



January 31, 2025

ADDENDUM NO.: TWO

TO ALL BIDDERS:

REFERENCE: IFB No: **2025-IFB-3020620**
Dated: **January 31, 2025**
Commodity: **CLS Electrical Panel Replacement**
IFB Closing On: **February 6, 2025, at 3 PM**

See attached Addendum #2 and response to a Pre-Bid Question.

Note:

Bids due changed from February 6, 2025, at 2 PM to February 6, 2025, at 3 PM.

Bid readings changed from February 6, 2025, at 2:30 PM to February 6, 2025, at 3:30 PM.

4 Pages total

A signed acknowledgement of this addendum must be received by this office either prior to the bid due date and or attached to your bid. Signature on this addendum does not constitute your signature on the original bid document. The original bid document must be signed also.

Sincerely,

Vidhi Danak

Vidhi Danak
Purchasing Agent
Phone: (434-296-5854)

Name of Firm

Signature/Title

Date

Printed Name

**NOTICE OF
INVITATION FOR BIDS
2025-IFB-3020620**

Sealed bids are invited for the ‘CLS Electrical Panel Replacement’ at Community Lab School, 1200 Forest St., Charlottesville, VA 22903. The project is generally described as the replacement of existing electrical panelboards with new.

Sealed bids will be received at the Albemarle County Procurement Office, Room 248, Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia. The deadline for submitting bids is 3:00 P.M., as determined by the Purchasing Agent, on Thursday, February 6, 2025. The bids will be opened publicly and read aloud immediately following the receipt of 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.

The estimated construction cost range for this project is \$30K-\$75K. A Bid Bond is required for any bid which exceeds \$100,000. *The “Time for Completion” will be as detailed in the Bid Form.*

Bids to be considered shall be received in a sealed envelope marked as follows: County of Albemarle, Procurement Office, Room 248, Albemarle County Office Building, 401 McIntire Road, Charlottesville, VA 22902 / Contract: CLS Electrical Panel Replacement Project/ IFB No. 2025-IFB-3020620.

Procedures for submitting a bid, claiming an error, withdrawal of bids, and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and §2.2-4330A (i), Code of Virginia. The Owner reserves the right to reject any or all bids.

An In Person pre-bid conference will be held at Community Lab School at 3:30 PM, on January 16, 2025. Attendance will be optional but recommended for those submitting a bid.

The contract shall be awarded on a lump sum basis as follows: *the Total Base Bid Amount plus such successive Additive Bid Items as the Owner in its discretion decides to award.*

Contractor registration in accordance with Title 54.1, Chapter 11, of the Code of Virginia, is required. See the Instructions to Bidders for additional qualification requirements.

The Invitation for Bids for the above project, including the drawings and the specifications prepared by Simmons, Rockecharlie & Prince and containing the information necessary for bidding, may be downloaded online from the Albemarle County Procurement web site at

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

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

The County of Albemarle does not discriminate on the basis of race, religion, color, sex, national origin, age or disability, or against faith-based organizations as defined under the Virginia Public Procurement Act on the basis of such organization’s religious or charitable character.



Bid Receipt and Bid Reading Procedures
January 9, 2025
2025-IFB-3020620 – CLS ELECTRICAL PANEL REPLACEMENT

The following Albemarle County Purchasing Procedures shall be in effect:

1. Paper bids shall be prepared as usual and shall be delivered to the County Office Building at 401 McIntire Road, Charlottesville, VA 22902. Bids will be received in a secure manner and will be stored in such manner as to keep them in a secure status.
2. A secure lock box will be available, at the exterior of the County Office Building, at the front Visitors Entrance, and will be labeled **Vendor/Contractor Bids or Proposals Only**. Bids shall be placed in this box, prior to the established due date and time for each solicitation. It is the Offeror's responsibility to ensure that bids are received prior to the established bid due date and time.
3. Bids will be received in the lockbox until **3:00 pm ET on Thursday, February 6, 2025**. Any further bids received will be ruled as late bids and will be retained un-opened. Late bids will not be considered. If you have any difficulty utilizing the lockbox please call the Purchasing Office, at 434- 296-5854.
4. Bid readings will be held at **3:30 pm ET on Thursday, February 6, 2025**. At the appointed time as noted below, the bids will be virtually opened and read aloud by Purchasing personnel. Public attendance at the Bid Reading will be by virtual attendance through MS Teams Meeting.
5. The bids shall be examined for conformance of all requirements of the solicitation including a signature, acknowledgement of addenda, and presence of a bid bond, when required. At the conclusion of the reading of the bids, Purchasing staff will complete the due diligence to examine bids for determination of complete responsiveness and vendor responsibility and additional information, including the bid tabulation, will be provided as it becomes available.
6. On **Thursday, February 6, 2025, 3:30 pm ET**, the Virtual Bid Reading may be attended through the following MS Teams Meeting link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 280 327 047 21

Passcode: Pb6MU9yr

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

PREBID QUESTION FORM

(Use separate form for each question submitted.)

DATE: 1/30/25

**PROJECT: CLS Electrical Panel Replacement
2025-IFB-3020620**

The following question concerns Drawing Sheet (number) _____:

I am reaching out regarding the project 2025-IFB-3020620
(CLS Electrical Panel Replacement). Could you kindly confirm
whether the project is eligible for sales tax exemption?

The following question concerns Specifications Section (number) _____, page _____,
paragraph _____:

No, the project is not eligible for sales tax exemption.

Response By: Rama K C Madala
SRP
1-31-2025

All responses to questions will be made by Addendum.

Questions submitted by: Ehsan Davarzany Morcom International, Inc
Name Organization

Email Form To: County of Albemarle Purchasing – vdanak@albemarle.org
County of Albemarle Project Manager – jallen2@k12albemarle.org.
Simmons Rockecharlie & Prince – rmadala@srpeng.com

Or
Mail Form to: County of Albemarle
Office of Procurement
401 McIntire Road
Charlottesville, Virginia 22902-4596

And
Rama K C Madala, PE
Simmons, Rockecharlie & Prince, Inc.
10150 Staples Mill Road, Suite A
Glen Allen, Virginia 23060