



**TOWN OF ORANGE
BID SPECIFICATION PACKET
PAVING WORK
BID #PAV2019**

NOTICE TO BIDDERS

As a matter of general information, each bidder is encouraged to direct specific attention to each of the points outlined below. The Owner believes each point is fully explained and documented within this bid package. The bidder is responsible for strict compliance with all provisions set forth below.

GENERAL INFORMATION

1. Statement of Qualifications and Bids must be filed in the Director of Public Works' office located at 235 Warren Street, Orange, Virginia, 22960, prior to **10:00 a.m.** on **January 31, 2019**. Late submittals will not be entertained.
2. The Town of Orange desires to award a one (1) year contract, beginning **February 14, 2019**, renewable year by year by the Town for up to **four (4) more years**.
3. The name of the firm submitting the proposal must be shown on the proposal and on the outside of the envelope together with the firm's contractor number.
4. The bidder must indicate whether they are bidding as an individual, sole proprietor, partnership, or corporation.
5. The proposal must be signed by a duly authorized officer of the Firm capable of entering into such a binding contract.
6. All markings within the bid package must be typed or written in ink.
7. The Owner has carefully analyzed and considered the paving needs of the jurisdiction. The Owner believes it will undertake all work on which bids are sought. Therefore, we request that prices must be submitted on all items requested.

8. Proposals conditioned by alternates or otherwise not conforming to requested criteria will not be entertained.
9. Any and all alterations in the bidder's entries in the proposal must be initialed by the officer signing the bid documents.
10. The Owner anticipates making an award on this contract after five (5) business days of the opening.
11. The Owner reserves and intends to exercise its right to protect itself from any and all liabilities where possible. Therefore, within seven (7) days of project award notice being served on the bidder, the bidder shall submit to the Town a Certificate of Auto, General Liability Property Damage and Workman's Compensation Insurance naming the Owner as an additional insured for the project. Minimum limits of insurance coverage shall be \$100,000 for Auto; \$500,000 for General Liability, \$100,000 for Property Damage; and comply with the minimum Virginia statutory requirements for Workman's Compensation.

It is accepted that bidders also want to protect themselves. For the protection of all concerned all applicable local, state, and federal safety regulations must be strictly followed. The contractor agrees to hold and save harmless the Owner in the event of any and all losses which may arise.

12. By submitting a bid on this project, the bidder certifies that it does not and will not during this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing sections a, b and c in every subcontractor or purchase order of over ten thousand dollars (\$10,000) so that the provisions will be binding upon each subcontractor or vendor.

13. The Owner reserves the right to add additional tonnage, delete tonnage and/or change tonnage in order to meet its needs.
14. This solicitation is being made in accordance with and is subject to the provisions of the Town of Orange Procurement Policy.
15. All bidders note that this is a paving services contract. All paving services needed by the Town of Orange are to be done at the unit bid prices. These services could include milling and patching miscellaneous streets, Town-owned parking lots, walkways, milling and street overlays. Patches will be marked by the Town and milled and paved as directed.
16. All plant mix will be paid for by the ton price bid. Milling will be paid for by the square yard per 2". The Town of Orange reserves the right to keep and reuse millings.
17. Some streets may be subject to time restrictions to accommodate school and rush-hour traffic as deemed by the Town of Orange.

STREET PAVING TECHNICAL INFORMATION

1. Adequate crown shall be provided so as to allow for proper drainage.
2. Compaction will be accomplished by not less than an eight (8) ton roller.
3. A tack coat will be provided per governing Virginia Department of Transportation (VDOT) specifications.
4. All work must conform to VDOT standards, including any modifications to VDOT specifications or local specifications being used.
5. All testing and associated paperwork is responsibility of contractor to be delivered to Town of Orange, as required by VDOT.
6. Tonnage tickets with the following information shall be provided to the Director of Public Works or his designee for each load of material used:
 - Signature of Certified Weight Person
 - Date
 - Truck Number
 - Load Number
 - Plant Name
 - Size and Type of Material

7. The Contractor's Project Manager shall be responsible for reconciling his copies of tonnage tickets with those provided to the Director of Public Works or his designee at the close of work each day.
8. The Contractor shall be responsible for cutting back from the pavement earthen shoulders that may be built up as determined necessary to the Owner.
9. The Contractor shall be responsible for sweeping all stone, sand and other such loose debris from the pavement surface prior to applying a tack coat.
10. Joints where an overlay ends and meets existing pavement will be saw cut or milled. Feathering will not be acceptable.
11. The Contractor shall be responsible for providing flag person deemed necessary to adequately control traffic in the work zone. All flag persons shall be certified in compliance with applicable standards of the Virginia Department of Transportation (VDOT); communicate via two (2) way walkie talkies; at all times be properly attired with necessary safety vests, hard hats and utilize a standard flag and stop/slow paddle.
12. The Contractor shall provide warning signage necessary to ensure a safe work zone. Signage shall be in compliance with any applicable VDOT and/or Federal Highway Administration (FHA) standards.
13. All Contractor personnel on the project shall conduct themselves in a professional manner while respecting the residents and motoring public of the Town of Orange.
14. Streets scheduled for paving may require edge milling to permit tie in of the overlay to existing curb. Some streets may need full width milling, as determined by the Director of Public Works.
15. After paving, clean up of the project area should be performed, such as sweeping the gutter, sidewalks and other areas as necessary.
16. No paving shall begin before **April 15th, and start after November 1st**, unless otherwise approved by the Director.
17. Contractor shall give seventy-two (72) hours notice before work can begin.
18. Arterial roads, as decided by the Director of Public Works, shall be paved using a transfer machine.
19. The Town shall be responsible for adjusting all utilities.
20. Night work generally will be anything from dawn to dusk.
21. Shoulder stone will be VA21-A stone with variable widths as requested.
22. Bid will be awarded by grand total of asphalt and milling. Night work and shoulder stone will not be included in grand total, will be add on items.

**STREET PAVING
SCHEDULE**

1. Anticipated work for the upcoming year as outlined in the below “**Table A**”. The Town has the right to delete or add work as deemed necessary.

TABLE A

Street	Tons of asphalt
Boxley Lane	2,450
Goodwin Road	315
Maddox Drive	531
Woodberry Forest Road	500
Grasty Street	270
Shannon Drive (Shannon Hills Drive)	391
Mason Street	225
Berry Hill Road	2,000

Supplemental Required Contract Provisions

1. The contract documents shall be governed in all respects whether as to validity, construction, performance, or otherwise by the laws of the Commonwealth of Virginia and venue for any disputes shall be in the Circuit Court of Orange County.
2. Pursuant to VA Code 4311.1, Vendor/Contractor represents and warrants to the Town that during the contract period it:
 - a) Will comply and conform with the provisions of the Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended, where applicable;
 - b) Not employ illegal alien workers or otherwise violate the provisions of the Immigration Reform and Control Act of 1986; and
 - c) Comply with all federal, state and local laws and regulations application to the performance of the service procured.
3. Pursuant to VA Code 2.2-4311, in every contract of over \$10,000, the Vendor/Contractor agrees during the contract period that Vendor/Contractor:
 - a) Will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor/Contractor; and

- b) Will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; and
 - c) Will state that the Vendor/Contractor is an equal opportunity employer in all solicitations or advertisements for employees placed by or on behalf of the Vendor/Contractor to perform under the contract documents. All notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section; and
 - d) Will include the provisions of the foregoing subparagraphs in every subcontract or purchase order exceeding \$10,000 issued by Vendor/Contractor in order to fulfill its obligations, so that the provisions will be binding upon each subcontractor or vendor employed by Vendor/Contractor.
4. Pursuant to VA Code 2.2-4312, In every contract of over \$10,000, the Vendor/Contractor agrees during the contract period the Vendor/Contractor shall:
- a) Provide a drug-free workplace for its employees;
 - b) Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in its workplace and specify the actions which will be taken against any employee for a violation;
 - c) State in all of its solicitations or advertisements for employees that the Vendor/Contractor maintains a drug-free workplace; and
 - d) Include the provisions of this sub-paragraph in every subcontract or purchase order of over \$10,000, so that provisions shall be binding upon each subcontractor or sub vendor.
 - e) For purposes of this sub-paragraph, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Vendor/Contractor under a solicitation and in accordance with the Virginia Public Procurement Act.
 - f) In addition to the provisions contained herein, the Vendor/Contractor shall comply with the federal Drug Free Workplace Act.
5. Pursuant to VA Code Section 2.2-4343.1, in all solicitations, contracts, and purchase orders, the Town states that it does not discriminate against faith-based organizations.

