



Purchasing Division
2101 O'Neil Avenue, Room 309
Cheyenne, WY 82001
307-773-1045
tbarttelbort@cheyennecity.org

ADDENDUM NUMBER ONE
BID S-1-20

To: All Prospective Bidders and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: August 6, 2019

Subject: Addendum Number One to Bid S-1-20 for the Irrigation Controllers and Equipment Upgrade Project

The changes, clarifications, omissions, additions, and/or alterations in, on, and to the bid information and specifications shall apply to the Invitation For Bid submitted for and to the project indicated above. Except as modified by this Addendum Number One, all of the terms and provisions of the Invitation for Bid for the above listed project remain in full force and effect. This Addendum Number One supersedes all previous instructions pertaining to the items listed:

1. Page 37, 15.00 TIME FOR COMPLETION, is updated as follows:
 - a. The Contractor shall complete the work according to the following completion schedule:
 - i. Baseline Self-Hosted Server installation – February 29, 2020.
 - ii. Bid Item 1 Athletic Facilities (Project Sites #1-#11) - February 29, 2020.
 - iii. Bid Item 2 Community Parks (Project Sites #12-#17) - February 29, 2020.
 - iv. Bid Item 3 Neighborhood Parks (Project Sites #18-#31) - April 30, 2020.
 - v. Bid Item 4 Right of Ways (Project Sites #32-#48) - April 30, 2020.
 - vi. Any remaining punch list items, or field testing shall be complete by May 31, 2020.
2. A Line Item has been added to the Itemized Bid Sheet. Bidders shall utilize the updated Itemized Bid Sheet, provided via this Addendum One, for their Bid Submission.

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3. Questions received, are provided below with answers.

Q1: When will paper bid documents be available at your office?

A1: Per Page 2, Paragraph 3, of the bidding documents, “The work to be performed will be in accordance with the plans and specifications on file in the City Purchasing Agent’s office. Bidding documents may be downloaded online at <https://www.cheyennecity.org/Bids.aspx>.”

The bidding documents are available for free and immediate download, directly from the City’s website. Any vendor requesting hard copies of the bidding documents shall contact the Purchasing Office, at (307) 773-1045 to make arrangements for a hard copy to be printed and charged at the standard per page rate.

Q2: Are any necessary permit fees waived and what permits are needed?

A2: It is the Contractor’s responsibility to identify all permits and licenses necessary to complete the project.

Per page 12, Item 24.00, “The Contractor shall obtain all permits necessary to execute the work. Fees will be waived for permits issued by the City. Permits may be required by other entities which are not furnished or paid for by the City. The successful bidder and its subcontractors shall be required to hold and pay for any licenses required and shall also pay for all public utility charges.”

Q3: When is the expected Notice to Proceed and Award date?

A3: The award process shall be as follows:

Bid Opening:	August 16, 2019
City Council First Reading/Referral:	August 26, 2019
City Council Finance Committee:	September 3, 2019
City Council Final Approval:	September 9, 2019
<u>Anticipated</u> Notice to Proceed:	September 18, 2019

Pending City Council Approval, the Agreement will be provided to the awarded contractor, immediately following final City Council Approval on September 9, 2019. The successful contractor shall furnish all required documentation to the Purchasing Office (Signed Agreement, Performance & Payment Bond, Proof/Certificate of Insurance, Certificates of Good Standing with Workers Compensation & Unemployment Insurance). Once all documentation is received by the Purchasing Office, the Agreement will be finalized by the City, and a Notice to Proceed will follow within 3-5 business days.

Q4: What is the expected timeline for bonding and insurance?

A4: Please see the above Answer, #A3.

Q5: Can the liquidated damages be reduced?

A5: The liquidated damages clause in the General Conditions of the Bidding Document, starting on Page 43, Section 29.00, are the standard conditions utilized by the City of Cheyenne. The liquidated damages will not be reduced for this project. The project completion schedule has been revised to provide additional time for project completion, and for field testing.

Q6: Can the existing grounding be utilized?

A6: Assume that all grounding needs to be new.

Q7: Will the City be available for locates.

A7: Yes, the City will be available for locates.

Q8: Who is responsible for disconnecting power to the controllers and is a certified electrician required for install?

A8: The Parks Division will coordinate the power disconnect, as most are extremely simple. It is the contractor's responsibility to ensure that all electrical connections and installations are done according to applicable code, and manufacturers recommendations.

Q9: Can some concrete bases be reused?

A9: Assume all bases need to be new.

Q10: Will excavation be required at the Romero location.

A10: The controller relocation, at Romero, will consist of drilling through the wall and running existing wires/power through the access hole. No excavating will be required.

Q11: Does the contractor need to be baseline certified?

A11: The installer does not have to be baseline certified for the installation. However, installations must meet specifications and be inspected by a certified Baseline representative to ensure compliance and guarantee of the 10-year warranty.

Q12: Liquidated damages are high is it possible to get them lowered and some field testing may be required when water is turned on in spring?

A12: The liquidated damages clause in the General Conditions of the Bidding Document, starting on Page 43, Section 29.00, are the standard conditions utilized by the City of Cheyenne. The liquidated damages will not be reduced for this project. The project completion schedule has been revised to provide additional time for project completion, and for field testing.

Q13: Clarify that the scope is to provide a working system to be tested at controller. No work in field other than the decoders.

A13: The scope is to install a functioning Central Control Network that consist of a Self-Hosted Server, Controllers, Substations, and appropriate communication hardware (radios, antennas, cables). Baseline decoders will need to be installed in the field, no other field work is required.

Q14: The special provisions calls for A Baseline Self-Hosted Server shall be purchased and installed at a location to be determined by the City of Cheyenne Parks Division and the Information Technology Division. There is no bid item for this on the bid sheet.

A14: A line item has been added to the Itemized Bid Sheet, as Line Item #6 – Baseline Self Hosted Server. Line Item #6 shall include all required components and installation to provide the Baseline Self-Hosted Server.

Bidders shall utilize the updated Itemized Bid Sheet, provided via this Addendum One, for their Bid Submission.

Q15: What training will be required?

A15: General training should be provided by a certified representative. This training should include overview of software and troubleshooting.

ADDENDUM ONE ACKNOWLEDGED:

BY _____ TITLE _____

(Addendum **must** be signed and returned with bid or receipt of the addendum **must** be acknowledged on the Invitation to Bid).

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CITY OF CHEYENNE ITEMIZED BID SHEET FORM

BID SHEET, BASE BID	
BID PROPOSAL	
PROJECT	Irrigation Controllers and Equipment Upgrade

Item No.	Description	Unit	Est. Qty	Unit Price (in figures)	Total Price
1	Athletic Facilities (Project Sites #1-#11)	LS	1		
2	Community Parks (Project Sites #12-#17)	LS	1		
3	Neighborhood Parks (Project Sites #18-#31)	LS	1		
4	Right of Ways (Project Sites #32-#48)	LS	1		
5	Baseline Moisture Sensors	EA	50		
6	Baseline Self-Hosted Server	LS	1		

BIDDER: _____

TOTAL BID: _____