

INVITATION FOR BID - SUBMITTAL INFORMATION SUMMARY
TOWN OF BERRYVILLE
PAVING, MILLING, AND LINE STRIPING

RECEIPT AND OPENING OF BIDS: Sealed bids addressed to the Town of Berryville, Virginia will be received at the Town Business Office, Berryville-Clarke County Government Center, 101 Chalmers Court, Suite A, Berryville, Virginia 22611 until **MONDAY, June 25, 2018 at 2:00 PM**.

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly opened after the time set for receipt of bids and read aloud in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, at the same address.

SCOPE OF WORK: The Town of Berryville, Department of Public Works desires to have a contractor available to perform paving, milling, and line striping related to known projects at various Town locations as listed on *Bid Proposal Form Scope of Work* of this Invitation for Bid.

PRE-BID MEETING: A **mandatory** pre-bid meeting is scheduled for **Tuesday, June 5, 2018 at 2 PM** in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, VA 22611. Contractor attendance at this meeting will be a prerequisite for submitting a bid.

QUESTIONS: After the pre-bid meeting, prospective bidders are requested to submit any questions no later than **Monday, June 11, 2018 by 12 PM** to Heather Fiddler, Finance Clerk, via e-mail at hfiddler@berryvilleva.gov. All questions and responses will be posted on the Town website <http://www.berryvilleva.gov/2211/Bid-Procurement-Opportunities> and eVA <https://eva.virginia.gov> no later than **Thursday, June 14, 2018 by 5 PM**. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the Town.

To ensure fair consideration for all offerors, any interpretation made to prospective offerors will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will be posted at the addresses listed below: <http://www.berryvilleva.gov/2211/Bid-Procurement-Opportunities> and <https://eva.virginia.gov>. Please note, that it is the respondents' responsibility to check these sites frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of award.

AWARD: Award will be made to the lowest responsive and responsible bidder, based on Grand Total of *Scope of Work*. Bidders must comply with all provisions of the Invitation for Bid, and award will be made provided the bid prices are reasonable and in the best interest of the Town.

BID BOND: A bid bond in the amount of 5% of the total bid amount must be submitted with the bid.

PERFORMANCE & PAYMENT BONDS: The successful bidder will be required to submit Performance and Payment Bonds in the amount of 100% of the awarded contract amount.

AGREEMENT: The bidder(s) recommended for award will be required to complete a two-party standard form of agreement (Contract).

SUBMISSION OF BID: All bids must be sealed and labeled on the outside of a sealed container to show the following:

PAVING, MILLING, and LINE STRIPING

IFB #05-18

Name and address of Offeror

Closing Date Monday, June 25, 2018 at 2 PM

All bids are to be addressed and delivered by the date and time specified to:

Heather Fiddler, Finance Clerk

Town of Berryville

101 Chalmers Court, Suite A

Berryville, VA 22611

VENDOR REGISTRATION: Bidders must submit with their bids a W-9: Identification Number and Certification and the Town's Vendor Registration/Update form.