DECEMBER 5, 2011

IFB No. 11-22 Furniture, Fixtures, and Equipment for the Renovations of Administration/Activities Building

Department of Blind and Vision Impaired - 401 Azalea Avenue, Richmond, Virginia

ADDENDUM NO. 1

Project Code: 702-17593-003: Furniture, Fixtures and Equipment for the Renovation of Administration/Activities Building

GENERAL

Planholders are requested to attach this Addendum to the inside front cover of each Project Manual. Inform all concerned that the Bidding Documents are modified by this Addendum.

The following revisions and clarifications are hereby made a part of the Bidding Documents and supersede or otherwise modify the provisions of the published *Project Manual* and *Drawings*, dated October 9, 2011; Addendum No. 1, dated December 5, 2011.

Refer to the Drawings and Specification Sections attached to the end of this Addendum, as these Documents are made a part of this Addendum and as such, are a part of the Bidding Documents.

A Pre-Proposal Conference was held on November 30, 2011. The Pre-Proposal Conference Minutes are attached to this Addendum *for information only*, and is not considered a part of the Bidding Documents.

I. REVISIONS TO PROJECT MANUAL

A. REVISIONS TO PROJECT MANUAL-GENERAL/DIVISION 1:

1. Notice of Initiation For Bid IFB No. 11-22, please note that the bids are to be received in Room 731.

2. ADD to Section 010100 – SUMMARY OF WORK, PART 1 – GENERAL

Paragraph 1.03 B. The contractor shall be responsible for ordering and delivery to the project site of all furniture, fixtures and equipment (FFE) in their contract. The contractor shall also be responsible for receiving, unloading, unpacking, placing their FFE in the room or space to which it is assigned on the plans contained in the contract documents, and for removing from the site all packing materials and cleaning up all areas within which they have performed their work including the restoration of any and all surfaces and finishes damage in the conduct of their operations under this contract.

B. REVISIONS TO PROJECT MANUAL- TECHNICAL SECTIONS:

Department of Blind and Vision Impaired - 401 Azalea Avenue, Richmond, Virginia

ADDENDUM NO. 1

1. None

II. REVISIONS TO DRAWINGS

A. REVISIONS TO DRAWINGS :

1. None

III. ATTACHMENTS

A. ATTACHMENTS GENERAL:

1. None

B. ATTACHMENTS:

1. None

D. ATTACHED ITEMS FOR INFORMATION:

1. Pre-Proposal Conference Attendees Sign-In Sheet.
2. Pre-Proposal Conference Minutes dated November 30, 2011 attached for information.

END OF ADDENDUM NO 1

Minutes of Pre-Bid Conference

PROJECT TITLE: Furniture, Fixtures and Equipment for Renovation of Admin/Activities Bldg

PROJECT CODE: 702-17593-003

OWNER: Department for the Blind and Vision Impaired

LOCATION: Conference Room 1, Department Admin Hqs Bldg

DATE/TIME: November 30, 2011, 2 pm LPT

OWNER'S PROJECT MANAGER: Richard B. Fisher, Ph.D., A.I.A

A/E Firm: Moseley Architects
Katelyn Garay

RECORD OF ATTENDEES: All attendees are requested to sign the Pre-Bid Conference "Record of Attendees" sign in sheet before the end of the conference. A copy of the sign in sheet is provided as an attachment to these minutes.

THE FOLLOWING ITEMS SHALL BE COVERED:

INTRODUCTION of A/E and Agency Representatives

INVITATION TO BID

- Sealed Bids received by **12-13-2011** at the address listed in IFB.
- Bids will be opened and read aloud at **12-14-2011** at the same location.

INSTRUCTIONS TO BIDDERS

- **eVA Business Vendor Registration**: All bidders must be registered prior to award.
- **Conditions at the site**. If prospective bidders wish to re-visit the areas of the proposed work after today, they should contact **Don Varney** to arrange follow-up visit.

- **Bid Guarantee** of 5% is REQUIRED. Successful bidder will be required to submit Performance Bond & Standard Labor and Material Payment Bond regardless of contract amount.

- **Preparation and Submission of Bids:** Bidders must have a valid Virginia Contractor License No. to qualify as a bidder.

- **Receipt of Bids: Factors to take into account so your bid is on time:**

  Security: Allow time for check-in at security desk.

  Bid Officer must have bids in hand by date and time or they will be marked late and shall not be considered.

- **Building Permits:** Will be obtained by Owner. All other permits are the responsibility of Contractor.

PRE-BID QUESTION FORM

- All written questions must be submitted on the Pre-Bid Question form and faxed (add number) to the A/E no later than .

- AE will respond to all prebid questions in the form of an Addendum and the Addendum will be faxed to you from .

- If responses are in the Contract Document, the questions and responses will not be included in the Addendum.

BID FORM

- **Time for Completion** is **60** calendar days to completion. Final Completion within 30 days after the date of Substantial completion.

- Bid Form shall be filled out completely and signed and dated.

- GENERAL CONDITIONS DGS-30-54 (CO-7) 10/05 Edition applies to this project.

- SUPPLEMENTAL GENERAL CONDITIONS DGS-30-376

REVIEW PROJECT REQUIREMENTS AND SPECIFICATION DIVISIONS

- Bidders shall carefully review all of the technical sections of the project manual.

- Access to work is limited to the work schedule of the facility.

- Temporary Construction Facilities.

- Infection Control Issues (if any)
- Security Issues (if any)
- Water – Will be furnished by the Owner.
- Electricity - Will be furnished by the Owner.
- Sanitary - Will be furnished by the Owner.
- Other conditions or requirements included in the bid documents that should be called to the attention of the bidders.

GENERAL REVIEW OF DRAWINGS

- Review project site limitations and access.
- Review the other aspects of the project.
- Discuss sequence of Construction.

QUESTION AND ANSWER PERIOD

- Responses to questions that may impact the scope of work and / or a bid price proposal must be made in an Addendum to the Bidding Documents. Responses that only involve finding information that is already in the Bidding Documents may be made verbally during this Q&A period.
- An addendum will be issued that will include these meeting minutes, any questions from the Pre-Bid Question form, and a copy of the attendee sign-in sheet.

VISIT TO THE AREAS OF THE PROPOSED WORK

PRE-BID MEETING ATTENDEES
SIGN-IN SHEET

Company Name: DBHDS, Office of Facilities General Contractor ( ) Subcontractor ( ) Supplier ( )
Address: PO Box 1797, Richmond, VA 23218-1797
Telephone Number: 804-371-0310 Fax Number: 804-371-8598
Attendee Name: R Fisher Email: dick.fisher@dbhds.virginia.gov

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Company Name: KCI General Contractor ( ) Subcontractor ( ) Supplier ( )
Address: DBVI
Telephone Number: 804-399-0490 Fax Number:
Attendee Name: Don E. Varney Email: don.varney@dbvi.virginia.gov

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Company Name: MOSELEY ARCHITECTS General Contractor ( ) Subcontractor ( ) Supplier ( )
Address: 3200 NORFOLK ST RICHMOND, VA 23230
Telephone Number: 804-794-7555 Fax Number:
Attendee Name: KATELYN GARRY Email: KGARRY@MOSELEYARCHITECTS.COM

Company Name: Spaceguard General Contractor ( ) Subcontractor (✓) Supplier ( )
Address: 100 W Whitesel Rd
Telephone Number: 804/798-3701 Fax Number: 804/798-3719
Attendee Name: C.B. "Mac" McKinney Email: MAC@SPACEGUARDVA.COM

Company Name: DESIGN ELEMENTS General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 625 ROSAGER LANE VA BEACH, VA 23464
Telephone Number: 757 689 6000 Fax Number: 757 502-4379
Attendee Name: ANNE EVANS ORUSIC Email: DESIGNELEMENTS@COX.NET

Company Name: DESIGN PRODUCTS (DARRAN) General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 5471 WINSMITH DR. MECHANICSVILLE, VA 23116
Telephone Number: 804-387-8073 Fax Number: 804-779-2170
Attendee Name: BOB ONEIL Email: bubONEIL2001@CS.COM

PRE-BID MEETING ATTENDEES
SIGN-IN SHEET

Company Name: TMJ Corp General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 7910 W Broad St
Telephone Number: 804-270-7400 Fax Number: 804-270-7333
Attendee Name: Larry Land Email: Larry@TMJCorporation.com

Company Name: IBI (IMAGE BUSINESS) INTERIORS General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 332 N GREAT NECK RD, VIRGINIA BEACH, VA 23454
Telephone Number: 757-729-2642 / 757-962-9810 Fax Number: 757-965-4072
Attendee Name: PAM HORNER Email: PAM@IMAGEBUSINESSINTERIORS.COM

Company Name: BALL OFFICE PRODUCTS General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 2218 TOMLYN ST., RICHMOND, VA. 23230
Telephone Number: 804-204-1774 Fax Number: 804-204-1597
Attendee Name: STACIE KYTE Email: STACIE@BALLOP.COM

Company Name: American Office General Contractor ( ) Subcontractor ( ) Supplier ( )
Address: 7100 Forest Ave Suite 100 Richmond, VA 23226
Telephone Number: 804-673 8138 Fax Number:
Attendee Name: Ashley Harrison Email: aharrison@americanoffice.com

Company Name: New Day Office General Contractor ( ) Subcontractor ( ) Supplier (✓)
Address: 519 Bart. Street Portsmouth, VA 23707
Telephone Number: (757) 398-0718 Fax Number: (757) 399-6227
Attendee Name: Chris Campbell Email: Chris@newdayoffice.com

Company Name: Tactical Office Solutions General Contractor ( ) Subcontractor ( ) Supplier (X)
Address: 11835 Canon Blvd, #A104 Newport News, VA 23606.
Telephone Number: 757.565.6060 Fax Number: 757.565.6088
Attendee Name: Lynne Williams Email: lynne@tosoffice.com

X:\Shared\Forms\pre-construction meeting attendees sign in sheet

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NOTICE OF
INVITATION FOR BIDS (IFB)
IFB No. 11-22
Furniture, Fixtures and Equipment for Renovation of Admin/Activities Building
Department for the Blind and Vision Impaired
Richmond, Virginia
Project Code 702-17593-003

Mandatory Pre-Bid Conference Attendee Registration Form

2:00 pm, November 30, 2011

Firm: Spacesaver Storage Solutions

Name of Attendee: C.B. "MAC" McKinney

Address: 10040 Whitesel Road

Ashland, VA. 23005

Phone: 804/798-3701

Fax: 804/798-3718

Email: mac@spacesaverva.com

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Mandatory Pre-Bid Conference Attendee Registration Form

2:00 pm, November 30, 2011

Firm: Design Elements

Name of Attendee: Anne Quinn

Address: 1025 Rosean Ln

Va. Beach, VA 23464

Phone: 757-639-6000

Fax: 757-502-4379

Email: DESIGNELEMENTS@COX.NET

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Mandatory Pre-Bid Conference Attendee Registration Form

2:00 pm, November 30, 2011

Firm: DESIGN PRODUCTS (DARRAN)

Name of Attendee: BOB ONEIL

Address: 5471 WINSMITH DRIVE

MECHANICSVILLE, VA 23116

Phone: 804-387-8073

Fax: 804-779-2470

Email: boboneil2001@cs.com

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Mandatory Pre-Bid Conference Attendee Registration Form

2:00 pm, November 30, 2011

Firm: TMT Corporation

Name of Attendee: Larry Rand

Address: 7910 West Broad St
Richmond, VA 23294

Phone: 804-270-7400

Fax: 804-270-7333

Email: Larry@TMTCorporation.com

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Firm: IMAGE BUSINESS INTERIORS (IBI)

Name of Attendee: PAM HORNER

Address: 332 N GREAT NECK RD, STE 105
VIRGINIA BEACH, VA 23454

Phone: 757-729-2642 / 757-962-9810

Fax: 757-965-4072

Email: PAM@IMAGEBUSINESSINTERIORS.COM

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2:00 pm, November 30, 2011

Firm: BALL OFFICE PRODUCTS

Name of Attendee: STACIE KYTE

Address: 2218 TOMLYN ST.

RICHMOND, VA. 23230

Phone: 804-204-1774

Fax: 804-204-1697

Email: STACIE@BALLOP.com

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2:00 pm, November 30, 2011

Firm: New Day Office Products and Furnishings

Name of Attendee: Chris Campbell

Address: 519 Bart Street Portsmouth, VA 23707

Phone: (757) 398-0718

Fax: (757) 399-6227

Email: ~~Campbell~~ Chris@newdayoffice.com

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2:00 pm, November 30, 2011

Firm: Tactical Office Solutions

Name of Attendee: Lynne Williams.

Address: 11835 Canon Blvd, Ste A104

Newport News, VA 23606.

Phone: 757.565.6060

Fax: 757.565.6088

Email: lynne@tosoffice.com

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Firm: American Office

Name of Attendee: Ashley Harrison

Address: 7100 Forest Ave

Suite 100

Richmond, VA 23226

Phone: 804-673-8138

Fax: 804-270-2845

Email: aharrison@americanoffice.com

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