



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1418

ADDENDUM NO. 1
INVITATION TO BID

HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS

DATE: Monday, April 29, 2019

BIDS DUE: Wednesday, May 8, 2019
(Revised Date – Addendum No. 1) 2:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of four (4) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Refer to the bid document, Page 27, General Specifications, Scope of Work; Section No. 4. Washington County Housing Authority, Letter a. Scattered Sites; **ADD** the following six locations to this section:

h. Additional Scattered Sites:

31. 18508 Bull Run Drive, Hagerstown, MD 27140
32. 10502 Bear Creek Drive, Hagerstown, MD 21740

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331 | TDD: 711

- 33. 10900 Rosewood Drive, Hagerstown, MD 21740
- 34. 13602 Grandview Drive, Hagerstown, MD 21740
- 35. 18237 Roy Croft Drive, Hagerstown, MD 21740
- 36. 10907 Oak Forest Circle, Hagerstown, MD 21740

ITEM NO. 2: Inquiry: How is cost for repair parts and materials defined?

Response: Refer to the bid document, Page 47, Form of Proposal.

ITEM NO. 3: Inquiry: What data will be required to substantiate repair parts and material costs realized to complete the scope of work?

Response: Refer to the bid document, Page 42, General Specifications, Item No. 2, Heating, Ventilating and Exhaust Equipment, Letter C.

ITEM NO. 4: Inquiry: Please confirm total base bid is to include only labor cost(s).

Response: No, Refer to the bid document, Page 18, Supplemental Terms and Conditions, Item No. 2. Award.

ITEM NO. 5: Inquiry: If hours required to complete the scope of work are below base bid total, will funds be subtracted from contract total?

Response: No funds will be subtracted from contract total. Refer to the bid document, Page 11, General Conditions and Instructions to Bidders, Item No. 4. "Requirements" Contract Bid Quantities.

ITEM NO. 6: Inquiry: If hours required to complete the scope of work are above base bid, will funds be added to contract total?

Response: Refer to the bid document, Page 11, General Conditions and Instructions to Bidders, Item No. 4. "Requirements" Contract Bid Quantities.

ITEM NO. 7: Inquiry: How will hours required to complete the scope of work be confirmed?

Response: Refer to the bid document, Page 19, Supplemental Terms and Conditions, Item No. 9 Payment, Letter C.

ITEM NO. 8: Inquiry: How will discrepancies in expected vs. actual task duration hours be reconciled?

Response: Any discrepancies will be reconciled with the designated County representative of the job location.

ITEM NO. 9: Inquiry: Will total base bid amount be divided into 36 components with reflective purchase orders and initial invoicing to follow accordingly?

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: No, Refer to the bid document, Page 19, Section No. 9, Supplemental Terms and Conditions. Letters A & C.

ITEM NO. 10: *Inquiry:* Please confirm quarterly billing(s) for 36 sites based upon total base bid and purchase orders will or will not be required.

Response: All locations will issue a separate purchase order.

ITEM NO. 11: *Inquiry:* Will subsequent billing(s) be required to account for additional repair parts, material and hours for each of the 36 sites for the contract term?

Response: Invoices shall be submitted for all repairs. Refer to the bid document, Page 19, Section No. 9, Supplemental Terms and Conditions. Letters A & C.

ITEM NO. 12: *Inquiry:* Please confirm Admin II 120-128 W. Washington Street is or is not included in the Admin Complex 100 W. Washington Street

Response: Yes, 120-128 is included in the 100 West Administration Complex.

ITEM NO. 13: *Inquiry:* Please confirm 911/Fire & Rescue Call Center is or is not included with Dept. of Water Quality, Elliott Parkway

Response: The Department of Water Quality and Emergency Services 911/Fire & Rescue Call Center are two separate departments located within the same address.

ITEM NO. 14: Refer to the bid document, Page 25, General Specifications, Scope of Work, Letter A.; **ADD** the following location:

37. Emergency Services 911/Fire & Rescue, 16232 Elliott Parkway, Williamsport, MD 21795.

ITEM NO. 15: *Inquiry:* Please confirm Public Annex is now separated into two (2) facilities; Day Reporting Center and Public Annex, Tandy Drive

Response: Refer to the bid document, Page 22, Location No. 15 Washington County Day Reporting Center and Page 23, Location No. 16 Public Annex Facility.

ITEM NO. 16: *Inquiry:* Please confirm any leaks identified in pipe, fittings and respective connections of the heating and/or chilled water systems are not included in scope of work and will be addressed on a time and material basis

Response: Yes, all work performed is based on a time and material basis.

ITEM NO. 17: *Inquiry:* Please confirm any duct, pipe, equipment liner and/or insulation failures identified are not included in the scope of work and will be addressed on a time and material basis

Response: Yes, all work performed is based on a time and material basis.

ITEM NO. 18: Inquiry: Please confirm any / all boiler work is not included in the scope of work and will be addressed on a time and material basis

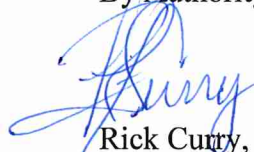
Response: Yes, all work performed is based on a time and material basis.

ITEM NO. 19: Inquiry: Please provide inventory list of County owned HVAC equipment that may require operation instruction and training

Response: There is not a list of inventoried equipment requiring operation instructions and training, this would only pertain to newly installed equipment.

ITEM NO. 20: All references in the bid document made to the bid submission deadline have been extended to no later than **2:00 P.M., Wednesday, May 8, 2019.**

By Authority of:



Rick Curry, CPPO
Purchasing Director