

**NOTICE OF  
INVITATION FOR BIDS (IFB)**

Sealed bids are invited for the construction of Powhatan Readiness Center HVAC Upgrades, 22-0014, 123-18578-011, at Powhatan, VA.

The project is generally described as a HVAC Systems Upgrade at the Powhatan Readiness Center and the work includes but is not limited to: Mechanical work and resulting Electrical, Architectural and Structural work.

Sealed bids will be received at Powhatan Readiness Center, 276 Essayons Rd, Powhatan, VA 23139. **The deadline for submitting bids is 3:00pm sharp, as determined by the Bid Officer, on March 14, 2024.**

The bids will be opened publicly and read aloud **beginning** at 3:00pm, on **March 15, 2024**, at Warehouse 561, Kemper Ave, Fort Barfoot, Blackstone, VA 23824.

All bids SHALL be submitted in a sealed envelope. Bid envelopes must be **Hand Delivered** to the Bid Officer and marked on the **exterior** (for immediate visual identification) as follows to ensure timely delivery:

Attn: Kenneth Daniel NGVA - FMO - AE, PRN 160

Bid enclosed for: Powhatan Readiness Center HVAC Upgrades  
22-0014, 123-18578-011

Bids not received by the bid officer prior to the listed time and date SHALL be considered non-responsive and marked as "LATE."

A Bid Bond is required. No other forms of security, including certified checks, will be accepted.

A Commonwealth of Virginia Standard Performance Bond (DGS-30-084, form CO-10) and a Commonwealth of Virginia Standard Labor and Material Payment Bond (DGS-30-088, form CO-10.1) WILL be required regardless of the bid amount.

**eVA Vendor Registration:** The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and § 2.2-4330, Code of Virginia. The Owner reserves the right to reject any or all bids.

A pre-bid conference will be held at the site at the Powhatan Readiness Center (276 Essayons Rd, Powhatan, VA 23139) on **February, 21, 2024 at 10:00am**. Attendance SHALL BE mandatory for those submitting a bid. Anyone arriving to the pre-bid conference late will not be allowed to enter the meeting nor sign the attendee list. **This will be the only time available for prospective bidders to view the project site. Subcontractors, suppliers, and other interested parties are encouraged to attend the pre-bid conference.**

**The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount including any properly submitted and received bid modifications plus** such successive Additive Bid Items as the Owner in its discretion decides to award in the manner set forth in Paragraph 12 of the Instructions to Bidders. **'Notice of Award' or 'Notice of Intent to Award' will be posted on eVA, Virginia Department of General Services' central electronic procurement website, at <https://eva.virginia.gov>.**

Contractor registration is required in accordance with Section 54.1-1103 of the Code of Virginia. See the Invitation for Bids for additional qualification requirements.

All executive branch agencies are directed to advance Executive Order 35, dated July 3, 2019.

The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained by visiting the bidding portal at Moseley Architects, <http://www.moseleyarchitects.com/bidding/>. Questions regarding any aspect of the Bidding Documents shall be submitted in writing only, via the "submit question" link on the Architect's website.

## DGS-30-256

For the Architect to maintain an accurate list of plan holders, each potential bidder shall register as a plan holder by sending an email to Allie Teets: [ateets@moseleyarchitects.com](mailto:ateets@moseleyarchitects.com) with the following information.

|   |             |
|---|-------------|
| Project Name: Powhatan Readiness Center HVAC Upgrades |             |
| General Contractor Company Name:                      |             |
| Contact Name:   |             |
| Email Address:  |             |
| Physical Address:                                     |             |
| Mailing Address:                                      |             |
| Telephone Number:                                     | Fax Number: |

Copies of the Invitation for Bids documents, including the plans and the specifications, will also be available for inspection at the following location:

Moseley Architects

3200 Norfolk Street, Richmond, VA 23230

All questions related to this IFB shall be directed to Matthew Mellert via email at [mmellert@moseleyarchitects.com](mailto:mmellert@moseleyarchitects.com).

Attachment: eVA Vendor Registration Requirements