



Chesterfield County, Virginia Purchasing Department

9901 Lori Road – P.O. Box 51 – Chesterfield, VA 23832-0001
Phone: (804) 748-1617 – Fax: (804) 717-6378 – Internet: www.chesterfield.gov

July 17, 2009

NOTICE TO BIDDERS

Sealed Bids on behalf of Chesterfield County, Virginia, will be received in the Purchasing Department, 9901 Lori Road, Chesterfield, Virginia 23832-0001, until but no later than **2:00 p.m.** local time prevailing, **August 19, 2009** and then publicly opened and read immediately thereafter for the following:

Invitation for Bid #09-9887 Chesterfield County Jail Annex Security, HVAC and Electrical Upgrades

Scope of Work: The project consists of selective interior demolition of portions of the existing Chesterfield County Jail Annex Building and construction of renovations, primarily to replace the security electronics systems, detention equipment, detention hardware, builder's hardware, CCTV systems, HVAC equipment and the emergency generator for Chesterfield County.

IMPORTANT NOTIFICATION:

The Purchasing Department will be moving from its current location during the month of August and will no longer be located in Room 402 of the 5-Story Administration Building. The exact move date has not been determined at this time. The street address will remain unchanged and the new location is Room 118 on the first floor of the three story building adjacent to the 5-Story Administration Building (enter through lobby of 5-Story building). Bidders who elect to hand deliver their bids on the day of the bid opening are cautioned to allow extra time to assure timely receipt of the bid.

Pre-Bid Conference / Non Mandatory

A non-mandatory pre-bid conference will be held on **July 28, 2009, at 10:00 a.m.** at the site of the project, 6900 Mimms Drive, Chesterfield, VA, 23832. Attendees must check in with Main Security in the Lobby of the Main Jail. Attendance at the conference is optional.

Copies of Invitation for Bid documents and addenda may be obtained by:

Drawings and Invitation for Bid documents may be obtained by submitting a request and total payment of **\$450.00 in two separate checks** as outlined below:

1. **Non-refundable** drawing fee of One Hundred Dollars (\$100.00) per set, by separate check only, payable to Treasurer, Chesterfield County and sent to A & E Supply, 1400 North Boulevard, Richmond, Virginia 23230, (804)355-8601, fax (804)359-8217, Attn: Chantelle Hayes, Extension 3306, email: chayes@a-e-supply.com. Request and deposit must be received at least four days prior to receiving bid documents. Documents will not be distributed until deposit is received. Documents will be shipped via UPS ground service.
2. **Refundable** drawing deposit of Three Hundred Fifty Dollars (\$350.00) per set by separate check only, payable to Treasurer, Chesterfield County and sent to A & E Supply (contact information and instructions provided above apply)

For security purposes, all drawings and specifications must be returned to A & E Supply. Upon return of the documents (including addenda, if any), prepaid, in good condition, free from markings thereon within fifteen (15 days) from receipt of bids, refund of deposit will be made.

Public Inspection of Invitation for Bid Documents will be available at the following locations:

1. McGraw-Hill Construction/DODGE, 9 North Third Street, Richmond, VA 23219
2. Builders' Exchange Association of Virginia, 3207 Hermitage Road, Richmond, VA 23227
3. Valley Construction News, 356 W. Campbell Avenue, S.W., Roanoke, VA 24016
4. Peninsula Builders Exchange, 615 Dresden Drive, Newport News, VA 23601-2711
5. Central Virginia Business and Construction Association, 3004 1st Avenue, Richmond, VA 23222
6. Greater Virginia Contractor's Association, 2406 Chamberlayne Avenue, Richmond, VA 23222
7. A & E Reprographics & Supply, 1400 North Boulevard, Richmond, VA 23230
8. iSqFt Planroom, c/o A & E Reprographics, 4505 Columbus Street, Suite 104, Virginia Beach, VA 23462

Jo Carol Mayton, CPPB, Principal Contract Officer