



2241 LANGHORNE ROAD * LYNCHBURG VA 24501 * (434) 847-8050 * FAX (434) 847-6099

IFB #2971

Invitation for Bid

Denver Ave Renovation

I. Objective

Horizon Behavioral Health, hereinafter called HBH, is seeking to enter into a contract with a qualified, insured contractor that has all licenses required by law, to perform interior and exterior renovations at various HBH Denver Ave location specified in this document. HBH reserves the right to make multiple awards and/or remove individual locations or specific services from the contract based on budgetary considerations.

II. Timeline

A. Bid Issuance Date

April 5, 2013

B. Mandatory Site Visit

A mandatory site visit will be required of all submitting a bid. The purpose of the site visit is to allow potential bidders/offerors an opportunity to view the actual location of interest to be renovated. By signing the last page of this document and submitting a bid, vendors are certifying that they physically visited the site. The site visit may be done independently, however an appointment is recommended to ensure that an authorized person is present to answer questions that may arise, such as where property boundaries lie. It is important to note that no person is authorized to verbally expand the scope of work outlined herein, nor to make changes. Any conflicting information should be reported to the purchasing contact named below, and any changes or significant clarifications resulting from questions posed during the site visit will be issued in a written addendum to the solicitation.

C. Question Deadline & Contact Information

Questions concerning this IFB should be directed, in writing by mail, email (jay.goding@horizonbh.org), or fax (434) 847-6099 to **Jay Goding (voice 434-847-8050)** in the Purchasing Office no later than 14 days prior to the closing date of the bids. Any revisions to the solicitation will be made only by written addendum issued by the Procurement Office.

D. Bid Deadline

Friday, May 17, 2013, by 5 PM. Any bid received after that time will not be considered. Postmarks are not taken into consideration. **Awards will be made by the end of the same month.**

E. Period of Contract

Upon Completion, contingent upon mutual agreement, and satisfactory contract performance.

III. Background

Horizon Behavioral Health has facilities in the surrounding area to provide Services for Mental Health, Mental Retardation, Substance Abuse and Prevention.

IV. Statement of Need/Specifications

Please refer to the specific locations listed at the end of this document and the services need. Pricing for services must be based on the definitions of such services as listed here:

General Contractor will provide labor, materials, and equipment necessary to complete the alterations and improvements to Owner's residence as follows:

This project will be priced by a site visit by the contractors per the Owner's plans and specifications only.

1. Obtain Permit for renovation
2. Install new electrical wiring from existing panel boxes to existing lights and new outlets and switches.
3. Replace 27 windows with new vinyl replacement single hung insulated windows, half screen but no grills.
4. Wrap exterior window frames with aluminum.
5. Replace two exterior wood doors, left side and basement door.
6. Install ¼" fan fold insulation and new white vinyl siding over entire existing siding.
7. Demo existing exterior chimney, haul away debris and patch roof and soffit.
8. Install new thru the wall vent with fan and controller for furnace in basement.
9. Replace gas water heater with new electric to negate vent piping.
10. Prop up front porch posts and roof beams to remove existing wood porch flooring.
11. Replace front porch decking with new composite decking on entire front porch.
12. Remove existing upstairs kitchen cabinets and counters and replace with new laminate counters and white finished cabinets in same layout.
13. Replace upstairs kitchen sink and faucet.
14. Remove existing upstairs kitchen vinyl flooring and install new underlayment and vinyl flooring.

V. Reference Documents

Vehicle to be furnished shall conform to all applicable Federal and Motor Vehicle Safety Standards and all equipment shall conform to Title 46.2, Chapter 10, of the Code of Virginia and shall include a valid State Inspection Sticker.

VI. Bid Preparation and Submission Requirements

A. General Instructions

1. Bids should be not be extensive but should convey enough information for the agency to evaluate the ability of your firm to provide the requested services.
2. **Any exceptions to the specifications contained in this bid shall be clearly identified as an exception.** Horizon Behavioral Health, in its sole discretion, will determine if the exception is acceptable as being an immaterial change to the requirements.
3. Bids are to be returned to the Purchasing Office, Horizon Behavioral Health, 2241 Langhorne Rd, Lynchburg, Virginia 24501.
4. The original Invitation for bid must be signed and returned with your bid.

B. Specific Instructions

1. All bids shall be returned in a **sealed envelope** marked **Denver Ave Renovation**. Bids shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents. **Bids may be hand delivered, but they must be in a sealed container.**
2. **Horizon Behavioral Health is a tax exempt agency**, as a political subdivision of the Commonwealth of Virginia.
3. Vendors that will be performing services at a HBH site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

VII. General Terms and Conditions

- A. Offerors who submit a bid in response to this IFB may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency

will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, bids should be complete.

- B. No member of the governing body, officer, or employee of Horizon Behavioral Health during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. The agency reserves the right to accept any bid or to reject any or all bids.
- D. Horizon Behavioral Health may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical plant prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. All bids submitted under the IFB will become the property of the Horizon Behavioral Health Board and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F. The Horizon Behavioral Health Board will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a bid.
- G. Bids received after the date and time stated will not be considered. It is the responsibility of the offeror to see that his bid is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph and facsimile bids are not acceptable.
- H. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. By submitting a Bid, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K. By signature on this solicitation, bidder certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L. By written notice to the Contractor, Community Services may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M. The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- N. If the Contract involves patient care, the contractor will adhere to the standards set by the Purchasing Agency regarding quality assurance and participate with the Purchasing Agency in the systematic and ongoing monitoring and evaluation of patient care.

- O. Failure to submit a Bid on the form provided for that purpose shall be a cause for rejection of the Bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Bid; however, HBH reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Bid as nonresponsive.
- P. HBH reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- Q. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R. In case of failure to deliver services in accordance with the contract terms and conditions, HBH, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- S. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Executive Director of HBH.
- T. By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- U. The agency reserves the right to cancel any subsequent contract at any time the agency, in its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V. By submitting their bid/bid, all bidders and offertory certify to the Horizon Behavioral Health Board that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.
 - 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - c. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - d. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

W. By submitting their bid/bid, all bidders and offerors certify to the Horizon Behavioral Health Board that: During the performance of the contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

X. HBH reserves the right to award a contract to a bidder based on "best value" (as defined in the Virginia Public Procurement Act, July 2005), which means the overall combination of quality, price, and various elements of required services that in total are optimal relative to the needs of HBH.

Submit pricing on a supplemental sheet, but if there is any discrepancy; pricing given on this solicitation will supercede any supplemental sheets.

IN COMPLIANCE WITH THIS INVITATION FOR BID AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED BID OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Company Name and Address:

Date: _____

Name: _____
Signature in Ink

_____ ZIP _____

Title: _____

Telephone: _____

Print Name: _____

Fax: _____