



**CITY OF VIRGINIA BEACH, VIRGINIA  
PURCHASING DIVISION  
2401 COURTHOUSE DRIVE  
BLDG 1, 3RD FLOOR, SUITE 3097  
VIRGINIA BEACH, VA 23456-9013  
(757) 385-4438**

**INVITATION TO BID NO: COVB-26-101623**

**SECTION 102 - BIDDING REQUIREMENTS AND CONDITIONS SECTION 102.01 -  
ADVERTISEMENT FOR BID**

**HUMAN SERVICES BUILDING ELEVATOR MODERNIZATION**

**CITY OF VIRGINIA BEACH, VIRGINIA**

The City of Virginia Beach, Virginia will receive sealed bids for the furnishing of all equipment, labor and material, and the performing of all work for the above described project. The Bidder shall include in its bid or proposal its identification number issued by the Virginia State Corporation Commission or a statement describing why it is not required to be so authorized to transact business in the Commonwealth.

**BID SUBMISSIONS:**

Sealed Bids will be received electronically through ERP System Supplier (Vendor) Portal **OR** delivered to the Purchasing Division Office at 2401 Courthouse Drive, Bldg.1, 3rd Floor, Suite 3097, Virginia Beach, VA 23456 until **Wednesday, February 11, 2026, AT 3:00 PM Eastern Time**. To be considered, Bidders shall ensure Bids are received in this manner. Bids time stamped 3:01 P.M. or later will not be considered and will be returned unopened to the prospective bidder. The remaining bids will be publicly opened and read aloud thereafter.

The procedure for withdrawal of bid due to error shall be per Section 102.02 B. of this document. The City of Virginia Beach does not discriminate against faith-based organizations.

If you are physically disabled or visually or hearing impaired and need assistance in obtaining or inspecting the bid documents, please call the Contracting Agent's Office at (757) 385-4438. For hearing impaired dial 711. TTY (Text Telephone assistive telephone device).

## **PRE-BID CONFERENCE:**

A Pre-Bid Conference will be held at 3432 Virginia Beach Blvd. Virginia Beach, VA 23453 on **Monday, January 12, 2026, at 10:00 A.M.**

## **QUESTIONS**

Questions will be received until **Monday, February 2, 2026, at 5:00 P.M.** and responded to through addendum only. Email all questions to [nmelendez@vbgov.com](mailto:nmelendez@vbgov.com)

## **SCOPE OF WORK:**

The work includes bringing the current elevators up to code and install new equipment and/or relocate equipment outside of elevator equipment room. Interior elevator cabs will be updated with new lighting, flooring, handrails, laminated wall hung cab panels and fixtures.

## **SMALL BUSINESS ENHANCEMENT PROGRAM**

This solicitation is subject to the requirements of the Small Business Enhancement Program. As a matter of responsiveness, bidders that intend to subcontract work on the resulting project must commit at least 50% of the value of the subcontracted work to businesses certified as Small, Women-owned, and Minority-owned businesses (SWaM) by the Virginia Department of Small Business and Supplier Diversity; if the bidder is unable to meet the 50% subcontracting requirement, then the bidder must provide documentation showing, with specificity, good faith efforts undertaken to meet the 50% SWaM-certified subcontractor participation requirement.

Bids shall be delivered to:

City of Virginia Beach, Virginia

Purchasing Division

Procurement Officer

Norman Melendez

2401 Courthouse Drive

3rd Floor

Virginia Beach, 23456-9013

**1 Attachments**

File Name or URL	Type	Description
CVB Human Services Elevator_Bi	File	Project Plans
CVB Human Services Elevator_Pr	File	Project Manual

