



CITY OF DANVILLE

Department of Public Works

Division of Engineering

PRE-BID CONFERENCE AGENDA FOR IFB 24-25-095

APRIL 16, 2025 at 2:00 PM

ON-CALL GUARDRAIL REPAIR AND INSTALLATION

eVA: https://mvendor.cgieva.com/Vendor/public/IVDetails.jsp?PageTitle=SO%20Details&rfp_id_lot=92205&rfp_id_round=1

01. PROJECT DESCRIPTION

1. General scope of work: Repair, construct, upgrade, remove, and/or rehabilitate highway and municipal guardrail and fencing systems and perform related work incidental thereto as ordered by the Engineer on an on-call, as-needed, or emergency basis. The majority of the expected work consists of repairing guardrails, posts, and terminals damaged by vehicle impacts.
2. Bidders must be VDOT pre-qualified.
3. Contract Type: This contract will be a unit-priced indefinite delivery/indefinite quantity contract. Work orders will be issued by the City as needed and will vary in location and quantity of work. The City reasonably expects to issue multiple orders with a combined total value between \$25,000 and \$125,000 per contract term; however, the actual usage may vary. The City guarantees a minimum quantity of \$25,000 for the initial contract term.
4. Initial Contract Term: One (1) year from the date of issuance of a purchase order
5. Contract Renewal: Up to three (3) additional one-year contract terms

02. DUE DATE

Bids shall be received no later than: **May 8, 2025 at 2:00 PM**

Deadline for questions: April 24, 2025 at 5:00 PM (see Prebid Question Form in Bidding Documents)

03. BID SUBMITTAL

1. See Instructions to Bidders for complete instructions.
2. Bids shall be submitted *either*: (1) on paper (mailed or hand-delivered) to the Purchasing Office, or (2) electronically through eVA (see link above). Each bidder shall choose only one method of submission. A bid will not be accepted if submitted both electronically and on paper.
3. All bidders (including paper bidders) must be registered on eVA.
4. Forms required to be submitted with bid are included in the Bidding Documents:
 - Bid Form
 - Bid Bond
 - Bid Items Eligible for Steel Price Adjustment Form
6. If any Addenda are issued, signed copies of each are required to be submitted with bid. Note: if bid has already been submitted through eVA before an Addendum is issued, it must be re-submitted to include the signed Addendum. Only the latest dated and time-stamped submission will be evaluated.
6. Other forms that may be required of the successful bidder are also included:
 - Certificate of Insurance and Performance & Payment Bond Forms (within 10 days of award notice)

04. REGISTRATION

1. All bidders must be registered on eVA. There is no cost to register. (Register online at: <https://eva.virginia.gov/register-now.html>)

2. Registration with the State Board for Contractors is not required to submit a bid but must be obtained prior to Contract execution.
3. City of Danville Business License is not required to submit a bid but must be obtained prior to Contract execution.

05. BONDS REQUIRED

Special attention is called to the amounts required for the Bid Bond and Performance & Payment Bonds:

Bid Bond: 5% of Total Bid (submit with Bid)

Performance & Payment Bonds: \$50,000 (each bond) due upon notice of award

- Discussion/questions regarding Bid Bond and Performance and Payment Bond amounts

06. AWARD

Award will be made based on lowest responsive bid, properly submitted, from a responsible bidder.

07. CONTRACT TIME LIMITS

Initial Contract Term: One (1) year from the date of issuance of a purchase order

Contract Renewal: Up to three (3) additional one-year contract terms

08. LIQUIDATED DAMAGES: \$350 per day

- Non-emergency repairs: mobilize and begin physical work within 15 days of the date of work order issuance (or by the work order Notice to Proceed Date if specified).
- Emergency repairs: make appropriate notifications including MISS Utility within 24 hours and begin physical work within 96 hours.
- Liquidated damages may be assessed for failure to commence work within the specified timeframe or for failure to continuously prosecute the work to completion once initiated.

09. TRAFFIC CONTROL

The Contractor is responsible to provide all cones, barrels, signs, devices, equipment, tools, and personnel to provide for safety and adequately control traffic for the project site in conformance with the Virginia Work Area Protection Manual and the Drawings.

10. SAFETY

The Contractor and all subcontractors shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation. The contractor shall provide all safeguards, safety devices, and protective equipment and take any other needed actions as it determines, or as the Engineer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the work under this Contract.

11. QUESTIONS REGARDING BIDDING DOCUMENTS & GENERAL DISCUSSION

Note: Verbal discussion and interpretation is not binding. Official interpretations, changes, etc. will only be made effective and binding if issued through written Addendum.