



COUNTY OF PITTSYLVANIA

Invitation for Bid IFB# 20230426

Gretna Library Stage and Shade Sails Project

**Date Issued: April 26, 2023**

**CONNIE GIBSON, PURCHASING MANAGER**  
**(434) 432-7744 – E-mail: [connie.gibson@pittgov.org](mailto:connie.gibson@pittgov.org)**

IFB: 20230426  
Issue date: April 26, 2023  
Gretna Library Stage and Shade Sails Project

**INSTRUCTIONS TO BIDDERS**

**Issue Date:** April 26, 2023

Sealed Bids Will Be Received Until 2:00 P.M. May 23, 2023, and then publicly opened, for providing the following described services in accordance with the attached general terms, conditions, and specifications. The public opening will be held in the Main Conference Room of the County Administration Building located at 1 Center Street, Chatham, VA 24531.

**Bids received after the deadline will be not be accepted.**

Mailing address: Connie Gibson  
Pittsylvania County Purchasing Department  
P.O. Box 426 – 1 Center Street  
Chatham, VA 24531

Copies of this IFB may be obtained at the Purchasing Department located in County Administration Building (address above) at no charge. You may also download the IFB from the County website located at: <https://www.pittsylvaniacountyva.gov>. Click the “Business” tab at the top and then click the “Current Bid & RFPs” yellow button.

All inquiries for bid information should be directed to: Connie Gibson, Purchasing Manager, telephone number: (434) 432-7744, or [connie.gibson@pittgov.org](mailto:connie.gibson@pittgov.org).

**Envelopes containing bids shall be sealed and marked  
in the lower left-hand corner as follows:**

**IFB 20230426**  
Gretna Library Stage and Shade Sails Project

**PRE-BID MANDATORY CONFERENCE:** There will be a **mandatory** pre-bid meeting at Gretna Library, 207A Coffey Street, Gretna VA 24557 on May 9, 2023 at 2:00 P.M. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Note: The County of Pittsylvania, Virginia does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

**INVITATION FOR BID TITLE PAGE**

**INVITATION NUMBER: 20230427**

**ISSUE DATE: 04/27/2023**

**TITLE:** Gretna Library Stage and Shade Sails Project

In Compliance with this Invitation for Bid, the named party hereby submits a bid in response to Pittsylvania County to furnish services described in this IFB. The entire proposal, including Technical proposal, Proposal Cover Sheet, and any supplemental materials required to be provided by the offeror pursuant to the terms and conditions of the RFP, constitute the entire proposal.

The party hereby certifies that such is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the bid price or affiant or any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Pittsylvania County or any person interested in the proposed contract.

The party submitting the forgoing Proposal acknowledges the provisions, terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by those provisions, terms and conditions. Further, the party certifies that all information submitted in response to this RFP is correct and true. The person signing this form shall be an authorized signatory officer of the corporation or an individual authorized by the By-Laws of the Corporation that has been given authoritative responsibility to bind the firm in a contract.

Name and Address of Firm:

	Date: _____
	By: _____ <u>(Signature in Ink by Officer of the Corporation)</u>
	Name: _____
	(Please Print)
Zip Code _____	Title: _____
Phone: (____) _____	Fax: (____) _____
E-mail: _____	State of Incorporation: _____
	State Corporation Commission #: _____

Receipt of the following Addenda are acknowledged: **Attach a copy of your company's SCC Certificate and a list of officers**

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_  
(Please note all addenda's)

**(Return this Form)**

**I. PURPOSE:**

Pittsylvania County is soliciting bids from qualified contractors to provide construction of a concrete stage and the installation of Shade Sails at the Gretna Library located at 207A Coffey Street, Gretna, VA 24557.

**II. SCOPE OF SERVICES:**

Construct and install shade Sails as per drawings attached.

- Anchor concrete footers for Shade Sails.
- Two (2) electrical outlets to be installed
- Construct concrete stage according to design and specs (see attachment C- drawings).
- Install Shade Sails per manufacturer instructions. The drawings include Shade Systems Inc. However, materials and site furnishings selected in this bid package are for bid preparation. Approved equal materials and site furnishings may be substituted for value engineering &/or supply chain issues. Contractor shall include drawings and instructions for any substitutions to be approved by the owner.

**III. Additional Instructions for the Contractor:**

- 1) The contractor is responsible for determining the existence, location, and elevation of all utilities and concealed structures, and is responsible for notifying the appropriate company, department or person(s) of its intention to carry out its operation.
- 2) The contractor shall notify Miss Utility 48 hours prior to commencement of any construction. Contractor shall field verify vertical and horizontal locations of all utilities prior to construction.
- 3) Contractor shall take all precautions necessary to verify location and prevent disturbance/damage of any existing utilities in the work area as described herein. Contractor shall provide immediate temporary service to any damaged utilities.
- 4) All work areas shall be cleaned daily.
- 5) Contractor shall be responsible for protection of buildings adjacent to work areas. Contractor shall be responsible for all costs of damages resulting from construction activities.
- 6) Contractor shall be solely responsible for job site safety.
- 7) Contractor is responsible for coordination of all construction of the stage.
- 8) Contractor is responsible for following Erosion and Sediment Control standards and practices as specified by Virginia Erosion and Sediment Control Handbook. (Virginia Department of Environmental Quality, Published 1992).
- 9) All layout, grading, and materials designs is an approximate information for cost estimation/bid preparation. Some or all of the above may be altered during construction by the owner, architect, or other professional as determined by site conditions or unforeseen circumstances.
- 10) No bid or performance bond will be required for this project.

#### **IV. BIDDER'S INSTRUCTION:**

##### **A. BID PREPARATION:**

1. The Bidder must submit a bid, which demonstrates and provides evidence that the Bidder has the capabilities, professional expertise, and experience to provide the necessary services as described in this IFB. The Bidder shall ensure that all information required herein is submitted with the bid. All information provided should be verifiable by documentation requested by Pittsylvania County. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the bid or rescission of an award.
2. Bids shall be signed by the authorized representative of the Bidder.
3. All expenses for making Bids to the County shall be incurred by the Bidder.
4. Bidder must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.

##### **B. BID SUBMISSION:** The following documents must be included with the bid:

1. Signed original of the completed Invitation for Bid Title Page.
2. Completed Attachment A "Bid Price Sheet."
3. A list of client references of similar service contracts, including at least three (3) customers. These references must include name, address, and telephone number, attachment B
4. A copy of any applicable Federal, State, or Local license required to legally perform the service specified in the IFB shall be attached to the bid.
5. A certificate of insurance for all required coverages .
6. Bidders are reminded that changes to the IFB, in the form of addenda, are often issued between the issue date and within 5 days of the due date of the solicitation. All addenda must be acknowledged on the IFB Title Page. Notice of addenda will be posted on Pittsylvania County website, [www.pittsylvaniacountyva.gov](http://www.pittsylvaniacountyva.gov). It is the bidder's responsibility to monitor the webpage for the most current addenda.

**ADDRESS:** Proposals should be mailed or hand delivered to:

**Pittsylvania County Purchasing Department**

**Att: Connie Gibson,**

**1 Center Street**

**Chatham, VA 24531.**

All Proposals must be in a sealed envelope and clearly marked in the lower left corner:

**Sealed Proposal – IFB 230427 Gretna Library Stage and Shade Sails Project**

Bids not so marked or sealed shall be returned to the offeror and will not be considered. Bids shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership, individual). Bids shall be signed above the typed or printed name and include the title of the individual signing on behalf of the offeror. All expenses for making Bids to Pittsylvania County shall be borne by the offeror. **All Bids shall be received by 2:00 P.M., Wednesday, May 23, 2023.** Any bids received after this time and date will not be considered. The offeror has the sole responsibility to have the proposal received by the Pittsylvania County Purchasing Department at the above address and by the above stated time and date. No responsibility will be attached to any County personnel for the premature opening of a bid not properly addressed and identified on the outside of a sealed envelope.

### **SPECIAL TERMS AND CONDITIONS**

**AWARD:** After the Sealed Bids have been opened, the County shall prepare a list of those contractors who have submitted bids and met the qualifications listed in this offering. Award shall be given based on the lowest responsive and responsible bidder.

Pittsylvania County may cancel this IFB in whole or in part or reject any or all bids at any time prior to award. Should the County determine that a bidder is not qualified, the bidder shall be notified in writing of that determination and the reason. The award document will be a contract incorporating by reference all requirements, terms, and conditions of the solicitation of this offer.

**BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for (120) days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the County's website, [www.pittsylvaniacountyva.gov](http://www.pittsylvaniacountyva.gov) and on the County Public Notice Bulletin Board located at 1 Center Street, Chatham, VA 24531.

**CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**PRODUCT INFORMATION:** The bidder/offeror shall clearly and specifically identify the shade sails being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the bid to enable the County to determine if the product offered meets the requirements of the bid. Failure to do so may cause the bid/proposal to be considered nonresponsive.

**SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**WARRANTY (COMMERCIAL):** The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation and rights and remedies permitted under applicable law. A copy of this warranty should be furnished with the bid/proposal.

**WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the contractor's expense.

**Attachment A- BID FORM**

**Cost for the construction and installation of Gretna Stage:**

**TOTAL: \$**

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**Attachment B – References**

Provide at least three references for similar services performed within the past three (3) years and include this form with your bid.

Client Name: \_\_\_\_\_

Contact Name, phone and email: \_\_\_\_\_

Type of Work and Date Performed: \_\_\_\_\_

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Client Name: \_\_\_\_\_

Contact Name, phone and email: \_\_\_\_\_

Type of Work and Date Performed: \_\_\_\_\_

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Client Name: \_\_\_\_\_

Contact Name, phone and email: \_\_\_\_\_

Type of Work and Date Performed: \_\_\_\_\_

\_\_\_\_\_

PITTSYLVANIA COUNTY  
BOARD OF SUPERVISORS

PURCHASING DEPARTMENT

I. GENERAL TERMS AND CONDITIONS

1. Reservation of County Rights:

The County reserves the right to accept or reject any or all bids, to waive any informality and to make an award to a party other than the low bidder, if deemed in the best interest of the County, subject to the provisions under the Virginia Public Procurement Act.

The County does not discriminate against faith-based organizations.

2. Laws of the Commonwealth:

Any purchase order/contract resulting from this bid process shall be governed; in all respects whether as to its validity, construction, capacity, performance or otherwise; by the laws of the Commonwealth. Successful bidders providing goods to the County herewith assure the County that they are conforming to the provisions of the Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract of over \$10,000 the provisions in 1 and 2 below apply:

(1) During the performance of this contract, the contractor agrees as follows:

A. Nondiscrimination Clause: The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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.

B. Equal Opportunity Employer: 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.

C. 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.

(2) Subcontractors: The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

(3) 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, 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 such provision will be binding upon each subcontractor or vendor.

3. Tax Exemption:

The County is exempt from State sales, and use taxes and will issue a Certificate of Exemption upon request. Deliveries against any items of this bid procedure shall be free from any excise or transportation taxes. Excise exemption registration NO. 54-600-1508 may be used when required or necessary on behalf of the County.

4. Modifications, Additions, or Changes:

Modifications, additions, or changes to the terms and conditions of this invitation to bid may be cause for rejection of your bid. All bids shall be entered on the official bid forms, if provided. Bidders who attach or submit bids on their or any other forms may be considered unresponsive and may be rejected if an official bid form is provided.

5. Delivery Point:

Except when otherwise specified herein, all items shall be F.O.B. delivered to any point within the County as directed by the Central Purchasing Department.

6. Transportation and Packaging:

The authorized agent by signing this bid certifies and warrants that the bid price offered for F.O.B. destination, includes only the actual freight rate costs at the lowest and best rate and is based on the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity.

7. Evaluation of Bid Documents:

If any prospective bidder is in doubt as to the true meaning of any part of the specifications or other bid documents, the prospective bidders shall submit a written request, within the time frame provided, after receipt of the invitation to bid to the Central

Purchasing Department. The Central Purchasing Department will have final authority to review any discrepancies or deficiencies in the specifications and then make the necessary interpretations or revisions. Interpretations or revisions shall be made official by the issuance of any necessary addendum and distributed to all potential bidders. The Central Purchasing Department will not be responsible for explanations or interpretations of the bid documents, except as issued in writing by the Purchasing Manager and/or County Administrator.

8. Default:

In the case of default by the successful bidder or failure to deliver the goods or services ordered by the time specified, the Department of Central Purchasing, after due written notice may procure these goods or services from other sources and hold the defaulting vendor responsible for any excess cost occasioned thereby.

9. Anti-Collusion Certification:

The authorized agent by signing this bid certifies and warrants that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The signing agent understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. The signing agent also agrees to abide by all conditions of this bid and certifies that he or she is duly authorized to sign this bid for the bidder represented herein.

10. Kickbacks:

The signing agent certifies and warrants that neither he/she nor the bidder from whom he/she is authorized to act has offered or received any kickback from any other bidder, suppliers, manufacturer, or subcontractor in connection with his/her bid on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchange. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.

11. Gifts by Bidder, Offeror, Contractor, or Subcontractor:

No bidder, offeror, contractor, or subcontractor, shall confer on any public employee or official having formal responsibility for a procurement transaction, any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

12. Termination/Cancellation of Contract:

Subject to the provisions below, the contract may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

In the event that this contract is terminated or cancelled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

Termination by the County for cause, default or negligence on the party of the appraiser or firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination of Cause.

C. Non-Appropriation Clause/Termination due to Unavailability of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

13. Quantities:

Quantities set forth in this invitation are estimates only, and the successful bidder shall supply at bid prices actual quantities as ordered regardless of whether such total quantities are more or less than those shown.

14. Ordering:

All orders from the County shall be issued by the Central Purchasing Department. A County purchase order number is required for the contract; yet partial order quantities and deliveries will be accepted upon request or as outlined in the Special Specifications, by the Central Purchasing Department. No other department or personnel other than those in the Central Purchasing Department of the County are qualified to issue purchase orders, make changes in orders, or accept delivery on orders under this contract without specific written authorization being received by the contractor from the Central Purchasing Department or as otherwise specified in the Special Specifications.

15. Invoices/Billing Process:

Invoices for items ordered, delivered, and accepted by the Central Purchasing Department or authorized departments shall be submitted by the contractor directly to the Accounting Department, at the address shown on the purchase order. The

purchase order number must be referenced on all invoices regardless of quantities delivered, backordered, etc. Any outstanding quantities not included in the billing or invoice should be shown on a separate statement specifically marked, as not being an invoice for payment yet is an accountability of items and cost outstanding.

16. Discounts:

All bids will be evaluated and awarded on net prices. Cash discounts will not be considered in making awards. If cash discounts for prompt payment are offered, it must be clearly shown on the bid forms in the space provided. On monthly invoices any payment terms must be clearly marked. The County will attempt to take advantage of any such discounts provided our timetable allows us to do so.

17. Hold Harmless:

The successful contractor assumes and agrees to indemnify, defend and hold harmless Pittsylvania County, Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, labor, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence on the part of the using agency or to the manner outlined by the contractor and description literature or specifications submitted with the contractor's bid.

18. Warranty:

The contractor shall provide warranty documents on any material, goods or equipment of any kind or nature provided by the contractor, his subcontractor or other agents. The warranty shall be in effect for the period of time specified.

19. Contractual Intent

Upon successful award of this bid by the County, it is the County's intent to have a written contract fully executed by all participating parties. This contract shall delineate the capacity, performances and considerations for all parties involved.

The contents of the bid submitted by the successful bidder and the bid specifications shall become a part of any contract awarded as a result of these specifications. The successful vendor will be expected to sign a "Standard Contract for Services" with the County.

Sample contracts may be submitted by either party at the time of the bid, however, the County reserves the right to use its uniform contract format over all samples submitted.

20. Insurance

By signing and submitting a bid/proposal under this solicitation, the Bidder/Offeror certifies that if awarded the contract, it will maintain all required Worker's Compensation, Employer's Liability, Commercial General Liability and Automobile Liability insurance coverage during the entire term of the contract and that all insurance coverage will be

provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Copies of insurance certificates shall be submitted with all bids/proposals.

21. Use of Name Brands Within These Specifications:

The name of a certain brand, make, manufacturer, or definite specification is to denote the quality to the specific brand, make, manufacturer, or specification named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired, and wherever in specifications or contract documents a particular brand, make of materials, device or equipment shall be regarded merely as a standard. Any other brand, make of material, device or equipment which is recognized the equal of that specified, considering quality, workmanship and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.

22. Access To Records:

The County Administrator or his duly authorized agent, shall, until the expiration of three (3) years following the final payment on this Agreement, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Lessor and Assignee involving transactions related to this Agreement. Lessor and Assignee shall have the reciprocal right, until the expiration of three (3) years following final payment on this Agreement, to have access to and examine and copy any directly pertinent books, documents, papers and records of the County Administrator in the event of litigation or arbitration involving this Agreement, rights of access, examination and copying hereunder granted to Lessor, Assignee, and Lessee shall continue until such claims have been finally disposed of.

## CONTRACTOR ELIGIBILITY CERTIFICATION

This is to certify that this person/firm/corporation has not been barred from bidding on contracts by any agency of the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that has been barred from bidding on contracts by any agency of the Commonwealth of Virginia.

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Name of Official

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Title

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Firm or Corporation



# PITTSYLVANIA COUNTY PUBLIC LIBRARY Gretna Branch

## ATTACHMENT C

107 Coffey Street Gretna VA 24557



### CONSTRUCTION DOCUMENTS

July 28, 2022

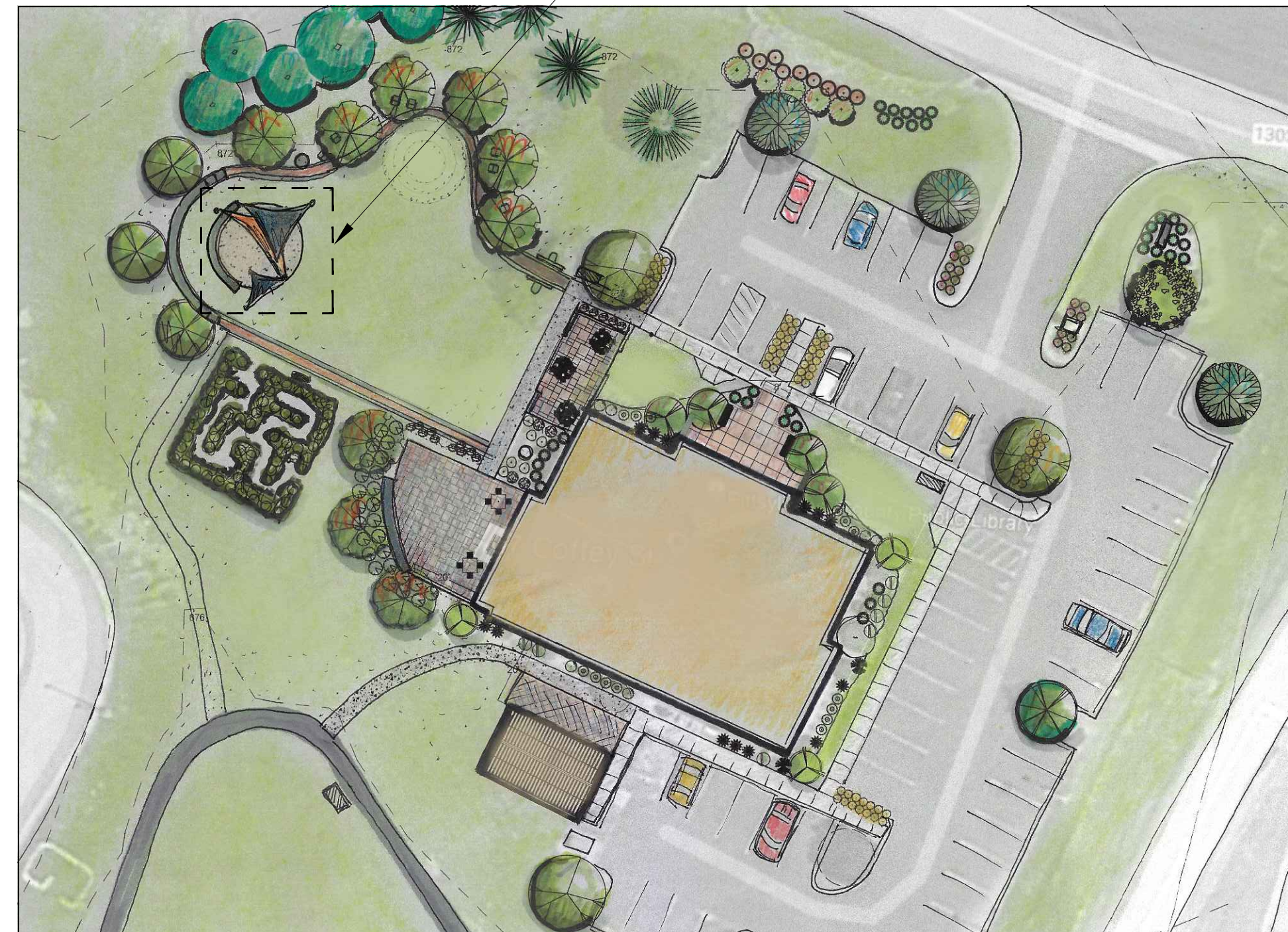
REV 1 - April 24, 2023



REVISION 1 (April 24, 2023)  
Project Scope Includes Only the Circular Concrete Stage & Shade Sail Structure

The three sheets describing this project/scope are extracted from a larger construction document set, which includes notes (right/this sheet) and site features which are not applicable to the stage project.

AREA OF THIS PROJECT'S SCOPE



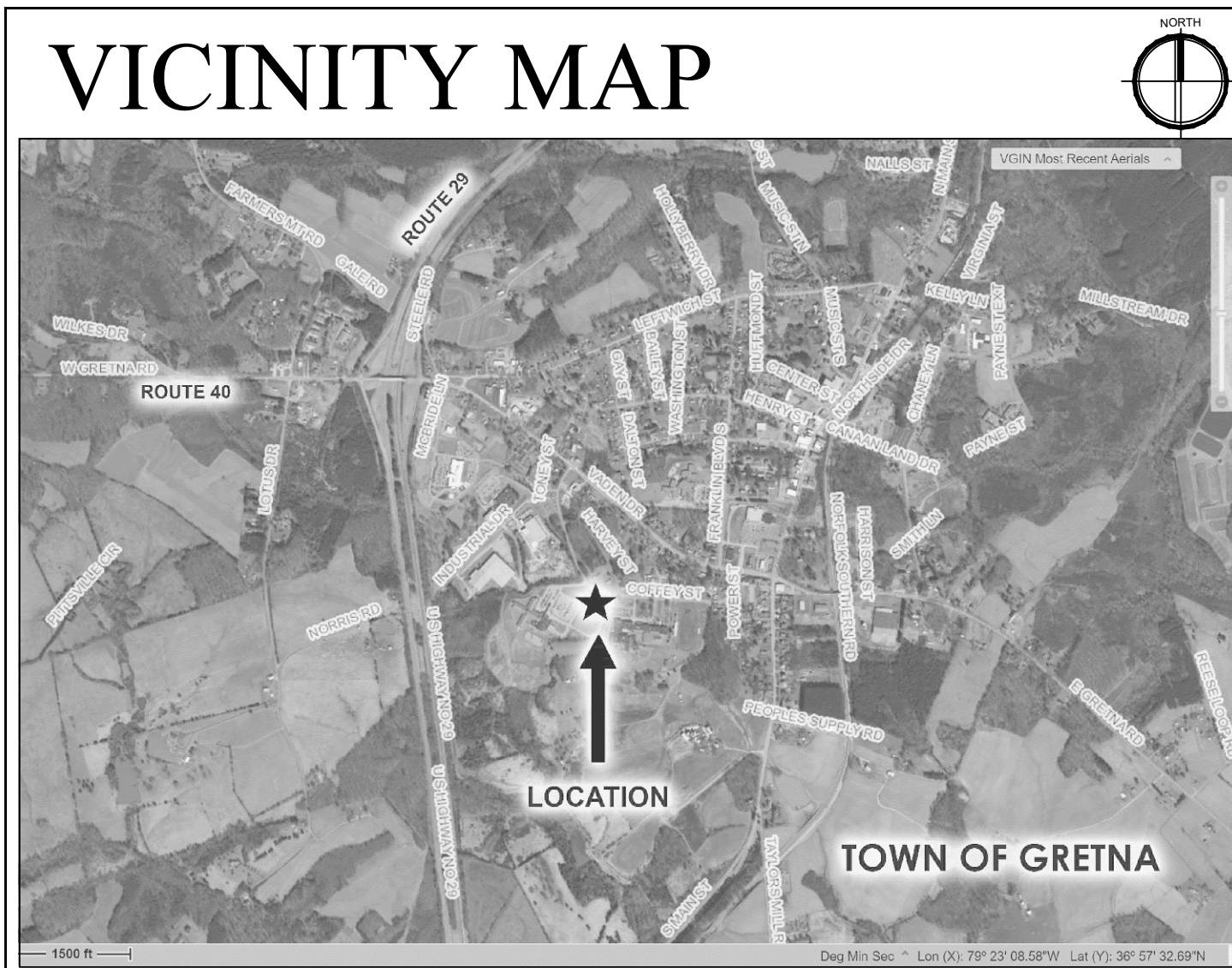
### DIRECTORY

**OWNER**  
Board of Supervisors  
Pittsylvania County  
PO Box 426  
Chatham, VA 24531  
DB 1094/139  
Use Description : 0232 Library

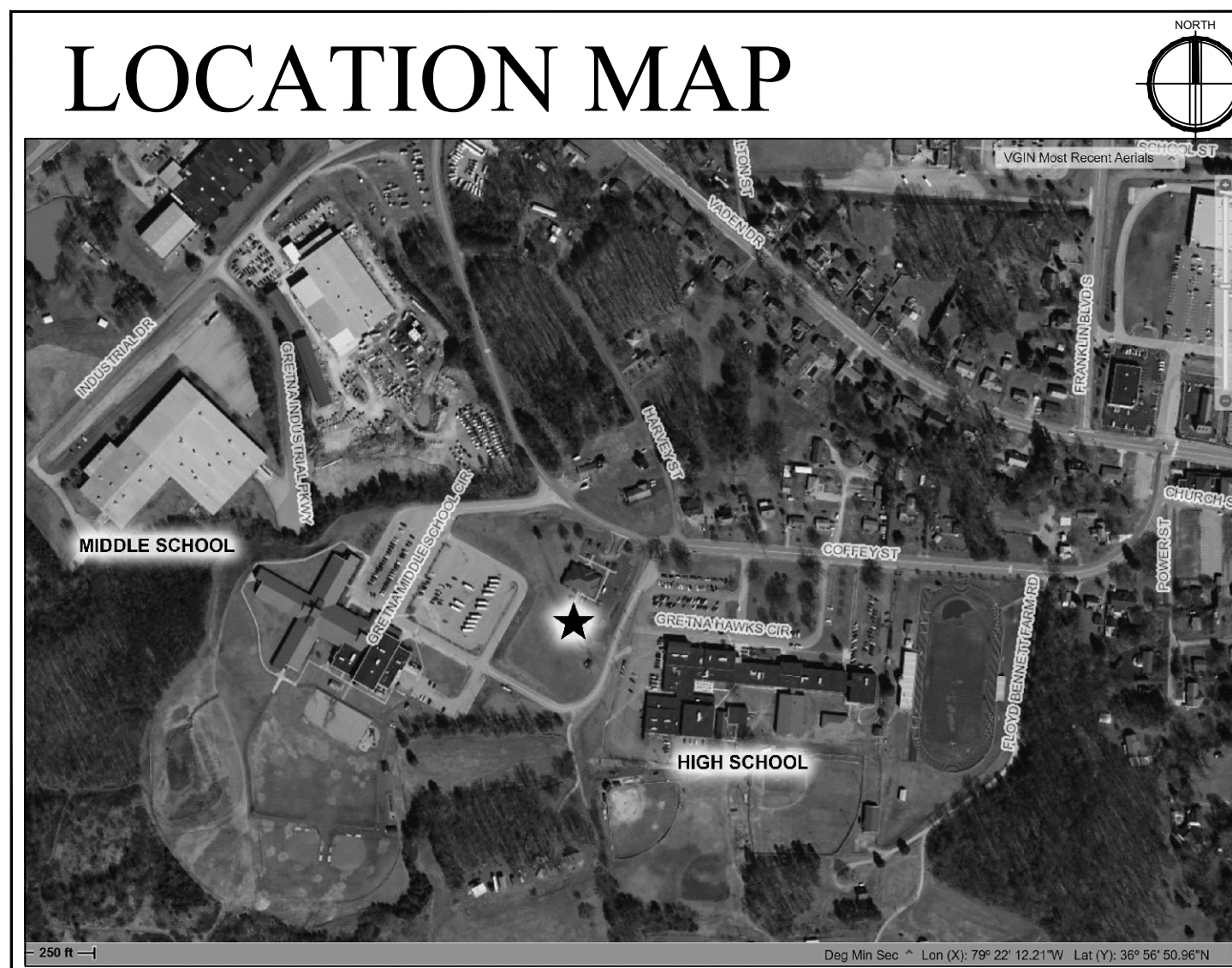
**ARCHITECT**  
[Library Building Renovations]  
Reynolds Architects, Inc.  
506 Main Street  
Blacksburg VA 24060  
540 552 7575

**LANDSCAPE ARCHITECT**  
Beechgrove Design Landscape Architecture  
PO Box 392  
Moneta VA 24121  
540 874 4500

### VICINITY MAP



### LOCATION MAP



### LIST OF DRAWINGS

NO.	SHEET NAME
L-0	COVER SHEET & INDEX
L1-A	SITE PLAN
L1-B	SITE PLAN & DETAIL CALLOUTS
L1-C	DIMENSIONED LAYOUTS
L2	PLANTING PLAN
L3	PLANTING DETAILS
L4	MASONRY DETAILS
L5	DETAILS
L6	DETAILS
L7	DETAILS
L8	DETAILS
L9	COMMUNITY BUILDING

### GENERAL NOTES

Aerial Imagery : AutoCAD Geolocation  
4' Contours - Pittsylvania County VA GIS  
Architecture Floorplan by Reynolds Architects Inc.  
No Survey - Adjust in Field as Needed

Contractor shall visit the site to verify the true existing conditions. Any unclear issues shall be clarified with the consultant team. No claim shall be allowed for extras which may arise through neglect of this advice.

The contractor is responsible for determining the existence, location, and elevation of all utilities and concealed structures, and is responsible for notifying the appropriate company, department or person(s) of its intention to carry out its operation.

The contractor shall notify Miss Utility (1 800 552 7000) 48 hours prior to commencement of any construction. Contractor shall field verify vertical and horizontal locations of all utilities prior to construction.

Contractor shall take all precautions necessary to verify location and prevent disturbance/damage of any existing utilities in the work area as described herein. Contractor shall provide immediate temporary service to any damaged utilities.

All work areas shall be cleaned daily.

Contractor shall be responsible for protection of buildings adjacent to work areas. Contractor shall be responsible for all costs of damages resulting from construction activities.

Contractor shall be solely responsible for job site safety.

Contractor is responsible for coordination of all construction.

Contractor is responsible for following Erosion and Sediment Control standards and practices as specified by Virginia Erosion and Sediment Control Handbook. (Virginia Department of Environmental Quality, Published 1992).

Any construction within VDOT Right-of-Ways are to be in accordance with VDOT Standards and Specifications regarding materials, installation, and testing, unless notified otherwise herein.

Layout of hardscape, site furniture, plants and all other materials is to be staked out by contractor and approved by the landscape architect prior to installation.

All trees to be planted shall meet the specifications of the American Association of Nurserymen (now AmericanHort). The planting of trees shall be done in accordance with either the standardized landscape specifications jointly adopted by the Virginia Nurserymen's Association, the Virginia Society of Landscape Designers and the Virginia Chapter of the American Society of Landscape Architects, or the road and bridge specifications of the Virginia Department of Transportation.

<http://law.lis.virginia.gov/vacode/title15.2/chapter9/section15.2-961/>

All layout, grading, materials and planting design is approximate information for cost estimation/bid preparation. Some or all of the above may be altered during construction by the owner, architect, landscape architect, landscape contractor, or other professional as determined by site conditions or unforeseen circumstances.

Materials and site furnishings selected in this bid package are for cost estimation/bid preparation. Approved Equal materials and site furnishings may be substituted for value engineering &/or supply chain issues after award of bid with review/approval by owner &/or landscape architect.

Contractor to determine quantity of mulch needed. Depth of mulch not to exceed 3". No mulch within 3" of tree trunks.

Pittsylvania County Gretna Branch Library  
**COMMUNITY GARDEN**  
207 Coffey Street  
**Title Sheet**

JULY 28, 2022

REVISION 1  
April 24, 2023



L-0



Stage Plan View 1  
L7

Stage Concrete Slab 4  
L7

Stage Section 3  
L7

Shade Sail System 2  
L7

Existing Contours  
(Approximate/From Pittsylvania County GIS)

Existing Swale  
(Approximate Location)

Child's Play Hill  
(Not Part of this Scope)

Sidewalk & Study Patio  
(Existing)

Entrance Patio (Existing)

Child's Walk  
(Not Part of this Scope)

Music Maze  
(Not Part of this Scope)

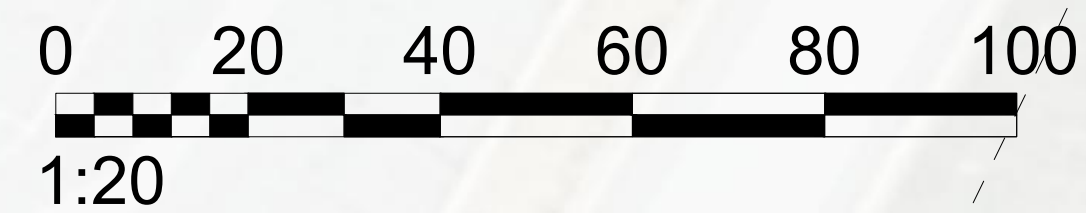
Children's Reading Patio  
(Existing)

Walking Trail  
(Not Part of this Scope)

Future Community Building  
(Not Part of this Scope)

GRETNA HIGH SCHOOL

GRETNA MIDDLE SCHOOL



**BEECHGROVE**  
**DESIGN**  
**LANDSCAPE**  
**ARCHITECTURE**  
PO BOX 392 Meents VA 24121 540-874-4500

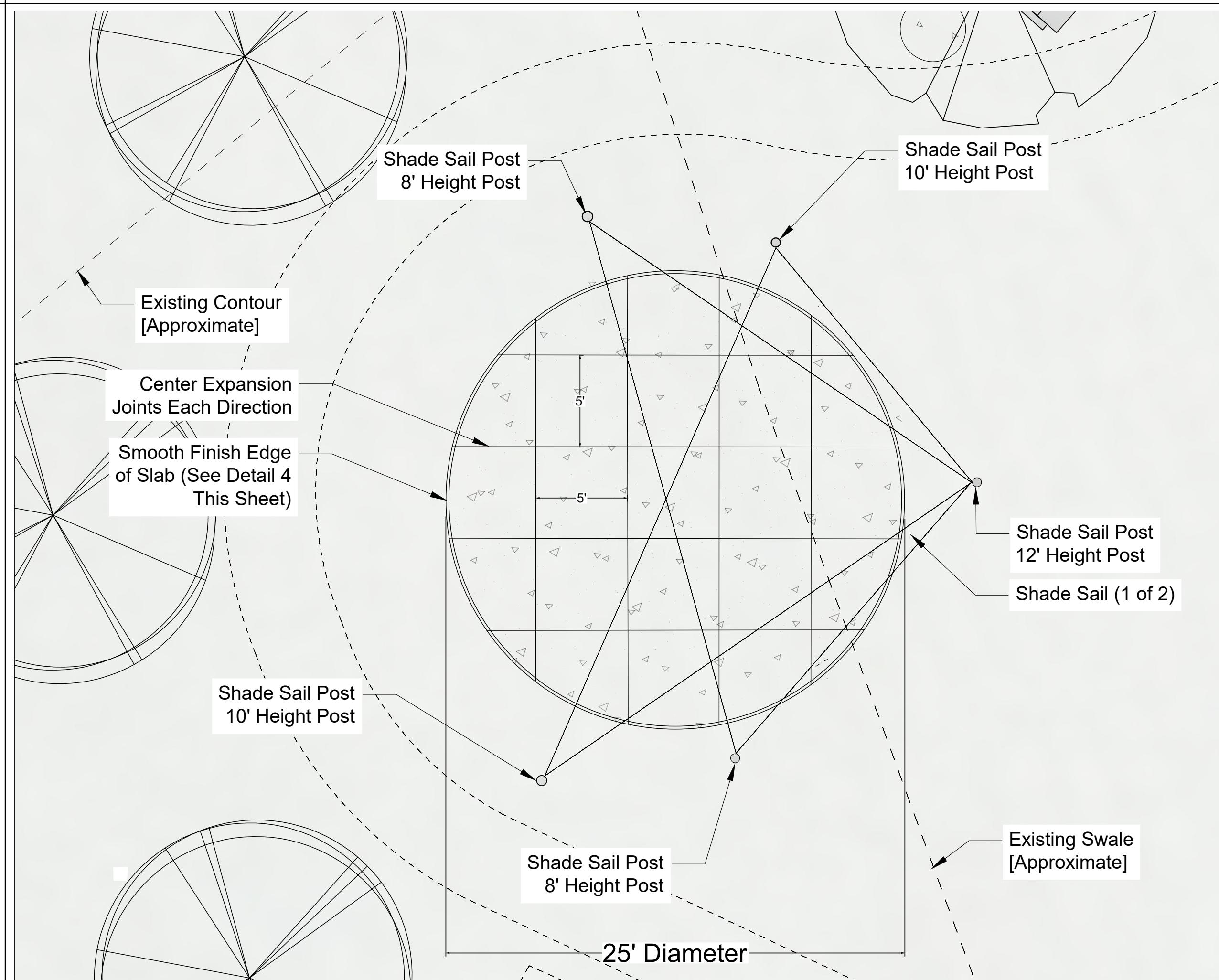
Aerial Imagery : AutoCAD Geolocation  
4' Contours - Pittsylvania County VA GIS  
Floorplan Courtesy Reynolds Architecture  
No Survey - Adjust in Field as Needed

**Pittsylvania County Gretna Branch Library**  
**COMMUNITY GARDEN**  
207 Coffey Street Gretna VA 24557  
**Overall Site Plan & Stage Detail Callouts**

JULY 28, 2022

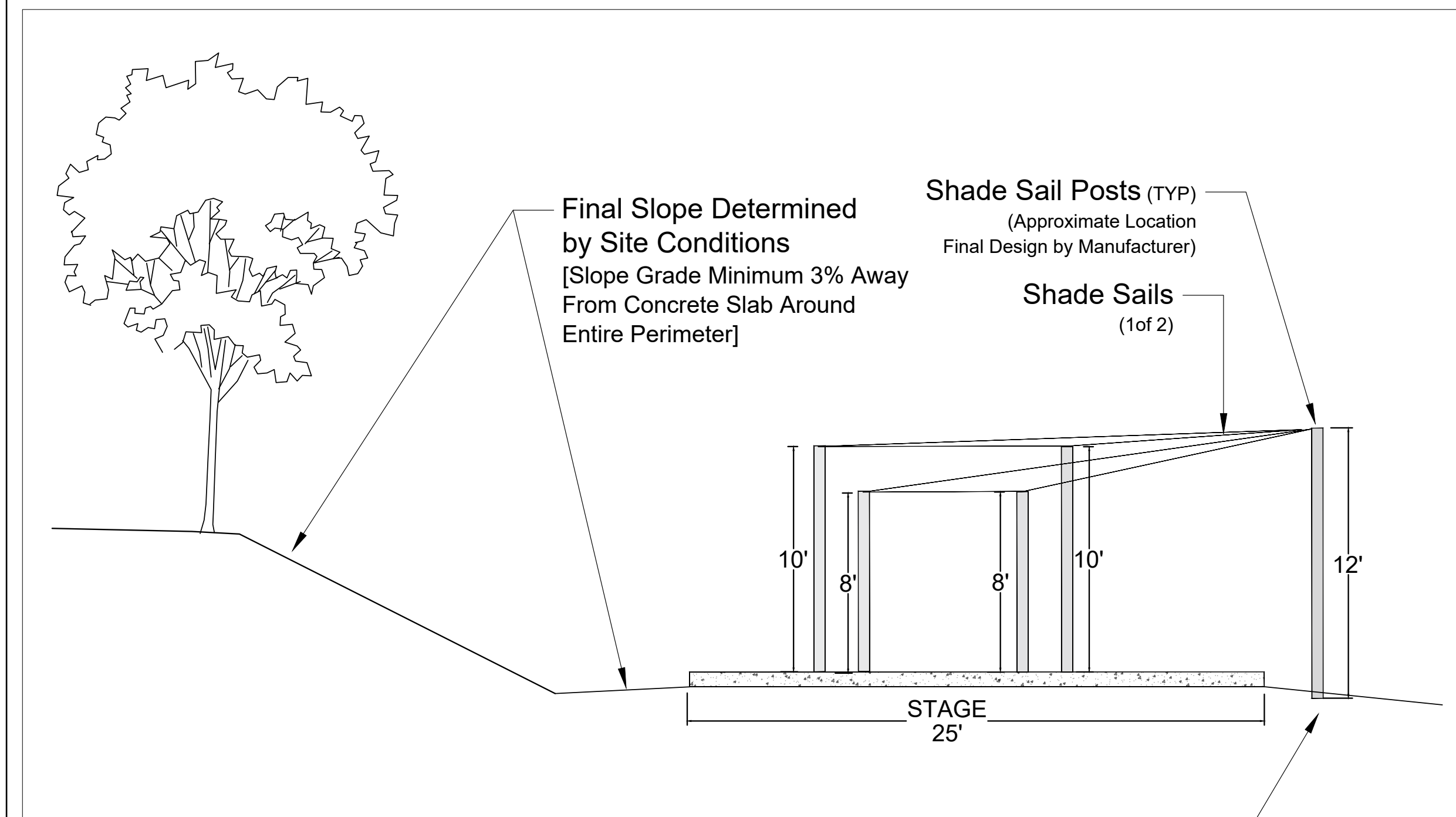
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**L1-B**



**1 STAGE - Plan View**  
L1B

Scale 1"=5' (This Viewport)



**3 STAGE SECTION**  
L1B

Scale 1"=5' (This Viewport)

Shade Sail Post Footing Detail - See Final Shade Sail Construction Drawings  
(Detail 2 This Sheet Preliminary Details for Shade Sails Final Construction Documents Provided by Shade Systems After Purchase)  
[Note : Each Post has Differing Footer Dimensions]

**IMPORTANT:** The footings sizes provided are estimated only. Depending on local conditions, actual engineered concrete footings may be substantially larger than estimates provided herein. Shade Systems is not responsible for actual engineered footings sizes differing from the estimates given or for any additional concrete installation costs which may be incurred by you as a result thereof.

**1 PLAN VIEW**

**2 SAIL TOP CORNER DETAIL**

	STEEL COLUMN	FOOTER		ANCHOR BOLT SIZE	ANCHOR BOLT LENGTH	NUMBER OF VERTICAL BARS
		X	Y			
C1	6-5/8" DIA. X .280" WALL	36" Ø	90"	1"Ø	36"	12
C2	6-5/8" DIA. X .280" WALL	36" Ø	66"	1"Ø	36"	12
C3	6-5/8" DIA. X .280" WALL	36" Ø	72"	1"Ø	36"	12
C4	6-5/8" DIA. X .280" WALL	36" Ø	72"	1"Ø	36"	12
C5	6-5/8" DIA. X .280" WALL	36" Ø	72"	1"Ø	36"	12

**4 FOOTING DETAIL**

NOTE: GROUT, HOOPS, REBARS & ANCHOR BOLTS NOT SUPPLIED BY FACTORY

**3 SAIL BRACKET DETAIL**

**B BASE PLATE DETAIL**

**5 ELECTRICAL ACCESS DETAIL**

**GENERAL NOTES:**

- THE SHADE SYSTEMS, INC. STRUCTURES ARE DESIGNED IN ACCORDANCE WITH THE 2015 IBC CODES WITH ALL APPLICABLE STATE BUILDING CODES AND ASIDE TO THE FOLLOWING DESIGN CRITERIA:
- THE FOUNDATION SHALL BE A MINIMUM 12" THICK CONCRETE SLAB.
- ALL PARTNERS SHALL BE STAINLESS STEEL.
- ALL BOLTS MUST BE MADE FROM THE SAME TIGHTNESS CONDITIONS THE CONTRACTOR SHALL VERIFY THE TIGHTNESS OF ALL BOLTS AND NUTS AND PROVIDE AN APPROPRIATE TORQUE WRENCH TO BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE. THE TORQUE WRENCH SHALL BE CALIBRATED AND VALIDATED BY THE CONTRACTOR. THE TORQUE WRENCH SHALL BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE. THE TORQUE WRENCH SHALL BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE. THE TORQUE WRENCH SHALL BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE.
- IF THE FABRIC SYSTEM IS EXPOSED TO WITHSTANDING WINDS UP TO 100 MPH THE FABRIC SHALL BE ATTACHED TO THE STRUCTURE WITH ANCHOR BOLTS AND NUTS TO THE CORRECT TORQUE. THE TORQUE WRENCH SHALL BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE. THE TORQUE WRENCH SHALL BE USED TO TIGHTEN ALL BOLTS AND NUTS TO THE CORRECT TORQUE.

**NOTE TO OWNER:**  
OWNER ACCEPTS FULL RESPONSIBILITY FOR REMOVING THE FABRIC SAILS MATERIAL FROM THE STEEL FRAME WHEN SEVERE WEATHER CONDITIONS ARE PREDICTED. SUCH CONDITIONS INCLUDE PREDICTED WIND SPEEDS IN EXCESS OF 50 MPH. ALSO, AS STRUCTURE IS NOT DESIGNED FOR ANY SNOW LOAD, IT IS RECOMMENDED THAT CARRY BE REMOVED WHEN SNOWFALL IS EXPECTED.

**2 Shade Sails** Outdoor Stage  
L1B NOT TO SCALE

NOTE : Once the order is placed with Shade Systems, they begin all engineering on the unit and provide a full set of signed and sealed drawings and calculations for the scope (including concrete footing design).

**NOTE : Shade Sail Post Footers Not Located Within Stage Slab - See Plan View Detail 1 This Sheet**

**4 STAGE** Concrete Slab  
L1B NOT TO SCALE



**BEECHGROVE DESIGN LANDSCAPE ARCHITECTURE**  
4150 S.W. 19 Street  
Ocala, FL 34474  
Tel: 352-463-4506

Aerial Imagery : AutoCAD Geolocation  
4' Contours - Pittsylvania County VA GIS  
Floorplan Courtesy Reynolds Architecture  
No Survey - Adjust in Field as Needed

**Pittsylvania County Gretna Branch Library**  
**COMMUNITY GARDEN**  
207 Coffey Street Gretna VA 24557  
**Stage Plan & Details**

July 28, 2022

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April 24, 2023

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