
**NOTICE OF
INVITATION TO BIDS**

Sealed bids from qualified contractors are invited for the **ACSA Operations Center Expansion Phase 1 - Internal Renovations Project** at the existing Albemarle County Service Authority facility at 168 Spotnap Road, Charlottesville, Virginia. Scope of work generally includes renovations of the lower level construction inspector's office and storage room, and adding two additional offices on the upper level. Also included in the work are new ceiling layouts, lights, floor and wall finishes, plus any required sprinkler work. Night and weekend work will be required so that the division can continue operating to the greatest extent possible during the project.

Sealed bids will be received by Alexander Morrison, PE, Albemarle County Service Authority at 168 Spotnap Road, Charlottesville, Virginia 22911. **The deadline for submitting bids is 2:00 P.M. on May 2, 2018.** The bids will be opened publicly and read aloud following receipt of bids.

All bids shall be submitted to the Albemarle County Service Authority main reception area in a **SEALED ENVELOPE** by the designated bid opening date and time. The envelope shall be marked with the project title '*ACSA Operations Center Expansion Phase 1 – Internal Renovations Project, ACSA Project Number 2017-07*' and to the attention of Alexander Morrison, PE.

Performance Bonds are required for this project. A Bid Bond is required for any bid which exceeds \$100,000.

Procedures for submitting a bid, claiming an error, withdrawal of bids, and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accordance with Section 9 of the Instructions to Bidders and §2.2-4330A(i), Code of Virginia. The Owner reserves the right to reject any or all bids.

An optional pre-bid walkthrough will be held **Wednesday, April 18, 2018 at 2:00 PM** at the building. Meet at the front entry. Attendance is recommended but not mandatory.

The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount.

Contractor registration in accordance with Title 54.1, Chapter 11, of the Code of Virginia, is required. See the Instructions to Bidders for additional qualification requirements.

Drawings and project manual for the above project may be obtained from the office of the ACSA, 168 Spotnap Road, Charlottesville, Virginia 22911 (Phone 434-977-4511). No partial sets of drawings and/or project manual will be provided. Contract Documents may be obtained upon a non-refundable payment of \$50.00 per set.