TOWN OF GROTTOES

Emily Holloway
Mayor

David Raynes
Council Member

Mark Keeler
Council Member

Tim Leeth
Council Member

Josh Bailey
Council Member

Jo Plaster
Council Member

C.W. Stephenson
Council Member

Nathan Miller
Town Attorney

Nathan Garrison
Town Manager

AJ Hummel
Public Works Director

Rhonda Danner
Town Treasurer

Tara Morris
Town Clerk

Christa Hall
Office Assistant

Ashley Collier
Tourism and Parks Director

John Painter
Chief of Police

Wesley Baugher
Sergeant of Police

INVITATION FOR BID

BID TITLE: Annual Street Paving Services - Bid #19-4.6
BID OPENING: May 6th, 2019 at 2:00 P.M.
DELIVERY DATE: July 15, 2019
BID BOND REQUIRED: Yes

****

Any questions regarding the specifications for this bid should be directed to Nathan Garrison, Town Manager at (540) 249-5896.

Please quote-lowest price and best delivery date on items listed. Advise what discount, if any, will be allowed for payment within a specified time. Terms and delivery date must be specified.

Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract the bid to other than the lowest bidder in the best interest of the Town of Grottoes. The Town of Grottoes also reserves the right to increase or decrease the amount of work to be performed. The prices quoted shall remain in effect through the completion of the project. The Town may, at its discretion, have additional work performed without being obligated to solicit additional bids.

The Town does not discriminate against small and minority business firms.

All bids must be submitted in a sealed envelope plainly marked "PAVING BID" with the name and address of the bidder in the upper left hand corner and accompanied by complete specifications for the items offered. No responsibility will attach the Town or any official or employee thereof for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified. **BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED; BIDS MUST BE SEALED AND MARKED.**

Submit Bid Inquiries and Proposals To:

Town of Grottoes
Nathan Garrison, Town Manager
601 Dogwood Avenue, P.O. Box 146
Grottoes, VA 24441
Phone: (540) 249-5896

NOTICE TO BIDDERS

As a matter of information, the bidder's attention is directed to the points noted herein. Every point enumerated below is fully covered by proposal documents, which describes them in detail and the list incorporated here is merely a partial enumeration of the provisions which have been freely misinterpreted. Bidders should check their proposal against all requirements as strict compliance with all provisions is mandatory.

1. Proposals must be filed at the Grottoes Town Hall Building and prior to the time designated in the Notice of Advertisement for Bids.

2. The name of the firm submitting the bid must be shown on the proposal and envelope exactly as it appears on the Affidavit, and the proposal must be signed by an authorized representative of the firm.

3. All prices must be typed or written in ink.

4. Unless otherwise specified or permitted in the proposal, prices must be submitted on all items shown in the proposal.

5. Proposals conditioned by proposed alternatives, other than those specified or permitted, or by reserving the right to accept or reject and award or to enter into a contract pursuant to an award will not be considered.

6. Erasures or alterations in the bidder's entries in the proposal must be initialed by an authorized representative of the firm. Telegraphic corrections will not be considered.

7. A bid total must be shown in each space provided for same.

8. Bid Security: Bids shall be accompanied by a certified check or an acceptable bid bond in the amount of 5% of the base bid. The Proposal Guaranty form must be completed and signed by the Surety and an authorized representative from the firm.

9. Joint venture proposals must show the firm name of each party and be signed by an authorized representative of each firm.

10. Bidders must be licensed as contractors in the Commonwealth of Virginia in accordance with the Chapter 11 of Title 54.1 of the Code of Virginia.

11. Before submitting a bid, each bidder shall visit the site of the work. Each bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the work is to be performed, and shall include in his bid a sum to cover the cost of all items necessary to perform the work as set forth in the proposed contract documents. No allowance will be made to a bidder because of lack of such examination and knowledge. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

12. A bidder may modify or withdraw his bid by written request at any time prior to the scheduled time for opening of the submitted bids.

13. The bidder to whom the contract is awarded shall, within ten calendar days after notice of award an receipt of agreement form, sign and deliver required copies to Nathan Garrison, Town Manager.

14. The successful bidder shall obtain a Town of Grottoes Business License before beginning work on this project. Successful bidder must also renew license annually upon extension of contract.

PROPOSAL
TOWN OF GROTTOES – ANNUAL STREET PAVING SERVICES

Project # 19-4.6

1. The work includes provision and installation of:

   Asphalt concrete 1½" overlay type SM- 9.5AL furnished and installed for the following:

   - Gum Avenue from North side of 3rd street to South side of 6th Street
   - 8th Street from East side of Elm Avenue to East side of Forest Avenue

   Cost per Ton $ _____

   Total Project Cost $ _____

2. The work includes provision and installation of:

   Asphalt concrete 2" overlay type SM-9.5AL furnished and installed for the following:

   - Forest Avenue from North side of 6th Street to South side of 7th Street

   Cost per Ton $ _____

   Total Project Cost $ _____

3. This bid agreement includes the following clause which allows for extension of the contract on a yearly basis for up to five years. Such extension will be at the discretion of the Town of Grottoes and contingent upon acceptable performance and successful negotiation of yearly contract prices. Such prices shall be based upon a proposed annual work schedule to be provided to the contractor at time of extension.

ALL BIDS ON THIS ROADWAY WORK MUST MEET THE FOLLOWING SPECIFICATIONS:

1. All work shall be in accordance with applicable Sections of the 2016 Virginia Department of Highways and Transportation Road and Bridge specifications, and as amended.

2. All road sections are to be cleaned and prepared for bituminous concrete.

3. All road sections are to be graded establishing proper contours on road, ditches and shoulders, removing and replacing unstable subgrade, and furnishing all materials, labor, tools, equipment and incidents necessary to complete the work.

4. All potholes, depressions, and open cuts are to be filled prior to paving.

5. All connections to driveways shall be tapered down from street.

6. Existing cross streets at all intersections will need to be milled or tapered down for proper grade of street.

7. All areas disturbed by the contractor during and by his operation, shall be repaired and seeded.

8. All road sections are to be inspected by the Town's authorized representative for compliance and safety.

9. All bidders must enclose a certificate of insurance and acceptable bid security documents with their bid or said bid will be rejected by the Town Council.

.

PROPOSAL TO THE TOWN OF GROTTOES, INC.

I/We declare that no other person, firm or corporation is interested in this proposal; that I/We have carefully examined the current road and bridge specifications, form of contract and all other documents pertaining thereto and thoroughly understand the contents thereof, that I/We understand that current road and bridge specifications, as defined in the current road and bridge specifications, are a part of this proposal, that all the quantities shown herewith are a part of this proposal, that all the quantities shown herewith are approximately only, that I/We have examined the location of the proposed work and source of supply of materials, and that I/We agree to bind myself/ourselves upon award to the Town of Grottoes, Inc. under this proposal to a contract with necessary surety bond, to work on the date specified in the notice to proceed, and to complete all work in accordance with the current road and bridge specifications within the time limit set forth in the contract.

_____

(Name of Individual(s), Firms, or Corporation and Address)

VA Contractor's Registration Number _____

BY:_____ _____

(Name) (Title)

CONTRACTOR'S PROPOSAL TO SUBLET*
(To be submitted with Bid Proposal)

Job Designation_____

Project_____

Submitted By_____
(Firm Name)

By signing this bid, the bidder proposes to sublet to a prequalified contractor the following dollar amounts:

NAME OF CONTRACTOR	DOLLAR AMOUNT
TOTAL	

*This form is to be submitted by the prime contractor with his bid proposal in order to be granted prequalification credit for work proposed to be subcontracted. A substitution of subcontractors may be permitted only upon written request and approval by the Town.

AFFIDAVIT

This form must be completed, signed, notarized and returned with bid; and failure to do so shall result in the rejection of your bid. A separate form must be submitted by each principal of a joint venture bid.

_____ Project:_____
(Name of Agency)

Bid Proposal Date:_____

State of_____ County/City of_____

This day personally appeared before the undersigned, a Notary Public in and for the City/County and State aforesaid, _____, who having been first duly sworn according to law, did depose and aver as follows:

1. That he is _____ of _____ .
   (Owner, President, Partner, etc.) (Name of Bidder)
2. That he is personally familiar with the bid of _____ submitted in connection with the above-captioned Town of Grottoes project.
3. That the bid of said _____ was formulated and
   (Name of Bidder)
   submitted in good faith as the true bid of said _____ .
   (Name of Bidder)
4. That in the preparation and submission of this bid, said bidder did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Article 1.1 of Chapter 12 of Title 18.2 (Virginia Governmental Frauds Act), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

And further deponent saith not.

_____
(Affiant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires _____.

My registration number is _____.

_____
(Notary Public)

TOWN OF GROTTOES
CONDITIONAL WITHDRAWAL OF PROPOSALS

A bidder who desires to bid on more than one project to be opened on the same date, and who also desires to protect himself against receiving an award of more projects than he is equipped to handle, may bid on any number of projects, securing the protection desired by making the following written statement signed by the bidder and attached to the proposal for each of the projects bid upon on which this is to apply.

"It is the desire of the undersigned Bidder to be awarded contracts, the value of which will not exceed a total of $ _____ for projects on which bids are being opened on _____.
(Date)
In addition to this project, bids are also being submitted on the following projects on which this requirement is applicable:

1.
2.
3.

It is agreed that in the event I am (we are) low bidder(s) on projects or awarded projects, the value of which is more than $_____ , the Town of Grottoes will award me (us) projects the value of which will not exceed $_____ and which will result in maximum savings to the Town."

Please put N/A if Not Applicable

_____
(Signature of Bidder)

SWORN STATEMENTS REQUIRED BY THE TOWN OF GROTTOES UNDER TITLE 33.2-1111 & 1112 OF THE CODE OF VIRGINIA AND BY SECTION 1128 OF TITLE 23, UNITED STATES CODE

The form must be completed, signed, notarized and returned with bid; and failure to do so may result in the rejection of your bid. A separate form must be submitted by each principal of a joint venture bid.

During the preceding twelve months, I/we have been a member of the Highway Contractors Associations, as defined in Section 33.2-1106 of the Code of Virginia (1970). (If none, so state.)

NAME	LOCATION OF PRINICPAL OFFICE
_____	_____
_____	_____
_____	_____

I/We have neither directly nor indirectly entered into any combination or arrangement with any person, firm or corporation or entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract, the effect of which is to prevent competition or increase the cost of construction or maintenance of roads or bridges.

The undersigned makes the foregoing statements to be filed with bids submitted on behalf of (himself) (the named partnership) (the named Corporation) for contracts to be let by the Town of Grottoes.

Signed this _____ day of _____, 20_____.

_____
(Name of Organization)

By: _____

State of _____ County/City of _____

I, _____, a Notary Public in and for the State and County/City aforesaid, hereby certify that this day _____ personally appeared before me and made oath that he is duly authorized to make the above statements and that such statements are true and correct.

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires _____.

My registration number is_____.

_____
Notary Public

(Return One Copy)

CERTIFICATE OF INSURANCE

It is of vital importance to the assured that you send this form or a form of like substance to:
Nathan Garrison, Town Manager
Town of Grottoes
P.O. Box 146, Grottoes, VA 24441

This is to certify that the _____
(Insurance Company)

Assured _____
(Company)

Address_____
(Street) (City/County) (State) (Zip Code)

Policies of Insurance Described as Follows:

Kind of Policy	Workmen's Compensation	Bodily Injury Liability and Property Damage Liability
Policy Number		
Effective Dates	From: To:	From: To:
Limits of Compensation	Provided by Workmen's Compensation Laws of Commonwealth of Virginia	Each Person: $ _____ Aggregate: $_____
Exact Location Covered		
Classification of Work Covered (detail)		

This certificate is issued at the request of the Town of Grottoes Inc., P.O. Box 145, Grottoes, VA 24441, to whom we will give written notice of cancellation, renewal or expiration of the above policy or policies.

Dated at _____ _____
(City/County) (State) (Agency)

On the _____ of _____ By: _____
(Day) (Month) (Year) (Authorized Representative)

TOWN OF GROTTOES
PROPOSAL GUARANTY

KNOWN ALL MEN BY THESE PRESENTS, THAT WE _____ as principal, and _____ Surety, are held and firmly bound unto the Commonwealth of Virginia as oblige, in the amount of FIVE PERCENT OF THE DOLLAR VALUE OF THE BID, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally and firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 20_____.

WHEREAS, the above said principal is herewith submitting its proposal for:

_____
(Project Number)

NOW THEREFORE, the condition of the above oblige is such, that if the aforesaid principal shall be awarded the contract upon said proposal and shall within the time specified in the Specifications after the notice of such award enter into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void; otherwise to remain in full force and effect and the principal and surety will pay unto the oblige the difference in money between the amount of the bid of the said principal and the amount for which the oblige may legally contract with another party to perform the said work if the latter amount be in excess of the former; but in no event shall the liability exceed the penal sum hereof.

_____ (Principal*)	_____ (Surety Company)
By: _____ (Officer, Partner or Owner) (Seal)	_____ (Attorney-in-Fact**) (Seal)
_____ (Principal*)	_____ (Surety Company)
By: _____ (Officer, Partner or Owner) (Seal)	_____ (Attorney-in-Fact**) (Seal)
_____ (Principal*)	_____ (Surety Company)
By: _____ (Officer, Partner or Owner) (Seal)	_____ (Attorney-in-Fact**) (Seal)

*NOTE: If the principal is a joint venture, each party must be named and execution made by same hereon. If there is more than one surety to the bid bond, each surety must be named and execution shall be made by same hereon.

**Attach copy of Power of Attorney.

CONTRACTOR'S CERTIFICATION

This is to certify that I (we) are not currently barred from bidding on contracts by any agency of The Commonwealth of Virginia, nor am I (we) a part of an firm that is currently barred from bidding on contracts by any agency of The Commonwealth of Virginia.

_____

(Name of Individual(s), Firm, or Corporation and Address)

VA Contractor's Registration Number _____

BY:_____ _____

(Name) (Title)