

June 29, 2015

ADDENDUM #1

IFB 16-04 VIENNA COMMUNITY CENTER RENOVATIONS AND EXPANSION

*******ATTENTION BIDDERS*******

(To be completed and returned with bid response)

The Bid Form has also been updated to include all Divisions relevant to the project.

THE BID FORM HAS BEEN REVISED AND IS PART OF THIS ADDENDUM. USE THE REVISED BID FORM WHEN SUBMITTING YOUR BID.

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF FIRM:

PHONE #: _____ EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE:

Please Print

SIGNATURE: _____ DATE: _____

SECTION G
FORM OF BID

PROJECT NAME: VIENNA COMMUNITYCENTER
RENOVATIONS AND EXPANSION

TO: Town of Vienna
Purchasing Agent
127 Center Street South
Vienna, Virginia 22180

CONTRACT NUMBER: IFB 16-04 (P.O. #)

FROM:

- A. Having carefully examined the Contract Documents entitled VIENNA COMMUNITY CENTER RENOVATIONS AND EXPANSION and having visited the site and examined all conditions affecting the work, the undersigned agrees to furnish all labor and material, equipment and services necessary for the proper and timely completion of the work as required by said documents.

This bid is subject to all terms and conditions set forth in the Bidding Documents, defined in Paragraph A-2 of the Information for Bidders.

The undersigned agrees, if awarded the Contract, to execute and totally complete the work for the stipulated sum of:

BID: _____
_____ Dollars (\$ _____)

(The above total price shall be listed using both words and numbers. In the event the base bid and the extension of unit prices do not agree, the unit prices shall govern. For discrepancies in Lump Sum bids, the written number shall govern over that in figures.)

- B. All formal and written informal bids or proposals shall include the following provisions:
 - 1. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Town of Vienna official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
 - 2. Whenever there is reason to believe that a financial benefit of the sort described in Paragraph 1 has been or will be received in connection with a bid, proposal or contract, and that the

contractor has failed to disclose such benefit or has inadequately disclosed it, the Town of Vienna, as a prerequisite to payment pursuant to the contract, or at any other time, may require the contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.

C. If notified of acceptance of this proposal and contract award within forty-five (45) calendar days after receipt of bids, the undersigned agrees to execute a contract for the above-named project Work and the above-stated consideration on the form required, within fifteen (15) calendar days of such notification. The undersigned hereby designates the office address stated on the first page of this proposal as the address to which a Notice to Award of this construction contract may be delivered and to which all office correspondence and notices may be mailed, or delivered by any means, unless the Owner is otherwise notified in writing.

D. The undersigned acknowledges receipt of the following addenda, and that the cost, if any, of such revisions has been included in the bid sum:

ADDENDUM RECEIVED (Initial and Date)

Addendum No. 1. _____

Addendum No. 4. _____

Addendum No. 2. _____

Addendum No. 5. _____

Addendum No. 3. _____

Addendum No. 6. _____

E. Included herein is the required written guarantee, "Contract Bond Certification" form, issued by a surety company licensed to conduct business in Virginia and acceptable to the Owner. This guarantee states that in the event a Contract is awarded to the bidder, the said surety will furnish a Performance Bond and a Labor and Material Payment Bond in an amount required by the Contract Documents in Section A, Information to Bidders, Paragraph A-10.

F. Included as a part of this Bid are the following documents which are to be submitted on the forms required, pages G-3 through G-12, as applicable.

1. The required Bid Security provided as Cash, Cashier's Check, Certified Bidder's Check, or an acceptable Bid Bond.

The Bidder will ensure that the Bid Bond form contained herein is properly executed by an approved Surety and submitted with the Proposal Form at the time and the place on which bids are scheduled to be received. The failure on the part of a Bidder to enclose an executed copy of the Town of Vienna approved Bid Bond with the Proposal Form or a Certified or Cashier's check or cash may result in the disqualification of the Bid.

2. A Certified Listing of Safety Violations, in accordance with Paragraph A-23 of the Information for Bidders. Said certification is made on the "Certification of Safety Violations" form and all other forms found in this section (B);

3. "Acknowledgement of Principal of Bidder..." form;

4. The statistical "Small and Minority Business Data" form;

5. The required "Contract Bond Certification" form;

6. If applicable, the "Bidder's Request for Equal Product or Substitution and Bidder's Representations" form;

7. If applicable, the Firm Fixed Price Bid and/or Alternate Bid forms provided at the end of this Section (B).

G. The undersigned hereby acknowledges that he has read and understands the varied nature of the work, the Drawings and Specifications, Addenda and all other Contract Documents pertaining to this project. The undersigned certifies that the Contract Documents are, in his opinion, adequate, feasible and complete for performing the Work and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned further certifies that he has, or has available, the equipment, personnel, materials, facilities and technical and financial ability necessary to complete the Work in accordance with the Contract Documents and within the time specified therein. The Bidder certifies that he has made allowances for normal inclement weather indigenous to the Project site.

H. The following information is provided pursuant to the Contract Documents:

1. Legal Name of Firm:

a. If Firm is a corporation, State that corporation is organized under the laws of the State of _____. Please affix corporate seal to this Form of Bid.

b. If Firm is a partnership, state names of partners:

c. If Firm is an individual using a trade name, state name of individual:

2. Virginia Contractor Registration Number: _____; Class: _____

3. Signature of Person or Persons legally authorized to bind Bidder to a Contract. A Bid submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Bidder.

a. Signature: _____ Date: _____

b. Name (Type): _____

c. Title: _____

(CORPORATE SEAL)

d. Address: _____

I. The names and addresses of other persons interested as principals in this proposal are as follows:

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____
(Bidder's Name)

_____, of _____
(Street Address) (City, State, Zip)

hereinafter called the Principal, and _____
(Surety's Name)

a corporation organized and existing under the Laws of the State of _____, and authorized to transact business in the State of Virginia, as Surety, hereinafter called Surety, are held and firmly bound unto the Town of Vienna, Virginia hereinafter called Obligee, in the Penal sum of _____ of the amount bid, good and lawful money of the United States of America, for the payment of which the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The Condition of this Obligation is such that, WHEREAS the Principal has submitted a proposal to the Obligee on a contract for **IFB 16-04 VIENNA COMMUNITY CENTER RENOVATIONS AND EXPANSION**.

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such construction for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void; otherwise to remain in full force and effect.

BID BOND-CONTINUED

In witness whereof, we have hereunto set our signatures and seal this _____ day of _____, _____, all pursuant to due authorization.

Principal (SEAL)

By: _____
Surety

By: _____
Attorney-in-Fact in accordance
with the attached Power of Attorney

STATE OF _____)

) ss:

TOWN OF _____)

I, _____, a Notary Public in and for the State and Town aforesaid, do hereby certify that _____, and _____, whose names are signed to the foregoing bond, this day personally appeared before me in my aforesaid State and Town and acknowledged the same.

Given under my hand seal this _____ day of _____, 20 .

Notary Public (SEAL)

My Commission expires:

ACKNOWLEDGMENT OF PRINCIPAL OF BIDDER, IF A CORPORATION

State of _____)
) ss:

County of _____)

On this _____ day of _____, _____, before me personally came and appeared _____, to me known, who, being by me duly sworn, did depose and say that he resides at:

that he is the _____ of _____, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by order of the directors of said corporation; and that he signed his name thereto by like order.

(SEAL)
My Commission Expires: _____

ACKNOWLEDGMENT OF PRINCIPAL OF BIDDER, IF A PARTNERSHIP

State of _____)
) ss:

County of _____)

On this _____ day of _____, _____, before me personally came and appeared, to me known, and known to me to be one of the members of the firm of _____, described in and who executed the foregoing instrument, and he acknowledged to me that he executed the same as and for the act and deed of said firm.

(SEAL)
My Commission Expires: _____

ACKNOWLEDGMENT OF PRINCIPAL OF BIDDER, IF A SOLE PROPRIETORSHIP

State of _____)
) ss:

County of _____)

On this _____ day of _____, _____, before me personally came and appeared, to me known, and known to me to be the person described in and who executed the foregoing instrument and acknowledged that he executed same.

(SEAL)
My Commission Expires: _____

SMALL AND MINORITY BUSINESS DATA

We hereby provide the following information to the Town of Vienna regarding our firm. We understand that it is provided for statistical purposes only and all firms tendering bids will receive equal consideration for award.

Minority Business Firm: Yes____; No ____.

Small Business Firm: Yes____; No ____.

Contractor Subcategory: _____

Federal, State and Town Laws, orders and regulations, require the Town of Vienna to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for Small and Minority Business Enterprises.

DEFINITIONS

The following definitions are to be used to identify Small Businesses, Minority Businesses and Contractor Subcategories:

Small Business: A corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees, or less than \$1-Million in annual gross receipts.

Minority Business: A business enterprise that is at least 51-percent owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; women regardless of race or ethnicity; and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or who are regarded as having such an impairment.

Contractor Subcategories:

- | | |
|--|--|
| A = Woman-Owned | N = Asian American Woman-Owned |
| B = Small (Non-Minority) | O = Small, Asian American Owned |
| C = Small, Woman-Owned | P = Small, Asian American Woman-Owned |
| D = Sheltered Workshop | Q = American Indian Owned |
| E = African American Owned | R = American Indian Woman-Owned |
| F = African American Woman-Owned | S = Small, American Indian Owned |
| G = Small, African American Owned | T = Small, American Indian Woman-Owned |
| H = Small, African American Woman-Owned | U = Eskimo/Aleut Owned |
| I = Hispanic American Owned | V = Eskimo/Aleut Woman-Owned |
| J = Hispanic American Woman-Owned | W = Small, Eskimo/Aleut Owned |
| K = Small, Hispanic American Owned | X = Small, Eskimo/Aleut Woman-Owned |
| L = Small, Hispanic American Woman - Owned | Y = Large, Non-Minority |
| M = Asian American Owned | -- = Non-BML Firms |

CONTRACT BOND CERTIFICATION

TO: Town of Vienna
c/c Purchasing Agent
127 Center Street South
Vienna, Virginia 22180

DATE: _____

FROM: (Surety) _____

REFERENCE: Project

Contract No. _____ Project No. _____

Bidder: _____

As surety for the above-named Bidder, the _____
(Surety Name)

_____ hereby certifies that we will promptly furnish the required Performance, Labor and Materials Payment and Guarantee Bonds, in separate instruments, as required by the General Conditions, on behalf of the above named Bidder, in the event that the said firm is determined to be the Successful Bidder and a construction contract is subsequently awarded for this project.

By: _____
Attorney-in-Fact,
in accordance with the attached Power of Attorney

BIDDER'S REQUEST FOR EQUAL PRODUCT OR
SUBSTITUTION AND BIDDER'S REPRESENTATIONS

FROM:

In submitting this Bid, the Bidder declares its intention to provide the following equal product or substitution in accordance with Addendum No. ____ and warrants that he has complied with the requirements of Paragraph A-17 of the Information for Bidders.

Description of Product:

The undersigned Bidder hereby represents and certifies the following:

1. He has investigated the proposed equal product or method and determined that it is equal or better in all respects to that specified and that it fully complies with all requirements of the Contract Documents,
2. He has investigated the proposed substitution and has determined that it will satisfy all operational requirements as indicated in Contract Documents,
3. He will meet all contract obligations with regard to this equal products or substitution;
4. He will coordinate installation of accepted equal products or substitutions into the work, making all such changes and any required schedule adjustments, at no additional cost to the Owner, as may be required for the work to be complete in all respects;
5. He waives all claims for additional costs and additional time related to equal products or substitutions which consequently become apparent. He also agrees to hold the Owner harmless from claims for extra costs and time incurred by other subcontractors and suppliers, or additional services which may have to be performed by the A/E, for changes or extra work that may, at some later date, be determined to be necessary in order for the Work to function in the manner intended in the Contract Documents;
6. He will provide the same warranty and guarantee, and perform any work required in accordance therewith, for the equal product or substitution that is applicable to the specified item for which the equal product or substitution is requested;
7. Material will be installed, handled, stored, adjusted, tested, and operated in accordance with the manufacturer's recommendation and as specified in the Contract Documents;
8. In all cases new materials shall be used unless this provision is waived by notice from the Owner or his A/E, or unless otherwise specified in the Contract Documents; and
9. All material and workmanship shall in every respect be in accordance with what, in the opinion of the Owner or A/E, is in conformity with approved modern practice.



FORM OF BID

**VIENNA COMMUNITY CENTER RENOVATIONS AND EXPANSION
CONTRACT NO. IFB 16-04**

Vendor Name: _____

LINE NO.	DESCRIPTION	AMOUNT
1	DIVISION 01 - GENERAL REQUIREMENTS	
2	DIVISION 02 – SITE WORK	
3	DIVISION 03 - CONCRETE	
4	DIVISION 04 - MASONRY	
5	DIVISION 05 - METALS	
6	DIVISION 06 – WOOD AND PLASTICS	
7	DIVISION 07 – THERMAL AND MOISTURE PROTECTION	
8	DIVISION 08 – OPENINGS	
9	DIVISION 09 - FINISHES	
10	DIVISION 10 – SPECIALTIES	
11	DIVISION 11 - EQUIPMENT	
12	DIVISION 12 - FURNISHINGS	

13	DIVISION 21 – FIRE SUPPRESSION	
14	DIVISION 22 – PLUMBING	
15	DIVISION 23 – HEATING VENTILATING AND AIR CONDITIONING	
16	DIVISION 26 – ELECTRICAL	
17	DIVISION 27 – COMMUNICATIONS	
18	DIVISION 28 – ELECTRONIC SAFETY AND SECURITY	
19	DIVISION 31 – EARTHWORK	
20	DIVISION 32 – EXTERIOR IMPROVEMENTS	
21	DIVISION 33 - UTILITIES	
14	TOTAL COST	

I hereby certify that the price on the above bid item is true and correct.

Vendor Name: _____

Address: _____

Phone and Email: _____

Signature: _____ Title: _____ Date: _____

Printed Name: _____