

INVITATION TO BID

**RE: PURCHASE AND INSTALL FLOOR TILE FOR RUSSELL PRATER
COMMUNITY CENTER LOCATED AT 8433 LOVERS GAP ROAD,
VANSANT, VA 24656**

The Buchanan County, Va., Board of Supervisors is requesting sealed bids to purchase and install floor tile, and repair some existing flooring in kitchen areas.

BID SUBMISSION

Sealed bids will be received at the Buchanan County Office of the County Administrator on the third floor of the Buchanan County Government Center Building located at 4447 Slate Creek Road, Grundy, Virginia 24614 until 10:00 AM on Thursday, May 21, 2026. Bids not received by 10:00 AM on Thursday, May 21, 2026 will not be considered.

Sealed bids may be mailed or hand-delivered to the Attention of Robert Craig Horn, County Administrator of Buchanan County, Va. (address of County Administrator's Office, P.O. Box 950, Third Floor of the Buchanan County Government Center Building, 4447 Slate Creek Road, Grundy, Va. 24614). **ALL BIDS SHOULD BE MARKED AS A BID FOR PURCHASING AND INSTALLING FLOOR TILE FOR RUSSELL PRATER COMMUNITY CENTER. BIDS MUST BE RECEIVED ON OR BEFORE 10:00 AM ON THURSDAY MAY 21ST TO BE CONSIDERED REGARDLESS OF THE DELIVERY METHOD CHOSEN.**

MANDATORY PRE-BID CONFERENCE WILL BE HELD AT 10:00 A.M., FRIDAY MAY 8TH, 2026, AT THE SITE, TO VIEW THIS PROJECT. ONLY THOSE PRESENT AT THIS PRE-BID CONFERENCE WILL BE ABLE TO BID THIS PROJECT.

The specifications and contract terms are incorporated by reference into the scope of this Invitation to Bid. For a copy of specifications and contract terms please contact Kenneth Ratliff at 276-935-6587.

SCOPE OF SERVICES

Installation of 2" x 2" unglazed ceramic mosaic floor tile with latex modified grout in areas listed below:

1. Boys shower – approximately 450 square feet
2. Girls shower – approximately 450 square feet
3. Boys toilet – approximately 120 square feet
4. Girls toilet – approximately 160 square feet

Notes:

- a. Approximately 80 square feet of leveling will be needed.
- b. Some mud work will be required at showers
- c. Tile removal and floor prep will be done by County

Installation of 12" x 24" porcelain tile floor in lobby, lobby corridors, mop sink room, conference room and conference room toilet – approximately 1960 square feet.

Notes:

- a. Existing terrazzo floor will need to be scarified prior to the tile installation, to be done by County.
- b. Approximately 30 square feet of leveling will be needed at uneven terrazzo floor.
- c. Crack suppressor will be needed at cracks in the terrazzo floor prior to tile installation. Approximately 100 square feet.
- d. Grout to be latex modified grout.

Installation of 6" x 6" ground edge quarry tile floor with latex modified grout in kitchen approximately 80 square feet.

Notes:

- a. Some mud work will be required.
- b. Any tile removal or floor prep will be done by County.

No sub-contractors

STATEMENT OF REQUISITE QUALIFICATIONS OF BIDDERS

The successful bidder shall be properly qualified to do business in the Commonwealth of Virginia. Vendor must be licensed to do work in the Commonwealth of Virginia and have a Class B contractor's license.

COUNTY NOT LIABLE FOR PROSPECTIVE BIDDER BID COSTS

The Buchanan County, Va. Board of Supervisors will not be responsible for the costs incurred by a prospective bidder in submitting a bid in this matter. The Buchanan County Board of Supervisors reserves the right to reject all bids if it is deemed in the best interests of the County.

BID SUBMISSION QUOTES

All bids must be received on or before 10:00 a.m. Thursday May 21st, 2026.

WITHDRAWAL OF BID PROCEDURE

Any bidder claiming the right to withdraw his bid shall give notice in writing of this claim of right to withdraw his bid within two business days after the conclusion of the bid procedure. Furthermore, bid withdrawal is subject to, and limited by section 2.2-4330 of the Code of Virginia of 1950, as amended, and section 16-34 of the Buchanan County Code.

Date

Robert Craig Horn