



May 30,2024

ADDENDUM NO.: ONE

TO ALL BIDDERS:

REFERENCE: IFB No: **2024-IFB-6050624**
Dated: **May 14, 2024**
Commodity: **Oven & Steamer Replacement**
Multiple Locations
IFB Closing On: **June 4, 2024, at 2 PM**

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

Prebid Questions:

1. Will ACPS provide cleaning materials for convo ovens after install?
a. Yes, ACPS will purchase/provide cleaning materials.
2. Can contractors work on weekends?
a. Yes, contractors can work on weekends.
3. Will ACPS provide electrical & plumbing within 5 feet of equipment?
a. Yes, ACPS will provide electrical & plumbing within 5 feet.
4. Please clarify is a copy of the power of attorney needs to be submitted with the bid bond?
a. Yes, The bid bond shall identify the name and address of an attorney-in-fact who is appointed to act on behalf of the surety. The attorney-in-fact shall affix to the bond a certified and current copy of the power of attorney.
5. Is there any way we can offer a cash security/guarantee on this project?
a. Yes, though a bid bond is preferred, alternative forms of bid security are provided for under §2.2-4338 of the Code of Virginia .
6. Would the county entertain the use of Sterling Steamers in lieu of the specified Cleveland/Convotherm?
a. No, after review the Sterling Steamers are not equal to better value/quality.

Please see attached Pre-Bid Agenda, Attendance Sheet, and Alternative Forms of Security.

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



Andy Neilson
Purchasing Agent
Phone: (434-296-5854)

Name of Firm:

Signature/Title: _____

Date:

Printed Name: _____

**ALBEMARLE COUNTY PUBLIC SCHOOLS
PRE-BID CONFERENCE AGENDA
IFB #2024-IFB-6050624**

PROJECT: Oven & Steamer Replacement Multiple Locations (434)-310-1028
LOCATION: 190 Lambs Ln, Charlottesville, VA 22901 (school site) DATE: May 23,2024; 2:00p.m.

1. INTRODUCTIONS and SIGN-IN

2. PROJECT PERSONNEL:

Purchasing: Andy Neilson, 434-296-5854 x 77922, aneilson@albemarle.org

Owner's Rep/PM: April Nelson, 434-310-1028, anewton@k12albemarle.org

3. PROJECT SCOPE

The project is generally described as:

1. Agnor Hurt Elementary School

a. Vendor to remove existing steamer and take to loading dock. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, gas, water and drain connections.

b. Vendor to remove existing double deck convection ovens and take to loading dock. Vendor to receive, deliver, uncrate and install new double deck combi and filter. Vendor to provide all final electrical, water and drain connections.

2. Baker Butler Elementary School

a. Vendor to remove existing double deck convection ovens and take to loading dock. Vendor to receive, deliver, uncrate and install new double deck combi and filter. Vendor to provide all final electrical, gas, water and drain connections.

3. Brownsville Elementary School

a. Vendor to remove existing double deck convection ovens and take to place in the school requested. Vendor to receive, deliver, uncrate and install new double deck combi and filter. Vendor to provide all final electrical, water and drain connections.

4. Burley Middle School

a. Vendor to remove old and take to loading dock or place in school where required, vendor to deliver new equipment, uncrate, set in place and make all gas and electric final connections and start up ovens.

5. Greer Elementary School

a. Vendor to remove existing steamer and take to loading dock. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, water and drain connections.

6. Journey Middle School

a. Vendor to remove existing steamer and take to loading dock. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, water and drain connections.

7. Lakeside Middle School

a. Vendor to remove existing double deck convection ovens and take to loading dock or place within school requested. Vendor to receive, deliver, uncrate and install new double deck combi and filter. Vendor to provide all final electrical, gas, water and drain connections.

8. Monticello High School

a. Vendor to remove existing steamer and take to loading dock or place in school requested. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, gas, water and drain connections.

9. Mountain View Elementary School

a. Vendor to remove existing double deck convection ovens and take to loading dock. Vendor to receive, deliver, uncrate and install new double deck combi and filter. Vendor to provide all final electrical, water and drain connections.

10. Scottsville Elementary School

a. Vendor to remove existing steamer and take to loading dock. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, water and drain connections.

11. Stone Robinson Elementary School

a. Vendor to remove existing steamer and take to loading dock or place in school where requested. Vendor to receive, deliver, uncrate and install new steamer and filter. Vendor to provide all final electrical, water and drain connections.

Cost Range: \$350K- \$500K

4. SCHEDULE

Bids Due: Tuesday, June 4, 2024, at 2:00 p.m.

Construction Start: July 8, 2024

NOTICE TO PROCEED will be issued no later than July 5, 2024 Construction

Finish (Substantial Completion): August 9, 2024

Delivery Times:

Coordinate with PM 72 hours notice;

FDamages for Delay per Supplemental General Conditions (Item 2 – Section 42):

\$1,000 /calendar day for Substantial Completion and \$500 /calendar day for Final Completion.

5. BID DOCUMENTS

Plans, project specifications, Addendums, Bid tabulations and other documents are available at: <http://www.albemarle.org/departments.asp?department=purchasing> Plans

Project Manual

Addenda

6. BID REQUIREMENTS

A. INSTRUCTIONS TO BIDDERS

1. Pre-Bid Question Form and Procedures
2. Read Full instructions
3. Withdrawal or Modification of Bids (see Item 6 in Instructions for proper procedure) 4. Instructions to Bidders
5. Bid Guarantee. Any bid, including the Total Base Bid plus all Additive Bid Items, which exceeds one hundred thousand dollars (\$100,000) shall be accompanied by a Bid Bond payable to the Owner as obligee in an amount equal to five percent (5%) of the amount of the bid.

B. REQUIREMENTS:

1. Bid Form

COMPLETE All Parts: **TOTAL
BASE BID**

**Acknowledge addenda – the last addendum will be posted on Thursday 5/30/2024
Deadline for questions is Tuesday 5/28/2024 at 2:00p.m.**

This includes acknowledgement ON the bid form AND attachment of the signed cover sheets for the addenda WITH the bid paperwork.

2. Bid Bond
3. State Corporation Commission & Registered Agent Form
4. Vendor Data Sheet
5. Certification of Crimes Against Children
6. Ensure a company officer or an officially authorized person signs the Bid Form
7. Ensure the bid bond identifies the name and address of an attorney-in-fact who is appointed to act on behalf of the surety within the Commonwealth of Virginia. The address shall be within the Commonwealth of Virginia. The attorney-in-fact shall affix to the bond a certified and current copy of the power of attorney (Instructions to Bidders, 5. Bid Guarantee, (a), 3rd and 4th sentences).

C. BID RECEIPT:

1. Clearly marked
2. Confirmation of bid location, date and time:

Purchasing Office, Albemarle County Office Building

401 McIntire Road, Charlottesville, VA (Room 248)

Bids Received by 2:00 pm on Tuesday, June 4, 2024

Bids Opened and Read virtually at 2:30 pm on June 4, 2024, via Microsoft Teams link provided in project manual.

NOTE: NO bids will be accepted after 2:00 pm Bids
and bid modifications MAY NOT BE FAXED.

3. Bid Receipt Protocol if Building is Closed – refer to the 2nd paragraph in the Invitation for Bids: If the County of Albemarle is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time).
4. Address of County website for determining whether building is closed: <https://www.albemarle.org/>

7. CONTRACT DOCUMENTS

General Conditions, Supplemental General Conditions, School Special Conditions, Contract; *NOTE: AC Mark-ups are now 10% and 10% for GC and SC Changes;*

8. SPECIAL CONCERNS
 - A. Owner Occupancy; Existing Building Operations take precedence;
No contact with students, faculty, staff
 - C. OSHA / VOSH Regulations (where applicable).
 - D. Special Inspections are required for this project.

9. JOBSITE SAFETY AND PROTECTION
(The following will be reviewed and approved by Owner; Review specifics' that might affect COST)
 - Access
 - Site Limitations
 - Staging, Storage, and Lay-Down Area
 - Utilities *(use of Owner's Water and Power 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%
 - B. Coordination through Owner's Representative
 - B. First Payment requires receipt and approval of Schedule, Schedule of Values and Submittal log

11. Addenda: Final Addenda **Thursday, May 30, 2024**. Note the deadline for final questions is **Tuesday May 28, 2024**, to ensure they can be answered in the final addendum.

12. Procedural Pre-Bid- Questions or Items to be Clarified?

13. Building Walk Through of Project Areas
Additional Field Visits **April Newton** (O) 434-975-9340 x 1033 (C) 434-310-1028

24-5 Alternative Forms of Security

In lieu of a bid, performance, or payment bond, a vendor may furnish a certified check or cash escrow in the face amount required for the bond, or a bank or savings institution's letter of credit on certain funds in the face amount required for the bond. A letter of credit shall be in a form and substance that complies with provisions of the Uniform Commercial Code, as codified in the Code of Virginia, pertaining to letters of credit, and satisfy the following minimum requirements:

- Equivalent protection: The letter of credit shall afford protection to the County that is equivalent to or greater than a corporate surety's bond.
- Identify parties or contract: The letter of credit shall identify the contract to which it pertains by the names of the parties to the contract or by the contract number.
- Original letter of credit: The vendor shall provide an original letter of credit.
- Amount: The letter of credit shall be in an amount equal to the sum of the contract. If change orders are issued on a construction contract or amendments made to a non-construction contract, the alternative form of security should be reviewed and, if determined by the purchasing agent to be necessary, reexecuted to reflect the changed amount.
- Nominated person: The letter of credit shall designate as the nominated person the "County of Albemarle, Virginia" or the "School Board of Albemarle County, Virginia," as the case may be.
- Consent required to revoke, amend or cancel: The letter of credit shall not contain any provisions that make it revocable or that allow it to be amended or canceled without the prior written consent of the County.
- Date of letter: The letter of credit shall be executed and dated the same date the vendor executes the contract, unless the purchasing agent, in consultation with the county attorney's office, permits submission after execution of the contract by the County.
- Expiration and renewal: The letter of credit shall not have an expiration date of less than one year and shall provide that it shall be automatically renewed for at least an additional year.
- Form of demand document: The letter of credit shall specify the document by which a demand may be presented to the issuer.

The letter of credit shall be reviewed and approved by the county attorney before it is accepted as an alternative form of security.