

**COUNTY OF SUSSEX  
INVITATION TO BID IFB #2018-02**

The County of Sussex, Virginia is hereby soliciting written sealed bids from licensed and insured general contractors to perform housing rehabilitation improvements on four single-family houses located in the Pocahontas Neighborhood Improvement Project Grant area of Sussex County, Virginia. The funds used to rehabilitate this home are provided via a Federal Community Improvement Grant / Community Development Block Grant (CDBG) program funds as administrated by the Virginia Department of Housing and Community Development ("VDHCD").

The project includes:

Owner: Marie Brock  
Address: 121 Knight Street, Wakefield, VA 23888

Owner: William Jones  
Address: 612 Higgins Street, Wakefield, VA 23888

Owner: Elaine Wiggins  
Address: 615 Higgins Street, Wakefield, VA 23888

Owner: Alma Turner  
Address: 601 Twilight Street, Wakefield, VA 23888

There will be a mandatory pre-bid conference conducted by Dennis LeBlanc in the conference room at the Wakefield Airport located at 10248 General Mahone Hwy, Wakefield, VA 23888, at **10:00 A.M. on October 17, 2018** to review the scope of work and homes included in this project. Contractor may send an authorized agent to represent their firm.

**The County of Sussex, VA will be accepting written sealed bids for this project until 2:00 P.M. on Monday, October 29, 2018** at which time the submitted bids shall be publicly opened, read aloud and recorded. **No faxed or e-mailed bids will be accepted.** Bidding contractor shall submit their fully executed and signed sealed bid form and itemized work write-up, to the attention of:

Mrs. Shilton R. Butts  
Assistant to the County Administrator  
20135 Princeton Road (Physical Address)  
P.O. Box 1397 (Mailing Address)  
Sussex, Virginia 23884

Contractor must submit a copy of the following items with the bid package: Contractor Qualification Form, contractor's license, certificate of insurance, and Lead-Safe Work Practices (LSWP) and EPA Renovation, Repair and Painting certifications with bid package. Questions concerning the bid specifications may be directed to Dennis LeBlanc – Housing Rehabilitation Specialist for American Housing Specialist at 804-247-4754 or email: dlup2code@aol.com

**NOTE: Any bids received after 2:00 P.M. on October 29, 2018 will be rejected.** All bidders are welcome to attend bid openings. A bidder may withdraw his bid from consideration if the price of the

bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgement mistake, and was actually due to an unintentional arithmetic error or an unintentional omission can clearly be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. Withdrawal of bids shall be according to procedure (i) of Section 11-54 of the Virginia Public Procurement Act.

The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Contract is to be awarded on a lump sum basis. Contract documents, including Instructions for Bidders, drawings and specifications will be distributed at the pre-bid conference or may be examined at the following location: Sussex County Administration Office, 20135 Princeton Road, Sussex, VA 23884.

The bidder will guarantee his bid for sixty (60) days after bid opening.

The qualifications of bidders will be required as detailed in the Instructions to Bidders.

This is a federally assisted project. Bidders and contractors performing work under this advertisement are bound by the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the President's Executive Order No. 11246, Federal Labor Standards, Section 109, Public Law 100-202. The bidder's attention is called to the Equal Opportunity Clause and the goals and timetables for minority and female participation in each trade and to the fact that not less than minimum wages are set forth in the contract documents must be paid.

NOTE: The County of Sussex, VA reserves the right to reject any and all bids.

Contractor Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_