

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3970

**Addendum for Bid**  
**City Hall Carpet Replacement**  
**2022-058**

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Date: May 19, 2022

From: Matt Marsteller, Contract Specialist

RE: Addendum No. 1

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This Addendum becomes a part of the contract documents and modifies the Project Manual as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject bidder to disqualification.

**Notes and Clarification Points from the Optional Pre-Bid Meeting and site walk-throughs on May 11, 2022 from 10:00 a.m. – 10:40 a.m. Meeting began in the City Hall First Floor Conference Room.**

The deadlines for questions, answers, and bids were reviewed.

How bids may be delivered to City Hall and the importance of acknowledging all associated Addenda was discussed. It was reiterated that bonds were NOT included with this project.

The Project Description on PM – 2 was discussed. A review of the Bid Form PM – 5 was made. No questions were asked about the content or layout of the Bid Form.

The Construction Agreement PM – 11 was reviewed as it pertains to when work shall begin, the timeframe for substantial completion, and liquidated damages. It was noted that the start date for work to commence on the Construction Agreement may be modified prior to executing the Construction Agreement. This is due to the potential for extended lead times for materials.

PM – 13 Instruction to Bidders – Annual Agreement paragraph, unit pricing being applicable for additional work up front depending on the low bid cost paragraph, and no substitutions being allowed for the work due to uniformity purposes were outlined.

PM – 18 Scope of Work – LVT and Carpet Tile installation shall be completed as outlined was briefly discussed. As Attachments to the IFB, the Specs, Warranty, and Installation documents were mentioned.

PM – 77 Special Terms and Conditions – It was stated that work hours for LVT Installation will largely be after hours or on weekends. Carpet tile installation can be done during normal business hours as stated in the IFB.

PM – 78 Technical Specifications – Bond and Moisture testing was briefly discussed and shall remain the responsibility of the awarded Contractor as outlined in the IFB.

**Clarification points to note while in the Conference Room:**

- Ram boards will be permitted in hallways if they are properly secured and taped down to avoid any trip hazards.
- The City can provide a storage area for materials to be kept for acclimation purposes. This will likely be the 2<sup>nd</sup> Floor cafeteria area.

Briefly reviewed the provided floor plans and conducted physical walk-throughs on floors 1, 2, and 3.

**Clarification points to note while conducting walk-throughs:**

- LVT shall be cut to wood base. The City will add shoe if needed.
- Pricing for cove base associated with the carpet tile installation shall be acquired by the City after Contract Award. It shall not be considered part of the Base Bid.
- LVT to be laid up to all terrazzo transitions located throughout the work area.
- The City will negotiate pricing with the awarded Contractor should there be a need for any doors to be cut to allow for new flooring installation.
- The City will provide space for a dumpster if the awarded Contractor chooses to pay for and have one delivered. Access to the City Hall loading dock is located in the alley way behind City Hall in the middle of the building. The awarded Contractor shall have access to use this loading dock area to drop off materials and remove existing carpet, etc.
- There are three ‘Building Maintenance’ parking spaces located on the south side of Church St. across from City Hall. The awarded Contractor may utilize these spaces for vehicles. Additional parking spaces may be requested if necessary; however, the City cannot guarantee that they will be directly adjacent to City Hall.

**City Staff in Attendance at the Pre-Bid Meeting:**

Andy Chamberland – Public Works  
Matt Marsteller – COL Procurement

**Contractors in Attendance at the Pre-Bid Meeting:**

Keith Shrader – Central VA Flooring  
Chris Sullivan – Central VA Flooring  
Harold Martin – Cavalier Carpet, Inc.  
Steven Kirk – Cavalier Carpet, Inc.  
Dan Goren – Carpetland USA

**READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above BID, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_