

CITY OF CHARLOTTESVILLE
Procurement and Risk Management Services



DATE: July 20, 2020
ADDENDUM NO. 2
NUMBER OF PAGES: 5
SOLICITATION REFERENCE: IFB#GENERATOR SERVICES/21-03
TITLE CITYWIDE GENERATOR MAINTENANCE
BIDS/PROPOSALS DUE: ~~JULY 21, 2020~~ NEW BID DATE JULY 30, 2020

This addendum has been issued to address the following:

CHANGE TO BID DUE DATE:

Sealed Proposals Will Be Received Until 2:00 p.m. local prevailing time on JULY 30, 2020. Bids received after the announced time and date for receipt will not be considered. No telephoned, faxed, or emailed bids will be considered.

Due to restrictions surrounding the COVID-19 pandemic, public access to City facilities is currently prohibited. The City is still receiving and accepting deliveries from shipping services such as USPS, Fedex and UPS. The mailing (utilizing contracted shipping services) of proposals/bids is preferred, but if a proposal/bid is hand delivered by the Offeror/Bidder, it may ONLY be hand delivered on JULY 30, 2020 at 325 34TH STREET NW, CHARLOTTESVILLE between the hours of 1:00-2:00 PM (local prevailing time). ALL HAND DELIVERED PROPOSALS/BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 325 4TH STREET NW, CHARLOTTESVILLE, VA. 22903 (local prevailing time). Proposals/bids will not be accepted at any other building access location. Proposals/bids will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the Offeror/Bidder to ensure timely and correct delivery of their proposal/bid regardless of the chosen delivery method.

While on City property Offerors/Bidders are expected to adhere to Governor Ralph Northam's restrictions and social distancing rules must be observed.

REVISED PRICING SCHEDULE (ATTACHMENT A):

The City has revised the Pricing Schedule (Attachment A) to address the addition of the Circuit Court location that has been added to account for the new generator that was added in Addendum 1.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Respectfully,

Procurement Supervisor

Name of Bidder/Offeror

Signature & Title

Date

PRICING SCHEDULE - UPDATED

IFB#: GENERATOR MAINTENANCE SERVICES/21-03

Project Title: CITYWIDE GENERATOR MAINTENANCE

In order for the bid to be considered responsive, the bidder shall provide pricing for each location listed in each section; pricing shall be provided as requested. A bidder, who fails to provide prices for all locations listed, whether the price is left blank or a figure of "\$0" is entered, shall be deemed non-responsive.

Do not alter, do not make changes and do not write anything extra on the bid form. Do not return the entire solicitation; only return the Pricing Schedule and applicable attachments.

To calculate the Grand Total, add the Bi-Annual PM Services + Quarterly PM Services + Wear Trend Oil Analysis + Resistive Load Bank Testing.

BI-ANNUAL PREVENTIVE MAINTENANCE SERVICES Shall be conducted twice yearly, scheduled six (6) months apart.		
LOCATION	BI-ANNUAL PRICE	ANNUAL PRICE (Bi-annual price X 2)
Circuit Court	\$	\$
City Annex	\$	\$
Police Dept.	\$	\$
PW Admin.	\$	\$
Facilities Maintenance	\$	\$
Warehouse	\$	\$
Charlottesville HS (R-Side)	\$	\$
Charlottesville HS (Rear)	\$	\$
Burnley-Moran ES	\$	\$
Johnson ES	\$	\$
Clark ES	\$	\$
Venable ES	\$	\$
Greenbrier ES	\$	\$
Central Library	\$	\$
Group Home	\$	\$
Fire Headquarters Central	\$	\$
Fire Station #1	\$	\$
Salt Brine Building Unit	\$	\$
J&DR Court Building	\$	\$
Charlottesville Area Transit	\$	\$
		TOTAL: \$ _____

QUARTERLY PREVENTIVE MAINTENANCE SERVICES

Shall be conducted four (4) times per year, scheduled three (3) months apart.

LOCATION	QUARTERLY PRICE	ANNUAL PRICE (Quarterly price X 4)
Fire Station #10 (#216701)	\$	\$
Fire Station #10 (#216702)	\$	\$
		TOTAL: \$ _____

WEAR TREND OIL ANALYSIS

Shall be conducted once yearly.

LOCATION	ANNUAL PRICE
Fire Station #10 (#216701)	\$
Fire Station #10 (#216702)	\$
TOTAL: \$ _____	

RESISTIVE LOAD BANK TESTING

Shall be conducted once yearly.

LOCATION	ANNUAL PRICE
Circuit Court	\$
City Hall Annex	\$
Police Dept	\$
J&DR Court Building	\$
PW Admin	\$
Fire Station #1	\$
Fire Headquarters Central	\$
Charlottesville HS (R-Side)	\$
Charlottesville HS (Rear)	\$
Fire Station #10 (#216701)	\$
Fire Station #10 (#216702)	\$
TOTAL: \$ _____	

GRAND TOTAL: \$ _____

(BASIS OF AWARD)

State your earliest firm delivery or performance date: _____ 2020.

Breakdown of the labor for Preventive Maintenance and related services at each location listed: provide the employee title, the **unloaded** employee hourly rate and the total hours for all employees who will be assigned to this contract per the City's Living Wage Requirement. The unloaded hourly rate is the employee hourly rate minus insurance, retirement, employee benefits, capital expenses and other overhead.

Employee Title	Employee Unloaded Labor Rate	Labor Rate UOM	Total # of hours Bi-Annual PM Services	Total # of hours Quarterly PM Services	Total # of hours Wear Trend Oil Analysis	Total # of hours Resistive Load Bank Testing
	\$	HR				
	\$	HR				
	\$	HR				
	\$	HR				
	\$	HR				

ADDITIONAL SERVICES/REPAIRS: Any bidder who enters \$0 on a pricing blank or leaves it blank shall be considered non-responsive.

Labor Rates:	
Regular Hours:	\$ _____ per hour
Overtime Hours:	\$ _____ per hour
Emergency Hours:	\$ _____ per hour

Contractor's Representative: (point of contact for this service contract)	Emergency Contact:
Name: _____	Name: _____
Title: _____	Title: _____
Telephone: (_____) _____	Telephone: (_____) _____
Email: _____	Email: _____
	<input type="checkbox"/> Voicemail paging system Number and code to be used by the City: _____
	<input type="checkbox"/> Answering machine

In Compliance With This Invitation For Bids And To All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish The Goods/Services At The Price(s) Indicated above.

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Name And Address Of Firm:

Zip Code: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

Date: _____

By: _____

(Signature In Ink)

Name: _____

(Please Print)

Title: _____

I have the authority to bind the corporation.

Virginia Contractor License No. _____

Class: _____ Specialty Codes: _____