INVITATION TO BID

Issue Date: July 10, 2015

Title:  **REMODELING OF TWO (2) BATHROOMS - INTERMEDIATE CARE FACILITY (ICF)**

Number: 2015ICFRemodelBathrooms

Issuing Agency & Address: Danville-Pittsylvania Community Services
245 Hairston Street
Danville, Virginia 24540

Location of Work: 504 Middle Street, Danville, VA 24540

**MANDATORY PRE-BID MEETING:** Danville-Pittsylvania Community Services (AGENCY), 505 Keen Street, Second Floor Conference Room/Sunroom, Danville, VA 24540, 2:00 p.m., local time, July 22, 2015. Attendance at the pre-bid meeting is REQUIRED to submit a bid.

All inquiries for information should be directed to: Corene Hermanson
Director of Residential Services
Telephone #: (434) 792-2789, ext 34
Email: chermanson@dpcs.org

Bids may be mailed or hand delivered directly to Danville-Pittsylvania Community Services at the following address:
*Danville-Pittsylvania Community Services, 245 Hairston Street, West Wing Receptionist Office, Danville, Virginia 24540*

Sealed bids for furnishing the services described herein will be received until 2:00 p.m. local time on August 19, 2015. **One (1) original and two (2) copies of the bound Bids including all sixteen (16) pages must reach the above address by the deadline stated.** A public opening of the bids will be held at 2:00 PM on August 19, 2015 in the Betty Whitehead M.D., Board Room at 245 Hairston Street.

Danville-Pittsylvania Community Services reserves the right to reject any and all bids and to waive any informalities or irregularities in procedure. This project is contingent on receipt of funding. The Owner reserves the right to award more or less work than contemplated in this bid.

Signed Bid: In compliance with this Bid and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached bid or as mutually agreed upon by subsequent negotiation.

Name and Address of Bidder:

______________________________  Date:__________________________

______________________________  By:___________________________

______________________________  (Signature in ink)

______________________________  Typed Name:____________________

______________________________  Title:_________________________

Telephone #:____________________  Email: ______________________

This cover page must be returned with a copy of the Invitation to Bid which consists of sixteen (16) pages.
INVITATION TO BID

REMODELING OF TWO (2) BATHROOMS - INTERMEDIATE CARE FACILITY (ICF)

Issue Date: July 10, 2015

Danville-Pittsylvania Community Services (hereinafter called the “Agency”) invites qualified general contractors (hereinafter called the “Bidder”) to submit bids to perform the remodeling of two (2) bathrooms (Bathroom A and B) located at the Agency’s Intermediate Care Facility, 504 Middle Street Danville, Virginia.

I. PURPOSE

The purpose of this Invitation to Bid is to solicit bids for the purpose of entering into a single contract to remodel two bathrooms located in the Intermediate Care Facility (ICF) at 504 Middle Street.

II. SCOPE OF SERVICES

The Bidder will be responsible for the remodeling of two (2) bathrooms located in an ICF. The Bidder will be required to follow the Code of Federal Regulations Title 42, Public Health Section 483.470, Condition of participation: Physical environment and Commonwealth of Virginia Life Safety Codes.

The Bidder will assure compliance with the time frame for completion no later than November 1, 2015.

A mandatory Pre-Bid Meeting will be held July 22, 2015, at 505 Keen Street, Second Floor Conference/Sunroom, Danville, Virginia, for Danville-Pittsylvania Community Services to outline the general guidelines of the project and to tour the site to review specific issues.

The Bidder will assure the following:

Note: There are two (2) bathrooms to be remodeled. Everything will be the same unless noted for both baths. Both baths should meet all requirements of the Americans with Disabilities Act (ADA).

- Bath A and B to be demolished except the toilets which will be reinstalled.
- New metal door jambs installed and painted.
- Install new sheetrock and paint as follows:
  - Color in Bath A: Pittsburgh Paint PPG1053-5 “Brandy Snaps”
  - Color in Bath B: Pittsburgh Paint PPG1125-4 “Olive Spring”
- Install new walk-in tub unit by RANE, Model #RH6 St. Croix Side Entry Tub for both baths. Bath A to have a right-hand door swing, Bath B to have a left-hand door swing.
• Flooring should be 12” x 12” ceramic tile laid on a 45-degree angle.
  Bath A Flooring: Daltile “Heathland” White Rock HL01 with 6” x 12” cove base
  Bath B Flooring: Daltile “Heathland” Raffia HL02 with 6” x 12” cove base

• Walls should be ceramic tile up approximately 48” in height and include a decorative border plus a counter rail that finishes off the top edge. Lay the 9” x 12” tile horizontally in brick pattern.
  • Bath A: Wall tile by Daltile “Heathland” White Rock HL01 with mosaic border by Daltile TS68 Sienna Gold
  • Bath B: Wall tile by Daltile “Heathland” Raffia HL02 with mosaic border by Daltile TS68 Sienna Gold
  • Finish off top edges of wall tile with counter rail in 2” x 6” in matching color
  • Finish around tub area with appropriate trims

• Install wall hung sink in Bath A and B – Kohler “Pinoir” K-2035-1-0 White or equal
• Install faucet in Bath A and B – Kohler “Coralais” commercial style #K-15583-F-CP or equal
• Install wall mirror in Bath A and B – Bobrick B-293 1830 tilted
• Install ceramic tile in Bath A and B around the tub to a height of 36” minimum and finish with same counter rail tile as on wall tile.
• Install in Bath A and B: Overhead ceiling lights to be moisture proof recessed cans; one over the tub and one in the center of the room and to use LED bulbs. These two cans to be controlled by one wall switch which is motion activated to turn off when no one occupies the room. A separate switch will be used for the light over the mirror. Install a double gang box. Exhaust fan to be on the same switch as the can lights.
• Lighting: Install light over mirror in Bath A: Capital Lighting #1063CH-142 or equal.
  Install light over mirror in Bath B: Capital Lighting #1533MN-278 or equal.
• Install grab bars in Bath A and B around the toilet area and in the tub areas according to ADA requirements. Color: Stainless Steel
• Install towel hook on the back of bathroom door in Bath A and B. Bobrick B-677 or equal
• Install toilet paper holder in Bath A and B. Holder should be wall mounted-recessed ceramic tile that matches the wall tile.
• Re-install existing exhaust fans in Bath A and B.
• Reuse the sprinkler head in both bathrooms and retain the strobe/fire lights.
• Install paper towel holder in Bath A and B - Bobrick automatic #B-72974 (9 ½” deep). Option: A space saver towel holder that recesses in the wall and protrudes approximately 4” – Bobrick #B29744. Both wall units are battery operated. Specify if the external adapters are needed to convert to 6V.

A. Attendance at the Pre-Bid Meeting to be held at Danville-Pittsylvania Community Services, July 22, 2015, 505 Keen Street, Second Floor Conference/Sunroom, Danville, Virginia will be mandatory to submit a bid.

B. Project will be completed no later than November 1, 2015.

III. QUALIFICATIONS OF BIDDER

Project must be completed in accordance with American with Disabilities Act (ADA) of 1990 and according to standards listed in the ADA Standards for Accessible Design 2010 manual; which requires design and renovation specifications to be performed by an experienced and competent state of residence licensed General Contractor who has satisfactorily designed, renovated, and completed a similar project of this type and to the degree outlined in these specifications. The General Contractor should be able to demonstrate a minimum of two (2) years’ service experience in the repair and construction of projects similar in scope. Bidding contractor will be required to submit three (3) references from existing customers with comparable project experience for verification.

IV. BID REQUIREMENTS

A. The bid shall be signed on the title page by an authorized representative of the general contracting Bidder. By submitting a bid, the Bidder certifies that all information provided in response to this bid is true and accurate. Failure to provide information required by this bid will result in rejection of the bid.

B. The bid should be prepared simply and economically, providing a straightforward, concise description of the Bidder’s capabilities for satisfying the requirements of this bid. Emphasis should be on completeness and clarity of content.

C. In order to be considered for selection, the Bidder must submit a complete response to this request which includes one (1) signed bound original and two (2) bound copies of this entire document and must include the signed cover page and Pages 2 through 16 of the Invitation to Bid which includes the attachment.

D. All documentation submitted with the bid shall be included in the signed original and two copies. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective bid are neither required nor desired.

V. EVALUATION AND AWARD OF CONTRACTS

A. Bidders shall submit pages 1-16 of this Invitation to Bid including Attachment #1 Bid Form and copies of any amendments to the Invitation to Bid (if applicable), in
one sealed envelope, clearly identifying the contents on the outside of the envelope as "BID-REMODELING OF TWO (2) BATHROOMS-INTERMEDIATE CARE FACILITY (ICF)".

B. Qualification Requirements are set forth in Section III. Award will be made to the lowest price responsible and responsive bidder. ‘Responsible’ and ‘Responsive’ are defined by the Virginia Public Procurement Act.

C. The award notification will be posted on the procurement page of the AGENCY website at http://www.dpcs.org.

D. AGENCY reserves the right to request additional information from any Bidder that AGENCY considers necessary to make an informed decision about its qualifications. However, AGENCY may make its decision without further contact with the Bidder. Therefore, the bidder must submit with its Bid all information requested in enough detail to clearly demonstrate its qualifications.

Award of Contract is contingent on available funding. The Agency reserves the right to reject any or all bids, and to award more or less work than contemplated.

VI. GENERAL TERMS AND CONDITIONS

A. Agency’s Procurement Policy:

The Agency’s process of procurement shall be in accord with the Virginia Procurement Act as set forth in the Code of Virginia.

B. Mandatory Use of Agency Form and Terms and Conditions:

Failure to submit a bid on the official Agency form provided for that purpose may be a cause for rejection of the bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid; however, the Agency reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid.

Nonconforming terms and conditions

If the bidder submits alternate terms and conditions with the bid that do not conform to the terms and conditions in this solicitation, the bid is subject to rejection as nonresponsive. The AGENCY reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid prior to a determination by the AGENCY of nonresponsiveness as a result of the submission of nonconforming terms and conditions.

C. Clarification of Terms:

If any Bidder has questions about the specifications or other solicitation documents, the Bidder should contact the contract officer whose name appears on the face of the solicitation, no later than five days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Director.
D. Qualification of Bidders:

Each bidder may be required, before the award of any contract, to show to the complete satisfaction of the AGENCY that it has the necessary facilities, ability, and financial resources to furnish the service or material specified herein in a satisfactory manner. The bidder may also be required to show past history and references, which will enable AGENCY to be satisfied as to the bidder's qualifications. Failure to qualify according to the foregoing requirements will justify bid rejection by the AGENCY.

E. Informalities:

AGENCY has the right to waive minor defects or variations from the exact requirements of the specifications in a bid that do not affect the price, quality, quantity, or delivery schedule of the goods, services or construction being procured. If insufficient information is submitted for the AGENCY to properly evaluate the bid by a bidder; the AGENCY has the right to require such additional information as it may deem necessary after the bid opening time and date, provided that the information requested does not change the price, quality, quantity, or delivery schedule for the goods, services, or construction being procured.

F. Withdrawal of Bid from Consideration:

A bidder may withdraw its bid from consideration if the price bid is substantially lower than other bids due solely to a mistake therein, provided the bid is submitted in good faith, the mistake is a clerical mistake as opposed to a judgment mistake, and is actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. No partial withdrawals of a bid are permitted after the time and date set for the bid opening. The bidder must give notice in writing to the AGENCY of a claim of right to withdraw a bid and provide all original work papers, documents and other materials used in the preparation of the bid sought to be withdrawn, within two business days after the bid opening. A bid may also be withdrawn if the bidder makes its request in writing to the AGENCY prior to the time set for the opening of bids, or if the AGENCY fails to award the bid within ninety (60) days after the date fixed for opening bids.

G. Assignment of Contract:

A contract shall not be assignable by the contractor in whole or in part without the written consent of the Agency.

H. Anti-Discrimination:
By submitting their bids, all general contracting Bidders certify to the Agency that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and the Virginia Public Procurement Act which provides:

In every contract over $10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.

2. The contractor will include the provisions of 1 above in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

I. Debarment Status:

By submitting their bid, the general contracting Bidder certifies that it is not currently debarred from submitting bids on contracts by any Agency of the Commonwealth of Virginia, nor is it an agent of any person or entity that is currently debarred from submitting bids on contracts by any Agency of the Commonwealth of Virginia.

J. Applicable Law and Courts:

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Bidder shall comply with applicable Federal, State and local laws and regulations.

K. Immigration Reform and Control Act of 1986:

By submitting their bids, the general contractor certifies that it does and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

L. Subcontracts:
No portion of the work shall be subcontracted without prior written consent of the AGENCY. In the event that the Contractor desires to subcontract some part of the work specified in the Contract, the Contractor shall furnish the AGENCY the names, qualifications, and experience of the proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract. The AGENCY will, throughout the life of this Agreement, have the right of reasonable rejection and approval of subcontractors assigned to the project by the Contractor.

M. Ethics in Public Contracting:

By submitting bid, all general contractors certify that: (1) its bid is made without collusion or fraud; (2) it has not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with its bid; and (3) it has not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

N. Drug Free Workplace Policy:

The general contractor shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, Subtitle D: 41 U.S.C. 701 ET SEQ) and maintain a drug-free work environment. The contractor shall also comply with the relevant provisions thereof, including any amendments to the final rule that may hereafter be issued.

O. Indemnification

The Contractor covenants to save, defend, hold harmless, and indemnify the AGENCY, and all of its officers, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract documents.

P. Liability

Neither the Contractor nor the AGENCY will be held responsible for failure to perform the duties and responsibilities imposed by the Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the Contractor or AGENCY, that make performance impossible or illegal, unless otherwise specified in the contract.

Q. No discrimination against faith-based organizations

AGENCY does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.
R. Small, women-owned and minority-owned (SWAM) businesses

AGENCY welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions. AGENCY actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the procurement page of the AGENCY’s Internet site at: http://www.dpcs.org/RFP.htm

S. Drug-free workplace and tobacco-free campus

During the performance of this Contract, the Contractor agrees to (1) provide a drug-free workplace for the Contractor’s employees; (2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana, as well as use of tobacco products is prohibited in the Contractor’s/AGENCY’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace and tobacco-free campus" means a site for the performance of work in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana or use of tobacco products while on the property during the performance of the contract.

Tobacco-free requirement

AGENCY has a tobacco-free policy on all properties. Therefore, the use or display of tobacco products by the Contractor, Contractor’s employees, its suppliers and/or subcontractors on AGENCY property is strictly prohibited at all times, including days and/or hours when AGENCY is not in session. This includes, but is not limited to, outdoor areas of AGENCY properties and personal or business vehicles present on AGENCY property.

“Tobacco products” include any lit or unlit cigarette (including candy cigarettes), cigar, pipe, smokeless tobacco, dip, chew, and snuff in any form. This includes electronic cigarettes, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

“AGENCY property” includes land, buildings, facilities, and vehicles owned or rented by AGENCY. AGENCY property includes parking lots, grass near road, and bus stop.
T. Taxes

1. The Contractor shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between the AGENCY and the Contractor, as the taxes shall be an obligation of the Contractor and not of the AGENCY, and the AGENCY shall be held harmless for same by the Contractor.

2. The AGENCY is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

U. Authorization to transact business in the commonwealth

A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership shall be authorized to transact business in the Commonwealth of Virginia.

V. Contract documents

The Contract Documents consist of the response of the Contractor and this solicitation. The Contract Documents set forth the entire agreement between the AGENCY and the Contractor. The AGENCY and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to this agreement which is not contained in the Contract Documents, and that all terms and conditions with respect to the agreement are expressly contained herein.

W. Safety

The Contractor shall comply with and ensure that the Contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the General Industry and for the Construction Industry. The Contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Contractor and subcontractor(s). The Contractor shall identify to AGENCY Project Manager at least one on-site person who is the Contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent, qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's personnel from the work site.

X. Work site damages
Any damage to finished surfaces resulting from work performed under this Contract shall be repaired to AGENCY’s satisfaction at the Contractor's expense.

Y. Payment terms

Unless otherwise indicated in the Contractor's response, payment terms will be recorded by AGENCY as Net 30 days. Contractor will be required to submit an IRS Form W-9, Request for Taxpayer Identification Number and Certification prior to payment. AGENCY will pay the Contractor within 30 days after the date of receipt of a correct (as determined by the Project Manager) invoice approved by the Project Manager describing completed work reasonable and allocable to the Contract, or the date of receipt of the entire order, or the date of acceptance of the work which meets the Contract requirements, whichever is later. Payments will be made by AGENCY for goods or services furnished, delivered, inspected, and accepted upon receipt of invoices submitted on the date of shipment or delivery of service, subject to applicable payment terms.

Z. OSHA requirements

The Contractor certifies that all material supplied or used under this Contract meets all Occupational Safety and Health Administration (O.S.H.A.) requirements, both Federal and those of the Commonwealth of Virginia; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable state or federal occupational safety and health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the Contractor.

Occupational Safety and Health Administration (OSHA) Standard 1926.16(a)-(d) listed as follows:

1926.16(a)
The prime contractor and any subcontractors may make their own arrangements with respect to obligations which might be more appropriately treated on a jobsite basis rather than individually. Thus, for example, the prime contractor and his subcontractors may wish to make an express agreement that the prime contractor or one of the subcontractors will provide all required first-aid or toilet facilities, thus relieving the subcontractors from the actual, but not any legal, responsibility (or, as the case may be, relieving the other subcontractors from this responsibility). In no case shall the prime contractor be relieved of overall responsibility for compliance with the requirements of this part for all work to be performed under the contract.

1926.16(b)
By contracting for full performance of a contract subject to section 107 of the Act, the prime contractor assumes all obligations prescribed as employer obligations under the standards contained in this part, whether or not he subcontracts any part of the work.

1926.16(c)
To the extent that a subcontractor of any tier agrees to perform any part of the contract, he also assumes responsibility for complying with the standards in this
part with respect to that part. Thus, the prime contractor assumes the entire responsibility under the contract and the subcontractor assumes responsibility with respect to his portion of the work. With respect to subcontracted work, the prime contractor and any subcontractor or subcontractors shall be deemed to have joint responsibility.

1926.16(d)
Where joint responsibility exists, both the prime contractor and his subcontractor or subcontractors, regardless of tier, shall be considered subject to the enforcement provisions of the Act.

AA. Confidentiality

The Contractor assures that information and data obtained during the performance of this agreement, to include personal facts and circumstances related to patients or clients, shall be considered confidential, during and following the term of this agreement, and will not be divulged without the written consent of Danville-Pittsylvania Community Services (AGENCY) and then only in strict accordance with prevailing laws. The contractor shall hold all information provided by AGENCY as proprietary and confidential, and shall make no unauthorized reproduction or distribution of such material. Upon termination of this agreement and/or within 30 days of receipt of final payment for services, all materials, data and information in the possession of the Contractor, provided to or obtained by the Contractor during the performance of this agreement and to satisfy the requirements of this agreement, shall be provided to AGENCY in hardcopy and/or electronic form. Except where laws allows, the Contractor shall not retain hard copies of the material, data and information and all electronic stored material, data and information shall be expunged from equipment and systems retained by the Contractor.

BB. Termination for default

The contract will remain in force for the full period specified and until AGENCY determines that all requirements and conditions have been satisfactorily met and AGENCY has accepted the work, and thereafter until the Contractor has met all requirements and conditions relating to the work under the Contract Documents following the contract term, including warranty and guarantee periods. However, AGENCY will have the right to terminate the contract sooner if the Contractor has failed to perform satisfactorily the work required, as determined by AGENCY in its discretion. In the event AGENCY decides to terminate the contract for failure to perform satisfactorily, AGENCY will give the Contractor at least fifteen days written notice before the termination takes effect. Such fifteen day period will begin upon the mailing of notice by AGENCY. If the Contractor fails to cure the default within the fifteen days specified in the notice and the contract is terminated for the Contractor's failure to provide satisfactory contract performance, the Contractor will be entitled to receive compensation for all contract services satisfactorily performed by the Contractor and allocable to the contract and accepted by AGENCY prior to such termination. However, an amount equal to all additional costs required to be expended by AGENCY to complete the work covered by the contract, including costs of delay in completing the project, shall be either
subtracted from any amount due the Contractor or charged to the Contractor in the event AGENCY terminates the Contract.

Except as otherwise directed, the Contractor shall stop work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

CC. Termination for the convenience of Agency

The performance of work under the contract may be terminated by the Purchasing Agent in whole or in part whenever the Purchasing Agent shall determine that such termination is in AGENCY’s best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least fifteen days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination and except as otherwise directed the Contractor shall stop all work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to AGENCY; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

VII. SPECIAL CONDITIONS

A. INSURANCE

1. By signing and submitting a bid under this solicitation, the contractor certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these coverages during the entire term of the contract and all coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Furthermore, the bidder will provide the Agency a certificate of insurance verifying the coverages below and listing Danville-Pittsylvania Community Services as an additional insured upon award of the contract.

2. INSURANCE COVERAGES REQUIRED

   Worker’s Compensation required

   Commercial General Liability--$1,000,000 per occurrence and $2,000,000 aggregate with Danville-Pittsylvania Community Services named as additional insured.

   Automobile Liability--$500,000 Combined Single Limit
3. The contractor’s signature on this solicitation constitutes certification that if awarded the contract, it shall obtain the necessary coverage as specified within 10 days of notification of Award of the Contract.

C. BID ACCEPTANCE PERIOD

This bid shall be binding for sixty (60) calendar days following the bid opening date. Any bid on which the contracting Bidder shortens the acceptance period may be rejected.

D. CHANGES TO THE CONTRACT

The Agency may order changes within the general scope of the contract at any time by written notice to the contracting Bidder. The Bidder shall be compensated for any additional costs incurred as the result of such order and shall submit a credit to the Agency for any savings. Said compensation shall be determined by mutual agreement in writing by the Agency and the Bidder.
DANVILLE-PITTSYLVANIA COMMUNITY SERVICES

INVITATION TO BID

REMODELING OF TWO (2) BATHROOMS -INTERMEDIATE CARE FACILITY (ICF)

ATTACHMENT #1
BID FORM

Bid to remodel two bathrooms located at 504 Middle Street:

Bid Amount

$________________

BIDDER QUESTIONNAIRE

1. Please describe your organization’s qualifications which comply with the Qualifications of Bidder listed in Section III on page 3.

2. How long has your organization been in business?

3. Does your organization have adequate resources including but not limited to: capital, sufficient manpower, and allocated time, to complete the projects as described in pages 2 thru 4 of this document in the ‘Scope of Services’? If so, please describe?

4. Will you subcontract any part of this work? If so, give details.

5. Please describe your organization’s experience in completing two past projects of a similar scope. Second, did the projects comply with the Americans with Disabilities Act (ADA) facility guidelines and regulations?

6. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, the federal taxpayer identification number and the address or place of business.
• If a corporation, state the name of the President and Secretary.
• If a partnership, state the names of all the partners.
• If a trade name, state the name(s) of individual(s) who do business under the trade name.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

7. Name, address, and telephone number of contacts to provide three business references which can discuss their overall project experience with your organization.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The Bidder’s signature on the cover page certifies the bidder’s response and certifies the bidder agrees to comply with all specific and general requirements and terms and conditions as specified in this Invitation to Bid, Remodeling of Two Bathrooms - Intermediate Care Facility (ICF).