

**Henry County Public Safety Rehab Center
Addenda # 1 Meeting Minutes and Questions**

PROJECT: **Henry County Public Safety Rehab Center
Henry County Bid No. 08-01243-2603**

OWNER: Henry County Public Safety
Henry County, VA

LOCATION: Henry County Public Safety
1024 Dupont Road
Martinsville, Va 24112

DATE/TIME: **Tuesday, January 15, 2008 2:00 p.m.**

PURPOSE: Non -mandatory Pre-Bid Conference for Referenced Project

INTRODUCTIONS:

OWNER'S REP: Mr. Rodney Howell
Henry County Public Safety
(276) 634-4663

ENGINEER: Mr. Jeff Turton, P.E.
Project Engineer
Henry County Administration Building
P. O. Box 7
Collinsville, VA 24078-0007
(276) 634-2568

RECORD OF ATTENDEES: All attendees present should sign the Pre-Bid Conference "Record of Attendees" sign in sheet before the end of the conference.

THE FOLLOWING ITEMS SHALL BE COVERED:

INVITATION TO BID

- Sealed Bids received by **3:00 pm on January 24, 2008** at the address listed in the invitation for bid (IFB).

- Bids will be opened and read aloud at **3:00 pm on January 24, 2008** at the same location.

INSTRUCTIONS TO BIDDERS

- **Conditions at the site.** If prospective bidders wish to re-visit the areas of the proposed work after today, they should contact Mr. Jeff Turton at (276) 634-2568 to arrange follow-up visit.
- **Bid Guarantee** is not REQUIRED unless total bid is greater than \$100,000.00. Successful bidder will be required to submit a 5% Bid Bond, Performance BOND and Payment BOND, each in the amount of 100% of the CONTRACT PRICE if contract amount is greater than \$100,000.00.
- **Receipt of Bids: Factors to take into account so your bid is on time:**
 - Return BIDS to David W. Moore, Director of Purchasing, Henry County Administration Building, P.O. Box 7 (for postal) Collinsville, Virginia 24078 or 3300 Kings Mountain Road (for UPS or FedEx) Martinsville, Virginia 24112.
 - Each BIDDER shall submit his BID in a sealed envelope and mark outside of envelope with subject and BID #08-01243-2603 and closing date of BID.
 - All BIDS must be made on the required BID form. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Only one copy of the BID form is required.
 - Any BID received after the announced time and date of opening, whether by mail or otherwise, will not be considered and will be returned unopened.
- **Permits:** All permits are the responsibility of Contractor.

PRE-BID QUESTIONS

- All written questions must be submitted to Jeff Turton, P.E. by FAX (276) 638-7970 or, email jturton@co.henry.va.us , no later than **January 17th, 10:00 am**.
- Mr. Turton will respond by **January 17th, 5:00 pm**. to all prebid questions in the form of an Addendum and the Addendum will be e-mailed or faxed. The addendum will also be posted on the Henry County website www.henrycountyva.gov engineering and mapping webpage.
- If responses are in the Contract Document, the questions and responses will not be included in the Addendum.

BID FORM

- Contract will be awarded to the lowest responsible BIDDER submitting the lowest BASE BID or combination of base bid and alternate. Discrepancies between indicated sums and correct summations on the bid forms shall be resolved in favor of the correct summation.
- Discuss base bid and alternative shown on the Bid Form.
- Time for **Substantial Completion** of the PROJECT shall be **120** consecutive calendar days after the NOTICE TO PROCEED. Final Completion within 30 days after the date of Substantial completion.
- Bid package shall be filled out completely and signed and dated.

REVIEW SPECIFICATION DIVISIONS

- Bidders shall carefully review all of the technical sections of the project manual.
- Bidders shall review the Dupont safety manual posted on www.henrycountywa.gov Administrative Offices → Engineering and Mapping
- Temporary Construction Facilities, including erosion and sediment control devices, shall be constructed prior to commencement of other construction activities.

GENERAL REVIEW OF DRAWINGS

- Review project site limitations and access
- Review the other aspects of the project

QUESTION AND ANSWER PERIOD

- Responses to questions that may impact the scope of work and / or a bid price proposal must be made in an Addendum to the Bidding Documents. Responses that only involve finding information that is **already in the Bidding Documents** may be made verbally during this Q&A period.
- Questions:
 - Question: What styles of roof will be permitted?
 - Answer: Any
 - Question: The specs show the closed area and doors are to be insulated, is the balance of the roof to have insulation?
 - Answer: The roof of the enclosed area is required to be insulated as per code. The roof of the open area is not required to be insulated.
- An addendum will be issued that will include these meeting minutes, any questions and a copy of the attendee sign-in sheet.

VISIT TO THE AREAS OF THE PROPOSED WORK:

