



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1418
ADDENDUM NO. 2
INVITATION TO BID

HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS

DATE: Wednesday, May 8, 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 two (2) 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: *Inquiry:* Per the Bid No. PUR-1418 invitation to bid package instructions and subsequent responses received on 29APR2019, please find a listing of questions below for submission and additional clarification:

How is cost for repair parts and materials defined?

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

For clarification: Therefore, if the contractor realizes a total manufacturers', suppliers' and / or vendors' material invoice price of \$X.XX, please confirm that contractor overhead, fees, etc. to be determined, are to be included in the "repair parts and materials cost"; then billed plus 15%.

Response: Parts and material only can be billed at cost plus 15%.

ITEM NO. 2: 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

For clarification: Referred section states, "shall include cost...of every nature or as may be necessary to complete the project as described in the specifications.". The same section continues, "Contract will be awarded...based on the Total Base Bid Formula.". Coordinating with the bid document, Page 47, Form of Proposal, Total Base Bid Formula, only regular labor rates for HVAC Technician and Helper are listed. Please identify location within the bid document to provide remaining costs.

Response: Base bid is labor cost only.

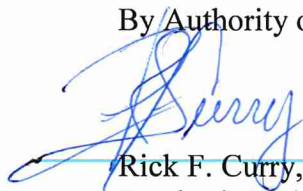
ITEM NO. 3: Inquiry: Please provide inventory list of County owned HVAC equipment that may require operation instruction and training

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

For clarification: Please confirm the response provided overrides bid document, Page 41, General Specifications for Full Maintenance Service Agreement, Item No. 1.E.25. Furthermore, please confirm any training required for newly installed equipment will be provided by the installing contractor, not by maintenance contractor

Response: Refer to the bid document, Page 41, General Specification - Section E., ITEM NO. 25; **CHANGE**, this item to read as follows: **Maintenance contractor shall provide upon request operation, instruction and training for all new equipment installed by the maintenance contractor.**

By Authority of:


Rick F. Curry, CPPO
Purchasing Director