



ADDENDUM NO. 1

TO: Interested Parties

FROM: Brennan Garrett, Senior Architectural Project Manager
Division of Engineering

DATE: Friday, May 21, 2021

PROJECT: 17718 VIRGINIA AVENUE HVAC REPLACEMENT (PHASE-2)
COUNTY CONTRACT NO. MS-HV-291-28

Acknowledge receipt of this **Addendum No. 1** by signing in the space provided below and returning with your Bid.

Failure to sign and return with your Bid may subject the Bidder to disqualification. This **Addendum No. 1** forms a part of the Bid Documents, it supplements and modifies them as outlined herein.

This **Addendum No. 1** consists of **8** pages, including this page.

I hereby acknowledge receipt of **Addendum No. 1**:

By: _____ Date _____
Signed Name

Typed Name

Title

For (Firm): _____

Phone Number: _____

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ADDENDUM NO. 1

17718 VIRGINIA AVENUE HVAC REPLACEMENT (PHASE-2)

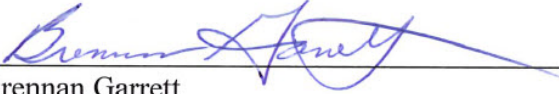
Washington County Contract No. MS-HV-291-28

Date Issued: Friday, May 21, 2021


Bids Due: **Wednesday, June 9, 2021**
2:00 p.m., Local Time

The following addendum material is hereby made a part of the Bid Documents.

Please note the following changes, information, and/or instructions in connection with the proposed work and submit proposals accordingly.


Brennan Garrett
Senior Architectural Project Manager
Division of Engineering

By Authority of:
Board of County Commissioners
Washington County, Maryland


Scott Hobbs, P.E.
Director
Division of Engineering

ADDENDUM NO. 1

17718 VIRGINIA AVENUE HVAC REPLACEMENT (PHASE-2)

Washington County Contract No. MS-HV-291-28

TO: All prime Contractors and all others to whom specifications have been issued.

ITEM 1.01 **Pre-Bid Conference** held Wednesday, May 19, 2021:
A Record of the Pre-Bid Teleconference (consisting of 5 pages) (**Attachment A**), shall be incorporated into the Contract Documents.

ITEM 1.02 **CHANGES/REVISIONS:**

Incorporate the following into the Bid Document:

REPLACE:

Replace the first paragraph of ITB 1.13 AWARD, on page ITB-10 with the following: The contract will be awarded to the lowest responsive and responsible bidder who has either the lowest base bid or the lowest base bid plus the Alternate(s) selected upon evaluation of the bid process and review of the available budget. The County reserves the right to include or exclude the Alternate(s) in the evaluation process.

Attachments:

1. Pre-Bid Teleconference Meeting Minutes – (**Attachment A**) (consisting of 5 pages)

END OF ADDENDUM NO. 1



DIVISION OF
ENGINEERING & CONSTRUCTION MANAGEMENT
PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

ATTACHMENT A

**17718 VIRGINIA AVENUE HVAC REPLACEMENT
(PHASE-2)**

**County Contract No.: MS-HV-291-28; Project No. 28-291
Wednesday, May 19, 2021 at 1:30 P.M.**

PRE-BID TELECONFERENCE MINUTES

Attendees:

Brennan Garrett	Washington Co. Division of Engineering	240-313-2474
Danny Hixon	Washington Co. Buildings Grounds & Facilities	240-313-2700
Megan Dinsmore	Affordable Heating & Air Conditioning	
Dan Shanahan	Denver-elek	
Shea Avery	Imminent HVAC Services	
Tony Avery	Imminent HVAC Services	
Brandy Lauer	Johnson Controls	
Kenney Haines	Micks Plumbing & Heating	
Cliff Cowden	MS Johnston	

A Pre-Bid Teleconference for the 17718 Virginia Avenue HVAC Replacement (Phase-2) project was held on Wednesday May 19, 2021 at 1:30 P.M. for purposes of providing an overview of the project, and to answer Contractors' questions. Those in attendance for the meeting are named above. Comments from the meeting are as follows:

PRE-BID COMMENTS:

- PB-1** Introductions and attendance confirmation.
- PB-2** **Project Team:** Project team members were identified as follows:
Brennan Garrett – Senior Architectural Project Manager, Division of Engineering
Scott Hobbs – Director, Division of Engineering
Rick Farley – Chief Site Inspector, Division of Construction
Danny Hixon – Deputy Director, Buildings Grounds & Facilities
- PB-3** **Bid Documents:** Bid documents may be obtained from the Washington County Website by clicking on the Divisions and Departments/Engineering section and then on the ITB/RFP/RFQ section. Bid documents may then be downloaded after completing the registration form.

- PB-4** **Bid Submission Date:** Bids will be received, and time stamped in the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD until 2:00 P.M., Wednesday, June 9, 2021. All interested parties are invited to hear a reading of the bids. Those bidders who wish to hear a reading of the bids shall call 240-313-2460 to receive instructions prior to the bid opening. Bids received after this time will be returned unopened.
- PB-5** **Bid Questions:** All questions shall be submitted to the County in writing, addressed to the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD 21740, and to be given consideration must be received no later than 4:00 P.M. Wednesday, June 2, 2021. Please note that no interpretations of the meaning of the Plans, Specifications, or other pre-bid documents will be made to any Bidder orally. Faxed and email inquiries are acceptable, if received by the date and time for the deadline for questions. **Fax 240-313-2401, email ecbidquestions@washco-md.net.**
- PB-6** **Engineer's Construction Cost Estimate:** In accordance with Maryland SHA Specification Section TC-2.01, the project is classified as a **Cost Group Letter Class "B," \$100,001 to \$500,000.**
- PB-7** **Calendar Day Contract:** The successful bidder will be required to commence work within ten calendar days of receipt of written Notice to Proceed and to fully complete the project within 90 consecutive calendar days.
- PB-8** **Liquidated Damages:** Liquidated Damages are assessed in the amount of \$250.00 for each consecutive calendar day worked beyond the proposed completion date.
- PB-9** **Bid Designation:** The envelopes containing the sealed bids must be marked accordingly with the name of the contractor, contract name and contract number.
- PB-10** **Bid Forms:** Bids shall be submitted on the forms found in the downloaded ***Bid Packet file***. Bidders may not substitute forms; use of other forms may render bids non-responsive.
- PB-11** **Bid Security:** A bid security must accompany the bid. Amount of the **bid security shall equal 5% of the total bid price**, payable to the Board of County Commissioners in the form of a bid bond, cashiers check, certified check or a bank treasurer's check.
- PB-12** **Contract Award:** The total bid will be used as a basis for evaluation of the bids and award of the contract. If an award of the contract is made, it will be made to the lowest, responsive, responsible bidder within the time specified for bids to remain irrevocable.

If alternates are solicited, one or more alternates may be awarded in the discretion of the County in the order in which the alternates are listed; provided that in the event the County lacks funds for award of the base bid and any succeeding alternate, the County in its discretion may forgo the award of the alternate for which funds are not available but may award one or more succeeding alternates for which funds are available. *[See Addendum No. 1, Item 1.02 for clarification.]*

PB-13 **Project Location:** The project site is located at 17718 Virginia Avenue, Hagerstown, MD 21740.

PB-14 **Project Description:** The project includes providing and installing four new HVAC systems (RTU Nos. 1, 3, 4 and 5) and includes the installation of air distribution duct work, equipment, thermostats, low voltage wiring, ceiling air diffusers, dampers, ceiling return grilles, ceiling transfer grilles, air balancing, structure for support of roof-mounted equipment and for support of new roof openings, roof curbs and all associated roof repairs, demolition, insulation, cutting, patching, etc. as necessary to accommodate installation of the proposed rooftop units. Duct smoke detectors shall be provided in the main return air and exhaust air plenum of each new air conditioning system as required by local building and fire codes. Duct smoke detectors shall be fully integrated into the existing fire alarm system and shall be tested. Required fire alarm submissions, permits and scheduling of inspections shall be the responsibility of the contractor. The contractor shall be responsible for extension and modification of the existing gas lines to each of the proposed new rooftop units as required to assure proper operation of the equipment. In addition, the contractor shall provide structural engineering for support of rooftop units. In order to maintain the current roof Warranty, the successful contractor shall contract with Tecta America East, L.L.C. for all roof membrane repair work associated with installation of the new rooftop units. Please note that included with Alternate No. 2 is the removal of the existing ceiling-hung air handling unit, ductwork, and gas fired unit heater above the Ballot Storage room and removal of the rooftop condensing and refrigeration equipment. The project also involves removal of the existing ductwork, ceiling grid, and ceiling tile and installation of a new ceiling grid and ceiling tile in the area served by the proposed new rooftop unit No. 1. New ceiling grid and acoustical ceiling tile shall match the newly renovated office area (Armstrong Prelude 15/16" intermediate duty grid and 1729 Fine Fissured 2x4 square edge tile). Special care shall be taken to protect all existing finishes including the walls, folding partition, and floors. Please note that the carpet in the Early Voting area shall be protected from damage before any work begins. The repair of damaged finishes shall be the responsibility of the contractor.

Questions and Responses:

Question No. 1: Who will be functioning as the general contractor on this project?

Response: The successful quoter for this project will be acting as the general contractor and will be responsible for all aspects of the project as specified.

Question No. 2: The ITB indicates that the bidder must agree to commence work within (10) calendar days of receipt of the written “Notice to Proceed” by the County and to fully complete the project within 90 consecutive calendar days. Will the contractor be held responsible for liquidated damages in the event that lead times for the specified HVAC equipment prevent completion within 90 consecutive calendar days?

Response: The County will not hold the contractor responsible for liquidated damages if the contractor can show that the delay was due to circumstances beyond their control.

Question No. 3: Will the County provide more specifics for what will be required for floor protection in the Early Voting area?

Response: Floor protection methods and materials shall be implemented as required to fully protect the existing floor finishes and are the responsibility of the contractor. The repair of damaged finishes shall be the responsibility of the contractor.

Question No. 4: Is the contractor responsible for all electrical requirements?

Response: The contractor is responsible for all low voltage control wiring associated with this scope of work. Washington County is responsible for the main line power connections to each RTU.

Question No. 5: Are bids required to be hand delivered or may they be submitted by email?

Response: Bids are required to be hand delivered and will be received, and time stamped in the Division of engineering, County Administrative Annex, 80 west Baltimore Street, Hagerstown, MD until 2:00 P.M., Wednesday, June 9, 2021.

Question No. 6: Who will be responsible for removing and reinstalling the existing light fixtures in the areas where the ceiling is specified to be removed?

Response: The existing light fixtures are supported independently from the ceiling grid and shall remain in place after the ceiling grid is removed.

Closing Comments:

PB-17 All interested contractors were encouraged to contact the project manager at 240-313-2474 to schedule a site visit.

PB-18 All participants were thanked for their attendance. The meeting was adjourned at approximately 2:00 P.M.