



DEPARTMENT OF FINANCE
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

April 10, 2020

ADDENDUM NO. 2

INVITATION FOR BID #20-2001-3JEC

SUBJECT: Traffic Control Sign Material

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: <https://henrico.us/finance/divisions/purchasing/>. To receive an email copy of this document please contact cre057@henrico.us.

Questions and Answers

1. Does the Successful Bidder need to have a Henrico County Business License?
Answer: If a Successful Bidder meets either of the requirements below, they must have a Henrico County Business License.
If you are a contractor or speculative builder and (i) your principal or branch office is in the County or (ii) you do more than \$25,000 of business in the County, you are required to have a business license from the County. If you meet either of the above requirements, include a copy of your current license with your bid. The terms "contractor" and speculative builder" are defined in the County Code, §§ 20-558 and 20-560. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.
2. Where could I find a copy of the previous bid tabulation for the Traffic Control Sign Material bid for Henrico County?
Answer: See Attachment A
3. On the Unit Price Bid Sheet, Lot #2, Items 8-13, could engineer grade material be bid?
Answer: See the attached Revised Unit Price Bid Sheet Price Schedule, Lot #2, Items 8-13. You can bid either model number listed on the Revised Unit Price Sheet Price Schedule, but if you bid 3400 series engineer grade material, then a sample of each color may be requested.
4. If a bidder wants to bid only Engineer grade on Lot #2, would they need to provide samples?
Answer: See answer to Item 3 above.
5. On the Unit Price Bid Sheet in Lot #8, Item 33 was discontinued and replacement product 7314 was added. Would a bidder need to provide samples of product 7314 also?
Answer: See the attached Revised Unit Price Bid Sheet Price Schedule, Lot #8, Item 33 which no reflects the correct part number. Bidders may be required to submit a sample of this product for Henrico County to approve.

General IFB Revisions

6. Replace Page 1 of the IFB with the attached revised Page 1.
7. Replace the original Unit Price Bid Sheet Price Schedule with the attached Revised Unit Price Bid Sheet Price Schedule.
8. **Paper copy sealed bids will no longer be accepted for this solicitation. Bids shall be submitted in an electronic response and will only be accepted through eVA, the Commonwealth of Virginia's Procurement Portal. All bid responses shall be uploaded to procurement file no. 3702 posted on Virginia Business Opportunities (VBO). Instructions for bid submission through eVA are included in Attachment B.**
9. Revise Section I, Item C(4) to read as follows:
"Bidders submitting bids on materials which the County must review and approve to be considered an "Approved Equal" material, shall submit catalog cuts, and material specifications with the bid. The failure to provide this information may result in the bid being considered nonresponsive. Should the County require the submission of samples of proposed Approved Equal materials, directions will be provided to the Bidder for submission requirements."
10. Revise Section I, Item G(1) to read as follows:
"The Unit Price Bid Sheet Price Schedule is provided in MS Excel format. Bidders shall complete the Price Schedule electronically and submit the completed Price Schedule as an attachment in eVA along with the Bid Form in accordance with Part II, General Terms and Conditions, Section DD, Submission of Bids. If a bidder submits a price for an item in a Bid Item Lot, all items must be bid. A "no bid" submission for an item within a Bid Item Lot may result in the bid being deemed non-responsive."
11. Revise Section II, Item DD shall be revised to read as follows:
 1. **All Bidders shall use the enclosed Bid Form and Unit Price Bid Sheet Price Schedule in submitting their bid prices. The Purchasing Division shall not accept oral bids, bids received by telephone, telecopier (FAX machine), or hard copy submissions. Bids will only be accepted through eVA. The Purchasing Office is closed due to COVID-19 and hard copy submissions are not able to be received at this time.**
 2. *All prices must be F.O.B. delivered to the point as indicated in this bid. The County will grant no allowance for boxing, crating, or delivery unless specifically provided for in this bid.*
 3. *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.*
 4. *All erasures, insertions, additions, and other changes made by the Bidder to the Bid Form shall be signed or initialed by the Bidder. Bids containing any conditions, omissions, erasures, alterations, or items not called for in the bid, may be rejected by the Purchasing Division as being incomplete or nonresponsive.*

5. *The Bid Form must be signed in order to be considered. If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the Bidder must indicate the corporate title of the individual signing the bid.*
 6. *The Bid Form, the bid security, if any, and any other documents required, shall be attached and submitted through eVA.*
 7. *(DELETED)*
 8. *The time for the receipt of bids shall be determined by the time clock in eVA. Bidders are responsible for ensuring that their bids submitted in eVA by the deadline indicated.*
 9. *All bids received in eVA by the deadline indicated will be kept sealed and unopened until the time and date set for the opening of bids.*
 10. *Late bids will not be able to be accepted in eVA.*
 11. *All line items must be filled in. It is understood and agreed, if Bidder indicates a "0" dollar amount on the Bid Form, the product or service shall be provided at no charge.*
6. Revise Section II, Item KK(2) to read as follows:
*"The Bidder shall give written notice of their claim to withdraw their bid to the Purchasing Division within two business days after the conclusion of the bid opening procedure. (Va. Code § 2.2-4330). Such mistake shall be proved only from the original work papers, documents and materials delivered **by email to the Purchasing Director** with the Bidder's written request to withdraw its bid."*
 7. Bid Form, Page 20, delete the existing paragraph that reads:
"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."

Please acknowledge the receipt of Addendum No. 2 dated April 10, 2020 on your BID FORM when submitting your bid in eVA. 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,

Jon Creger
 Procurement Analyst I
 804-501-5664
Cre057@henrico.us

Signature: _____

Print Name: _____

Company: _____

Date: _____