



CITY OF ALBANY
Public Works Department

ADDENDUM #1

ST-19-01, Crocker and Gibson Hill Traffic Signal

In order to clarify the intent of the Specifications and Drawings, the following provisions are provided and shall be considered part of the contract documents.

In order to ensure that all bidders are aware of these provisions, each bidder shall sign this addendum below and attach it to the proposal.

IMPORTANT: Failure to include a signed Addendum could result in the disqualification of your bid.

NEW BID SUBMITTAL PROCESS

City Hall will be open to the public by appointment only starting at 8:00 a.m. on Thursday, March 19, 2020. This temporary policy is in response to the COVID-19 virus and efforts to protect City employees and the public.

Contractors will be able to submit bids using one of the following procedures.

Bid Submittal Option 1 – Electronic:

- Email all submittal documents listed on the **BIDDER'S SUBMITTAL CHECKLIST** found on page 2 of the Contract Documents to pw.quotes@cityofalbany.net, by 2:00 p.m., Tuesday, April 14, 2020. A scanned copy of a bid bond is acceptable for the purposes of the bid opening. Original bid bonds must be submitted to City Hall by 10:00 a.m., Wednesday, April 15, 2020. Contractor must call 541-917-7676 to make an appointment to submit the original bid bond.
 - The body of the email shall plainly identify: (1) the project name, (2) the bid opening time and date, (3) the bidder's name, and (4) the contractor's license number.
 - Contractor shall be responsible for calling 541-917-7676 to confirm the City has received the bid.
- The bid opening may be delayed a few minutes to allow city staff time to open emails and print the electronically submitted bids.
- Email First-Tier Subcontractor Disclosure form to pw.quotes@cityofalbany.net by 4:00 p.m., Tuesday, April 14, 2020.
 - Contractor shall be responsible for calling 541-917-7676 to confirm the City has received the First-Tier Subcontractor Disclosure form.

Bid Submittal Option 2 – Appointment:

- An appointment must be made to enter City Hall to submit a hard copy bid. Call 541-917-7676 to make an appointment. Hard copy bids must be received by 2:00 p.m., Tuesday, April 14, 2020.
- An appointment must be made to enter City Hall to submit a hardcopy First-Tier Subcontractor Disclosure form. Call 541-917-7676 to make an appointment. Hardcopy First-Tier Subcontractor Disclosure forms must be received by 4:00 p.m., Tuesday, April 14, 2020.

NEW BID OPENING PROCESS

An in-person bid meeting will not be held at City Hall at the time of the bid opening. Instead, contractors may participate in a Meet-Me conference call at 2:00 p.m., Tuesday, April 14, 2020, to listen to the bids being read.

Call 541-791-0127 to participate in the Meet-Me conference call for the bid opening.

As per usual, bid results will be posted on the City's website.

Contractor's Signature

Date

Company Name *(please type or print)*