



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1434
ADDENDUM NO. 1
INVITATION TO BID

CIRCUIT COURT BULLET RESISTANT GLASS

DATE: Thursday, July 18, 2019

BIDS DUE: Wednesday, July 31, 2019
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: Inquiry: Please confirm that the required ballistic protection level for glass, shelves and walls, and door is UL level 3.

Response: The ballistic protection for all aspects of the project shall be Level 3 (glass, walls, door, millwork, etc.).

ITEM NO. 2: Inquiry: Are there permits required for any of the construction work involved (including bulkheads above the ceiling)?

Response: Yes, a permit must be pulled with the City of Hagerstown.

ITEM NO. 3: *Inquiry:* The solicitation mentions that work is to be after work hours, presumably to allow business operations during the day. However, given the type and scope of construction to be done, the work will require several days to complete (may require as much as a week).

Response: Depending on the type of work, all work shall be scheduled after normal business hours (4:30 P.M., EDT/EST). The operation of the Clerk's Office cannot be interrupted as we serve the public, not to mention that construction noise may impact Court proceedings on the floor directly above Land Records. We will try to accommodate, within reason, as need after hours as someone needs to remain in the building when a work crew is present. The Contractor shall give the Clerk a minimum of twenty-four (24) hours' notice so that the appropriate arrangements can be made for staff coverage.

ITEM NO. 4: *Inquiry:* Should the glass for the window and door be ballistic Level 3?

Response: Please see Item No. 1 in this Addendum.

ITEM NO. 5: *Inquiry:* Who is responsible for removing the existing workstations currently in the way of new construction? Scope said by GC.

Response: The Contractor will be responsible for disassembling the existing workstations and moving the material to a staging area to be removed by the County.

ITEM NO. 6: *Inquiry:* During the walk thru there is an existing power pole providing power and data raceway from the ceiling to the workstations. Can we use the existing power pole to bring power and data to the new divider wall to provide power and data to the two workstations and printer countertops? The scope of work only states provide raceways. If we are to only provide raceways do you want wire mold for surface mounting on the interior of the walls.

Response: The existing power pole can be utilized in the design of the new counter/workstations. The term "raceway" was used to describe self-contained conduit, etc. under the worksurface of the workstations that can accommodate both power and phone/data wiring. If the design necessitates the use of "wire mold" on the outside of the workstation panels, it should be of a durable design and not at floor level. Power and phone/data shall be in separate raceways/conduit. All receptacles shall be mounted below the worksurface.

ITEM NO. 7: *Inquiry:* If we are to provide electrical receptacles how many are required and how many circuits are needed?

Response: Yes, electrical receptacles are expected at each area of the workstation. Each area determined to be customer service (two [2] locations) should have a minimum of four (4) electrical receptacles. There shall also be a minimum of four phone/data receptacles, or boxes that can accommodate such, at each customer service location.

The area determined to be used for printers, etc. should have a minimum of eight (8) electrical receptacles. There should also be a minimum of eight (8) data receptacles, or boxes that can accommodate such, at the printer area.

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

There should be two (2) circuits. One to accommodate the two customer service areas and a separate circuit to accommodate the printer area. All receptacles shall be mounted below the worksurface.

ITEM NO. 8: *Inquiry:* Does the printer countertop need power and data receptacles below the countertops with grommets or should they be mounted above? How many are required of each?

Response: As stated in Item No.7, the area determined to be used for printers, etc. shall have a minimum of eight (8) electrical receptacles on its own circuit. It shall also have a minimum of eight (8) data receptacles, or boxes that can accommodate such. All receptacles shall be mounted below the worksurface. The printer shall have a minimum of four (4) grommets to accommodate both power and data cables. Each customer service area should have a minimum of two (2) grommets to accommodate both power and data cables.

ITEM NO. 9: *Inquiry:* For the Ballistic door should we provide a Simplex L1011 push button combination lock with an electric strike tied to a remote release button?

Response: Yes, the BRG door shall have both a Simplex L1011, (or an approved County equivalent), push button lock unit and an electric strike plate with remote release button to be located at the customer service area.

ITEM NO. 10: *Inquiry:* Do all of the countertops need to ballistic material or just the section of wall below the glass on the exterior side?

Response: If the question refers to the worksurfaces (countertops) on the inside of the office, then no. As stated in Item No. 1, all aspects of the project shall be Level 3 (glass, walls, door, millwork, etc.) – basically, any surface that faces the public.

ITEM NO. 11: *Inquiry:* Does the interior side of the ballistic low wall need to be plastic laminate or can it be drywall? If it is in drywall the power and data can be run inside of the wall.

Response: The interior of the lower portion of the half-wall can be drywall.

ITEM NO. 12: *Inquiry:* Does the ballistic glass need to go from 42” countertop to the ceiling? We discussed on site about only taking the glass to 7’ height to match the door height.

Response: Yes, or in the alternative, a bulkhead constructed above 7’ reaching to the ceiling. We are not only concerned with protection from gunfire, but objects being tossed inside this enclosed area. The bulkhead would not necessarily need to be BR.

ITEM NO. 13: *Inquiry:* Where the ballistic door is installed the framing will need to go to the deck to provide proper support for the door. This would require small cheeks on both sides of the door.

Response: More information is needed to answer this statement appropriately.

ITEM NO. 14: *Inquiry:* Would the interior face of the knee wall be laminated plastic panels at the areas with the countertops and just drywall on the door wall?

Response: As stated in Item No. 11, drywall can be used on the interior of the lower portion of the half wall (knee wall). The material to be used under the countertops could be of any material, but an MDF type material is preferred for its durability with employee shoes, etc.

ITEM NO. 15: *Inquiry:* Should we plan to frame the wall with 16 ga metal studs to support the ballistic glass per my marked up sketches showing plan details?

Response: Yes, for the new wall/door construction. More information is need concerning 16-gauge metal studs being used in the customer service area (i.e. how would these be covered, etc.)

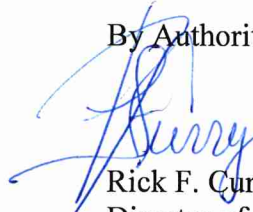
ITEM NO. 16: *Inquiry:* The one issue would be the completion date of September 11, given that the award would take place around August 1. Realistically, this is not enough time to engineer, fabricate, deliver, and install this project, especially with the Labor Day holiday in between.

Our recommendation would be a completion date of October 1 or the 15th, given an award date of 8/1/19.

If approval of drawings are required, I would definitely recommend 10/15/19 as the completion date.

Response: The Clerk's Office did not impose this deadline and cannot answer as such. As far as our needs, The Clerk's Office will coordinate the timeline with the successful Bidder.

By Authority of:


Rick F. Curry, CPPO
Director of Purchasing