

**THE INDUSTRIAL DEVELOPMENT AUTHORITY
OF BUCHANAN COUNTY, VIRGINIA
Installation of a PVC Roof System**

INVITATION FOR BIDS

The Industrial Development Authority of Buchanan County, Virginia ("IDA") is now accepting competitive sealed bids for the Installation of a Roofing System on Southern Gap Transportation and Logistics Center located at 1190 Ovenbird Road, Grundy, VA 24614.

I. Introduction/Background:

The IDA is a political subdivision of the Commonwealth of Virginia created pursuant to the provisions of Va. Code § 4900 et seq. for the purpose of economic development and basic job creation. The IDA currently leases Southern Gap Transportation and Logistics Center to Southwest Virginia Community College which utilizes the property as an extension of its campus.

II. Scope of Work:

A) Installation of new 50 mil PVC membrane PVC color green to match as close as possible what is in place or comparable. Remove and dispose of (6) existing ridge vents eliminating them from roof system, leaving (6) existing ridge vents in place. Furnish and install sheet metal where the (6) ridge vents are removed. Furnish and install metal rain diverter on top of existing ridge vents left in place, Green in color. Furnish and install Expanded Polystyrene insulation board between raised flutes of metal panel roof system. Mechanically attach 1/2" Expanded Polystyrene insulation cover board over EPS flute filler to provide a smooth rigid roof surface. Mechanically attach single ply PVC roofing membrane, Green in color, per manufacturer's recommendations. Terminate edge detail with 1 3/4" fascia bar and

metal cover. Flash walls, pipes, curbs and other penetrations to factory specifications.
Clean up and remove project related debris.

B) Contractor is responsible for acquiring all necessary permits.

C) Install roof to comply with all applicable building codes.

D) Contractor shall complete the work or project identified herein within ninety (90) days after award of the contract.

Provide a 20- year Manufacturer's Warranty covering labor &
material with an accompanying 20- year Contractor Warranty
covering labor & limited minor third party damage.

III. Specific Terms and Conditions:

A) Potential contractors needing assistance under the Americans with Disabilities Act shall contact Kenneth Ratliff, Buchanan County, Virginia, at 276-935-6587 or Kenneth.ratliff@buchanancounty-va.gov on or before the end of business on December 1st, 2025. Every reasonable effort will be made to allow every qualified offer or to participate in the competitive process.

B) A mandatory pre-bid conference shall be held on December 2nd at 10:00 a.m. in the Board Room of the Southern Gap Transportation and Logistics Center located at 1190 Ovenbird Road, Grundy, VA 24614. This will be the only site tour provided, and all contractors must attend to be eligible to respond to this invitation to bid.

C) Questions will be accepted in writing via e-mail directed to Kenneth Ratliff at Kenneth.ratliff@buchanancounty-va.gov through the end of business on December 3rd, 2025. Written responses in the form of an addendum will be sent via

e-mail on or before December 4th, 2025, to all potential bidders who provided contact information to the IDA.

D) Responses to the bids shall be received by the IDA at its office at 4447 Slate Creek Rd., 2nd Floor, Grundy, VA 24614 before the close of business on December 11th, 2025. Bids not received by the IDA by this date and time will be deemed undelivered and not accepted. "Sealed Bid Roof Replacement" shall be noted on the outside of all submissions.

E) The successful bidder shall maintain insurance to protect itself and the IDA from claims for damages for personal injury, including death, and for damages to property which may arise from operations under this contract. Such insurance shall include worker's compensation, commercial general liability of \$1,000,000 per occurrence and \$2,000,000 annual aggregate, automobile coverage of \$1,000,000, and name the IDA as an additional insured with respect to commercial general liability.

Certificates of insurance with policy endorsements shall be required within ten (10) days of the day of the award. The certificate must contain a provision stating that the coverage will not be cancelled unless a minimum of fifteen (15) days prior written notice has been given to the IDA.

F) The bidder shall indemnify and hold harmless the IDA, its agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting from the negligence of Offeror, his agents, or employees during the performance of the contract.

G) The successful bidder shall be required to execute a written contract with the IDA.

H) The successful bidder shall not utilize any subcontractor.

I) The successful bidder shall be required to deliver to IDA an executed Payment and Performance Bonds pursuant to Va. § 2.2-4337.

J) Any bid or proposal shall include the type of roof, manufacturer's warranty, and any third-party warranty.

K) The successful bidder shall possess a Class A contractor's license qualified to perform work on a commercial building with a minimum of five years of experience, a minimum net worth of \$45,000 (or a surety bond), and the passing of both the Business and Specialty exams for a chosen specialty, such as Commercial Building Contractor (CBC).

IV. General Terms and Conditions:

A) Anti-Discrimination.

By submitting bids or proposals, bidders, offerors, or Contractors certify to IDA that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans with Disabilities Act and Section 11-51 of the Virginia Public Procurement Act, which provides:

1) During the performance of this contract, the Contractor agrees as follows:

a) The Contractor will not discriminate against any employee of applicant for employment because of race, religion, color, sex, national origin or disabilities, except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation 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 nondiscrimination 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, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

2) Paragraph reserved.

B) Ethics in Public Contracting.

By submitting a bid or proposal, bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer, or subcontractor in connection with their bid or proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit or money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C) Immigration Reform and Control Act of 1986.

By submitting a bid or proposal, bidders or offerors certify that they do not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

D) Receipt of Bids and Proposals:

To be considered, bids or proposals must be received at the location provided and within the time period specified in the Invitation for Bids (IFB). Responses received after the specified date and time shall be returned unopened.

E) Acceptance/Rejection of Bids/Proposals:

IDA reserves the right to accept or reject any or all bids or proposals or portion of any bid or proposal and to reissue said bid or proposal if deemed in the best interest of the IDA.

F) Clarification of Terms:

Prospective bidders or offerors may submit questions in writing concerning the specifications or other solicitation documents no later than seven (7) working days before the due date. Any revisions to the Invitation for Bids will be issued as an addendum.

G) Precedence of Terms:

Paragraphs A-F of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

H) Taxes:

IDA is exempt from Federal, State, and local taxes. Taxes included on any invoices will be deducted from the payment amount. Tax exempt forms will be completed for a vendor upon request.

I) Delivery:

All costs and other charges associated with the delivery of a good or non-professional service shall be included in the bid or proposal. IDA reserves the right

to cancel all or any part of a contract without obligation if delivery is not made within the time period specified in the bid or proposal document.

J) Required Signature:

All bids and proposals shall be signed with the firm name, Federal Identification number and by a representative possessing the authority to bind said firm with his/her signature. IDA may request documentation of the signer's authority.

K) Qualification of Bidders or Offerors:

IDA may make such reasonable investigations as deemed proper and necessary to determine the ability of a bidder or offeror to perform the work or supply the goods. The bidder or offeror shall furnish to IDA all such information and data for this purpose as may be requested. IDA reserves the right to inspect the bidder's or offeror's physical facilities prior to award to satisfy questions regarding the bidder's or offeror's capabilities. Further, IDA reserves the right to reject any bid or proposal if the evidence submitted by, or investigations of, such bidder or offeror fails to satisfy IDA that such bidder or offer is properly qualified to carry out the obligations of the contract and to complete the work or supply the goods.

L) Changes to the Contract:

The Director of the IDA may order changes within the general scope of the contract at any time by written notice to the Contractor. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order.

M) Payment Terms:

All approved invoices will be paid within thirty days (30) days of receipt.

N) Default:

In the case of failure to deliver goods or services in accordance with the contract terms and conditions, IDA, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to and cumulative with any other remedies IDA may have under Federal, State and local law.

O) IDA not responsible for prospective bidder's costs.

IDA shall not be responsible for the costs incurred by a prospective bidder in submitting a bid in this matter.

P) Evaluation and Award:

1) Bids will be evaluated based on the specifications set forth in this Invitation for Bids (IFB) and awarded to the lowest responsible and responsive bidder.

2) In addition to the technical specifications set forth herein, the evaluation of bids may also include life cycle costing, value analysis, inspection, testing and/or delivery.

3) The contract will be awarded or the bids rejected as soon as reasonably possible, but not later than 30 days after the date of opening bids.