

## **ADDENDUM 2**

### **Notes and Questions from the**

**Essex County Courthouse Square Drainage Improvements Pre-Bid Conference**

**Pre-Bid Conference Date: March 24, 2016, 1:00 p.m.**

**Pre-Bid Conference Location: On Site, 309 Prince Street, Tappahannock, Virginia**

**Issued March 25, 2016**

- 1) Attendees: Wyn Davis, Essex County, Trent Funkhouser, Essex County, Fred Mitchell, Essex County, Blaine Keese, Draper Aden Associates, Matt Lalu, Home & Turf, Chad Muller, Muller Construction, Wayne Williams, Brooks & Co.**
- 2) A clarification was made to the pre-conference agenda. Although the appointed time is correct, the due date was inadvertently left out of agenda item 1. Agenda item 1 was clarified to include the bid due date of April 4, 2016 as is consistent with the IFB and now read: *Sealed Bids are due no later than 3:00 PM, April 4, 2016 at the Essex County Purchasing Office, 202 S. Church Lane, Tappahannock, Virginia 22560. (Revised Agenda attached.)***
- 3) A question was asked about the three downspouts shown on the plans: It was determined that the two new downspouts proposed for the Courthouse Building are to be copper fabricated to match the existing downspouts. The new downspout proposed for the Commissioner of Revenue Building is to be white aluminum. All proposed gutters are to be white aluminum.**
- 4) A question was asked about watering of the sod during its establishment period: The successful bidder shall water and maintain the sod for a three month period starting from the date of project acceptance by the owner.**

**End of Notes**

**Attached: Revised Pre-Bid Conference Agenda**

**Essex County Courthouse Square Drainage Improvements Pre-Bid Conference**

**Pre-Bid Conference Date: March 24, 2016, 1:00 p.m.**

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## Agenda

- 1) Sealed Bids are due no later than 3:00 PM, \*April 4, 2016 at the Essex County Purchasing Office, 202 S. Church Lane, Tappahannock, Virginia 22560.
- 2) All bids must be originals and in writing. Faxed or e-mailed proposals are not acceptable.
- 3) Prospective Bidders should thoroughly review the IFB Instructions to Bidders.
- 4) Inspection dates/times may be arranged with the Essex County Environmental Officer, Alwyn W. Davis, Jr. Contact Mr. Davis by phone at 804-443-4951.
- 5) The Invitation for Bids (IFB), IFB Number 2016-154-01; the Project Plans; and related addenda can be obtained/downloaded from the Essex County Virginia website (See Bids & REPs link in the homepage):  
[http://www.essexvirginia.org/county\\_government/departments\\_and\\_services/financial\\_services/bids\\_and\\_rfps/](http://www.essexvirginia.org/county_government/departments_and_services/financial_services/bids_and_rfps/)
- 6) It is the prospective bidders' responsibility to read and follow the directions for bid submittal as outlined in the IFB.
- 7) The Bid Form (Appendix C) attached to the IFB must be included with the bid.
- 8) The Owner may choose to award all, part or none of the work outlined in the IFB and Plans
- 9) Bidders are to provide at least three references for projects of similar magnitude and demonstrate prior experience equal to at least five years providing similar labor, and demonstrate possession of resources to successfully execute to project.
- 10) Bidders may request for clarifications to the procurement document by submitting written questions by 3:00 PM on March 28, 2016. Questions are to be submitted in writing to Alwyn W. Davis, Jr., Essex County Environmental Officer by email: [awdavis@essex-virginia.org](mailto:awdavis@essex-virginia.org) or by hand to 202 South Church Lane, Tappahannock, Virginia 22560.
- 11) Performance and Payment Bonds may be required as outlined in the IFB.
- 12) Terms of the Contract, Payment, and Site Security are outlined in the IFB Instructions.
- 13) Project Specifications are outlined in the IFB Instructions and the Project Plans as named in the IFB.
- 14) Prospective Bidders are directed to the IFB for Bid or Proposal Conditions (Appendix A), and the General Terms and Conditions (Appendix B).
- 15) Prospective Bidders are directed to a Bid Declarations (Appendix D) that is to be submitted with the bid.
- 16) Prospective Bidders directed to Appendix E, Agreement for Services.

\*Revised to include date that was inadvertently omitted.