

**ADVERTISEMENT FOR BIDS**  
**TOWN OF STEPHENS CITY**  
**FREDERICK COUNTY, VIRGINIA**  
**STEPHENS CITY SCHOOLHOUSE RENOVATION PROJECT**

**General Notice**

**Town of Stephens City** (Owner) is requesting Bids for the construction of the following Project:

**Stephens City Schoolhouse Renovation Project**  
**060-10197**

Bids for the construction of the Project will be received at the Town of Stephens City located at 1033 Locust Street, Stephens City, VA 22655, until **Tuesday, February 18, 2025, at 2:00 p.m.** local time. At that time the Bids received will be publicly opened and read.

The Project includes the following Work:

Work of the project includes renovation of an existing three story, 11,300 square foot schoolhouse building, constructed in 1916. The existing building consists of load bearing walls of cast-in-place concrete on the lower level and brick and masonry on the upper floors with wood floor structure and framing. New construction includes a 550 square foot addition with a stairway and elevator connecting the three levels. The addition consists of fiber cement panels over wood framing on a spread footing foundation system. Exterior improvements and site work consists of brick repointing, paint, landscaping, lighting, new concrete courtyard, stair, ramp, and earthwork including excavation. The interior renovations will include, but not be limited to, selective demolition, patching and infilling masonry walls and concrete floors, patching and refurbishing wood floors and doors, new ceramic tiling, wood and gypsum board partitions, suspended gypsum board ceilings, casework, wood frames and doors, and paint. Renovations also include new mechanical systems, new plumbing systems and fixtures, new electrical systems and lighting, and new fire protection systems to include fire alarm and sprinkler.

Bids are requested for the following Contract: **Stephens City Schoolhouse Renovation Project**

The Work will be substantially completed within 210 calendar days after the date when the Contract Times commence to run and completed and ready for final payment within 30 days after the date when the Contract Times commence to run.

The Work will be substantially completed and ready for final payment after the date when the Contract Times commence to run as listed above. Liquidated damages shall be \$750.00 per day.

**Obtaining the Bidding Documents**

Information and Bidding Documents for the Project can be found at the following designated website:

QuestCDN: <https://tinyurl.com/zu5z8553> or [www.thethrashergroup.com](http://www.thethrashergroup.com)

Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Architect will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website.

The Issuing Office for the Bidding Documents is:

**The Thrasher Group, Inc.  
1000 Corporate Landing  
Charleston, WV 25311**

Prospective Bidders may obtain or examine the Bidding Documents at the Issuing Office on Monday through Friday between the hours of **8:00 am to 5:00 pm** and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Printed copies of the Bidding Documents may be obtained from the Issuing Office by paying the amount of each set listed below.

Bidding Documents may be purchased from the Issuing Office during the hours indicated above. Cost does not include shipping charges. Upon Issuing Office's receipt of payment, printed Bidding Documents or electronic documents will be transmitted to the prospective Bidder. The shipping charge amount will depend on the shipping method requested. Bidding Documents are available for purchase in the following formats:

- Bidding Documents issued as digital drawings and digital specifications, are available for **\$60.00** per set via the following link:

QuestCDN: <https://tinyurl.com/zu5z8553>

Amounts paid are not subject to refund.

Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

Bidding Documents also may be examined at

Town of Stephens City  
1033 Locust St  
Stephens City, VA 22655

A two-envelope system will be used.

Envelope No. 1 must have the following information presented on the front:

Name and address of Bidder  
Bid on Contract – Stephens City Schoolhouse Renovation Project  
Received by the Town of Stephens City

Envelope No. 2 labeled "Bid Proposal" shall also be placed inside of Envelope #1.

Envelope No. 1 will be opened first and the Bid Opening Requirement items checked for compliance as outlined on the Bid Opening Checklist on page BOR - 1 of these contract documents. If such documents are found to be in order, Envelope No. 2 "Bid Proposal", will then be opened and will be publicly read aloud. If the documents required to be contained in Envelope No. 1 are not in order, Envelope No. 2 "Bid Proposal" will not be opened and the Bid will be considered non-responsive and will be returned to the Bidder.

A bidder may not withdraw his bid for a period of ninety (30) days after the date set for the opening of bids.

Bids shall be accompanied by a certified check or bid bond payable to Town of Stephens City in an amount equal to five percent (5%) of the base bid.

Bids received after the scheduled closing time for the reception of bids will be returned unopened to the bidders.

The Town of Stephens City reserves the right to reject any and all bids.

**Pre-bid Conference**

A pre-bid conference for the Project will be held onsite on **Tuesday, January 28, 2025, at 10:00 a.m.** at **5516 Main Street, Stephens City, VA 22655**. Attendance at the pre-bid conference is encouraged but not required.

**Instructions to Bidders.**

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

**This Advertisement is issued by:**

Owner: **Town of Stephens City**  
By: **Mike Majher**  
Title: **Town Manager & Planner**  
Date: **January 10, 2025**