



**Date: March 25, 2021**

**ADDENDUM NO: TWO**

**TO ALL BIDDERS:**

**REFERENCE:** IFB No: 2021-073-IFB-04063  
Commodity: Walton MS Walk-In Cooler & Freezer Replacement  
IFB Due On: April 6, 2021 at 3:00 PM

Please find attached the clarifications and/or changes made to this solicitation and the link for the Virtual Team Meeting on 3:30pm after the bid opening.

1. All other terms and conditions of the solicitation remain unchanged. Sealed Bids must be received in accordance with the solicitation requirements by **3:00pm Tuesday April 6, 2021**. Late bids will not be considered.
2. 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,  
*Debra Shifflett*

Debra Shifflett, VCO, VCA  
Buyer II  
Phone: (434) 296-5854

---

Name of Firm

---

Signature/Title

---

Date

---

Printed Name



**COUNTY OF ALBEMARLE  
Facilities & Environmental Services  
Facilities Planning & Construction Division  
401 McIntire Road, Room 228  
Charlottesville, Virginia 22902-4596**

**ALBEMARLE COUNTY PUBLIC SCHOOLS  
PRE-BID CONFERENCE AGENDA  
IFB #2021-073-IFB-04063**

**PROJECT:** Walton Middle School Cooler / Freezer Replacement

**LOCATION:** 4217 Red Hill Road, Charlottesville, VA 22903 **DATE:** March 23, 2021; 10:00 a.m.

1. **INTRODUCTIONS and SIGN-IN**

2. **PROJECT PERSONEL:**

Purchasing:	Debra Shifflett:	434-296-5854
Owner's Rep:	Montie Breeden:	434-566-6014
Architectural/Engineering Firm:	Simmons Rochecharlie Prince	804-262-7323
Architectural/Engineering Rep	Tom Rochecharlie	804-980-6515

3. **PROJECT SCOPE**

The scope of the project is generally described as replacement of existing Walk In Cooler and installation of new, Freezer located outside of the building, along with associated electrical, structural, and architectural work. All work is described in the Documents.

Cost Range: \$100,000 - \$150,000

4. **SCHEDULE**

Bids Due: Tuesday, April 6, 2021, 3:00 p.m. (at exterior drop-box by Visitor's Entrance)

Construction Start: June 21, 2021 (access to the building is available).

NOTICE TO PROCEED will be issued on or before May 25, 2021.

Construction Finish (Substantial Completion): August 13, 2021.

Delivery Times:

Restricted during morning & afternoon arrival & dismissal if school is in session (8:15 a.m. – 9:15 a.m. and 3:15 p.m. – 4:15 p.m. at the middle school).

No restrictions when school is not in session (mid-June through mid-August)

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

\$500 /calendar day for Substantial Completion and

\$250 / 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 Modifications 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 – last addendum will be posted on Thursday, 04/01/21**

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

2. A Bid Bond is not required for this project if the bid amount is \$100,000 or less. However, a Bid Bond is required if the bid amount exceeds \$100,000 and it **MUST** accompany the bid form at the time of submission.
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 (see Instructions to Bidders, 5. Bid Guarantee, (a), 3<sup>rd</sup> and 4<sup>th</sup> sentences).
8. Sign coversheet for each addendum and include them with your bid.

**C. BID RECEIPT:**

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

**Purchasing Office, Albemarle County Office Building, Room 248**

401 McIntire Road, Charlottesville, VA

**Bids Received by 3:00 p.m. on Tuesday, April 6, 2021**

Bids Opened Virtually at 3:30 p.m. on April 6, 2021 (email Montie Breeden at mbreeden2@albemarle.org for Outlook meeting invitation and a link will be provide via an addendum)

NOTE: No bids will be accepted after 3:00 p.m.

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, staff
- B. Protection of Adjacent Areas including landscaping & facilities (Contractor Responsibility)
- C. OSHA / VOSH Regulations (where applicable).
- D. ~~No~~ Special Inspections are required for this project.
- E. Covid-19 Procedures.

→ OWNER WILL SECURE & PAY FOR INSPECTIONS

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%
  - B. Coordination through Owner's Representative
11. Hazardous Materials:
  - a. None expected, however, the Contractor shall notify the Owner if suspicious material is found in any other components of the work beyond that which is already identified.
12. Other concurrent projects under separate Owner contracts will be underway at the school for work such as miscellaneous, interior floor finish replacement and room re-painting.
13. Addenda: **Final Addendum** will be issued on **Thursday, April 1, 2021**. Note the deadline for **final questions** is **Tuesday, March 30, 2021** to ensure they can be answered in the final addendum.
14. Questions or Items to be Clarified?
15. Exterior Building Walk Through of Project Areas



**COUNTY OF ALBEMARLE  
FACILITIES & ENVIRONMENTAL SERVICES - PROJECT MANAGEMENT DIVISION  
PRE-BID CONFERENCE ATTENDEES**

**Project:** Walton Middle School Cooler / Freezer Replacement

**Location:** 4217 Red Hill Road, Charlottesville, VA 22903

**Date:** Tuesday, March 23, 2021, 10:00 a.m.

Name:	MONTIE BREEDEN
Organization:	ALBEMARLE COUNTY
Phone No.:	MOBILE: (434) 566-6014
Fax No.:	—
E-Mail:	MBREEDEN2@ALBEMARLE.ORG

Name:	TOM ROCKECHARLIE
Organization:	SRP
Phone No.:	804-262-7323
Fax No.:	—
E-Mail:	TROCKECHARLIE3@SRPEN6.COM

Name:	Daniel L
Organization:	ALDS
Phone No.:	434 975 9340
Fax No.:	
E-Mail:	dave2@k12albemarle.org

Name:	Jared Andrews
Organization:	Harrisonburg Construction
Phone No.:	434-296-0122
Fax No.:	434-296-8122
E-Mail:	jared@harrisonburgconstruction.com

Name:	Jonathan Bell
Organization:	ColonialWebb
Phone No.:	540-416-3782
Fax No.:	
E-Mail:	Jonathan.Bell@ColonialWebb.com

Name:	David Michaelson
Organization:	Marion Enterprises Inc.
Phone No.:	703-296-6644
Fax No.:	
E-Mail:	David@MARION-enterprise.com.

Name:	Greg Parrish
Organization:	SRC, INC
Phone No.:	434-531-3710
Fax No.:	
E-Mail:	greg.parrish@src-inc.NET

Name:	
Organization:	
Phone No.:	
Fax No.:	
E-Mail:	

Name:	
Organization:	
Phone No.:	
Fax No.:	
E-Mail:	

Name:	
Organization:	
Phone No.:	
Fax No.:	
E-Mail:	

Name:	
Organization:	
Phone No.:	
Fax No.:	
E-Mail:	

# Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 540-613-8851,,613587300#](#) United States, Roanoke

Phone Conference ID: 613 587 300#

[Find a local number](#) | [Reset PIN](#)