

INVITATION FOR BID # 21-16

COUNTY OF MONTGOMERY
PURCHASING DEPARTMENT
 755 ROANOKE STREET, SUITE 2C
 CHRISTIANSBURG, VA 24073-3179

DATE		BID OPENING DATE AND HOUR	SEALED BID
September 15, 2020		October 6, 2020 3:00PM	Yes

ADDRESS ALL INQUIRES AND
 CORRESPONDENCE TO:
 Montgomery County Purchasing Department
 755 Roanoke Street, Suite 2C
 Christiansburg, VA 24073-3179
 Heather M. Hall, C.P.M.
 Telephone Number: (540) 382-5784
 Fax Number: (540) 382-5783
 e-mail address:
hallhm@montgomerycountyva.gov

SPECIAL INSTRUCTIONS

1. **Sealed Bid** responses should be returned in an envelope with the bid number and opening date indicated on the outside of the envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department.
3. Responses must be submitted on this form and the attachment provided.
4. Responses should be signed below.
5. Responses will be received in the Montgomery County Purchasing Department, at the address listed above, until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the Purchasing Department for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED BY MONTGOMERY COUNTY IN THE BODY OF THE BID.
8. Attachment A is incorporated by reference into this invitation for bid and any resulting contract.

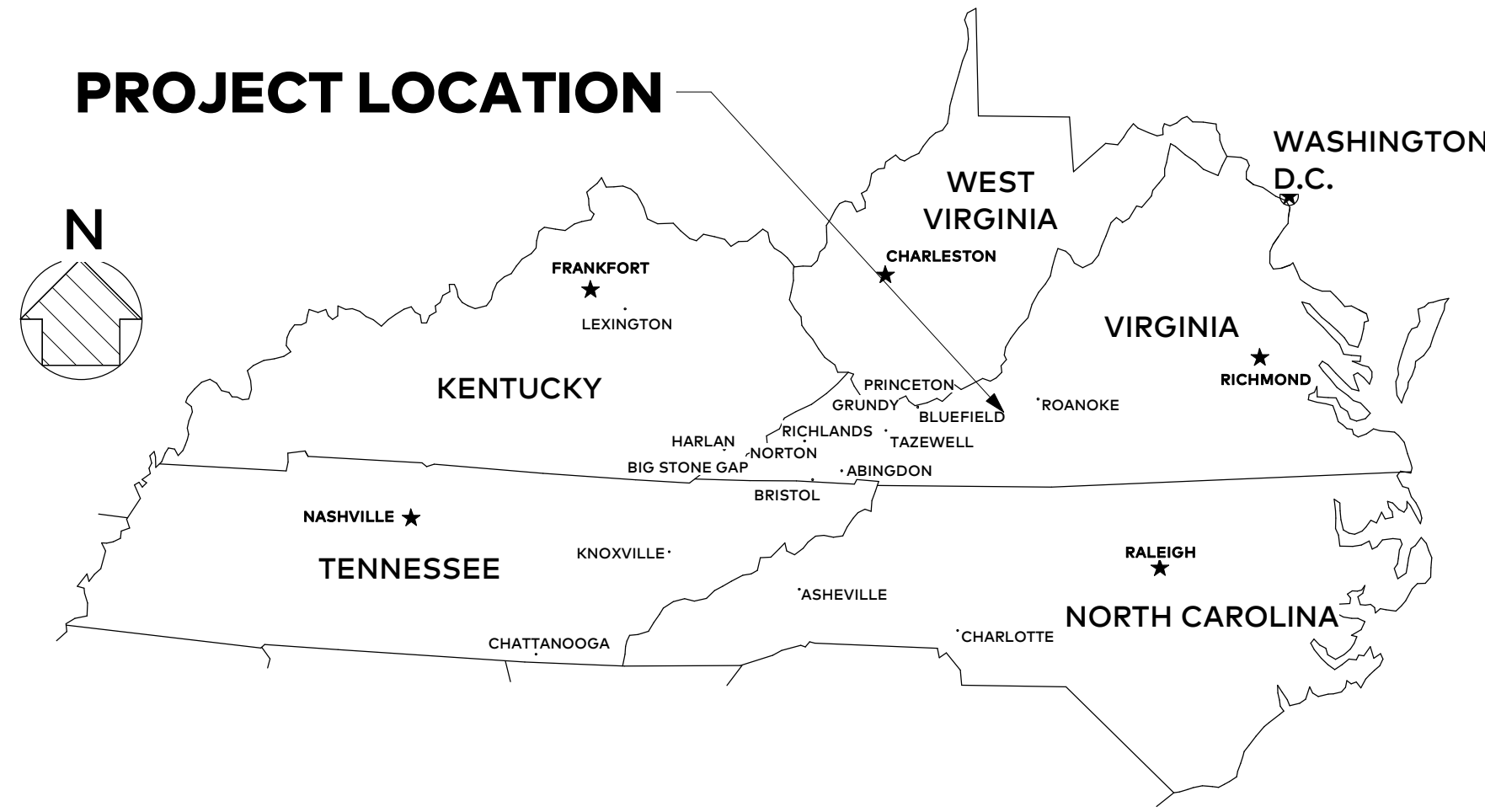
COMMODITY: Montgomery County Treasurer's office lobby remodel

NO	Description	Quantity	Unit	Unit Price	Extended Price
1.	Furnish and Install remodel per attached drawings and specifications. Optional pre-bid to be held on Tuesday, September 29, 2020 at 2:00 pm via zoom. Please call 540-382-5784 to schedule your appointment and receive zoom instructions.	1	Lot	For	\$ _____

IN ACCORDANCE WITH THIS INVITATION FOR BID AND SUBJECT OF ALL TERMS AND CONDITIONS IMPOSED HERIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICES OFFERED.

FULL LEGAL NAME (PRINT)	FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
PURCHASE ORDER ADDRESS	PAYMENT ADDRESS	TERMS NET 30
CONTACT NAME/TITLE (PRINT)	SIGNATURE (INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE NUMBER
		FAX NUMBER

1. Montgomery County Treasurer's office lobby remodel:
 - A. Location: 755 Roanoke Street, Suite 1B, Christiansburg, VA 24073.
 - B. Scope: To furnish all services, trades, equipment and materials to remodel the Treasurer's Office in accordance with the attached drawings and specifications. The contractor shall be responsible for all permits, licenses, disposal cost and fees associated with the scope of work.
 - C. Schedule:
 1. Optional pre-bid to be held on Tuesday, September 29, 2020 at 2:00 pm via zoom. Please call 540-382-5784 to schedule your appointment and receive zoom instructions.
 2. All work shall be completed on or before Friday, December 18, 2020.
 3. In the event that the project is delayed beyond the completion dated noted above, the Contractor will be obligated to pay the Owner liquidated damages in the amount of \$500.00 per day for every day beyond the completion date.



VICINITY MAP



**THOMPSON
& LITTON**

EST. 1956

726 Auburn Avenue
Radford, Virginia 24141

P: (540) 633-1897
F: (540) 633-1896

www.T-L.com

MCGC TREASURER'S OFFICE

CHRISTIANSBURG, VA

PREPARED FOR

MONTGOMERY COUNTY

PROJECT DESCRIPTION:

RENOVATE THE EXISTING MONTGOMERY COUNTY TREASURER'S OFFICE WITHIN THE EXISTING MONTGOMERY COUNTY GOVERNMENT CENTER. BUILDING WILL BE OCCUPIED DURING CONSTRUCTION AND WILL BE PHASED TO MAINTAIN CONTINUITY OF SERVICES.

ISSUED FOR REVIEW

PROJECT NO.: 15542

09-14-2020

SHEET INDEX	
SHEET NAME	SHEET NUMBER
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ARCHITECTURAL ENLARGED PLAN/SECTIONS	A102
INTERIOR PERSPECTIVE	A103
INTERIOR PERSPECTIVE OPTION 2	A104
FLOOR PLAN OPTION 2	A106

Seal
Preliminary

MCGC TREASURER'S OFFICE
CHRISTIANSBURG, VA
TITLE SHEET

No.	Date	Purpose of Document Issue

Designed: TM
Drawn: TM
Checked: BCH
Date: 09-14-2020

Project No.
15542



Sheet No.
T001

Seal
Preliminary

MCCG TREASURER'S OFFICE
CHRISTIANSBURG, VA
DEMOLITION AND NEW WORK FLOOR
PLANS

Purpose of Document/Issue	
Date	
No.	

Designed	TWM
Drawn	TWM
Checked	BCH
Date	09-14-2020

Project No.
15542



Sheet No.
A101

DEMOLITION NOTES:

OCCURS WHERE (#) ARE INDICATED ON DRAWINGS.

- REMOVE PORTION OF EXISTING WALL AS REQUIRED FOR NEW WORK.
- NOT USED.
- REMOVE EXISTING FRAME AND RETAIN DOOR(S) FOR USE IN NEW LOCATION.
- RETAIN EXISTING FRAME. REMOVE DOOR LEAF AND RETAIN FOR USE IN NEW LOCATION.
- REMOVE EXISTING COUNTER, CASEWORK AND GLASS.
- REMOVE EXISTING PAYMENT DROP-OFF BOX AND RETAIN FOR INSTALLATION AT LOCATION PROVIDED BY OWNER.
- REMOVE EXISTING FRAME AND GLASS.
- REMOVE EXISTING COUNTERTOP AND SINKS. CAP PLUMBING AT WALL THAT WILL NOT BE REUSED. REFER TO NEW WORK PLAN.
- TWO TRANSACTION WINDOWS TO REMAIN OPERATIONAL DURING CONSTRUCTION, AREA TO BE RENOVATED AFTER OTHER TRANSACTION COUNTERS ARE COMPLETE AND OPERATIONAL.
- REMOVE PORTION OF WALL AS REQUIRED TO PROVIDE 5'-0" WIDE X 8'-0" HIGH FINISHED OPENING.
- REMOVE EXISTING SWITCHES AND RELOCATE PER NEW WORK PLAN. EXISTING ALARM SYSTEM TO BE REMOVED.
- REMOVE ONE (1) 8'-0" SECTION OF LINEAR LIGHT SYSTEM AS REQUIRED FOR NEW BULKHEAD.

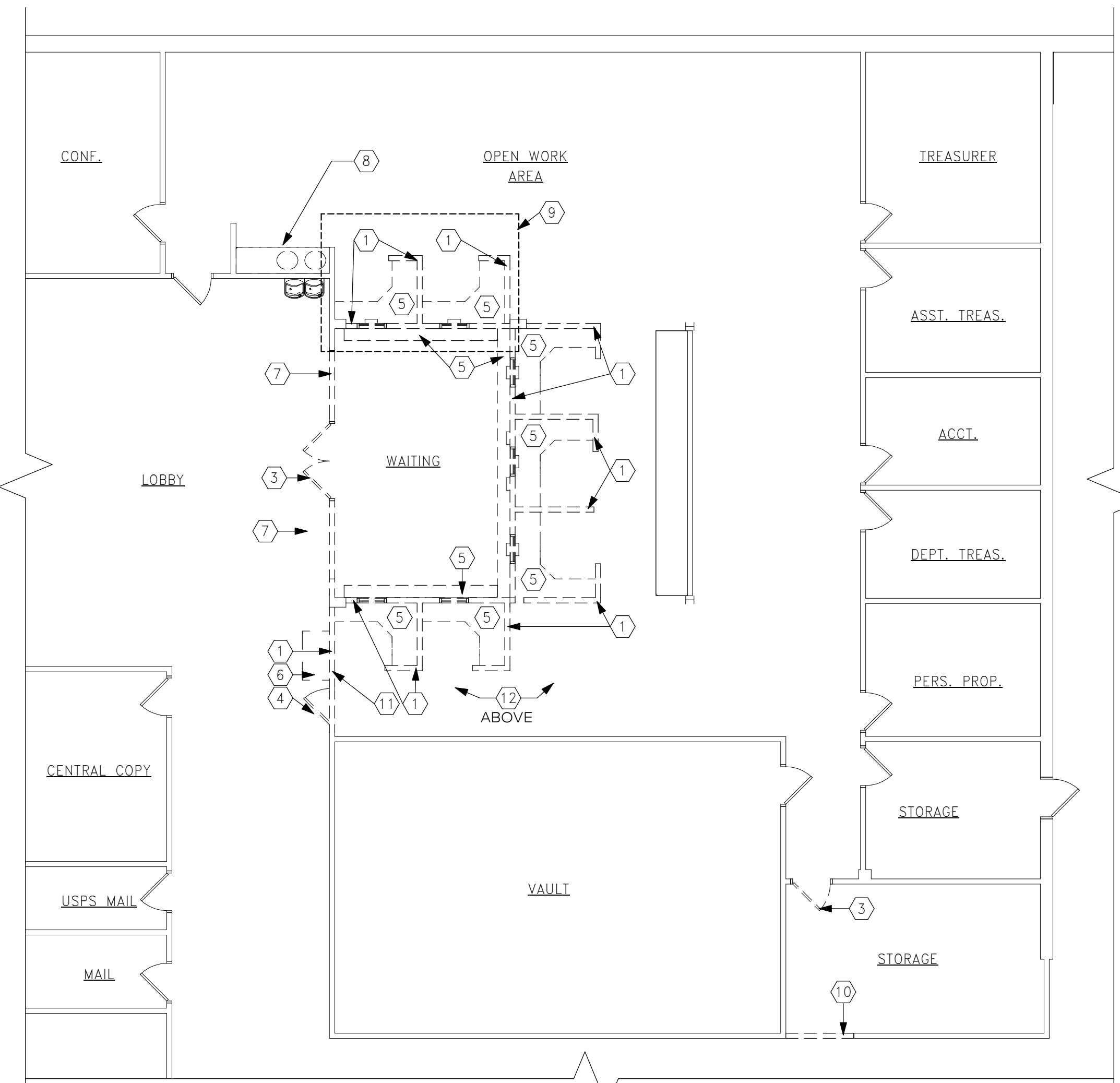
CONSTRUCTION NOTES:

OCCURS WHERE (#) ARE INDICATED ON DRAWINGS.

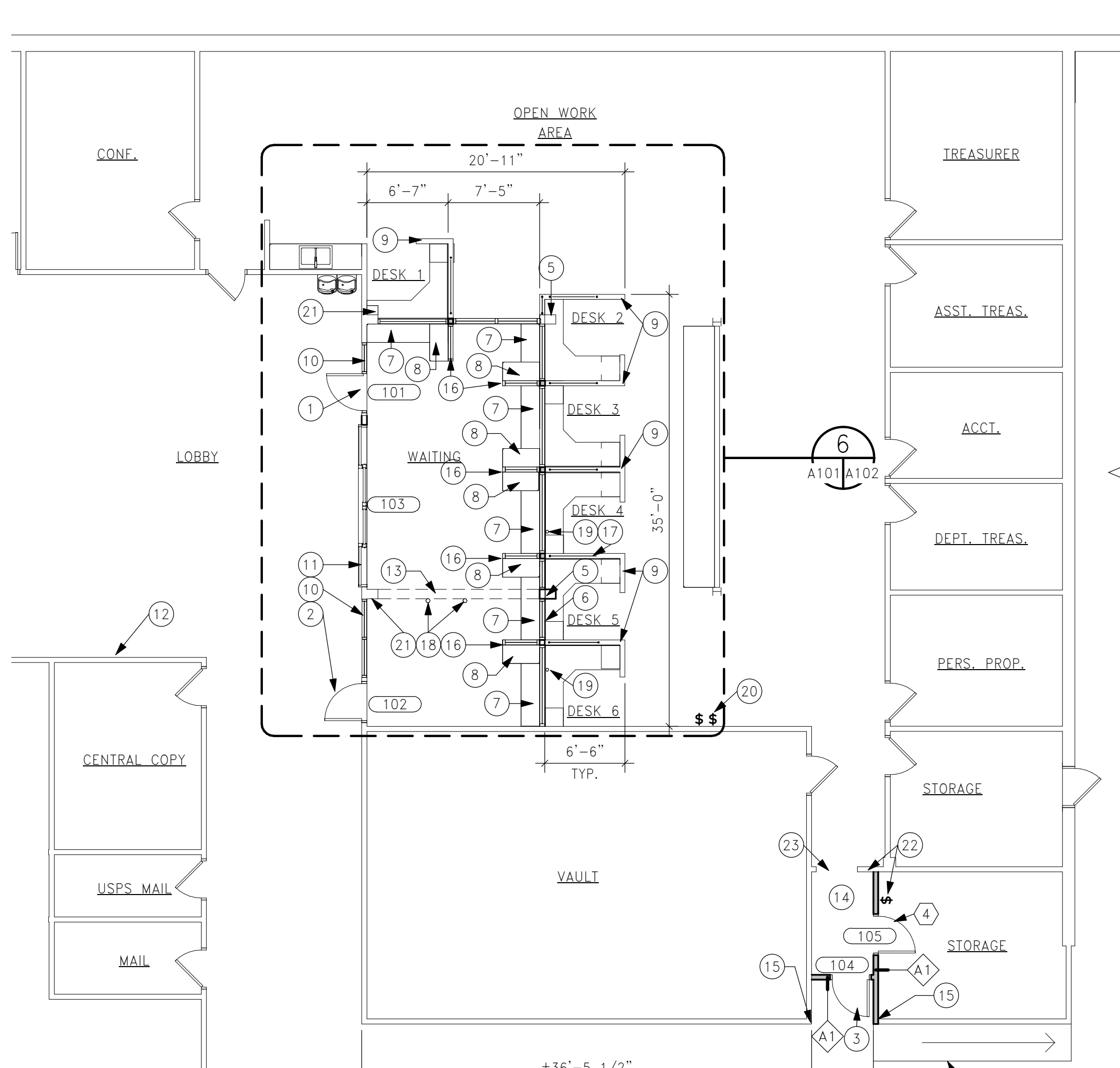
- REUSE ONE LEAF OF EXISTING DOUBLE DOOR FROM LOBBY ENTRANCE AS A SINGLE DOOR WITH NEW HARDWARE AT THIS NEW FRAME.
- REUSE ONE LEAF OF EXISTING DOOR FROM LOBBY ENTRANCE AS A SINGLE DOOR WITH NEW HARDWARE IN EXISTING FRAME. CUT OPENING AND PROVIDE AND INSTALL NEW WALL AND NEW FRAME. RE-USE EXISTING DOOR FROM DEMOLITION NOTE 4 IN THIS LOCATION. PROVIDE AND INSTALL INFRASTRUCTURE FOR FUTURE ACCESS CONTROLS. FIELD VERIFY DOOR AND RAMP LOCATION PRIOR TO DEMOLITION.
- PROVIDE NEW FRAME AND REUSE EXISTING DOOR LEAF FROM STORAGE ROOM. DEMOLITION NOTE 3.
- REDUCE COLUMN BUILD OUT TO BE AS MINIMAL AS POSSIBLE. EXTEND BULKHEAD.
- LOW COUNTER - 34" AFF.
- TRANSACTION HEIGHT COUNTER - 42" AFF. PROVIDE A 2" RADIUS AT EXPOSED CORNER.
- LOW WALL TOP AT 41 1/4" WITH 1X6 WOOD CAP WITH TRANSPARENT FINISH. TOTAL HEIGHT 42" AFF PARTITION TYPE A1.
- NEW TEMPERED GLASS AND HOLLOW METAL FRAME TO MATCH EXISTING.
- NEW AUTOMATIC SLIDING DOOR WITH TWO STATIONARY SIDE LIGHTS.
- RELOCATE EXISTING PAYMENT DROP OFF BOX, COORD. WITH OWNER.
- EXISTING BULKHEAD TO REMAIN. MODIFY TO ACCOMMODATE NEW WORK.
- NEW ACT CEILING TO MATCH EXISTING. ADJUST SPRINKLER SYSTEM TO PROVIDE PROPER COVERAGE.
- PROVIDE NEW GWB AND SMOOTH TRANSITION TO EXISTING WALLS.
- GLASS BARRIERS BETWEEN TRANSACTION STATIONS. REFER TO ELEVATION 1/A102.
- GLASS BARRIER WITH END POSTS. REFER TO ELEVATION 1/A102.
- INFILL EXISTING WOOD FLOOR WHERE CONDUIT WAS REMOVED.
- RELOCATE EXISTING CONDUIT AND ALARM SYSTEM TO NEW STATIONS. ADD (1) ONE QUAD RECEPTACLE AND DATA BOX AT DESK 4 AND 6 TO MATCH EXISTING.
- RELOCATE EXISTING LIGHT SWITCHES TO THIS LOCATION.
- PATCH GWB PARTITIONS AS REQUIRED WHERE CASEWORK/LOW WALL HAVE BEEN REMOVED.
- RELOCATE EXISTING LIGHT SWITCH.
- PROVIDE GWB CASED OPENING WHERE DOOR FRAME WAS REMOVED.

GENERAL CONSTRUCTION NOTES:

- ALL WORK SHALL BE PERFORMED IN OBSERVANCE OF LOCAL, STATE, AND FEDERAL CODES AND REGULATIONS.
- EXISTING CONDITIONS SHOWN HEREIN WERE TAKEN FROM SITE OBSERVATIONS AND COMPLETE OR PARTIAL SETS OF ORIGINAL DESIGN DRAWINGS WHEN MADE AVAILABLE. ANY DISCREPANCIES BETWEEN THE DRAWINGS AND ACTUAL BUILT CONDITIONS ARE TO BE REPORTED TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.
- LOOSE FURNISHINGS, APPLIANCES, AND EQUIPMENT ARE NOT INCLUDED WITHIN THIS PROJECT'S SCOPE (NIC), UNLESS OTHERWISE NOTED.
- DO NOT "SCALE" DRAWINGS. USE DIMENSIONAL INFORMATION PROVIDED ONLY. FOR DIMENSIONS NOT SHOWN OR IN QUESTION, CONTRACTOR SHALL REQUEST CLARIFICATION FROM ARCHITECT PRIOR TO PROCEEDING.
- ALL DIMENSIONS ARE MEASURED TO FACE OF METAL AND/OR WOOD STUDS OR MASONRY CONSTRUCTION UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS NOTED AS "CLEAR," ARE FROM FACE OF FINISH TO FACE OF FINISH.
- PROVIDE CONCEALED WOOD BLOCKING AT LOCATIONS OF WALL-MOUNTED EQUIPMENT AND CASEWORK.
- REFER TO ENLARGED FLOOR PLANS FOR PARTITION TYPES, DIMENSIONS, AND RELEVANT CONSTRUCTION RELATED FEATURES AND EQUIPMENT IN THOSE AREAS.
- ALL DOORS LOCATED IN STUD PARTITIONS ARE TO BE LOCATED 4" FROM AN ADJACENT WALL TO THE BACK OF THE FRAME OR CENTERED BETWEEN 2 ADJACENT WALLS UNLESS OTHERWISE NOTED.
- PROVIDE MINIMUM 1'-6" CLEAR ON PULL SIDE OF DOORS BETWEEN JAMB AND INTERSECTING WALL ON LATCH SIDE OF DOOR. PROVIDE 1'-0" CLEAR ON PUSH SIDE OF DOOR BETWEEN JAMB AND INTERSECTING WALL ON LATCH SIDE OF DOOR FOR ALL DOORS WITH BOTH A LATCH AND A CLOSER.



1 DEMOLITION PLAN
1/8" = 1'-0"



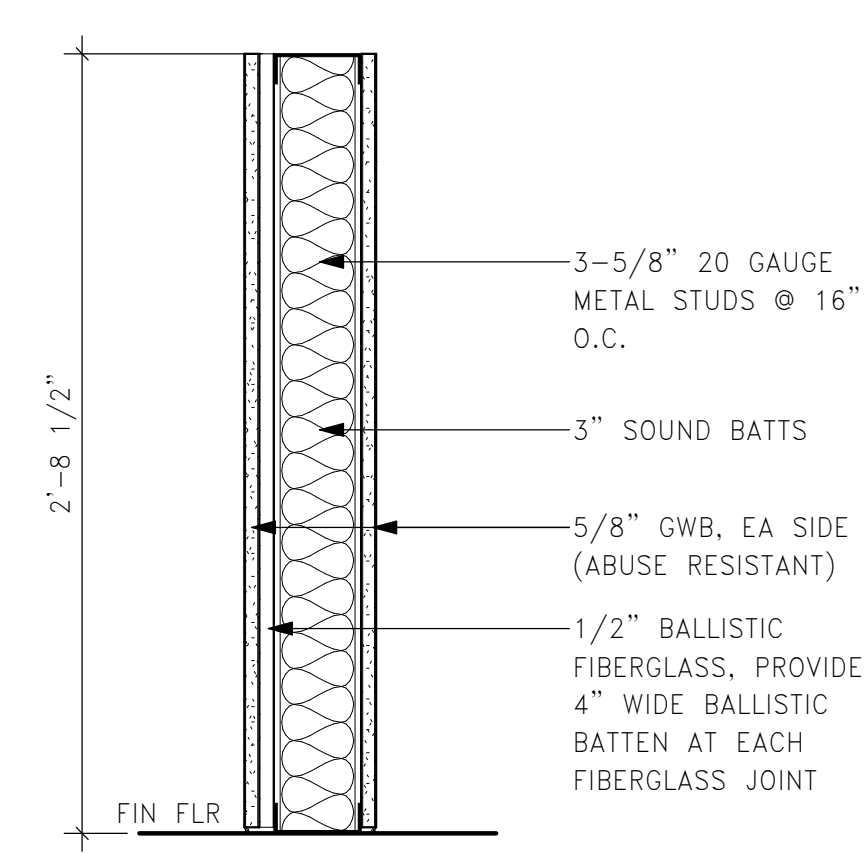
2 NEW WORK PLAN
1/8" = 1'-0"

FINISH NOTES:

- ALL NEW FINISHES ARE ANTICIPATED TO BE OF A SIMILAR LEVEL AND QUALITY OF EXISTING FINISHES.
 - PAINT NEW HOLLOW METAL FRAMING TO MATCH EXISTING COLOR.
 - PAINT EXISTING WAITING ROOM BULKHEAD AND COLUMN WRAPS TO MATCH EXISTING COLOR.
 - NEW GYP. BOARD SURFACES SHALL BE PAINTED. COLOR ANTICIPATED TO BE SIMILAR TO EXISTING COLORS AND SHALL BE APPROVED BY ARCHITECT AND OWNER.
 - NEW WOOD BASE AND QUARTER ROUND SHALL MATCH EXISTING WOOD BASE, PROFILE, SIZE, SPECIES, AND FINISH. RETAIN AND REINSTALL EXISTING WOOD BASE AND QUARTER ROUND WHERE POSSIBLE.
 - BULLET RESISTANT PRODUCTS INDICATED ON DRAWINGS ARE BASIS OF DESIGN TOTAL SECURITY SOLUTIONS AND SHALL PROVIDE BULLET RESISTANCE LEVEL 3 RATING.
- PRODUCTS INCLUDE:
- SPEAK HOLE AND BACKER TRANSACTION WINDOW
 - BULLET RESISTANT LEVEL 3 GLAZING
 - TSS-BL2.5 BALLISTIC FRAMING
 - RECESSED CURRENCY TRAY
 - BULLET RESISTANT FIBERGLASS
- FINISH OF CASEWORK / FILE DRAWERS SHALL BE PLAS LAMINATE, COLOR TBD.
 - PROVIDE SAMPLES FOR REVIEW AND APPROVAL BY OWNER.

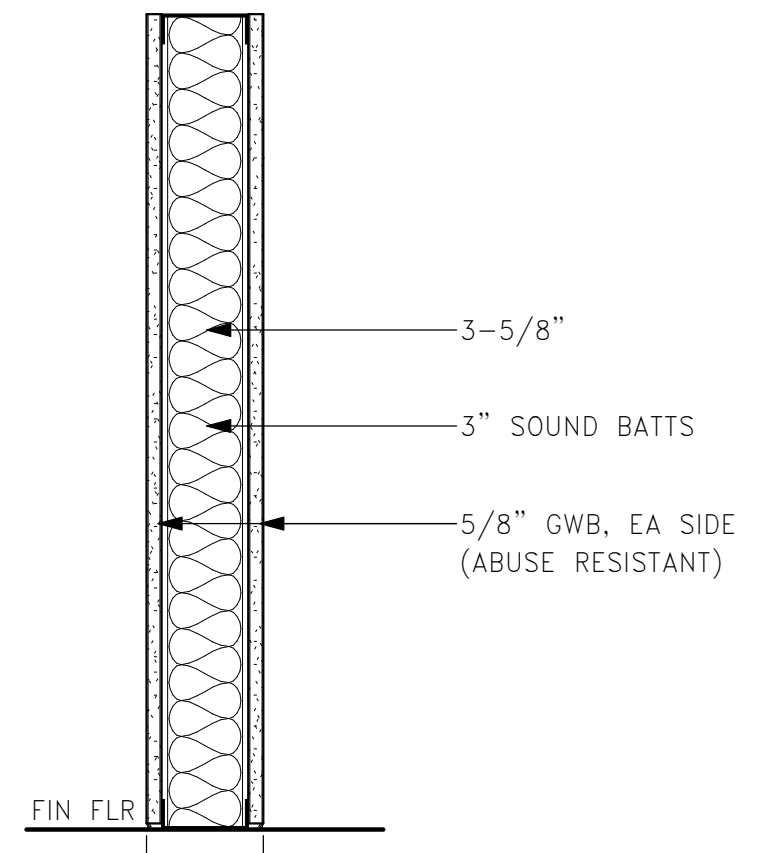
DOOR NOTES:

- DOOR 101-REUSE EXISTING CLOSER, HINGES
- NEW DEADBOLT (KEYED ONLY)
- REMOVE EXISTING PULL HARDWARE AND REPLACE WITH BLANK PUSH PLATE
- DOOR 102-REUSE EXISTING CLOSER, HINGES, DEADBOLT (KEYED ONLY), PATCH NEW FRAME AS REQUIRED
- REMOVE EXISTING PULL HARDWARE AND REPLACE WITH BLANK PUSH PLATE. (DOORS 101 AND 102 ARE INTENDED TO BE EXIT ONLY DOORS)
- DOOR 103-SEE NOTES 7/A102, PROVIDE THUMB LATCH, OPERATION TO REMAIN OPEN ALL DAY AND CLOSE IN THE EVENINGS
- DOOR 104-REUSE EXISTING CLOSER, HINGES, LATCH SET
- PREP NEW DOOR LOCATION WITH INFRASTRUCTURE (BOX AND CONDUIT TO ABOVE CEILING FOR FUTURE ACCESS CONTROLS)
- WALL STOP
- DOOR 105-REUSE DOOR, FRAME AND ALL EXISTING HARDWARE



TYPE	STUD SIZE	PART THICK	SOUND ATTN BLANKET	SUBSTRATE ON EXPOSED FACE ONLY
B	3-5/8"	5-1/2"	3"	-

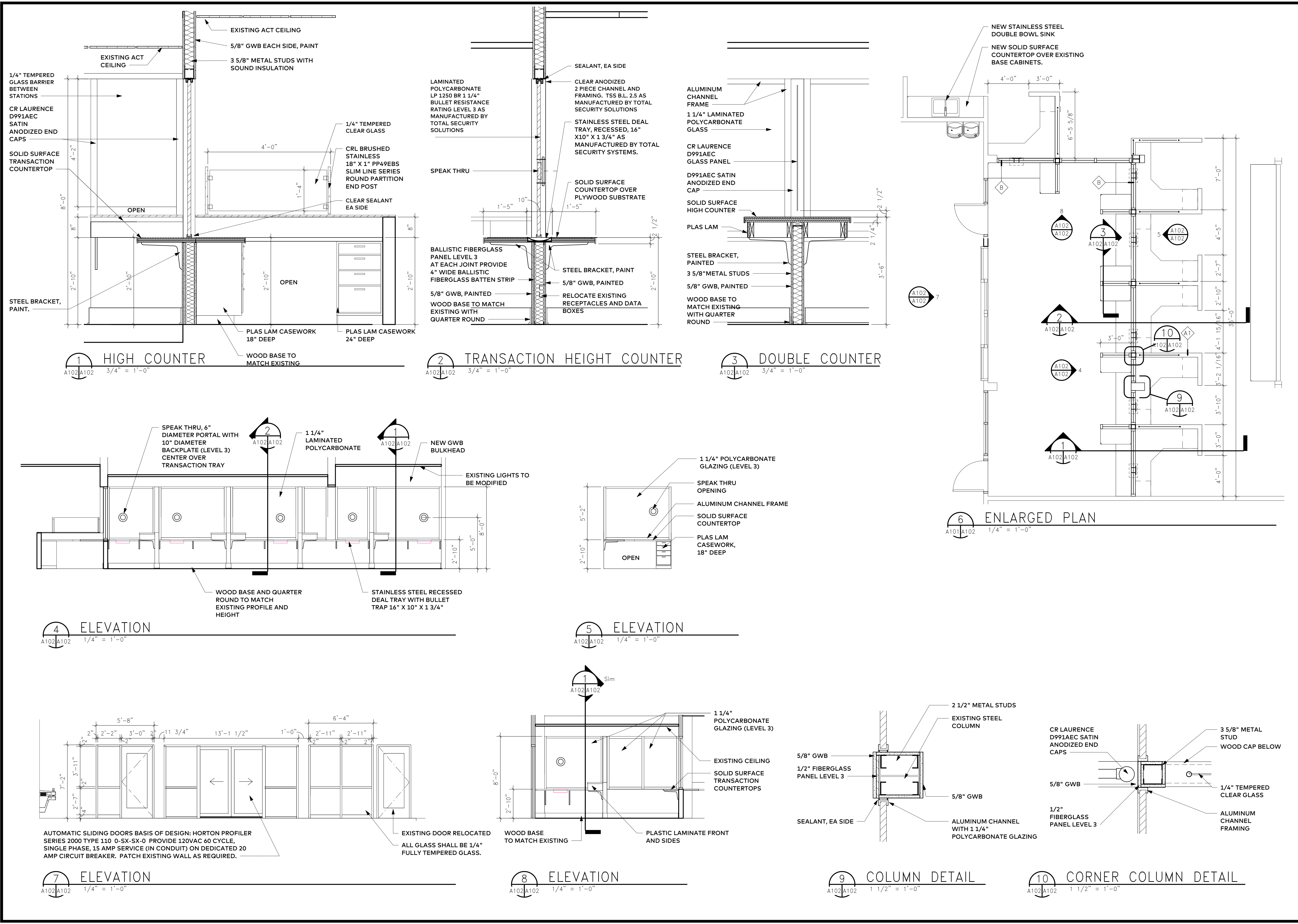
B NON-RATED PARTITION



TYPE	STUD SIZE	PART THICK	SOUND ATTN BLANKET	SUBSTRATE ON EXPOSED FACE ONLY
A1	3-5/8"	4-7/8"	3"	-

A NON-RATED PARTITION

Date/Time: 9/14/2020 2:54:00 PM File Name: C:\Users\verica_sunshine\Documents\15542 Treasurer Dept Improv v18_esunshineRWTJR.rvt



Preliminary

MCGC TREASURER'S OFFICE
CHRISTIANSBURG, VA
ENLARGED PLAN/SECTIONS

No.	Date	Purpose of Document/Issue

Designed	TWM
Drawn	TWM
Checked	BCH
Date	09-14-2020

Project No.
15542



Sheet No.
A102

ATTACHMENT A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

https://montva.com/docs/default-source/purchasing-solicitations/ifb_terms_and_conditions.pdf?sfvrsn=97ffdc9c_2

SPECIAL TERMS AND CONDITIONS

1. **AWARD OF CONTRACT:** Awards are made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Montgomery County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Montgomery County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.
6. **INSURANCE:**

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

7. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, Montgomery County reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to Montgomery County whenever such low bid exceeds Montgomery County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by Montgomery County for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Montgomery County shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that Montgomery County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by Montgomery County and the lowest responsive, responsible bidder.
8. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
9. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.
10. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: _____ Subcontractor Name: _____

License #: _____ Type: _____

11. **EXTRA CHARGES NOT ALLOWED:** The bid price shall be for complete installation ready for Montgomery County use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
12. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Montgomery County.

13. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
14. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Montgomery County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Montgomery County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
15. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Montgomery County by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.