

PRINCE EDWARD COUNTY, VIRGINIA

PROJECT MANUAL

INVITATION FOR BIDS (IFB)

Wayfinding Signage Project – Phase I

Gateway & Vehicular Trailblazer Sign Construction and Installation

IFB No.: PEC-2026-001

Issue Date: July 2026

Bids Due: Friday, August 21, 2026

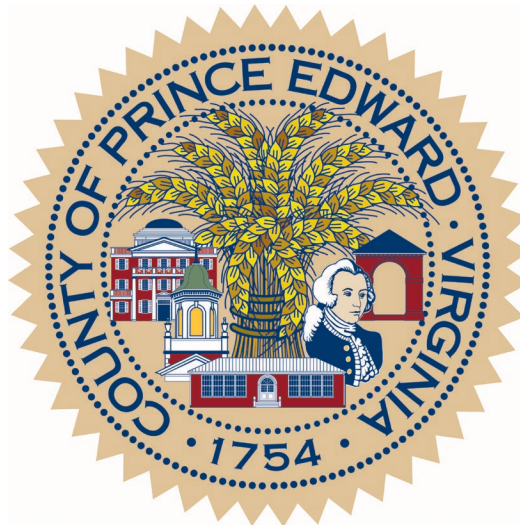
Time: 12:00 Noon (Eastern Time)

Prince Edward County Administration

111 South Street

P.O. Box 382

Farmville, Virginia 23901



SECTION 2

ADVERTISEMENT FOR BIDS

Prince Edward County, Virginia invites sealed bids from qualified contractors for the Wayfinding Signage Project – Phase I, consisting of the fabrication, permitting, delivery, and installation of gateway and vehicular trailblazer signs, including all labor, materials, equipment, traffic control, restoration, and incidentals necessary to complete the work in accordance with the Contract Documents.

Sealed bids will be received until 12:00 Noon (Eastern Time) on Friday, August 21, 2026, at the Prince Edward County Administration Office, 111 South Street, Farmville, Virginia 23901. Bids received after this deadline will not be considered. Bids will be publicly opened immediately following the bid deadline.

A non-mandatory pre-bid conference will be held at 10:00 a.m. on Thursday, July 30, 2026, at the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia. Attendance is encouraged but is not required.

Technical questions regarding the plans or specifications shall be directed to Sandy Hanger at hangergraphix@gmail.com. Procurement or administrative questions shall be directed to Douglas Stanley, County Administrator, at dstanley@co.prince-edward.va.us. See Section 3 – Instructions to Bidders for the deadline for submitting questions. Any revisions to the solicitation will be issued by written Addendum.

Each bid shall be accompanied by a five percent (5%) Bid Bond. The successful bidder shall furnish 100% Performance and Payment Bonds and Certificates of Insurance prior to issuance of the Notice to Proceed.

The Contractor shall possess all licenses required by the Commonwealth of Virginia and comply with the Virginia Public Procurement Act and all applicable federal, state, and local laws.

Prince Edward County reserves the right to reject any or all bids, waive informalities, and award the contract to the lowest responsive and responsible bidder when determined to be in the County's best interest.

Project Summary

Project	Wayfinding Signage Project – Phase I
Work	Gateway & Vehicular Trailblazer Sign Construction and Installation
Bid Due	August 21, 2026 – 12:00 Noon
Pre-Bid Conference	July 30, 2026 – 10:00 AM
Questions	Douglas Stanley dstanley@co.prince-edward.va.us
Owner	Prince Edward County, Virginia

SECTION 3

INSTRUCTIONS TO BIDDERS

1. Purpose

Prince Edward County invites sealed bids from qualified contractors for the complete fabrication, permitting, delivery, construction, and installation of the Wayfinding Signage Project – Phase I.

2. Bid Submission

Submit one signed original bid in a sealed envelope clearly marked with the project name and IFB number. Bids must be received by 12:00 Noon (Eastern Time) on Friday, August 21, 2026.

3. Questions

Technical questions regarding the plans or specifications shall be directed to Sandy Hanger at hangergraphix@gmail.com. Procurement or administrative questions regarding this Invitation for Bids shall be directed to Douglas Stanley, County Administrator, at dstanley@co.prince-edward.va.us. Questions must be submitted no later than 5:00 p.m. on Friday, August 14, 2026. Responses that affect the solicitation will be issued by written Addendum.

4. Pre-Bid Conference

A non-mandatory pre-bid conference will be held at 10:00 a.m. on Thursday, July 30, 2026, at the Prince Edward County Courthouse, 111 North South Street, Farmville, Virginia 23901. Attendance is encouraged but is not a prerequisite for submitting a bid.

5. Interpretation of Contract Documents

If a Bidder discovers any error, omission, ambiguity, inconsistency, or discrepancy in the Contract Documents, the Bidder shall promptly notify Prince Edward County in writing before submitting a bid. No oral interpretation or clarification by any County representative, consultant, or other person shall be considered binding. Any interpretation, clarification, or revision of the Contract Documents will be made only by a written Addendum issued by Prince Edward County.

6. Site Investigation

Bidders are responsible for visiting the project site and becoming familiar with field conditions, utility conflicts, and access limitations.

7. Bid Documents

The bid shall include the completed Bid Form, Unit Price Schedule, Bid Bond, Contractor License information, and all required certifications.

8. Bid Security

Each bid shall include a Bid Bond equal to five percent (5%) of the Base Bid.

9. Contractor Qualifications

The Contractor shall possess all licenses required by the Commonwealth of Virginia and shall have demonstrated experience successfully completing roadway, wayfinding, directional signage, or similar construction projects of comparable scope and complexity.

10. Award

Award will be made to the lowest responsive and responsible bidder in accordance with the Virginia Public Procurement Act. The County reserves the right to reject any or all bids and waive informalities.

The evaluation of bids shall be performed in a timely manner. The following schedule details the dates for the initial portions of the project:

July 13, 2026: Invitation for Bids distributed

July 30, 2026 at 10:00 am: Pre-bid Conference

August 21, 2026 at 12:00 pm: Receipt of written bids

August 21, 2026 - September 18, 2026: Evaluation of written bids

October 1, 2026: Award of contract

March 31, 2027: Project completion

11. Bonds and Insurance

The successful bidder shall provide 100% Performance and Payment Bonds and Certificates of Insurance prior to issuance of the Notice to Proceed.

12. Unit Prices

Unit Prices submitted with the Bid Form shall remain firm for one (1) year after award and may be used for County-authorized additions or deletions by Change Order.

SECTION 4

BID FORM

Use the attached 'Prince Edward County Bid Form with Unit Price Schedule' as the official proposal form. The completed Bid Form, including the Base Bid, Unit Price Schedule, Bid Bond, and all required certifications, shall be submitted as part of the sealed bid package.

Bid Package Checklist

- Completed Bid Form
- Unit Price Schedule
- Bid Bond (5%)
- Virginia Contractor License Information
- Acknowledgement of Addenda
- Required Certifications and Affidavits



BID FORM

PRINCE EDWARD COUNTY, VIRGINIA

Invitation for Bids (IFB No. PEC-2026-001)

Wayfinding Signage Project – Phase I

Gateway & Vehicular Trailblazer Sign Construction and Installation

Bidder Information

Company Name: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Email: _____

Virginia Contractor License No.: _____

License Class: _____ Expiration: _____

Base Bid

The undersigned agrees to furnish all labor, materials, equipment, permits, traffic control, restoration, supervision, and incidentals required to complete the Work in accordance with the Contract Documents.

Base Bid Amount (Written):

Base Bid Amount (Figures): \$ _____

In the event of a discrepancy, the Base Bid shall govern over the Unit Price Schedule.



Unit Price Schedule

Unit prices shall include all labor, materials, fabrication, installation, equipment, permitting, foundations, traffic control, restoration, overhead, profit, insurance, bonds, and incidentals. Unit Prices submitted with the Bid Form shall remain firm for one (1) year following Contract Award and may be used for County-authorized additions, deletions, or modifications by Change Order. Unit Prices shall not be used in determining the lowest responsive and responsible bidder.

Item	Description	Unit	Unit Price
1	Gateway Sign (G1) – Fabrication Only	Each	\$ _____
2	Gateway Sign (G1) – Installation Only	Each	\$ _____
3	Gateway Sign (G1) – Complete Furnish & Install	Each	\$ _____
4	Large Trailblazer (T1) – Fabrication Only	Each	\$ _____
5	Large Trailblazer (T1) – Installation Only	Each	\$ _____
6	Large Trailblazer (T1) – Complete Furnish & Install	Each	\$ _____
7	Small Trailblazer (T2) – Fabrication Only	Each	\$ _____
8	Small Trailblazer (T2) – Installation Only	Each	\$ _____
9	Small Trailblazer (T2) – Complete Furnish & Install	Each	\$ _____
10	Additional Concrete Foundation	Each	\$ _____
11	Rock Excavation (if authorized)	CY	\$ _____
12	Additional Traffic Control	Day	\$ _____



Addenda Acknowledgement

Addenda Received: _____

Bid Security

☐ Bid Bond (5%) Attached

Certification

The Bidder certifies that this bid has been prepared in accordance with the Invitation for Bids, that the bidder is properly licensed in Virginia, and agrees to furnish the required Performance Bond, Payment Bond, and insurance if awarded the contract.

Signature

Company: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

SECTION 5

BIDDER CERTIFICATIONS AND AFFIDAVITS

Each bidder shall complete and submit the following certifications with its bid. Failure to provide the required certifications may result in the bid being deemed non-responsive.

- **Non-Collusion Affidavit**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Drug-Free Workplace Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Immigration & Employment Compliance Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Virginia Contractor Licensing Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Debarment Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Ethics and Conflict of Interest Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Compliance with Federal, State, and Local Laws Certification**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

- **Acknowledgement of Addenda**

Company: _____

Authorized Representative: _____

Signature: _____ Date: _____

SECTION 6

GENERAL CONDITIONS OF THE CONTRACT

1. Contract Documents

The Contract consists of the Agreement, Invitation for Bids, Bid Form, General Conditions, Supplementary Conditions, Technical Specifications, Construction Intent Documents, Addenda, and Change Orders.

2. Contractor Responsibilities

The Contractor shall furnish all labor, materials, equipment, supervision, permits, traffic control, and incidentals necessary to complete the Work.

3. Schedule

Work shall begin upon issuance of the Notice to Proceed and proceed diligently to completion in accordance with the approved schedule.

4. Payments

Applications for Payment shall be submitted on the County's form. Payment may be withheld for defective work, incomplete work, or failure to comply with the Contract Documents.

5. Changes

No change in the Work shall be performed without written authorization by Change Order executed by the County.

6. Safety

The Contractor is responsible for jobsite safety, OSHA compliance, traffic control, and protection of the public, and maintaining safe working conditions throughout the duration of the project.

7. Site Restoration

The Contractor shall be responsible for restoring all disturbed areas resulting from the Work to a condition equal to or better than existed prior to construction. Restoration shall include, but not be limited to, grading, topsoil, seeding, sod, pavement, sidewalks, gravel, landscaping, and any other improvements disturbed by the Contractor's operations. All restoration shall be completed to the satisfaction of Prince Edward County.

8. VDOT Requirements

The Contractor shall comply with all applicable VDOT permits, Virginia MUTCD requirements, and approved traffic control plans.

9. Warranty

Provide a minimum one-year workmanship warranty together with all applicable manufacturer warranties.

10. Default

The County may suspend or terminate the Contract for default or convenience in accordance with Virginia law.

11. Final Acceptance

Final payment will be made after completion of all work, receipt of closeout documents, warranties, as-built information, and County acceptance.

SECTION 7

SUPPLEMENTARY CONDITIONS

SC-1 Contract Administrator

The County Administrator or designee shall serve as Contract Administrator.

SC-2 VDOT Coordination

Contractor shall obtain all required VDOT permits and coordinate inspections.

SC-3 Construction Intent Documents

Construction Intent Documents are incorporated into the Contract. Verify field conditions before fabrication.

SC-4 Existing Sign Removal

Existing signs shall only be removed where specifically identified in the Construction Intent Documents or as directed in writing by Prince Edward County. Any existing signs not identified for removal shall remain in place and shall be protected from damage during construction. Any damage to existing signs caused by the Contractor shall be repaired or replaced at no additional cost to the County.

SC-5 Working Hours

Normal working hours are 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise approved.

SC-6 Protection of the Public

Maintain safe pedestrian and vehicular access and immediately correct unsafe conditions.

SC-7 Utility Coordination

Contact Miss Utility before excavation and protect existing utilities.

SC-8 Construction Schedule

Submit a baseline schedule within ten (10) calendar days of Notice to Proceed and monthly updates thereafter.

SC-9 Applications for Payment

Submit applications with schedule of values, supporting documentation, and other required closeout information.

SC-10 Substantial Completion

Request inspection in writing. County will prepare a punch list.

SC-11 Final Completion

Final payment is contingent upon completion of all punch list items, delivery of warranties, as-built information, and required closeout documents.

SC-12 Warranty

Correct defective work discovered during the warranty period at no cost to the County.

SC-13 Closeout Documents

Provide as-built drawings, warranty certificates, maintenance information, lien waivers, final application for payment, and VDOT acceptance documentation, where applicable.

SECTION 8

TECHNICAL SPECIFICATIONS

The following Technical Specifications establish the minimum requirements for fabrication, permitting, delivery, installation, traffic control, restoration, testing, warranties, and closeout of the Prince Edward County Wayfinding Signage Project – Phase I. These specifications shall be read in conjunction with the Construction Intent Documents and all Contract Documents.

Scope of Work

The Work includes gateway signs, vehicular trailblazer signs, sign foundations, excavation, concrete, mounting systems, traffic control, restoration, and all labor, materials, equipment, permits, supervision, and incidentals necessary to complete the project.

Applicable Standards

- Virginia Public Procurement Act
- Current VDOT Community Wayfinding Requirements
- Virginia MUTCD
- Virginia Work Area Protection Manual
- VDOT Road and Bridge Specifications
- Applicable OSHA Standards
- Manufacturer Installation Requirements

CSI Specification Divisions

- Division 01 – General Requirements
- Division 03 – Concrete
- Division 05 – Metals
- Division 09 – Finishes
- Division 10 – Wayfinding Signage
- Division 31 – Earthwork
- Division 32 – Exterior Improvements

Order of Precedence

In the event of a conflict, the Agreement, Addenda, Supplementary Conditions, Technical Specifications, and Construction Intent Documents shall govern in that order unless otherwise directed by the County.

Contractor Responsibility

The Contractor is responsible for verifying dimensions and field conditions, preparing shop drawings, obtaining permits, coordinating with VDOT, protecting existing utilities, and completing all work in accordance with the Contract Documents.