



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

ADDENDUM NO. 1

Petaluma Public Library Roof Overlay City Project No. C11201603

June 1, 2020

This Addendum No. 1 modifies the Bidding Documents for the Petaluma Public Library Roof Overlay project, City Project No. C11201603, and shall become part of the Contract Documents for this Project. The following sections of the Contract Documents shall be modified as follows:

NOTICE INVITING BIDS

- RECEIPT OF BIDS:** Due to the COVID-19 Shelter in Place Order, the bids for this project will be submitted by email before 3:30PM on June 16, 2020. The emailed bid will include all of the completed documents found in the BID FORMS section of the Contract Documents. The bids will be emailed to: CITYCLERK@cityofpetaluma.org. The email subject line will be "Bid For Petaluma Public Library Roof Overlay C11201603". The response email from the City Clerk will indicate the time stamp of the bid receipt.

Original copies of the Sealed Bids will be sent by standard United States Postal Service (USPS) mail services and received by the mail clerk at 11 English Street, Petaluma CA 94952. The Sealed Bids will be postmarked at USPS not later than the date of June 16, 2020. Sealed Bids postmarked after June 16, 2020, may not be considered. The Sealed Bids sent via USPS will include all of the original signed and sealed documents included in the Bid Form section of the Contract Documents. This packet will be clearly marked on the outside of the package "Sealed Bid for Petaluma Public Library Roof Overlay Project C11201603".

- OPENING OF BIDS:** The emailed bids will be opened by the Project Manager and the City Clerk. The bids will be documented on the Bid Result template with the name of the bidding contractor and ranked by the Base Bid dollar amount. The Bid results will be posted on the City's webpage at <https://cityofpetaluma.org/bid-opportunities-2/>

Frequently Asked Questions:

Q: Can I submit the original copies of the sealed bid by FedEx, UPS, courier, other delivery service or drop the packet off myself?

A: Due to the COVID-19 Shelter in Place Order, the City of Petaluma has closed City Hall to the general public to continue the practice of "social distancing". We will only accept the sealed bid packet by the daily mail delivery of the United States Postal Service (USPS).

Q: What if the USPS delivers my original copies a week, or more, later?

Teresa Barrett
Mayor

D'Lynda Fischer
Mike Healy
Gabe Kearney
Dave King
Kevin McDonnell
Kathy Miller
Councilmembers

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services

Ellis Creek Water
Recycling Facility
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax: (707) 656-4067

Parks & Facility Maintenance

840 Hopper St. Ext.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division

555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations

202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail: publicworks@cityofpetaluma.org

A: As long as the USPS postmark on the exterior of the package shows June 16, 2020, or earlier we will accept your original copies.

Q: What if my email doesn't go through the internet system because the attachments have too many megabytes?

A: You may send multiple emails to CityClerk@cityofpetaluma.org. All emails and all attachments must be received and acknowledged by the City Clerk's response before 3:30PM on June 16, 2020. All emails must be titled "Bid For Petaluma Public Library Roof Overlay C11201603".

Q: What attachment file will you accept?

A: .PDF is preferred. Other common file formats are JPG, TIF, DOC, XLS.

Q: Will you video the bid opening?

A: The bid opening will not be video taped.

Q: How am I assured that you are really choosing the lowest bid?

A: The bid packets are kept by the City Clerk for the duration of the project. After the low bid is posted, if you want to see Bid information please call the project manager.

Q: Why are you doing it this way?

A: Due to the COVID-19 Shelter in Place Order we are trying to minimize person to person contact as much as possible to keep everyone as healthy as possible.

Q: What if my email goes to the junk or spam folder?

A: You may send a trial email in advance of the bid submittal date. Please send your email to CityClerk@cityofpetaluma.org.

All other items of the documents shall remain unchanged. **A signed copy of this Addendum and the attached acknowledgement form shall be attached to the bid proposal. Failure to do so may cause rejection of your bid as being non-responsive.**

Diane Ramirez
Project Manager
Public Works & Utilities Department

ADDENDUM NO. 1

**Petaluma Public Library Roof Overlay
City Project No. C11201603**

June 1, 2020

ACKNOWLEDGEMENT

Receipt of Addendum No. 1 is hereby acknowledged by _____
(Contractor's Name)

on the _____ day of _____, 2020.

By: _____

Signature

Title

Company