



MEMORANDUM

TO: The Honorable Mayor & Town Council
FROM: India Adams-Jacobs, Town Manager/Clerk
COPY: Jeff Gore, Town Attorney
DATE: May 7, 2026

RE: IFB-2026-02 — Sewer Main Replacements Bid Award

BACKGROUND

The Town issued an Invitation for Bids (IFB-2026-02 — Sewer Main Replacements) on April 14, 2026, seeking qualified and licensed contractors to perform sewer main replacements along North Main Street within the Town's wastewater collection system.

The project addresses aging infrastructure through the removal and replacement of existing 8-inch concrete sanitary sewer piping and associated appurtenances, improving system reliability and long-term serviceability.

Sealed bids were received and publicly opened on April 24, 2026, at 3:00 PM, in accordance with the terms and conditions outlined in the IFB.

Following the bid opening, staff conducted a review of all submissions to determine responsiveness and responsibility in accordance with the Virginia Public Procurement Act and the requirements of the solicitation. The evaluation process confirmed the lowest responsive and responsible bidder for the project.

DRAFT MOTION

I move to authorize the Town Manager and Town Attorney to execute a contract with the awarded contractor and coordinate with the vendor all necessary details regarding the delivery of this service.