

TOWN OF CLARKSVILLE
POST OFFICE BOX 1147 – 321 Virginia Avenue
Clarksville, VA 23927

IFB # 2020-001

TO: LICENSED CONSTRUCTION CONTRACTORS

RE: TOWN OF CLARKSVILLE
“CONSTRUCTION OF ROOF SYSTEMS”
IFB # 2020-001

DATE: January 10, 2020

The Town of Clarksville is soliciting sealed bids from qualified firms for the construction of a new A-frame roof system on the Clarksville Police Department building and the Clarksville Lake Country Chamber of Commerce building.

Please submit an original and two copies of your bid(s), in a sealed envelope marked “SEALED – CONSTRUCTION OF ROOF SYSTEMS – IFB #2020-001” to:

TOWN OF CLARKSVILLE
Attn: MR. JEFF JONES – TOWN MANAGER
321 VIRGINIA AVENUE
POST OFFICE BOX 1147
CLARKSVILLE, VA. 23927

A pre-bid meeting will occur on January 30, 2020 at 10 a.m. at the Town Hall at 321 Virginia Avenue in Clarksville, VA. Sealed proposal(s) for this solicitation are due at the Town Hall of Clarksville no later than 2 P.M. (Eastern Time) on February 11, 2020.

SECTION I - OVERVIEW

1.1 PURPOSE

The purpose and intent of this Invitation to Bid is to solicit sealed bids from qualified firms for the construction of a new A-frame roof system to the existing structures for the Clarksville Police Department (914 Virginia Avenue) and the Clarksville Lake Country Chamber of Commerce (105 Second Street) per engineered specifications.

1.2 PROPOSED CALENDAR

IFB Issued	01/10/2020
Pre-Bid Meeting	01/30/2020 at 10 A.M. Eastern Time
Bids Due	02/11/2020 by 2 P.M. Eastern Time
Review	02/11/2020 – 02/15/2020
Estimated Notification of Award	02/19/2020
Completion of Construction Project	06/30/2020

1.3 REQUIRED SPECIFICATION TO THE INVITATION TO BID

This document and all appendices are considered part of the required specifications to IFB #2020-001. Please refer to construction bid specifications in Appendix – C.

The Town of Clarksville reserves the right to modify any part of the document at its discretion.

1.4 ADDENDA

Any “Addenda or Instructions to Offerors” issued by the Town of Clarksville prior to the closing date shall be addressed in any bid submitted by an Offeror and will be included in any contract later awarded.

1.5 ADHERENCE TO LAW

All phases of this solicitation shall be in accordance with applicable state and federal laws, even where not expressly stated herein, including conditions imposed by funding sources. The bidder agrees to satisfy any such requirements.

SECTION 2 – BID SUBMISSION

2.1 SOLICITATION-SPECIFIC BID COMPONENTS

Each bid submitted pursuant to this Invitation for Bid (IFB) shall include at a minimum the following, as further established in this IFB. These instructions describe the format for bidding on this IFB. To provide the evaluation committee with a clear and complete bid proposal, the bid proposal shall follow this outline. Offeror must include the following in their proposals:

- A. The bidder must provide bid using the formal bid document in Appendix - A. The bidder will complete and list the bid separated for both the Police Department Building and the Lake Country Chamber of Commerce Building.
- B. The bidder shall provide a copy of their contractor's license for operation in the State of Virginia.
- C. Each bidder must provide a certificate of insurance from their insurance provider detailing all levels of insurance that may be required to accept a contractual obligation.
- D. Each bidder must certify in writing that cost figures submitted with its proposal will be firm for at least ninety (90) calendar days after the opening date. A written award to the successful Offeror, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party, and the successful Offeror shall execute a contract agreed upon by both the bidder and the Town of Clarksville.
- E. All bids must be signed in order to be considered. If the bidder is a partnership or Corporation, the bidder must show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, the bidder must submit proof that the individual has the authority to bind the partnership or corporation.
- F. Each bidder must complete and include the Appendix-B Certification document. See Section 2.4.1 for related information.

2.2 PRE-BID MEETING

A pre-bid meeting will occur on January 30, 2020 at 10 A.M. Eastern Time at the Town Hall at 321 Virginia Avenue in Clarksville, VA.

2.3 ANTI-COLLUSION

Submission of this bid is the Offeror's express representation that during the preparation and submission of its proposal:

Offeror did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competitive negotiation in violation of the Sherman Act (15 U.S.C. Section 1 et seq.), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. Any perceived incidence of price fixing or anti-trust violation shall be reported to the Attorney General for the Commonwealth of Virginia for possible enforcement of the anti-trust laws.

Offeror hereby certifies that the contract, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the

same line of business or commerce; and, that no person acting for, or employed by the Town of Clarksville and the Clarksville Town Council has an interest in, or is concerned with, this proposal, and, that no person or persons, firm or corporation other than the Offeror, have, or are, interested in this proposal.

2.4.1 CERTIFICATION OF INTEREST & RELATIONSHIPS WITH CLARKSVILLE TOWN COUNCIL AND THE TOWN OF CLARKSVILLE EMPLOYEES

To the extent that neither Offeror nor any of Offeror's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for or employed by, the Town of Clarksville or Town Council, Offeror shall reveal such relationships to the Town Manager and Town Council. In accordance with this paragraph, Offeror shall execute the certification attached hereto as Appendix - B and submit the certification contemporaneously with the proposed contract.

2.5 BRAND NAMES

If and whenever in the specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number mentioned, it is for the sole purpose of establishing a grade or quality and the characteristics of goods that will be accepted. Since the Council does not wish to rule out other competition and equal brands or makes, the phrase "or approved equal is added." It will be assumed that the service fully complies with our specifications. The Town Officials are not responsible for locating or securing any information that is not included in the bid.

2.7 ERASURES

Bids having erasures, corrections, or typewriter opaquing fluid are not acceptable and will result in rejection of the bid. Prior to submission or opening, errors may be crossed out and corrections entered in ink and initialed in ink by the person signing the bid. No bid shall be altered or amended after the specified time for opening. Bids filled in with pencil will be rejected.

2.8 SUBMISSION INSTRUCTIONS

The bid proposal shall be submitted in a concise, typed and bound neatly manner. **An original, so marked, and (2) copies** signed by the Offeror's contractual binding authority must be ***received no later than February 11, 2020, at 2 P.M. Eastern Time***. Emailed and/or faxed proposals **will not** be accepted. Sealed Bids will be publicly opened on February 11, at 2:01 P.M. Eastern Time. Proposals received and date/time stamped after the closing date and time will not be accepted and will be returned unopened.

All proposals must be sealed and labeled (on the outside of the sealed container) to show the following:

- A. "SEALED – CONSTRUCTION OF ROOF SYSTEMS – IFB #2020-001"
- B. Name of Offeror
- C. Address of Offeror
- D. Receipt and Closing Date

Sealed Proposals should be delivered by the required date and time to:

Attention: Mr. Jeff Jones
Town Manager

Town of Clarksville
P. O. Box 1147
321 Virginia Avenue
Clarksville, VA 23927

The Town of Clarksville will make no reimbursement for the cost of developing or presenting bid proposals in response to the Request for Proposal.

2.9 CLOSING DATE

To be considered, a proposal must arrive at the issuing office ***on or before February 11, 2020, at 2 P.M. Eastern Time.*** Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. Offerors must submit a complete response to the Request for Proposal, using the format outlined. No other distribution of proposals will be made by Offeror. Materials or information later submitted by an Offeror at Town of Clarksville request shall not be considered a violation of this paragraph.

2.10 INQUIRIES

All inquiries concerning clarification of this Invitation to Bid must be made in writing no later than five (5) days prior to the closing date to Mr. Jeff Jones P. O. Box 1147, 321 Virginia Avenue, Clarksville, VA 23927, faxed to 434-374-9556, or emailed to townmanager@clarksvilleva.org. Inquiries that are pertinent to all solicited Offerors will be answered by addenda to all solicited Offerors. Offerors must acknowledge receipt of all amendments with their bids.

2.11 SUBMISSION OF A PROPOSAL INDICATES AGREEMENT TO TERMS OF REQUESTS FOR PROPOSAL

Submission of a proposal in response to this solicitation binds the offeror to all requirements set forth in the Requests for Proposal.

SECTION 3 – EVALUATION OF BIDS

3.01 OPENING OF BIDS

At the designated time and date, the Town Manager and the Clerk of the Town of Clarksville shall open and list the proposals for the record. The location of the public opening will be the Town Hall at 321 Virginia Avenue in Clarksville, VA. 23927. (Please see receptionists for room location). Responses received after the due date in the cover letter shall be returned unopened.

3.02 EVALUATION

During the evaluation phase, proposals are reviewed by the Review Committee in accordance with the bid specifications listed in “Selection,” Section 3.04, below.

3.03 ADDITIONAL INFORMATION MAY BE REQUIRED

Before a proposal is considered for award, the offeror may be requested by the Review Committee or the Town Council to provide additional information or clarification to a question or concern.

3.04 SELECTION

Unless cancelled or rejected, the Review Committee will make a recommendation to the Town Council to award the bid to the lowest responsive and responsible bidder for either the total of the combined bids or the total of the individual bids for the Clarksville Police Department Roof System and the Lake Country Chamber of Commerce Roof System.

SECTION 4 – AWARD

4.1 AWARD

The Clarksville Town Council shall award a contract by a proper vote and based on Town of Clarksville policy. The Town of Clarksville anticipates, but does not guarantee, that it will select an Offeror by February 19, 2020.

4.2 CONTRACT

The successful Offeror shall sign a contract that is mutually agreed upon by the Town of Clarksville and the Offeror. The proposal submitted by the successful offeror shall become an attachment to the contract or agreement signed by the Town of Clarksville and the selected firm. Price quotations and other time-dependent information contained in the proposals must be valid for a minimum of sixty (90) days from the closing date of this Request for Proposal.

4.3 CANCELLATION

The Town of Clarksville reserves the right not to award the entire bid should the proposed arrangements not be in the best interest of the Town of Clarksville.

4.4 BASIS FOR REJECTIONS AND AWARDS

The right is reserved to accept or reject any and all proposals or parts of proposals, to waive irregularities and technicalities, and to request rebids. The Town of Clarksville also reserves the right to award the contract on such material deemed to best serve its interest. The Town of Clarksville and Town Council further reserves the right to award the contract on a split order basis, lump sum, or individual item basis, or such combination as shall best serve the interest of the Town of Clarksville, unless otherwise specified. Award will be made by the Town Council to the lowest responsive and responsible bidder who meets the bid specifications defined in section 3.04 and in conformance with the Town Ordinances of Clarksville and the Code of Virginia.

4.5 DEFAULT

As time will be of the essence for any orders placed as a result of this bid, the Town of Clarksville reserves the right to cancel such orders, or any part thereof, without obligation if delivery is not made in accordance with the timelines established in this Invitation to Bid. In case of default of services ordered by the time specified, the Town of Clarksville may terminate the contract and, after due notice, may procure them from other sources and hold the defaulting bidder liable for any resulting additional cost.

4.6 DEBARRMENT

A contractor who is debarred will be disqualified from receiving invitations for bids or requests for proposals and from receiving awards of contracts. See Section 6.23, below.

SECTION 5 – TOWN OF CLARKSVILLE OBLIGATIONS

5.01 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with federal laws, the laws of the Commonwealth of Virginia, and its policies. The Town of Clarksville does not discriminate on the basis of sex, race, color, age, religion, disability, national origin or on any other basis prohibited by law in the provision of employment and services. The Town of Clarksville is an equal opportunity employer.

5.02 FAITH BASED ORGANIZATION

The Town of Clarksville does not discriminate against faith-based organizations.

5.03 ADA COMPLIANCE

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding should contact the Town Manager, no later than five (5) business days prior to the meeting by phone at (434) 374-8177, by mail to Mr. Jeff Jones P. O. Box 1147, 321 Virginia Avenue, Clarksville, VA 23927, or by email to townmanager@clarksvilleva.org.

SECTION 6 – TOWN OF CLARKSVILLE GENERAL TERMS AND CONDITIONS

6.01 NO CONTACT

Any contact with any Town of Clarksville Council member or representative or employee, other than outlined in this Invitation to Bid, is prohibited. Such unauthorized contact may disqualify an Offeror from this procurement.

6.05 ANTI-COLLUSION

During the preparation and submission of its proposal:

Offeror shall not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competitive negotiation in violation of the Sherman Act (15 U.S.C. Section 1 et seq.), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. Any perceived incidence of price fixing or anti-trust violation shall be reported to the Attorney General for the Commonwealth of Virginia for possible enforcement of the anti-trust laws.

Offeror hereby certifies that the contact, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by the Town of Clarksville has an interest in, or is concerned with, this proposal, and, that no person or persons, firm or corporation other than the Offeror, have, or are, interested in this proposal.

6.06 NON-DISCRIMINATION

Employment discrimination by the Offeror shall be prohibited. (Section 2.2-4311, Code of Virginia)

During the performance of the services required by the contract which is the subject of this Request for Proposal:

Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by federal or state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror 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.

The Offeror will include the above provisions in every subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each Offeror.

6.07 DRUG-FREE WORKPLACE

During the performance of the contract, the Offeror agrees to:

- Provide a drug-free workplace for the Offeror's employees.
- 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 is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- State in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.
- Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each Offeror.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to an Offeror, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

6.08 UNAUTHORIZED ALIENS

The Offeror certifies that it does not, and shall not, during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

6.09 ADVERTISING

In the event a contract is awarded for the services included in this proposal, the successful offeror shall make no indications of such services to the Town of Clarksville in any way in product literature or advertising without the prior written approval of the Town Manager of Clarksville.

6.10 CANCELLATION

The Town of Clarksville shall have the right to terminate any resulting contract for failure of performance by the Offeror. Upon receipt of written notice by the Town of Clarksville of Offeror's failure to perform under the Contract, the Offeror shall have sixty (60) days to remedy such breach of performance or default. Should the Offeror fail to remedy or cure within the prescribed sixty (60) days, this Contract shall terminate.

6.11 INSURANCE

The successful Offeror(s) must furnish to the Town Manager evidence of the insurance required in paragraph 7.01.

The Offeror(s) also agrees to defend, save harmless, and indemnify the Town of Clarksville employees and Council from and against any and all claims for damages against the Town of Clarksville allegedly caused by its errors, omissions, or negligent acts in the performance of services, as set forth in Section 6.19, below.

6.12 ASSIGNMENT

Neither the Town of Clarksville nor the Offeror shall assign, sublet or transfer its interest in this Contract without the prior written consent of the other party.

6.13 APPLICABLE LAW

The contract for services described herein shall be deemed to be a Virginia contract and shall be governed as to all matters, whether of validity, interpretations, obligations, performance or otherwise, exclusively by the laws of the Commonwealth of Virginia. All questions arising with respect thereto shall be determined in accordance with such laws.

Regardless of where actually delivered and accepted, the contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

6.14 LAWS AND REGULATIONS

Offeror's attention is directed to the fact that all applicable federal, state and local laws, municipal ordinances, including all rules and regulations of all authorities having jurisdiction over the project, shall apply to the contract. They will be deemed to be included in the contract the same as though herein written out in full. Offeror must possess all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of the contract prior to the initiation of work. If the Offeror is a corporation, Offeror further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions.

6.15 AUDITS

The Town of Clarksville shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronically or otherwise) relating or pertaining to any resulting contract or

agreement (including any and all documents and other materials, which support or underlie those books and records), kept by or under the control of the Offeror, including, but not limited to those kept by the Offeror, its employees, agents, assigns, successors and sub Offerors. The Offeror shall maintain such books, and records, together with such supporting or underlying documents and materials, for the duration of the resulting contract and for at least three (3) years following the completion of the resulting contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials, shall be made available upon request to the Town of Clarksville through its employees, agents, representatives, Offerors or other designees, during normal business hours at the Offeror's office or place of business in Clarksville, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Mecklenburg County, Virginia, which is convenient for The Town of Clarksville. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers or obligations relating to audit, which the Town of Clarksville have by State, Town of Clarksville, or federal statute, ordinance, regulation or agreement, whether those rights, powers or obligations are express or implied.

6.16 HOLD HARMLESS – INDEMNIFICATION

It is understood and agreed that Offeror hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Offeror, or its subofferors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by the contract. Offeror agrees to indemnify and hold harmless the Town of Clarksville and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this contract, and (c) the performance of the work by Offeror or those for whom Offeror is legally liable. Upon written demand by Town Council or the Town Manager, Offeror shall assume and defend at Offeror's sole expense any and all such suits or defense of claims made against the Town of Clarksville, or its agents, volunteers, servants, employees or officials.

6.17 QUALITY

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and of the highest grade of workmanship.

6.18 COPYRIGHTS OR PATENT RIGHTS

The bidder certifies by submission of this bid that there has been no violation of the copyrights or patent rights in manufacturing, marketing, or selling of the product or services offered as a result of this bid. The successful offeror shall, at his own expense, defend any and all actions or suits charging such infringement and will save the Council, its officers, employees, and agents harmless from any and all liability, loss, or expense occasioned by such a violation.

6.19 DEBARRMENT

A contractor may be debarred from contracting with the Town of Clarksville for at least the following reasons:

- A. default on quotations;
- B. fraud;
- C. violation of anti-trust laws;

- D. unsatisfactory performance for a public bid;
- E. failure to perform;
- F. violations of the Virginia Public Procurement Act; or
- G. Debarment by the Commonwealth of Virginia or any of its agencies.

The purchasing agent shall determine if a contractor is debarred and the length of debarment. The purchasing agent will notify the contractor in writing of his determination and such determination may be contested in accordance with Town of Clarksville policy and applicable law.

SECTION 7 – SOLICITATION SPECIFIC TERMS AND CONDITIONS

7.01 INSURANCE

The contractor and any subcontractors shall provide at all times during the initial and all subsequent terms of the contract term the following insurance coverages:

- A. Worker's Compensation Insurance, Statutory Benefits and Employer's Liability Insurance with limits of not less than \$500,000.00 if required by state or federal law and regulations.
- B. Commercial General Liability Insurance with limits of not less than \$2,000,000.00 for bodily injury and \$2,000,000.00 for property damage per occurrence, including Contractual Liability coverage.
- C. The bidder shall furnish Town of Clarksville certificates of insurance within 5 working days after acceptance of a contract.
- D. The Town of Clarksville must have ten (10) days' notice of cancellation or change in insurance coverage and give its written approval for such cancellation or change.
- E. Comprehensive Public Liability and Property Damage Policies carried by the both the prime and the subcontractors shall contain an endorsement to include the coverage of the following hazards:
- F. Explosion, collapse, and underground property damage to include any damage or destruction of property below the surface of the ground such as wires, conduits, pipes, mains, sewers, etc., caused by the Contractor's operations.
- G. The collapse of and/or any structural injury to any building, structure, or property on or adjacent to the premises caused by the Contractor's operations in the removal of other buildings, structures, or supports, or by excavation below the surface of the ground.
- H. Contractual Liability Coverage for the "Hold Harmless" segments of the Contract Documents.
- I. Due to the cost and nature of the proposal, a signed document shall be required stating that the Contractor has not defaulted on bid, performance, or payment bonding in any state as this proposal is only a promissory statement of work to be done.
- J. The Contractor shall carry a minimum of One Million Dollars (\$1,000,000) Professional Liability Insurance.
- K. The Contractor shall maintain automobile public liability insurance to protect him for any and all claims arising from the use of the following:
 - (1) Contractor's own automobile and trucks.
 - (2) Hired automobiles and trucks.
 - (3) Automobiles and trucks owned by subcontractors.

The aforementioned is to cover use of automobiles and trucks on and off premises in amounts not less than the following:

Bodily injury in the amount of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for each person and ONE MILLION DOLLARS (\$1,000,000) for each accident, and

property damage liability in the amount of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) for all damages arising out of any injury or destruction of property in any one accident and subject to that limit per accident a total (or aggregate) limit of ONE MILLION (\$1,000,000) for all damages arising out of injury to persons or destruction of property during the policy period.

Until the Project is completed and is accepted by the Owner, the contractor is required to maintain Builder's Risk Insurance (fire and extended coverage) adequate to fully cover the insurance portion of the project for the benefit of the Owner, the Prime Contractor, and subcontractors as their interest may appear.

7.03 NOTICES

All notices, requests, demands, and elections under the contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or three (3) business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid.

All notices shall be addressed to the following individuals.

To: Town of Clarksville
Attention: Mr. Jeff Jones
P. O. Box 1147
321 Virginia Avenue
Clarksville, VA 23927
Fax: 434-374-9556

To Successful Offeror: Manager as defined in successful Offeror proposal.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

APPENDIX - A

OFFICIAL BID SHEET FOR
The Town of Clarksville's
"CONSTRUCTION OF ROOF SYSTEMS - IFB #2020-001"

Bidder's Information

Company Name: _____

Street Address: _____

Mailing Address: _____

Town or City: _____ State: _____ Zip: _____

Phone: _____ Fax-Number: _____

Email: _____

===== **BID INFORMATION - ROOF SYSTEM FOR THE CLARKSVILLE POLICE DEPARTMENT** =====

TOTAL COST: _____

ESTIMATED START DATE: _____

ESTIMATED END DATE: _____

=====

===== **BID INFORMATION - ROOF SYSTEM FOR THE LAKE COUNTRY CHAMBER OF COMMERCE** =====

TOTAL COST: _____

ESTIMATED START DATE: _____

ESTIMATED END DATE: _____

=====

BIDDER SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

APPENDIX - B

**CERTIFICATION
OF
INTERESTS & RELATIONSHIPS WITH TOWN COUNCIL AND TOWN OF CLARKSVILLE
EMPLOYEES**

Contractor hereby certifies that neither Contractor, nor any of Contractor's officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the Town of Clarksville.

To that extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

Please complete and execute the certification statement(s) below.

- Neither Contractor nor its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, the Town Council or Town of Clarksville.

The following individuals currently maintain a *financial* relationship with Contractor:

Town of Clarksville Council / Employee's Name: _____

Position with the Town: _____

Nature of Relationship: _____

The following individuals currently maintain a *familial* relationship with Contractor:

Town of Clarksville Council/Employee's Name _____

Position with Town of Clarksville: _____

Nature of Relationship: _____

Contractor

Date

By: _____

Name: _____

Title: _____

APPENDIX - C
BID SPECIFICATIONS

Construction of New Police Department Roof System Project

- 1.) Must perform any deconstruction or preparation work for the construction of the new roof system to meet the requirements for the enclosed engineered plans for the Police Department.
- 2.) Provide all project management, parts, materials, and labor to meet the requirements for the enclosed engineered plans for the Police Department.
- 3.) Obtain and pay for all permits and licenses to complete the project.
- 4.) Clean-up and removal of all trash and construction debris from the site upon completion.
- 5.) Must have the final approval of the project from the Director of Operations for the Town of Clarksville to release any invoices for payment.
- 6.) Any additions, deletions, or changes for the project that require a change in the bid price must be approved by the Town of Clarksville and the bidder prior to being performed or billed.
- 7.) The project must be complete by June 30, 2020.

Construction of New Chamber of Commerce Roof System Project

- 1.) Must perform any deconstruction or preparation work for the construction of the new roof system to meet the requirements for the enclosed engineered plans for the Chamber of Commerce.
- 2.) Provide all project management, parts, materials, and labor to meet the requirements for the enclosed engineered plans for the Chamber of Commerce.
- 3.) Obtain and pay for all permits and licenses to complete the project.
- 4.) Clean-up and removal of all trash and construction debris from the site upon completion.
- 5.) Must have the final approval of the project from the Director of Operations for the Town of Clarksville to release any invoices for payment.
- 6.) Any additions, deletions, or changes for the project that require a change in the bid price must be approved by the Town of Clarksville and the bidder prior to being performed or billed.
- 7.) The Project must be complete by June 30, 2020.



proposed:
Chamber of Commerce
Architect Tony Hirst PLLC

SHEET:
R-1

SCALE:

DATE:
12/5/2019

Architect Tony Hirst PLLC
1202 US Hwy, Greensboro
NC 27444

Rendering

City of Clarksville
Chamber of Commerce
100 2nd St
Clarksville, VA 22021

REVISION TABLE			
NUMBER	DATE	REVISION BY	DESCRIPTION

LIST OF DRAWINGS

- A1 - TITLE SHEET
- A2 - FOUNDATION PLAN
- A3 - FLOOR PLAN
- A4 - ROOF PLAN AND TRUSSES
- A5 - EXTERIOR ELEVATIONS
- A6 - SECTIONS AND DETAILS

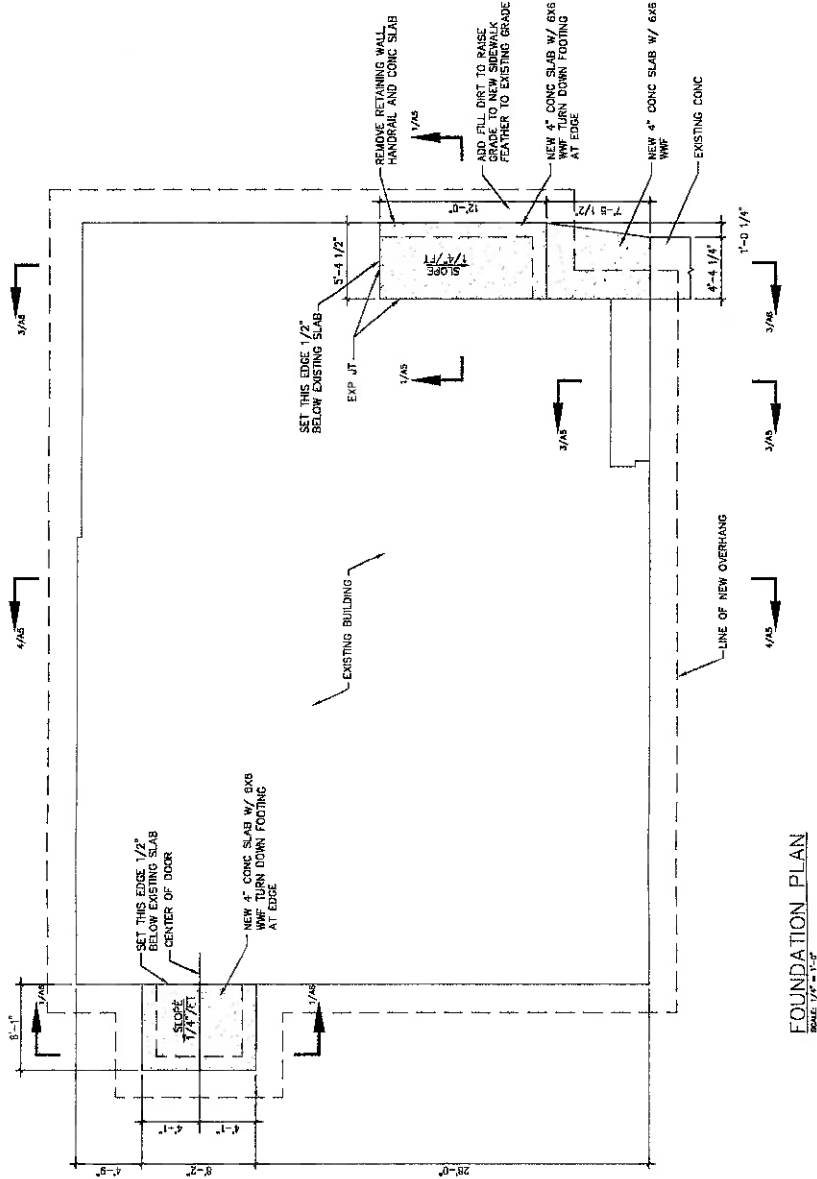
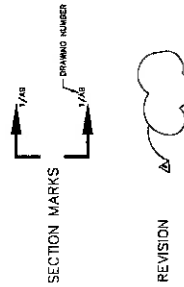
NOTES

1. ALL CONTRACTORS SHALL BE LICENSED IN VIRGINIA TO PERFORM WORK.
2. IF CONDITIONS ARE UNCOVERED THAT ARE DIFFERENT FROM THESE DRAWINGS ARCHITECT SHALL BE NOTIFIED BEFORE WORK PROCEEDS.
3. CODES SHALL BE THE 2015 INTERNATIONAL BUILDING CODE, NATIONAL ELECTRIC CODE, AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL REGULATIONS, NATIONAL ELECTRIC CODE, OSHA REGULATIONS AND OTHER APPLICABLE CODES.

PROJECT:
 City of Clarksville
 Chamber of Commerce
 105 2nd St., Clarksville, Va.

Architect:
 ARCHITECT TONY HIRST PLLC
 1292 US HWY 1 BYPASS SOUTH
 KITTRELL, NORTH CAROLINA 27544
 PH: (252)430-7722

DRAFTING SYMBOLS



FOUNDATION PLAN
 SCALE 1/4" = 1'-0"



TONY HIRST
 ARCHITECT
 No. 117219
 State of Virginia

City of Clarksville
 Chamber of Commerce
 105 2nd St.,
 Clarksville, Va. 23927

Drawing: FOUNDATION PLAN
 City of Clarksville
 Chamber of Commerce
 105 2nd St.,
 Clarksville, Va. 23927

ARCHITECT TONY HIRST PLLC
 1292 US Hwy 1 Byp S
 Kittrell, North Carolina 27544
 PH: 252-430-7722 F: 252-430-8377

Revisions	
PROJECT DATE	11/1/18
DRAWN BY	T. HIRST
CHECKED BY	T. HIRST
Sheet No.	A1



proposed:
Police Department Renovation
Architect Tony Hirst PLLC

Architect Tony Hirst PLLC
1205 King Richard Street
Norfolk, VA 23504

DATE:

12/4/2019

SCALE:

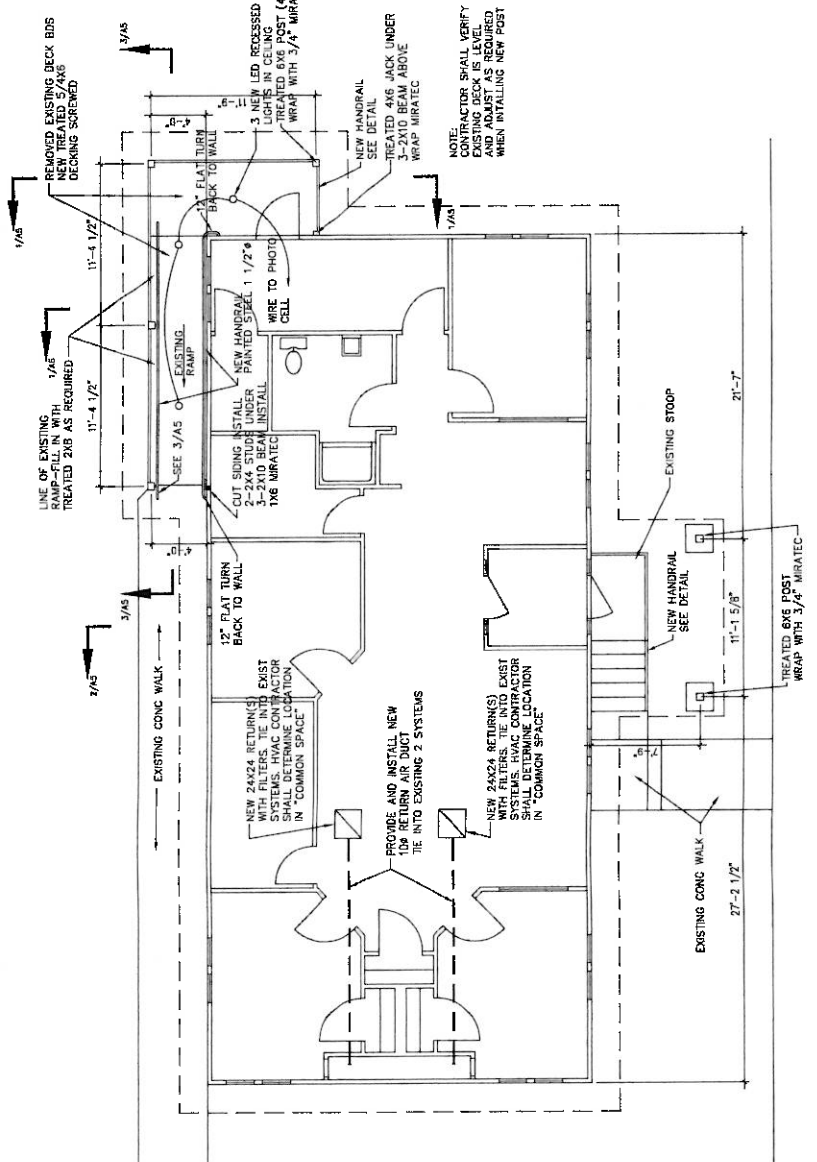
SHEET:

R-1

Rendering

City of Clarksville
Police Department
914 Wayne Ave
Clarksville, VA 29037

REVISION	DATE	REVISION BY	DESCRIPTION



FLOOR PLAN
 SCALE: 1/8" = 1'-0"

NOTE: CONTRACTOR SHALL VERIFY
 EXISTING DECK IS LEVEL
 AND ADJUST AS REQUIRED
 WHEN INSTALLING NEW POST

REVISIONS

PROJECT DATE
 11/1/19

DRAWN BY
 T. HIRST

CHECKED BY
 T. HIRST

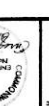
SHEET NO.
 A2

ARCHITECT TONY HIRST PLLC
 1282 US Hwy 1 Box 5
 Kitzmill, North Carolina 27544
 P: 252-430-7722 F: 252-430-8377

City of Clarksville
 Police Department
 814 Virginia Ave.
 Clarksville, Va. 23927

Drawing: FLOOR PLAN

11/7/19



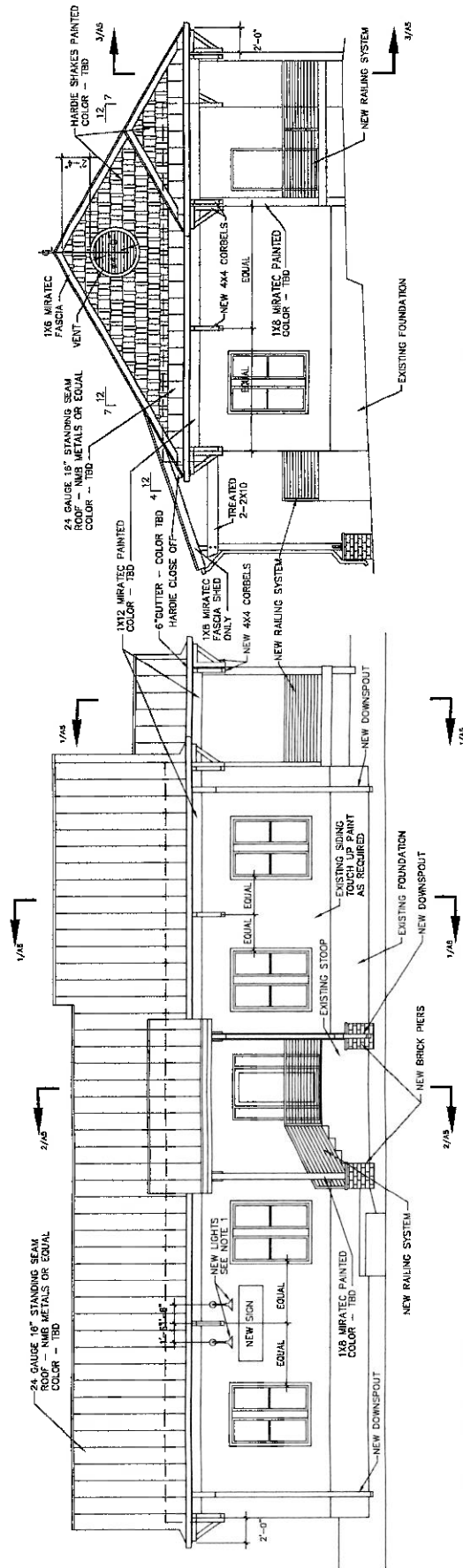


THESE PLANS HAVE BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL ARCHITECT IN THE STATE OF VIRGINIA. I HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL ARCHITECT IN THE STATE OF VIRGINIA AND THAT THESE PLANS COMPLY WITH THE REQUIREMENTS OF THE ARCHITECTURAL ACT OF 1954 AS AMENDED.

City of Clarksville
 Police Department
 914 Virginia Ave.
 Clarksville, Va. 23927

ARCHITECT TONY HIRST P.L.L.C.
 1292 US Hwy 1 Byp S
 Kitzler, North Carolina 27544
 P: 724-430-7722 K: 724-430-6377

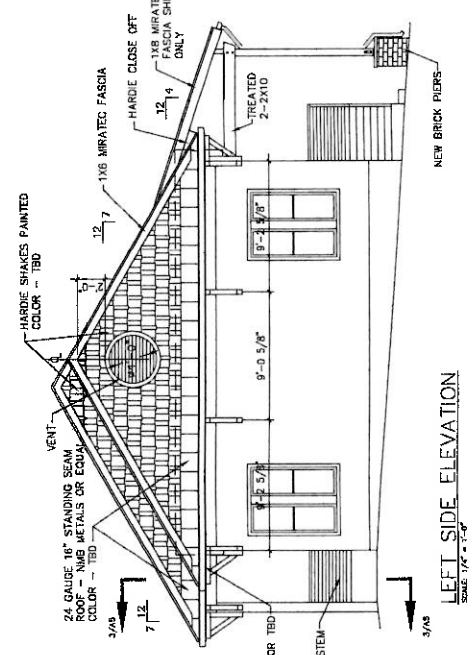
REVISIONS
PROJECT DATE 11/1/19
DRAWN BY T. HIRST
CHECKED BY T. HIRST
Sheet No. A4



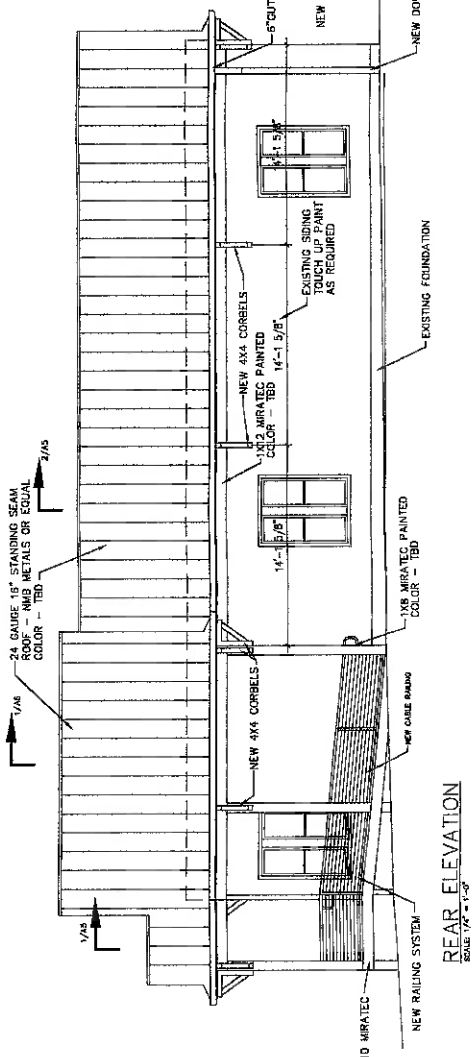
FRONT ELEVATION
 SCALE: 1/4" = 1'-0"

NOTES:
 1. ADD CIRCUIT FOR 2 NEW GOSSE NECK LIGHTS
 INSTALL ON DAWN TO DUSK PHOTOCELL

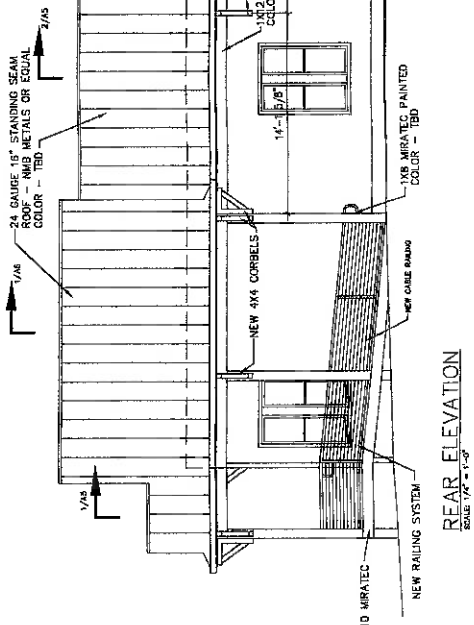
RIGHT SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION
 SCALE: 1/4" = 1'-0"



REAR ELEVATION
 SCALE: 1/4" = 1'-0"

