



# **CITY OF EMPORIA**

January 17, 2016

## **Cover Sheet Invitation to Bid Construction of New Animal Shelter**

The City of Emporia, Virginia intends to enter into a contract with a qualified contractor for the construction of a new animal shelter. The City will accept sealed bids for services until **4:00 P.M., Tuesday, February 16, 2016**; the City shall not accept any bids after this date/time for any reason. You must submit your bid in a sealed envelope clearly marked on the outside "*Bid for Animal Shelter.*"

The required bid bond must be included with your bid.

### **Bid Bond Requirements:**

Bidders shall submit a bid bond equal to 5% of the bid amount with their proposal. Bidders may submit a certified check, cash escrow, personal bond, property bond, or bank letter of credit equal to 5% of the bid amount, in lieu of a bid bond.

### **Payment and Performance Bond Requirements:**

If awarded the contract, the contractor shall submit both a payment bond and a performance bond equal to the sum of the contract amount. The contractor may submit certified checks, cash escrows, personal bonds, property bonds, or bank letters of credit equal to the sum of the contract amount, in lieu of the payment and performance bonds.

If you hand deliver your proposal, then please use the following street address:

City Manager's Office  
Municipal Building  
201 South Main Street  
Emporia, Virginia 23847

If you mail your proposal, then please use the following address:

City Manager's Office  
Post Office Box 511  
Emporia, Virginia 23847

You must return page 1 and 2 of this invitation including bid alternates with your bid and the following information:

Name and Address of Proposer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*(Signature)*

Printed Name: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Title: \_\_\_\_\_

Bidder acknowledges receipt of the following addendum(s) \_\_\_\_\_”.

Total Base Bid Amount: \_\_\_\_\_

**Bid Alternates:**

Alternate #1: Deduct For Fabric Awning (Sheet A2) \_\_\_\_\_

Alternate #2: Deduct For Fluorescent Lighting (Sheet E1A) \_\_\_\_\_

**PROJECT: CONSTRUCTION OF A NEW ANIMAL SHELTER**

Description of Work:

The Project includes:

Construction of a new animal shelter in accordance with plans prepared by Jeff Robinson, P.E. Electronic copies of the detailed plans may be obtained for \$ 25.00 from Jeff Robinson, P. E. Mr. Robinson can be contacted at [robinsonj@jrallpc.com](mailto:robinsonj@jrallpc.com) or 434-634-8665. Printed copies of the plans may be obtained from Mr. Robinson for \$ 50.00.

Standards:

Work is to be completed no later than 180 days after the contract is awarded.

For additional information, you may contact Dr. Edwin Daley at (434) 634-3332.