COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



IFB #14-9668-10JC

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**October 28, 2014**

# ADDENDUM NO. 1

# Invitation for Bid: IFB #14-9668-10JC

**Subject:** **Annual Contract for Snow Removal Services**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

|  |
| --- |
| **This IFB and any addenda are available on the County of Henrico website at**: [www.henrico.us/purchasing/](http://www.henrico.us/purchasing/)   and may be viewed under the Bids and Proposals link. To download the IFB, click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to: [com005@henrico.us](mailto:com005@henrico.us) |

**Page 8. Section I. SCOPE OF WORK/SERVICES, 10.Bid Evaluation Procedures the following:**

**Zone 6**

1. Unit Price to remove 3 inches snow from Zone 6=total bid price.

2. Unit Price to remove 6 inches snow from Zone 6=total bid price.

3. Unit Price to remove 1 inch snow from Zone 6 =total bid price

**Total Bid Price Zone 6 (Items 1-3) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shall be changed to:**

**Zone 6**

1. Unit Price to remove 3 inches snow from Zone 6=total bid price.

2. Unit Price to remove 6 inches snow from Zone 6=total bid price.

3. Unit Price to remove 8 inches snow from Zone 6 =total bid price

**Total Bid Price Zone 6 (Items 1-3) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pages 21-25, Bid Form shall be replaced by the attached REVISED BID FORM.**

**See attached Q&A**

Please acknowledge the receipt of Addendum No. 1 dated October 28, 2014 on your Bid Form when returning your Bid package. If your bid has already been mailed, please return this addendum under separate cover referencing the bid due date and time on the outside of the envelope. Failure to acknowledge this addendum may result in your bid being declared non-responsive. All other general terms, conditions and specifications shall remain the same.

Sincerely,

Jacque Comuzzi

Purchasing Officer

804-501-5639

Com005@henrico.us

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFB # 14-9668-10JC

REVISED BID FORM

County of Henrico

Department of Finance

Division of Purchasing

North Run Office Park

1590 East Parham Road

P. O. Box 90775

Henrico, Virginia 23273-0775

I/We hereby propose to provide Snow Removal Services in accordance with the enclosed general terms, conditions and specifications contained in IFB #14-9668-10JC. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

**Prices quoted shall be F.O.B. DESTINATION.**

**Nothing herein shall bind the County of Henrico to purchase any specified quantity.**

**Please submit one original and one copy of the Bid Form.**

**Zone 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 1 Administration includes:** | **1-4” snow** | **5-8”snow** | **9-12”snow** |
| Administration Building, Administration Annex, Jail West, Courthouse, Juvenile Courts & Probation, Gas Island, Parking Deck, Human Services, Juvenile Detention, Paved Road by the pond Economic Development Building, and Motor Pool | $ | $ | $ |
| **Total** | **$** | **$** | **$** |

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**Zone 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 2 West I includes:** | **1-4” snow** | **5-8”snow** | **9-12”snow** |
| Public Safety and Training Center (24HR) | $ | $ | $ |
| Dumbarton Area Library | $ | $ | $ |
| Glen Allen Branch Library | $ | $ | $ |
| **Total** | **$** | **$** | **$** |

**Zone 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 3 North –Includes:** | **1-4”**  **Snow** | **5-8”**  **Snow** | **9-12”**  **Snow** |
| Mental Health (24HR) | $ | $ | $ |
| Animal Shelter (24HR) | $ | $ | $ |
| North Park Branch Library | $ | $ | $ |
| Fire Training Facility | $ | $ | $ |
| Best Building | $ | $ | $ |
| **Total Each Column** | **$** | **$** | **$** |

**Zone 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 4 West II-Includes:** | **1-4”**  **Snow** | **5-8”**  **Snow** | **9-12”**  **Snow** |
| Gayton Branch Library | $ | $ | $ |
| Tuckahoe Area Library | $ | $ | $ |
| Library Headquarters | $ | $ | $ |
| Twin Hickory Area Library | $ | $ | $ |
| **Total Each Column** | **$** | **$** | **$** |

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**Zone 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 5 East-Includes:** | **1-4”**  **Snow** | **5-8”**  **Snow** | **9-12”**  **Snow** |
| Eastern Government Center | $ | $ | $ |
| East Gas Island | $ | $ | $ |
| Dabbs House | $ | $ | $ |
| Glen Echo | $ | $ | $ |
| Police Tactical Building | $ | $ | $ |
| **Total Each Column** | **$** | **$** | **$** |

**Zone 6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **A.** | **B.** | **C.** |
| **Zone 6 East II-Includes:** | **1-4”**  **Snow** | **5-8”**  **Snow** | **9-12”**  **Snow** |
| East Health Clinic | $ | $ | $ |
| Fairfield Area Library | $ | $ | $ |
| Varina Branch Library | $ | $ | $ |
| Sandston Branch Library | $ | $ | $ |
| **Total Each Column** | **$** | **$** | **$** |

**MATERIALS AS REQUESTED.**

***Pricing not to be included in award****:*

|  |  |
| --- | --- |
| **Material** | **Cost per pound** |
| Salt | $ |
| Sand | $ |
| Non- Corrosive Ice Melt | $ |

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**Hourly service rates for less than 1” accumulation or after hours/ additional services.**

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Zone** | **Hourly Rate** |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 1 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 1 | $ |
| Motor grader | 1 | $ |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 2 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 2 | $ |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 3 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 3 | $ |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 4 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 4 | $ |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 5 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 5 | $ |
| Plow truck, ¾-3 ton capacity, four wheel drive with min. 2 cu. yard material spreader | 6 | $ |
| Skid steer loader, wheel loader, or plow truck with ¾-3 ton capacity, four wheel drive | 6 | $ |

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|  |  |  |
| --- | --- | --- |
| **Position/title** | **Zone** | **Hourly Rate** |
| Supervisor/Lead | 1 | $ |
| Supervisor/Lead | 2 | $ |
| Supervisor/Lead | 3 | $ |
| Supervisor/Lead | 4 | $ |
| Supervisor/Lead | 5 | $ |
| Supervisor/Lead | 6 | $ |
| Operator | 1 | $ |
| Operator | 2 | $ |
| Operator | 3 | $ |
| Operator | 4 | $ |
| Operator | 5 | $ |
| Operator | 6 | $ |
| General Laborer | 1 | $ |
| General Laborer | 2 | $ |
| General Laborer | 3 | $ |
| General Laborer | 4 | $ |
| General Laborer | 5 | $ |
| General Laborer | 6 | $ |

One phone number to call on a 24 hour a day basis to request service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(PAGERS AND ANSWERING SERVICES ARE EXPRESSLY PROHIBITED)***

My/Our payment terms are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible bidder if the bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

I/We can adhere to the delivery requirements as outlined in the Scope of Work. \_\_\_Yes \_\_\_No.

**To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form and detailed specification sheets. Have you complied with requirement? \_\_Yes.\_\_\_No. If you fail to do so, your bid may be considered Nonresponsive and rejected.**

Indicate whether your business\_\_\_is or\_\_\_is not located in the County of Henrico, Virginia and if it is, please include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Addendum No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**IFB#14-9668-10JC**

**Snow Removal Services**

**QUESTIONS AND ANSWERS**

**OCTOBER 28, 2014**

**Q1: Where is the County’s stockpile of sand located?**

A1: The County’s sand is located at the Public Works Depot on Woodman Road.

**Q2: Is a loader necessary for loading the sand or is someone on site to load it for us?**

A2: Public Works will load the sand.

**Q3: How is the County’s ice melt packaged?**

A3: Either in 50lb bags or drums.

**Q4: Do we start pre-treating on our own at 1 inch accumulation or do we wait for a phone call?**

A4: Successful Bidders are expected to meet the performance specifications as stated. However there usually is advance communication as a storm approaches.

**Q5: Can our equipment stay parked on the County property that we are servicing?**

A5: Yes, for a limited time with prior approval.

**Q6: In the event that we clean a parking lot that has a few cars parked on it, will we get a call to return if those few cars move after we have already completed the job?**

A6: Provided all performance criteria had been previously met and the contractor is called to return to a site to clean areas which were not accessible, compensation will be based on the hourly rates provided.

**Q7: Do we still get paid if we clean a zone, libraries for instance, and the libraries close early shorty thereafter?**

A7: Compensation will be based on the entire event as stated in the specifications.

**Q8: If we apply sand, are we responsible for sweeping it up later?**

A8: No, this contract does not include cleaning up sand.

**Q9: What constitutes a snow event?**

A9: A single storm system as defined by the National Weather Service.

**Q10: Whose responsibility is it to determine the accumulation at the zones?**

A10: The responsibility falls on the Successful Bidder to monitor their zone(s) and treat accordingly.

**Q11: Do all zones have to be bid on for the bid to be accepted?**

A11: No, Bidders may bid on as many or as few zones as they prefer. This IFB is being awarded by zone.

**Q12: What are the lump sums or hourly pricing the County paid for each snow event last season 2013-2014 for the “new locations in Zones 5&6”?**

A12: Zones 5 and 6 are new this year. They were not billed as such last year, therefore, that information is not available. However, the information that is available is the total amount paid for snow removal services for Zone 3, which was $60,247.50 between October 1, 2013 and October 27, 2014. The total amount paid for snow removal services for Zones 1,2, and 4 was $77,675.00 between October 1, 2013 and October 27, 2014.