



# CITY OF PETALUMA

POST OFFICE BOX 61  
PETALUMA, CA 94953-0061

## ADDENDUM NO. 1

### Traffic Signal Timing Improvements C16102250

November 30, 2021

This Addendum No. 1 modifies the Bidding Documents for the Traffic Signal Timing Improvements C16102250. This Addendum shall become part of the Contract and all provisions of the Contract shall apply thereto. Bidders shall acknowledge all Addendums in the Bid Schedule.

### NOTICE INVITING BID CHANGE

Refer to page 1, item 2 of the Notice of Inviting Bids. The Bids will be ~~publicly~~ opened and ~~read~~ at ~~2:00 PM (enter time) on June 10~~ **read at 2:00 PM (enter time) on Thursday December 9, 2021** at the ~~above-mentioned~~ office of the CITY. The CITY reserves the right to postpone the date and time for opening of Bids at any time prior to the aforesaid date and time.

The following paragraphs of the "Notice Inviting Bids" will be modified as described.

**1. RECEIPT OF BIDS:** Bids for this project will be submitted by email before 2:00 PM on **Thursday December 9, 2021**. 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](mailto:CITYCLERK@cityofpetaluma.org). The email subject line will be "Traffic Signal Timing Improvements C16102250". The response email from the City Clerk will indicate the time stamp of the bid receipt.

**2. 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 **December 9th, 2021**. Sealed Bids postmarked after **December 9th, 2021**, 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 "Traffic Signal Timing Improvements C16102250".

**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/>

Teresa Barrett  
Mayor

Brian Barnacle  
D'Lynda Fischer  
Mike Healy  
Dave King  
Kevin McDonnell  
Dennis Pocekay  
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](mailto:publicworks@cityofpetaluma.org)

## **CONTRACT DOCUMENT CLARIFICATIONS**

1. Section IV – Technical Specifications was misplaced and does not start on page 147. The technical specifications start after the contract documents on page 167.

## **SUBMITTAL CLARIFICATION TO CONTRACTORS QUESTION AND ANSWER**

Question #1: Can I submit the original copies of the sealed bid by FedEx, UPS, courier, other delivery service or drop the packet off myself?

*Response #1: Due to COVID-19 restrictions, 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).*

Question #2: What if the USPS delivers my original copies a week, or more, later?

*Response #2: As long as the USPS postmark on the exterior of the package shows December 9, 2021, or earlier we will accept your original copies.*

Question #3: What if my email doesn't go through the internet system because the attachments have too many megabytes?

*Response #3: 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 2:00PM on December 9, 2021. All emails must be titled “Traffic Signal Timing Improvements C16102250”.*

Question #4: What attachment file will you accept?

*Response #4: PDF is preferred. Other common file formats are JPG, TIF, DOC, XLS.*

Question #5: Will you video the bid opening?

*Response #5: The bid opening will not be video taped.*

Question #6: How am I assured that you are really choosing the lowest bid?

*Response #6: 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.*

Question #7: Why are you doing it this way?

*Response #7: Due to COVID-19 restrictions we are trying to minimize person to person contact as much as possible to keep everyone as healthy as possible.*

Question #8: What if my email goes to the junk or spam folder?

*Response #8: You may send a trial email in advance of the bid submittal date. Please send your email to CityClerk@cityofpetaluma.org.*

This Addendum No. 1 shall become part of the Contract and all provisions of the Contract shall apply thereto. Bidders shall acknowledge all Addendums in the Bid Schedule.

City of Petaluma,



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Jeff Stutsman, P.E., T.E.  
City Engineer, City of Petaluma

**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.**

**ADDENDUM NO. 1**

**Traffic Signal Timing Improvements C16102250**

**October 11, 2021**

**ACKNOWLEDGEMENT**

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

on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company