



#### ADDENDUM NO. 4

DATE: May 31, 2017  
INVITATION FOR BID: IFB J170021809 – Emergency Communication Center Renovation and Addition Project  
DATED: May 4, 2017  
RECEIPT DATE: **June 6, 2017 at 2:30 p.m. (CHANGED)**  
OPENING DATE: **June 7, 2017 at 2:30 p.m. (CHANGED)**  
SUBJECT: Revised Bid Form

Ladies/Gentlemen:

Please take note of the following:

**Revised Bid Form:**

1. The original Bid Form shall be replaced with the attached Revised Bid Form. The Revised Bid Form deletes the original Additive Bid Item No. 1 – Operations Center (Room 118) Lighting and Ceiling Systems. All other Additive Bid Items remain.

Bidder must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Bid Book or your bid may not be considered.

Sincerely,

A handwritten signature in black ink that reads "Oscar Knott".

Oscar Knott, CPP, CPPO, VCO  
Contract Specialist Supervisor  
804/646-7499

**REVISED BID FORM**

SEALED BIDS WILL BE RECEIVED at the Department of Procurement Services, City Hall, 900 E. Broad Street, Rm. 1104, Richmond, Virginia 23219, UNTIL BUT NOT LATER THAN 2:30 P.M. ON **June 6, 2017** AND WILL BE OPENED 2:30 P.M. on **June 7, 2017**.

To Procurement Services, Room 1104, 900 East Broad Street, Richmond, Virginia:

For the construction of **Emergency Communication Center Renovation and Addition Project**

**Made by:** \_\_\_\_\_  
(Name and Title of Individual Executing the Bid)

**Name of Bidder:** \_\_\_\_\_  
(Company Name)

**Full Address:** \_\_\_\_\_

**City and State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Virginia Contractor's Registration Number:** \_\_\_\_\_

**Federal Tax Identification Number:** \_\_\_\_\_

By submission of this bid and authorized signature therein, the above-named Bidder certifies and affirms compliance with all terms and conditions herein and declares that:

- 1) the Bidder is of lawful age and that no other person, firm, corporation or joint venture has any interest in this Bid or in the Contract proposed to be entered into.
- 2) the Bid is made without any understanding, agreement, or connection with any other person, firm, corporation, or joint venture making a Bid for the same purposes, and is in all respects fair and without collusion or fraud.
- 3) the Bidder is not in arrears to the City of Richmond, upon debt or contract; is not a defaulter, as surety or otherwise, upon any obligation to the City of Richmond; and has not been delinquent or unfaithful in any former contract with the City of Richmond.
- 4) no officer or employee or person whose salary is payable in whole or in part by the OWNER is, shall be, or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the Contract, or in the supplies, materials, or equipment and work or labor to which it relates, or in any portion of the profits thereof.
- 5) in compliance with Sec. 3.3 of the General Conditions of the Contract, the Bidder has carefully examined the site of the work and that, from his own investigations, is satisfied as to the nature and location of the work, the character, quality, and quantity of materials and the kind and extent of

equipment and other facilities needed for the performance of the work, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the work or its performance.

- 6) That the Bidder has thoroughly examined and is familiar with copies of the Contract Documents and the following addenda receipt of which is hereby acknowledged.

Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____

If none, write "none"

- 7) The Contract Award shall be made to the responsive, responsible bidder who submits the lowest cumulative bid for the Total Unit Price Base Bid plus the total amount of the Additive Bid Items, taken in sequence, as the City in its sole discretion decides to accept/award.
- 8) The undersigned furthermore agrees to perform at the request of the Owner, any related extra (or less) work than required by the Contract Documents which may arise during construction on the basis of a lump sum, unless noted otherwise, negotiated between the Contractor and the Owner for said extra (or less) work or for a compensation of actual cost of labor, material and equipment rental involved in said extra (or less) work plus a percentage computed as listed below for overhead and profit as described in the Conditions of the Contract:

Where the work is performed by the Contractor's own forces, the percentage shall be \_\_\_\_\_ percent (\_\_\_\_%) of the cost of the work for overhead and or profit, not to exceed 15%. Where work is performed by a subcontractor, the percentage due to the subcontractor plus the General contractor's mark-up shall be \_\_\_\_\_ percent (\_\_\_\_%) of the cost of the work for overhead and profit, not to exceed 25%.

- 9) If accepted by the Owner, the Bidder shall execute the contract and furnish, satisfactory to the Owner, a Performance Bond and Payment Bond for labor and materials in accordance with the General Conditions of the Contract unless so stated elsewhere in the bid documents.
- 10) Bidder agrees that no contract shall result from the submission of his bid and no liability shall accrue with respect thereto until a written contract and accompanying documents have been fully and completely executed on the part of the successful bidder and the Owner.
- 11) The undersigned further agrees to complete the work as bid within **365** consecutive calendar days after Notice to Proceed. As the time allotted for the completion of the Work is of the essence, if the work is not completed within specified time for the completion of the Work, there shall be deducted from the contract price, not as a penalty but as liquidated damages, **\$500.00** for each and every calendar day of delay in the completion of the work beyond the time specified, subject to all the terms of the General Conditions.
- 12) Accompanying this Bid is a certified or cashier's check in accordance with the General Conditions made payable to the City of Richmond in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) which check is to be forfeited as liquidated damages if, in case this Invitation for Bid is accepted, the undersigned shall fail to execute the attached contract in accordance with the General Conditions; **OR** a Bid Bond for not less than five percent (5%) of the bid amount set

forth in item 14 of this Bid Form. Should the bidder so elect, said check will be returned to the undersigned upon delivery of a satisfactory bond.

13) Bidder certifies that he is properly registered as a licensed contractor under Title 54.1 of the Code of Virginia (1950), as amended. The number and expiration date is affixed below.

14) For the consideration set forth, and identified by this signature, \_\_\_\_\_ (*EACH BID SHEET CONTAINING A PRICE REPRESENTATION MUST HAVE THE SAME SIGNATURE AS ABOVE IN THE SPACE PROVIDED*), the Bidder proposes to furnish all materials, tools, labor and equipment of every description, except such materials specified to be furnished by the Owner, necessary to accomplish all work required by and in accordance with the Request for Qualification (if applicable), drawings, specifications, General Conditions, special provisions, bid forms, contract, bond, and any addenda associated with this project, all of which are hereby made a part of this Invitation for Bid.

Base Bid – The base bid includes all work in accordance with the specifications for the LUMP SUM PRICE of

\_\_\_\_\_  
(Price in Words)  
\$ \_\_\_\_\_  
(Price in Figures)

Additive Bid Item No. 1 - Replace Carpet and Base in Operations Center (Room 118) – Additive Bid Item No. 1 includes all work in accordance with the specifications for the LUMP SUM PRICE of

\_\_\_\_\_  
(Price in Words)  
\$ \_\_\_\_\_  
(Price in Figures)

Additive Bid Item No. 2 - Install Acoustic Panels (Room 118) – Additive Bid Item No. 2 includes all work in accordance with the specifications for the LUMP SUM PRICE of

\_\_\_\_\_  
(Price in Words)  
\$ \_\_\_\_\_  
(Price in Figures)

Additive Bid Item No. 3 - Re-Painting of Operations Rooms 118, 118B, 129, 130 & 131 – Additive Bid Item No. 3 includes all work in accordance with the specifications for the LUMP SUM PRICE of

\_\_\_\_\_  
(Price in Words)  
\$ \_\_\_\_\_  
(Price in Figures)

### Base Bid Breakdown

<u>Item</u>	<u>Description</u>	<u>Price</u>
1	General Conditions & Fee	\$
2	Existing Conditions	\$
3	Concrete	\$
4	Masonry	\$
5	Metals	\$
6	Woods and Plastics	\$
7	Thermal and Moisture Protection	\$
8	Doors and Windows	\$
9	Finishes	\$
10	Specialties	\$
11	Equipment	\$
12	Furnishings	\$
13	Fire Suppression	\$
14	Plumbing	\$
15	Heating, Ventilation and Air Conditioning	\$
16	Electrical	\$
17	Communications	\$
18	Electronic Safety and Security	\$
19	Earthwork	\$
20	Exterior Improvements	\$
21	Utilities	\$
22	Insurances (including but not limited to Builder's Risk, Genreal Liability, Automotive, Worker's Compensation, etc.)	\$
23	Bonds (Performance & Payment Bond)	\$

<b>Total Base Bid</b> (equals sum of the above items)	\$
--	----

In submitting this bid, it is understood that the City of Richmond, Virginia, reserves the right to reject any and all bids or to award in whole or in part as determined to be in the best interest of the City. It is agreed that this Bid may not be withdrawn for a period of 60 days from the opening thereof.

Respectfully Submitted,

\_\_\_\_\_  
(Name of Individual, Firm, or Corporation making bid)

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

\_\_\_\_\_  
Virginia Contractor's Registration Number

\_\_\_\_\_  
Federal Tax ID Number