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Department of Facilities and Transportation Services
Office of Administrative Services
8115 Gatehouse Road, Suite 3200
Falls Church, Virginia 22042-1203

January 31, 2018

Invitation For Bid No. MMB-104-18
Rooftop and Air Handling Unit Replacements
at Shrevewood Elementary School

Bidders:

You are invited to submit a bid for the following: **Furnish all labor and materials for the rooftop and air handling unit replacements at Shrevewood Elementary School, in accordance with specifications and drawing available for pick-up from the Office of Facilities Management, 5025 Sideburn Road, Room 14, Fairfax, Virginia 22032 or download from https://www.fcps.edu/facilitiesmanagement/current%20solicitations**

A mandatory pre-bid meeting will be held February 20, 2018* at 10:00 a.m. at **Shrevewood Elementary School**, 7525 Shreve Road, Falls Church, Virginia 22043. Contractors shall meet in the Lobby of the buildings front entrance to sign the meeting roster. **NO ONE WILL BE ADMITTED AFTER 10:05 A.M.**

The purpose of the pre-bid meeting is to provide potential Bidders an opportunity to ask questions and obtain clarification about any aspect of this Invitation for Bid. Any changes or clarifications resulting from this pre-bid meeting will be issued in a written addendum. It is important that all Bidders have a clear understanding of the specifications, scope of work, and requirements of this solicitation. Attendance at the pre-bid meeting will be a pre-requisite for submitting a Bid; attendance will be evidenced by the Contractor's signature on the meeting roster. **Bidders who do not attend the pre-bid meeting will not be permitted to submit a Bid.** If a Bidder submits a Bid and did not attend the mandatory pre-bid meeting, the Bid will be not be considered.

Bid will be inclusive of all labor, material, equipment, permits and sales or use taxes required to complete the work in its entirety. Prospective bidders are encouraged to visit the site prior to submitting bid.

INCORPORATED BY REFERENCE
This solicitation is subject to all state and local laws, policies, resolutions, regulations, and all accepted rules, regulations and limitations imposed by legislation of the Federal Government.

Should you have any questions concerning type of extent of work required, you may contact **Jason Ward at (703) 764-4367 or Angela David at (703) 764-2457.**

Bidders shall **submit with their bid**, proof of proper licensing as required by Title 54, Chapter 11, Code of Virginia, as amended, as listed below:

Class "A" Contractors License - for projects totaling $120,000 or more

Upon award, the successful bidder shall be licensed, in accordance with:

Code of the County of Fairfax, Virginia, 1976, Chapter 4, Article 7, entitled "Business, Professional and Occupational Licensing (BPOL) Tax" (703-222-8234).

Property Damage	$100,000
Workmen's Compensation	As required by law

Contractor shall carry insurance coverage in the amount not less than the following, which shall also apply to any subcontractors engaged in the project. Proof of insurance shall be submitted prior to commencing work.

	Per Person	Per Accident
Public Liability	$100,000	$300,000
Auto Liability	$100,000	$300,000

Discrimination prohibited: In the solicitation or awarding of contract, the Fairfax County School Board shall not discriminate because of race, religion, color, sex, or national origin of the bidder or offeror.
It is mandatory that you indicate on your bid whether your firm is or is not a Small Business Firm or a Minority Business Firm. This information is for statistical purposes only. All firms tendering bids will receive equal consideration for award.

Contractor must comply with Fairfax County Construction Safety Resolution adopted by the Board of Supervisors, as modified December 8, 2003.

The work shall be completed by August 10, 2018. Liquidated damages in the amount of $500.00 per calendar day will be imposed if job is not completed by the specified date.

Submit your written bid, in duplicate, to:

Fairfax County Public Schools
Office of Facilities Management
Sideburn Support Center
5025 Sideburn Road, Room 16
Fairfax, Virginia 22032
Attn: Angela David

ALL BIDS MUST BE TIME STAMPED AND RECEIVED IN ROOM 16 AT THE ABOVE ADDRESS NO LATER THAN 2:00 P.M., March 8, 2018.** Bids received after the time stated will not be accepted.

Indicate on the envelope that **this is a bid for: Rooftop and Air Handling Unit Replacements at Shrevewood Elementary School.**

Sincerely,

Paul Hatcher

Paul Hatcher
Director

PH/acd

cc: Principal
Brian Crawford
David Bennett
Jason Ward
Vicki Garner
Contract File

*In the event of inclement weather on the date of the Mandatory Pre-Bid meeting that delays opening or closes the Fairfax County Public Schools Central or Administrative Offices, the meeting will be rescheduled by Addendum.

**In the event of inclement weather that closes the Fairfax County Public Schools Central or Administrative Offices, bids will be due and opened at the same time, the following business day. To confirm closing, visit us online at www.fcps.edu.