ADDENDUM 1 TO ALL BIDDERS:

Reference: Invitation for Bids: IFB#214-05-Flooring
Commodity: Term Contract for Floor, Wall and Ceiling Installation and Repair
Dated: May 2, 2005
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Bid Due: June 22, 2005 - 2:00 local time

Reference page 4, Section III Scope of Work, Requirements, #2- Please delete the last sentence – “Workers shall not be furnished to Longwood University as a means to supplement its internal staff.”.

Reference page 4, Section III Scope of Work, Procedures, #1 – Please add: Quotes will be received from all approved contractors on each job.

Reference page 4 and 5, Section III, Scope of Work, Procedures, #2 – Please delete the last sentence – “This proposal shall be on a form approved by the Contracting Officer and shall include:” Also, under the same section, #b, please delete (to be billed at Contractor’s actual paid invoice cost).

Reference page 5, Section III, Scope of Work, Procedures, #3 – Please delete the last sentence – “No work shall be undertaken by the contractor until a written Agency Purchase Order has been received”.

Reference page 6, Contractor Responsibilities, #4 – Add –This supervisor shall understand and speak English.

Reference page 6, Contractor Responsibilities, #5 – In the last sentence, replace the word “tearing” with the word “testing”.

Reference page 7, Record of Service, #3 – Overtime hours shall be approved by the Operations Manager prior to work.

Add to Bid the Attached Bidders CheckOff Sheet.

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

Very truly yours,

James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm ____________________________________________
Signature/Title __________________________________________
Date: ________________________
BIDDERS CHECKLIST

Before returning your bid, please insure the following are included:

_____ entire bid package
_____ proper address as referred to in Special Terms and Conditions, #7.
_____ Cover page completed with signature and Contractors License number.
_____ Reference Data sheet completed
_____ any additional or special requirements, copy of contractor’s license
_____ any addenda included with appropriate signature

Carefully read the IFB for bidder qualifications and requirements. Any questions may be directed to the Materiel Management Department at 434.395.2093 as indicated on the cover sheet.

Late bids will not be considered. Bids will be date and time stamped as received.