COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



IFB #15-9708-1JC

DEPARTMENT OF FINANCE

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

PURCHASING DIRECTOR

**January 23, 2015**

# ADDENDUM NO. 1

# Invitation for Bid: #15-9708-1JC

**Subject:** **Carpet Installation, Cove Base and Transition Strips**

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.co.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 6. I. Scope of Work/Services, Section F. Specifications, the following reads:**

**2.** **Cove Base**

Vinyl Wall Base product must meet ASTM F1861 specifications.

* + 1. Nominal overall thickness – 1/8 (3.2mm)
    2. Height – 4” (102 mm)
    3. Lengths – 4’ (1.2 mm) and 120’ (37 m) rolls

**Shall be changed to read:**

**2.** **Cove Base**

Vinyl Wall Base product must meet ASTM F1861 specifications.

a. Nominal overall thickness – 1/8 (3.2mm)

b. Height – 4” (102 mm) or 6”

c. Lengths – 4’ (1.2 mm) and 120’ (37 m) rolls

**Page 21 of the Bid Form, shall be replaced by the attached Revised Bid Form.**

**Attachment H, the alcove in front of 175 should be C-1.**

**See attached Q&A.**

**Unless otherwise changed by an addendum, all other information will remain the same.**

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Jacque Comuzzi

Senior Purchasing Officer

804-501-5639

Com005@henrico.us

# Invitation for Bid: IFB #15-9708-1JC

**Questions and Answers**

**CARPET INSTALLATION, COVE BASE AND TRANSITION STRIPS**

**Q1. Are there any larger or scale drawings for the areas?**

A1. No, unfortunately there are no other drawings available.

**Q2. Will the Bookcases be unloaded?**

A2. Yes, all personal items in offices will also be boxed up.

**Q3. Is there a schedule or certain order for areas to be done in?**

A.3. No, that will be a partnership between the Successful Bidder and the Department.

**Q4. In the areas with 6” cove base, should 6” cove base be installed to replace it?**

A4. Yes, the cove base must cover the same area of wall that the existing cove base does.

**Q5. Will different suppliers be awarded separate lots?**

A5. No, the intention is to award to one qualified supplier for either Lot 1 or Lots 1 and 2 if the budget allows.

**IFB #15-9708-1JC**

REVISED BID FORM

County of Henrico

Department of Finance

Purchasing Division

North Run Office Park

1590 East Parham Road

P. O. Box 90775

Henrico, Virginia 23273-0775

I/We hereby propose to furnish and provide carpet removal and installation in accordance with the enclosed general terms, conditions and specifications contained in **IFB # 15-9708-1JC**. 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 FOB DESTINATION. Freight charges and warranty cost must be included in the bid price.**

If bidding other than as specified, please provide the manufacturer and model number of the carpet.

Mental Health and Developmental Services Main Office Carpet Removal and Installation:

Manufacturer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brand\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lot 1(1300 square yards, Attachments D, E, F)**

1. Carpet, Cove Base and Transition Strips $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Remove and Dispose of existing carpet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Installation Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL BID PRICE Lot 1(Items 1-3)**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lot 2 ( additional 1000 square yards, Attachments G and H)**

1. Carpet, Cove Base and Transition Strip $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Remove and Dispose of existing carpeting $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Installation Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL BID PRICE Lot 2(Items 1-3)**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grand Total Bid Price (Lot 1 and Lot 2) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Manufacturer’s Warranty Period. \_\_\_\_\_\_\_\_\_\_\_\_\_.

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 complete all work by June 1, 2015. \_\_\_\_\_Yes\_\_\_\_\_No**

The manufacturer’s warranty cost is included in the bid price\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_\_No

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

BIDDER ACKNOWLEDGES THAT BY SIGNING THIS BID, THEY ARE A FACTORY AUTHORIZED SUPPLIER AND CAN PROVIDE EVIDENCE AS TO SUCH, IF REQUIRED. \_\_\_\_\_\_YES\_\_\_\_\_NO

Indicate whether your business \_\_\_\_\_is or \_\_\_\_\_is not located in the County, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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