



Loudoun County, Virginia

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Division of Procurement  
1 Harrison St, SE 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

September 16, 2020

NOTICE TO BIDDERS

ADDENDUM NO. 5

RFQ 216783

The following changes and/or additions shall be made to the original Invitation for Bid No. RFQ 216783: Construction of the Sterling Park Safety Center. Please acknowledge receipt of this addendum by signing and returning with your bid.

The purpose of this addendum is to modify the contract documents.

1. Delete the Solicitation, Section 19.1 in its entirety and replace with the following:

19.1. Preparation and Submission of Bids

- A. Before submitting a bid, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part of this solicitation will not relieve a bidder of the Contractual obligations.
- B. Pricing must be submitted on IFB pricing form only. Include other information, as required.
- C. All bids must be submitted to the Division of Procurement in a sealed container. The face of the sealed container shall indicate the IFB number, time and date of opening and the title of the IFB as well as "Division of Procurement".
- D. All bids shall be signed in ink by the individual or authorized principals of the firm.
- E. All attachments to the IFB requiring execution by the bidder are to be returned with the bids.
- F. Bids must be received by the Division of Procurement prior to 4:00 p.m., local Atomic time on the cover of this IFB. The time can be verified by visiting <https://time.gov/> and selecting Eastern Time. Requests for extensions of this time and date will not be granted, unless deemed to be in the County's best interest. Bidders mailing

their bids **or using a private carrier** shall allow for sufficient mail time to ensure receipt of their bids by the Division of Procurement by the time and date fixed for acceptance of the bids. **Do not rely on overnight delivery capabilities of private carriers to guarantee timely delivery of bids.** Bids or unsolicited amendments to bids received by the County after the acceptance date and time will not be considered. Bids will be publicly accepted and logged in at the time and date specified above.

G. Bids must be submitted via one of the following options:

US Mail to:

County of Loudoun, Virginia  
Division of Procurement  
PO Box 7000  
Leesburg, Virginia 20177-7000;

or

Hand delivered to:

County of Loudoun, Virginia  
Division of Procurement  
1 Harrison Street, S.E., **1st Floor, Procurement Bids and Proposals Drop Box**  
Leesburg, Virginia 20175.

or

Private carrier (UPS/FedEx) to:

Loudoun County Procurement  
1 Harrison Street, S.E.,  
**ATTN: PROCUREMENT BIDS & PROPOSALS**  
Leesburg, Virginia 20175

Faxed and e-mailed bids will not be accepted.

Please note: Bidders choosing to submit bids via US Mail **or UPS/FedEx** should allow at least an additional twenty-four (24) hours in the delivery process to ensure bids are received on time.

**Due to restrictions surrounding the COVID-19 pandemic, public access to County facilities is extremely limited. The mailing of bids is preferred. However, if a bid is hand delivered, it will be received in the lobby of 1 Harrison Street, SE, Leesburg, VA 20175 ONLY in the Drop Box labeled: Procurement Bids and Proposals between the hours of 8:30 a.m. and 5:00 p.m.**

**ALL BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 4:00 P.M. on the Acceptance Date of the bid in order to be considered. Bids will not be accepted at any other building locations or after 4:00 P.M. **Failure by a bidder to address and label their bids in accordance with the requirements of this****

