



COUNTY OF ACCOMACK

FINANCE DEPARTMENT

23296 Courthouse Ave – Suite 204|P.O. Box 620|Accomac, Virginia 23301
Telephone:(757) 787-5709 | Fax: (757) 787-2468

Margaret A. Lindsey
Director of Finance

TO: Potential Bidders for IFB #753 – District and J & DR Courthouse Roof Replacement

FROM: Lucy Huffman, Procurement Specialist

DATE: April 12, 2023

SUBJECT: **Addendum #1 – Questions and Notes from the Pre-Bid on 4/4/2023**
(5 pages)

Questions:

Q-1 Any restrictions to working weekends, holidays or after normal business hours ?

A-1 Weekend work is encouraged. There are certain times when noise levels should be kept at a minimum. Most Mondays are busy days for the courts. Court sessions on the second floor are usually finished by 1:00pm. It is preferred that demo/ construction that would cause significant noise levels over the second floor courtroom area be scheduled when court is not in session. (See Exhibit A, Court Schedule)

Q-2 Is replacement of the “pigeon walk” to be part of this project?

A-1 Yes, first floor roof in center of west elevation to match new metal roof.

Notes from the Pre-bid Meeting:

- County will work with successful bidder to develop a more detailed “parking plan/ lay down area” before demo/ construction begins

- Demolition waste from the project may be taken to the County’s North Landfill at Cutler Lane in Atlantic, VA. Tipping fees will be waived if 24 hour notice is given to the Project Manager, Andy Nunnally.
- Specs are to include removal of current "lightening protection" and reinstallation of same.
- Bids should be priced as “turn-key.”
- Roof-top unit will remain in operation.
- Power lines – safety precautions must be engaged to avoid contact with lines.
- Successful bidder must supply work- crew with portable restroom facility due to building access limitations.
- Magistrate’s entrances (front and rear) remain accessible at all times during the project.
- Railing on the back side of roof must remain in place. It is welded and is part of the building structure.
- Target date for Project Award: Wednesday, May 17, 2023
- Project installation details will default to “manufacturer’s” warrantable details.

*The standard “Court Schedule” is attached as “Exhibit A.”

ALL *OTHER* SPECIFICATIONS AND TERMS & CONDITIONS REMAIN AS ISSUED IN THE ORIGINAL INVITATION FOR BIDS.

Exhibit A

Standard Court Schedule



Home > Virginia's Court System > General District Court > Individual General District Court Homepages > Accomack General District Court

Accomack General District Court

2A Judicial District of Virginia

[General District Courts Informational Pamphlet](#)

Clerk

Ms Francina Violet Chisum

Phone/Fax

Phone: (757) 787-0923
Fax: 757-787-5619 (fax)

Clerk's Office Hours

8:30 AM - 4:30 PM

Address

P. O. Box 276
23371 Front Street
Accomack, VA 23301-0276

Judges

- Hon. Gordon S. Vincent, Presiding Judge, Chief Judge
- Hon. Patrick A. Robbins

Court Schedule

Monday

10:00 a.m., Misdemeanors - Police cases, shoplifting, bad checks
11:00 a.m., Misdemeanors - Citizen complaints
1:30 p.m., Preliminary Hearings

Tuesday

9:00 a.m., Traffic - Onley
9:00 a.m., Traffic - 1st - Hallwood, 2nd - Bloxom, 3rd - Parksley
10:00 a.m., Traffic - Accomack County Sheriffs, Onancock
11:00 a.m., Traffic
1st, 2nd, 3rd, 4th - Chincotegue
1st and 2nd - Virginia Marie Police
3rd - Game Wardens
1:30 p.m., Contested Civil or Miscellaneous (Scheduled by Judge)
VASAP, Community Corrections, Pre-Trial Services

Wednesday

9:00 a.m., Traffic - State Police
10:00 a.m., Traffic - State Police
11:00 Traffic
1st, 2nd, 3rd, 4th - contested DUI Cases (Scheduled by attys & Clerk)
5th - Contested Civil or Miscellaneous (Scheduled by Judge)
1:30 p.m., Arraignments
1st, 2nd, 4th, 5th - Contested Civil or Miscellaneous (Scheduled by Judge)
3rd - VASAP, Community Corrections, Pre-Trial Services

Thursday

10:00 a.m., Civil Returns and Unlawful Detainers
11:00 a.m., Civil Contested Cases
1:30 p.m., Contested Civil or Miscellaneous (Scheduled by Judge)

Friday (2nd, 3rd, and 5th)

9:00 a.m., Contested Civil or Miscellaneous (Scheduled by Judge)
10:00 a.m., Contested Civil or Miscellaneous (Scheduled by Judge)

Continuance Policy

Traffic cases: A first continuance may be granted by the clerk, but only to the police officer's next scheduled court date. Subsequent continuances by Judge only. Criminal cases: Contact the clerk and the Commonwealth's Attorney (if involved). Judge's approval may be required. Civil cases: Contact the clerk and the opposing party or attorney. Before the first return date, the clerk may continue cases when process has not yet been served, and after service, with the agreement of all parties. Subsequent continuances by Judge only. Continuances of scheduled contested cases by Judge only, for good cause.

Local Court Links

[Protective Order Filing Information](#)

[Payment Policies for Fines and Costs](#)

Related Links

[Courts in 2A District](#)

[Payment Plan Policies for Fines and Costs](#)

[Pay Traffic Tickets and Other Offenses](#)

[Accomack Circuit Court](#)

[Accomack Juvenile and Domestic Relations District Court](#)

[General District Courts Informational Pamphlet](#)

[General District Court Forms](#)

[General District Court Case Information](#)

[General District Court Civil Filing Fee Calculation](#)

[Assistance with Protective Orders](#)

[Small Claims Court Procedures](#)

[Chief Magistrates](#)

[Certified Mediators in Circuit 2](#)

[Frequently Asked Questions](#)



Home > Virginia's Court System > Juvenile and Domestic Relations District Court > Individual Juvenile and Domestic Relations District Court
 Homepages > Accomack Juvenile and Domestic Relations District Court

Accomack Juvenile and Domestic Relations District Court

2A Judicial District of Virginia

[Juvenile and Domestic Relations District Courts Informational Pamphlet](#)

Clerk Clerk's Office Hours

Mr Roland Clifton 8:30 AM - 4:30 PM
 Leighton

Phone/Fax	Address
Phone: (757) 787-0920	P. O. Box 299 23371 Front Street
Fax: 757-787-4526	Accomack, VA 23301-0299

APPROPRIATE DRESS IS REQUIRED FOR ALL COURT PROCEEDINGS.

(Shorts, skorts, tank tops, mini skirts, cut-off jeans, flip flops, clothing with vulgar or obscene wording

or pictures, hair rollers, baseball caps, hats and head coverings of any type are NOT appropriate.)

Judges

- Hon. Cela J. Burge, Chief Judge

Court Schedule

Tuesday
 9:00 a.m. & 10:00 a.m., Juvenile Delinquency
 11:00 a.m., Adult Criminal
 1:00 p.m., Juvenile Traffic
 1:30 p.m., Contested Cases (Except 4th Tuesday)
 4th Tuesday
 2:00 p.m., First Return Custody/Visitation
 4:00 p.m., Driver's License Presentations
 Thursday
 12:00 p.m., Attorney Appointments
 Thursday (except 2nd Thursday)
 1:30 p.m., Contested Cases
 1st Thursday
 9:00 a.m., Non-DCSE Support
 10:00 a.m., First Return Custody/Visitation
 2nd Thursday
 1:30 p.m. & 2:30 p.m., First Return Custody/Visitation
 2nd, 3rd & 4th Thursday
 8:45 a.m., DCSE (Uncontested) Petitions & Motions
 10:00 a.m., DCSE (Contested) Petitions & Motions
 11:00 a.m., DCSE Show Causes
 2nd, 3rd & 5th Thursday
 9:00 a.m., First Return Custody/Visitation
 4th Thursday
 9:00 a.m. - CHINS, Foster Care, etc.
 5th Thursday
 10:00 a.m. - First Return Custody/Visitation
 1st, 3rd, 4th, & 5th Friday
 9:00 a.m., Contested Cases
 2nd Friday
 9:00 a.m., 9:30 a.m., 10:00 a.m., 10:30 a.m., 11:00 a.m. & 11:30 a.m., Preliminary Hearings

Continuance Policy

Continuances by written motion/request to Judge at least 10 days prior to the hearing/trial date. All parties must agree to continuance before the Judge will consider

Local Court Links

[Payment Policies for Fines and Costs](#)

Related Links

[Courts in 2A District](#)

[Payment Plan Policies for Fines and Costs](#)

[Pay Criminal and Other Cases in a Juvenile and Domestic Relations District Court](#)

[Accomack Circuit Court](#)

[Accomack General District Court](#)

[Juvenile and Domestic Relations District Courts Informational Pamphlet](#)

[Juvenile and Domestic Relations District Court Forms](#)

[Assistance with Protective Orders](#)

[Chief Magistrates](#)

[Certified Mediators in Circuit 2](#)

[Guardians Ad Litem for Children in District 2A](#)

[Frequently Asked Questions](#)

the request.

Office of the Executive Secretary
Supreme Court of Virginia
100 North Ninth Street
Richmond, Virginia 23219
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