



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762 Fax (757) 925-6763

April 2, 2021

To All Interested Parties:

**Subject: Addendum #1,  
Request for Proposal – Engineered Wood Fiber Safety Surfacing**

### **CHANGE OF DUE DATE:**

In light of providing new information and providing additional time for questions and answers during our operating time (closed April 5-April 9), Suffolk Public Schools will extend the due date to **Tuesday, April 27, 2021 on or before 2:00 PM**. Proposals may be mailed, at proposer's risk, or transmitted through the EVA portal.

### **DEADLINE FOR QUESTIONS:**

**The deadline for questions will be March 13, 2021 at 5:00 PM**

### **BID FORM CHANGE:**

After additional research, it was determined that 1100 CY is closer to the amount that we use per year of the surfacing. Suffolk Public Schools reserves the right to purchase more or less at the bid price. **Please use the revised bid form attached in the submission of your bid.**

All other terms and conditions remain unchanged.

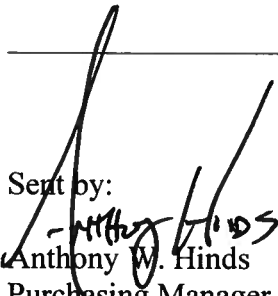
Please email Anthony Hinds at [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net) if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

\_\_\_\_\_

Date \_\_\_\_\_

Sent by:

  
Anthony W. Hinds  
Purchasing Manager

**Suffolk Public Schools**  
**BID - Engineered Wood Fiber Safety Surfacing**  
**REVISED Bid Form**  
**SPECIFICATIONS**

Proposal of \_\_\_\_\_ (Hereinafter called the Bidder),

a corporation, organized and existing under the laws of the State of \_\_\_\_\_.

TO: The School Board, City of Suffolk, Virginia. The Bidder, in compliance with your invitation for bid for engineered wood fiber safety surfacing for Suffolk Public Schools playgrounds on an as needed basis, having carefully examined the Specifications, the undersigned proposes to furnish and deliver the safety surfacing for the unit cost set forth below:

#	Title	Price per Cubic Yard
1	Engineered Wood Fiber Safety Surfacing, delivered and installed, tested to ASTM F1292 standards. Estimated yearly purchase is 1100 CY but reserve the right to purchase more or less at the bid price. Mulch may be blown in but require the surface to be level at completion.	\$ _____

**ADDITIONAL REQUIREMENTS**

1. Notification to the successful bidder shall be made in writing immediately following award and posted on the Suffolk Public Schools electronic and physical bid board. The initial term of this agreement shall begin on July 1, 2021 and will continue through June 30, 2022. This contract will be automatically renewed each year for four (4) additional one-year periods, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of each subsequent year unless otherwise terminated by either party by giving written notice prior to May 31<sup>st</sup> of each year. The School Board may approve a price increase for each subsequent year. This request shall be presented in writing by April 1<sup>st</sup> of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics U S. Department of Labor, for all Urban Consumers (CPI-U) south, for the preceding calendar year.
2. Product shall comply with all requirements as described in the Public Playground Safety Handbook published by the U.S. Consumer Product Safety Commission. Suffolk Public Schools will determine the minimum depth for the safety surfacing required and the successful bidder will be responsible for ensuring that they meet that requirement for each delivery. The successful bidder will be responsible for removing any safety surfacing that does not meet the above standards. Delivery of any safety surfacing not meeting the required standards may be grounds for immediate nullification of the contract.
3. Unit pricing shall include delivery to schools and sites within the Suffolk Public Schools district on an as needed basis. Orders and deliveries will be coordinated with the Maintenance Department, 757-934-6206.
4. Provide a minimum of three (3) references for similar work that has been completed in the last two (2) years. Include contact name, phone number and email address for each.

5. Provide an estimated time for delivery of safety surfacing from the time an order is placed in the space below.

Estimated time for delivery (in days) \_\_\_\_\_

6. The successful bidders shall be responsible for initiating, maintaining and supervising all required safety precautions and programs in connection with the delivery of safety surfacing. In any emergency affecting the safety of persons on school property, the successful bidder shall act to prevent threatened damage, injury or loss.
7. The Contractor is responsible for obtaining and paying for any necessary permits, licenses and inspections required for completion of this work. Please include a certificate of insurance with this bid.
8. Fill out attached W9 form (**Attachment 2**)

**The School Board reserves the right to:**

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
  - a. Compliance to ASTM F1292 standards,
  - b. Quality and durability of the safety surfacing,
  - c. References from previous customers on quality of product and delivery
  - d. Overall performance of the product for the use intended,
  - e. Timeliness of delivery
2. Reject any or all bids or to negotiate with the low bidder in case of insufficient funding.
3. Negotiate additional time at the end of the contract to ensure continuity of services during the rebidding process.
4. Purchase additional mulch as needed to meet school operational needs.

**IFB-Engineered Wood Fiber Safety Surfacing  
April 2, 2021 - REVISED**

Is your business a minority business? \_\_\_\_\_ Woman Owned \_\_\_\_\_ Minority Owned  
Other

**SCC ID Number** \_\_\_\_\_

**(See Section XI under Terms and Conditions.)**

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name and Position (Typed)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Email Address for Ordering Purposes