



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1471
ADDENDUM NO. 1
INVITATION TO BID

MAINTENANCE SERVICES FOR
HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS

DATE: Wednesday, May 27, 2020

BIDS DUE: Wednesday, June 3, 2020
2:00 P.M., (EST/EDT)

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 and one (1) attachment.

NOTE: Washington County government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Bidders shall allow ample time for delivery of their bid packets. Delivery of bid packets via-courier service or United States Postal Service (USPS) will be accepted. For those bidders who wish to deliver their bid packet in person will need to call 240-313-2330 to schedule an appointment.

ITEM NO. 1 *Inquiry:* Provide list of meeting sign-in/attendee list from the Pre-Bid call held on 5/13/20

Response: See attachment "A" to this addendum.

ITEM NO. 2: *Inquiry:* Kindly confirm the company that is currently incumbent on the O&M contract?

Response: Mick's Plumbing and Heating Inc. of Thurmont, Md currently holds the contract.

ITEM NO. 3: *Inquiry:* When does the incumbent O&M providers contract expire?

Response: The current contract expires June 30, 2020

ITEM NO. 4: Inquiry: Provide a list of building automation systems per each building (eg: johnson controls, siemens, distech, Automated Logic)?

Response: A complete list will be provided to the successful vendor subsequent to award.

ITEM NO. 5: Inquiry: Confirm which buildings have direct digital controls, pneumatic controls, no controls?

Response: A complete list will be provided to the successful vendor subsequent to award.

ITEM NO. 6: Inquiry: Confirm if there is a central front end BAS controls server that integrates all buildings?

Response: A complete list will be provided to the successful vendor subsequent to award.

ITEM NO. 7: Inquiry: Can you please tell me what the previous or current contract hourly rates where/are?

Response: The contract rates awarded by the Board of County Commissioners of Washington County are as follows:

Regular Working Hours: Routine:
Technician: \$65.00 per hour
Helper: \$45.00 per hour
Evenings and Saturdays: Emergency
Technician: \$97.50 per hour
Helper: \$67.50 per hour
Sundays and Holidays: Emergency
Technician: \$97.50 per hour
Helper: \$65.50 per hour
Consulting and Design Services: \$100.00 per hour

ITEM NO. 8: Inquiry: May I get a list of the attendees to the Pre-Bid Meeting that took place on May 13, 2020?

Response: See attachment "A" to this Addendum.

ITEM NO. 9: Inquiry: May I get a list of the attendees to the Site Visit that took place on May 13, 2020?

Response: Site visit attendance is not recorded.

ITEM NO. 10: Inquiry: May I also get an estimated value?

Response: The estimated annual value of this contract is \$198,000.

ITEM NO. 11: Inquiry: May I get a list of plan holders or interested bidders?

Response: There is no plan holders list for these services.

ITEM NO. 12: Inquiry: How should services of other contractors that “Vendor X” requires to complete a repair or maintenance be handled? Should they be added to our invoice and be shown as a line item or will the County contract directly with them? If “Vendor X”. is required to show our subs as a line item will we be allowed to mark up their cost to us by 15%?

Response: Refer to the bid document, Page 14, General Conditions and Instructions to bidders, Item No.10, Subletting of Contract. Markup is for material ONLY.

ITEM NO. 13: Inquiry: Please confirm that a bond is required to be submitted with the bid in the amount of 5% of the total bid.

Response: Refer to the cover page of the bid document. A Bid Bond, in the amount of five (5%) percent of the bid on a bid of \$100,000 or more for construction contracts and on a bid of \$50,000 or more for contracts for services, supplies, or construction related services. See “Bid Bonds – Section 2” of the General Conditions and Instructions to Bidders.

ITEM NO. 14: Inquiry: Is it possible to obtain an equipment list by facility covered under the Base Bid?

Response: A complete list will be provided to the successful vendor subsequent to award.

ITEM NO. 15: Inquiry: On the Form of Proposal am I correct that the Base Bid Formula is used to cover both maintenance & repair labor throughout the year?

Response: The base bid formula is an estimated number of hours and is used to cover both maintenance and repair labor throughout the duration of the contract.

ITEM NO. 16: Inquiry: How do I account for maintenance and repair parts & supplies in my Base Bid (not accounted for in the Base Bid Formula)?

Response: Maintenance is based on the submitted hourly rate. Repair parts and supplies are covered under the material markup.

ITEM NO. 17: Inquiry: What is the procedure to bill for labor if the hours accounted for in the Base Bid formula have been exhausted?

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

Response: The base bid amount is an estimated quantity of hours, the county does not guarantee a minimum or maximum number of hours.

ITEM NO. 18: Inquiry: If a refrigerant leak occurs, is the cost of refrigerant required to refill the system included in the Base Bid?

Response: No

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

PUR-1471

Dial in # 1-571-317-3122

Code 912-416-821

May 13, 2020

Pre-Bid Tele-Conference
Maintenance Services for HVAC and ATC

Attachment A

10 AM

Representative's Name/E-mail (Please Print)	Company / County Dept.	Address City, State, Zip	Phone	Fax
Name Brandi Naugle E-mail bnaugle@washco-md.net	Washington County Purchasing Department	100 West Washington Street, #3200 Hagerstown, MD 21740	240-313-2330	240-313-2331
Name Michael Late E-mail mick179@aol.com	Micks Plumbing & Heating	27 Howard St Shumant, MD 21788	301-271- 2488	
Name Richard Potnam E-mail msiputnam@gmail.com	MCI Mechanical Services	P.O. Box 3697 Frederick, MD 21705	301- 514-7300	
Name Michael Hodge E-mail mhodge@combustioneer.com	Encor. Services Combustioneer	4420 Lottsford Vista Rd Lanham, MD 20706	301- 708-8129	
Name Troy Drake E-mail troydrake@mcLure.co.com	McLure Company	60 Alieron Court West Minister, MD 21157	410- 259- 6900	
Name Bill Natley E-mail wnatley@millrandanderson.com	Miller+Anderson	PO Box 128 Clear Brook, Va 22624	540-323- 1126	
Name Melissa Reiff E-mail affordableheating@aol.com	Affordable Heating		301-302- 4979	
Name Theoco Milford E-mail	Conquest Solutions		202- 270-2978	
Name				
E-mail				
Name				
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