



Invitation

Arlington Public Schools
Procurement Office

Invitation to Bid 01FY21

Invitation to Bid Title: Renovation to Transportation Staff Facility

Invitation to Bid Number: 01FY21

Invitation to Bid Issue Date: July 14, 2020

Pre-Bid Conference: July 21, 2020 (Refer to Invitation Title Page 2)

Bid Closing Date/Time: August 18, 2020, No Later Than 11:59 P.M. (EDT)

Bid Opening Date/Time: August 19, 2020 at 10:00 A.M. (EDT)

Procurement Office Representative: David Webb, C.P.M.
Procurement Director (703) 228-6127,
david.webb@apsva.us

This is Arlington County School Board's, operating as Arlington Public Schools ("APS" or "Owner"), Invitation to Bid #01FY21 ("ITB") for Renovation to Transportation Staff Facility, located at 2770 S. Taylor Street, Arlington, VA, 22206, (the "Project"). Sealed Bids in response to the ITB shall be solely received *electronically*, through a secure cloud-based file sharing platform ("Platform"). Bids **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier.

Bidders wishing to submit a Bid in response to the ITB are required to upload the Mandatory Requirements found in the Instruction to Bidders into the Platform through the link found on the Current Solicitations webpage, which can be located by accessing the APS Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for ITB 01FY21 of the Current Solicitations table is a link for Bidders to submit their Bids. ("Link to submit Bid – ITB 01FY21"). To assist Bidders with the submission of their respective Bids, screenshots of the steps required to submit a Bid are attached as Appendix 1 to this ITB.

For a Bid to be considered for award of a Contract, the Bid must be received in the Platform by no later than 11:59 p.m. (EDT) on Tuesday, August 18, 2020 (“Bid Closing”). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is reflected as having been received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Bid Closing, the Bid will be considered non-responsive and will not be considered for Contract award. **Bids received after the Bid Closing shall not be considered.**

Bids **shall not** be opened and announced in the Syphax Education Center but will be done so remotely at 10:00 a.m. (EDT) on Wednesday, August 19, 2020 (“Bid Opening”) using Microsoft Teams. Anyone wishing to view the Bid Opening can also find the link to the Microsoft Teams invite under the Due Date column of the Current Solicitations table on the Procurement Office website (“Link to Bid Opening – ITB 01FY21”). Please note, the link requires attendees to use the Microsoft Teams application or the Google Chrome browser in order to view the Bid Opening.

For further information, please contact David Webb at david.webb@apsva.us or, (703) 228-6127/(703) 328-5591.

Link to the Current Solicitations webpage: <https://www.apsva.us/procurement-office/current-solicitations/>

Bid Documents:

Submission of a Bid is acceptance by the Bidder of all requirements of the Contract Documents if the Bidder is awarded the Contract. Terms used in this ITB shall have the same meaning as provided in the Contract Documents. The Contract Documents state the requirements of the Project with detail. Drawings and Specifications for this Project will be available electronically as PDF file format on the Owner’s Representative (Architect’s), Stantec, FTP site. Login and password information for the FTP site will be emailed to all interested General Contractors upon request. Please contact Owner’s Representative (Architect), Carmine Cafiero via email at carmine.cafiero@stantec.com.

The Bid Documents for this solicitation consist of this Invitation, the Instructions to Bidders, the Scope of Services, all Addenda issued prior to the Bid Closing, and the Bid Form. The Contract Documents are as defined in the form Agreement included with this solicitation. All provisions of the Bid Documents and of the Contract Documents shall apply to this solicitation, and submission of a Bid shall be the Bidder’s confirmation of the acceptance thereof and agreement to comply therewith.

Pre-Bid Conference:

A non-mandatory pre-Bid conference (“Conference”) will be held for this solicitation on Tuesday, July 21, 2020, at 10:00 A.M. (EDT) to discuss the Work and answer general questions. Attendance at the Conference is encouraged. Bidders can attend the Conference virtually. Bidders seeking to attend the Conference virtually can access the Conference via a link in the Current Solicitations table on the Procurement Office website. For ease, the link is also provided below. Please note, the link requires attendees to use the Microsoft Teams application or the Google Chrome browser in order to attend the Conference.

Refer to Section 13, Examination of Site, of the Instructions to Bidders, for information on visiting the Site following the Conference.

Minutes of the Conference, including but not limited to questions and answers presented at the Conference, will be issued in writing by the Procurement Office as an Information Item and distributed in the same manner as an Addendum, as set forth below.

[Link to Pre-Bid Conference - ITB 01FY21](#)

Bidder's Questions:

All questions regarding this solicitation, other than those submitted at the Conference, must be submitted in writing via email, addressed to David Webb, Procurement Office, Procurement Director, at david.webb@apsva.us, with copies to Robin Hodges, Design and Construction, Project Manager, at robin.hodges@apsva.us and Carmine Cafiero, Owner's Representative (Architect), at carmine.cafiero@stantec.com. Questions must be received by 5:00 P.M. local time, August 04, 2020.

The Procurement Office will issue written answers to all questions timely submitted. If a Conference is conducted, the Procurement Office will issue written answers to all questions raised at the Conference as an Information Item. Information Items shall be posted on www.apsva.us ("the APS website") and shall be posted on Virginia's online electronic procurement system ("eVA"). It is the responsibility of each Bidder to access this information.

Modification of the Bid Documents shall be accomplished only by a written Addendum issued by APS. If the answer to a question modifies the Bid Documents, it will be incorporated in and published as an Addendum. No answer to a question as an Information Item shall be deemed to be an Addendum.

Addenda:

The Bid Documents shall be modified only by written Addendum issued by APS.

All Addenda shall be deemed to be a part of the Bid Documents.

All Addenda shall be posted on the APS website and on eVA. It is the responsibility of each Bidder to access this information.

The Bidder shall identify on the Bid Form in the space provided all Addenda received by the Bidder and which are included in the Bid, or the Bidder can include a copy of all Addenda with its Bid. It shall be the responsibility of each Bidder to confirm prior to submission of a Bid that it has received all Addenda. Failure of a Bidder to in fact have done so shall not relieve the Bidder from the requirements of the Bid, including all Addenda issued. Failure to comply with this requirement does not automatically make a Bid non-responsive. By submitting a Bid, the Bidder agrees that it is bound by its Bid and that it will accept any Contract awarded even if it did not obtain all Addenda before submitting a Bid.

Information Items:

All questions received timely, including those at the Conference, shall be addressed by written Information Item.

The Bid Documents shall not be modified by an Information Item.

All Information Items shall be posted on the APS website and shall be posted on eVA. It is the responsibility of each Bidder to access this information.

Submission of Bids:

Bidders wishing to submit a Bid in response to the ITB are required to upload the Mandatory Requirements found in the Instruction to Bidders into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for ITB 01FY21 of the Current Solicitations table is a link for Bidders to submit its Bid. ("Link to submit Bid – ITB 01FY21). To assist Bidders with its Bid submission, screenshots of the steps required to submit a Bid are attached as Appendix 1 to this ITB.

For a Bid to be considered for award of a Contract, the Bid must be received in the Platform by no later than 11:59 p. m. (EDT) on Tuesday, August 18, 2020 (Bid Closing). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is reflected as having been received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Bid Closing the Bid will be considered non-responsive and will not be considered for Contract award. **Bids received after the Bid Closing shall not be considered.**

Submission of Bids by email or facsimile will not be accepted. Bids **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier.

[Link to Submit Bid - ITB 01FY21](#)

Bid Closing and Opening

The Bid Closing is Tuesday, August 18, 2020, no later than 11:59 P.M. (EDT). The Bid Opening will be held remotely on Wednesday, August 19, 2020 at 10:00 A.M. (EDT) using Microsoft Teams

Project Description and Background:

APS is currently seeking Bids for the Project. The Contractor will be responsible for furnishing all tools, equipment, labor, materials, and miscellaneous items needed for a complete turnkey Project.

The Contractor’s responsibilities are described in the Construction Documents and shall generally include but is not limited to the following:

- 1) VCT flooring and finishing.
- 2) Modification of the fire suppression system.
- 3) Extension of the plumbing system.
- 4) Modifications to the HVAC system.
- 5) Electrical work.
- 6) Modifications to the voice/data system.
- 7) Modification to the fire alarm system.
- 8) Selective demolition including but not limited to the following:
 - a) Finish flooring;
 - b) Partitions, doors and door frames;
 - c) Suspend ceiling assemblies;
 - d) Casework;
 - e) Wall mounted accessories and other items noted.
 - f) Minor concrete slab, block walls, and asphalt patch
- 9) Metal stud and gypsum board partitions, and hollow-metal doors, frames and borrowed lights.
- 10) Folding panel partition assembly and steel support and bracing.
- 11) Areas of new suspended acoustical panel and gypsum board ceilings.
- 12) Plastic-laminate-clad casework and countertops.
- 13) Interior painting.
- 14) Exterior concrete work.

Negotiation Procedures in the Event the Apparent Low Bid Exceeds Available Funds:

The Apparent Low Bid and the Apparent Low Bidder shall be the lowest responsive Bid from a responsible and qualified Bidder based upon the aggregate of the Total Base Bid and all Bid Alternates as set forth in the Bid Form. If the Apparent Low Bid is within available funds, the Contract, if awarded, will be awarded to the Apparent Low Bidder for the entirety of the Work identified in the Contract Documents for the Total Base Bid plus all Bid Alternates, subject to such Modifications or which may arise subsequent to Bid Closing.

1. If the Apparent Low Bid is not within available funds, the first basis for award is the responsible and qualified Bidder submitting a responsive Bid with the most Bid Alternates, in order of the Preference Listing set forth in the Bid Form, 00 4100 which, when added to the Total Base Bid, results in a total which does not exceed available funds.

2. The second basis for award is the responsible and qualified Bidder submitting the lowest responsive Bid in which the Total Base Bid does not exceed available funds.

3. The funds available for this Project will be announced immediately after Bid Closing and before Bid Opening.

4. If neither the first basis for award nor the second basis for award is satisfied, APS may negotiate with the responsible and qualified Bidder submitting the lowest responsive Total Base Bid (“Lowest Total Base Bid Bidder”). These negotiations may include consideration of value engineering, substitution of materials or equipment, and such other modifications of the proposed scope of the Project, Contract Period, or other Project requirements which are consistent with the Project as initially procured and with the public needs Arlington Public Schools has a duty to satisfy. APS also may attempt to obtain additional funding to increase available funds. APS and the Lowest Total Base Bid Bidder will discuss all such proposed means for achieving a Contract Sum within available funds for a period not to exceed forty-five (45) Days from Bid Opening.

5. If APS and the Lowest Total Base Bid Bidder are unable to reach agreement within such forty-five (45) Day period, APS may elect at any time either to reject all Bids and cancel this solicitation, or to terminate discussions with the Lowest Total Base Bid Bidder and initiate discussions with the responsible and qualified Bidder submitting a responsive Bid with the second lowest Total Base Bid (“Second Lowest Total Base Bid Bidder”). These discussions shall be on the same terms and conditions as set forth for the negotiations with the Lowest Total Base Bid Bidder. If APS elects to negotiate with the Second Lowest Total Base Bid Bidder and is unable to reach agreement within such forty-five (45) Day period, then at any time APS may determine that all Bids shall be rejected and this solicitation shall be cancelled.

Issued By:

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End of Invitation