



Invitation

Arlington Public Schools
Procurement Office

Invitation to Bid 77FY23

Invitation to Bid Title: Campbell Elementary School Kitchen and Entry Addition and Renovation

Invitation to Bid Number: 77FY23

Invitation to Bid Issue Date: December 7, 2022

Pre-Bid Conference: December 12, 2022, at 10:00 A.M (Refer to Invitation Title Page 2)

Bid Closing Date/Time: January 13, 2023, No Later Than 11:59 P.M. (Local Prevailing Time)

Bid Opening Date/Time: January 17, 2023, at 10:00 A.M. (Local Prevailing Time)

Procurement Office Representative: Brandon Christian, VCA
Senior Procurement Specialist
(703) 228-7649,
brandon.christian@apsva.us

This is Arlington County School Board's, operating as Arlington Public Schools ("APS" or "Owner"), Invitation to Bid #77FY23 ("ITB") for the Campbell Elementary School Kitchen and Entry Addition and Renovation, located at 737 S. Carlin Springs Rd., Arlington, VA 22204, (the "Project"). Sealed Bids in response to the ITB shall be solely received *electronically*, through a secure cloud-based file sharing platform as described and explained in this ITB ("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 77FY23 of the Current Solicitations table is a link

for Bidders to submit their Bids. (“Link to submit Bid – ITB 77FY23”). 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. on Friday, January 13, 2023 (“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. Confirmation is not provided that a Bid has been received in the Platform. However, Bidders can contact Brandon Christian at: brandon.christian@apsva.us or at (703) 228-7649 to request confirmation that its Bid has been received.**

Bids **shall not** be opened and announced in the Syphax Education Center but will be done so virtually at 10:00 A.M. on Tuesday, January 17, 2023 (“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 77FY23”). Please note, the link requires attendees to use the Microsoft Teams application or the Google Chrome browser in order to view the Bid Opening. The Bid Opening shall commence promptly as scheduled. It is the responsibility of any Bidder signing into Microsoft Teams to complete the sign-in process and be online at the scheduled time for Bid Opening.

For further information, please contact Brandon Christian at brandon.christian@apsva.us or, (703) 228-7649.

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), Hord Coplan Macht FTP site. Login and password information for the FTP site will be emailed to all interested Bidders upon request. Please contact Owner’s Representative (Architect), Behnaz Nozari via email at bnozari@hcm2.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 at 10:00 A.M. (Local Prevailing Time) on Monday, December 12, 2022. The Conference is to discuss the Work and answer general questions concerning the Project. Attendance at the Conference is encouraged. Bidders are only able to attend the Conference virtually. Bidders seeking to attend 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.

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 77FY23](#)

Bidder's Questions:

All questions regarding this solicitation, other than those submitted at the Conference, must be submitted in writing via email, addressed to Brandon Christian, Procurement Office, Senior Procurement Specialist, at brandon.christian@apsva.us, with copies to Aji Robinson, APS Project Manager, at ajibola.robinson@apsva.us, and Behnaz Nozari, Owner's Representative (Architect), at bnozari@hcm2.com. Questions must be received by 5:00 P.M. local time, December 16, 2022.

The Procurement Office will issue written answers to all questions timely submitted. 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 77FY23 of the Current Solicitations table is a link for Bidders to submit their Bids. (“Link to submit Bid – ITB 77FY23”). To assist Bidders with their 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. on Friday, January 13, 2023 (“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. Confirmation is not provided that a Bid has been received in the Platform. However, Bidders can contact Brandon Christian at: brandon.christian@apsva.us or at (703) 228-7649 to request confirmation that its Bid has been received.**

Bids submitted 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. Bids shall be submitted only through the Platform.

[Link to Submit Bid - ITB 77FY23](#)

Bid Closing and Opening

The Bid Closing is Friday, January 13, 2023, no later than 11:59 P.M. The Bid Opening will be held virtually on Tuesday, January 17, 2023, at 10:00 A.M. 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 are not limited to the following:

- 1) Selective demolition including but not limited to:
 - Partitions, doors, frames, flooring, ceilings
 - Wall mounted accessories and other items noted
 - Concrete slab at exterior sidewalk
 - Storefront
 - Mechanical, Electrical, Plumbing Systems
 - Fire alarm device/cabling
2. Modifications to the existing administration suite and kitchen to include new:
 - Metal stud and gypsum board partitions
 - Doors, frames, and hardware
 - Ceilings
 - Mechanical, Electrical, and Plumbing systems
 - Lighting and power systems
 - Low voltage voice and data cabling
 - Millwork/casework
 - New storefront / entrance vestibule

- Sidewalk
 - Painting and other finishes
 - Rooftop equipment, roof curbs, and roof patching
 - New kitchen equipment
- 3) Modification to the fire alarm system.

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 Total Bid 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 Bid subject to such Modifications which may arise subsequent to Bid Closing.

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

1. If the Apparent Low Bid is not within available funds APS may negotiate with the responsible and qualified Bidder submitting the lowest responsive Total Bid (“Lowest Total 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 Bid Bidder will discuss all such proposed means for achieving a Contract Sum within available funds for a period not to exceed thirty (30) Days from Bid Opening.

2. If APS and the Lowest Total Bid Bidder are unable to reach agreement within such thirty (30) 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 Bid Bidder and initiate discussions with the responsible and qualified Bidder submitting a responsive Bid with the second lowest Total Bid (“Second Lowest Total Bid Bidder”). These discussions shall be on the same terms and conditions as set forth for the negotiations with the Lowest Total Bid Bidder. If APS elects to negotiate with the Second Lowest Total Bid Bidder and is unable to reach agreement within such thirty (30) Day period, then at any time APS may determine that all Bids shall be rejected and this solicitation shall be cancelled.

Issued By:

Brandon Christian, VCA
Senior Procurement Specialist
Office: (703) 228-7649
Email: brandon.christian@apsva.us

End of Invitation