

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

Date: March 4, 2013

From: Deborah J. Powell, CPPB, VCO

RE: Addendum #03 – 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 and Addendum No .2 with attached bid form.

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 #: \_\_\_\_\_

**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.

Alternate No. 1: Remove existing built-up roofing and insulation down to metal roof deck and replace with new insulation and fully adhered EPDM membrane as specified in the areas designated on the drawings as

Alternate No. 1:  
\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_).

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)