



ISSUED BY:

CITY OF ROANOKE

DIVISION OF PROCUREMENT

NOEL C. TAYLOR MUNICIPAL BUILDING

215 CHURCH AVE SW, ROOM 202

ROANOKE, VA 24012

INVITATION TO BID (ITB) NO. SOL1254

FOR: Engineering Division

TITLE: Public Works Service Center and Fire Stations 4 & 6 Fueling Improvements

ITB ISSUE DATE: 10/31/25 2:24 PM

BID DUE DATE: 12/18/25 2:00 PM

BID DUE AT OR BEFORE 2:00 P.M.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH BASED ORGANIZATIONS

No Bid may be withdrawn within a period of sixty (60) days after Bid opening except for clerical errors, as set forth in part (1) of Section 2.2-4330(B), Virginia Code, 1950, as amended. The City reserves the right to cancel or reject any or all Bids and to waive any informalities in any Bid.

Send any questions you may have regarding this solicitation to the following contact:

Company **City of Roanoke**
 Buyer **Stanley Wells**
 Location **215 CHURCH AVE SW**
ROOM 254
ROANOKE, VA 24011
UNITED STATES

 Phone
 Fax
 E-mail **stanley.wells@roanokeva.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site (<i>Optional</i>)	
Address	
Contact Details	
Response Valid Until (<i>Optional</i>)	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate <i>(This Solicitation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Schedule.....	9
1.3 Response Rules.....	9
1.4 Terms.....	9
1.5 Attachments.....	10
2 Requirements.....	11
2.1 Section 1. EVALUATION.....	11
2.2 Section 2. LICENSE.....	12
2.3 Section 3. RESIDENCE OF VIRGINIA.....	13
3 Lines.....	14
3.1 Line Information.....	14
3.2 Line Details.....	16
3.2.1 Line 1.....	16
3.2.2 Line 2.....	16
3.2.3 Line 3.....	16
3.2.4 Line 4.....	16
3.2.5 Line 5.....	17
3.2.6 Line 6.....	17
3.2.7 Line 7.....	17
3.2.8 Line 8.....	18
1.6 Solicitation Controls.....	

1 Overview

1.1 General Information

Title	Public Works Service Center and Fire Stations 4 & 6 Fueling Improvements		
Synopsis	Construction of fueling station with canopy at three locations within the City of Roanoke.		
Buyer	Stanley Wells	Outcome	Contract Purchase Agreement
E-Mail	stanley.wells@roanokeva.gov		
Introduction			

This project is generally described as the construction of fueling station with canopy at three locations, above ground fuel island, technology room, employee parking lot, fence upgrades, sidewalk, drainage improvements, stormwater BMP, utility work, parking lot improvements, tree removal, landscaping and milling & overlay. The project consists of three locations (Public Works Service Center – 1802 Courtland Road NE, Fire Station # 4 – 3763 Peters Creek Road SW and Fire Station # 6 – 1833 Jamison Avenue SE. The project limits along Courtland Road and Sycamore Avenue consist of existing variable right-of-way.

Bids, to be considered, must be received by the Due Date and Time, at or before 2:00 p.m., local time, on December 18, 2025. All Bids received will be opened at the Open Date and Time, on December 18, 2025, at 3:00 p.m., local time and read via conference call using the following call-in information:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 269 679 980 710 7

Passcode: 9Ta9j8KT

Dial in by phone

[+1 469-480-4192](tel:+14694804192).,[811361494](tel:+14694804192)# United States, Dallas

[Find a local number](#)

Phone conference ID: 811 361 494#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

The Instructions to Bidders, plans, specifications, the Contract, and other Contract Documents are incorporated herein by reference. Copies of these items may be examined during business hours at the Office of the City Engineer, Noel C. Taylor Municipal Building, 215 Church Avenue, S.W., Room 350, Roanoke, Virginia 24011 (Phone: 540-853-2731). Bidders are cautioned to review bid documents thoroughly before submitting a bid.

Copies of the documents may be viewed and/or downloaded from the City of Roanoke's Oracle Fusion system at <https://tiny.roanokeva.gov/solicitations>. If you have any problems accessing the documents, you may contact Stanley Wells, Senior Buyer at (540) 853-8271 or stanley.wells@roanokeva.gov. The City will not be responsible for documents obtained from any other source.

All Contract Documents prepared and/or furnished by the City Engineer shall be the exclusive property of the City of Roanoke, Virginia, and shall not be used for any other project(s).

Each bidder is solely responsible for ensuring that such bidder has the current complete version of the Bid Documents prepared for the project, including any addenda issued by the City, before submitting a bid.

A Non-Mandatory Pre-Bid conference will be conducted via Microsoft Teams Conference Call on November 12, 2025, at 10:00 a.m. Click on link below to register for the Pre-Bid Meeting.

PRE-BID MEETING INFORMATION:

You are invited to a Microsoft Teams meeting.

When: November 12, 2025, 10:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://events.gcc.teams.microsoft.com/event/68b7f8ce-1c53-455b-b796-1edc4b5ddf27@4b5cf942-bd40-4d06-a3df-44ad34270d92>

After registering, you will receive a confirmation email containing information about joining the meeting.

OPTIONAL SITE VISITS:

Optional site visits will be held at the dates, times and locations listed below. Bidders are not required to perform a site visit in order to submit a response to this ITB. The site visits are only being held to allow Bidders the opportunity to survey the site(s). Bidders shall not propose any questions to City staff during the site visit. All questions regarding the solicitation shall be submitted to Stanley Wells, Senior Buyer at stanley.wells@roanokeva.gov. Asking questions or seeking clarifications from anyone other than the buyer on record may render an otherwise qualified Bidder non-responsive.

DATE	
------	--

Tuesday, November 18, 2025	<ul style="list-style-type: none"> • Pub • Fire • Fire
Wednesday, November 19, 2025	<ul style="list-style-type: none"> • Pub • Fire • Fire
Thursday, November 20, 2025	<ul style="list-style-type: none"> • Fire • Fire • Pub

Bidders and all subcontractors are required to comply with all applicable city, state, and federal laws, ordinances, and regulations; and are required to be properly licensed under Sections 54.1-1100, et seq., Code of Virginia (1950), as amended, prior to award of any bid to Successful Bidder. If applicable, Bidders shall deposit with their bid a Bid Security executed in the amount and form stipulated in the Instructions to Bidders.

The City expressly reserves the right to cancel this ITB and/or reject any or all bids, to waive any informality or irregularity in the bids received, and to accept a bid from the lowest responsive and responsible bidder which is deemed to be in the best interest of the City.

If an award of a contract is made, notice of the award, or the announcement of the decision to award, will be made by posting a notice of such award or announcement in the City of Roanoke Purchasing Division's Vendor Self-Service system at <https://tiny.roanokeva.gov/solicitations>.

To determine the lowest responsive and responsible bidder who may be awarded a Contract for the Work, the criteria set forth in or requested pursuant to the Instructions to Bidders or in the Bid Documents may be considered.

By submitting a bid, each bidder agrees that this is a solicitation of bids and each bidder agrees to be solely responsible for the cost or expense of its bid and the City shall have no responsibility for such costs or expenses.

If a certain brand, make, item or manufacturer is specifically and exclusively required or called for in the plans, specifications, or other contract documents, then that brand, make, item, or manufacturer shall be used unless otherwise

agreed to by the City, in its sole discretion. Otherwise, an equivalent item can be requested as set forth in Section 10 of the Instructions to Bidders, or other Contract Documents.

If the bid by the lowest responsive bidder exceeds available funds, the City reserves the right to negotiate with the apparent low bidder pursuant to Section 2.2-4318 of the Code of Virginia. The conditions and procedures under which such negotiation may be undertaken are set forth in Section 2.2-4318, and Section 14.3 of the Instructions to Bidders. Any such negotiated contract shall be subject to final approval by the City in its sole discretion.

Bids may not be withdrawn for a period of sixty (60) calendar days after the opening of bids unless the bid is substantially lower than the other bids because of a clerical error as defined in Section 2.2 - 4330, of the Code of Virginia (1950), as amended. Pursuant to Section 2.2 - 4330 (B)(1), the bidder shall give notice in writing and shall submit the original work papers with such notice to the City of its claim of right to withdraw the bid within two (2) business days after the opening of bids.

The successful bidder shall comply with the Code of Virginia nondiscrimination provisions of Section 2.2-4311 and the Drug-free workplace provisions of Section 2.2-4312.

Pursuant to Code of Virginia, Section 2.2 - 4343.1, be advised that the City of Roanoke does not discriminate against faith-based organizations.

1.2 Schedule

Preview Date **10/31/25 2:24 PM**
 Close Date **12/18/25 2:00 PM**
 Time Zone **Eastern Standard Time**

Open Date **10/31/25 2:24 PM**
 Award Date

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Price only**

1.3 Response Rules

This Solicitation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Instructions **SEE ATTACHED PROJECT MANUAL FOR INSTRUCTIONS**

Agreement Start Date

Agreement End Date

Agreement Amount

(USD)

Payment Terms **Net 30**Freight Terms **None**

Shipping Method

FOB **F.O.B. Destination- Inside Delivery**Solicitation Currency **USD (US Dollar)**Price Precision **2****1.5 Attachments**

File Name or URL	Type	Description
Fire Station # 6 Plans.pdf	File	Fire Station No. 6 Plans
Fire Station # 4 Plans.pdf	File	Fire Station No. 4 Plans
PWSC Plans.pdf	File	PWSC Plans
SOL1254_Fueling Improvements_P	File	Project Manual

2 Requirements

**Response is required*

A. To determine the lowest responsive and responsible Bidder with respect to this Bid, the following factors, among such others as will protect and preserve the interest of the City may be considered.

B. By submitting a response, Bidder agrees, if this Bid is accepted by the City, to provide the services and or items in accordance with this Invitation for Bid and to execute a Contract substantially similar to the enclosed Contract Terms and Conditions for such services and or items.

2.1 Section 1. EVALUATION

1.
 - Total extended Bid price as set forth on the Bid Form; (Note: This can change with each ITB and may need to be modified.)
 - The specified terms and discounts, if any, of the Bid;

2.
 - The ability, capacity and skill of the Bidder to perform the Contract and/or provide the services and/or items required;
 - Whether the Bidder can perform the Contract and/or perform the services and/or provide the items promptly, or within the time specified, without delay or interference;
 - The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
 - The quality of performance on previous contracts or services;
 - The previous and existing compliance by the Bidder with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Bidder in other matters;
 - The equipment and facilities available to the Bidder to perform the Contract and/or provide the services and/or items requested in the ITB;
 - The sufficiency of the financial resources and ability of the Bidder to perform the Contract and/or provide the services and/or items requested in the ITB;
 - The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the ITB; and

- The sufficiency of the financial resources and ability of the Bidder to perform the Contract and/or provide the services and/or items requested in the ITB;
- The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the ITB; and
- The ability of the Bidder to provide future maintenance, parts, and service for the items requested in the ITB

2.2 Section 2. LICENSE

- *1. The attention of each Bidder is directed to VA Code Section 54.1-1100 et seq. which requires certain licenses for contractors, tradesmen and others. Each Bidder is required to determine which license, if any, it is required to have under such sections.

Does supplier have a Virginia Contractor's License?

Select one of the following:-

- ☐ a. Yes(*Response attachments are optional*)
☐ b. No(*Response attachments are optional*)
☐ c. N/A(*Response attachments are optional*)

Comments:

- *2. Indicate your contractor's license type(s).

Select all that apply:-

- ☐ a. Class A(*Response attachments are optional*)
☐ b. Class B(*Response attachments are optional*)
☐ c. Class C(*Response attachments are optional*)
☐ d. Other(*Response attachments are optional*)
☐ e. None(*Response attachments are optional*)
☐ f. N/A(*Response attachments are optional*)

Comments:

- *3. If Bidder chose "other" type of Virginia License, please list the type and number.

Response attachments are optional.

Comments:

2.3 Section 3. RESIDENCE OF VIRGINIA

- *1. Pursuant to Code of Virginia Section § 2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 is required to include in its bid the identification number issued to it by the state Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by the law is required to include in its bid or proposal a statement describing why the bidder is not required to be so authorized. Contractor agrees that process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage is streamlined and not definitive, and the Commonwealth's acceptance of Contractor's statement describing why the bidder was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

Is Bidder a resident of Virginia (See VA Code Sections 54.1-1100, et seq.)?

Select one of the following:-

- ☐ a. YES(*Response attachments are optional*)
☐ b. NO(*Response attachments are optional*)

Comments:

- *2. Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Bidder's identification number issued to it by the SCC and is provided here.

Response attachments are optional.

Comments:

- *3. Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC and provided here.

Response attachments are optional.

Comments:

- *4. Bidder does not have an identification number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s)

Attach explanation, if necessary.

Response attachments are optional.

Comments:

3 Lines

Instructions

The undersigned hereby proposes and agrees, if this bid is accepted by the City of Roanoke, to enter into a Contract with the City of Roanoke, Virginia, (hereafter - City or Owner) to furnish all equipment, materials, labor, and services necessary to construct the **Public Works Service Center and Fire Stations # 4 & 6 Fueling Improvements**. The Project includes the construction of fueling station with canopy at three locations, above ground fuel island, technology room, employee parking lot, fence upgrades, sidewalk, drainage improvements, stormwater BMP, utility work, parking lot improvements, tree removal, landscaping and milling & overlay. The project consists of three locations (Public Works Service Center – 1802 Courtland Road NE, Fire Station # 4 – 3763 Peters Creek Road SW and Fire Station # 6 – 1833 Jamison Avenue SE. The project limits along Courtland Road and Sycamore Avenue consists of existing variable right-of-way

The bid form is separated into three project locations (PWSC, Fire Station # 4, Fire Station # 6 and Unit Priced Items). The lowest responsive and responsible bidder shall be the bidder with the lowest combined bid of PWSC, Fire Station # 4, Fire Station # 6 and Unit Priced Items in one contract.

3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-PART A - Lump sum price for the construction within the Public Works Service Center Refueling Plans and all associated work (except for the work in Unit Priced items listed below in Part D).					

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
2-PART B - Lump sum price for the construction within the Fire Station # 4 Refueling Plans and all associated work (except for the work in Unit Priced items listed in Part D).					
3-PART C - Lump sum price for the construction within the Fire Station # 6 Refueling Plans and all associated work (except for the work in Unit Priced items listed below in Part D).					
4-PART D - Unit Priced Items: Excavation and off-site disposal of unsuitable soil material.	200	Cubic Yard			
5-PART D - Unit Priced Items: Backfill for Unsuitable Soil Material - Flowable Fill (100 psi minimum)	100	Cubic Yard			
6-PART D - Unit Priced Items: Backfill for Unsuitable Soil Material - VDOT 21A	100	Cubic Yard			
7-PART D - Unit Priced Items: Mass Rock Removal and Off-Site disposal	50	Cubic Yard			
8-PART D - Unit Priced Items: Trench Rock Removal and Off-Site Disposal	250	Cubic Yard			

3.2 Line Details

3.2.1 Line 1 PART A - Lump sum price for the construction within the Public Works Service Center Refueling Plans and all associated work (except for the work in Unit Priced items listed below in Part D).

Category Name	91200 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR
Allow Alternate Lines	No
Target Minimum Release	
Amount (USD)	
Start Price (USD)	

3.2.2 Line 2 PART B - Lump sum price for the construction within the Fire Station # 4 Refueling Plans and all assoicated work (except for the work in Unit Priced items listed in Part D).

Category Name	91200 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR
Allow Alternate Lines	No
Target Minimum Release	
Amount (USD)	
Start Price (USD)	

3.2.3 Line 3 PART C - Lump sum price for the construction within the Fire Station # 6 Refueling Plans and all associated work (except for the work in Unit Priced items listed below in Part D).

Category Name	91200 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR
Allow Alternate Lines	No
Target Minimum Release	
Amount (USD)	
Start Price (USD)	

3.2.4 Line 4 PART D - Unit Priced Items: Excavation and off-site disposal of unsuitable soil material.

Category Name	91200	
	CONSTRUCTION	
	SERVICES,	
	GENERAL (INCL.	
	MAINTENANCE	
	AND REPAIR	
Item		Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.5 Line 5 PART D - Unit Priced Items: Backfill for Unsuitable Soil Material - Flowable Fill (100 psi minimum)

Category Name	91200	
	CONSTRUCTION	
	SERVICES,	
	GENERAL (INCL.	
	MAINTENANCE	
	AND REPAIR	
Item		Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.6 Line 6 PART D - Unit Priced Items: Backfill for Unsuitable Soil Material - VDOT 21A

Category Name	91200	
	CONSTRUCTION	
	SERVICES,	
	GENERAL (INCL.	
	MAINTENANCE	
	AND REPAIR	
Item		Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.7 Line 7 PART D - Unit Priced Items: Mass Rock Removal and Off-Site disposal

Category Name	91200	
	CONSTRUCTION	
	SERVICES,	
	GENERAL (INCL.	
	MAINTENANCE	
	AND REPAIR	
Item		Revision
Allow Alternate Lines	No	

Target Minimum Release
Amount (USD)
Start Price (USD)

3.2.8 Line 8 PART D - Unit Priced Items: Trench Rock Removal and Off-Site Disposal

Category Name	91200 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR	
Item		Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		