



Department of Purchasing

100 N. Main Street, 2nd 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:

Linda Bates, NIGP-CPP, VCO
Interim Coordinator of Purchasing

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

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

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

RRMM PROJECT NO. 22238-00

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: lsimerson@rrmm.com with a copy to Linda Bates at lindabates@spsk12.net.

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

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

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

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**

From: _____
(Name)

(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 having visited the premises and become familiar with existing site 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:

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

RRMM PROJECT NO. 22238-00

_____ Dollars
(Words)
(\$ _____)
(Figures)

ADDENDA:

The above stated bid is based on the Contract Documents and the following additional addenda issued subsequent to the release of the drawings and specifications for bids. (List all addenda with dates, if issued. If no addenda are issued, write the word "none".)

Addenda # _____	Date _____	Addenda # _____	Date _____
Addenda # _____	Date _____	Addenda # _____	Date _____

TIME OF COMPLETION:

Work at the site(s) shall commence within ten (10) working days following the execution of the contract or the Notice-To-Proceed. The Owner anticipates the Award of these contract(s) or the issuance of the Notice-Of-Award on or before June 2, 2025. The work shall be completed in a single phase of work for the project. All work shall be substantially complete and finally complete as follows:

Substantial Completion	August 1, 2025
100% Final Completion	August 15, 2025

PROFIT AND OVERHEAD FOR CHANGE 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.

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

RRMM PROJECT NO. 22238-00

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):

- ☐ A Corporation organized and existing under the laws of _____.
- ☐ A Partnership consisting of _____.
- ☐ A sole Proprietorship.
- ☐ Other _____.

Virginia State Corporation Commission ID # _____

It is agreed, that the Undersigned has complied with and/or will comply with all requirements concerning licensing and with all other Local, State, and National laws and that no legal requirement has been, or will be, violated in making or accepting this proposal, in awarding the contract to him, and/or in the prosecution of the work required therein.

The Undersigned declares that the person, or persons, signing this proposal is/are fully authorized to sign the proposal on behalf of the firm listed and to fully bind their firm listed to all the conditions and provisions thereof. It is agreed that no person, persons, or company other than the firm listed below 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, and submitted in good faith without collusion or fraud.

Respectfully submitted this _____ day of _____, 2025.

**NORTHERN SHORES ELEMENTARY SCHOOL
PORTABLE CLASSROOM RELOCATION
SUFFOLK PUBLIC SCHOOLS**

RRMM PROJECT NO. 22238-00

(Name of Firm)

(Address)

Affix Seal

Telephone (____) _____ Fax (____) _____

Email address _____

Registered Virginia Contractor #: _____ (Please attach a copy of the registration)

By: _____
(Signature)

Name: _____
(Printed)

Title: _____
(Printed)

Affix Seal

END OF BID FORM

