

## Board of Supervisors

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County Administrator

January 7, 2014

## BID INVITATION

### BID #24142

Sealed Bids (**Bid #24142**) for Repair of Mechanical Systems - Hampton Oaks Elementary School, ("Project") for the Stafford County School Board ("School Board," "Stafford County Public Schools," or "Owner") will be accepted until **2:00 P.M., Tuesday, February 4, 2014**, at which time they will be opened and read aloud in the Purchasing Office, Stafford County Administration Center, 1300 Courthouse Road, Stafford, Virginia.

The work of this Contract is titled Repair Mechanical Systems Hampton Oaks Elementary School, and is described in the Contract Documents, including the plans and specifications, and shall be referred to for detailed requirements of the work involved. The work generally includes but is not limited to the following:

The replacement of two (2) air handling units, a boiler, all HVAC direct digital controls, split-system air conditioner, and water heaters at the Hampton Oaks Elementary School building as described in the Bid Documents.

**Work can start no earlier than June 18, 2014, but must be substantially completed by August 1, 2014 with final completion by September 5, 2014.**

The Project specifications and drawings are listed below:

1. Project Specifications (Moseley Architects dated 12/16/2013)
2. Drawings (Moseley Architects dated 12/16/2013)

Bid Documents (in .pdf format) may be picked up for a non-refundable fee of Five Dollars (\$5.00) from the Stafford County Public Schools Department of Facility Planning, Design and Construction, 31 Stafford Avenue, Stafford, VA 22554. Bid Documents may be purchased only by Check or Money Order made payable to "Stafford County Public Schools."

**A Pre-Bid Conference will be held at Hampton Oaks Elementary, 107 Northhampton Blvd, Stafford, VA 22554 at 10:00 AM, local prevailing time, on Thursday, January 16, 2014. Attendance is optional, but strongly encouraged. Call (540) 658-6540 if directions are needed.**

Please observe all instructions in the Bid Documents. Should any questions arise concerning procurement procedures, contact the Purchasing Office at (540) 658-8614. Any questions relative to the technical aspects of this procurement shall be submitted to James A. McKeithan, Clerk of the Work, Stafford County Public Schools, Facility Planning, Design and Construction Department, telephone: (540) 658-6540; fax; (540) 658-5951.

Stafford County Public Schools reserves the right to cancel or reject, in whole or in part, this solicitation or any and all Bids received, and to waive informalities.

The Bid Documents include (1) this Bid Invitation, (2) General Information to Bidders, (3) the General Conditions, (4) the Supplemental Conditions, if any, (5) Statement of Work, (6) the Specifications, (7) the Drawings, (8) Bid Form with Price Sheet and References Sheet, (9) Example of Standard Contract for Services (the "Contract"), and (10) any Addenda thereto. All the Bid Documents shall be considered a part of this Bid Invitation as if included herein.

Anita Perrow  
Purchasing Manager