

Notice to Bidders

SOLICITATION IFB #: SA-2614
Nottoway Tank Site Development
Project Code: 22WLRT0201, 24WLRT0201

Prince William County Service Authority d/b/a Prince William Water is accepting competitive sealed bids from qualified Contractors for the Project Title: **Nottoway Tank Site Development**. Sealed Bids will be accepted until **Monday 10:00 AM EST** on **January 12, 2026** at Prince William County Service Authority d/b/a Prince William Water at 4 County Complex Court, Woodbridge, Virginia 22192. Bids must be clearly marked on the outside of the envelope “Sealed Bid – IFB #: **SA-2614**, Title: **Nottoway Tank Site Development**. Bids will then be publicly opened and read aloud. Bids received after the specified time will not be considered.

PROJECT LOCATION:
2011 Horner Road, Woodbridge, VA 22191

GENERAL DESCRIPTION: Provide all materials, equipment, and labor necessary for the construction of Project Title. The work includes, but is not limited to, the following:

- Preconstruction Coordination / Permitting / Mobilization
- Demobilization / Project Closeout / Record Drawings
- Demolition of existing items scheduled to be removed
- Clearing and grubbing
- Erosion and Sediment controls / Soil stabilization
- Site Grading
- Concrete Pad construction
- Asphalt paving
- Curb and gutter
- Water line with water spicket
- Landscaping
- Drainage improvements, including storm sewer, and a chamber stormwater management facility.
- Demolition and installation of chain link fence and gate
- Site lighting

Bidder shall submit each bid and required accompanying documents using the blank form(s) provided in this Project Manual.

PRE-BID CONFERENCE: A Non-mandatory Pre-Bid Conference is scheduled for **Tuesday 10:00 AM EST, December 2, 2025**. The Pre-Bid Conference will be conducted via live stream tool.

Prince William Water will hold a Pre-Bid Conference using MS Teams Meeting. While attendance is not mandatory, potential Bidders are strongly encouraged to attend. Potential Bidders interested in attending the Pre-Bid Conference may download the application and join the meeting via the MS Teams application by audio, video, or both. If a Bidder plans to join the Pre-Bid Conference, the Bidder must inform the Procurement Department at Procurement@pwwater.org with the following information: vendor name, business address, and contact person. Prince William Water will provide the MS Teams link to requestors only. Upon completion of the meeting, Prince William Water will post an attendance list on Prince William Water website.

Interested Bidders and Subcontractors are strongly encouraged to attend. Pleas of ignorance of any conditions existing on the work-site, or difficulties encountered in the execution of the Work, or as a result of failure to make necessary investigations and examinations, will not be accepted as an excuse for any failure or omission on the part of any Bidder to properly fulfill the requirements set forth in the Contract Documents.

SITE VISIT:

A Non mandatory site visit for interested bidders will be held at **10:00 AM EST, Monday December 8, 2025, at 2011 Horner Road, Woodbridge, VA 22191**.

QUESTIONS DEADLINE: Questions should be submitted in written form only to Procurement Officer (Medhat Mosaad) at Procurement@pwwater.org no later than **Friday 12:00 PM EST, December 12, 2025**. The subject line of the email should read as follows: “Questions Solicitation Number-Solicitation Title.” Questions submitted after the “Questions Due Date” may not be addressed.

BID SUBMISSION: One (1) original and two (2) copies of the completed Bid shall be submitted before **Monday 10:00 AM EST, January 12, 2026** in a sealed envelope and should be addressed and delivered to:

Street Address: Prince William County Service Authority d/b/a Prince William Water
Procurement Department
Attn: Procurement Officer (Medhat Mosaad) – IFB SA 2614
4 County Complex Court
Woodbridge, VA 22192

BID OPENING: Pursuant to the competitive bidding provision of Prince William Water’s purchasing regulations and the Code of Virginia, and subject to the terms and conditions listed herein, bids will be opened, then read aloud via MS Teams immediately after close of the bid submission.

Bidders interested in attending the bid opening must contact the Procurement Department at Procurement@pwwater.org to obtain the MS Teams access information.

BID DOCUMENTS: Digital copies of the Bid documents are available for no charge and upon request by emailing the Procurement Department at Procurement@pwwater.org “Include the solicitation number and title” in the subject line of your email request.

Important Note: Neither the Owner nor the Engineer will be responsible for full or partial sets of Contract Documents, including any Addendum, obtained from any other source.

Invitation Letter

Reference: IFB #: SA-2614
Nottoway Tank Site Development

Date: 11/19/2025

Potential Bidder:

We are pleased to invite you to submit **Construction** bids for **Nottoway Tank Site Development** to: Prince William County Service Authority d/b/a Prince William Water, in accordance with the following:

1. Definitions

Definitions applicable to this solicitation document are located in the General Conditions of the Construction Contract (MODIFIED version of EJCDC), Article 1– “Definitions and Terminology”.

2. General

- A. All Bids shall be prepared and submitted by and at the cost of the Bidder, hence all costs associated with preparation and submission of the Bid shall be borne by the Bidder.
- B. Bid Form shall be typed or legibly handwritten;
 - a) Exhibit D: Lump Sum Base Bid
 - b) Exhibit E: Schedule of Unit Prices
- C. Contractor shall carry out the Work within the same time frame allowed in the approved Work Schedule. The Work shall be substantially complete in 180 days and in accordance with Article 4.02 of the Agreement.
- D. Bidder shall address inquiries, if any, in writing to: Procurement@pwwater.org by the question’s deadline stated in the “Notice to Bidders” section of this IFB.

3. Validity of Bid

The Bids shall remain valid for a period of one hundred twenty (120) days, commencing on the date of opening the bids. If the Bidder withdraws their offer before expiration of the said period, without the written authorization of the Owner, the amount of the Bid Bond will be forfeited to the Owner

4. Scope of Work

Provide all materials, equipment and labor necessary for the construction of the **Nottoway Tank Site Development**. The work includes, but is not limited to, the following:

- **Preconstruction Coordination / Permitting / Mobilization**

- Demobilization / Project Closeout / Record Drawings
- Demolition of existing items scheduled to be removed
- Clearing and grubbing
- Erosion and Sediment controls / Soil stabilization
- Site Grading
- Concrete Pad construction
- Asphalt paving
- Curb and gutter
- Water line with water spicket
- Landscaping
- Drainage improvements, including storm sewer, and a chamber stormwater management facility.
- Demolition and installation of chain link fence and gate
- Site lighting

Information to Bidders

If in person, each Bid must be submitted in a sealed envelope addressed to the Prince William County Service Authority d/b/a Prince William Water, 4 County Complex Court, Woodbridge, Virginia 22192. Each sealed envelope containing a Bid must bear on the outside the Bidder's name, address, states, Contractor's license number and the name of the project for which the Bid is submitted.

If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the attention of the Procurement Officer (Medhat Mosaad) 4 County Complex Court, Woodbridge, Virginia, 22192 and noting that a sealed Bid is enclosed. Prince William Water must receive the Bid before the date and time deadline for bid submission, and all risk of untimely receipt is on the Bidder.

All Bids must be made on the required Bid form. One (1) original and two (2) copy(ies) are required. All blank spaces for prices must be filled, in ink or typewritten, and the Bid form must be fully completed and executed when submitted.

Bidders will satisfy themselves fully as to the nature and extent of the work to be done by examining the site carefully to ascertain all conditions thereon likely to affect the conduct or cost of the work. They will become familiar with the requirements of the work by examining thoroughly the Bidding Requirements, the proposed Contract Documents, including the Drawings, Specifications and Addenda. Failure to do any of the foregoing shall in no way relieve the Bidder from any obligation with respect to his Bid or any Contract resulting from it.

Unless specifically noted all excavation is unclassified. If a Bidder decides to obtain his own subsurface data, he may at his own expense make borings or dig test pits as he deems necessary. Bidder is responsible to arrange with property owners involved for right of access to the work site. Bidder will make his own arrangements for permits to explore on public rights-of-way. Bidder shall assume full responsibility for damage to property in the conduct of his exploration, and he shall promptly fill any bore holes or test pits and restore the surface of the ground to its original contours and cover status.

The Contract Documents contain the provisions required for the construction of the Project.

Communication Requirements:

Information obtained from any officer, agent or employee of Prince William Water, or from any other person, before receipt of bids, shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract. No oral explanation regarding the meaning of the drawings and specifications shall be made and no oral instructions shall be given before the award of the Contract. Any such oral communications are invalid and not binding. Discrepancies, omissions, or doubts as to the meaning of any of the Contract Documents, including the Drawings and Specifications, should be communicated to the Engineer for interpretation. Any interpretation made will be in the form of an addendum that will be forwarded to all Bidders and each Bidder shall acknowledge its receipt on the Bid Form.

Restricted Discussions:

From the date of issuance of the IFB until Contract award, all Bidders are prohibited from discussing the IFB or any part thereof with any employee, agent, or representative of Prince William Water except as expressly authorized by Prince William Water's Procurement Officer. Prince William Water may reject your bid package for violation of this restriction.

Any negotiation, decision, or action initiated or executed by the Bidder as a result of any oral or written discussions with any Prince William Water employee or agent, except as authorized by the Procurement Department is void and will not be binding upon Prince William Water. Bidder shall only consider those communications that are in writing from Prince William Water's Procurement Department.

Bond Requirements:

Each Bid must be accompanied by a Bid Bond in favor of Prince William Water for five (5) percent of the total amount of the Bid. When the Bid prices have been compared, Prince William Water will return the bonds of all except the three lowest responsive and responsible Bidders. When the Agreement is executed, the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until valid Performance and Payment Bonds have been received and approved and the Agreement executed, after which it will be returned. A certified check may be used instead of a Bid Bond.

A Performance Bond and Labor and Materials Payment Bond, each in the amount of one hundred (100) percent of the Contract Amount, and a Warranty Period Maintenance Bond in an amount equal to ten (10) percent of the final Contract amount or \$5,000.00, whichever is greater, issued by a surety company authorized to transact business in the Commonwealth of Virginia as surety and acceptable to Prince William Water, will be required for the faithful performance of the Contract.

Attorneys-in-fact who sign bonds must file a certified and effective dated copy of their Power of Attorney with each bond.

Late Bids:

No Bid received after the date and time specified for bid submission will be considered.

Bid Withdrawal:

As provided in the Code of Virginia, any Bidder who wishes to withdraw his Bid after opening, solely due to an alleged clerical error, must give notice in writing of his claim of right to withdraw his Bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. Otherwise, no Bidder may withdraw a Bid during the time stipulated in the Bid, should the Contract not be awarded within that time. If Prince William Water determines that the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between Prince William Water and the low Bidder (which extension shall be binding upon the other Bidders).

Informalities and Irregular Bids:

Prince William Water may waive informalities or minor defects in a bid but shall reject irregular Bids and non-responsive bids as defined in Va. Code §2.2-4301. Irregular bids include but are not necessarily limited to:

- . The Bid is on a form other than that furnished by Prince William Water, or if the form is altered, or any part of it is detached, or special conditions are noted thereon.
- 1. There are unauthorized additions, conditions or alternates of any kind that may make the Bid incomplete, indefinite, ambiguous as to its meaning or otherwise unacceptable to Prince William Water.
- . The Bidder adds provisions purporting to reserve the right (1) to accept or reject any award or (2) to enter a contract pursuant to an award.
- 2. The Bid does not contain a unit price for each pay item appearing in any schedule of unit prices.
- 3. Prince William Water decides that any of the unit prices in the Bid are unbalanced to the potential detriment of Prince William Water.

Background Check:

Prince William Water may make such investigations as it deems necessary to determine the ability of the Bidder to do the work and to determine that the Bidder is a Responsible Bidder under the Commonwealth of Virginia Code § 2.2-4301, and the Bidder shall furnish to Prince William Water all such information and data for this purpose as Prince William Water may request, which may include financial statements, bank, project or other references, listing of other outstanding work and information regarding bonding or joint checking of other Subcontractors. Prince William Water reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy Prince William Water that such Bidder is qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Award will be made to the Bidder determined to be the lowest responsible and responsive Bidder by Prince William Water.

The low Bidder shall supply the detailed personnel info, names and addresses of major material suppliers and Subcontractors when requested to do so by Prince William Water or otherwise required by the Bid. If required to do so, each Bidder shall provide appropriate names, addresses, and telephone numbers, Contract number, and any other information requested concerning any city, county, state, or federal projects that they have completed within the past 12 months.

Certificates and Bonds:

The party to whom the Contract is awarded will be required to, obtain the Performance and Payment Bonds and provide required Certificates of Insurance within 30 calendar days from the date when Notice of Intent to Award is delivered to the Bidder. The Bidder shall be required to execute and return the Agreement within seven (7) calendar days of receipt from Prince William Water. In case of failure of the Bidder to execute the Agreement and provide the required certificates and bonds, Prince William Water shall, at its option, consider the Bidder in default, in

which case the Bid Bond accompanying the Bid shall become the property of Prince William Water, and Prince William Water reserves its right to pursue any legal remedy at its disposal.

Prince William Water, within twenty (20) working days of receipt of Certificates of Insurance and acceptable Performance Bond, Payment Bond and Agreement signed by the party to whom the Contract was awarded, shall have the Agreement signed and return to such party one copy thereof. Should the Agreement not be executed within such period, the Bidder may, by written notice, withdraw his signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by Prince William Water.

The Notice to Proceed shall be issued according to the Contract Documents.

Indemnification:

The Contractor will be required to indemnify and hold harmless Prince William Water, its officers and employees, from all Contract and tort claims that may arise out of or during the work of this Contract by any one directly or indirectly employed on the work.

Applicable Laws:

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the locale and execution of the project shall apply to the Contract throughout.

Contractor's Licenses:

All Bidders must possess current and valid Virginia and/or Prince William County licenses, if required under **Code of Virginia, §§ 54.1-1103 and 54.1-1115**, to be eligible for consideration. Failure to cite the license number(s) on the Bid or to have said license(s), if required, will result in a Bidder being considered nonresponsive.

Escrow Agreement:

If the amount of the Bid is \$200,000.00 or more, Bidder may exercise his option to have any funds retained by Prince William Water under the terms of the proposed Agreement placed into an escrow account, as provided in Section 2.2-4334 of the Code of Virginia, by indicating his desire to do so in the space provided on the Bid Form. If Bidder does indicate a desire to have retained funds held in escrow, he must execute the Escrow Agreement included in the bidding package and submit it to Prince William Water within fifteen days after the date of the Notice of Award. Failure to indicate a desire to have retained funds held in escrow on the Bid, or to submit an executed Escrow Agreement as required above, will preclude him from having retained funds placed into escrow.

Award:

Prince William Water intends to award the Contract to the lowest responsive and responsible Bidder based on the **Lump Sum** total base bid. Prince William Water also reserves the right to reject any or all bids, completely or in part, to waive informalities, and to delete items prior to making the award, whenever it is in the sole opinion of Prince William Water to be in its best interest.