



COUNTY OF WASHINGTON, VIRGINIA

COUNTY GOVERNMENT CENTER
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

TAMMY COPENHAVER, CPA,
DIRECTOR OF BUDGET & FINANCE

DEPARTMENT OF BUDGET & FINANCE

January 9, 2019

**RE: Invitation for Bids for Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse**

To whom it may concern:

The County of Washington, Virginia is currently accepting sealed bids from qualified Contractors to provide roof replacement for the Washington County Government Center Building, the Washington County Public Library, and the Washington County Courthouse.

A mandatory pre-bid meeting will be held in the administration conference room at the Washington County Government Center Building, 1 Government Center Place, Suite A, Abingdon, Virginia at 2:00 p.m. on Wednesday, January 23, 2019.

Sealed Bids must be received no later than: 3:00 p.m., on Monday, February 4, 2019.

Bids must be made using the bid form provided by the County and directed to **Tammy Copenhaver, Director; Department of Budget & Finance; County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210**. Two copies of the completed bid form and references must be submitted in a sealed envelope or package marked on the outside with the Contractor's name and address, and clearly marked: **"BID FOR ROOF REPLACEMENT"**. No faxed bids or electronic media responses will be accepted. Bids must be signed in ink by an official authorized to bind the Contractor. Bids received after the deadline, postmarks notwithstanding, shall be rejected. The County reserves the right to reject any or all bids.

The Invitation for Bids Packet, containing instructions and specifications, is attached for your use. Questions to clarify the terms of the Invitation should be submitted by email no later than five working days before the due date to tcopenhaver@washcova.com. The email inquiry should be identified with a subject line of: **"Questions Regarding Roof Replacement"**.

Sincerely,

Tammy Copenhaver, CPA
Director of Department of Budget & Finance

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

For posting and/or legal advertisement

INVITATION FOR BIDS
ROOF REPLACEMENT FOR WASHINGTON COUNTY GOVERNMENT CENTER BUILDING,
WASHINGTON COUNTY PUBLIC LIBRARY, AND WASHINGTON COUNTY COURTHOUSE

The County of Washington, Virginia is currently accepting sealed bids from qualified Contractors to provide roof replacement for the Washington County Government Center Building, the Washington County Public Library, and the Washington County Courthouse. An Invitation for Bids packet containing instructions, qualifications, and specifications may be obtained by contacting the Department of Budget & Finance at County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210; or phone 276-525-1310.

A mandatory pre-bid meeting will be held in the administration conference room at the Washington County Government Center Building, 1 Government Center Place, Suite A, Abingdon, Virginia at 2:00 p.m. on Wednesday, January 23, 2019.

Sealed bids will be accepted until 3:00 p.m., on Monday, February 4, 2019. Bids must be made using specified bid forms, and may be mailed or delivered to the address above for the Department of Budget & Finance. Bids received after the deadline, postmarks notwithstanding, shall be rejected. The County reserves the right to reject any and all bids.

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

WASHINGTON COUNTY, VIRGINIA
GOVERNMENT CENTER BUILDING
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

January 9, 2019

A **mandatory pre-bid meeting** will be held in the administration conference room at the Washington County Government Center Building, 1 Government Center Place, Suite A, Abingdon, Virginia at **2:00 p.m. on Wednesday, January 23, 2019.**

Sealed bids will be received until
3:00 P.M. ON MONDAY, FEBRUARY 4, 2019

BIDS ARE TO BE MAILED OR DELIVERED DIRECTLY TO

Tammy Copenhaver, Director;
Department of Budget & Finance;
County Government Center;
1 Government Center Place, Suite A;
Abingdon, Virginia 24210

Two copies of the Bid must be submitted using the specified Bid Form in a sealed package marked on the outside with the Contractor's name and address, and clearly marked:
"BID FOR ROOF REPLACEMENT".

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
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Invitation for Bids
**Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse**

I. PURPOSE

The County of Washington, Virginia is currently accepting sealed bids from qualified Contractors to provide roof replacement for the following buildings: (1) Washington County Government Center Building, 1 Government Center Place, Abingdon, Virginia 24210, (2) Washington County Public Library, 205 Oak Hill Street, Abingdon, Virginia 24210, (3) Washington County Courthouse, 191 East Main Street, Abingdon, Virginia 24210.

II. INSTRUCTIONS TO BIDDERS: BID SUBMITTAL, QUESTIONS, AND AWARD

The following terms and conditions shall apply to this procurement.

- A. Bid submittal. Two copies of the completed bid form and references may be submitted by regular mail delivery (U.S. or private delivery service) or hand-delivered to Tammy Copenhaver, Director; Department of Budget & Finance; County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210. The County shall not accept bids by email transmittal.
- B. Deadline for County receipt. Bids must be received by the County no later than: 3 p.m. Monday, February 4, 2019 (Due Date). Bids received after the deadline, postmark notwithstanding, shall be rejected.
- C. Form of bid.
 - a. Bid must be made using the form provided with this Solicitation.
 - b. Bid must include references using the form provided with this Solicitation.
 - c. Two copies of the Bid must be submitted in a sealed envelope or package that is clearly marked: "Bid for Roof Replacement".
 - d. Bids must be signed in ink by an official authorized to bind the Contractor.
- D. Bid Bond or Guarantee. Each bid shall be accompanied by a bid bond or guarantee of five percent of the amount of the bid, which shall be a certified check, cash escrow or a bid bond payable to the Treasurer of Washington County. A bid bond must be issued by a surety company which is legally authorized by the Virginia State Corporation Commission to do fidelity and surety business in the Commonwealth of Virginia. Such bid bond or check shall be submitted with the understanding that it shall guarantee that the bidder will not withdraw such bid during the period of 90 days following the opening of bids; that if such bid is accepted, the bidder will accept and perform under the terms of the Invitation for Bids and purchase order or contract. The bid guarantee will be returned upon award of contract.

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- E. Rejection if bid in improper form. Contractor's failure to submit a bid on the bid form provided with this Solicitation and with all information required by this Solicitation shall be a cause for rejection of the bid. Modification of or additions to any portion of the bid form may be cause for rejection of the bid; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the County may, in its sole discretion, request that Contractor withdraw or modify non-responsive portions of a bid that do not affect quality, quantity, price, or delivery.
- F. Questions, clarification of terms, and modification. Questions to clarify the terms of this Solicitation shall be submitted by email no later than five working days before the Due Date to tcopenhaver@washcova.com. The email must identify in the subject line: "Question Regarding Roof Replacement". There shall be no modification of the Solicitation except by written addendum issued by the County. Answers to all questions and any written addendum will be sent by email to all Contractors of whom the County is aware who have interest in this Solicitation, posted on the County website, and posted on Virginia's eProcurement Portal (eVA.virginia.gov). Questions to clarify this Solicitation shall not be received or answered by telephone or in-person.
- G. Mandatory pre-bid meeting. A mandatory pre-bid meeting will be held at **2:00 p.m., Wednesday, January 23, 2019** in the administration conference room at Washington County Government Center Building, 1 Government Center Place, Suite A, Abingdon, Virginia. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. **Due to the importance of all bidders having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a bid. Bids will only be accepted from those bidders who are represented at this pre-bid meeting. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 2:00 p.m. on Wednesday, January 23, 2019.** You are encouraged to bring a copy of this Solicitation with you. Any changes resulting from this conference will be issued in a written modification to the Solicitation.
- H. Inspection of job site. By submittal of a bid in response to this Solicitation, Contractor certifies that Contractor has inspected the job sites and is aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job sites, will not be considered by the County. **The County Project Manager will make appointments for bidders to inspect and measure job sites after the Mandatory Pre-Bid Meeting.**

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- I. Period allowed for County acceptance of bid. Any bid submitted in accordance with this solicitation shall be valid for 90 days after the bid submittal deadline. At the end of the 90-day period, the bid may be withdrawn at the written request of the Contractor. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

- J. Interview. Prior to making an award pursuant to this solicitation, the County reserves the right to require Contractor to interview with a County review committee to determine whether Contractor is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Contractor is fully qualified, that Contractor's services will be provided in a completely satisfactory manner, and that Contractor is competent to meet or exceed the performance specifications. Failure by a Contractor to comply promptly with a request for interview may result in its bid being rejected.

- K. Award. The County reserves the right to make multiple awards as a result of this solicitation. The contract will be awarded to the lowest responsive and responsible bidder(s) that demonstrates the qualifications as required by this solicitation. The County reserves the right to conduct any tests it may deem advisable and to make all evaluations. The County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to negotiate the bid price as permitted by Virginia Code § 2.2-4318 if the lowest responsive and responsible bid exceeds available funds. Failure of Contractor to execute a contract, provide certificate(s) of insurance, and, if required, file an acceptable performance security within 15 calendar days of the date of the approval for awarding of the contract as herein provided will be just and sufficient cause for the denial of the award.

- L. Applicable laws and courts. This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Washington County, Virginia. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- M. Ethics in public contracting. By submitting their bid, contractor certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

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- N. Debarment status. By submitting their bid, contractor certifies that they are not currently debarred by the Commonwealth of Virginia or County of Washington, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Contractor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Washington, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
- O. Investigation of qualifications of contractor. Contractor agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Contractor to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Contractor's physical facilities prior to award to satisfy questions regarding Contractor's capabilities. Further, the County reserves the right to reject any bid if the evidence submitted by, or investigations of, such contractor fails to satisfy the County that such contractor is properly qualified to fulfill the obligations of the contract.
- P. Testing and inspection. The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

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Attachment 1

QUALIFICATIONS/SCOPE OF WORK/SPECIFICATIONS

QUALIFICATIONS

The selected Contractor shall:

1. Provide all labor, supervision, equipment, tools, materials and incidentals necessary for replacement of the roof for the buildings listed in the Specifications;
2. Be properly registered and licensed to perform the work in accordance with the requirements of Title 54.1, Subtitle II, Chapter 11 of the Code of Virginia (1950, as amended) and shall provide proof of such qualification. The Board for Contractors has interpreted its regulations to mean “a licensed Contractor can bid on a contract which contains work outside his license classification(s) as long as he subcontracts those items for which he is not qualified to perform to licensed contractors with the appropriate License Classification and the work of the second party is incidental to the contract.” Therefore, the County may, as part of determining whether the Bidder is “responsible,” require the apparent low Bidder to submit a listing of his subcontractors along with the license number and classification or specialty of each.
3. Obtain all necessary permits and inspections for completion of work;
4. Follow OSHA safety guidelines;
5. Provide the safe and effective execution of the work with minimum disruption to day to day operation;
6. Remove and properly dispose of all demolition debris;
7. Maintain at least the minimum insurance coverage as specified in the general terms and conditions; and
8. Provide updates to the County Project Manager every 30 days in writing preferably by email on the status of the project.

SCOPE OF WORK/SPECIFICATIONS

Applicable to all projects:

1. Time is of the essence. All work performed pursuant to a contract awarded from this Solicitation shall be completed within 160 days after the Effective Date of such contract.
2. On a daily basis during construction, Contractor shall be responsible to clean up construction debris and equipment and leave the area safe for public use of the building and the grounds surrounding the work site. Further, Contractor shall ensure that the building is protected against water intrusion at all times.

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3. The Contractor shall provide a minimum two-year labor warranty on all installations.
4. The Contractor shall be responsible for measuring and calculating the exact square footage of the roof for bidding purposes.
5. The Contractor shall ensure that all manufacturer's warranties and similar guarantees are properly extended to the County and that documents evidencing the same are submitted to the County's Project Manager prior to final inspection.

The intent of the following specifications is to set forth and convey to prospective Contractors the minimum standards and the general style, type, character and quality of the article desired. Any deviation from these specifications shall be clearly noted along with sufficient information to allow the County to evaluate the exceptions.

Roof Replacement for Washington County Government Center Building:

The roof of the Government Center Building contains a shingle portion and a flat roof section. The shingle portion of the roof consists of approximately 187 squares of asphalt shingles. The flat roof section of the roof is approximately 16,500 square feet.

For the shingle roof section, the Contractor shall:

- a. Remove and dispose of existing shingles;
- b. Install new "Lifetime" Architectural shingles;
- c. Install waterproof membrane at all eaves, valleys and ridgelines;
- d. Install underlayment;
- e. Install new pipe boots; and
- f. Install new drip edge.

For the flat roof section of the roof, the Contractor shall:

- a. Remove and dispose of EPDM roof down to existing ISO;
- b. Provide walk pads;
- c. Install greater than 1" ISO coverboard over existing insulation;
- d. Install new curb flashing at all RTU's; and
- e. Install "white" TPO heat-welded membrane per manufacturer's specifications. [A quote is requested for a 20-year warranty option (Option A on Bid Form) and a 30-year warranty option (Option B on Bid Form).]

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Roof Replacement for Washington County Public Library:

The roof of the Washington County Public Library consists of approximately 155 squares of asphalt shingles.

For the shingle roof, the Contractor shall:

- a. Remove and dispose of the existing roof layers (2 layers total) down to plywood deck;
- b. Install new “Lifetime” Architectural shingles;
- c. Install waterproof membrane at all eaves, valleys and ridgelines;
- d. Install underlayment;
- e. Install new pipe boots; and
- f. Install new drip edge.

If needed, contractor shall replace original plywood deck with 1 each 4X8 sheet of plywood. A quote shall be provided on the Bid Form for labor and materials required to replace one sheet of plywood.

Roof Replacement for Washington County Courthouse:

The roof of the Washington County Courthouse is approximately 7,500 square feet and consists of Section 1, Section 2, and Section 3 which are shown in Attachment 2.

For Section 1, the Contractor shall:

- a. Remove and dispose of EPDM roof down to concrete decking;
- b. Install new ISO insulation to include 2” at drains – with 1/8” slope to the perimeter;
- c. Install new membrane up and over parapet walls;
- d. Install necessary flashing;
- e. Install new metal coping using at least 24 gage material; and
- f. Install “white” TPO heat-welded membrane per manufacturer’s specifications. [A quote is requested for a 20-year warranty option (Option A on Bid Form) and a 30-year warranty option (Option B on Bid Form).]

For Sections 2 & 3, the Contractor shall:

- a. Provide walk pads;
- b. Remove and dispose of existing EPDM roof down to metal decking;
- c. Install 3” ISO over metal decking – mechanically attached;
- d. Install membrane up and over parapet walls;
- e. Install necessary flashing;
- f. Install new metal coping using at least 24-gauge material; and
- g. Install “white” TPO heat-welded membrane per manufacturer’s specifications. [A quote is requested for a 20-year warranty option (Option A on Bid Form) and a 30-year warranty option (Option B on Bid Form).]

Invitation for Bids
**Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse**

Attachment 2
ROOF DRAWING

The roof of the Washington County Courthouse consists of Section 1, Section 2, and Section 3 as noted in Attachment 2.

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
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Attachment 3
SPECIAL TERMS & CONDITIONS

By submitting a bid in response to this Solicitation, Contractor agrees to the following terms and conditions that will be included in any contract formed as a result of this solicitation unless specifically revised or deleted by provisions stated in the Special Terms and Conditions negotiated in such contract. The headings included in the Special Terms and Conditions, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract.

- A. Performance Bond and Payment Bond. A performance security instrument (bond or letter of credit) in the amount of 100 percent of the total bid price for materials and installation may be required of the Contractor prior to providing goods/services. The form of instrument to be provided as surety must be approved by the County. Failure to execute a contract and file an acceptable performance security and certificate of insurance within 30 days of the date of the approval for awarding of the contract as herein provided, will be just and sufficient cause for the denial of the award. The performance bond will be released upon County's written acceptance after final inspection and determination that the project was completed in compliance with contract specifications.

- B. Warranty. Materials and labor furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and services, and the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation, any contract awarded pursuant to this solicitation, and all rights and remedies permitted under applicable law. Notwithstanding the foregoing, the warranty shall be no less than the minimum specifications stated in this Contract.

- C. Contractor's Title to Materials. Contractor shall not purchase any materials or supplies for the work to be performed pursuant to this Contract subject to any security interest, installment or sales contract or any other agreement or lien by which an interest is retained by the seller or is given to a secured party.

- D. Liquidated Damages. Work shall begin after receipt of purchase order or contract and all work shall be completed within 160 calendar days from Effective Date of the contract. It is hereby understood and agreed by the Contractor that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified in the bid document. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified, there will be deducted, not as a penalty but as liquidated damages, the sum of \$250 per calendar day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by an act, negligence, or default on the part of the County, public enemy, war, embargo, fire or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), the Contractor may submit to the County a written request for extension, which shall include a statement of the justifications for such request. The County may, at its sole discretion, provide written authorization for a reasonable extension of time.

Invitation for Bids
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Washington County Public Library, and Washington County Courthouse

Attachment 4

GENERAL TERMS AND CONDITIONS:

By submitting a bid in response to this Solicitation, Contractor agrees to the following terms and conditions that shall be included in any contract formed as a result of this solicitation unless specifically revised or deleted by provisions stated in the Special Terms and Conditions negotiated in such contract. The headings included in the General Terms and Conditions, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract.

Payment

1. Form of payment. All invoices shall be directed to the payment address shown on the purchase order/contract. All invoices shall show the County purchase order number and the Contractor's federal employer identification number.
2. Timing of payment. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

Tax exemptions

3. Tax exemption. The County is exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.
4. County reserves the option to enter into "direct purchase" agreements for purchase of all or a portion of tangible personal property necessary for the completion of construction projects undertaken for the benefit of the County and thereby to save the amount of sales tax thereon by virtue of the County's status as a tax-exempt political subdivision of the Commonwealth, exempt from sales and use taxation pursuant to Virginia Code §§ 58.1-609(4) and -610(B).

Contractor Qualifications & Performance

5. Contractor licensure. If Contractor provides removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the Contractor, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of the Contract. It is the Contractor's responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies. Contractor shall provide a copy of such license upon the County's request.
6. Independent contractor. The selected contractor is an independent contractor and shall not be deemed the agent of the County of Washington for any purpose whatsoever. No contractor's employee or sub-contractor shall hold himself out as an employee of the County of Washington and none shall have power or authority to bind or obligate the County of Washington in any manner. Contractor shall be liable for and pay all taxes required by local, state, or federal governments or any other taxes and permits required by law. Contractor shall adhere to any and all regulations and stipulations governing the operation and work of such contractor for the duration of this contract. The County of Washington shall in no manner be held liable for the Contractor's disregard for required work related regulations.

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7. No subcontract or assignment. No portion of the work to be performed pursuant to this Contract shall be subcontracted or assigned without the written consent of the County.
8. Contract performance. Contractor shall perform all work pursuant to this Contract in accordance with manufacturers' instructions, construction industry standards, and in a workmanlike manner.
9. Asbestos. Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presences of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the County and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
10. Repair of damage. Any damage to existing utilities, equipment or finished surfaces resulting from Contractor's performance of this contract shall be repaired to the County's satisfaction at Contractor's expense.
11. Final Inspection. Upon completion of all contract requirements, Contractor shall demonstrate to the County Project Manager that the project is fully operational and in compliance with contract specifications. The County reserves the right to conduct any test/inspection it may deem advisable to assure materials and services conform to the specifications. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to County's final acceptance of the work. Alternatively, at the County's sole discretion, the County may direct in writing that the County does not require replacement or correction, and an equitable adjustment to the contract price may be negotiated.
12. Record retention and audit. Contractor shall retain all books, records, and other documents relative to this contract for 5 years after final payment, or until audited by the County or its authorized agent, whichever is sooner.
13. Indemnification. The Contractor shall indemnify and hold harmless the County against and from all liability, claims, damages and costs, including attorney's fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.
14. Insurance requirements. Within 10 days of the Effective Date of the contract, Contractor shall deliver to the County a Certificate of Insurance from carriers acceptable to the County for insurance coverage meeting the minimum requirements stated below. The County shall be listed as an additional insured for all such coverage except for Workers' Compensation and Employers Liability coverage. Contractor shall maintain insurance to meet the minimum requirements specified below, including contractual liability, for the duration of performance of the contract. In addition, the insurer shall give the County 30 days advance notice of its decision to cancel coverage, which shall be grounds for County termination of contract.

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Minimum insurance coverage requirements:

1. Worker's Compensation and Employer's Liability

Coverage A	Statutory Requirements
Coverage B	\$100,000 Per Occurrence
Coverage C	\$100,000/\$100,000 Accident and/or Disease
All States Endorsement	

2. Automobile Liability, including Owned, Non-Owned, and Hired Car Coverage Limits of Liability

Combined Single Limit	\$1,000,000
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3. Comprehensive General Liability Limits of Liability:

Per Occurrence	\$1,000,000
In Aggregate	\$2,000,000

Including:

- A. Completed Operations/Products
- B. Contractual Liability for Specified Agreement
- C. Personal Injury and Advertising Injury
- D. Bodily Injury and Broad Form Property Damage

15. Insurance discretion of County. If the insurance coverage and limits stated herein cannot be provided, the County Director of Department of Budget and Finance, in such Director's sole discretion, may approve such other insurance coverage or limits that the County Director of Department of Budget and Finance deems acceptable.

County constitutional limitation

16. Constitutional limitation. The County obligations pursuant to this Contract are moral obligations subject to the limitations of the constitution and law of the Commonwealth of Virginia, subject to annual appropriation by the Board, and non-appropriation shall not constitute grounds for recovery against the County. The covenants of the County as stated herein shall not be interpreted to establish any pledge, security interest, lien, or other encumbrance of the full faith and credit or property of the County. State law and constitution prohibit Washington County from expenditure of funds unless appropriated by the Washington County Board of Supervisors and from obligating funds beyond the current fiscal year (July 1 – June 30). Therefore, notwithstanding any provision in this contract to the contrary, if the Washington County Board of Supervisors does not appropriate funds for the continuance of this contract in any future fiscal year, this contract and all obligations hereunder shall automatically terminate upon depletion of the currently appropriated funds.

Contract

17. Binding effect. This Contract shall be binding upon all heirs, successors, and/or assigns to any of the parties to this Contract.

18. Modification and assignment. This Contract may be modified or assigned only by written agreement signed by all parties hereto.

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19. Change orders. Any change in the scope of work to be performed, materials to be used, price of project, schedule for completion, or other aspect of performance of the contract shall require a written modification of the contract, which shall be called a Change Order. Unless it is not feasible to do so, Change Orders shall be prepared using the County-provided form for Change Orders. BEFORE proceeding with any additional work or variations in specified materials, Contractor shall obtain a written Change Order signed by both parties to the contract or, at minimum, email authorization from the County. The only persons authorized to sign a Change Order on behalf of the County or to provide email authorization for a Change Order shall be the Project Manager as specified in the Contract and the County Administrator. The County shall not pay any additional expense incurred by Contractor based on an oral-only change agreement. The Change Order shall become effective only after it has been signed on behalf of both parties to the Contract by the authorized representatives, or if authorized by email, clearly transmitted by emails between such authorized representatives that address all matters that are covered by the Change Order form and that communicate both parties' agreement. Both parties to the contract agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order.
20. Sovereign immunity. Nothing in this Contract shall be construed as an express or implied waiver of the County's sovereign or Eleventh Amendment immunity, as a political subdivision of the Commonwealth.
21. Governing laws and litigation venue. This Contract shall be governed by the laws of the Commonwealth of Virginia. Venue for litigation shall be in the Circuit Court of the County of Washington, Virginia.
22. Complete agreement. This Contract sets forth all of the promises, contracts, conditions, and understandings between the parties respecting the subject matter hereof and supersedes all prior and contemporaneous negotiations, conversations, discussions, correspondence, memoranda, and contracts between parties concerning such subject matter.
23. Severance clause. If any provision of this Contract shall be determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable to any extent, the remainder of this Contract shall not be affected and shall be enforceable to the fullest extent permitted by law.
24. Counterparts and electronic signature. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile signatures or signed copies sent by portable document format (PDF) shall be deemed originals.

Disputes, failure to perform, termination

25. Disputes. In the event of dispute, the affected party shall provide written notice of dispute to all other parties. The parties shall make all reasonable efforts to resolve differences by negotiation. However, in the event that a resolution by negotiation is not reached within a reasonable time, the parties may proceed to mediation or litigation. All parties to this Contract have standing to enforce any covenants, terms, provisions, and contracts set forth herein.
26. Failure to deliver. In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be

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in addition to any other remedies which the County may have.

27. Termination of contract:

- a. County or Contractor may terminate this Contract for convenience upon giving the other party written notice 60 calendar days prior to the end of the original or any renewal term. County shall within 30 calendar days after the date of termination pay Contractor for all services rendered and all costs incurred up to the date of termination in accordance with the applicable fee schedule and within the limits of funds appropriated for such contract.
- b. County may terminate the Contract for cause subject to the following provisions. Prior to termination of the contract, the County shall give Contractor ten (10) calendar days prior written notice, during which Contractor may rectify the cause of the termination. County may postpone the effective date of the termination, at its sole discretion. If rectified to the satisfaction of the County within said ten (10) days or such other time as allowed by County, County may rescind the notice of termination. If it does not, then the County may immediately terminate the contract for cause by giving written notice to the contractor. County shall within 30 calendar days after the date of termination pay Contractor for all services rendered and all costs incurred up to the date of termination in accordance with the applicable fee schedule and within the limits of funds appropriated for such contract.
- c. Written notice of termination, whether initial or given after a period of postponement, may be served upon Contractor by U.S. mail or any other means at Contractor's last known place of business in Virginia or elsewhere, by delivery to any officer or management/supervisory employee of either wherever they may be found, or, if no such officer, employee or place of business is known or can be found by reasonable inquiry within three (3) business days, by posting the notice at the job site. Contractor's failure to accept or pick up registered or certified mail addressed to the last known address shall be deemed to be delivery.

28. Termination for cause. Without limitation, the following are bases for termination for cause. County may terminate the contract in the event Contractor fails to remain in compliance with applicable requirements for permitting, insurance, and registration to do business in the Commonwealth of Virginia for the purposes required by the contract, or for any of the foregoing.

29. Immediate termination. In the event of Contractor conduct that exhibits reckless disregard for the consequences of its conduct and its performance of services pursuant to this Contract, County, at its sole discretion, may immediately terminate the Contract upon written notice to Contractor. Additionally, in the event of voluntary or involuntary action that results in either the Contractor coming under the jurisdiction of federal bankruptcy court or assignment to a receivership, the County shall have sole discretion to terminate this contract immediately.

Compliance with laws

30. No illegal aliens. Contractor certifies that it does not and shall not during the performance of the contract knowingly employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

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31. Drug-free workplace.
- a. Contractor acknowledges and certifies that it understands that the following acts by Contractor, its employees, and/or agents performing services on County property are prohibited: (i) The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and (ii) Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - b. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County in addition to any criminal penalties that may result from the conduct.
32. Federal laws. Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964 (as amended), the Americans With Disabilities Act (as amended), the Virginia Human Rights Act, and the Virginians with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided: however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.

In every contract over \$10,000.00, the contractor agrees as follows:

- a. Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. 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.
- d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- e. The requirements of this section are a material part of the contract. If the contractor violates one of these provisions, the County may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from contracting regardless of whether the specific contract is terminated.

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Attachment 5
BID FORM – Page 1 of 8

Bid Form for _____
Name of Bidder

Date: _____

The undersigned hereby declares that the only person or persons interested in this bid as principal or principals is or are named herein and that no other person or firm herein mentioned has any interest herein; that this is made without connection with any other person or company or parties; and that it is in all respects fair and in good faith without collusion or fraud.

The undersigned further declares that they have examined the specifications of the materials and services sought by this solicitation and informed themselves fully in regard to all the conditions pertaining to the materials and services; that they have read all special provisions furnished prior to the opening of the bids; and that they have satisfied themselves relative to the materials and services provided.

The undersigned agrees, if this bid is accepted, to furnish all necessary materials and services in accordance with this bid in full and complete accordance with the shown, noted, described and reasonably implied requirements of this solicitation to the full and entire satisfaction of Washington County, with the definite understanding that no money will be allowed for extra work or extra goods except as set forth in the attached solicitation and any contract that may result therefrom. The statement on this cover sheet shall apply to each element of each bid submitted to the County.

AGREED, _____
(Signature of Authorized Person)

Signatory's Name (Printed): _____

BIDDER'S NAME (Business Entity): _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER _____

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 2 of 8

Bid Form for _____
 Name of Bidder

Goods or Services being procured: **Roof Replacement for Washington County Government Center Building**

ALL BIDS MUST BE SUBMITTED ON THIS FORM. Bids will only be accepted where pricing is submitted on this Bid form. Vendor quotations and other supporting documentation can be included with the bid, but bids may be rejected if pricing is not included on this Bid form. The County reserves the right to reject any and all bids.

For all options for which a bid is made, bid shall include the cost of all labor and materials to complete work in accordance with Specifications. Vendor may bid on any or all of the Options. For the Roof Replacement Project for Washington County Government Center Building, the County may select either Option A or Option B.

BID PRICE FOR ROOF REPLACEMENT FOR WASHINGTON COUNTY GOVERNMENT CENTER BUILDING:

Option A
Shingle Roof and a TPO Roof with a 20-year warranty:

Bid Price for Shingle Roof	\$
Bid Price for TPO Roof with 20 year Warranty	\$
Total Bid Price for Option A	\$

Option B
Shingle Roof and a TPO Roof with a 30-year warranty:

Bid Price for Shingle Roof	\$
Bid Price for TPO Roof with 30 year Warranty	\$
Total Bid Price for Option B	\$

Continues on following page.

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 3 of 8

Bid Form for _____
Name of Bidder

Roof Replacement for Washington County Government Center Building

OPTION A:

List, describe, and explain any deviations or exceptions to the specifications and requirements of this solicitation to bid:

OPTION B:

List, describe, and explain any deviations or exceptions to the specifications and requirements of this solicitation to bid:

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
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Attachment 5
BID FORM – Page 4 of 8

Bid Form for _____
Name of Bidder

Goods or Services being procured: **Roof Replacement for Washington County Public Library**

ALL BIDS MUST BE SUBMITTED ON THIS FORM. Bids will only be accepted where pricing is submitted on this Bid form. Vendor quotations and other supporting documentation can be included with the bid, but bids may be rejected if pricing is not included on this Bid form. The County reserves the right to reject any and all bids.

The bid shall include the cost of all labor and materials to complete work in accordance with Specifications.

BID PRICE FOR ROOF REPLACEMENT FOR WASHINGTON COUNTY PUBLIC LIBRARY:

Shingle Roof

Bid Price for Shingle Roof	\$
Total Bid Price	\$

As noted in the Specifications, the Contractor may need to replace the original plywood deck. The replacement of plywood deck can only be determined upon removal of existing roof layers. The number of sheets of 4X8 plywood needed cannot be determined until removal of existing roof layers. Please provide the cost of labor and material for one sheet of 4X8 plywood.

Cost of Labor and Material for One Sheet of 4X8 Plywood

Cost of Labor and Material for one sheet of 4X8 plywood	\$
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Continues on following page.

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 5 of 8

Bid Form for _____
Name of Bidder

Roof Replacement for Washington County Public Library

List, describe, and explain any deviations or exceptions to the specifications and requirements for the foregoing bid:

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 6 of 8

Bid Form for _____
 Name of Bidder

Goods or Services being procured: **Roof Replacement for Washington County Courthouse**

ALL BIDS MUST BE SUBMITTED ON THIS FORM. Bids will only be accepted where pricing is submitted on this Bid form. Vendor quotations and other supporting documentation can be included with the bid, but bids may be rejected if pricing is not included on this Bid form. The County reserves the right to reject any and all bids.

For all options for which a bid is made, bid shall include the cost of all labor and materials to complete work in accordance with Specifications. Vendor may bid on any or all of the Options. For Roof Replacement for Washington County Courthouse, the County may choose either Option A or Option B.

BID PRICE FOR ROOF REPLACEMENT FOR WASHINGTON COUNTY COURTHOUSE

Option A

TPO Roof with a 20 year warranty:

Bid Price for TPO Roof with 20 year Warranty	\$
Total Bid Price for Option A	\$

Option B

TPO Roof with a 30 year warranty:

Bid Price for TPO Roof-30 year Warranty	\$
Total Bid Price for Option B	\$

Continues on following page.

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 7 of 8

Bid Form for _____
Name of Bidder

Roof Replacement for Washington County Courthouse

OPTION A

List, describe, and explain any deviations or exceptions to the specifications and requirements for the foregoing bid:

OPTION B

List, describe, and explain any deviations or exceptions to the specifications and requirements for the foregoing bid:

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 5
BID FORM – Page 8 of 8

Bid Form for _____
Name of Bidder

Availability Date to Begin Work: _____

By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified. Furthermore, the contractor shall maintain the required license throughout the term of the contract. The contractor shall immediately notify the County in writing in the event the license has been revoked.

Contractor Name: _____

State of License & License # _____ Type _____

Person who prepared bid:

Signature: _____

Printed name: _____

Date: _____

Invitation for Bids
Roof Replacement for Washington County Government Center Building,
Washington County Public Library, and Washington County Courthouse

Attachment 6
REFERENCES

References for: _____
Name of Bidder

Bidder shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, name of the contact person, email address and telephone number.

1. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

2. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

3. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

(This form is required to be submitted to be considered a Qualified Bidder for this solicitation.)