INVITATION FOR BIDS

IFB#214-03-GCS

Issue Date: June 4, 2003

Title: General Contracting Services

Issuing Agency: Commonwealth of Virginia
Longwood University, Bristow Building, Room #218
201 High Street
Farmville, Virginia 23909-1899

For Furnishing The Services Described Herein And Then Opened in Public.
Sealed Bids Will Be Received Until July 8, 2003 at 2:00 p.m. Local Time for Furnishing Services Described Herein.
Bids will be publicly opened immediately thereafter.
All Inquiries For Information Should Be Directed To: Mr. James E. Simpson, CPPB, VCO, Longwood University
(434) 395-2093.

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.
Please return the complete invitation (all pages); invitations returned with missing pages could be cause for rejection
of your bid.

IF BIDS ARE HAND DELIVERED, DELIVER TO: Longwood University, Bristow Building, Room #218,
Farmville, Virginia 23909. In Compliance With This Invitation For Bids And To All The Conditions Imposed
Herein, The Undersigned Offers And Agrees To
Furnish The Services Described At The Prices Indicated.

Virginia Contractor License No.________________
Class:_______ Specialty Codes:____________________

Name and Address of Firm: ______________________ Date:_________________
_________________________ By:________________________
_________________________ Title:_____________________
_________________________ Name and Title Typed:_________
_________________________

FEI/FIN NO._________ Telephone Number: (___)________
Fax Number (___)________

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia,
11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any
other basis prohibited by state law relating to discrimination in employment

**OPTIONAL-PREBID CONFERENCE : An optional pre-bid conference will be held in Facilities Management
Conference Room, June 25, 2003. 10:00 a.m. The purpose of this conference is to allow potential Bidders an
opportunity to present questions and obtain clarification relative to any facet of this solicitation. Please bring a copy
of the solicitation with you to the conference. Any changes resulting from this conference will be issued in the form
of a written addendum.

Please check any or all that apply:

Small Business _______ Female Owned Business _________________ Minority Owned Business _______
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PROJECT DESCRIPTION
A. **Purpose:** The purpose and intent of this Invitation for Bid is to establish contracts with two (2) or more providers to provide building alteration and remodeling services on an as needed basis for a period of two years with the option to renew for three additional one-year periods, for the Facilities Management Department, Longwood University (an agency of the Commonwealth of Virginia). This contract is intended for jobs not to exceed $50,000 each.

B. **PROJECTED REQUIREMENTS/ESTIMATED VOLUME:** The potential dollar volume of work that may be ordered under this contract is unknown. However, estimated annual requirements within the range of $50,000 to $100,000 are not considered unreasonable. This estimate is given for the information of potential bidders only. It does not indicate the volume which will be experienced, since such volume will depend upon requirements which develop during the contract period.

C. **SCOPE OF WORK:** The contractor shall furnish all necessary labor, supervision, equipment, materials, tools and supplies as may be required to provide building alteration and remodeling services on an as needed basis in accordance with specifications and terms and conditions set forth herein. The general contractor shall be responsible for carrying out projects under $50,000. Individual projects which are estimated to cost more than $50,000 shall be solicited separately from this contract in order to comply with the requirements of the Virginia Public Procurement Act. Examples of the types of building alterations and remodeling projects that may be requested include, but are not limited to the following:

1. Remove existing partitions (wood or metal stud wallboard or masonry/plaster construction) with doors, electrical outlets, switches, thermostats, associated mechanical devices.

2. Remove door and frame from existing partition (wood or metal wallboard or masonry/plaster construction), seal openings, and finish to match existing area.

3. Furnish and install regular 1/2" gypsum wallboard (drywall) partition finished two sides, taped or batten strip, finish as directed, prime one coat and paint two coats.

4. Furnish and install wood doors in wood or metal frames and/or steel doors in steel frames; prime one coat and finish two coats on both sides; install hardware (locks).

5. Install acoustical suspended ceiling systems.

6. Install chair rail, install handicap ramps, build/install shelving, bookcases, etc.

7. Various minor, non-maintenance actions, e.g. install vinyl wall covering; soundproof walls and ceilings; hang portraits, bulletin boards, maps, clocks, drapes, venetian blinds, modesty panels; install deadbolts; cut off doors, etc.

8. Longwood University reserves the right to obtain estimates from any or all contract sources for any individual project.

Note: The Contractor may be required to do emergency repairs at times other than normal working hours. The Contractor shall be available on a seven (7) days a week, twenty-four (24) hour basis for such emergency work.

The bidder shall be familiar with all Federal, State and Local laws, ordinances, rules and regulations that in any manner affect the work.

D. **GENERAL PROCEDURE:**
1. Upon receipt of a telephonic or written request from the Facilities Management Department of Longwood University, the contractor will be required to visit the work site within three workdays and carefully examine the site of the proposed work to acquire a full understanding of the nature and scope of the project to be accomplished. The contractor shall furnish the university, within five workdays, a written estimate of the costs to complete the project, to include a breakout of quantities of labor to be billed at the contracted hourly rates, a breakout of major items of materials needed and number of days to complete the project after receiving the universities Notice to Proceed. The Contractor, in establishing the target date for completion, will take into account the time required to obtain delivery of the required materials and, where appropriate, will advise the University if the availability of materials will delay the start of work on the project beyond the five-day limit called for in the Pricing Schedule. In preparing such estimates, the contractor may choose to rely on personal inspections, or to contact the Facilities Management Office to obtain access to building blueprints. Upon approval by the University, a Notice to Proceed will incorporate the contractor's estimate and the terms and conditions of the basic contract. The University reserves the right to furnish to the contractor any or all of the materials for the job and reduce the estimate cost of the Scope of Work accordingly.

2. It is understood that the work to be performed under this contract shall not require the services of an architect, engineer, or consultant, and that the work required can be done as a result of routine field surveys by the contractor, examinations of written information and simple sketches and diagrams briefly describing the University's needs, and building blueprints if necessary. However, if upon completing the site investigation of the work, the contractor determines that the scope of work in response to the University's request requires the services of an architect, engineer or consultant, then the contractor shall notify the University that work requested cannot be accomplished under this contract.

3. The contractor shall be responsible to assure that all materials used comply with all applicable laws, ordinances, regulations and codes and are compatible with pre-existing materials and equipment in the building involved.

E. CONTRACTOR'S SUPERINTENDENTS AND SUPERVISION: It shall be the contractor's responsibility to completely supervise and direct the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the General Contractor. The Contractor shall repair or replace any work damaged by his/her operation within ten (10) working days after notification by the Director of Facilities Management.

F. PRICING SCHEDULE: The Contractor agrees to provide general contracting services in accordance with the terms and conditions and specifications of this Invitation for Bid at the rates specified herein. This solicitation consists of two parts.

1. Section F.1: Estimated quantities of specific tasks bid on a firm unit price basis. Quantities shown are rough estimates over the life of the contract. Insert unit price and extension for each item on which you are bidding.

Bidder Shall Complete This Section 1

State below your unit and extended prices to accomplish the following tasks. Bid prices shall include all labor, materials, overhead, profit, etc.

Bids submitted without individual item prices listed will be considered as non-responsive and rejected.

Bidder Shall Complete The Following Price Schedule on Pages 6,7,8.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>ESTIMATED UNIT COST PER LINEAR FEET</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remove existing 4” to 8” masonry and/or plaster partition with doors,</td>
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<tr>
<td>Electrical outlets and switches, thermostats, and associated mechanical</td>
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<tr>
<td>devices. Store doors and frames as directed.</td>
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<tr>
<td>a. Up to 8 ft high</td>
<td>400 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>b. Up to 10 ft. high</td>
<td>100 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>2. Remove existing wood or metal stud wallboard partitions with doors,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>electrical outlets and switches, thermostats, and associated mechanical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>devices. Store doors and frames as directed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Up to 8 ft. high</td>
<td>600 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>b. Up to 10 ft.</td>
<td>100 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>3. Furnish and install regular ½” gypsum wallboard (drywall) partition,</td>
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<tr>
<td>finished two sides, taped or batten strip, finish as directed, prime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>one coat and paint two coats.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. With Wood Studs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Ceiling Height 10’</td>
<td>100 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>2. Ceiling Height 8’</td>
<td>600 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>3. Partial-up to 6’ Height</td>
<td>150 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>b. With metal studs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Ceiling Height 10’</td>
<td>100 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>2. Ceiling Height 8’</td>
<td>600 L.F.</td>
<td>$________________</td>
<td>$______________</td>
</tr>
<tr>
<td>3. Partial-up to 6’ Height</td>
<td>150 L.F.</td>
<td>$________________</td>
<td>$______________</td>
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<tr>
<td>4. Remove door and frame from wood or metal stud</td>
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</tbody>
</table>
NOTES:

A. The partitions referee to in Item Nos. 1, 2, and 3 are intended to mean those found in typical office spaces that have approximately one door per 14 linear feet, two electrical outlets and one light switch per 14 linear feet and one thermostat per 50 linear feet. (Installation or removal of partitions with greater quantities of these items will be figured at the rates bid for the basic partitions plus the cost of the additional work items.)

B. Bid amounts for Item Nos. 6, 7 and 8 shall include all labor costs to install a door complete with basic hardware of the Best Lock type. Installation of other types of hardware, including kickplates, hand plates, emergency panic bars, etc. will be billed as additional cost items.

2. **Section F.2: Labor rates for work not specifically included in Section F.1.**

Bidder agrees to provide the services specified in the foregoing paragraphs at the following firm fixed rates:

**LABOR COST:**

<table>
<thead>
<tr>
<th>REGULAR TIME:</th>
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</thead>
<tbody>
<tr>
<td>Carpenter (Straight Time)</td>
<td>@</td>
<td>$___________ Per Hour</td>
</tr>
<tr>
<td>Carpenter (Nights &amp; Weekends)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Carpenter (Holidays)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Carpenter’s Helper (Straight Time)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Carpenter’s Helper (Nights &amp; Weekends)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Carpenter’s Helper (Holidays)</td>
<td>@</td>
<td>$___________ Per Hour</td>
</tr>
<tr>
<td>Plasterer (Straight Time)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Plasterer (Nights &amp; Weekends)</td>
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<td>$___________ Per Hour</td>
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<tr>
<td>Plasterer (Holidays)</td>
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<td>$___________ Per Hour</td>
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<tr>
<td>Brick Layer (Straight Time)</td>
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<td>$___________ Per Hour</td>
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<tr>
<td>Brick Layer (Nights &amp; Weekends)</td>
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<td>$___________ Per Hour</td>
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<tr>
<td>Brick Layer (Holidays)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Painter (Straight Time)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Painter (Nights &amp; Weekends)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Painter (Holidays)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Laborers (Straight Time)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Laborers (Nights &amp; Weekends)</td>
<td>@</td>
<td>$___________ Per Hour</td>
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<tr>
<td>Laborers (Holidays)</td>
<td>@</td>
<td>$___________ Per Hour</td>
</tr>
</tbody>
</table>
Helpers (Straight Time) @ $______________ Per Hour
Helpers (Nights & Weekends) @ $______________ Per Hour
Helpers (Holidays) @ $______________ Per Hour

Plumber (Straight Time) @ $______________ Per Hour
Plumber (Nights & Weekends) @ $______________ Per Hour
Plumber (Holidays) @ $______________ Per Hour

HVAC Mechanic (Straight Time) @ $______________ Per Hour
HVAC Mechanic (Nights & Weekends) @ $______________ Per Hour
HVAC Mechanic (Holidays) @ $______________ Per Hour

Electrician (Straight Time) @ $______________ Per Hour
Electrician (Nights & Weekends) @ $______________ Per Hour
Electrician (Holidays) @ $______________ Per Hour

Roofer (Straight Time) @ $______________ Per Hour
Roofer (Nights & Weekends) @ $______________ Per Hour
Roofer (Holidays) @ $______________ Per Hour

Cement Finisher (Straight Time) @ $______________ Per Hour
Cement Finisher (Nights & Weekends) @ $______________ Per Hour
Cement Finisher (Holidays) @ $______________ Per Hour

Gypsum Board Installer (Straight Time) @ $______________ Per Hour
Gypsum Board Installer (Nights & Weekends) @ $______________ Per Hour
Gypsum Board Installer (Holidays) @ $______________ Per Hour

3. Materials: The owner may elect to supply materials in some instances. When the contractor is required to provide materials, these will be charged at Supplier’s invoiced cost.

4. List below any other applicable rates or pricing that might apply to this contract. If none, so state.

________________________________________
________________________________________
________________________________________
________________________________________

5. Response:

The Commonwealth desires that all work, when required, be scheduled and started no later than five (5) calendar days from date of notification to proceed with work. Bidder shall indicate in space provided if different than 5 days. (See Section I, D.1.)
**BID EVALUATION PROCEDURE:** Bids shall be evaluated on the basis of the Pricing Schedule found in Section VI. The low bidder(s) shall be determined by the total billing for the following hypothetical scenario.

**THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY!**

**THE BIDDER IS NOT TO FILL IN THE BLANKS INDICATED BELOW:**

<table>
<thead>
<tr>
<th>Section F.1</th>
<th>Item 1</th>
<th>$______________</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Item 2</td>
<td>$______________</td>
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<td>Item 3</td>
<td>$______________</td>
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<td></td>
<td>Item 4</td>
<td>$______________</td>
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<td>Item 5</td>
<td>$______________</td>
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<td>Item 6</td>
<td>$______________</td>
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<td></td>
<td>Item 7</td>
<td>$______________</td>
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<td></td>
<td>Item 8</td>
<td>$______________</td>
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<td></td>
<td>Item 9</td>
<td>$______________</td>
</tr>
</tbody>
</table>

Carpenter (Straight Time) 40 hrs.@_________ $______________
Bricklayer (Straight Time) 20 hrs @__________ $______________
Painter (Straight Time) 20 hrs.@____________ $______________
Laborers (Straight Time) 40 hrs.@____________ $______________
Plumbers (Straight Time) 30 hrs.@__________ $______________
HVAC (Straight Time) 30 hrs.@___________ $______________
Electrical (Straight Time) 30 hrs.@__________ $______________
Roofers (Straight Time) 30 hrs.@___________ $______________
Cement Finisher (Straight Time) 20 hrs.@___________ $______________
Gypsum Board Installer (Straight Time) 20 hrs.@___________ $______________

Carpenter (Nights & Weekends ) 10 hrs. @___________ $______________
Bricklayer (Nights & Weekends ) 20 hrs. @___________ $______________
Painter (Nights & Weekends ) 20 hrs. @___________ $______________
Laborers (Nights & Weekends ) 40 hrs. @___________ $______________
Plumbers (Nights & Weekends ) 30 hrs. @___________ $______________
HVAC (Nights & Weekends ) 30 hrs. @___________ $______________
Electrical (Nights & Weekends ) 30 hrs. @___________ $______________
Roofers (Nights & Weekends ) 30 hrs. @___________ $______________
Cement Finisher (Nights & Weekends ) 20 hrs. @___________ $______________
Gypsum Board Installer(Nights & Weekends )20 hrs.@___________$______________

**TOTAL SCENARIO BILLING** $_________________________

**CONTRACT ADMINISTRATION:** Upon award, Longwood University will designate individual(s) as authorized representatives to administer all work performed in conjunction with this contract. As the Longwood University contract administrator, contract inspector, or designated official is, in the first instance, the interpreters of the conditions of the contract and the judge of its performance, they shall use all powers under the contract to enforce its faithful performance. The Longwood University contract administrator, or designated official shall determine the amount, quality, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the services and shall decide all other questions in connection with the services. The Contract Administrator, inspector, or designated official, shall have no authority to approve changes in the services which alter the contract terms or price. Any contract
modifications made must first be authorized by Longwood University Materiel Management Office and issued as a written amendment to the contract.

VII. **OPTIONAL-PREBID CONFERENCE**: An optional pre-bid conference will be held in Facilities Management Conference Room, June 25, 2003, 10:00 a.m. The purpose of this conference is to allow potential Bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Please bring a copy of the solicitation with you to the conference. Any changes resulting from this conference will be issued in the form of a written addendum.

VIII. LONGWOOD UNIVERSITY SITE REGULATIONS

The contractor shall conduct his operations in compliance with the regulations established by the University for the construction site and personnel. Such regulations will be prescribed as necessary by the Director of the Facilities Management Department or such persons as he may direct. The regulations shall include but shall not be limited to the following:

1. The contractor shall schedule work in cooperation with the Owner. Normal work hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. Any deviations from these work hours will be approved by the University. All necessary interruptions to the University utilities and roadways shall be kept to a minimum and shall be coordinated with the University two work days (48 hours) prior to the outage. The contractor shall coordinate the work with the University to ensure continual operation of the University functions. The contractor shall provide a schedule of work for approval by the University. Schedule shall be updated as needed.

2. The contractor shall confine equipment, the storage of materials and equipment, and the operation of his forces to the immediate vicinity of the project in the areas designated by the University.

3. The contractor shall exercise extreme care to protect University property during his operations. The contractor shall restore to original condition any plantings, grassed areas, utilities, roads, structures, and other University facilities damaged as a result of his operations, and at no additional cost to the Owner. Any damage including damage to finished surfaces resulting from the performance of this contract shall be repaired to the Owner’s satisfaction at the contractor’s expense.

4. The contractor shall be required to manage the project in a safe manner so as to protect University personnel, students, and visitors from injury. Sites are to be appropriately designated by signs, fenced and flagged. Minimum fence to be equal to 4’ orange plastic netting with 6’ wooden stakes at 5’ centers.

5. The parking of the vehicles belonging to the contractor, his employees, and his subcontractors shall be limited to the areas designated by the University. In no event will they be parked on lawns or sidewalks. Parking permits will be required by the University. Permits are available at the Facilities Management Department office.

6. No signs or advertisements shall be posted on University property unless approved by the University.
7. The contract may use University water and power. Any modifications of these utilities required by the contractor shall be made by the contractor at his expense. These modifications may be made only after receiving written permission from the Facilities Management Department. Contractor shall remove modifications upon completion of project. No charges to the contractor will be made by the University for the use of University utilities unless persistent wastage occurs. In such cases, the contractor will be charged for the utilities at the same rates the University pays for them.

8. Sanitary facilities shall be provided by the contractor.

9. The contractor shall clean up the construction site at the end of each workday.

10. All contracted personnel must clearly display a contractor’s badge. Badges may be obtained at no cost upon request to the Facilities Management Department.

11. The contractor shall be responsible for properly security any equipment or material prior to leaving the site to prevent damage to both secured and installed material and equipment.

12. The contractor shall be responsible to secure and monitor concrete until it hardens and held accountable for damage incurred prior to hardening.

13. Sensitivity to the unique nature of the University environment is essential. A high standard of civility must be maintained by contractors and their employees for a meaningful learning environment to exist. Behaviors displayed by contractor’s employees, such as catcalling, whistling, leering, and other similar gestures or comments of a sexual nature made toward students or employees of the University, have the very real potential of creating serious liabilities for the University and the contractor. They cannot be tolerated by the University and contractor’s employees exhibiting such behavior will be barred from the work site permanently. Chronic problems of this nature may be deemed a material breach of the construction agreement. Title IX of the Education Amendments of 1972 creates legal claim rights for University students, visitors or employees sexually harassed by third parties such as contractors and their employees.

14. The Contractor shall contact the Town of Farmville and acquire a Town Contractor’s License. The phone number is 434.392.5686.

DATA SHEET
TO BE COMPLETED BY THE BIDDER
1. **Qualification of Bidder:** The bidder must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **Years in Business.** Indicate the length of time you have been in business providing this type of service.___________ Year(s) ________________ Month(s)

3. **Reference:** Indicate below a listing of references from other colleges or universities as stated in the scope of work for whom you have provided this type of service. Include the date service was provided and the name and address of the person Longwood University has your permission to contact.

<table>
<thead>
<tr>
<th>CLIENT</th>
<th>ADDRESS</th>
<th>CONTACT PERSON AND PHONE NUMBER</th>
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<tbody>
<tr>
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