

## **COUNTY OF ROANOKE**

## **GENERAL TERMS FOR SUBMITTING BIDS**

### **Obtaining Bid Documents**

The Invitation for Bid (IFB) and related documents may be obtained during normal business hours from the Purchasing Division at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Documents may also be viewed or downloaded from the eVA website. For assistance accessing documents, contact the Purchasing Division at (540) 772-2061.

### **Submission of Bids**

Bids may be hand-delivered or mailed directly to the Purchasing Division at the address above. If the Roanoke County Administration Building is closed for business at the scheduled bid opening time, bids will be accepted and opened on the next business day at the same hour.

### **Questions and Addenda**

All questions regarding the IFB must be submitted in writing to the Purchasing Division. If necessary, an addendum will be issued and posted on the eVA website. Bidders who download the IFB should notify the Purchasing Division and are responsible for ensuring they have the current, complete version of the IFB, including any addenda, before submitting a bid. Receipt of addenda must be acknowledged on the Bid Form or addendum document.

### **Pre-Bid Conference**

A pre-bid conference, if applicable, will be held at a specified location and address. Details will be provided in the IFB.

### **Addenda and Notices of Award**

Bidders are encouraged to regularly check the eVA website for addenda, as the County does not provide direct notification of changes to solicitation documents. The County is not responsible for third-party postings of solicitations or related information. Official documents and addenda are those posted on eVA.

### **Bid Requirements**

- Payment terms and delivery dates, if applicable, must be included in the bid.
- Bids must comply with all terms, conditions, rules, regulations, requirements, and specifications in the IFB.
- Bids must be submitted on the provided Bid Form, if applicable, with no changes. Any alterations to bid amounts must be initialed.

- Bids must be signed by an authorized representative, including the printed name and the bidder's complete legal name. Bidders must be properly licensed as required by law.

## **Bid Bonds**

For construction contracts, bids must include a bid bond from a surety company authorized to do business in Virginia, not exceeding 5% of the bid amount. In lieu of a bid bond, a certified check or cash escrow may be provided. For contracts exceeding \$100,000, the awarded contractor must furnish performance and payment bonds equal to the contract amount. Bonds for contracts below \$100,000 may be required at the County's discretion. In emergencies, bonds must be provided within ten calendar days of notice to proceed.

## **Bid Modifications**

Bids, once opened, cannot be changed except by complete withdrawal, as per Virginia Code §2.2-4330(A)&(B)(1). Withdrawal requests due to errors must be submitted within two days of bid opening, accompanied by original work papers and documentation.

## **Bid Evaluation**

Bids will be evaluated based on IFB requirements, quality, workmanship, suitability, delivery, payment terms, and price. Bids must specify the product or service offered, or an approved equal, with descriptive literature provided for evaluation. Deviations must be noted in writing with the bid, and the County will determine equivalency.

## **Award Notification**

If an award is made, a notice will be posted on eVA or available by contacting the Purchasing Division at (540) 772-2061. Payments will be made to the successful bidder's address as shown on the contract or purchase order, upon approval of delivered items or services.

## **Delivery Terms**

All items must be quoted and provided F.O.B. DESTINATION-INSIDE DELIVERY, unless otherwise stated. Furniture, if applicable, must be assembled and set in place.

## **County's Rights**

The County reserves the right to cancel the IFB, reject bids, waive informalities, or purchase any portion of the items or services listed.

## **Conflict of Interest**

Bidders must notify the Purchasing Division in writing if any owners, officers, employees, agents, or their immediate family members are current or recent County employees or have authority that might affect the procurement. Compliance with the Ethics in Public Contracting and Conflicts of Interests Act is required.

## **Licensing Requirements**

Bidders must indicate on the Bid Form whether they hold a Virginia contractor's license, including the type and number, as per VA Code §54.1-1100 et seq. Failure to provide this information may result in bid rejection.

## **Bid Submittals**

Bids must include:

- Signed Signature Page of the IFB.
- Bid Form, including all labor, material, delivery costs, overhead, and profit.
- Any required attachments specified in the IFB.
- Signed copies of any issued addenda.

Failure to include these may result in the bid being deemed non-responsive.

## **Ethics and Compliance**

Bidders must comply with Virginia Code §2.2-4367 through §2.2-4377 (Ethics in Public Contracting) and §2.2-3100 et seq. (Conflict of Interests Act). The County's Procurement Manual and the Virginia Public Procurement Act apply unless modified in the IFB.

## **Clarifications and Costs**

The County may request clarifications from bidders. All costs incurred in preparing and submitting bids are the bidder's responsibility.

## **Debarment and Certifications**

Bidders must disclose any history of debarment, fines, contract terminations, or findings of non-responsibility. For contracts involving direct contact with students, bidders must certify that no personnel have been convicted of specified felony or misdemeanor offenses within the past ten years.

## **Business Entity Requirements**

Bidders that are corporations, LLCs, or similar entities must be authorized to transact business in Virginia and include their Virginia State Corporation Commission

ID number in the bid. If not required to register, a statement explaining why must be included.

### **Ownership of Materials**

All data, materials, and documentation prepared for the County pursuant to the IFB are the County's property and subject to the Virginia Freedom of Information Act, except for properly designated trade secrets or proprietary information as per §2.2-4342(F).

### **Prohibited Conduct**

Bidders must not offer payments or services to public employees involved in the procurement unless equivalent value is exchanged. Direct contact with County employees outside the Purchasing Division during an active solicitation is prohibited and may result in bid disqualification.

### **Investigations and Qualifications**

The County may investigate bidders to ensure their ability to perform. Bids may be rejected if the bidder fails to demonstrate qualification.

### **Nondiscrimination and Drug-Free Workplace**

The successful bidder must comply with Virginia Code §2.2-4311 (nondiscrimination) and §2.2-4312 (drug-free workplace). Subcontractors are subject to the same requirements.

### **Minority and Women-Owned Businesses**

The County encourages participation by minority and women-owned businesses in all contracting opportunities.

### **Immigration Compliance**

The successful bidder must not knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986.

### **Evaluation Criteria**

The lowest responsive and responsible bidder will be determined based on:

- Total bid price.
- Terms and discounts.
- Bidder's ability, capacity, and skill.
- Timeliness of performance.

- Bidder's character, integrity, and reputation.
- Past performance and compliance with laws.
- Available equipment and facilities.
- Financial resources.
- Quality and adaptability of supplies or services.
- Ability to provide future maintenance and service.

## **Insurance Requirements**

The successful bidder and subcontractors must maintain required insurance policies and bonds, effective before work begins, as specified in the IFB or sample contract. Workers' compensation coverage is mandatory unless otherwise approved.

## **Negotiations**

If the lowest responsive and responsible bid exceeds available funds, the County may negotiate with the bidder to reduce costs, subject to final approval.

## **Bid Award**

Awards will be made to the lowest responsive and responsible bidder, with notification posted on eVA or available by contacting the Purchasing Division.

## **Faith-Based Organizations**

The County does not discriminate against faith-based organizations, per Virginia Code §2.2-4343.1.

## **Indemnity**

The successful bidder shall indemnify and hold harmless the County, its officers, agents, and employees against any liability, losses, damages, claims, or costs arising from the bidder's actions or work under the contract, including intellectual property violations.

## **Protests**

Protests or objections to awards or decisions must comply with Virginia Code §2.2-4357 through §2.2-4364 and be submitted in writing to the County Purchasing Director within the required time period.

## **Cooperative Procurement**

This procurement may be conducted on behalf of other Virginia public bodies under Virginia Code §2.2-4304, unless prohibited by the successful bidder. The County is not liable for any costs or matters related to other public bodies' use of the contract.

## **Contract Terms**

The IFB's sample contract or terms and conditions will be included in any awarded contract or purchase order, subject to potential modifications. Bidders must raise objections to these terms in writing at least five days before the bid opening, or they will be obligated to comply if awarded.