



COUNTY OF ROANOKE

FINANCE DEPARTMENT

PURCHASING DIVISION

Dawn M. Rago
Buyer

P.O. Box 29800
5204 Bernard Drive SW, Suite 300F
Roanoke, VA 24018
Phone: (540) 283-8150
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Request for Quote (RFQ) **#2018-035**

Generator Install
for
Green Ridge Recreation Center

Bids Due:

February 27, 2018
By 12:00 PM
(Local Prevailing Time)

May be sent by email, fax or mail

REQUEST FOR QUOTE (RFQ) #2018-035

GENERAL INFORMATION

The County of Roanoke, Virginia, is requesting bids for the installation of a Diesel Generator for Green Ridge Recreation Center. Attached you will find the plans for the installation.

A Site Inspection will be held on February 26, 2018 at 8:00 AM (EST) to provide answers to any questions. This meeting will be held at Green Ridge Recreation Center 7415 Wood Haven Road, Roanoke, VA 24019. Offerors are not to visit the site or have conversations with personnel prior to or subsequent to this scheduled conference, please.

SUBMISSION OF THE BID

The Department of Finance, Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018 will accept your quotes. You may email your quotes to drago@roanokecountyva.gov. You may also fax your quotes to 540-561-2827. Quotes not received by the date and time listed above will be returned to the Offeror. Please reference the correspondence quote with “**RFQ #2018-035 Generator Install.**”

FOR QUESTIONS REGARDING THE QUOTE, PLEASE CONTACT:

Dawn M. Rago, Buyer
5204 Bernard Dr., SW, Suite 300F
Roanoke, VA 24018
Telephone: 540-283-8150
Fax: 540-561-2827
Email: drago@roanokecountyva.gov

SCOPE OR WORK (SOW)

The County of Roanoke is soliciting proposals from qualified firms for removal of a 100KW Natural Gas emergency generator. The 100KW generator will be replaced with a 750KW diesel generator to provide electrical power to the entire building. The work will be done in accordance with the contract documents provided within the RFQ.

Shutting down the facility for a day requires a least a month of preparing customers and staff for the change in service. Once the day is set it must be adhered to. Liquidated damages in the amount of \$7,000 per day from March-June 9 and \$15,000 per day from June 10-September 4. These charges will be assessed if the day set is changed after notice has been accepted or if an additional day is required.

The removed generator is to be delivered to another Roanoke County location that location is to be determined.

Maintaining emergency power via existing generator or temporary means should be considered a required part of the scope.

The above Scope of Work is provided for your review and consideration. Also see Attachments A, B, and C.

COOPERATIVE PROCUREMENT

The procurement of goods and/or services provided for in this Invitation for Bid is being conducted pursuant to Virginia Code, Section 2.2-4304.

Therefore, the Offeror or Bidder is advised, and by submitting a response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may in addition to the County of Roanoke, may also be extended to other public agencies or bodies in the Commonwealth of Virginia to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with Virginia Code, Section 2.2-4304.

The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

IMPORTANT NOTICE EFFECTIVE 3/14/2011 - ADDENDUMS, BIDS, RFPs, TABULATIONS AND NOTICES OF AWARD:

Effective March 14, 2011, the Purchasing Division of Finance, in conjunction with the County of Roanoke, has a new and improved website. With this new website, Purchasing has gained a new bid module which will provide more information and faster downloads for the vendors interested in doing business with the County. There is a new advanced Email/Text Message notification system where vendors can sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. The current Vendor Registration to receive notices of bids and proposals will soon be phased out completely. All vendors interested in receiving these automatic electronic notifications will need to sign up in the new “**Notify Me**” and it is their responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. The address for this new website is www.RoanokeCountyVA.gov/purchasing.

DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT
CERTIFICATION OF CONTRACTOR

Full Name of Contractor: _____

Description of Contract: _____

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

I further understand and acknowledge (1) that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, I must complete a new certification regarding such person.

Date: _____

Name of Contractor

By: _____

TITLE

PRICE FORM AND SIGNATURE PAGE
REQUEST FOR QUOTE #2018-035

BIDDERS SIGNING THE BID FORM AGREE THAT THE PRODUCT BEING BID CONFORMS TO ALL SPECIFICATIONS LISTED IN THE BID. BIDDER CERTIFIES THAT BY SUBMISSION OF THIS BID, HE HAS READ AND AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID.

DATE _____

PAYMENT TERMS NET 30

COMPANY NAME _____

ADDRESS _____ PHONE # _____

_____ FAX # _____

_____ EMAIL _____

FEIN _____ VA BUSINESS LICENSE NO. _____

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO
AUTHORIZED PER VA CODE §2.2-4311.2 _____

SIGNATURE / TITLE _____

NAME / TITLE (please print) _____

To receive consideration for award, this signature sheet must be returned to the Purchasing Division, as it shall be a part of your response.

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Attachment A- General and Supplemental Conditions

Attachment B- Green Ridge Generator IFC Drawings, 7 September 2017

Attachment C- Information for Electrical

Not to Exceed Quote \$_____