

Invitation for Bids
IFB No. 09-04
Project Code 720-10880-07-07

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

REPLACEMENT OF REFRIGERATORS AND FREEZERS
for the
Central Virginia Training Center
521 Colony Rd, Building 65
Madison Heights, Virginia 24572

Sealed bids are invited for the **REPLACEMENT OF REFRIGERATORS AND FREEZERS** for the CENTRAL VIRGINIA TRAINING CENTER, located at 521 Colony Rd, Building 65, in Madison Heights, Virginia.

Sealed bids, in duplicate, are to be mailed to **Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23219**, or hand delivered **the same address, Seventh Floor, Room 731, Richmond, VA 23219**. Bids will be received by the Department until 2:00 PM sharp local prevailing time (as determined by the Bid Officer), on Wednesday, July 1, 2009. The bids will be opened publicly and read aloud beginning at 2:00 PM, local prevailing time, on Thursday, July 2, 2009, at the same location. It is the responsibility of the Bidder (not the Agency) to ensure bids are delivered to the specified location by the date and time stated for receipt of bids. To distinguish bids from other mail, the envelope or package should be marked "**BID DOCUMENT**". It is the intent of the Purchasing Office to assist in recognition of these important documents.

A Bid Bond is required in accordance with the Instructions to Bidders.

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The bidder or offeror must be a registered vendor in eVA to be awarded this contract. Bidder must include the cost of the **eVA** transaction fee in its bid. Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instruction 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 Building Site, at 521 Colony Road, Madison Heights, Virginia, (Building 65) beginning at 10:00 a.m. on June 10, 2009. Although participation is not a prerequisite to submitting a bid, all interested persons are encouraged to attend.

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 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 the announcement of the decision to award will be posted at the A&E Services office of the Department of Mental Health, Mental Retardation and Substance Abuse Services.

The Invitation for Bids, including the drawings and the specifications containing the information necessary for bidding, in a*.pdf format may be obtained from the office of Keith-Fabry Reproduction, 7 East Cary Street, Richmond, Virginia 23219, Telephone: (804) 649-7551, Fax: (804) 649-1306. No partial sets of drawings and/or project manual will be provided. If bidders wish a hard print copy of the documents, they must purchase them from Keith Fabry.

Requests for bid documents must be accompanied by a written statement showing the name, mailing address, and telephone/fax numbers of the firm or individual requesting the documents.

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

Kelso & Easter, 101 West Broad Street, Suite 101-B, Richmond, VA 23220

Owner: The Commonwealth of Virginia
Department of Behavioral Health and Developmental Services