

LONGWOOD UNIVERSITY

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Farmville, Virginia 23909
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trs: 711

August 11, 2023

ADDENDUM 1 TO ALL BIDDERS:

Invitation for Bids (IFB):	LU214-24-003
Commodity:	Term Contract for General Contracting Services
Dated:	July 26, 2023
For Delivery To:	Longwood University Materiel Management & Purchasing Farmville, Virginia 23909
Optional Pre-Bid Conference:	August 8, 2023 at 10:00 a.m. Local Time
Written Question Submission Date:	<u>August 11, 2023 at 12:00 Noon Local Time</u>
Bid Due Date:	<u>August 22, 2023 at 2:00 p.m. Local Time</u>

This Addendum 1 to the IFB is being issued to publish the Optional Pre-Bid Conference Administrative Notes and On-Site Registry and answer questions submitted by prospective bidders.

1. Who are the companies on the current contract?

RESPONSE: There are 4 companies on the current contract:

Cornerstone Construction Company
Harold W. Collins Clearing & Grading
Lipscomb Electric & Contracting LLC
United Unlimited Construction, Inc.

2. If you want a project manager to be responsible from the GC's side, shouldn't there be a billing rate category? And if there is a billing category for a PM, he should not have to be on site since he's in the office primarily.

RESPONSE: A billing rate category for a project manager is not required. We consider a project manager as overhead. Overhead cost should be added to the labor rates as you desire.

3. You want materials and equipment at cost, are we to assume extra costs involved such as delivery, warranty, warranty calls, storage, insurance, administrative time to order and process materials, and all other related costs are to be billed separately? All materials and equipment have these extra costs, how do we recover them?

RESPONSE: The cost for materials and equipment should include all costs to have the materials for the finished project. So all the extra cost mentioned in your question should be included in the material and equipment cost.

Office of the Director of Materiel Management,
Central Stores, and Property Control



4. If, when on site doing a project, additional materials or equipment is necessary to complete the project, can we bill for the time to go get the materials locally, including travel time and costs?

RESPONSE: For owner requested change order or unforeseen conditions requiring additional materials, the owner will negotiate with the contractor to reach an agreed amount for the change order. The cost of the materials for the change order should include all cost to have the materials for the finished project.

5. Can we include an office admin billing rate? This would be a break for the client since it would be lower than a superintendent or PM.

RESPONSE: A billing rate for office admin is not required. We consider office admin as overhead. Overhead cost should be added to the labor rates as you desire.

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

Note: A signed acknowledgment of this addendum **must** be submitted 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,



Ryan A. Ferebee
Director of Materiel Management & Purchasing

Name of Firm

Signature/Title

Date

ADMINISTRATIVE NOTES

Optional Pre-Bid Conference

SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES

Term Contract for General Contracting Services

IFB#LU214-24-003 Eason Hall, Room 223 8/8/23 @ 10:00 a.m.

- Introductions of Longwood personnel.
- Questions from the audience:
 - Longwood will answer questions from the contractors in attendance that are to clarify where information can be found in the bid documents. Other questions, depending on the complexity, may be answered and documented by Longwood or we may request that the question be submitted in writing by the contractor using the Pre-bid Question Form, which is Attachment A in the IFB. All questions and responses will be documented in an addendum and published in eVA and on the Materiel Management & Purchasing Public Posting website.
 - All questions must be received in writing on or before **12:00 Noon on August 11, 2023**. Please submit your questions as they arise; you do not have to wait until August 11th. **No questions will be accepted after this deadline.** All inquiries for information should be directed to Ryan Ferebee using the Pre-Bid Question Form. The email address for submitting Pre-Bid Question Forms appears at the bottom of the form. **Note:** materiel is spelled with an “e” not an “a”.
- Sealed Bids are **due Tuesday, August 22nd at 2:00 p.m.** in Eason Hall, Room 215B (top floor, right off elevator, 2nd office on the left) and will be date/time stamped upon receipt. **Bids will be opened publically immediately following the bid receipt deadline** in Eason 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 and opened publically in Eason Hall, Room 223. Check the University’s home page at <http://www.longwood.edu> or main phone number 434-395-2000 at or after 6:00 a.m. on the date bids are due, if you think we may be closed.
 - Parking is difficult; please plan to arrive early to deliver your bid. Visitor Parking is shown in purple on the Campus Map-Directory that was included in the IFB.
 - If you chose to use an express delivery service such as DHL, FedEx or UPS to deliver your bid, the service may tell you Farmville/Longwood University is a next day delivery location from your business location, but it may not be by 2:00 p.m. Verify the time

with the service, to ensure your bid will be delivered on time. Also verify the service is doing desktop deliveries and will deliver your bid package to Eason 215B.

- Make sure your bid package is addressed to the Issuing Agency and that your company name and address and the bid number are on the face of the envelope. This includes the express service envelope too, if used.
- Bids cannot be faxed directly to the University. There is a mail service company on Main Street, across from the High Rise Dorms called Midtown Mailboxes, and in some cases the area hotels, may accept a faxed bid, put it in an envelope, seal it and deliver it to Longwood. If you do use this method for delivery of your bid, it shall be the bidder's responsibility to tell the company/hotel when the bid is due and where it needs to be delivered.
- Bid must be submitted on the forms included in the IFB.
- All addenda must be acknowledged and submitted with your bid package.
- This procurement has been set aside for DSBSD-certified SWaM businesses. Please make sure your SWaM certification is current. Pending certification/recertification is not acceptable.
- Bidders **must** be a registered vendor in eVA in order to receive an award for the contract.
- Bidders **must** complete and return the IFB cover page and all other pages of the IFB that require the provision of data with their bid package.

Attachments

A – Written Pre-Bid Question Form

B – Vendor Data Sheet

C – Longwood University Site Regulations

- ❖ Focus is the construction site safety/appearance, normal work hours, and behavior of contractor employees

D – Longwood University Construction Standards

- ❖ Focus is preservation of pedestrian safety, the daily business of the University and campus aesthetics during construction of campus

E – Contractor Public Safety Related Issues Memo

- ❖ Focus is parking passes, contractor ID cards, contractor employees, and traffic disruptions

F – Longwood University 2023 Holiday, Winter Closing, and Recognition Day Schedule

G – Written Cost of Work Quotation

H – Project Notification Form

I – Alternate Pricing Schedule (Zones other than 7)

J – State Corporation Commission Form

VASCUPP Zone Map

Campus Map – Directory

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

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PROJECT: IFB#LU214-24-003	TITLE: SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES Term Contract for General Contracting Services	BUYER: Debby Cooper
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DATE: 8/8/23	TIME: 10:00 a.m.
REPRESENTATIVE'S PRINTED NAME: <u>Thyl Landis</u>	
REPRESENTATIVE'S SIGNATURE: <u>[Signature]</u>	
NAME OF FIRM: <u>Harold W. Collins Clearing & Grading</u>	
ADDRESS OF FIRM: <u>2113 Cumberland Rd Farmville VA 23901</u>	
	EMAIL: <u>artmouva@embargo.com</u>
TELEPHONE NUMBER: <u>434 392 6010</u>	FACSIMILE NUMBER: <u>434 392 9557</u>
OTHER:	

DATE: 8/8/23	TIME: 10:00 a.m.
REPRESENTATIVE'S PRINTED NAME: <u>DAVID PLETCHER</u>	
REPRESENTATIVE'S SIGNATURE: <u>David P. Pletcher</u>	
NAME OF FIRM: <u>Longwood - Capital Design & Construction</u>	
ADDRESS OF FIRM: <u>201 HIGH STREET, FARMVILLE, VA 23909</u>	
	EMAIL: <u>PLETCHER DP@LONGWOOD.EDU</u>
TELEPHONE NUMBER: <u>434-395-2297</u>	FACSIMILE NUMBER:
OTHER:	

DATE: 8/8/23	TIME: 10:00 a.m.
REPRESENTATIVE'S PRINTED NAME: <u>Ryan Ferebee</u>	
REPRESENTATIVE'S SIGNATURE: <u>Ryan Ferebee</u>	
NAME OF FIRM: <u>Longwood - Material Management & Purchasing</u>	
ADDRESS OF FIRM: <u>201 High Street, Farmville, VA 23909</u>	
	EMAIL: <u>ferebeera@longwood.edu</u>
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	

DATE: 8/8/23	TIME: 10:00 a.m.
REPRESENTATIVE'S PRINTED NAME:	
REPRESENTATIVE'S SIGNATURE: <u>[Signature]</u>	
NAME OF FIRM:	
ADDRESS OF FIRM:	
	EMAIL:
TELEPHONE NUMBER:	FACSIMILE NUMBER:
OTHER:	

Montgomery Consulting, LLC
Consulting and Construction Services

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Project Manager

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