



DIVISION OF ENGINEERING

ADDENDUM NO. 1

TO: Interested Parties
FROM: Scott Hobbs, Director
Engineering
DATE: Tuesday, April 12, 2022
PROJECT: Day Reporting Center Heat Pump Replacement

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 six (6) 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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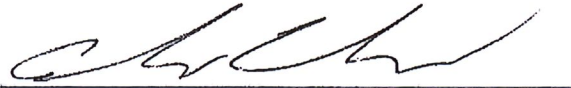
DAY REPORTING CENTER
HEAT PUMP REPLACEMENT

Date Issued: Tuesday, April 12, 2022

Bids Due: Wednesday, April 20, 2022
4:00 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.



Andrew Eshleman, Director
Division of Public Works

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



Scott Hobbs, P.E., Director
Division of Engineering

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DAY REPORTING CENTER HEAT PUMP REPLACEMENT

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

ITEM 1: BID DUE DATE

The bid due date has been extended to **Wednesday, April 20th at 4:00 pm.** Bids are due

By Email: ecquotes@washco-md.net
Or Fax: 240-313-2401

ITEM 2: PRE-BID MEETING MINUTES AND ATTENDANCE

The Pre-Bid conference for the referenced project was held on site at 145 Iko Way, Hagerstown. Meeting attendees are listed on the attached attendance sheet. Meeting comments include the following:

PB-1. INTRODUCTIONS & ATTENDANCE CONFIRMATION: Attendees were welcomed to the pre-bid, and introductions were made.

The County's project team members include the following:

Andrew Eshleman, P.E. – Director, Public Works
Dan Hixon, Deputy Director, Buildings Grounds and Facilities

PB-2. PROJECT OVERVIEW: The project includes the decommissioning and removal of the existing rooftop heat pump unit and to furnish and install a new 7.5 ton heat pump unit with associated power, controls, and start-up and commissioning.

The County will disconnect the electrical feed and controls to the existing unit and provide the power connection to the new unit.

This is a locally funded project. There is no requirement for prevailing wage rates, or certified payroll submissions.

PB-3. TIME OF COMPLETION & LIQUIDATED DAMAGES:

Note a revision to section 10 of the RFQ regarding the Time of Completion to the following: **Bidder must agree to commence work within ten (10) calendar days of receipt of written "Notice to Proceed" by the County. Commence work is defined as initiating an order with the HVAC supplier/manufacturer. The Contractor shall fully complete the project within 45 consecutive calendar days after receiving delivery of the HVAC unit. The Contractor shall provide to the County a copy of the**

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delivery receipt for the HVAC unit which shall serve as Calendar Day 1 and the Contractor shall have 45 consecutive calendar days thereafter.

PB-4. NOTICE TO PROCEED: The proposed Notice to Proceed is April/May 2022.

PB-5. PERMITS: The Contractor is required to secure all building permits necessary to complete the work. The County will secure the electrical permit.

PB-6. SPECIAL PROVISIONS: Noteworthy items from the project Special Provisions were shared:

The new heat pump HVAC unit has been specified around a Trane system which the model numbers are included in the special provisions. The contractor may submit for an approved equal. A submittal for the HVAC unit shall be submitted to the Engineer regardless of the brand/model to verify compliance with the contract documents.

PB-7. PROGRESS SCHEDULE / CONTRACTOR PAYMENTS: The Contractor shall furnish a progress schedule with monthly updates. There is no distinct pay item for the progress schedule, therefore contractors shall incorporate any costs associated with this item into other line items found in the bid.

Contractor payments will be made on a monthly basis based upon the percent of satisfactory work completed less 10% retainage. The invoices shall contain supporting information.

PB-8. BID QUESTIONS: Bidders were advised that the deadline for submitting questions is Thursday, April 7, 2022 at 4:00 PM. Bidders may send questions via facsimile or email. The Fax number is **240-313-2401**; and the email address is **ecbidquestions@washco-md.net**

PB-9. BID FORMS: Bids shall be submitted on the *Form of Proposal* forms found in downloadable Request for Quotation. Bidders may not substitute forms; use of other forms may render bids non-responsive.

PB-10. BID SECURITY: No bid security is required to be provided with the bid.

PB-11. BID DUE DATE & LOCATION: Refer also to the Bid Document.

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Bids will be received until **4:00 P.M., Wednesday, April 20th, 2022.**

By Email: ecquotes@washco-md.net
Or Fax: 240-313-2401

PB-12. QUESTIONS & RESPONSES FROM PRE-BID MEETING:

- Q1: Who is responsible for evacuating the refrigerant from the unit?
R1: **The County will evacuate any refrigerant from the HVAC unit prior to the Bidder's removal and disposal of the existing unit.**
- Q2: What should the new rooftop unit be set on?
R2: **The County will assume responsibility for installing blocking and equipment rails to accommodate the new rooftop unit and 5.5" of future roof insulation and new roof membrane.**

PB-13. MEETING ADJOURNMENT: Attendees were thanked for their attendance and the meeting adjourned at 10:45 a.m.

ATTACHMENTS: Pre-Bid Sign-In Sheet (1 page)

ITEM 3: QUESTIONS RECEIVED

No questions were received during the question period.

END OF ADDENDUM NO. 1

SIGN-IN SHEET
DAY REPORTING CENTER HEAT PUMP REPLACEMENT

Pre-Bid Meeting

Wednesday, April 6, 2022 at 10:00 A.M.

Name	Affiliation	Title / Role	Phone No.	E-mail
Andrew Esilenman	Wash. Co.	Director DPW	240-313-2292	aesilenman@washco-md.net
Daniel Hixson	Wash. Co.	Deputy Dir. DPW	240-313-2702	D.Hixson@washco-md.net
Michael Johnston	MS Johnston	President	301-733-1066	MIKE@M5JOHNSTON.COM
Rajja Singh	Nova FS	President	703-214-2943	jsingh@novafs.com