



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800

Roanoke, Virginia 24018-0798

TEL: (540) 772-2061 FAX: (540) 772-2074

May 12, 2022

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERORS:

Reference – IFB 2022-099

Description: Preventative Maintenance, Installation, & Service of Roanoke County Public Schools Kitchen Equipment

Issue Date: April 28, 2022

Proposal Due: May 18, 2022

The above Project is hereby changed as addressed below:

1. Extension of Due Date and Time: Sealed bids are now due no later than 2:00 PM on Wednesday, **May 18, 2022**. All other bid submission instructions remain unchanged.
2. Responses to Bidder Questions: Please see the following questions submitted by prospective bidders, and the answers provided by RCPS.
 - a. Page Six Section A. II. – Please verify that PM's are to be performed monthly as most manufactures only recommend every six months.
The specifications are hereby updated to require PM visits twice annually, or every six months, to occur during summer and winter breaks. The successful bidder shall begin the initial PM service during July 2022.
A revised Bid Form is included as Exhibit A to this Addendum.
 - b. Page Seven Section F. - Please verify that the vents or ducts described are to be internal of the equipment and not connected to build exhaust and/or ductwork.
Vents and ducts described are intended to reference the range hoods or other large equipment that has venting.
 - c. Page Eight Section B. III. – One hour is not a reasonable response time. We can guarantee a four-hour response time. Is this acceptable?
Project specifications are hereby updated as follows. Required standard response time shall be within 3-4 hours following the report of an issue. Emergency response time shall be within 1-2 hours following report of an issue, when RCPS identifies the situation as an emergency. The ovens in particular are critical to the breakfast and lunch operations, and would most likely be designated emergency calls.
 - d. Page Nine Section C. II - If PM's are done monthly anything could be considered within this time frame. Who and how will this be determined?
See response to a., above.

- e. Page Nine Section E. - If materials are needed to get a piece of equipment up and running, that time is billable time and will be charged or the machine will be left down until parts can be ordered through standard means.
Overhead will be considered billable within reason; breaks and time away from the worksite which does not pertain to the specific job are not considered billable expenses. Documentation of billable hours may be requested by RCPS.
- 3. Revised Bid Form/Signature Page: Exhibit A to this Addendum 1 to IFB 2022-099.
Please note that successful bidders must submit a completed signed copy of the **revised** bid form in order to be considered for award. The revised bid form incorporates the specification change from monthly to twice-annual PM visits.

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

Thank you,

Kate Hoyt
Phone: (540) 283-8149
KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date:

Addendum 1 to IFB 2022-099: Exhibit A

IFB # 2022-099

ATTACHMENT A: REVISED BID FORM/SIGNATURE PAGE

Revised May 12, 2022

County of Roanoke
Purchasing Division
5204 Bernard Drive, SW, Suite 300-F
Roanoke, VA 24018-0798

The County reserves the right to add, delete, or adjust quantities as deemed necessary by the County.

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the County as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

I/We hereby propose to furnish and provide preventative maintenance and repair of kitchen equipment, in accordance with the enclosed general terms, conditions and specifications contained in IFB No. 2022-099. 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 (see following page).

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.

Payment terms are Net 30. 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.

To aid in the evaluation of bids, bidders must submit the original Bid Form and two copies of the Bid Form, Attachments, and detailed specification sheets, if applicable. If you fail to do so, your bid may be considered non-responsive and rejected.

Have you complied with this requirement? ☐ Yes / ☐ No.

Indicate whether your business ☐ IS or ☐ IS NOT located in Roanoke County. If it is, please include a copy of your Roanoke County business license with your bid.

I/We acknowledge the receipt of:

Addendum No. _____ Dated _____.
Addendum No. _____ Dated _____.
Addendum No. _____ Dated _____.

Authorized Signature: _____ Date: _____

IFB # 2022-099

ATTACHMENT A: REVISED BID FORM/SIGNATURE PAGE

Revised May 12, 2022

Section A: Preventative Maintenance

RCPS School Location	PM Service Cost	Total Annual PM Service Cost (Summer & Winter)
Cave Spring High		
Glenvar High		
Hidden Valley High		
Northside High		
William Byrd High		
Cave Spring Middle		
Glenvar Middle		
Hidden Valley Middle		
Northside Middle		
William Byrd Middle		
Back Creek Elementary		
Bonsack Elementary		
Burlington Elementary		
Cave Spring Elementary		
Clearbrook Elementary		
Fort Lewis Elementary		
Glen Cove Elementary		
Glenvar Elementary		
Green Valley Elementary		
Herman L. Horn Elementary		
Masons Cove Elementary		
Mount Pleasant Elementary		
Mountain View Elementary		
Oak Grove Elementary		
Penn Forest Elementary		
W.E. Cundiff Elementary		

Total Annual PM Cost (all locations): _____

Section B: Replacement Schedule

RCPS Kitchen Equipment Replacement Schedule	Please provide an annual cost for the creation and maintenance of the replacement schedule as specified in the IFB.	\$ _____
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Section C: Labor Repair Rates

Emergency Hourly Repair Rate (1 st hour of any emergency repair, IF contractor arrives within one hour of notice given.)	\$_____
Standard Hourly Rate for Repairs	\$_____
Hourly Overtime Rate	\$_____

Section D: Materials

Percentage Markup	_____%
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