



# Prince William County

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

## INVITATION TO BID

DATE: July 7, 2009

**SPECIFICATIONS AND CONTRACT BID DOCUMENT NO. S-LB-10600**

**FOR: Activity Room Additions to Coles/West Gate Elementary Schools**

**ARCHITECT/ENGINEER: Moseley Architects**  
3200 Norfolk Street  
Richmond, VA 23230

**BID GUARANTY: Required**

**DATE DUE: August 4, 2009, 3:00 PM, 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:** Laurie Baber, CPPB, (703) 791-7414, e-mail: [BABERL@pwcs.edu](mailto: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](http://WWW.PWCS.EDU/PURCHASING) • 703.791.8743  
FAX 703.791.7462**

**DOCUMENT 00020  
INVITATION TO BID  
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The Prince William County School Board will receive sealed bids for the Activity Room Additions to Coles & West Gate Elementary Schools. These sites are located as follows: Coles: 7405 Hoadly Road, Manassas, VA 20112, West Gate: 8031 Urbanna Road, Manassas, VA 20109.

Bids will be received until 3:00 P.M. local prevailing time, August 4, 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, VA. 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 contractor's 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 July 22, 2009 at 9:00 AM in Room 231 located at the PWPCS Administration Building #51 at 14800 Joplin Road, Manassas, VA 20112. Bids shall not be accepted from bidders who have not attended the pre-bidding conference.

Each bidder submitting a bid shall be required to have obtained at least one full complete set of Bidding Documents. Bidders may obtain Bidding Documents from the Architect:

Moseley Architects  
3200 Norfolk Street  
Richmond, VA 23230

by submitting request and deposit of One Hundred Dollars (\$100.00) for each complete set, by check only. Request and deposit must be received at least ten (10) days prior to the bid opening date. Documents will not be distributed until deposit is received. No partial sets will be issued.

Upon return of the Documents (including Addenda, if any), prepaid, in good condition, free from markings thereon, within fourteen (14) days after the receipt of bids, refund of deposit will be made as follows: to general contractors who submit a bid, their deposit for the first three (3) sets, and one-half their deposit for all additional sets; to others, their deposit for the first set, and one-half their deposit for all additional sets. No refund will be made for sets that have been marked on, or which are incomplete, disassembled or otherwise unusable for construction.

Addenda will be mailed or delivered to all who are known by the issuing office to have received a complete set of Bidding Documents. In addition, Addenda (excluding drawings) will be posted on the PWPCS website at [www.pwcs.edu/purchasing](http://www.pwcs.edu/purchasing). Prior to bid submission, Bidders are responsible for checking this website to ensure their receipt and awareness of all Addenda. Bidding Prime Contractors shall 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.

**MASTER**

Revised 040609  
Coles/West Gate ES Activity Room Additions

**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

Moseley Architects  
3200 Norfolk Street  
Richmond, Virginia 23230  
(804) 794-7555

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

**END OF INVITATION TO BID**

**MASTER**

Revised 040609  
Coles/West Gate ES Activity Room Additions

**00020/3**