associates, P.C., 400 West Main, P.O. Box 6158, Christiansburg, Virginia, 24068, Telephone 540-381-7999, Fax 540-381-7990. **The Architect/Engineer's office is the only point where contract information will be disseminated.**

A deposit of (\$75.00) plus \$25.00 shipping and handling (separate checks) for each paper set of the bid documents will be required as a guarantee of the safe return of the documents. There is a (\$10.00) deposit plus \$10.00 for shipping and handling (separate checks) for each removable electronic media (CD) set of bid documents. This deposit will be refunded in full on not more than two paper sets or sets provided on removable electronic media (CD) to each bidder who submits a prime contract bid and who returns the documents in good condition within ten (10) days following the receipt of bids. Refund will be made on sets to non-bidders and subcontractors in the amount of half of the deposit when the sets are returned in good condition within ten (10) days following the receipt of bids. Refunds will not be given if the Specification Book is taken apart, or if removable electronic media (CD) is damaged. Both checks are to be made payable to HDH Associates, P.C.

Request for Bid Documents must be accompanied by a written statement showing the name, mailing address and telephone/fax number of the firm or individual requesting the documents.

Drawings and Specifications for the above project will be available for review at the following locations:

1. Virginia Western Community College, Roanoke, Virginia
2. Valley Construction News, Roanoke, Virginia
3. Dodge Plan Room, Richmond, Virginia
4. HDH Associates, P.C., Christiansburg, Virginia

Owner: The Commonwealth of Virginia, State Board for Community Colleges

END OF NOTICE OF INVITATION FOR BIDS

Vendor eVA Registration Requirements

eVA Vendor Registration: *The eVA Internet electronic procurement solution, www.eVA.virginia.gov, streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution whether through the eVA Basic Vendor Registration Service or through the eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in their bid/proposal being rejected.*

- a. *eVA Basic Vendor Registration Service: \$0.00 annual registration fee* plus the appropriate order Transaction Fee specified below.*
- b. *eVA Premium Vendor Registration Service: \$0.00 annual registration fee* plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus electronic notification of business opportunities that match the vendor's registered commodities.*
- c. *For orders issued August 16, 2006 and after, the Vendor Transaction Fee shall be:*
 - (i) *DMBE-certified Small Businesses: 1%, capped at \$500 per order.*
 - (ii) *Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.*

eVA Contracts and Orders: *The solicitation/contract will result in one purchase order(s) with the eVA transaction fee specified below assessed for each order.*

- a. *For orders issued August 16, 2006 and after the Vendor Transaction Fee shall be:*
 - (i) *DMBE-certified Small Businesses: 1%, capped at \$500 per order.*
 - (ii) *Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.*

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

** Per eVA Fee Schedule, revised 7/1/2009.*

