



ADDENDUM NO. 1

TO: Interested Parties
FROM: Scott Hobbs, Director
Engineering
DATE: Wednesday, April 6, 2022
PROJECT: Clear Spring Library HVAC 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 seven (7) pages, including this page.

I hereby acknowledge receipt of Addendum No. 1:

By: _____ Date _____
Signed Name

Typed Name

Title

For (Firm): _____

Phone Number: _____

ADDENDUM NO. 1
Page 1 of 7

ADDENDUM NO. 1

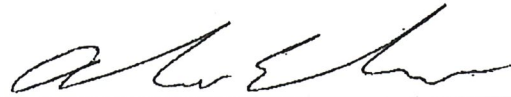
CLEAR SPRING LIBRARY
HVAC REPLACEMENT

Date Issued: Wednesday April 6, 2022

Bids Due: Wednesday, April 20, 2022
4:00 p.m., Local Time

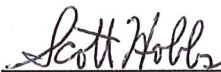
The following addendum material is hereby made a part of the Bid Documents.

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

ADDENDUM NO. 1

CLEAR SPRING LIBRARY HVAC REPLACEMENT

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

PRE-BID MEETING MINUTES AND ATTENDANCE

The Pre-Bid Teleconference for the referenced project was held on site at 12624 Broadfording Road, Tuesday, March 29, 2022. 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 attendance sign in sheet is included as an attachment.

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 RTU-1 unit, removing existing exposed ductwork, and to furnish and install a new 20 ton heat pump unit with associated power, controls, and start-up and commissioning.

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: This is a 45 consecutive calendar day contract. To account for the lead time in manufacturing and delivery of the new HVAC unit, the bidder shall submit documentation of the date for the material/equipment order and the delivery receipt. The period of time between order placement and receipt of the new heat pump unit shall be deducted from the consecutive calendar days of the contract. Liquidated Damages are in the amount of \$100.00 per day for each consecutive calendar day beyond the contract end date.

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. It is assumed that an electrical and mechanical permit will be required.

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

ADDENDUM NO. 1

CLEAR SPRING LIBRARY
HVAC REPLACEMENT

The new heat pump HVAC unit has been designed around a York system which the model number is included on the plans. 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.

The special provision identifies other products and materials which require a submittal to be approved by the Engineer.

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 Friday, April 1, 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.

Bids will be received until **4:00 P.M., Wednesday, April 20, 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 removing the fence surrounding the HVAC Unit?

ADDENDUM NO. 1

CLEAR SPRING LIBRARY HVAC REPLACEMENT

R1: Washington County will removed the fence fabric and center fence pole on the parking lot side of the HVAC unit.

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

PLAN AND SPECIFICATION CLARIFICATION:

C1: Sheet ME-2.0.

A. Due to availability of HVAC equipment and to foster competition, the Engineer has selected the following 20 ton heat pumps units as equivalent to the specified base of design product.

1. Carrier 50TCQD24
2. Trane WSH240E3
3. Daikin DPS020AHHY2

B. The equivalent units shall be provided with the accessories and options equal the specified base of design product.

C. These model numbers are for guidance only- the contractor shall confirm all selections and provide submittals for Engineer's review and approval. No other products and models beyond what is shown on the plans and the units specified will be considered as an approved equal.

QUESTIONS RECEIVED

Q1: Item 10: Time of Completion and Liquidated Damages. It appears as written contractor has 45 consecutive calendar days for completion. If unit lead time is 180 days how can this number of days be subtracted from 45 days? Be simpler to say contractor must complete work in 45 days from receipt of unit.

R1: The first paragraph of Item 10 in the RFQ shall be revised to as follows:

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

ADDENDUM NO. 1

CLEAR SPRING LIBRARY
HVAC REPLACEMENT

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

- Q2:** Will the County award based on lead time or lowest responsible bidder?
- R2:** **Refer to Item 4 in the RFQ: Award of Contract, Clarification 1 and Response 1.**
- Q3:** If the system goes down in the summer (not from decommissioning), will temporary cooling be required during down time? This is assuming the lead times will be at minimum 18-20 weeks.
- R3:** **Temporary cooling is not to be included in the contractor's bid price. If that situation occurs the County would explore alternate temporary cooling solutions that may or may not include a change order price for the contractor to provide temporary cooling services.**

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

END OF ADDENDUM NO. 2

