



Community Action Opportunities
HELPING PEOPLE. CHANGING LIVES.



Roof Replacement and Repair to
The Reid Annex a.k.a. Lonnie D Burton Head Start Center
Asheville, North Carolina

Addendum 1

July 2, 2010

Changes included in this Addendum are **highlighted in yellow** and include revisions to three sections in the original bid package. These sections are

1. "Letter of Introduction,"
2. "Instructions to Bidders," and
3. "The Agreement between Community Action Opportunities and the Contractor"



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Addendum 1 (continued)

1. "Letter of Introduction"

June 18, 2010

Dear Prospective Bidder

Community Action Opportunities invites you to submit a sealed bid to replace a roof on the Reid Recreation Center Annex, a.k.a., the Lonnie D. Burton Child Development Center, a city-owned building, located at 133 Livingston Street, Asheville, NC 28801.

We are a Community Action Agency, founded in 1964, by the War on Poverty legislation. A primary function is to operate a federally funded Head Start pre-school child and family development program. One of our sites is the Lonnie D. Burton Center, which we lease from the City of Asheville, and where we currently serve approximately 54 children.

This project is funded with American Recovery and Reinvestment Act of 2009 (ARRA) funds designated to Head Start. Accordingly, there will be additional reporting requirements and strict adherence to wage rate provisions of the Davis/Bacon Act.

We invite you to review the enclosed information and submit a bid on this project. Please submit your sealed bid on July 9, 14 2010 by 4:00 P.M. We will open all bids at 4:15 P.M. on that same day. We will host a non-mandatory pre-bid conference on June 30, 2010 at 2:00 P.M. at the Lonnie D. Burton Head Start Center, (first floor entrance) and distribute the "Instructions to Bidders." We will also review the information in this bid package, introduce our Project Consultant from the City of Asheville and give you time to inspect the roof.

Please contact me at (828) 329-5161, if you have questions about the pre-bid conference.

Sincerely,

Vicki Heidinger
Executive Director

cc: Brian Repass



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Addendum 1 (continued)

2. "Instructions to Bidders"

June 18, 2010

Thank you for your interest in our project. Please consider the following items as you complete your bid:

- A non-mandatory pre-bid conference will occur on June 30 at 2:00 p.m. Bidders unable to attend the pre-bid conference may contact the Agency's project administrator to schedule a site visit.
- Bidders must indicate on the **Bid Form (Exhibit A)** when you are able to begin the work and the time required to complete the job.
- This job is funded with a grant through the American Recovery and Reinvestment Act of 2009. That grant requires us to complete all work and make all payment for work supported with these funds prior to September 30, 2010. Therefore, any Contractor who submits a bid must assure and indicate such on the Bid Form, (Exhibit A) that the contractor has the capacity and ability and agrees to schedule the work to allow sufficient time to complete the job and present the final Pay Request to our representative no later than the close of business on September 20, 2010.
- Bidders are to indicate on the **Bid Form, (Exhibit A)** that they are able to secure the required insurances. The Agency shall favorably consider bidders who are able to secure insurance limits above the minimum requirements and Bidders who can do so should list the insurance amounts available. Bidders are not required to submit certificates of insurance along with this bid. However, the lowest, responsible Bidder must be able to produce evidence of insurance to specification standards within five (5) working days after receiving notice of the award.
- The Agency shall disqualify any Bidder who fails to indicate on the bid sheet the ability to meet any of the conditions described above.
- Bid submittals must also include Performance and Payment bonds submitted on the standard AIA form.
- Bid submittals must also include qualifications for this Work. Bidders shall provide at minimum of three references and contact information. Qualifications should, at least, include, but not be limited to:
 - years of experience - the principal/owner and field superintendent.
 - years in existence - of the company
 - recognitions, certificates or other quality citations earned or awarded by the industry, materials manufacturers or other organizations.
 - current licenses to work in NC and in Asheville



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Addendum 1 (continued)

2. "Instructions to Bidders"

- Bidders are to submit sealed bids and other information by 4:00 p.m. on July 9 14, 2010, to:
Community Action Opportunities
Attention: Brian Repass
25 Gaston Street
Asheville, NC 28801
Label the outside of the envelope: "SEALED BID - ROOF PROJECT"
- The Agency shall open the bids at 4:15 p.m. that same day in the first floor ~~conference~~ Training Room at 25 Gaston Street.
- The contact person for this bid process is Brian Repass or Vicki Heidinger, (828) 252-2495. Bidders who contact Board Members or other Agency staff, who are not delegates of this contact person, shall be disqualified from the bid process.
- Bidders ~~are expected to~~ must prepare bids at their own expense. The Agency shall not reimburse Bidders for any time or out-of-pocket expense involved with submitting a bid.
- The Agency reserves the right to refuse any and all bids.



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Addendum 1 (continued)

3. "The Agreement between Community Action Opportunities and the Contractor"

3. Time for Performance

The Contractor shall begin work upon receiving the "Notice to Proceed" from CAO. The time projected to complete this project is a material consideration in the award. Therefore, the Contractor shall complete the work within _____ calendar days and **no later than September 20, 2010**, unless the Contractor and CAO's contract Administrator agree in writing, to an extension.

CAO shall provide the Contractor with a formal and written "Notice of Acceptance of Completed Work" when the City of Asheville Project Manager determines that the Work is complete.

4. Contract Sum

CAO shall pay the Contractor based on the submittal of invoices that must be received in The Agency's main office, at least, five (5) business days before the 10th and 24th of each month. CAO mails checks on the 10th and the 24th of each month. In the event that the 10th or 24th falls on a holiday or weekend, CAO shall disburse payables on the last business day immediately preceding that holiday or weekend. ~~monthly, with an approved invoice after the Work commences. The monthly~~ The Contractor shall bill only for the costs the Contractor has incurred as of the billing date, in addition to costs associated with approved to-date change-orders, less retainage. The total sum includes the total Bid of \$_____ shown on the Bid Form (Exhibit A of this Agreement.) CAO shall make a final payment to the contractor following CAO's Acceptance of the Work.

5. Insurance

The Contractor shall provide CAO with certificates of insurance for each type of insurance described below, that **names CAO and the City of Asheville as an additional insured** on the commercial general liability. The Contractor shall maintain the following insurance types for the entire duration of the project:

- a. workers' compensation insurance (or evidence of self-insurance or pool coverage), for all employees at the project site. In case subcontractors perform a portion, or all, of this Work, the Contractor shall require subcontractors to also provide workers' compensation insurance for all of the latter's employees, according to NC statutory limits.
- b. commercial general liability insurance, including (1) products & completed operations, (2) contractual, and (3) XCU coverage, up to, at least, \$1,000,000 per occurrence and aggregate.
- c. fire damage insurance, with, at least, \$10,000 and medical insurance of at least \$5,000 per occurrence.
- d. comprehensive automobile liability insurance, including non-owned and hired auto coverage, of at least \$100,000 combined single limit.
- e. employer's liability insurance up to, at least, the statutory limit.

In the event of cancellation, substantial changes or non-renewal, the Contractor and insurance carrier shall give CAO, at least, ~~thirty-day~~, **fifteen-day (15)** prior written notice.

The Contractor shall perform work on the job site only after the Contractor has given CAO the above referenced certificates of insurance, in a form suitable to CAO.



Addendum 1 (continued)
"The Agreement between Community Action
Opportunities and the Contractor"

Exhibit A Page 1 of 2

BID FORM

FOR

Roof Replacement on the Reid Recreation Center Annex Building
AKA The Lonnie D. Burton Child Development Center
A City of Asheville-Owned Building

At

133 Livingston Street, Annex Building, Asheville, NC 28801

DATE:

The undersigned, as Bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties making a bid or proposal; and that it is in all respect fair and in good faith without collusion or fraud.

The Bidder further declares that he/she has examined the site and is fully informed about all known conditions pertaining to the work. The Bidder also has examined the specifications for the work and the contract documents relative thereto, and has read all special provisions furnished prior to opening of bids; and that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees to, if this bid is accepted, enter into an Agreement with Community Action Opportunities(CAO) and to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete the construction requirements called for by the plans and specifications in full and in complete accordance with the specifications and contract documents to the full and entire satisfaction of CAO, with a definite understanding that CAO shall allow no money for extra work, except as set forth in the General Conditions and Contract Documents.

Base Bid:

Dollars (\$ _____)



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Addendum 1 (continued)
 "The Agreement between Community Action
 Opportunities and the Contractor"

Exhibit A Page 2 of 2

The Bidder further assures that: (Bidders must check all conditions below)

_____ the Contractor has the capacity to meet or exceed all of the Insurance limits described in Section 5 of the Agreement and shall comply with all insurance submittal and conditions in this Agreement, and

_____ by submitting this bid, the Contractor has the capacity and ability to and agrees to schedule the work to allow sufficient time to complete the job and present the final Pay Request to CAO's representative no later than the close of business on September 20, 2010, and

_____ the Contractor shall commence actual work on the site of this project within ~~ten (10)~~ **fourteen (14)** calendar days immediately following the date of execution of the Contract Documents by CAO and to fully complete all work there under within _____ days.

Respectfully submitted this _____ day of _____, 2010.

Name: _____
 Signature

Title: _____
 Proprietorship or Partnership, Owner, Partner,
 Corporate President or Vice-President

Name: _____
 Print

Witness: _____

Title: _____

Name of Firm or Corporation making bid: _____

Address: _____

Contractor License No.: _____ City Privilege License No.: _____

Federal I.D.: _____

ATTEST: By: _____ Title: _____
 (Corporate Secretary or Assistant
 Secretary only)

End of Addendum