

**TOWN OF WARRENTON, VIRGINIA**

**INVITATION FOR BID – ANNUAL SIDEWALK, CURB & GUTTER CONTRACT**

IFB NUMBER: 16-007

CLOSING DATE: April 29, 2016 AT 2:00 PM

**ALL BIDS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED**

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**One (1) original and (1) copy** of each bid, including any attachment, shall be mailed or delivered to:

**Town of Warrenton  
Purchasing Agent  
18 Court Street  
Warrenton, Virginia 20186**

All inquiries for information regarding procurement procedures, selection criteria, bid submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent  
18 Court Street  
Warrenton, VA 20186

Phone: 540-347-1102  
Fax: 540-349-2414  
e-mail: [staff@warrentonva.gov](mailto:staff@warrentonva.gov)

For technical information relating to this IFB, please contact:

John D. Ward, Superintendent of Public Works  
360 Falmouth Street  
Warrenton, VA 20186

Phone: 540-347-1858  
Fax: 540-349-8339  
e-mail: [jward@warrentonva.gov](mailto:jward@warrentonva.gov)

In compliance with this Invitation for Bid and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods and/or services in accordance with the signed bid or as mutually agreed upon by subsequent negotiations.

Name	_____	Date	_____
	PRINT OR TYPE COMPANY NAME		
Address	_____	Fax #	_____
	_____		
Submitted by	_____	Phone #	_____
Signature	_____	FEIN/SSN	_____
	PRINT OR TYPE INDIVIDUAL'S NAME		

**CERTIFICATION PAGE  
RETURN THIS PAGE WITH PROPOSAL SUBMISSION**

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The Town of Warrenton is accepting bids from qualified Class A contractors to provide and install the following (all amounts are approximate):

<b>Description</b>	<b>Approximate Quantity</b>
CG-2	150 LF
R/R CG-2	250 LF
CG-6	150 SY
R/R CG-6	150 SY
CG-12 Handicap Ramp W/ Detectable warnings	4 Each
R/R CG-12 Handicap Ramp (w/ Detectable warnings)	4 Each
R-5 Residential Concrete Entrance	3 Each
R/R R-5 Residential Concrete Entrance	1 Each
R-8 Commercial Concrete Entrance	2 Each
R/R R-8 Commercial Concrete Entrance	1 Each
Brick Sidewalk Repair	10 SY
Brick Sidewalk New Install	10 SY
R/R Drop Inlet top (3ft., 4ft., 6ft., 8ft. throat)	2 Each
CG-2 Concrete Sidewalk	100 SY
R/R CG-2 Concrete Sidewalk	150 SY
Remove concrete sidewalk/replace with Brick Sidewalk	110 SY
<b>Optional Items</b>	
Asphalt Restoration	
Undercut	

1. **The following Special Terms and Conditions shall govern this purchase:**

- a. All work shall conform to the VDOT Road and Bridge specifications, except where modified by Special Provisions, the Town Public Facilities Manual, and the Virginia Work Area Protection Manual. Any work area not conforming to Virginia Work Area Protection Manual is subject to be shut down by Engineer or Inspector.
- b. The contractor shall be responsible for keeping the sidewalks adjacent to the work area clean of debris.

- c. **All curb work requires the use of the standard curbing forms. Strips of wood or plastic will not be permitted, except for radius work.**
- d. The term “Engineer” as used in the contract refers to the Town Engineer.
- e. Generally, asphalt pavement restoration and asphalt patching to be performed by Town of Warrenton, however, Town may exercise the option to have the contractor restore the asphalt. Contractor to provide compacted 21A Select Backfill subbase. **Subbase is to be brought up to adjacent asphalt surface elevation unless otherwise specified by the Town to permit traffic flow on the excavated areas.** Contractor to saw cut, remove & dispose of asphalt a distance of 1 foot from the face of the proposed curbing.
- f. **All earth backfill and compaction adjacent to all work is the responsibility of the contractor. Contractor is also responsible for fine grading and seeding (within 7 days) disturbed areas not to receive pavement. Disturbed areas will have a smooth transition to surrounding areas. Top three inches of soil to be free of rocks, gravel and debris for seeded area. All signs and mailboxes are to be replaced at contractor’s expense.**
- g. Excavated material must **be loaded at the time of excavation** and transported off site for disposal. Disposal is the responsibility of the contractor. Any necessary backfill is the responsibility of contractor.
- h. Existing roof drains encountered must be accommodated/replaced with PVC of the same or larger diameter to maintain positive drainage In concrete walks or use downspout covers in brick walks.
- i. **All work comes with a one year warranty. All concrete sidewalk or curbing that cracks or is unsatisfactory to the Town Engineer within one year of placement will be replaced at no cost to the Town.**
- j. All driveway entrances shall be replaced using the same dimensions as removed. The unit price quoted for driveway entrances will be used for all entrances, regardless of size. **All concrete driveway entrances are to be High Early strength concrete.**
- k. Contractor will be required to schedule with the Town and the property owner the removal and replacement of their driveway entrance.
- l. In addition to Section 404.00, **only clear curing compound is to be used.**
- m. By mutual agreement between the Town and the successful bidder, the contract may be extended for 2 additional years at the same unit prices or may be increased based on fuel or concrete indexes.

- n. This is a firm fixed unit price contract with all unit prices guaranteed for the full fiscal year. **The quantities specified are estimates and used for bidding purposes only, the contractor will be paid for the actual amount of work performed.**
  - o. The Town reserves the right to decrease or increase the quantities on the contract. Adjustment of contract unit prices will not be considered for overruns up to 200 percent of the contract.
- 2. The General Terms & Conditions - Construction Projects, attached as **Exhibit B**, shall apply to this purchase.
  - 3. Any person submitting a bid for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, will be required to submit **as part of their bid**:
    - a. Satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number;
    - b. A written, sworn statement (notarized) that the person's license is in good standing and not subject to licensure as a contractor, subcontractor or owner/developer pursuant to Sec. 54.1-1100 of the Code of Virginia, 1950, as amended; attached as **Exhibit C**.
  - 4. The specifications for FY 2017 Sidewalk, Curb and Gutter are attached as **Exhibit A**.
  - 5. The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured **and, if requested** a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project/location or the general aggregate shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

- c. Workers' Compensation and Employers Liability: Worker's Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability limits of \$1,000,000 per accident.
6. All bids must be placed on the enclosed Bid Sheet, attached as **Exhibit D**, to be considered responsive.
7. **Payment terms are net, 30 days from date of acceptance by the Public Works Department.**
8. The successful contractor may be required to enter into a formal contract with the Town of Warrenton, a sample of which is available for inspection.
9. All bids shall be accompanied by a 5 (five) percent bid bond for the total amount of base bid.
10. Performance and payment bonds with a value of 100% of the contract amount will be required of the successful contractor prior to commencing work.

**ALL BIDS MUST BE SIGNED AND SEALED IN AN ENVELOPE PLAINLY MARKED ON THE OUTSIDE, "SEALED BID – IFB 16-007: ANNUAL SIDEWALK, CURB AND GUTTER CONTRACT TO BE OPENED ON APRIL 29, 2016 AT 2:00 PM", AND SHALL BE FORWARDED TO THE PURCHASING AGENT.**

Bids shall be opened and read aloud by the Purchasing Agent at the appointed hour and date and such of the bidders or members of the public as choose to attend.

The Town reserves the right to reject any and all bids and waive all informalities. In the event the Town Manager chooses to reject all bids, the Town will re-advertise or make the purchase on the open market. The Town, through its duly adopted policies, may reject any or all bids.

The Town of Warrenton does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior requests.

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## GENERAL NOTES

This project is to be constructed in accordance with the latest version of the Virginia Department of Transportation Road and Bridge Specifications and Road and Bridge Standards as amended by contract provisions and these plans. All work shall be performed in accordance with the Town's Public Facilities Manual.

The Contractor shall notify the Town in advance of commencing work thereon, and in the event of the necessity of disrupting utility or other services, he shall notify the appropriate official in charge of such utility or other services and arrange for the disruption and restoration of such service in a manner which will result in a minimum of inconvenience to the parties concerned. Notification should be given at least 48 hours in advance of any utility disruption.

Underground utility locations are approximate. The contractor shall field verify the vertical and horizontal locations of all existing utilities prior to any excavation. Differences shall be reported to the Town immediately.

The work area shall be kept clean at all times and all materials and debris not intended for work shall be promptly removed. Broom clean the surface of all paved areas immediately after backfilling operations. Areas outside the construction site must be kept clean at all times.

Care must be given to preserve any property pins not directly in conflict with the construction. It shall be the contractor's responsibility to reset any property pins disturbed during construction.

**All payment items include all necessary traffic controls and signage, for both pedestrian and vehicular traffic, to comply with the current Virginia Work Area Manual.**

**All construction to have a one-year warranty. All concrete that cracks, or is otherwise unsatisfactory to the Town Engineer, in the first year will be removed and replaced at the contractor's expense. Curbing will be replaced in ten foot joints and sidewalk in four foot square panels.**

**All demolition material must be loaded directly, no demolition material will be placed on the roadway or adjacent grass areas at any time. The contractor is responsible for hauling and disposal of all demolition and excess materials.**

**Backfilling, fine grading and reseeding are included in all curbing or sidewalk payment items.**

The quantities listed on the bid sheet are estimates, and should be treated as such. All bid prices are good for at least 200% increase of actual quantities over the estimated bid quantities listed on the bid sheet. Renegotiation of bid prices will not occur unless the actual

quantities exceed a 200% increase over the estimated quantities.

**END OF SECTION**

## **SECTION 010**

### **DEFINITIONS**

1. **Contract Time Limit** - The calendar date specified for completion of the work described in the contract, including authorized extensions.
2. **Contractor** - Any individual, partnership, corporation, or joint venture that contracts with the Town to perform work.
3. **Engineer** - Either the Director Public Works or Director Public Utilities for the Town of Warrenton.
4. **Inspector** - The Engineer's authorized representative who is assigned to make detailed inspections of the quality and quantity of the work and its conformance to the provisions of the contract.
5. **PFM** - The current edition of the Town's Public Facilities Manual (PFM) with all revisions to date of project advertisement.
6. **Town** - Town of Warrenton

### **END OF SECTION**

## ***SECTION 050***

### **SUMMARY OF WORK**

#### **PART 1 GENERAL**

##### **1.01 WORK UNDER THIS CONTRACT**

- A. The work covered under this contract comprises the furnishing of all labor, materials, equipment, tools and services and the installation and construction of all items, and the performance of all work necessary to complete the work shown or called for on the Drawings and/or specified in these Specifications.
- B. The Work in this Contract shall consist of all excavation, backfill, pipe/box culvert installation, grading, restoration and erosion control items shown on the plans and specified in these specifications.
- C. Town of Warrenton shall supply the Contractor with six (6) sets of approved plans and specifications and copies of approved Town standard specifications.

**PART 2 PRODUCTS**

All products incorporated into the work area to be new, unused, and first quality unless otherwise specifically noted.

**PART 3 EXECUTION**

- A. All work is to be performed in a workmanlike manner by properly trained and qualified personnel under supervision of the contractor's representative.
- B. All roadway work shall be performed in accordance with the latest copy of the Virginia Department of Transportation Road and Bridge Specifications and Standard Details.
- C. Contractor shall coordinate excavation of borrow material with owner or owners representative.

**END OF SECTION**

**SECTION 100**

**CONTRACT COMPLETION**

**PART 1 GENERAL**

- 1.01** The period of performance is to be determined before the work is scheduled.

**END OF SECTION**

**SECTION 101**

**REGULATORY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 REGULATORY COMPLIANCE**

It is consistent with the intent of these Specifications to describe those performance standards,

often broad and general in nature, required to provide a complete and operating system. It shall be the responsibility of the Contractor to familiarize himself fully regarding the detailed needs and requirements of any and all regulatory agencies having jurisdiction over this work. These detailed needs and requirements should be accommodated, as part of the Work, in every manner just as if they were prescribed in these Contract Documents.

## **1.02 REQUIREMENTS INCLUDED**

Provide required personnel, equipment, and materials, to construct project according to applicable codes.

## **1.03 APPLICATION CODES AND STANDARDS**

As a minimum standard of quality and workmanship, construction is to comply with the latest edition of the following codes and standards insofar as they are applicable:

1. Department of Health, Commonwealth of Virginia, "Waterworks Regulations", and Sewerage Regulations.
2. Virginia Erosion and Sediment Control Handbook.
3. Virginia Department of Transportation, "Road and Bridge Specifications."
4. American Water Works Association Standards.
5. American Concrete Institute Standards (ACI).
6. American Society for Testing Materials (ASTM).
7. American Welding Society (AWS).
8. National Electric Code (NEC).
9. Underwriter's Laboratories (UL).
10. Town of Warrenton, Public Facilities Manual (PFM).
11. Virginia Occupational Safety and Health Administration (VOSHA).

The above codes and standards are hereinafter referred to as "Reference Specifications."

## **END OF SECTION**

## **SECTION 102**

### **LINES AND GRADES**

#### **PART 1 GENERAL**

- A. All elevations indicated or specified refer to USGS datum. Control benchmarks are at the elevation and in the location as shown on the Plans.
- B. The Engineer will establish base lines, control points, and benchmarks, and will establish other pertinent monuments at the site of the work. From these established

lines and bench marks, the Contractor shall run all lines and levels, furnish, set and drive grade stakes, and do all other work necessary to lay out his work in accordance with the dimensions and elevations shown on the Plans.

- C. The Contractor shall employ properly qualified personnel to perform the work herein described. The Contractor shall also furnish and set all template and batter boards necessary. The Contractor will be held responsible for the preservation of all stakes and marks established by the Engineer, and if any of the stakes and marks is carelessly or willfully disturbed, the cost of replacing them shall be charged against the Contractor.

## **END OF SECTION**

### **SECTION 103**

#### **APPLICATION FOR PAYMENT**

##### **PART 1 GENERAL**

###### **1.01 REQUIREMENTS INCLUDED**

Contractor shall submit Applications for Payment to Owner by the first day of the month. Applications will be made on standard forms provided by the Owner, which shall be the bid form unless otherwise specified. All applications must show complete schedule of values and percentage of work completed to date. Applications for Payment will not be processed without the following:

- A. Supporting data for percent completion; i.e. all submittals and reports up to date.
- B. Establishment and maintenance of erosion and sediment control measures in accordance with these specifications.

Retainage will be 5% of gross amount due until Final Completion unless otherwise specified in the Agreement.

In the event the contractor falls behind in work performance by more than 10%, the retainage shall be increased to 50% of the gross amount due.

Actual work progress shall be measured based on the dollar amount of work complete divided by the daily dollar value for the job. This figure shall be compared to the actual number of calendar days used.

## **END OF SECTION**

## **SECTION 104**

### **CHANGE ORDER PROCEDURES**

#### **PART 1      GENERAL**

##### **1.01 REQUIREMENTS INCLUDED**

Promptly implement change order procedures. Provide full written data required to evaluate changes to Engineer and Owner. Any claim or change order submitted by the contractor shall be subject to the pre-notification requirements in Section 105.16 of the VDOT Road and Bridge Specifications, except the "Town" shall be in lieu of the Department and the Town Manager will act in place of the Commissioner.

##### **1.02 RELATED REQUIREMENTS**

- A.    Agreement
- B.    General Conditions
- C.    Section 103; Application for Payment
- D.    Section 107; Construction Schedule
- E.    Section 110; Definition of Payment Items

##### **1.03 PRELIMINARY PROCEDURES**

- A.    Owner or Engineer may initiate changes by submitting a Proposal Request to Contractor. Request will include:
  - 1.    Detailed description of the Change, Products, and location of the Change in the Project.
  - 2.    Supplementary or revised Drawings and Specifications.
  - 3.    The projected time span for making the change.
  - 4.    A specific period of time during which the requested price will be considered valid.
  - 5.    Such request is for information only, and is not an instruction to execute the changes, nor to stop work in progress.
- B.    Contractor may initiate changes by submitting a written notice to Engineer,

containing:

1. Description of the proposed changes.
2. Statement of the reason for making the changes.
3. Statement of the effect on the Contract Sum and the Contract Time.
4. Statement of the effect on the Work of separate Contractors.
5. Documentation supporting any change in Contract Sum or Contract Time, as appropriate.

#### **1.04 CONSTRUCTION CHANGE AUTHORIZATION**

- A. In lieu of Proposal Request, Engineer may issue a Construction Change Authorization for Contractor to proceed with a change for subsequent inclusion in a Change Order.
- B. Authorization will describe changes in the Work, both additions and deletions, with attachments of revised Contract Documents to define details of the change, and will designate the method of determining any change in the Contract Sum and any change in Contract Time.
- C. Owner and Engineer will sign and date the Construction Change Authorization as authorization for the contractor to proceed with the changes.
- D. Contractor may sign and date the Construction Change Authorization to indicate agreement with the terms therein.

#### **1.05 DOCUMENTATION OF PROPOSALS AND CLAIMS**

- A. Support each quotation for a lump-sum proposal, and for each unit price which has not previously been established, with sufficient substantiating data to allow Engineer to evaluate the quotation.
- B. On request, provide additional data to support time and cost computation:
  1. Labor required
  2. Equipment required
  3. Products required
    - (a) Recommended source of purchase and unit cost.
    - (b) Quantities required.

4. Taxes, insurance, and bonds.
5. Credit for work deleted from Contract, similarly documented.
6. Overhead and profit.
7. Justification for any change in Contract Time.

#### **1.06 PREPARATION OF CHANGE ORDERS**

- A. Engineer will prepare each Change Order.
- B. Form: Change Order
- C. Change Order will describe changes in the Work, both additions and deletions, with attachments of revised Contract Documents to define details of the change.
- D. Change Order will provide an accounting of the adjustment in the Contract Sum and in the Contract Time.

#### **1.07 LUMP-SUM/FIXED PRICE CHANGE ORDER**

- A. Content of Change Orders will be based on, either:
  1. Engineer's Proposal Request and Contractor's responsive proposal as mutually agreed between Owner and Contractor.
  2. Contractor's proposal for a change, as recommended by Engineer.
- B. Owner and Engineer will sign and date the Change Order as authorization for the Contractor to proceed with the changes.
- C. Contractor will sign and date the Change Order to indicate agreement with the terms therein.

#### **1.08 CORRELATION WITH CONTRACTOR'S SUBMITTALS**

- A. Periodically revise Schedule of Values and Request for Payment forms to record each change as a separate item of Work, and to record the adjusted Contract Sum.
- B. Periodically revise the Construction Schedule to reflect each change in Contract Time.

1. Revise sub-schedules to show changes for other items of work affected by the changes.
- C. Upon completion of work under a Change Order, enter pertinent changes in Record Documents.

**END OF SECTION**

**SECTION 105**

**PRECONSTRUCTION CONFERENCE**

**PART 1 GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. Contractor's representative shall attend the preconstruction conference and present the following information for acceptance by the Owner and Engineer:
  1. Construction Schedules
- B. Conference will be held at the Town's Public Works facility after the agreement has been executed, but before the Notice to Proceed is issued.

**1.02 RELATED REQUIREMENTS**

- A. Section 107; Construction Schedules
- B. Section 110; Definition of Payment Items

**END OF SECTION**

**SECTION 106**

## **PROGRESS MEETINGS**

### **PART 1 GENERAL**

As a general rule, progress meetings will not be held. If, however, progress is not made as scheduled or if Owner or Engineer desires to discuss revised progress schedules or quality of workmanship or other aspects of concern, a progress meeting may be called. Contractor will be required to submit weekly written schedules outlining activities for the upcoming week on Friday of each week. Weekly schedules are to be submitted to the Project Inspector.

### **END OF SECTION**

## **SECTION 107**

### **CONSTRUCTION SCHEDULES**

#### **PART 1 GENERAL**

##### **1.01 REQUIREMENTS INCLUDED**

- A. Prior to the issuance of the Notice to Proceed, Contractor shall submit to Owner and Engineer a proposed construction schedule that will conform to contract completion time frames.
- B. Construction schedule shall be in a form which will clearly show the proposed degree of completeness of each aspect of the construction throughout the life of the contract. Bar graphs and/or PERT diagrams are acceptable forms.
- C. Owner and Engineer will review schedule. Final construction schedule may be revised and accepted by all parties during the Preconstruction Conference.

##### **1.02 RELATED REQUIREMENTS**

- A. Section 105; Preconstruction Conference
- B. Section 106; Progress Meetings

### **END OF SECTION**

## **SECTION 108**

## **SHOP DRAWINGS, PRODUCT DATA**

### **PART 1 GENERAL**

#### **1.01 REQUIREMENTS INCLUDED**

- A. Contractor shall submit for the approval of the Engineer, prior to start of construction, details or shop drawings, and manufacturer's specifications of all materials and equipment he intends to furnish under this Contract.
- B. Equipment shall not be fabricated until shop drawings have been approved.
- C. All shop drawings shall be checked, stamped, signed, and dated by the Contractor before submission to the Engineer. Accompany with certificate, signed by Supplier and Contractor, stating that products comply with the requirements of these Specifications.
- D. Contractor shall submit two (2) copies more than the number which he wishes to have returned from Engineer.
- E. Engineer's approval of Contractor's shop drawings will be general and shall not relieve the Contractor from the responsibility for adherence to the Contract, nor shall it relieve him of the responsibility for any error which may exist. Where such errors or omissions are discovered later, they shall be made good by the Contractor irrespective of any approval by the Engineer.

**END OF SECTION**

### **SECTION 109**

#### **RELEASES**

### **PART 1 GENERAL**

For work on Right(s)-of-way and in temporary and permanent easements, the contractor shall furnish a release from governing authority or property owner prior to completion and final payment.

**END OF SECTION**

## SECTION 110

### DEFINITION OF PAYMENT ITEMS

#### PART 1 GENERAL

##### 1.01 THE DEFINITIONS OF ITEMS AND BASIS OF PAYMENT ARE AS FOLLOWS:

**All payment items to include any incidental traffic controls to maintain construction site as per the current Virginia Work Area Manual for pedestrian and vehicular traffic.**

**1. CG-2 Curbing**

Price per linear foot for the placement of VDOT Standard CG-2 curbing. Price includes all saw cutting, clearing, grubbing, removal and disposal of existing asphalt, subgrade preparation, backfilling, seeding, and mulching. Price to include installation of eighteen inch (18") tall curbing minimum. No curbing will be accepted if there are cracks, honeycomb, crooked, not to specified dimensions, or improperly finished. Price to include backfilling and reseeding all disturbed areas up to the sidewalk with clean backfill to have no rocks or dirt clods in the top three inches. Price to include all materials, labor, and equipment.

**2. Remove/Replace CG-2 Curbing**

Price per linear foot for the removal of existing curbing and installation of CG-2 Curbing specified above. Price includes all definitions for CG-2 curbing above and also the demolition, removal, and disposal of the existing curbing. Price to include all materials, labor, and equipment.

**3. CG-6 Curb and Gutter**

Price per linear foot for the placement of VDOT Standard CG-6 curb and gutter. Price includes all saw cutting, clearing, grubbing, excavation and disposal of existing asphalt, subgrade preparation, four inches(4") of compacted 21A bedding, installation of curbing, backfilling, seeding, and mulching. Price to include removal and disposal of all materials necessary to install new curbing. No curbing will be accepted if there are cracks, honeycomb, crooked, not to specified dimensions, or improperly finished. Price to include backfilling and reseeding all disturbed areas up to the sidewalk with clean backfill to have no rocks or dirt clods in the top three inches. Price to include all materials, labor, and equipment.

**4. Remove/Replace CG-6 Curb and Gutter**

Price per linear foot for the removal of existing curbing and installation of CG-6 Curb and Gutter specified above. Price includes all definitions for CG-6 Curb and gutter above and also the demolition, removal, and disposal of existing curbing. Price to include all materials, labor, and equipment.

**5. Concrete Sidewalk**

Price per square yard for installation of four-inch thick concrete sidewalk. Concrete is to be a minimum of 3000 psi. Price includes all clearing, grubbing, subgrade preparation, four inches of compacted 21A Select backfill, and a minimum of four inches of 3000 psi concrete, backfilling, seeding, and mulching. Sidewalk to be four-foot wide, except where noted by the Engineer. No sidewalk will be accepted if there are cracks, honeycomb, crooked edges, not to specified dimensions, or improperly finished. Price to include backfilling and reseeding all disturbed areas up to the sidewalk with clean backfill to have no rocks or dirt clods in the top three inches. Sidewalk is to have expansion joint every fifty feet and no expansion joint between the sidewalk and curbing. Price includes all materials, labor, and equipment.

**6. Remove/Replace Concrete Sidewalk**

Price per square yard for removal and disposal of existing sidewalk and installation of four-inch thick 3000 psi concrete sidewalk specified above. Price includes all Concrete Sidewalk definitions above and also the demolition, removal, and disposal of the existing sidewalk. Price includes all materials, labor, and equipment.

**7. Residential Driveway Entrance R-5**

Price per each to install a monolithically poured residential six-inch thick Standard Concrete Residential Driveway Entrance R-5 as per Town PFM. Price to include all clearing, removal and disposal of existing entrance, excavation, subgrade preparation, backfill, installation of concrete as per the PFM, backfilling, seeding, and mulching. All entrances to be poured with High Early Strength concrete with a strength no less than 3000 psi. Price to include grading the driveway for smooth tie in with the entrance and the roadway. Entrances to be a maximum of twenty-feet (20') wide on the driveway end. Price to include backfilling and reseeding all disturbed areas with clean backfill to have no rocks or dirt clods in the top three inches. Price includes all materials, labor and equipment.

**8. Remove/Replace Residential Driveway Entrance R-5**

Price per each to remove and dispose of an existing R-5 Entrance and installation of a monolithically poured residential six-inch thick Standard Concrete Residential Driveway Entrance R-5 as per Town PFM. Price to include all Residential Entrance definitions above and demolition, removal, and disposal of existing entrance. Price includes all materials, labor and equipment.

**9. Commercial Driveway Entrance R-8**

Price per each to install a monolithically poured commercial eight-inch thick Standard Concrete Commercial Driveway Entrance R-8 as per Town PFM. Price to include all clearing, excavation, subgrade preparation, backfill, installation of a minimum 3000 psi high early strength concrete, backfilling, seeding, and mulching. All entrances to be poured with High Early concrete with a strength no less than 3000 psi. Price to include grading the driveway for a smooth tie in with the entrance and the roadway. Entrances to be a maximum of forty-foot (40') wide on the driveway end. Price to include backfilling and reseeding all disturbed areas with clean backfill to have no rocks or dirt clods in the top three inches. Price includes all materials, labor and equipment.

**10. Remove/Replace Commercial Driveway Entrance R-8**

Price per each to remove and dispose of an existing R-8 Commercial Entrance and installation of a monolithically poured commercial eight-inch thick Standard Concrete Commercial Driveway Entrance R-8 as per Town PFM. Price to include all Commercial Entrance R-8 definitions above and demolition, removal, and disposal of existing entrance. Price includes all materials, labor and equipment.

**11. CG-12 Handicap Ramp**

Price per each for the installation of the most current version of VDOT standard CG-12 Handicap Ramp with truncated domes per VDOT specifications. Price includes all clearing, excavation, subgrade preparation, concrete placement and finishing, backfilling, seeding, and mulching. **Price to include all curbing along the front and/or back of the ramp section. Price to include two eight-foot long #4 bars bent with radius and placed in the curbing portion of the ramp.** Price to include backfilling and reseeding all disturbed areas with clean backfill to have no rocks or dirt clods in the top three inches. Price includes all material, bedding, labor, and equipment.

**12. Remove/Replace Handicap Ramp CG-12**

Price per each for the removal and replacement of VDOT Standard CG-12 Handicap Ramp with truncated domes per VDOT specifications. Price includes all CG-12 Handicap Ramp definitions above and the demolition, removal, disposal of the existing ramp. Price includes all material, labor, and equipment.

**13. Brick Sidewalk Repair**

Price per square yard for Brick Sidewalk Repair. Price to include removing existing bricks, excavation of and compaction of existing base material, addition of compacted base material where necessary, and installation of the original bricks where possible. Price to include compacting of existing base or adding compacted 21A Select backfill

as necessary, installation of filter fabric as necessary, additional brick as necessary. Price to include wet saw-cutting bricks, so no dust is produced, and so that no joints are greater than ¼ inch, and sand-sweeping the brick repair area once replaced. Price to include new bricks as required. All repairs to have a one year warranty from displacement or differential settling. Price to include all materials, labor, and equipment.

**14. Brick Sidewalk**

Price per square yard for installation of brick sidewalk. Price includes all clearing, grubbing, excavation, subgrade preparation, filter fabric, 4” of compacted select backfill material 21A, 1” sand leveling course, bricks placed hand tight and sandswept. Price to include placement of a one foot deep one foot wide 3000 psi concrete footer adjacent to all buildings. The soldier course of brick along the building shall be placed in the top of the wet concrete footer. Bricks to be wet saw cut when necessary so that no joints are greater than one quarter of an inch. Sand to be left on newly installed brick for five days and then reswept to fill any voids not filled when bricks are first installed. Patterns as per the plans, or chosen by the Engineer from the following list: Herringbone, Basket Weave, and Running Bond. Filter Fabric to be Amoco 2002 geosynthetic drainage fabric, or equal. Bricks are to be General Shale Flashed Range Red (Modular), #37-50-701, 2 ¼ “x 3 5/8” x 7 5/8”, or equal. Price includes all materials, labor, and equipment.

**15. Remove/Replace Drop Inlet Top**

Price each to remove and dispose of an existing 6 foot wide drop inlet top and install a new inlet of the same size in the same location. Price to include all demolition, excavation, backfill, and disposal of unsuitable material, and proper installation of VDOT Standard Drop Inlet Top (DI-3) with a six foot throat. Price to include all work and materials necessary to adjust the inlet to the curb and pavement elevation. Price to include all equipment, labor, and materials.

**Optional Bid Items**

**16. Asphalt Restoration**

Price per square yard for the restoration of pavement for Class “A” restoration. Price to include excavation, subgrade preparation, tack, 8” of compacted 21A Select Backfill, and 2” of compacted BM-25.0 base course bituminous concrete, and 1½ inches of compacted SM-9.5A top course bituminous concrete, or match existing pavement design. Price includes all equipment, labor, and materials.

**17. Undercut**

Price per cubic yard, measured in ground for installing and compacting 21A Select Backfill Undercut. Price to include all clearing, grubbing, excavation, disposal of

unsuitable material, placement, and compaction of suitable material. Payment is based on the amount of unsuitable material removed measured in ground. Price includes all materials, labor, and equipment. **This item to have prior approval by the Engineer and measured by a Town representative or no payment will be made.**

## **END OF SECTION**

### **SECTION 111**

#### **CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**

##### **PART 1 GENERAL**

##### **1.01 PROTECTION AND SAFETY**

- A. Protect bench marks and existing structures, property corners, roads, and paving against damage from equipment and vehicular or foot traffic.
- B. Cease operations and notify Engineer immediately if safety of adjacent structure(s) appears to be endangered. Do not resume operations until safety is restored.
- C. Prevent movement, settlement or collapse of adjacent services, structures, trees, and etc. Assume liability for such movement, settlement, or collapse. Promptly repair damage at no cost to the owner.
- D. Provide, erect and maintain barricades, lighting and/or guardrails as required to protect the general public, workers, and adjoining property.
- E. Protect excavations by shoring, bracing, sheet piling, underpinning, or other methods, as required to prevent cave-ins or loose dirt from falling into excavations.
- F. Notify Engineer of unexpected sub-surface conditions and discontinue work in area until Engineer provides notification to resume work.
- G. Protect bottom of excavations and soil around and beneath foundations from frost.
- H. Insure all required environmental protection devices and procedures are in place, properly maintained, and operational.

**END OF SECTION**

**SECTION 112**

**TRAFFIC REGULATION**

**PART 1 GENERAL**

- A. Traffic will be maintained at all times when possible.
- B. Do not close or obstruct roadways without prior permission/coordination.
- C. Work shall be performed in compliance with the current version of the Virginia Work Area Protection Manual.
- D. Access to the local residents' property and businesses must be maintained at all times.**
- E. Conduct operations with minimum interference to public roadways.
- F. Maintain designated temporary roadways and detours for vehicular traffic.

**END OF SECTION**

**SECTION 113**

**CONTRACT CLOSEOUT**

**PART 1 GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. Procedures:
  - 1. Upon suspected completion of project, submit to Engineer Application for Final Payment.
  - 2. Final Inspection meeting will be held at the site to determine completeness.
  - 3. A final "punch list" of items to be completed will be prepared by Owner, Engineer, and Contractor at this meeting.

4. Complete items on punch list and notify Engineer of completeness.
5. Owner's payment of final application shall terminate the Contract except as provided for bonds and warranties for the guarantee period.

**END OF SECTION**

## **SECTION 114**

### **CLEANING**

#### **PART 1 GENERAL**

##### **1.01 REQUIREMENTS INCLUDED**

- A. Daily, at the minimum, clean the premises of accumulated construction debris. All streets including the surrounding side streets must be kept clean of mud and trackings from vehicles. Loose gravel and dust must be removed from the street.
- B. Prior to final completion, thoroughly remove from premises any debris remaining from construction activities, and properly dispose. Leave premises in a clean, neat, orderly and safe condition.

**END OF SECTION**

## **SECTION 116 SITWORK PROCEDURES**

#### **PART 1 GENERAL**

##### **1.01 DESCRIPTION**

General instructions for sitework.

##### **1.02 SCOPE**

Sitework shall include site preparation, earthwork, site improvements, and paving/surfacing.

##### **1.03 QUALITY ASSURANCE**

- A. Prior to beginning work, become thoroughly familiar with site conditions and all sections of the Division.
- B. Thoroughly coordinate all sections of this Division.
- C. Comply with all pertinent codes and regulations.
- D. Perform all required tests in accordance with section requirements.

##### **1.04 SUBMITTALS**

- A. Shop drawings, product data.
- B. Releases.
- C. Disinfection and bacteriological reports.
- D. Pressure test logs.
- E. Project Record Documents.
- F. Operating and maintenance data.

### **1.05 PERMITS**

Obtain required permits from appropriate authorities before sitework begins.

### **1.06 DUST CONTROL**

- A. Use all means necessary to control dust on and near the Work, and on and near all off-site borrow areas, if such dust is caused by the Contractor's operations during performance of the work, or if resulting from the conditions in which the contractor leaves the site.
- B. Thoroughly moisten all surfaces as required to prevent dust from being a nuisance to the public, neighbors, and concurrent performance of other work on the site.

### **1.07 MAINTAINING TRAFFIC**

- A. Do not close or obstruct roadways without permits.
- B. Conduct operations with minimum interference to public or private roadways.
- C. Maintain designated temporary roadways, and detours for vehicular traffic.

## **PART 2 PRODUCTS**

In accordance with the provisions of the following sections.

## **PART 3 EXECUTION**

### **3.01 SITE INSPECTION**

Prior to all work of this division, carefully inspect the entire site and all objects designated to be removed and to be preserved.

### **3.02 CLARIFICATION**

The drawings do not propose to show all objects existing on the site. Before commencing any work in this Division, verify with the Engineer all objects not clearly identified to be removed or to be preserved and any discrepancies not fully resolved.

### **3.03 PRIOR CONDITIONS INSPECTIONS**

- A. Prior to all work of this division, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where installation may commence in accordance with the original design, all pertinent codes and regulations, and all applicable portions of the reference standards.
- B. In the event of discrepancy, immediately notify the Engineer and do not proceed with installation in non-conforming areas until all identified discrepancies have been fully resolved.

### **3.04 PROTECTION AND SAFETY**

Verify all required protection devices are in place and operational.

### **3.05 PREPARATION AND LAYOUT**

- A. Establish extent of sitework by area and elevations; designate and identify datum elevation.
- B. Set required lines and levels.
- C. Maintain bench marks, monuments and other reference points.

### **3.06 PROCEDURE**

Provide sitework in accordance with lines and levels required for construction of the Work, including space for forms, bracing and shoring, foundation drainage systems, applying damp-proofing and waterproofing, and to permit inspection.

### **3.07 EXCESS WATER CONTROL**

- A. Do not place, spread, or roll fill material during unfavorable weather conditions. Do not resume operations until moisture content and fill density are satisfactory.
- B. Provide berms or channels to prevent run-off into subgrade; promptly remove all water collecting in depressions.
- C. Provide and maintain at all times during construction, ample means and devices with which to promptly remove and dispose of all water from every source entering the excavations. Dewater by means, which will ensure dry excavations and the preservation of the final lines and grades of bottoms of

excavations.

### **3.08 SURPLUS MATERIALS**

- A. Remove surplus backfill materials from site, or as otherwise directed by Owner.
- B. Leave stockpile areas completely free of all excess fill materials.

### **3.09 REMOVAL OF DEBRIS**

- A. Promptly remove cleared and construction debris from site.
- B. Obtain permission, as required, from applicable regulatory authority for disposal of debris at waste disposal site.
- C. Remove surplus equipment and tools from the site.

**END OF SECTION**

## **SECTION 117**

### **EROSION AND SEDIMENT CONTROL**

#### **PART 1 GENERAL**

##### **1.01 SCOPE**

Permanent vegetation, temporary vegetation, mulching, and conservation structures.

##### **1.02 RELATED REQUIREMENTS**

- A. Section 116; Sitework Procedures
- B. Virginia Erosion and Sediment Control Handbook, Latest Edition
- C. Town of Warrenton Erosion & Sediment Control Ordinance.

#### **PART 2 PRODUCTS**

In accordance with the Virginia Erosion and Sediment Control Handbook and as selected by the Contractor, subject to the approval of the Engineer.

#### **PART 3 EXECUTION**

##### **3.01 GENERAL**

- A. Comply with the "Virginia Erosion and Sediment Control Handbook" by the Virginia Soil and Water Conservation Commission to prevent sediment from entering storm sewers and drainage ways.
- B. All applicable erosion and siltation control measures shall be taken prior to grading.
- C. No more than 60 feet of trench shall be open at any one time unless prior coordinated/approved.
- D. Any disturbed area, not paved, sodded or built upon by November 15 is to be seeded on that date with oats, Abruzzi rye, or equivalent and mulched with hay or straw.
- E. Synthetic filter fabric fencing shall be used for sediment control when the water line or land disturbing activities are within 25 feet of a live creek or stream.
- F. No excavated material shall be placed in streambeds.
- G. Inspect all erosion and sediment control devices at the close of each work day and after each rain storm. Make any necessary repairs or cleanup to maintain the effectiveness of the device immediately.
- H. Protect graded areas from the action of the elements. Settlement or other damage that occurs prior to acceptance of the work shall be repaired and grades satisfactorily reestablished.
- I. Upon completion of construction work and after spoil and debris have been removed, regrade any areas disturbed by operations.
- J. No disturbed area will be denuded for more than 30 calendar days after the completion of grading. Those areas which are used for access to or from the actual construction site may remain in a denuded form so long as erosion control is properly provided to insure that there is no erosion run-off which could traverse across or out of the existing easement, which is provided to the Contractor.
- K. All disturbed areas not in the streets and not used for access to or from the continuing job are to be mulched and seeded within 7 days after backfill. For those areas which are used for access, the mulch and seeding will be required 30 days after the completion of the job or use of that area for access by the Contractor.

### **3.03 MULCHING**

When final grading has not been completed, apply mulch asphalt emulsion, jute matting or similar materials for temporary protection. Areas brought to final grade during an off-season may be mulched immediately and overseeded at the proper season with permanent grass and legume species. Properly anchor mulch to prevent dislodging.

### **3.04 TEMPORARY SEDIMENT BARRIER(S)**

Provide a silt fence barrier across, or at the toe of, a slope to intercept and detain sediment. See drawings for location.

### **3.05 OTHER APPROVED MEASURES**

Provide all other materials required by governing regulations.

### **3.06 MAINTENANCE**

Maintenance shall be as indicated on plans.

### **3.07 REMOVAL**

Remove all control measures at the completion of the Work and restore site as required by this Division.

## **END OF SECTION**

## **SECTION 118**

### **GRADING, EXCAVATION, AND COMPACTION**

#### **PART 1 GENERAL**

#### **1.01 SCOPE**

The work covered under this Section consists of furnishing all labor, equipment, and materials necessary to complete the grading and excavation called for on the plans. This includes all excavation, backfilling, and compaction required by the Contract Documents.

#### **1.02 RELATED REQUIREMENTS**

- A. Virginia Department of Transportation, "Road and Bridge Specifications"
- B. Virginia Erosion and Sediment Control Handbook
- C. American Society for Testing Materials (ASTM)

- D. Section 116; Sitework Procedures
- E. Section 117; Erosion and Sediment Control
- F. Section 119; Trenching, Backfilling and Compaction

**PART 2 EXECUTION**

**2.01 EXCAVATION**

- A. Excavate to elevations and dimensions shown on the drawings.
- B. Remove all topsoil and stockpile on site in locations indicated on drawings. All other excess material to be used in the future for engineered fill shall be stockpiled in areas shown on drawings.
- C. Bidders shall base their Bids on Unclassified Excavation, except Rock Excavation, to the lines and levels shown on the Drawings. Material that cannot be removed with general excavation equipment and requires the use of a Hoe-Ram or blasting is considered Rock Excavation.

**2.02 SHORING**

- A. Provide all necessary shoring, bracing, etc., as required to maintain excavations and to prevent cave-in of excavations back of all retaining walls and sufficient to resist the pressure.

**2.03 FILL MATERIAL**

- A. Where engineered fill is specifically called for on the Drawings, fill material shall be fine grained cohesive material of low permeability. Material shall contain no rock fragments exceeding 3" in maximum dimension, shall be well graded, and shall conform generally to the following:  
Passing 2" sieve.....95% minimum  
Passing #200 sieve.....75% maximum
- B. Before fill material is used, it shall be tested by an Independent Testing Laboratory for conformity with these requirements and for suitability for compaction. All tests shall be paid for by the Contractor. If suitable fill material is not available at the Project Site, it shall be furnished by this Contractor. All fill material shall be of similar composition.
- C. All other fill material shall be well-compacted earth, free of debris of all kinds.

**2.04 FILLING AND BACKFILLING**

- A. Remove debris from excavations before backfilling. Fill shall not be placed in water or on muddy or frozen ground.
- B. Engineered fill material specified above shall be installed in layers having a loose thickness of approximately 8". Layers shall be placed covering the entire area until the specified top elevation of the fill has been reached. After placing of each layer, the fill material shall be compacted to a density of not less than 95% modified proctor in accordance with ASTM D1557. The compaction of the material shall be accomplished by means of a vibratory roller, or sheepsfoot roller depending on material used. Where vibratory roller is used, no less than two passes in each direction shall be made with the vibratory roller over the entire area of each layer. Additional passes shall be made if the specified degree of compaction, as established by tests, has not been obtained.
- C. The degree of compaction obtained shall be verified by means of field density tests made by an Independent Laboratory, and paid for by the Contractor. Where tests indicate a deficiency in degree of compaction, the Contractor shall correct such conditions and the Testing Laboratory shall make additional test in order to verify that the corrected work has been satisfactory. The Testing Laboratory shall provide four (4) certified copies of all test reports.
- D. All other fill and backfill material shall be placed in layers not exceeding 8", and each layer shall be thoroughly compacted with mechanical rollers or other approved mechanical devices. Compact fill and backfill in areas inaccessible to rollers with mechanical tampers. All slopes shall be compacted:
  - 1. Ten feet around buildings, within buildings, and within parking areas and drives shall be compacted to a density of not less than 95%.
  - 2. Planting and lawn areas shall be compacted to a density of not less than 85%.

## **2.05 GRADING**

- A. New finish grades are shown on the Drawings. All areas where earth is disturbed by grading and construction operations under this Contract, except where paving and drives are to be constructed, shall be properly graded for seeding. The extent of grading for paving, walks, and drives shall be as shown on the Drawings.
- B. Uniformly spread and rake topsoil to the levels indicated on the Drawings and to an even smooth surface ready for Seeding. Grades not otherwise indicated shall be of uniform levels or slopes between points where elevations are given. Grading around the building shall be sloped to drain away from the building in all instances.

## **2.06 EROSION AND SEDIMENT CONTROL**

All work shall be performed in accordance with the applicable requirements of the Virginia Erosion and Sediment Control Handbook, as shown on the Drawings and required by the Town during construction.

## **END OF SECTION**

### **SECTION 119**

#### **TRENCHING, BACKFILLING, AND COMPACTING**

##### **PART 1 GENERAL**

The Work covered under this Section consists of furnishing all labor, equipment, and materials necessary to complete all excavation, backfilling, and compacting to trenches for pipelines and associated structures as required for work covered by these specifications.

##### **1.01 RELATED REQUIREMENTS**

Section 101; Regulatory Requirements

##### **PART 2 PRODUCTS**

**INCLUDED IN PART 3**

##### **PART 3 EXECUTION**

##### **3.01 CLEARING**

The sites of work shall be cleared of all trees, shrubs, paving and objectionable material which interfere with prosecution of proposed work. Trees and shrubs which will not interfere with construction shall be protected from damage. Clearing of site will be considered as an incidental item of excavation.

##### **3.02 CLASSIFICATION OF EXCAVATED MATERIALS**

All excavated materials shall be unclassified. Prices bid for the various sizes of pipe shall include excavating and backfilling.

##### **3.03 STOCKPILING EXCAVATED MATERIAL**

All excavated material shall be stockpiled in a manner that will not endanger the Work and that will prevent obstruction of driveways, gutters, and natural water courses. Hydrants under pressure, valve pit covers, valve boxes, or other utility controls shall be left unobstructed and accessible at all times. Topsoil shall be stockpiled separately to guarantee its replacement at the top of the backfill trench.

### **3.04 SHEETING AND SHORING**

Sheeting and shoring shall be furnished in accordance with the provisions of OSHA and as necessary to construct and protect the excavation, structures of all types, and as necessary for the safety of the employees.

### **3.05 DEWATERING**

Where conditions are such that running or standing water occurs in the trench bottom or the soil in the trench bottom displays a "quick" tendency, the water should be removed by pumps and suitable means such as well points or pervious underdrain bedding until the pipe has been installed and the backfill has been placed to a sufficient height to prevent pipe flotation.

### **3.06 HIGHWAY RIGHTS-OF-WAY**

Work within existing or proposed Town Rights-of-Way shall meet all requirements of the Town's Department of Public Works.

### **3.07 MATERIAL**

A. Select Material:

Backfilling shall normally be done with the earth removed from the trench or excavation, provided that the excavated material is suitable for backfilling. Suitable material for select backfill shall be construed as material that classifies as select material Type I or II according to Section 208 of the VDOT Road and Bridge Specifications. No material other than select backfill shall be used for backfilling until the pipe or other structure has one foot or more cover, unless otherwise specified. Above that, except for the last two feet, small stones not larger than 6 inches in their greatest dimension, will be permitted in an amount not in excess of 20 percent of the volume of backfill material, and such stones shall be well distributed throughout the mass.

B. Unsuitable Material:

Material such as clay mass, frozen materials, cinders, ashes, refuse, and vegetable or organic material shall be construed as unsuitable material for backfill.

C. Approved Granular Material:

Granular material shall be well graded crushed stone meeting the requirements of Gradation 57 or 68 as specified in Section 203 of the VDOT Road and Bridge Specifications.

### **3.08 EXCAVATION FOR TRENCHES**

A. General

All excavation for trenches shall conform to the lines and grades shown on the approved drawings. Excavated material shall be removed and used for backfilling where suitable.

B. Ductile Iron and PVC Pipe

The trench shall be excavated to a level below the established pipe grade in accordance with the requirements for bedding as specified below. Bell holes shall be provided at each joint to permit proper joint assembly and pipe support. Any part of the trench bottom that is excavated below the required level shall be backfilled with approved granular material and compacted to a minimum 95 percent of maximum density as determined by AASHTO T-99.

### 3.09 TRENCH WIDTH

Trench width at the ground surface may vary with and depend upon depth, type of soils, and position of surface structures. The minimum clear width of the trench, sheeted or unsheeted, measured at the springline of the pipe should be one foot greater than the outside diameter of the pipe. **The maximum clear width of the trench at the top of the pipe should not exceed a width equal to the outside pipe diameter plus three (3) feet.** If the above defined trench width must be exceeded or if the pipe is installed in a compacted embankment, pipe embankment should be compacted to a point of at least 2.5 pipe diameters from the pipe on both sides of the pipe or the trench walls, whichever is less. Excavation at manholes and similar structures shall be sufficient to provide 12 inches in the clear between the outside of the structure and the embankment or sheeting.

### 3.10 UNSUITABLE SUBGRADE

When an unstable foundation is encountered which will not provide adequate pipe support, additional trench depth shall be excavated to a stable foundation and backfilled with approved granular material.

### 3.11 BEDDING

Ductile Iron Pipe shall be laid in a flat bottom trench on undisturbed earth. If rock is encountered at the bottom of the trench, bedding shall be a minimum of eight inches approved granular material in accordance with above.

### 3.12 BACKFILLING TRENCHES

A. General:

All trenches shall be backfilled immediately after the pipes and appurtenances are laid therein, with the exception of pressure pipe, where joints are to remain

uncovered until after pressure testing is completed. The equipment used for compaction of backfill shall be subject to approval by the Engineer.

B. Initial Backfill:

Initial backfill shall begin at the bottom of the trench to the centerline of the pipe and shall be placed in 3-inch layers and compacted by hand or by approved mechanical tampers or other approved means. Backfilling material shall be deposited in the trench for its full width on each side of the pipe, fittings, and appurtenances to a level of at least one foot above the crown of the pipe, the trench shall be backfilled by hand in 6-inch layers and thoroughly compacted, using special care to avoid injuring or moving the pipe, or damaging any coatings on the pipe. Initial backfill shall be compacted to a minimum 95 percent of maximum density as determined by AASHTO T-99. No lumps greater than two inches in diameter shall be allowed in initial backfill material.

C. Final Backfill:

1. General:

Backfill for trenches not subjected to vehicular traffic shall be placed in layers no greater than one foot thick and compacted to at least 85 percent maximum density as determined by AASHTO T-99. Topsoil (in grassed areas) shall be deposited in the final layer of backfill to guarantee the areas will be returned to original or better conditions.

2. Roadways:

Backfill in and along roadways shall be placed in layers no greater than six inches and compacted to at least 95 percent maximum density as determined by AASHTO T-99.

### 3.13 COMPACTION TESTS

The Contractor shall employ a reputable testing laboratory at the Contractor's expense, approved by the Engineer. Compaction tests for sewer and water lines are to be taken as follows in and along roadways: (95%)

- A. A minimum of one between each manhole section one foot above the sewer line, or every 100-foot distance between manholes; whichever is the greater number of compaction tests needed. For water line construction, a minimum of every 100 feet one foot above the water line.
- B. A minimum of one compaction test between each manhole section at the final aggregate base 9 inches below the final bituminous surface course finished elevation or every 100 foot distance between manholes; whichever is the

greater number of compaction tests needed. For water line construction, a minimum of every 100 feet at the final aggregate base 9 inches below the final bituminous surface course finished elevation.

- C. A minimum of one compaction test at final grade area under each manhole base unit.

### **3.13 RESTORATION**

- A. Pavement Replacement:

Existing pavement which has been cut, damaged, or removed during construction shall be replaced in accordance with the VDOT Road and Bridge Specifications and highway permit.

- B. Finished Grading and Clean Up:

Where possible, the ground surface shall be left rounded and slightly higher than the surrounding ground to allow for future settlement. Finished areas around structures shall be graded smooth and hand raked and shall meet the elevations and contours as shown on the Drawings. All lumber, earth clods or rocks larger than four inches and other undesirable materials shall be removed from the site at the completion of construction. Clean up shall be done as promptly as practicable and shall not be left until the end of the construction period.

- C. Keep the area of Work cleaned up at all times and promptly remove all materials and debris not intended for incorporation in the Work. Broom clean the surfaces of all paved areas immediately after backfilling operations.
- D. Maintain backfilled trenches from the nuisance of dust, mud or settling during the entire length of the Contract and for a period of one year following Final Acceptance of the Work
- E. In the event the Contractor fails to satisfy these requirements to the satisfaction of the Engineer, or otherwise prosecute the Work in a reasonable or proper manner, and after a reasonable period of time has elapsed after notification by the Engineer of unsatisfactory conditions, the Owner reserves the right to employ services to take such corrective action as deemed necessary by the Engineer. The cost incurred in taking corrective actions will be deducted from any monies due the Contractor by the Owner or such other means of collection as may be available to the Owner.
- F. Shoulder stone may be required by the Town on a case by case basis. Shoulder stone shall be placed at all driveways (if no paved), and mailboxes. Stone shall be placed for a distance of twenty (20) feet centered on the mailbox.

- G. All paved and graveled parking areas and paved roads disturbed during the construction shall be repaired within one (1) week of the installation and backfill of the water lines and/or service line. "Cold patch" will be allowed as a temporary method for the repair of the disturbed pavement. "Cold patch" shall be required at all major intersections and thoroughfares at the end of the working day.

## **END OF SECTION**

## **SECTION 120**

## **FINISH GRADING**

### **PART 1 GENERAL**

#### **1.01 SCOPE**

Spreading of topsoil to finish grade.

#### **1.02 RELATED REQUIREMENTS**

Section 116; Sitework Procedures

#### **1.03 SUBMITTALS**

Certification by a registered Civil Engineer or Certified Land Surveyor that the general grading has been completed and the resulting grade elevations are in substantial conformity with the Plans and Specifications.

### **PART 2 MATERIALS**

Topsoil shall be reasonably free from subsoil, debris and stones larger than 3 inches in diameter. In the event there is insufficient topsoil on site, the contractor may use other types of soil deemed adequate by the Engineer for seed germination.

### **PART 3 EXECUTION**

#### **3.01 FINISH**

The surface of the topsoil shall be even and free from irregularities and have proper drainage.

#### **3.02 EXCESS**

Excess topsoil shall be removed from the site or stored on site as directed by Owner.

## **END OF SECTION**

### **SECTION 121**

#### **PAVEMENT RESTORATION**

##### **PART 1 GENERAL**

The work covered under this section consists of furnishing all labor, equipment, and materials necessary to perform all required paving and pavement patching required by the Contract Documents.

###### **1.01 RELATED REQUIREMENTS**

- A. Section 119; Trenching, Backfilling and Compacting
- B. Section 122; Street Construction

###### **1.02 REFERENCE SPECIFICATIONS**

Reference specifications, where applicable to work under this Section, are referred to by abbreviation as follows:

- A. American Association of State Highway & Transportation Official - AASHTO
- B. Virginia Department of Transportation - VDOT.

###### **1.03 PERMITS**

All work will be in accordance with a Virginia Department of Transportation Highway Construction Permit obtained by the Owner.

##### **PART 2 PRODUCTS**

###### **2.01 BASE AGGREGATE:**

Base Course Aggregate shall be Type 1, Graded Aggregate Base Material as defined in Section 209, Subbase and Aggregate Base Material, of the VDOT Specifications. Aggregate size shall be 21A.

###### **2.02 CONCRETE**

Concrete shall be in accordance with VDOT Road and Bridge Specifications.

###### **2.03 PRIME COAT**

Prime Coat shall be Grade RC-250 Bituminous Material as defined in Section 211, Bituminous Material, of the VDOT Specifications. Application rate shall be 0.35 gal/sq. yd.

#### **2.04 TACK COAT**

Tack Coat shall be emulsified Asphalt RS-1, meeting requirements of AASHTO —140. Application rate shall be 0.07 gal/sq. yd.

#### **2.05 BITUMINOUS BASE COARSE**

Bituminous Base shall be Type BM-25.0 Bituminous Concrete as defined in Section 212, Bituminous Concrete, of the VDOT Specifications.

#### **2.06 BITUMINOUS SURFACE COARSE**

Bituminous Surface shall be Type SM-9.5A Bituminous Concrete as defined in Section 212, Bituminous Concrete, of the VDOT Specifications.

#### **2.07 BITUMINOUS SURFACE TREATMENT**

- A. Prime Coat. Cut-back asphalt CRS-2 meeting the requirements of AASHTO M81. Application rate shall be 0.35 gal/sq.yd.
- B. Prime Coat Cover Aggregate. VDOT No. 78 or No. 8 Stone. Application shall be 30 lbs/sq. yd.
- C. Seal Coat. Cut-back Asphalt CRS-2 meeting the requirements of AASHTO M81. Application rate shall be 0.25 gal/sq. yd.
- D. Seal Coat Cover Aggregate. VDOT No 78 or No. 8 Stone. Application shall be 25 lbs/sq. yd.

#### **2.08 CRUSHER RUN AGGREGATE**

Crusher Run Aggregate shall be VDOT No. 26 as defined in Section 206, Crusher Run Aggregate, of the VDOT Specifications.

#### **2.09 COURSE AGGREGATE**

Course Aggregate shall be VDOT No. 1 Stone as defined in Section 203, Course Aggregate, of the VDOT Specifications.

### **PART 3 EXECUTION**

#### **3.01 RESTORATION OF PAVEMENT**

- A. All existing pavement disturbed by the installation of the work shall be

restored as hereinafter specified. Materials and methods of construction shall conform to applicable provisions of the Virginia Department of Highways and Transportation Road and Bridge Specifications. Pavement which shows signs of failure or other defects after completion of restoration shall be removed and replaced by the Contractor at his own expense.

- B. When pavement, curb and gutter or sidewalks must be cut, make the cut (saw cut only) in a smooth straight line, parallel to the pipe and 6 inches wider than trench, on each side, to provide an undisturbed shoulder under the new work.
- C. Where trenches cross streets, unless specified elsewhere to the contrary, disturb no more than one-half of the street width at one time, and restore the first opening to satisfactory travelable condition before the second half is excavated. Avoid placement of excavated material on existing pavement whenever possible. Clean the pavement by an approved method. Use no cleated equipment on pavements. Alter normal traffic flow only as allowed under VDOT Permit.
- D. Do not block private entrances except for short periods, and maintain ingress and egress to adjacent property.
- E. Do not clog street drainage. Maintain shoulders, gutters and ditches affected by trenching operations to carry drainage flows.
- F. Prepare subgrade by grading and compacting immediately prior to placing the Aggregate Base Course. The surface shall be true to line and grade and shall be checked with suitable templates or other approved method. Construction methods and equipment shall meet requirements of applicable portions of Section 305, Subgrade and Shoulders, of the VDOT Specifications.
- G. Where trenches have been opened in any roadway or street that is part of the State of Virginia highway system, the pavement shall be restored in accordance with the requirements of the Virginia Department of Highways and Transportation, except that in no case shall the paving restoration be less than required for Class "A" Restoration below.
- H. Where trenches have been opened in any roadway or street other than those part of the State of Virginia Highway System, the pavement shall be restored by one of the following classes of restoration as directed by the Engineer.
  - 1. Class "A" Restoration: The existing paved surface shall be cut (saw cut only) vertically and horizontally in a smooth straight line to present a neat appearance. The paved surface shall be removed and all saw cut edges shall be tacked with CRS-2 or RC-250 Asphalt Materials or approved equal. The application of the tack shall be under the direction of the Town Engineer or his authorized representative. The trench shall be backfilled as specified and the top 18 inches of the trench shall be

filled with 12-inch aggregate base course (compacted to 95 percent by AASHTO Standard T-99) of 21A or approved equal, and 6 inches of BM-25.0 Bituminous base course to bring the level to the top of the existing pavement.

2. Class "B" Restoration: The existing paved surface shall be cut (saw cut only) vertically and horizontally in a smooth straight line to present a neat appearance. The paved surface shall be removed and all saw cut edges shall be tacked with CRS-2 or RC-250 Asphalt Materials or approved equal. The application of the tack shall be under the direction of the Town Engineer or his authorized representative. The trench shall be backfilled as specified and the top 10 inches of the trench shall be filled with 6-inch aggregate base course (compacted to 95 percent by AASHTO Standard T-99) of 21A or approved equal, a 4 inch minimum BM-25.0 Bituminous base course. This paving shall be maintained on grade until the Town Engineer or his authorized representative directs that permanent surface course shall be placed. The permanent surface course shall be a double bituminous surface treatment bonded to match the existing pavement with an 8-inch overlap on each side of the trench edges.
  - I. Where the surface of the existing pavement of any street, road, or alley is damaged outside the trench area by the Contractor during construction, as determined by the Road Engineer, the Contractor shall restore the damaged pavement (either Class "A" or Class "B" restoration as directed by the Town Engineer) at no cost to the Owner.

### **3.02 MAINTENANCE OF RESTORED PAVEMENT**

The Contractor shall maintain at his own expense all refilled excavations and restored pavement in proper condition until the end of the one-year period following the date of final acceptance of the work. All depressions appearing shall be properly refilled, brought to grade and pavement restored. If the Contractor shall fail to do so within a reasonable time after the receipt of written notice from the Engineer, the Engineer may refill and restore said depressions and the cost thereof shall be charged to the Contractor. In case of emergency, the Owner may refill and restore any dangerous depressions without giving previous notice to the Contractor and the cost of do doing shall be charged to the Contractor.

### **3.03 RESTORATION OF PRIVATE ENTRANCES**

Restore private entrances to the original condition or provide no less than 4 inches of crusher run stone, whichever condition is better.

### **3.04 RESTORATION OF CONCRETE CURBS**

Restore concrete curbs, gutters, sidewalks, paved ditches and driveways disturbed by construction to the original condition. Restoration shall be done in full sections. Patching or

piecing of sections will not be permitted.

### **3.05 RESTORATION OF BRICK OR COBBLE PAVEMENTS**

Brick, cobble or other types of pavement shall be restored to match the existing pavement.

### **3.06 RESTORATION OF UNPAVED ROADS**

All unpaved roads or traveled rights-of way shall be restored with a 12 inch minimum soil aggregate surface course, Gradation "C", properly compacted and bonded.

### **3.07 PAVEMENT MARKING**

Traffic and lane marking will be painted or repainted by the Owner.

### **3.08 GENERAL**

- A. Upon completion of construction work and after spoils and debris have been removed. Regrade any areas disturbed by operations.
- B. The Contractor shall be responsible for any injury or damage that may result from improper maintenance of any refilled excavations at any time previous to the end of the above-mentioned one-year period.

**END OF SECTION**

## **SECTION 122**

### **STREET CONSTRUCTION**

#### **PART 1      GENERAL**

The work includes providing all clearing and grubbing, excavation and embankment, grading and preparing subgrade, aggregate base course, bituminous base and surface courses, curb and gutter, walks, entrances, seeding, sodding and other incidental work required for roadway construction.

##### **1.01 RELATED REQUIREMENTS**

- A.      Section 119; Trenching, Backfilling and Compacting
- B.      Section 121; Pavement Restoration

##### **1.02 REFERENCE SPECIFICATIONS**

Reference specifications, where applicable to work under this Section, are referred to by abbreviation as follows:

- A.      American Association of State Highway & Transportation Officials - AASHTO
- B.      Virginia Department of Transportation - VDOT

##### **1.03 PERMITS**

All work will be in accordance with a Virginia Department of Transportation Highway Construction Permit obtained by the Owner.

#### **PART 2      EXECUTION**

##### **2.01 MATERIALS AND CONSTRUCTION METHODS**

- A.      All materials and construction shall be in accordance with the Virginia Department of Highways and Transportation, Road and Bridge Specifications and the Virginia Department of Highways and Transportation, Road Designs and Standards except as modified by the Town of Warrenton Standards or the Contract Drawings and Specifications.
- B.      The right-of-way must be fully cleared, all utilities must be in place, the roadway must be graded to the proposed typical section and all compacting requirements must be met prior to the application of any paving materials.
- C.      All unpaved areas within the right-of-way limits and/or limits of work shall be top soiled and seeded final acceptance will not occur until a proper growth of

grass has been established.

- D. Curb cut ramp (handicap ramp) shall be constructed in accordance with Standard CG-12 of the Virginia Department of Highways and Transportation, Road and Bridge Standards.

**2.02 INSPECTION AND TESTING**

- A. Only materials meeting the requirements of these specifications shall be used. They may be subjected to preparation or use and each of the materials shall be subject to approval by the Engineer at the source of supply or upon delivery, as applicable. Any work in which untested materials are used without approval may be considered as unacceptable and the work may be disapproved by the Engineer.
- B. The Contractor shall employ a reputable Testing Laboratory approved by the Owner to perform the tests herein specified and to certify the results of the tests. Samples for testing shall be furnished by the Contractor at his expense and will be taken as directed by the testing laboratory, the Owner, or the Engineer.
- C. The following Schedule of Tests shall be followed unless modified by the Engineer.

<u><b>MATERIAL</b></u>	<u><b>TYPE OF TEST</b></u>	<u><b>NO. REQUIRED</b></u>
<b>Subgrade</b>	AASHTO Maximum Density T-99 Method A	1-each type mat'l Field Density ASTM D2167  1 per 2000 s.y.
<b>Subgrade</b>	California Bearing Ratio (CBR) VTM-8	2 per project
<b>Aggregate Base</b>	AASHTO Maximum Density T-99-Method A Field Density ASTM D2167	1 per job 1 per 2000 s.y.
<b>Bituminous</b>		AASHTO Maximum Density T-99  1 per job
<b>Concrete</b>	Field Density ASTM D2167	1 per 2000 s.y.
<b>Portland</b>		Slump

<b>Cement</b>	1 truck Concrete cylinders	each
<b>Concrete</b>	directed	as

**LOCATION**

**TYPE OF TEST**

**NO. REQUIRED**

**Final grade  
area under  
each structure  
unit**

AASHTO Maximum Density T-99 Method A  
Field Density ASTM D2167

1 per structure  
minimum

**Final grade  
area under  
each structure  
unit**

AASHTO Maximum Density T-99 Method A  
Field Density ASTM D2167

1 per 100 LF  
minimum

**Final grade  
area under  
storm culverts**

AASHTO Maximum Density T-99 Method A

1 per 100 LF  
Field Density  
ASTM D2167  
minimum

**END OF SECTION**

**SECTION 124**

**MANHOLES**

**PART 1 GENERAL**

**1.01 RELATED REQUIREMENTS**

- A. Section 102; Lines and Grades
- B. Section 108; Shop Drawings, Product Data

- A. Section 119; Trenching, Backfilling & Compacting

## **1.02 QUALITY ASSURANCE**

Comply with all applicable codes and regulations as required by regulatory agencies having jurisdiction over this Work. Comply with the pertinent sections of the following standards:

- A. ASTM - American Society of Testing and Materials
- B. AASHTO - American Association of State Highway and Transportation Officials
- C. ACI - American Concrete Institute

## **1.03 SUBMITTALS**

Shop drawings and product data for manholes and cleanouts, and related accessories.

## **PART 2 PRODUCTS**

### **2.01 MANHOLES**

- A. General:

Manholes shall be constructed of pre-cast concrete with cast iron frames and covers as shown on the contract drawings. Pre-cast manholes shall conform to ASTM C478. Base sections shall be pre-cast and shall be of the "tub" type that extends above the top of the pipe. Base sections and risers shall be furnished for installation with bell end up.

Pre-cast manholes shall be manufactured by Virginia Pre-cast Corp., Gray Concrete Pipe Co., or approved equal. A flexible, all-weather joint sealant such as M-30, Flex-Tyte Butyl by Delta Pipe Products or approved equal, thickness to be recommended by manufacturer is to be used between all manhole joints, manhole frames and tops of frames. All reinforcing steel shall conform to ASTM C443 or C361. Manholes shall be provided with galvanized iron, rubber-coated steps which shall be constructed in accordance with Standard ST-1 of the Virginia Department of Highways and Transportation, Road and Bridge Standards.

- B. Types of Manholes:

Manholes shall be of three types and construction shall be as indicated on the contract drawings. A shallow type manhole shall be constructed at all locations shown where the depth of the invert of the lowest line to grade does not exceed four feet.

Standard type manholes shall be constructed where invert of lowest line is 4 feet or greater to grade line. Construction shall be as shown on contract drawings.

C. Manhole Frames and Covers:

Manhole frames and covers shall be in accordance with requirements shown on the drawings. They shall conform to the current ASTM A-48, Class 30A, 30B, or 30C and shall be of such quality and composition to make the metal of the casting strong, tough and of even grain. Frames and covers shall be smooth, free from scale, lumps, blisters and sand holes and shall be factory coated with asphalt varnish and shall be constructed in accordance to Drawing S-5 of the Town's PFM. No plugging or filling will be allowed. The word "**STORM SEWER**" shall be cast in the cover so as to be plainly visible. The manhole frames and covers shall be set so that the top of the cover will be flush with the finished grade. Combined weight of manhole frame and cover shall not be less than 400 pounds. Frames and covers shall have the bearing surfaces machine to prevent rocking. Standard Manhole frames and covers shall be Neenah Standard Catalog number R-1401-A, or equal. Watertight manhole frames and covers shall be Neenah standard catalog number R-1755-C, or equal.

D. Invert Channels:

Invert channels shall be smooth and semi-circular in shape, conforming to the inside of the adjacent sewer section. Changes in direction of flow shall be made with a smooth curve of as large a radius as the size of the manhole will permit. The invert channels in cast-in-place bases shall be formed directly in the concrete of the base or shall be built up with brick and mortar or grout. The invert channels in pre-cast bases shall be formed with grout or brick and mortar. Floor of the manhole outside of the channels not less than one foot nor more than two inches per foot.

**END OF SECTION**

## TOWN OF WARRENTON, VIRGINIA

INVITATION FOR BID – ANNUAL SIDEWALK, CURB & GUTTER CONTRACT

IFB NUMBER: 16-007

CLOSING DATE: April 29, 2016 AT 2:00 PM

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS - CONSTRUCTION PROJECTS

The following General Terms and Conditions shall become part of all solicitations for construction projects that involve building, altering, repairing, improving or demolishing any structure, building or paving projects, and any draining, dredging, excavation, grading or similar work upon real property. These General Terms and Conditions shall be a part of any such Invitation for Bid/Request for proposal in addition to the General Terms and Conditions - Services.

#### 1. DEFINITIONS:

- a. The term "**Town**" shall mean The Town of Warrenton through the governing body or other agent with authority to execute the contract for the Town.
- b. The term "**Contractor**" means the person, firm or corporation named such in the contract and includes the plural number and the feminine gender when such are named in the contract as the Contractor.
- c. The term "**Subcontractor**" means only those having a direct contract with the Contractor and it includes one who furnishes material worked to a special design but does not include one who merely furnishes material not so worked.
- d. The "**Project Inspector**" means one or more individuals employed or designated by the Town to make inspections, observe progress, approve schedules and accept services under the terms of the contract. The Town shall notify the Contractor in writing of the appointment of such Project Inspector.
- e. The term "**Drug-Free Workplace**" means a site for the performance of work done in connection with a specific contract awarded to a contractor as a result of this solicitation, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### 2. CONTRACT DOCUMENTS

The contract entered into by the parties shall consist of the Invitation for Bids/Request for Proposals, the signed Bid/Offer submitted by the Contractor, the Town of Warrenton standard contract form or Purchase Order, the General and Special Terms and Conditions, the Specifications with drawings, if any, including all modifications thereof, all which shall be referred to collectively as the Contract Documents.

#### 3. LAWS AND REGULATIONS

- a. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work.

- b. The Contractor and Subcontractor shall comply with the Virginia Contractor's Registration Law, Title 54, Chapter 7, Code of Virginia (1950), as amended. All nonresident Contractors and Subcontractors submitting bids/ proposals on the work described herein shall register with the Department of Labor and Industry under the provisions of the Subsection 40.1-30 of the code of Virginia (1950), as amended.

#### **4. CONDITIONS AT SITE, BUILDING OR STRUCTURE**

Bidders/Offerors shall visit the contract work site or sites and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the site, building or structure, and the character and extent of existing work within or adjacent to the site.

#### **5. PREPARATION AND SUBMISSION OF BIDS/PROPOSALS**

- a. Bids/proposals must give the full business address of the bidder/offeror and be signed by him or her with his or her usual signature. Bids/proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by Corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the word "President", "Secretary", "Agent", or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the Town, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.
- b. Identification of Bid/Proposal Envelope: The signed bid/proposal should be returned to the Purchasing Agent in a separate envelope or package sealed and identified as directed in the solicitation.

#### **6. WITHDRAWAL OR MODIFICATION OF BIDS/PROPOSALS PRIOR TO DUE DATE**

Bids/proposals may be withdrawn or modified by written or telegraphic notice received from Bidders/Offerors prior to the time fixed for bid/proposal receipt.

#### **7. RECEIPT AND OPENING OF BIDS/PROPOSALS**

- a. It is the responsibility of the bidder/offeror to assure that the bid/proposal is delivered to the place designated for receipt of bids/proposals prior to the time set for receipt of bids/proposals. No bid/proposal received after the time designated for receipt of bids/proposals will be considered.
- b. Bids received in response to an Invitation for Bids will be opened at the time and place stated in the solicitation and bidder's names and prices made public for the information of bidders and other interested who may be present either in person or by representative. The Purchasing Director, whose duty it is to open the bids, will decide when the specified time has arrived. No responsibility will be attached to any agent of the Town for the premature opening of a bid not properly addressed or identified. In

the case of the proposals received in response to a Request for Proposal, public openings are not required; however, if a public opening is held, only the names of the offerors will be read aloud.

**8. WITHDRAWAL OF BID DUE TO ERROR (INVITATION FOR BIDS ONLY)**

- a. The bidder shall submit to the Purchasing Director his original work papers, document and materials used in the preparation of the bid within two business days after the date fixed for submission of bids. The work papers shall be delivered in person or by certified mail. The bidder shall identify in sufficient detail the nature of the mistake. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein.
- b. No bid may be withdrawn under this section when the result would be awarding the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
- c. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
- d. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- e. If the Town denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsive and responsible bidder.

**9. SUBCONTRACTS:**

- a. The Contractor shall, as soon as practicable after the signing of the contract, notify the Town in writing of the names of Subcontractors proposed for the principle parts of the work. The Contractor shall not employ any Subcontractor that is not responsible or otherwise suitable. The Town shall not direct the Contractor to contract with any particular Subcontractor, however, the Town may disapprove the use of any Subcontractor deemed unsuitable.
- b. The Contractor must agree that he is fully responsible to the Town for the acts and omissions of the Subcontractors and of persons either directly or indirectly employed by them as well as those persons directly employed by the Contractor himself.

**10. SEPARATE CONTRACTS:**

The Town reserves the right to let other contracts in connection with the project or services, the work under which will proceed simultaneously with the performance of the Contract. The Contractor shall afford other separate contractors reasonable opportunity for the introduction and storage of their materials and the performance of their work. The Contractor shall take all reasonable action to coordinate his or her work with the separate contractors. If the work done by the separate contractor is defective or so performed as to prevent the Contractor from

carrying out the work according to the plans and specifications, the contractor shall immediately notify the Town upon discovering such conditions.

**11. PROJECT INSPECTOR AS THE TOWN'S AGENT:**

- a. The Project Inspector shall use all powers under the Contract to enforce its faithful performance. The Project Inspector shall determine the amount, quality, acceptability, and fitness of all parts of the work; shall interpret the Contract Documents and extra work orders; and shall decide all other questions in connection with the work. The Project Inspector shall recommend suspension of the work whenever such suspension may be necessary to ensure the proper execution of the Contract. The Project Inspector shall have no authority to approve or order changes in the work which alter the concept or which call for an extension of time or a change in the contract price. Upon request, the Project Inspector shall confirm in writing within ten (10) days any oral order, direction, requirement or determination.
- b. All orders from the Town shall be transmitted through the Project Inspector.

**12. INSPECTION:**

- a. All materials and workmanship, if not otherwise designated by the specifications, shall be subject to inspection, examination and test by the Project Inspector at any and all times during manufacture and/or construction. The Project Inspector shall have authority to reject defective material and workmanship and require its correction. Rejected workmanship shall be satisfactorily corrected and rejected material shall be satisfactorily replaced with proper material without charge therefore, and the Contractor shall promptly segregate and remove the rejected material from the premises. If the contractor fails to proceed at once with replacement of rejected material and/or the correction of defective workmanship, the Town may, by contract or otherwise, replace such material and/or correct such workmanship charging the cost to the contractor. The Town may terminate the right of the Contractor to proceed as provided in the Default Clause, the Contractor being liable for any damage to the same extent as provided in the Default Clause for termination thereunder.
- b. The Project Inspector may recommend to the Town that the work be suspended when in his or her judgment the intent of the plans and specifications is not being followed. Any such suspension shall be continued only until the matter in question is settled to the satisfaction of the Town. The cost of any such work stoppage shall be borne by the Contractor unless it is later determined that no fault existed in the Contractor's work.
- c. The Project inspector may immediately suspend any work which is being pursued in an unsafe manner and where in his or her judgment, the potential for serious personal injury or property damage exists.
- d. The Project Inspector shall not:
  - 1. Authorize deviations from the Contract Documents;
  - 2. Enter into the area of responsibility of the Contractor's superintendent;
  - 3. Issue directions relative to any aspect of means, methods, techniques, sequences, or procedures;
  - 4. Issue a certificate for payment.

**13. SUPERINTENDENCE BY CONTRACTOR:**

- a. The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.
- b. The Contractor shall, at all times, enforce the strict discipline and good order among the workers on the project, and shall not employ on the site any unfit person or anyone not skilled in the work assigned to him or her.

**14. CONTRACTOR'S TITLE TO MATERIALS**

No materials or supplies for the work shall be purchased by the contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

**15. WARRANTY OF MATERIALS AND WORKMANSHIP**

- a. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, first class, and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.

**16. USE OF PREMISES AND REMOVAL OF DEBRIS**

- a. The Contractor expressly undertakes, either directly or through its Subcontractor:
  - 1. To perform this Contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;
  - 2. To store its apparatus, materials, supplies, and equipment in such an orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of the Town or any other Contractor; and
  - 3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
  - 4. To effect all cutting, filling or patching of its work required to make the same conform to the plans and specifications, and except with the consent of the Project Inspector, not to cut or otherwise alter the work of any other contractor. The Contractor shall not damage or endanger any portion of the work by cutting, patching or otherwise altering any work, or by excavation.
  - 5. To clean up frequently all refuse, rubbish, scrap, materials and debris caused by its operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.

## **17. PROTECTION OF PERSONS AND PROPERTY**

- a. The Contractor expressly undertakes, both directly and through its Subcontractors, to take every precaution at all times for the protection of persons and property, including the Town's employees and property and its own.
- b. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- c. The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the Town's property from injury or loss arising in connection with this contract. The Contractor shall make good any such damage, injury, or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Town. The Contractor shall adequately protect the adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority, local conditions, or any of the Contract Documents.
- d. In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the Contractor, without special instruction or authorization from the Town, is hereby permitted to act at its discretion, to prevent such threatened loss or injury. Also, should the Contractor in order to prevent threatened loss or injury, be instructed or authorized to act by the Town, he shall so act, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided by Section 18, "Changes in the Work."

## **18. CHANGES IN THE WORK**

- a. The Town may at any time by written order, make changes in the work of this Contract and within the general scope thereof, except that no fixed price contract may be increased by more than twenty-five percent of the amount of the contract or ten thousand dollars (\$10,000), whichever is greater. In making any change, the charge or credit for the change shall be determined by one of the following methods as selected by the Town.
  1. The change order shall stipulate the mutually agreed price that shall be added to or deducted from the contract price. If the price change is an addition to the contract price, it shall include the Contractor's overhead and profit.
  2. By estimating the number of unit quantities of each part of the work which are changed and then multiplying the estimated number by of such unit quantities by the applicable unit price (if any) set forth in the contract or other mutually agreed unit price. If the Town decides to authorize work in accordance with unit price, measurement of unit quantities shall be on a net basis.
  3. By ordering the Contractor to proceed with the work and to keep, and present in such form as the Town may direct, a correct account of the cost of the change together with all vouchers therefore. The cost shall include an allowance for overhead and profit to be mutually agreed upon by the Town and the Contractor.

- b. The Contractor shall furnish the Town with an itemized breakdown of the quantities and prices used in computing the value of any change that might be ordered.
- c. In figuring changes, instructions for measurements of quantities set forth in the specifications shall be followed.
- d. All change orders must indicate that the completion date of the project is either not extended or is extended by a specific number of days. Both the old, and if there is one, the new date must be stated.

## **19. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT**

If the work should be stopped under any order of any court or other public authority for a period of three (3) months through no fault of the Contractor or of anyone employed by the Contractor, or if the Town should arbitrarily fail to issue any certificate for payment within a reasonable time after they are due, or if the Town should fail to pay the Contractor within thirty (30) days any sum certified by the Town, then the Contractor may, upon fourteen (14) calendar days written notice to the Town, stop work or terminate the contract. The Contractor may then recover the Town payment for the cost of the work actually performed, together with the overhead and profit thereon, but profit shall be recovered only to the extent that the contractor can demonstrate that there would have been a profit on the entire contract if the work had been completed. The Contractor may not receive profit or any other type of compensation for parts of the work that were not performed. The Contractor may recover the cost of physically closing down the job site, but no other costs of termination. The Town may offset any claims it may have against the Contractor against the amounts due to the Contractor.

## **20. TOWN'S RIGHT TO TERMINATE CONTRACT**

- a. If the Contractor should be adjudged bankrupt, or if he or she should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his or her insolvency, the Town may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if he should fail to make prompt payment to Subcontractors or for material or labor, or persistently disregards laws, ordinances or the instructions of the Town, or otherwise be in substantial violation of any provision of the contract, then the Town may terminate the contract.
- b. Prior to the termination of the Contract, the Town shall give the Contractor fourteen (14) calendar day's written notice. Upon termination of the contract, the Town shall take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method deemed expedient. In such case the Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Town.
- c. Termination of the Contract under this section is without prejudice to any other right

or remedy of the Town.

## **21. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

## **22. ANTI-DISCRIMINATION**

By submitting their bids/proposals, Bidders/Offerors certify to the Owner that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1(E)). In every contract over \$10,000 the provisions in A and B below apply:

- a. During the performance of this contract, the Contractor agrees as follows:
  1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any 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 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.

2. 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.
  3. 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.
- b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## **23. INSURANCE**

Contractor must provide the Town with a certificate of insurance naming the Town of Warrenton as additional insured before work may begin. Insurance requirements are as follows:

- A. The contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the delivery of the product hereunder by the contractor, his agents, representatives, employees or subcontractors.
- B. The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project of the general aggregate shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of Virginia and Employers Liability with limits of \$1,000,000 per accident.

## **24. DRUG-FREE WORKPLACE**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) 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 the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## **25. BONDS**

Upon the award of any (i) construction contract exceeding \$100,000 awarded to any prime contractor or (ii) construction contract exceeding \$100,000 awarded to any prime contractor requiring the performance of labor or the furnishing of materials for buildings, structures or other improvements to real property owned by the Town of Warrenton, the contractor shall furnish to the Town of Warrenton the following bonds:

a. **Performance Bond:**

A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specification and conditions of the contract.

b. **Payment Bond:**

A payment bond in the sum of the contract amount. The bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment for all materials furnished or labor supplied or performed in the furtherance of the work.

c. In lieu of the payment or performance bonds specified above, a contractor may furnish a certified check or cash escrow in the face amount required for the bond.

TOWN OF WARRENTON, VIRGINIA

INVITATION FOR BID – ANNUAL SIDEWALK, CURB & GUTTER CONTRACT

IFB NUMBER: 16-007

CLOSING DATE: April 29, 2016 AT 2:00 PM

ALL BIDS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

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**EXHIBIT C**

**Mandatory Requirement**

(To be executed and submitted with bid)

Any person submitting a bid for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, will be required to submit **as part of their bid:**

Satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number. **A copy of your contractor's license can be attached to this form to meet this requirement.**

I certify that the \_\_\_\_\_ State Contractor's License of \_\_\_\_\_ ,  
doing business as \_\_\_\_\_ is in  
good standing and not subject to revocation as a contractor, subcontractor or owner/developer  
pursuant to Sec. 54.1-1100 of the Code of Virginia, 1950, as amended.

Signed and sealed this \_\_\_\_\_ of \_\_\_\_\_, 2016.

\_\_\_\_\_

Principal

\_\_\_\_\_

Title

State of Virginia, County of \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_,

2016 by \_\_\_\_\_.

NOTARY PUBLIC/REGISTRATION #

\_\_\_\_\_  
MY COMMISSION EXPIRES

# TOWN OF WARRENTON, VIRGINIA

## INVITATION FOR BID – ANNUAL SIDEWALK, CURB & GUTTER CONTRACT

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### EXHIBIT D (page 1 of 2)

#### BID SHEET

ITEM	BID QUANTITY	UNIT	UNIT PRICE	TOTAL
CG-2	150	LF		
R/R CG-2	250	LF		
CG-6	150	LF		
R/R CG-6	250	LF		
Concrete Sidewalk	100	SY		
R/R Concrete Sidewalk	150	SY		
Residential Concrete Entrance R-5	3	EA		
R/R Residential Concrete Entrance R-5	3	EA		
Commercial Driveway Entrance R-8	1	EA		
R/R Commercial Driveway Entrance R-8	1	EA		
CG-12 Handicap Ramp (w/ detectable warnings)	4	EA		
R/R CG-12 Handicap Ramp (w/ detectable warnings)	4	EA		
Brick Sidewalk Repair	10	SY		
Brick Sidewalk New Install	10	SY		
R/R Drop Inlet (3 ft throat)	2	EA		
R/R Drop Inlet (4 ft throat)	2	EA		
R/R Drop Inlet (6 ft throat)	2	EA		
R/R Drop Inlet (8 ft throat)	2	EA		
<b>TOTAL BASE BID</b>				

*continued on next page*

# TOWN OF WARRENTON, VIRGINIA

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### EXHIBIT D (page 2 of 2)

#### BID SHEET

OPTIONAL ITEMS	UNIT	PRICE
Asphalt Restoration	Per Square Yard	
Undercut	Per Cubic Yard	

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

# TOWN OF WARRENTON, VIRGINIA

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### CHECKLIST FOR BID SUBMISSIONS

**IMPORTANT: The following items must be enclosed in a sealed envelope, clearly marked “SEALED BID; IFB 16-007 ANNUAL SIDEWALK, CURB & GUTTER TO BE OPENED APRIL 29, 2016 AT 2:00 P.M.” in order for your bid to be considered responsive.**

1. Original and one copy of completed Bid Sheet, signed by an individual authorized to bind the organization.
2. Signed Certification Page
3. Bid bond in the amount of 5% of your total base bid. This can be a cash bond, surety bond or an irrevocable letter of credit issued by a bank with a main or branch office in Fauquier County.
4. A copy of your state contractor’s license.
5. A notarized statement certifying that your contractor’s license is in good standing and not subject to revocation, **Exhibit C** is attached for your use.

If you have any questions regarding the above documents, please contact the individual (s) listed on the Certification Page of this IFB.