



**Date: February 26, 2022**

**ADDENDUM NO: ONE**

**TO ALL OFFERORS:**

**REFERENCE:** IFB No: 2022-IFB-7022830  
Commodity: Burley Middle School Partial Roof Replacement  
IFB Closing On: March 04, 2022 at 3:00pm

Please note the clarifications and/or changes made to this solicitation:

1. Please see attached A/E Addendum #1, dated February 25, 2022, which includes the Pre-bid meeting summary, sign-in sheet, and questions and answers.
2. Please REPLACE previously issued Bid Form, with the attached, **REVISED BID FORM**. This form supersedes all other and its entirety.
3. Questions and Answers:

Q #	A #	
Q1		Given the national shortage of materials, shipping times make typical schedules impossible to keep. A suggested strategy is to issue the Notice to Proceed to coincide with the estimated delivery times given by the manufacturers. Will the County time the issuance of NTP to allow contractors to meet the schedule?
	<b>A1</b>	<b>A revised Bid Form with clarification on NTP issuance will be included with Addendum One.</b>
Q2		Manufacturers are not holding quotes and honoring prices at the time of bid. The current industry practice is to bill at the prices at the time of shipment. In this environment it is near impossible to determine what future prices will be. A solution used on recent contracts is to have the contractors show proof of cost of materials at the time of bid and proof of cost at time of shipment and to allow a change order for the difference (or a shared portion of this amount between the contractor and the County). Will the County allow this?
	<b>A2</b>	<b>The revised Bid Form will require the list of material costs at time of bid.</b>

4. All other terms and conditions of the solicitation remain unchanged. Sealed bid packages must be received in accordance with the solicitation requirements by **3:00pm on Friday, March 04, 2022**. Late bids will not be considered.

5. A **signed acknowledgement of this addendum** must be received by this office attached to your bid document. Signature on this addendum does not constitute your signature on the original bid document. The original bid document must also be signed.

Sincerely,

*Sharon Cash*

Sharon Cash, CPPB, VCO, VCCO

Phone: (434) 296-5854

Attachment

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Name of Firm

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Signature/Title

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Date

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Printed Name



Revision to Contract Documents  
Bid Addendum # 1

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DATE: February 25, 2022

PROJECT: Summer 2022 Roofing Projects Burley Middle School Partial Roof Replacement

IFB # 2022-IFB-7022830

PROJECT MANAGERS: Jeff Rohm, Steve Hoffmann

A/E: Grimm + Parker Architects

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This document forms a part of the Contract Documents for the above project. Please make the necessary revisions to your documents to reflect these changes and include them in your Bid. Acknowledge receipt of any Bid Addendum in the space provided on your Bid Form. Failure to do so may result in rejection of your Bid.

**Modifications / Clarifications**

**Modification:** Revised Bid Form and bid requirements.

**Clarifications:** Answers to PreBid Questions.

**Attachments:**

PreBid Agendas and sign in sheets

Revised Bid Form

End of Bid Addendum

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Project Manager	Date	A/E	Date

Steven Hoffmann



Digitally signed by Steven Hoffmann  
 DN: C=US,  
 E=shoffmann@albemarle.org,  
 O=County of Albemarle,  
 OU=Facilities and Environmental Services,  
 CN=Steven Hoffmann  
 Date: 2022.02.25  
 14:56:07-05'00'

**ALBEMARLE COUNTY PUBLIC SCHOOLS  
SUMMER 2022 ROOFING PROJECTS  
PRE-BID CONFERENCE AGENDA**

PROJECT: **ALBEMARLE COUNTY PUBLIC SCHOOLS SUMMER 2022 ROOFING PROJECTS**  
2022-IFB-7022830 Burley Middle School Partial Roof Replacement

LOCATION:

Burley Middle School – 10:00 am, Tuesday, February 15, 2022

DATE: **February 15, 2022**

1. INTRODUCTIONS and SIGN-IN:

2. PROJECT PERSONEL:

Purchasing:	Sharon Cash – <a href="mailto:scash2@albemarle.org">scash2@albemarle.org</a>
Building Services:	Jeff Rohm - <a href="mailto:jrohm@k12albemarle.org">jrohm@k12albemarle.org</a>
Project Manager:	Steve Hoffmann – <a href="mailto:shoffmann@albemarle.org">shoffmann@albemarle.org</a>
Architectural Firm:	Grimm and Parker
Architectural Rep:	Mike Thomas – <a href="mailto:mthomas@gparch.com">mthomas@gparch.com</a>

3. PROJECT SCOPE:

The project is generally described as removal of existing roof systems, and the installation of a fully adhered EPDM roof system over tapered insulation. Work includes all flashings and metalwork associated with single ply installations.

Cost Range: \$100K - \$500K

A. Location Specifics:

1. Existing areas of Built-Up-Roof centrally located on campus
2. Access from both sides of the school

4. PROJECT SCHEDULE:

Bids Due: March 4, 2022 at 3:00pm

Notice to Proceed: Issued no later than May 5, 2022

Construction Start: No earlier than June 14, 2022

Construction Finish (Substantial Completion): August 5, 2022

Delivery Times: Restricted during morning and afternoon arrival & dismissal when school is in session. No restrictions unless otherwise noted when school is not in session. Coordinate all deliveries with school and Project Management team.

Damages for Delay per Supplemental General Conditions (Item 3 – Section 42): \$1,000.00/calendar day for Substantial Completion and \$500.00/calendar day for Final Completion.

5. BID DOCUMENTS:

Plans, Project specifications, Addendums, Bid tabulations and other documents are available at:

<https://www.albemarle.org/government/finance/procurement/solicitations>

[2022-IFB-7022830 Burley Middle School Partial Roof Replacement - Project Manual](#)

[2022-IFB-7022830 Burley Middle School Partial Roof Replacement - Drawings](#)

Project Manual

Plans

Addenda – Please note the signature page required by Purchasing for each Addendum

6. BID REQUIREMENTS:

A. INSTRUCTIONS TO BIDDERS:

1. Pre-Bid Questions Form and Procedures, Deadline for Pre-Bid Questions – close of business February 25, 2022.
2. Read Full Instructions

**ALBEMARLE COUNTY PUBLIC SCHOOLS  
SUMMER 2022 ROOFING PROJECTS  
PRE-BID CONFERENCE AGENDA**

**B. BID FORM REQUIREMENTS:**

**COMPLETE ALL PARTS:**

Lump sum price for the performance of all work as detailed in drawings and specifications for Burley Middle School Partial Roof Replacement, including but not limited to providing all mobilization, general conditions items, and project supervision, complete and in accordance with the Plans and Specifications, complete removal of the existing roofing system down to clean roof deck as specified and installation of new EPDM and insulation system as specified – the last Addendum will be posted on February 25, 2022.

\*Please note that Bidders are responsible to check the Purchasing web site and download and acknowledge any Addenda issued for this Bid.\*

1. Bid Bond is required for this project
2. State Corporation Commission & Registration Agent Form
3. Vendor Data Sheet
4. Certification of Crimes Against Children

**C. BID RECEIPT:**

1. Clearly Marked
2. Confirmation of bid location, date and time:  
Purchasing Office, Albemarle County Office Building, 248  
401 McIntire Road, Charlottesville, VA  
Bids Received by 3:00pm on Friday March 4, 2022  
**NOTE:** No Bids will be accepted after 3:00pm.  
Bids and Bid Modifications **MAY NOT BE FAXED**

**7. CONTRACT DOCUMENTS:**

General Conditions, Supplemental General Conditions, School Special Conditions, Contract

**8. SPECIAL CONCERNS:**

- A. Owner Occupancy; Existing Building Operations take precedence; Work Hours  
No Contact with Students, Faculty or Staff.
- B. Protection of Adjacent Areas including landscaping and facilities (Contractor Responsibility)
- C. OSHA / VOSH Regulations (Where Applicable)
- D. Building Permit and Inspections requests by Contractor - No Special Inspections are required for this project.

**9. JOBSITE SAFETY AND PROTECTION:**

Access  
Site Limitations  
Staging, Storage, and Lay-Down Area  
Utilities (Use of Owner's utilities is allowed but shall not be abused)  
Temporary Offices not required  
Contractor Parking  
Delivery Times  
Sanitary Facilities (Contractor-Furnished portable toilet)  
Exterior Enclosure-Control Partitions

**10. Administration:**

- A. Retainage – 5%

**11. ADDITIONAL ITEMS OF CONCERN:**

- A. Liquidate damages are per site not per contract.
- B. Damages for Owner Inspector additional site visits – Notice to Contractor
- C. Weather days will be calculated and approved per site – See Section 01000 – SPECIAL CONDITIONS



ALBEMARLE COUNTY PUBLIC SCHOOLS  
FACILITIES PLANNING & CONSTRUCTION DIVISION  
SUMMER 2022 ROOFING PROJECTS  
PRE-BID CONFERENCE ATTENDEES

PROJECT: 2022-IFB-7022830 Burley Middle School Partial Roof Replacement

LOCATION: Burley Middle School

DATE: Tuesday, February 15, 2022; 10:00 am,

Name:	Holden Kurth
Organization:	AAR Roofing
Phone No.:	336-727-4534
E-Mail:	AAREStimators@AARNC.COM

Name:	Audrey Flanagan
Organization:	AAR Roofing
Phone No.:	336-727-4534
E-Mail:	AAREStimators@AARNC.COM

Name:	Nick Fleshman
Organization:	Craftsman Roofing Services
Phone No.:	434-907-5325
E-Mail:	DFleshman@craftsmanroofing.com

Name:	Eion Kelley
Organization:	Northeast Contracting
Phone No.:	703 906-4201
E-Mail:	Eion@NortheastContracting.COM

Name:	Jeff Rohm
Organization:	ALPS Bldg Svc.
Phone No.:	434-975-9340
E-Mail:	jrohm@K12albemarle.org

Name:	Randy FRACIN
Organization:	Roof Systems of VA
Phone No.:	804-231-2875
E-Mail:	RFRACIN@ROOFSYS.COM

E-Mail:	
Name:	Brett Larson
Organization:	Whitley / Service
Phone No.:	(434) 964-0550
E-Mail:	blarson@serviceroofing.com

Name:	Darren Lynch
Organization:	W.A. Lynch Roofing
Phone No.:	434-295-9194
E-Mail:	dlynch@lynchroofing.com

Name:	
Organization:	
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**\*REVISED\* BID FORM**

DATE: \_\_\_\_\_

**PROJECT TITLE: SUMMER 2022 ROOFING PROJECTS  
BURLEY MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT**

**IFB No. 2022-IFB-7022830**

TO: County of Albemarle, Virginia, and/or  
The County School Board of Albemarle County, Virginia  
Purchasing Office – Room 248  
Albemarle County Office Building  
401 McIntire Road  
Charlottesville, VA 22902

In compliance with and subject to your Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, and materials and perform all work necessary for construction of this project, in accordance with the Plans and Specifications dated February 2, 2022, and the Addenda noted below, as prepared by Grimm + Parker Architects for the consideration of the following amount:

**BASE BID:**

**BID Part “A”:**

Lump sum price for the performance of all work as detailed in drawings and specifications for **Burley Middle School Partial Roof Replacement**, including but not limited to providing all **LABOR** required for mobilization, general conditions items, and project supervision, complete and in accordance with the Plans and Specifications, complete removal of the existing roofing system down to clean roof deck as specified and installation of new EPDM and insulation system as specified:

**BID Part “A” (LABOR ) =** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.)

**BID Part “B”:**

Lump sum price for the performance of all work as detailed in drawings and specifications for **Burley Middle School Partial Roof Replacement**, including but not limited to providing all **MATERIALS** required for mobilization, general conditions items, and project supervision, complete and in accordance with the Plans and Specifications, complete removal of the existing roofing system down to clean roof deck as specified and installation of new EPDM and insulation system as specified:

**BID Part “B” (MATERIALS) =** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.)

**TOTAL BASE BID AMOUNT (BID Parts “A” & “B”) IS:**

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.)

Contract Award will be based on the **TOTAL BASE BID AMOUNT** shown above.



**To be considered responsive, Contractors shall include their Supplier pricing and schedule for material delivery in the submission of their bid. Pricing and Schedule shall be on the official letterhead of the contractor's supplier.**

**The County of Albemarle may consider a future change order to increase or decrease the Contract amount associated with any valid Supplier price adjustments after the Bid Date and prior to acceptance of material. When the Supplier material fixed pricing becomes available the Contractor must provide written notice and sufficient approved documentation to the Owner per the Construction Contract General Conditions prior to shipment and acceptance of materials. Owner reserves the right to cancel the project prior to shipment of materials if material cost increases beyond project budget.**

**The contract shall be awarded on a lump sum basis to the lowest responsive, responsible bidder whose Bid provide the lowest total project cost to the Owner.**

**The undersigned understands that time is of the essence and agrees that the preferred date for Substantial Completion of the entire project shall be on or before August 5, 2022 based on a Notice authorizing Work to proceed on or before April 1, 2022, with construction to begin on site June 14, 2022, and Final Completion shall be achieved within 30 consecutive calendar days after the date of Substantial Completion as determined by the A/E. If the responsive bidder provides supplier pricing and schedule that does not meet the requirements of the preferred date for Substantial Completion the County will coordinate issuance of NTP, and the date for commencement of Work contained therein, with the Contractors and suppliers to ensure that Time for Completion commences on the date of delivery of materials.**

Acknowledgment is made of receipt of the following Addenda:

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If notice of acceptance of this bid is given to the undersigned within 60 days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form (County of Albemarle Contract Between Owner and Contractor, Form AC-9) within 10 days after the contract has been presented to him for signature. The required payment and performance bonds, on the forms prescribed, shall be delivered to the owner along with the signed Contract.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and will not during the performance of the Contract for this project violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

**DISQUALIFICATION OF CONTRACTORS:** By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the

same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

**CERTIFICATION OF NO COLLUSION:** The undersigned does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is incorporated 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 commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

The undersigned declares that they are fully authorized to sign the proposal on behalf of the firm listed and to all conditions and provisions thereof. The firm name given below is the true and complete name of the bidder and the bidder is legally qualified and licensed by the Commonwealth of Virginia, Department of Commerce, State Board for Contractors, to perform all Work included in the scope of the Contract.

Virginia License No. \_\_\_\_\_

Bidder \_\_\_\_\_  
(Name of Firm)

Contractor Class \_\_\_\_\_

By \_\_\_\_\_  
(Signature)

Valid Until \_\_\_\_\_

\_\_\_\_\_  
(Typed Name)

FEIN/SSN: \_\_\_\_\_

Title \_\_\_\_\_

If Partnership (List Partner's Names)

\_\_\_\_\_  
\_\_\_\_\_

If Corporation, affix Corporate Seal & list  
State of Incorporation

State: \_\_\_\_\_  
(Affix Seal)

Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

# STATE CORPORATION COMMISSION & REGISTERED AGENT FORM

## Virginia State Corporation Commission (SCC) registration information.

**Code of Virginia § 13.1-757. A foreign corporation may not transact business in the Commonwealth until it obtains a certificate of authority from the Commission.**

**The bidder:**

	<p>is a corporation or other business entity with the following Virginia SCC identification number:                  _____ <b>-OR-</b></p>
	<p>is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust <b>-OR-</b></p>
	<p>is not required to obtain a certificate of authority from the Virginia SCC, pursuant to <i>Virginia Code</i> § 13.1-757(B) because its sole contact(s) with the Commonwealth consist(s) of:</p> <ol style="list-style-type: none"> <li>1. Maintaining, defending, or settling any proceeding;</li> <li>2. Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs;</li> <li>3. Maintaining bank accounts;</li> <li>4. Maintaining offices or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities;</li> <li>5. Selling through independent contractors;</li> <li>6. Soliciting or obtaining orders, whether by mail or through employees or agents or otherwise, if the orders require acceptance outside this Commonwealth before they become contracts;</li> <li>7. Creating or acquiring indebtedness, deeds of trust, and security interests in real or personal property;</li> <li>8. Securing or collecting debts or enforcing deeds of trust and security interests in property securing the debts;</li> <li>9. Owning, without more, real or personal property;</li> <li>10. Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature;</li> <li>11. For a period of less than 90 consecutive days, producing, directing, filming, crewing or acting in motion picture feature films, television series or commercials, or promotional films which are sent outside of the Commonwealth for processing, editing, marketing and distribution. The term "transacting business" as used in this subsection shall have no effect on personal jurisdiction under § 8.01-328.1; or</li> <li>12. Serving, without more, as a general partner of, or as a partner in a partnership which is a general partner of, a domestic or foreign limited partnership that does not otherwise transact business in the Commonwealth.</li> <li>13. Transacting business in interstate commerce.</li> </ol>
	<p>is an out-of-state business entity that is including with this bid <b><u>an opinion of legal counsel</u></b> which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. <b>Attach opinion of legal counsel to this form.</b></p>

**Registered Agent Information**

Please specify the Registered Agent who will accept service of process on your behalf.

Agent Name: \_\_\_\_\_

Physical Address (no Post Office Boxes):

\_\_\_\_\_  
\_\_\_\_\_

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Vendor Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) recent projects, either educational or governmental, that your company has successfully completed with similar scope, cost and complexity, include the date of services and the name, address, and email address, and telephone number of the point of contact.

A.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

B.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

C.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

D.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_