

# LONGWOOD UNIVERSITY

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May 8, 2017

## ADDENDUM 1 TO ALL BIDDERS:

Reference Invitation for Bids (IFB):	LU214-17-020
Commodity:	Sprinkler Inspection & Maintenance Services
Dated:	April 21, 2017
For Delivery To:	Longwood University Materiel Management & Purchasing Farmville, Virginia 23909
Optional Pre-Bid Conference (OPBC):	May 2, 2017 at 3:00 p.m.
Bid Due Date:	<b><u>May 12, 2017 at 2:00 p.m. Local Time</u></b>

This Addendum 1 to the IFB is being issued to provide clarification of or changes to the specifications as a result of the OPBC and Written Pre-Bid Question Forms received and to publish the OPBC On-Site Registry.

1. Does Longwood University have a count of the total water hood suppression systems and their locations on and off campus? Are the water hood suppression systems inspected on semiannual basis? Does the maintenance and servicing of the hood suppression system include professional cleaning?

**RESPONSE:** Section III.B.2. Water Hood Suppression Systems is deleted in its entirety. These are currently under contract with another vendor and are not part of this contract at this time.

2. Will Longwood University allow a change order to be placed if the system inventory located in Attachment C or in any future addendums are found to be inaccurate?

**RESPONSE:** Attachment C to the IFB is accurate to the best of the University's knowledge. The University reserves the right to add and/or delete systems and/or services to the contract during the life of the contract.

3. Will annual backflow inspections be included in this inspection contract?

**RESPONSE:** No. These are currently under contract with another vendor and are not part of this contract at this time.

4. Reference Section III. **SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), A. GENERAL REQUIREMENTS**, page 6, paragraph 10: What is the cost for Longwood ID and access badges?

**RESPONSE:** The cost of a Longwood ID card with building access is \$8.00.

5. Reference Section III. **SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), B. FIRE PROTECTION SYSTEM INSPECTIONS AND TESTS**, page 7, paragraph 1. **Wet Pipe Sprinkler Systems**, subparagraph a. **Quarterly**: This section indicates visual inspection of piping, hangers, sprinkler heads, etc. Are visual inspections noted in this section to be done four times per year?

**RESPONSE:** No, annually. NFPA 25, 5.2.1.1 states, sprinklers shall be inspected from the floor level annually; 5.2.1.1.6 states, sprinklers installed in concealed spaces such as above suspended ceilings shall



not require inspection; 5.2.3 states, sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level; and 5.2.3.3, states sprinkler hangers and seismic braces installed in concealed spaces such as above suspended ceilings shall not require inspection.

6. Reference Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), B. FIRE PROTECTION SYSTEM INSPECTIONS AND TESTS, page 9, paragraph 3. Dry Pipe Sprinkler Systems, subparagraph a. Quarterly: This section indicates visual inspection of piping, hangers, sprinkler heads, etc. Are visual inspections noted in this section to be done four times per year?

**RESPONSE:** See response to question 5. above.

7. Reference Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), B. FIRE PROTECTION SYSTEM INSPECTIONS AND TESTS, page 9, paragraph 4. Preaction/Deluge Systems, subparagraph a. Quarterly: This section indicates visual inspection of piping, hangers, sprinkler heads, etc. Are visual inspections noted in this section to be done four times per year?

**RESPONSE:** See response to question 5. or 6. above.

8. Reference Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), E. FIRE DAMPERS, page 12: What is the name of the HVAC contractor that is currently or previously providing this service?

**RESPONSE:** The University did/does not have a HVAC contractor servicing fire dampers. The fire dampers were being serviced by Statewide Fire Protection, LLC (now Cintas Fire Protection).

9. Backflow prevention devices were under the previous contract. Have they intentionally been left out of this contract? Do you want pricing added for them?

**RESPONSE:** Backflow prevention devices are currently under contract with another vendor and are not part of this contract at this time. You do not have to add pricing for them.

All other general terms, conditions, and specifications shall remain the same.

Note: A signed acknowledgment of this addendum **must** be returned with your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

\_\_\_\_\_  
Name of Firm


\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**OPTIONAL PRE-BID CONFERENCE  
ON-SITE REGISTRY**

Page 1 of 1

PROJECT: IFB#LU214-17-020	TITLE: Sprinkler Inspection & Maintenance Services	BUYER: Debby Cooper
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DATE: 5/2/17	TIME:
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE: 	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	



**DAVID JENSEN**  
INSPECTION SALES REPRESENTATIVE

3017 Vernon Road, Suite 100  
Richmond, VA 23228  
804-222-1381  
804-222-4393 Fax  
804-641-5101 MOBILE  
800-252-5069 TOLL FREE  
dbjensen@flsamerica.com  
www.flsamerica.com

DATE: 5/2/17	TIME: 3:00 p.m.
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	

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OTHER:	

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REPRESENTATIVE'S SIGNATURE:	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	

## Optional Pre-Bid Conference Notes

Sprinkler Inspection & Maintenance Services

Lancaster Hall, Room 223

5/2/17 @ 2:00 p.m.

- Optional pre-bid conference
- Introductions of Longwood Personnel
- Questions from the floor
  - Longwood will answer questions from the Contractors in attendance that are to clarify where information can be found in the documents. Other questions, depending on the complexity may be answered and documented by Longwood or may request that the question be submitted in writing by the Contractor. All questions and responses will be documented and included in an addendum.
  - All other questions should be received in writing on or before **12:00 Noon on May 8, 2017** and will be responded to in writing in an addendum.
- Sealed Bids are **due Friday, May 12<sup>th</sup> at 2pm** in Lancaster Hall, Room 207A and will be **publically opened after receipt deadline** in Lancaster Hall, Room 223
  - If the University is closed for any reason on the date/time specified for receipt of bids, bids will be due at the same time the next business day the University is open
  - Parking is difficult – please plan to arrive early
  - If you are using a delivery service such as FedEx or UPS – they may say next day delivery but that may not be by 2pm
  - Bids cannot be faxed to the University – there is a mailing service company “Midtown Mailboxes” across from the High Rise Dorms or in some cases the area hotels will accept faxed bids, place them in an envelope, seal and deliver it to Longwood
  - Bid must be submitted on the forms furnished
    - All addenda must be acknowledged
    - The Bid must be complete and signed by the appropriate individual
    - The Agency Small Business Participation Requirement is 42%; the Contractor must include in their bid plans to utilize small business participation
- All inquiries for information should be directed to Cathryn Mobley using the “Pre-Bid Question Form”
  - These questions will be responded to in an addendum and posted on the eVA website, on the Longwood MM website, and the public posting board at the front of the Bristow Building.

## Attachments

- A – Written Pre-bid Question Form
- B – Vendor Data Sheet

- C – List of Buildings to be Inspected
- D – Small Business Subcontracting Plan
- E – Quarterly SWaM Subcontractor Expenditure Reporting Form
- VASCUPP Zone Map
- Bid Evaluation Scenario
- Campus Map - Directory