



# Prince William County

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

## INVITATION TO BID

DATE MAY 19, 2009

SPECIFICATIONS AND CONTRACT BID DOCUMENT NO. S-BB-9309

**FOR: GRAHAM PARK MIDDLE SCHOOL  
HVAC Controls & Replacements  
3613 Graham Park Road  
Triangle, VA 22172**

**ARCHITECT/ENGINEER: STRICKLER ASSOCIATES, LTD.  
9900 MAIN STREET, SUITE 300  
FAIRFAX, VA 22031-3907**

**BID GUARANTY: Required**

**DATE DUE: JUNE 10, 2009 – 2:00 p.m., LOCAL PREVAILING TIME**

**MAILING ADDRESS: Central Purchasing Office  
The Prince William County School Board  
P. O. Box 389  
Manassas, Virginia 20108**

**PLACE OF BID OPENING: Prince William County Public Schools  
Edward L. Kelly Leadership Center  
Financial Services/Purchasing Room #1500  
14715 Bristow Road  
Manassas, Virginia 20112**

**SUPERVISOR OF PURCHASING: Willie Frazier, Jr.**

**BUYER: Brian Burtner, CPPB, (703) 791-7414  
Laurie Baber, CPPB, (703) 791-7414, e-mail: BABERL@pwcs.edu**

*Prince William County Schools does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 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.*

**BIDS TO BE EXECUTED AND RETURNED IN ONE ORIGINAL**

CENTRAL PURCHASING OFFICE

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**P.O. BOX 389, MANASSAS, VA 20108 • WWW.PWCS.EDU/PURCHASING • 703.791.8743  
FAX 703.791.7462**

**DOCUMENT 00020  
INVITATION TO BID  
BID NO. S-BB-9309  
MAY 19, 2009**

The Prince William County School Board will receive sealed bids for the GRAHAM PARK MIDDLE SCHOOL HVAC Controls & Replacements. This site is located at 3613 Graham Park Road; Triangle, Virginia.

Bids will be received until 2:00 P.M. local prevailing time, JUNE 10, 2009, at the office of The Supervisor of Purchasing, Prince William County School Board, Edward L. Kelly Leadership Center, Financial Services/Purchasing Room #1500, 14715 Bristow Road, Manassas, Virginia. Bids will be opened publicly and read aloud.

Bidders are required under Title 54.1-1100, Code of Virginia, to show evidence of certificate of registration by indicating the appropriate contractors license number on the outside of the envelope and on the bid form. Bidders are required to provide a copy of the license with their bid response.

Bidders are required to attend the **mandatory** pre-bidding conference. The pre-bidding conference shall be held on MAY 27, 2009 at 9:00 AM at the Graham Park Middle School; 3613 Graham Park Road; Triangle, Virginia. Bids shall **not** be accepted from bidders who have not attended the pre-bidding conference at Graham Park Middle School.

Each bidder submitting a bid shall be required to have obtained at least one full complete set of Bidding Documents at least five (5) days prior to the bid opening date.

**Bidders may obtain Bidding Documents from the Supervisor of Purchasing, Prince William County Public Schools, Edward L. Kelly Leadership Center, Financial Services/Purchasing Room #1500, 14715 Bristow Road, Manassas, VA 20112 or by faxing a request to (703)-791-7462.** The request must show the complete company name, delivery address, contact person and telephone number. PWCS mails all documents through the U.S. Postal Service. Bidders may request the Bidding Documents via Fed-Ex by providing their Fed-Ex account number. All associated costs will be the responsibility of the Bidder. PWCS will not be responsible for any of these charges. **Given that PWCS is not charging for these documents, PWCS reserves the right to limit these Bidding Documents to Prime Contractors only.**

Any Addenda to this solicitation will be posted on the PWCS website at [www.pwcs.edu/purchasing](http://www.pwcs.edu/purchasing). Bidders are responsible for checking this website prior to bid submission. In the case when the addenda include drawings that are not able to be placed on the website, the addenda will be issued to all Document holders of record by PWCS and Plan Rooms, Bidding Prime Contractors will be responsible for distributing addenda information to subcontractors and material suppliers. Extra costs will not be allowed for failure of Prime Contractors to properly distribute addenda or any bidding information. Failure to acknowledge all addenda may result in rejection of your bid as non-responsive.

**MASTER**

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**00020-2**

**DOCUMENT 00020  
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Plans and specifications will be available for viewing at the following locations during the bidding period:

Prince William County Public Schools  
Edward L. Kelly Leadership Center  
Financial Services/Purchasing Room #1500  
14715 Bristow Road  
Manassas, Virginia 20112  
(703) 791-7414

VALLEY CONSTRUCTION NEWS  
904-C South High Street  
Harrisonburg, Virginia 22801  
(540) 433-6232

McGRAW HILL CONSTRUCTION  
9 North Third Street  
Richmond, Virginia 23219  
(804) 343-2034

BUILDERS EXCHANGE OF RICHMOND  
3207 Hermitage Road  
Richmond, Virginia 23227  
(804) 353-2788

McGRAW HILL CONSTRUCTION  
8501 LaSalle Road, Suite 304  
Towson, Maryland 21286  
(410) 821-8046

Bid Security in the amount of five percent (5%) of the base bid must accompany each bid in accordance with Document 00100, Instruction to Bidders. The basis of bid shall be a lump sum price for the entire work to be completed in accordance with the bid instructions and the requirements of the Bidding Documents. Bidders are required to visit the project site and verify all existing conditions.

No bids may be withdrawn for a period of sixty (60) days after closing time for the receipt of bids, except as provided by the Code of Virginia.

The award of the contract may not necessarily be to the lowest bidder. Award will be premised on past successful performance on similar contracts, professional aptitude and credentials, and an evaluation of the Contractor's ability to comply with the specifications and the projected time schedule for completion.

The School Board of Prince William County reserves the right to reject any and all bids and to waive irregularities and informalities in the bids. The bid will be awarded on a lump sum basis. The County School Board reserves the right to negotiate project price and time with the lowest responsive and responsible bidder if adequate funds are not budgeted to undertake this project.

The School Board of Prince William County is an equal opportunity employer.

**END OF INVITATION TO BID**

**MASTER**

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