

October 17, 2019

ADDENDUM #1

**NOTICE TO ALL BIDDERS FOR
CITY OF WINCHESTER**

ITB #201911 – Museum of Shenandoah Valley Trails

This Addendum forms a part of the Contract Documents and modifies the original bidding documents for ITB #201911 dated September 2019. *Bidders shall acknowledge receipt of the Addendum in the space provided on the Bid Form and return a signed copy with your bid.*

This Addendum consists of 3 total pages. The following information shall modify and clarify the Contract Documents:

1. The Invitation to Bid has been modified to reflect the new bid opening date of **Thursday, November 7, 2019 at 2:00 pm.**

This Addendum must be signed and returned to the Finance Department – Purchasing Division, 4th Floor Rouss City Hall, 15 North Cameron Street, Winchester, VA 22601 by **2:00pm local time on Thursday, November 7, 2019** with your BID.

Receipt of Addendum #1 to Invitation to Bid #201911 is acknowledged by my signature below:

Company Name: _____

Authorized Representative: _____

Address: _____

Telephone: _____ FAX: _____

INVITATION TO BID

Museum of Shenandoah Valley Trails

ITB # 201911

The City of Winchester is submitting this Invitation to Bid to establish a contract with qualified Contractors furnishing all labor, equipment, transportation and materials necessary for the following project:

Museum of Shenandoah Valley Trails

Work includes the installation of an asphalt trail through the property of the Museum of the Shenandoah Valley. Project components include, but are not limited to earthwork, installation of two pedestrian bridges, floating walkway construction, storm sewer installation and site restoration.

A **non-mandatory** pre-bid meeting will be held on Tuesday, **10/8/2019 at 10:00A.M.** at the Museum of the Shenandoah Valley, 901 Amherst Street, Winchester, VA 22601. Bidders are highly encouraged to attend this meeting to learn information about the project.

All bids shall be received at:

City of Winchester, Virginia
Finance Department
Rouss City Hall, 4th Floor
15 North Cameron Street
Winchester, Virginia 22601
Telephone (540) 667-2378

The contract documents and drawings may be downloaded at no cost from the City's website at:
<http://www.winchesterva.gov/purchasing/itbrfp.php>

Any questions regarding the contract documents or drawings shall be sent **in writing via e-mail** to:

Kelly Henshaw: kelly.henshaw@winchesterva.gov

Bid prices shall be made on the blank Bid Form provided herein. Bids shall be delivered to the above address on or before **2:00 p.m. (local time) on 11/7/2019**, at which time the bids shall be publicly read aloud.

Each Bid shall be accompanied by complete response to the Contractor Qualification Data Sheet. The successful bidder shall meet the minimum qualifications specified in the Contractor Qualification Data Sheet. A bid from a bidder that does not meet the minimum qualifications specified in the Contractor Qualification Data Sheet, as determined by the City, shall be non-responsive.

Each Bid shall also be accompanied by a satisfactory Bid Guarantee in the amount of 5% of the bid, in the form of a certified or cashier's check drawn on a bank chartered under the laws of the Commonwealth of Virginia; payable to the Treasurer of the City of Winchester, or a Bid Bond, as a guarantee that the bidder will

within fifteen (15) days after the date of the award of the Contract, execute an agreement and file insurance as required by the Contract Documents if his proposal is accepted. If the successful bidder fails to execute and file the agreement and insurance, the amount of the Bid Guarantee shall be forfeited. Bids without a satisfactory Bid Guarantee shall be rejected.

Performance and Payment Bonds will be required of the successful bidder, each in an amount equal to one hundred (100) percent of the amount of the Contract, conditioned upon the faithful performance of the Contract and to the payment in full to all persons furnishing labor, materials, equipment, etc., for and in connection with the work to be performed under the contract.

Bidder desiring to withdraw his bid after the bid opening procedure, shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure. Bidder shall submit to the City his original work papers; documents and materials used in preparation of the bid sought to be withdrawn. Bidder withdrawing his bid that does not meet these requirements shall forfeit their bid bond.

The City of Winchester reserves the right to reject any proposal for failure to comply with all requirements of this notice or any of the Contract Documents; however, it may waive any minor defects or informalities at its discretion. The City further reserves the right to reject any and all proposals, cancel the ITB at any time prior to award or to award a contract that in its judgment is in the best interest of the City.

CITY OF WINCHESTER, VIRGINIA

BY: Mike Marzullo, Purchasing Agent