December 5, 2006

ADDENDUM No. 1 TO ALL BIDDERS:

Reference: Request for Proposals: IFB#214-06-Willett Seating
Commodity: Dated: November 17, 2006
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Bid Due: December 12, 2006 at 2:00 p.m. local time and will be publicly opened and read aloud December 13, 2006 at 2:00 p.m. in the same location.

PRE-BID CONFERENCE MEMORANDUM

PROJECT: LWU: Willett Hall Gymnasium Renovation
Farmville, Virginia

FILE NO.: 0611 / PC-214-17147-003

DATE: 30 November 2006

PRESENT: David Pletcher / LWU
Jane Crawley / LWU
Jerry Walker / WA
Steve Hawkins / DGI
Chris Yeagle / TJ Distributors

COMMENTS:

1. Jane Crawley reviewed the Virginia Procurement Requirements.
   a. e va membership is required to be awarded the contract.
   b. Jane stated that they need to make sure that the contractor fills out both written and numeric costs on the bid form. They have had bids submitted without being completely filled out, and those bids are considered incomplete.
   c. She stated that the bid package should have the contractor's name, the job name, state project number, and their full name on it.
   d. She reminded everyone that UPS, and FedEx do not consider Longwood to be a priority, so they need to be careful on how to deliver the bid so it will be on time.
   e. She also noted that SWAM is an important item.
   f. The bid officer is: Jim Simson, Bristow Building, Room 218, Farmville, VA 23909.

2. David Pletcher noted that the work in the gymnasium has been done in phases. They have painted the gym and replaced the lighting in separate phases. They replaced the flooring a few years ago and it is important that the seating installers protect it.
3. David noted that the bleachers cannot be removed until May 15th. The gym is the backup location for graduation in case of rain. The Prep and electrical work may be started. The completion date of June 22, 2007 was based upon the conferences that the University hosts during the summer.

4. Jerry Walker reviewed the Pre-Bid Agenda:
   a. Item IV, 3, Bidding Procedures.
      David Pletcher noted that all names are to be written out. Abbreviations on names are not acceptable.
   b. Item IV, E, Bid Opening:
      The bidding officer is incorrect and should be changed to Mr. Jim Simpson, Longwood University Bristow Hall, Room 218, Farmville, VA 23909.

5. Questions:
   a. Steve Hawkins asked whether the bleachers are taxable or not due to the state work. David Pletcher stated the contractor will have to add the taxes due, to the amount of the job. (WA Response) I concurred.
   b. Steve also noted they did not include electrical work in their bid. David Pletcher stated they are responsible for the electrical work as the university is looking for a finished project. (WA Response) I concurred. (See addenda #1 dated 4 December 2006).
   c. Section 12760, Page 4, Item C:
      Steve Hawkins asked for a clarification on whether the fold down chairs are to be manually or automatically operated. (WA Response) After some review, David Pletcher stated that they would prefer the chairs to be automatic. (See addenda #1 dated 4 December 2006).
   d. Section 12760, Page 4, Item E:
      Steve Hawkins and Chris Yaegle asked for more information concerning the assisted listening devices. (WA Response) David Pletcher responded that he would like to place this on hold and let it become an FF & E item. He would prefer it to be wireless, but the Athletic Dept. needs to advise how to proceed. (See addenda #1 dated 4 December 2006).
   e. Section 12760, Item 2.3.Q.4, Page 6:
      Steve Hawkins asked for a clarification on whether the aisle handrails are to be removable or permanent. He recommended they be permanent. This will allow them to fold down when the seats are pushed in. (WA Response) David Pletcher and I reviewed this and concurred the rail should be permanent. (See addenda #1 dated 4 December 2006).
   f. Chris Yaegle asked where we had gotten the aisle widths. I stated we had developed the widths based upon the ICC-300 code requirements. He also stated that the row height was limited to 16 rows. I concurred but stated that it could be increased if it was smoke protected, which it will be. He concurred.
   g. Section 12760, Item 2.3:
      Chris and Steve asked whether the rise heights could be changed from 11 ½" and 11 5/8" to 11 ½" and 12". The manufacturers use different riser heights.
(WA Response) We concurred. (See addenda #1 dated 4 December 2006).

h. Drawing A2.2
Chris Yeagle voiced concern about stacking of chairs in section 1/A2.2. He and Steve were concerned about whether their stairs could stack in this configuration due to platform widths.
(WA Response) We had based our response on a previous conversation with a manufacturer. While we were on site he had measured the stacked distance of the closed bleachers. This allowed the end basketball courts to be open. The existing east closed position is 8’ 3”, and the existing west closed position is 7’11”. Our new eastern closed position shows 7’6” and the new western closed position shows 4’0”. These widths will fit into the existing closed position footprints as shown. (See addenda #1 dated 4 December 2006).

i. Section 12760, Item 2.3.C.4 & 2.3.D
Chris Yeagle asked whether the handicapped seating area should have recoverable seating (chairs and benches). He also noted that we had not shown the handicapped spacing correctly. He stated that they normally take 2 spaces which means that 16 additional seats would be lost. The set backs on the VIP chair area appears correct.
(WA Response) After review, David Pletcher suggested that since the seating is recoverable we could change the seat tabulation to include both with and without accessible seating. I concurred.
(See addenda #1 dated 4 December 2006).

6. David Pletcher asked that we change the seating tabulation to indicate the total seating with and without accessible seating since the seating in the accessible area will be recoverable.
(WA Response): I concurred. (See addenda #1 dated 4 December 2006).

The above items are the writer's notes of the discussions and decisions that occurred during this meeting. Please notify the writer within five days of any omissions or misstatements for correction: otherwise, these minutes shall be the official record of this meeting.

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: ________________________________