

# Newport News VA Facilities Management Group

## PROJECT SCOPE

**Date: 1/26/2015**

Property #: 5376645

R&I Work Order #: FFX21326

Project Name: Cultural Hall Upgrades

Project Location: 4759 Bennetts Pasture Rd, Suffolk, VA 23435

### Project Description:

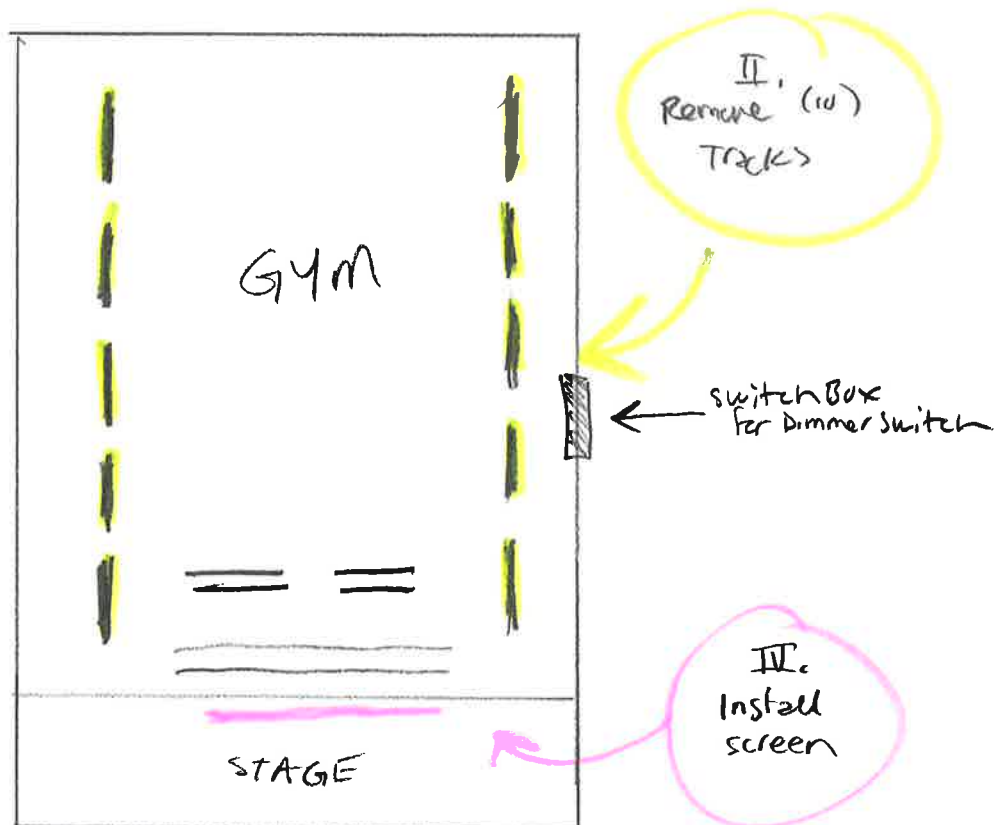
Replace Tritium exit signs with LED exit signs  
Replace Track lighting is consistently damaged by balls  
Replace countertop in serving area  
Add motorized projection screen for stage

**Pre Bid Meeting notes:**

**LDS Church-Bennetts Pasture Road Location**

**\*Mark to email additional cutsheets & specs**

- I. Replace Tritium "EXIT" signs throughout entire church (aprox 40)  
Some mounted on wall, some from ceiling and some from wall  
Will need to run electricity to all and replace with LED EXIT lights ( Cut sheet enclosed )
  
- II. Replace ten (10) tracks in GYM with CREE LED fixtures  
Need dimmer capabilities with switch in control box on side wall of GYM  
No replacement ceiling tiles available  
Patch/cover holes from track removal  
Keep four small & two large tracks that run parallel to stage
  
- III. Replace Counter top in Kitchen/Serving Area room (exact color noted in Cut sheet)
  
- IV. Install Motorized Projection Screen over Stage area  
LDS to provide screen  
Needs to be mounted between Stage Lights and Stage Curtain, probably on chains to lower below curtain's edge  
Must have hidden switch



# Prebid Meeting Agenda and Information Sheet

Date: 5/19/2015

Welcome:		FM Office contact information: Mark Denison	
Prayer:		757-826-7176	
Project location: 4759 Bennetts Pasture Rd, Suffolk, VA 23435		Project description: Cultural hall upgrades	
Calendar days: 90		Pays utilities: (check one) <input checked="" type="checkbox"/> Church <input type="checkbox"/> Contractor	Provides restrooms: (check one) <input checked="" type="checkbox"/> Church <input type="checkbox"/> Contractor
Gets salvage: (check one) <input type="checkbox"/> Church <input checked="" type="checkbox"/> Contractor	Facility will continue to be occupied <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Asbestos abatement required: (check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   If yes, when:	
Unusual conditions:			
Bid opening date: 6/3/2015		Time: 2 pm	Location (address and room) 1510 Todds Lane, Hampton, VA 23666
Addendum items:			

## Bidder Information (During the meeting, read the following statements word for word)

1. Bidding Information
  - a. Bids are by invitation only.
  - b. Contractors and subcontractors must be licensed in the area where the project is located.
  - c. The successful bidder must supply:
    - 1) Workers compensation Insurance.\*
    - 2) Commercial Liability Insurance.\*
    - 3) Automobile Liability Insurance.\*

\* Cost to be included in the contractor's bid
2. Addenda
  - a. All addenda will be issued by the FM group.
  - b. All verbal agreements or instructions must be confirmed by written addenda.
  - c. Contractors are to bid the contract documents.
  - d. Requests for clarification shall be in writing and received by the FM group three working days minimum prior to bid opening.
3. Bid Opening
  - a. Sealed bids will be accepted up to the previously specified time. Immediately thereafter, bids will be opened and read.
  - b. Bids are to be submitted as outlined in the specification.
  - c. The bid form used must be the maintenance project Agreement provided at the prebid meeting. Faxed bids are not acceptable.
  - d. The owner reserves the right to reject any or all bids and to waive any irregularity therein.
  - e. Prior to the appointed time for bid opening, if contractors desire to modify their proposal after submitting the envelope, they will need to retrieve the envelope, note on the outside of the envelope below the project name: "add (or deduct) \$\_\_\_\_\_ " sign underneath, and indicate the date and time. The envelope must then be resubmitted before the close of bids.
  - f. If all addenda are not acknowledged by number (1,2,3, etc.) on the bid form, or if the bid form is not signed, the bid will be considered nonresponsive and will be returned to the bidder immediately without the bid amount being considered.
  - g. The bid amount is to be listed in both written and numerical form. If there is a discrepancy between the two, the written amount will be used.
  - h. Phones in the building will be made available to contractors immediately prior to the bid opening. We accept no responsibility if lines are not available. The contractor has the responsibility to get the bid in on time.
4. Additional Information
  - a. Smoking is not permitted at the job site.
  - b. There will be no work on Sunday.
5. Contractor Requirements
  - a. Contractor will comply with all applicable laws, ordinances, rules, regulations, and orders of any public authorities relating to performance of the Work.