



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

ITB No. 24-2636-1JL

January 30, 2024

Invitation to Bid Notice

**Human Services Elevator Replacement
County of Henrico, Virginia**

Sealed bids for **Human Services Elevator Replacement**, in accordance with the conditions, specifications, and instructions below and on the attached sheets hereto, will be received no later than **2:00 PM**, local prevailing time, **February 22, 2024**. **Sealed bids shall be submitted through Henrico County's Electronic Documents Web Portal, ProcureWare, at <https://henrico.procureware.com>. Sealed bids will only be accepted through ProcureWare.** Sealed bids will be opened and publicly read aloud at **2:00 PM, February 22, 2024** through a Microsoft Teams meeting. Bidders interested in participating in the bid opening shall send a request to be added to the meeting invitation to Jianchong Luo via email at luo001@henrico.us.

The County is no longer accepting sealed Bids physically and all Bidders must submit sealed Bids through ProcureWare.

A **non-mandatory pre-bid conference** will be held at **10:00 AM** on **February 8, 2024** at 8600 Dixon Powers Drive, Henrico, VA, 23228 to review the scope of work and clarify any aspects of the work that may be in question. A site visit will commence after the meeting. Direct any questions, concerning the Project Manual and Drawings in writing through the Questions function in ProcureWare.

The Work consists of removing and replacing multiple mechanical and electrical components of the existing elevator equipment while retaining the existing cab shell and hydraulic jack. This project is located at 8600 Dixon Powers Drive, Henrico, VA, 23228.

Bid documents consisting of contract drawings and project manuals may be obtained by visiting the Henrico County electronic document's web portal at <https://henrico.procureware.com>. Options are provided for downloading a complete set of documents or selected files from this web portal.

Oscar Knott, CPP, CPPO, VCO
Purchasing Director

Jianchong Luo
Assistant Division Director