



**THOMPSON  
& LITTON** EST.  
1956

ENGINEERS ARCHITECTS SURVEYORS

ADDENDUM NO. 001

**TO:** All Bidders

**RE:** Town of Floyd Town Hall Renovation Offices  
T&L Project No. 16302

**DATE:** December 3, 2021

**BIDS RECEIVED DATE:** December 17, 2021, 2:00 PM



This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated November 17, 2021 as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of 5 pages plus attachments.

**CLARIFICATIONS AND ANSWERS TO PRE-BID QUESTIONS:**

1. This addendum includes the Pre-Bid Meeting Minutes and the Attendance Record.

Enclosures: Pre-Bid Meeting Minutes, 3 Sheets  
Pre-Bid Sign in Sheet, 1 Sheet

**END OF ADDENDUM #1**



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ENGINEERS ARCHITECTS SURVEYORS

## PRE-BID CONFERENCE MINUTES

**PROJECT:** Town of Floyd Town Hall Renovation  
T&L Project No. 16302

**DATE:** November 23, 2021

### 1. PROJECT PERSONNEL:

#### Town Introductions:

Kayla Cox – Town Manager

Mike Maslaney – Town Construction Liaison

Architectural/Engineering Firm: Thompson & Litton, Inc.

Architectural/Engineering Representative: Barry Collier, AIA, PMP; Erica Sunshine, AIA - Arch. Of Record  
Telephone: (540)633-1897

Project Manager: Barry Collier, AIA, PMP

Telephone: (540) 633-1897

### 2. SCOPE OF PROJECT:

The Project consists of the construction of an Infill between the town of Floyd Offices and the Town Council Building. Accessibility improvements to include re-grading of the site, accessible parking and ramped entrance. Interior modifications include new restroom and update interior finishes.

### 3. INSTRUCTIONS TO BIDDERS: Section 00 2113

- a. 2.1 Copies of documents are available as stated in the Advertisement For Bid.
- b. 3.1 Qualifications of Bidders. Contractors Qualification Statement AIA A305 Section 00 4513.
- c. 4.1 Examination of Contract Documents and Site. Contractors responsibility prior to submitting a bid.
- d. 6.2 Bid security. Bid Bond AIA A310 Section 00 4313.
- e. 7.1 Contract time: Substantial Completion 120 consecutive calendar days after the NTP and Final Completion within 30 consecutive calendar days after Substantial Completion. Anticipated construction start date is no later than March 1, 2022.



Liquidated Damages: Not applicable. Retainage will be withheld from Pay Apps.

- f. 9.3 Worker's Compensation Certificate of Coverage, form CO-9a
- g. 10.1 Bid Form
  - a. Signatures.
  - b. Acknowledgment of Addenda.
  - c. Bid price in both numerals and words.
  - d. Bid Alternate: See referenced sheets on bid form.
    - 1. ADD LUMP SUM PRICE FOR PROVIDING NEW MECHANICAL UNITS PER SHEET M102
      - 1. CONDENSING UNIT CU-2
      - 2. SPLIT SYSTEM HEAT PUMP IU-1-3 AND THERMOSTAT.
    - 2. ADD LUMP SUM PRICE FOR FINISHES AS SCHEDULED IN THE BASEMENT OF TOWN COUNCIL.
  - e. The Contract, if awarded, will be based on the Total Base Bid without regard to Additive Bid Items.
  - f. Contingency Allowance \$15,000.
  - f. Inclusion of all qualifications and certification forms (Bid Security, Qualification Statement, Debarment, Workers' Compensation, etc.)
- h. 11.1 Submission of Bids:
  - a. Sealed Bids will be received until **2:00 P.M.**, local prevailing time, on **December 17, 2021**, by Kayla Cox, Town Manager the office of the Town of Floyd, 138 Wilson Street, Floyd, Virginia and opened publicly shortly thereafter.
  - b. Opaque sealed envelope with Project Title, name and address of Bidder. If mailed, bid must be in a separate envelope.
  - c. No fax or email bids allowed.
- i. 19.1 Retainage: 5% of contractor's pay request.

**4. SPECIAL SITE/PROJECT CONDITIONS**

- a. Town will pay for utilities.
- b. Contractor will be required to provide sanitary facilities. Use of Town bathroom will not be allowed.
- c. Town will remove furniture from Town Hall.

**5. STAGING AREA:**

Utilities, Site Limitations, Access, Parking, Storage: on site area.

**6. BID DOCUMENTS:**

The Bid Documents may be examined at Thompson & Litton, 726 Auburn Avenue, Radford, VA; online at TRASCO (<http://www.trascoplanroom.com>). Copies of the CONTRACT DOCUMENTS are available for purchase (electronic and/or hard copy) through TRASCO.



**7. CONTRACTOR QUESTIONS:**

All questions must be submitted in writing using the Pre-Bid Question Form provided in the Bid Documents. Instructions for submission (via email or fax) are included on the form. Responses to questions, if deemed necessary, will be made via addendum(a).

Deadline (Date/Time) for Submitting Questions: December 3, 2021 by 4:00 P.M.

**8. ADDENDA/ITEMS TO BE CLARIFIED:**

**A.** Prevailing wage does not apply to this project.

**9. SITE WALK:**

All contractors were provided the opportunity to walk the site.

PRE-BID CONFERENCE  
ATTENDANCE RECORD  
TUESDAY, NOVEMBER 23, 2021



Floyd Town Hall Renovation  
For  
Town of Floyd  
16302

NAME	COMPANY	WORK NUMBER	INITIALS	EMAIL ADDRESS
Kayla Cox	Town of Floyd	540-745-2565		kayla@townoffloyd.org
Erica Sunshine	Thompson and Litton	540-633-1897	ekt	esunshine@t-l.com
Barry Collier	Thompson and Litton	540-633-1897	BC	bcollier@t-l.com
Alan Demaske	Simcon Company LLC	336-789-4909	AD	bids@simconcompany.com
Barry Coxham	Kesler Contractors	540-320-9024	BC	Barry@keslercontractors.com
Tim Gruver	Price Buildings Inc	540-483-7226	TD	tingruver@pricebuildingsinc.com
David Morris	Morris Development LLC	540-239-2366	DWM	uponthetrack@morrisdev.com
Jan Burger	F&S Building Innovations	(540) 795-9823	JTB	jburger@fsbuildinginc.com
Deff Austin	"			jeff@fsbuildinginc.com
LeRoy The Great	FRITH CONSTRUCTION	12061632-7241	RL	leer@frithconstruction.com
Rusty Brann	Trax Construction	540-580-4057	RB	estimating@traxconstruction.com