

# **Department of Purchasing**

100 N. Main Street, 2<sup>nd</sup> Floor Suffolk, VA 23434 (757) 925-6762 Fax (757) 942-4333

May 08, 2025

To: Interested Parties

Re: IFB 1894-B, Addendum 1

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) for Northern Shores Elementary School Portable Classroom Relocation

- 1. On page 1 of the Invitation for Bid, the mandatory pre-bid requirement shall be deleted in its entirety. It is a requirement that the bidder(s) shall visit the site and examine all existing conditions and understand the project scope prior to submitting a bid.
- 2. A site visit must be made by appointment by contacting the school at (757) 923-4169.
- 3. The last day for questions will be extended to May 15, 2025.
- 4. The bid due date will be extended to May 22, 2025 at 2:00pm
- 5. Refer to attached revised Invitation for Bid for Items 1-4 above.
- 6. Refer to attached revised Bid Form for revisions requiring a site visit prior to submitting a bid.
- 7. Refer to attached revised sheet PCRA-1 for revisions including the waiving of the mandatory Pre-Bid Meeting attendance, requiring a site visit to review existing conditions prior to submitting a bid and removing security system wiring from the Contract.

Addendum 1 Acknowledged:		
	Date	
Sent by:		
Anda Bates Linda Bates, NIGP-CPP, VCO		
Linda Bates, NIGP-CPP, VCO		
Interim Coordinator of Purchasing		

RRMM PROJECT NO. 22238-00

# **INVITATION FOR BID # 1894-B**

Date: April 29, 2025

Owner: Suffolk City School Board User: Suffolk Public Schools Architect: RRMM Architects

Project: Northern Shores Elementary School Portable Classroom Relocation

Suffolk Public Schools IFB #1894-B

Suffolk Public Schools is soliciting lump sum, sealed bids for the Northern Shores Elementary School Portable Classroom Relocation. The project is located at 6701 Respass Beach Rd., Suffolk, Virginia 23435. The project scope of work includes but is not limited to the relocation of seven (7) of the existing thirteen (13) portable classroom units on the same site. Two of the existing portable units will remain in place, two (2) damaged portables will be removed and disposed of off-site. Successful Bidder will be required to examine the remaining existing portable units thoroughly to determine which seven (7) of the remaining nine (9) units are suitable for relocation. The Work also includes demolition, salvage and reuse of existing walkway/stair system work in the new portable unit location. In addition, the work also includes working with Dominion Energy and providing connection of power service to the relocated portable classroom units as well as providing data and fire alarm service to the portable classroom units from point of origin within the existing building, all as indicated in the Construction Documents.

All bids must be submitted in a sealed envelope or package clearly marked "IFB #1894-B Northern Shores Elementary School Portable Classroom Relocation", including the due date and time. All bids shall be received in the Purchasing Office, on or before 2:00 PM., Tuesday, May 20, 2025 Thursday May 22, 2025 (Addendum #1) and delivered to:

Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing
Department of Purchasing
Suffolk Public Schools
100 North Main Street (entrance @ rear of building)
Suffolk, Virginia 23434

Bids shall be publicly opened and read aloud at the above stated date, time and location. Any bid received after the time designated above will be returned unopened.

Any award resulting from this solicitation will be issued to the successful offeror in writing and will be posted on the Suffolk Public School Bid Board located at 100 North Main Street, Suffolk, Virginia 23434 and the Suffolk Public Schools website.

A mandatory Pre-Bid Conference will be held on Tuesday, May 6, 2025, at 3:30 p.m. at the project site. Bidders are required to attend. All prospective Bidders must check in at the Main Entry security checkpoint; a form of identification is required. It is a requirement that the bidder(s) shall visit the site and examine all existing conditions and understand the project scope prior to

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submitting a bid. A site visit must be made by appointment by contacting the school at (757) 923-4169. Available appointment times are as follows:

May 9, 2025: Before 9:00 am and after 4:00 pm

May 12 and 13, 2025: After 4:00 pm only

May 14 and 14, 2025: Before 9:00 am and after 4:00 pm (Addendum #1)

A bid bond is required. Procedures for submitting a bid, claiming an error, withdrawal of bids, and other pertinent information are contained in the contract documents. The procedure for withdrawal of bids shall be in accordance with the Instructions to Bidders and Section 2.2-4330, Code of Virginia. Bidders shall be required to comply with the provisions of Section 2.2-4311, Code of Virginia, in regard to nondiscrimination in employment. The owner reserves the right to reject any or all bids. This procurement is being conducted in compliance and under the laws found in the Virginia Public Procurement Act. Any mention of brand names is to denote the quality in which the public body is looking to obtain. Substitutions will be allowed with pre-authorization.

The last day to submit pre-bid questions shall be 5:00 PM on May 13, 2025 May 15, 2025 (Addendum #1).

Questions, in writing, may be directed to: Larry Simerson of RRMM Architects at 1317 Executive Boulevard, Suite 200, Chesapeake, Virginia 23320, Phone (757) 622-2828, Email: <a href="mailto:lsimerson@rrmm.com">lsimerson@rrmm.com</a> with a copy to Linda Bates at <a href="mailto:lindabates@spsk12.net">lindabates@spsk12.net</a>.

Construction Documents, including Project Specifications and Drawings, will be available electronically for download beginning April 30, 2025, from: <u>eVA - Virginia's eProcurement Marketplace</u>

Bidder's attention is directed to the requirements of Title 54, Chapter 7, of the Code of Virginia pertaining to registration of Contractors. Suffolk Public Schools is an Equal Opportunity Employer.

END OF INVITATION FOR BID

RRMM PROJECT NO. 22238-00

# IFB-1894-B, NORTHERN SHORES ELEMENTARY SCHOOL PORTABLE CLASSROOM RELOCATION

# **BID FORM**

This bid is for the Northern Shores Elementary School Portable Classroom Relocation, IFB #1894-B for Suffolk Public Schools, Suffolk, VA

Each bidder shall submit their bid on this form. Submit two (2) copies of this form completed and with original signatures.

To: Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing
Department of Purchasing
Suffolk Public Schools
100 North Main Street
Suffolk, Virginia 23434

(Name)	
<b>(</b>	
(Address)	
(Address)	

Having carefully examined the bid documents including the Invitation to Bid, Instructions to Bidders, Specifications, Drawings, Terms of Agreement and Addenda (if any) prepared by the architect, entitled:

Northern Shores Elementary School Portable Classroom Relocation, IFB #1894-B, for Suffolk Public Schools, Suffolk, VA as well as <u>having visited</u> the premises and <u>become familiar with existing site</u> conditions affecting the work, the undersigned proposes to furnish all labor, supervision, materials, equipment, and services necessary to perform all the work in accordance with the contract documents for the following lump sum amount (Addendum #1).

The Owner will consider any request made by the Contractor to extend the Contractor's time for performance of the work and may grant reasonable time extensions when delays in the Contractor's work performance are directly caused by supply chain delays, if the Contractor has provided the Owner with (i) reasonable notice in advance that its work is being impacted by supply chain delays; (ii) adequate verification to support the Contractor's claim; and (iii) written certification that any delay in its performance of this Contract is beyond the Contractor's control and not the result of actions or any failure to act by the Contractor.

## BASE BID

The Lump Sum Base Bid price for the entire work in this package, including any allowances and unit prices, completed within the time limits and in accordance with the contract documents is:

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(Words)		Dollars
(\$	).	
ADDENDA:		
The above stated bid is based on the Contra subsequent to the release of the drawings a issued. If no addenda are issued, write the v	nd specifications for bids.	wing additional addenda issued (List all addenda with dates, if
Addenda # Date	Addenda #	Date
Addenda # Date	Addenda #	Date
TIME OF COMPLETION:		
Work at the site(s) shall commence within contract or the Notice-To-Proceed. The (issuance of the Notice-Of-Award on or before phase of work for the project. All work follows:	Owner anticipates the Awapre June 2, 2025. The work	ard of these contract(s) or the shall be completed in a single
Substantial Completion 100% Final Completion	August 1, 2025 August 15, 2025	
PROFIT AND OVERHEAD FOR CHAN	GE ORDERS:	

Change Orders initiated per Article 9 of the General Conditions shall be executed on the basis of the cost of the work, plus a percentage of the work, according to the percentages indicated in Articles 9.3.4.2.1 and 9.3.4.2.2 of the General Conditions.

# OTHER:

If notified of the acceptance of this bid(s), the undersigned agrees to execute and deliver to the owner the Contract and Contractor's Bonds within ten (10) calendar days from the date of notification and, to faithfully and properly complete the work with the best interest of the Owner, the safety of the public, and in accordance with first class workmanship.

The undersigned agrees that the Owner may retain five percent (5%) of the Contract amount as specified in the Sample Agreement/Agreement.

### **BID SECURITY:**

Attached hereto is a cashiers check, certified check, or Bid Bond (AIA Document A310 or from a Surety Company authorized to do business in the Commonwealth of Virginia and acceptable to the Owner), none of which shall be less than five percent (5%) of the principle bid amount, and made payable to Suffolk City School Board.

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The undersigned agrees, if awarded the Contract, to comply with all provisions regarding commencement, performance, completion, and acceptance of the work described in the above-mentioned specifications and drawings, construction contract, and as stipulated in this proposal. The undersigned further agrees, if awarded this contract, to execute and deliver Performance and Labor and Material Payment bonds each in an amount equal to one hundred percent (100%) of the Contract Price. In case of bidders failure to execute the Contract, provide a performance bond, or to commence the work, the check or bid bond shall be paid as liquidated damages for such failure; otherwise the check or bid bond accompanying the proposal will be returned to the Undersigned.

# LIQUIDATED DAMAGES:

The Bidder acknowledges and agrees to the liquidated damages specified in the Sample Agreement/Agreement. Bidder also acknowledges that time is of the essence and that work to be performed by others and/or use of the school is restrained by the timely completion of the work within this contract.

The Owner will consider any request made by the Contractor to extend the Contractor's time for performance of the work and may grant time reasonable time extensions when delays in the Contractor's work performance are directly caused by supply chain delays, if the Contractor has provided the Owner with (i) reasonable notice in advance that its work is being impacted by supply chain delays; (ii) adequate verification to support the Contractor's claim; and (iii) written certification that any delay in its performance of this Contract is beyond the Contractor's control and not the result of actions or any failure to act by the Contractor.

### **BID FORM SIGNATURE(S):**

The Undersigned declares that this firm is (check one).

and submitted in good faith without collusion or fraud.

Respectfully submitted this \_\_\_\_\_ day of

	the state was the state of the				
0 0 0	A Corporation organized and existing under the laws of  A Partnership consisting of  A sole Proprietorship.  Other				
Virginia State Corporation Commission ID #					
has bee	greed, that the Undersigned has complied with and/or will comply with all requirements ning licensing and with all other Local, State, and National laws and that no legal requirement en, or will be, violated in making or accepting this proposal, in awarding the contract to him, in the prosecution of the work required therein.				
sign th and pre	ndersigned declares that the person, or persons, signing this proposal is/are fully authorized to e proposal on behalf of the firm listed and to fully bind their firm listed to all the conditions ovisions thereof. It is agreed that no person, persons, or company other that the firm listed or as otherwise indicated hereinafter has any interest whatsoever in this proposal of the				

Contract that may be entered into as a result thereof and that in all respects the proposal is legal, fair,

# RRMM PROJECT NO. 22238-00

(Name o	f Firm)	
(Address	5)	Affix Seal
Teleph	one () Fax ()	·
Email a	address	
Registe	ered Virginia Contractor #:	( Please attach a copy of the registration)
By:		
	(Signature)	
Name:	(Printed)	
Title:	(Printed)	Affix Seal

**END OF BID FORM** 

# NORTHERN SHORES ELEMENTARY SCHOOL

PORTABLE RELOCATION

REVISIONS

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HARK DATE

CHECKED

DESIGNED PROJECT

DEPT. OF EDUCATION #127-32-00-100 IFB #1894-B DATE: APRIL 29, 2025



SUFFOLK PUBLIC SCHOOLS 100 N. Main Street Suffolk, Virginia 23434 P. (757) 925-6750 F. (757) 925-6751



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SUFFOLK PUBLIC SCHOOLS RRMM ARCHITECTS, PC ARCHITECTURE / PLANNING / INTERIORS 1317 Executive Boulevard, Suite 200 Chesapeake, VA 23320 (757) 622-2828 MEP ENGINEERING 22 Enterprise Pkwy, Suite 200 THOMPSON ENGINEERING Hampton, VA 23666 P: (757) 599-4415 F: (757) 599-4113 MSA, P.C. CIVIL ENGINEERING 5033 Rause Dr. Virginia Beach, VA 23462 P: (757) 490-9264 CONSULTANTS PROJECT TRUE SPEET SHEET INDEX PORTABLE RELOCATION ACHTECTURAL
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