



April 11, 2025

ADDENDUM NO.: ONE

TO ALL BIDDERS:

REFERENCE: IFB No: **2025-IFB-6040925**
Dated: **March 1, 2025**
Commodity: **Albemarle High School Walk-in Cooler & Freezer Replacement**
IFB Closing On: **April 17, 2025, at 2 PM**

Please note the Pre-Bid Conference with clarifications and/or changes made to this solicitation attached:

1. Please see attached Addendum One, dated April 11, 2025, which includes the Pre-Bid conference agenda, sign-in sheet.
2. All other terms and conditions of the solicitation remain unchanged. Sealed bid packages must be received in accordance with the solicitation requirements by 2:00 pm on Thursday, April 17, 2025. Late bids will not be considered.
3. 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.

Please see attached Pre-Bid Agenda and Attendance Sheet.

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.

Sincerely,

A handwritten signature in black ink that reads "Andy Neilson".

Andy Neilson

Name of Firm: _____ **Signature/Title:** _____

Date: _____ **Printed Name:** _____

**ALBEMARLE COUNTY PUBLIC SCHOOLS
PRE-BID CONFERENCE AGENDA
IFB #2025-IFB-6041525**

PROJECT: Albemarle High School Walk-in Cooler & Freezer Replacement

LOCATION: 2775 Hydraulic Rd

DATE: April 2, 2025; 10:00 a.m.

1. INTRODUCTIONS and SIGN-IN

2. PROJECT PERSONNEL:

Purchasing:

Andy Neilson 434-243-7922

Owner's Rep:

April Nelson 434-310-1028

3. PROJECT SCOPE

The project is generally described as a vendor to provide, deliver, uncrate and fully install a walk-in cooler and a walk-in freezer, as well as work related to remove and dispose of existing walk in cooler & freezer

Cost Range: \$150,000 - \$350,000

4. SCHEDULE

Bids Due: Thursday, April 17, 2025, at 2:00 p.m.

Construction Start: June 9, 2025

NOTICE TO PROCEED will be issued no later than May 1, 2025.

Construction Finish (Substantial Completion): August 1, 2025

Delivery Times:

Coordinate with PM 72 hours notice;

Damages 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. Withdrawal or Modification of Bids (see Item 6 in Instructions for proper procedure)

3. Instructions to Bidders

4. 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 Friday, 04/11/2025.

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

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
 - Bids Received by 2:00 pm on April 17, 2025**
 - Bids Opened and Read virtually at 2:30 pm on April 17, 2025 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
- B. Work Hours, Deliveries and Noise Ordinance
- B. Protection of Adjacent Areas
- C. OSHA / VOSH Regulations

9. JOBSITE SAFETY AND PROTECTION

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
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 will be posted 4/11/2025. Note the deadline for final questions is 4/9/2025 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 Nelson

© 434310-1028

(o) 434-975-9340 x11033



**THE SCHOOL BOARD OF ALBEMARLE COUNTY, VIRGINIA
BUILDING SERVICES
PRE-BID CONFERENCE ATTENDEES**

Project: Albemarle High School Walk-in Cooler & Freezer Replacement

Location: 2775 Hydraulic Rd, Charlottesville, VA 22901

Date: April 2, 2025

Name:	April Nelson
Organization:	ACPS
Phone No.:	434-310-1628
Fax No.:	
E-Mail:	anelson@k12albemarle.org

Name:	
Organization:	
Phone No.:	
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