



**IFB NO. 500630-FY19-32
WATER FILTRATION PLANT FINISHED WATER VFD REPLACEMENT**

ADDENDUM NO. 1

FEBRUARY 5, 2019

Item No. 1: Modified Bid Due Date

Bidders shall be mindful of the following change in the bid due date:

- **Bids must be received by the Town of Leesburg no later than 3:00 p.m. on Thursday, February 21, 2019**

Item 2: Pre-Bid Meeting Attendees

- The list of attendees (sign-in sheet) for the non-mandatory pre-bid meeting is attached.

Item 3: Pre-Bid Meeting Overview

The Town's Chief Procurement Officer outlined the following:

- All information regarding this IFB can be found on the Town's Bid Board: <http://www.leesburgva.gov/bidboard>
- Register to receive updates on the Town's Bid Board as courtesy email notifications, such as addenda, will be sent to those registered
- Until contract award, all questions must be submitted in writing to the Procurement Office: BidQuestions@leesburgva.gov
- Question deadline is 5:00 p.m. on Wednesday, January 30, 2019
- Clarifications and responses to all questions received will be issued via addendum
- Unless modified via addendum, bids are due on Tuesday, February 12, 2019 @ 3:00 p.m.; no late bids will be accepted (*Note: Due date has been modified, See Item No. 1 of this addendum*)
- Bid Response Forms can be found on Pages 7-12 of IFB
- A Bid Bond equal to 5% of the Total Bid Price shall be included with your Bid
- Deliver bids to the First Floor receptionist located in Town Hall, 25 W. Market Street, Leesburg, VA 20176
- At the bid due date/time, a public bid opening will be held in the Lower Level Conference Room #2 of Town Hall

Item 4: Pre-Bid Meeting Scope of Work Discussion

Town Staff described the scope of work as listed in the advertisement:

- The purpose of this IFB is to establish a contract with a qualified contractor for the replacement of the Town's Finished Water Pump No. 1 and Finished Water Pump No. 2 variable frequency drives
- Instructions to Bidders & Scope of Work can be found on Pages 22-29 of IFB
- General Conditions GC1-GC85
- Appendix A: Drawings Sheets 1-19

Item 5: Questions and Answers

Answers to all questions received will be addressed in a future addendum.

Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation for Bid or your bid may be deemed non-responsive and may not be considered.

For the Town of Leesburg,

Octavia Andrew, CPPO, CPPB, VCO

Chief Procurement Officer

Town of Leesburg, Virginia

Email: oandrew@leesburgva.gov





Bid Board: <http://www.leesburgva.gov/bidboard>



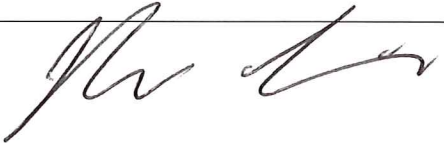


**PRE-BID MEETING
SIGN-IN SHEET**

DATE : Friday, January 25, 2019
TIME: 11:00 A.M. ET
LOCATION: Kenneth Rollins Water Filtration Plant
SOLICITATION: IFB No. 500630-FY19-32
TITLE: Water Filtration Plant Finished Water VFD Replacement

NUMBER OF ATTENDEES: 7

COMPANY NAME, ADDRESS, & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Octavia Andrew Chief Procurement Officer oandrew@leesburgva.gov	
Town of Leesburg 43234 Edwards Ferry Road Leesburg, VA 20176	Russell Chambers Utility Plant Manager rchambers@leesburgva.gov	
Town of Leesburg 1385 Russell Branch Parkway Leesburg, VA 20175	Patrick Moore Deputy Director, Utilities pmoore@leesburgva.gov	
Town of Leesburg 43234 Edwards Ferry Road Leesburg Va. 20176	Joe Phillips Deputy Utility Plant Mgr. (WSD) jphillips@leesburgva.gov	



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
Electric Motor + Cont. 3703 Cook Blvd Chesapeake VA 23322	John Fidler <small>john.fidler@emc-co.com</small> Technical Consultant	
Sydnor Hydro Richmond, VA	Doree Wray Sales Engineer D.Wray@sydnorhydro.com	
Electrical Equipment Co. / Rockwell Automation	Keith Park - Sales Keith.park@eeco-net.com	



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE



COMPANY NAME, ADDRESS & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE