

**BID FORM**  
FIXED PRICE CONTRACT  
ITB No. 24-2711-6JL

Date: \_\_\_\_\_

To: County of Henrico  
Department of Finance, Purchasing Office  
8600 Staples Mill Road, Henrico, VA 23228-2360  
PO Box 90775, Henrico, VA 23273-0775

Project: Human Services & Social Services Lobby Renovation

From (full name): \_\_\_\_\_

(full address) \_\_\_\_\_

Having carefully examined the site, the drawings, specifications and other documents, and in compliance with your "Invitation to Bid", Instructions to Bidders AIA701-2018 Edition, and this "Bid Form", the undersigned proposes to furnish all labor, materials, supplies and equipment necessary for Human Services & Social Services Lobby Renovation. All shall be in accordance with Drawings prepared by nbj Architects dated June 14, 2024 and the Project Manual, dated June 18, 2024.

The Bidder must be a registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended, at the time of bid submission, and shall possess a **Virginia Contractor's License Class A**. The Bidder shall have bid and completed projects of comparable nature, size, complexity and construction cost. The Bidder should submit with its bid a completed AIA Document A305, Contractor's Qualifications Statement, which shall document how the applicable projects meet or exceeds the size, complexity, and nature of this project; and includes details of the management staff and self-performed activities associated with the referenced projects. Only those projects which the Bidder performed the work as the General Contractor should be included in the AIA Document A305. Bidders are not required to submit AIA Document A305, Contractor's Qualification Statement if they have submitted one within the last twelve (12) months as of the date of this bid.

The Work consists of the alteration of portions of the building lobby and social services suite as shown in the Contract Documents. Project is located at 8600 Dixon Powers Drive, Henrico VA 23228.

It shall be the responsibility of the Contractor to apply for and diligently pursue the applicable Building Permits from the County of Henrico. It shall be the responsibility of the Owner to pay for the Building Permits. However, in a cooperative and expedient effort, the Owner may apply and pay for the Building Permits prior to receipt of bids and should not be included in the bid amount. The Contractor will be responsible for obtaining and bearing the cost of all subcontractors permits.

**The Bid Form must be completed in blue or black ink or by typewriter. The bid amounts shall be expressed in figures, only.** The unit price of each item on the form, if requested, must be stated in figures. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of

figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our lump sum price is as follows:

**PRICES QUOTED SHALL BE FOB DESTINATION**

**TOTAL BID AMOUNT:**

**TOTAL BID:** The Total Bid includes all Work required by the Bidding Documents for Human Services & Social Services Lobby Renovation in strict accordance with the Bidding Documents including the Drawings and Project Manual for the lump sum of:

*\$/[Pricing will automatically calculate in ProcureWare]* (Figure Only)

<b>Price Schedule</b>	
<b>Base Bid Item</b>	
<u>Description</u>	<u>Lump Sum Price</u>
<b>Base Bid</b> – The Base Bid includes all Work required by the Bidding Documents for Human Services & Social Services Lobby Renovation in strict accordance with the Bidding Documents including the Drawings and Project Manual. Do not include the cost for Renovation of Women's 105 and Men's 106. Refer to Section 012300 Additive Bid Items.	<i>[Enter pricing electronically in ProcureWare]</i>
<b>Lump Sum Allowance Item</b>	
<u>Description</u>	<u>Lump Sum Price</u>
Lump Sum Allowance No. 1 – Purchase, delivery, and installation of ceiling mounted speakers and associated wiring within the project scope area.	<i>[An allowance value of \$5,000 is already included electronically in ProcureWare]</i>
Total Bid Amount (equals the sum of Base Bid Item + Lump Sum Allowance Item)	<i>[Pricing will automatically calculate in ProcureWare]</i>
<b>Additive Bid Item</b>	
<u>Description</u>	<u>Lump Sum Price</u>
Additive Bid Item No. 1 – Renovation of Women's 105 and Men's 106.	<i>[Enter pricing electronically in ProcureWare]</i>

**BID SECURITY:**

Attached hereto is my bid security for five percent (5%) of the Total Bid Amount, made payable to the County of Henrico, Virginia.

**GENERAL:**

It is the intent of the County of Henrico to recommend the award of this contract to the lowest responsive and responsible bidder based upon the Total Bid Amount, plus the total amount of the Additive Bid Item, which the Owner in its sole discretion decides to award, provided the bid does not exceed the funds available for the contract.

If a contract is awarded, a separate performance bond and a payment bond **AIA Document A312 (2010)**, for 100% of the contract amount, including any additions and/or deductions, shall be provided by the Successful Bidder.

The Successful Bidder agrees to use unit prices to determine changes to the Contract Sum when authorized changes are directed. Unit prices shall include all labor and materials, in place and complete. The source of the unit prices (other than those listed herein) shall be **Means Open Shop Building Construction Cost Data, latest edition, R. S. Means Company, Inc., adjusted for Richmond, Virginia.** The unit prices will be used as maximum limiting charges and minimum credits allowable for any change in the Work.

**TIME OF COMPLETION:**

The Work shall be Substantially Complete and certified by the Architect within 180 calendar days after the date of the written Notice to Proceed from the Owner to the Contractor. Final Completion of all Work shall be within 30 calendar days after the date of Substantial Completion.

The Owner and the Contractor recognize that time is of the essence and that the Owner will suffer financial loss if the Work is not completed by the deadline for Substantial Completion. Both parties recognize the delays, expense, and damages involved in proving in a legal proceeding the actual loss suffered by the Owner if the Work is not completed on time. Accordingly, notwithstanding any other provisions of this Contract, the Owner and the Contractor agree, stipulate and fix as liquidated damages, but not as a penalty, the sum of Two Hundred Fifty Dollars **(\$250.00)** per day, which the Contractor together with the Contractor's surety shall pay the Owner for each calendar day or part thereof after the Substantial Completion deadline until the Contractor achieves Substantial Completion of the entire Work. The Contractor hereby waives any defense as to the validity of liquidated damages stated in this Agreement on the grounds that such liquidated damages are void as penalties or are not reasonably related to actual damages, and the parties agree that the Owner's entitlement to liquidated damages shall be determined at the time of Substantial Completion.

***(BID SIGNATURE SHEET FOLLOWS)***