

City of Lynchburg, Procurement Division
900 Church Street, Lynchburg, VA 24504
Telephone No: 434-455-3841
Fax No: 434-845-0711

Date: February 25, 2013

From: Deborah J. Powell, CPPB, VCO

RE: Addendum #02 – Sheffield Elementary School Re-roofing Project

In reference to Bid #13-833 issued February 19, 2013, for the above referenced project please amend the proposal as follows as noted below and beginning with page 2 of this document.

- (a) Replace bid form from original documents with attached bid form.
- (b) Meeting Notes

This addendum must be signed and returned with the original package.

Deborah J. Powell, CPPB, VCO
Buyer

READ TERMS AND CONDITIONS AND SIGN

In compliance with the above Invitation for Bid, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name: _____

Address: _____

Date: _____

Authorized Signature: _____

Title: _____

Print Name: _____

Telephone #: _____

Fax #: _____

ADDENDUM #2

Name of Project Sheffield Elementary School Reroofing
Location Lynchburg, VA

Project No. 3207

Date February 26, 2013

The following items represent changes, modifications and/or clarifications to the Contract Documents for this project. This Addendum shall become a part of the Contract Documents, and all Bidders shall acknowledge its inclusion in their bid.

This Addendum consists of the following:

1 typed page

Please note that the Bid Form will be revised and reissued. The REVISED Bid Form contains blanks for bidders to fill in prices for Unit Cost #1 and Unit Cost #2.

CHANGES TO SPECIFICATIONS:

Section 01100 – Summary:

Page 2, Paragraph 1.5 B, Items 2 and 3. Please DELETE the words Base Bid only. Dates for Substantial Completion and Final Completion are to include both the Base Bid Work as well as the work defined in Alternate No. 1.

CHANGES TO DRAWINGS:

None.

END OF ADDENDUM #2

BID FORM

Deborah J. Powell, CPPB, VCO
Buyer-Procurement Division
City of Lynchburg
Third Floor, City Hall
900 Church Street
Lynchburg, Virginia 24504

Dear Ms. Powell:

The undersigned, as bidder, hereby declares that the only persons interested in this bid as principal, or principals, is or are named herein and that no person other than herein mentioned has any interest in this bid or in the Construction Agreement to be entered into; that this bid is made without connection with any other person, company, or parties making a bid; and that it is in all respects fair and in good faith, without collusion or fraud.

The undersigned, having visited and examined the site and having carefully studied all the Contract Documents, including without limitation, all drawings and specifications pertaining to "Sheffield Elementary School Reroofing Project" for Lynchburg City Schools, Virginia, hereby proposes to furnish all labor, equipment, materials, and services and to perform all operations necessary to execute and complete the Work required for the project, in strict accordance with the Contract Documents together with Addenda numbered _____ through _____ issued during bidding period and hereby acknowledged, subject to the terms and conditions of the Construction Agreement for the sum of:

Area of work as indicated in the specifications and drawings.

_____ DOLLARS (\$ _____),
which shall be referred to hereinafter as the Base Bid.

Unit Price No. 1-Replace existing metal roof deck that is damaged (per square foot)

_____ DOLLARS (\$ _____).

Unit Price No. 2-Replace existing blocking that is damaged (per board foot)

_____ DOLLARS (\$ _____).

It is understood and agreed that the Owner, in protecting its best interests, reserves the right to reject any or all bids or waive any defects. Any changes, erasures, modifications, deletions in the bid form, or alternate proposals not specified in the Advertisement for Bids may make the bid irregular and subject to rejection.

Contractors will indicate a unit price for each item listed below. If the Construction Agreement is for a lump sum price, unless clearly and specifically indicated otherwise in the Contract Documents, all unit prices only apply to changes in the Work. The listed bid items are to contain all necessary costs required for completion of the Work in accordance with the Contract Documents.

If the Construction Agreement is for unit prices and not for a lump sum price, it is understood that all quantities listed on the following pages are estimated quantities, and the Owner reserves the right to raise, lower, or eliminate any quantity or item, and in any case, the unit prices shall be used in determining partial and final payment. It is further understood that costs to cover all components of the Work as described in the Contract Documents are included in this bid, even in cases where specific line items are not identified.

We are properly equipped to execute all work of the character and extent required by the Contract Documents, and we will enter into the Construction Agreement for the execution and completion of the Work in accordance with the Contract Documents; and we further agree that, if awarded the Construction Agreement, we will commence the Work on the date stated in the "Notice to Proceed" and will maintain a work force large enough to execute the Work and all obligations no later than the completion date stated in the Contract Documents.

Enclosed herewith is the following Security, offered as assurance that the undersigned will enter into the Construction Agreement for the execution and completion of the Work in accordance with the Contract Documents:

Bidder's Certified Check issued by _____ (name of bank) in the amount of:

\$ _____ (5% of Base Bid amount)

Bidder's Bid Bond for 5% of Base Bid Amount Issued by _____
(name of surety authorized to do business in Virginia).

The undersigned hereby agrees, if awarded the Construction Agreement, to execute and deliver to the City within ten (10) days after his receipt of the Notice of Award, a performance bond and a payment bond, in forms satisfactory to the City, from sureties authorized to do business in Virginia satisfactory to the City, in the amount of one hundred (100) percent of the Base Bid.

The undersigned further agrees that, in case of failure on his part to execute the said Construction Agreement within the ten (10) days after written notice being given on the award of the Construction Agreement or the failure to deliver the required performance and payment bonds within the ten (10) days, the monies payable by the Security accompanying this bid shall be paid to Lynchburg City Schools, Virginia, as liquidated damages for such failure; otherwise the Security accompanying this Bid shall be returned to the undersigned.

Attached herewith are completed Statement of Experience and Statement of Resources forms which include the information requested.

The undersigned further certifies that this bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business, or any act punishable under the Virginia Governmental Frauds Act, or other law.

This bid remains valid and may not be withdrawn for a period of 60 days from this date.

CURRENT VIRGINIA CLASS A CONTRACTOR'S LICENSE/ REGISTRATION NO.: _____

Respectfully submitted,

CONTRACTOR

DATE

ADDRESS

TELEPHONE/FAX

EMAIL

BY: _____

ITS: _____
(Title)

PRE-BID MEETING NOTES

Date: February 26, 2013

Project: Sheffield Elementary School Reroofing

Project No: 3207

Participants: Please reference the sign-in sheet on the City's website:
<http://www.lyncburgva.gov/Index.aspx?page=4343>

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1. Introductions / Sign-In sheet. The Pre-Bid Meeting for this project is a mandatory Pre-Bid.
 2. Invitation For Bids:
 - a. Drawings and specifications are on the City's website:
<http://www.lyncburgva.gov/Index.aspx?page=4343>
 - b. Deadline for Questions: March 5, 2013 at 2:00 PM. All questions must be submitted in writing to Deborah Powell, deborah.powell@lyncburgva.gov; FAX: (434)-845-7011
 - c. Bid Deadline: March 12, 2013 at 2:00 PM. Bids will be received in the Procurement Division, Third Floor City Hall, 900 Church Street, Lynchburg. (Bids will be opened in the Bidders Room.)
 - d. Acknowledge Addenda on Bid Form. Any and all addenda will be posted to the City's Current Solicitations webpage.
 - e. Addendum No. 1 has been issued and posted to the City's website.
 3. Completion Date / Liquidated Damages:
 - a. Substantial Completion Date: August 1, 2013
 - b. Contractor shall commence work within 10 days after Notice to Contractor to proceed.
 - c. Liquidated Damages: \$250.00 per day.
 4. Contract Documents:
 - a. Bid Bond: 5% of Base Bid.
 - b. Contract awarded to the lowest responsive, responsible bid.
 5. Answers to Questions / Comments:
 - a. Please check-in at the Main Office when visiting the site and obtain a Visitor's Pass.
 - b. There is to be No Smoking or use of any tobacco products while on school property.
 - c. There is to be no interaction between the contractor and students or staff.
 - d. Contractor's may begin work on Monday, June 10, 2013. Contractors may begin work early in the morning provided that the neighbors do not complain.
 - e. The City has a noise ordinance in effect from 10 PM to 6 AM.
 - f. Work is allowed on Saturday but not on Sunday.
 - g. The existing roof is a built-up roof. It has been tested and does not contain asbestos.

If there are any questions or comments regarding this Project Memorandum please contact this office within ten (10) days or it will stand as correct.

- h. Currently, the City Schools will not conduct background checks unless they feel that it is necessary to do so.
- i. The existing roof deck is metal.
- j. The existing roof ladders are painted, but, they have not been tested for lead paint.
- k. The staging area for the Contractor will be located in the side parking lot.
- l. The time limit for the work is based on the Base Bid only.
- m. Bidders are encouraged to check the City's website for future Addenda.
- n. Bids may be mailed to the City, however, please clearly designate that the envelope is a bid so that it is not inadvertently opened. The Bid Number must be placed on the outside of the envelope.
- o. The new addition was completed in 2001.
- p. A revised Bid Form will be issued to designate spaces for bidders to fill in the numbers for the Unit Prices.
- q. These minutes will be posted to the City's website as well as the Sign-In Sheets from the Pre-Bid Meeting.
- r. Contractors must provide temporary toilets. At no time are Contractors allowed to use the school's toilets.

NOTE: It is the responsibility of each Contractor to check the City's website for any and all Addenda for this project.

Reported By: Jacob Caldwell

cc: Steve Gatzke (Lynchburg City Schools)
Deborah Powell (City of Lynchburg)
file