



**ADDENDUM NO. 1**

TO: Interested Parties

FROM: Brennan Garrett, Senior Architectural Project Manager  
Division of Engineering

DATE: Wednesday, September 16, 2020

PROJECT: 17718 VIRGINIA AVENUE HVAC REPLACEMENT  
COUNTY CONTRACT NO. MS-HV-283-28

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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 **20** 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**  
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**ADDENDUM NO. 1**

**17718 VIRGINIA AVENUE HVAC REPLACEMENT**

**Washington County Contract No. MS-HV-283-28**

Date Issued: Wednesday, September 16, 2020

Bids Due: **Wednesday, September 23, 2020**  
**2:00 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.**



Brennan Garrett  
Senior Architectural Project Manager  
Division of Engineering

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



Scott Hobbs, P.E.  
Director  
Division of Engineering

## **ADDENDUM NO. 1**

### **17718 VIRGINIA AVENUE HVAC REPLACEMENT**

#### **Washington County Contract No. MS-HV-283-28**

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

**ITEM 1.01**     **Pre-Bid Conference** held Wednesday, September 2, 2020:  
A Record of the Pre-Bid Teleconference (consisting of 3 pages) (**Attachment A**), and the Teleconference Registration Sheet (consisting of 1 page) (**Attachment B**), shall be incorporated into the Contract Documents.

**ITEM 1.02**     **BID QUESTIONS & RESPONSES:**

**Inquiry No. 1:** Will you all need any temporary HVAC or Power equipment while this construction project is going on? We are a turnkey provider of equipment during this type of project.

**Response:** The need for this type of temporary equipment is not anticipated as the successful contractor is responsible for maintaining the existing systems until the new systems are fully functioning.

**Inquiry No. 2:** Is there a budget amount available to the public?

**Response:** The project classification is Cost Group Letter Class "B," \$100,001 Up to \$500,000.

**Inquiry No 3:** Is there a start date set for the work to begin?

**Response:** It is anticipated that Notice to Proceed will be issued around the middle of October.

**Inquiry No 4:** Is there an engineer's estimate available for the "17718 Virginia Avenue HVAC Replacement - BPM020754" project that is able to be shared?

**Response:** The project classification is Cost Group Letter Class "B," \$100,001 Up to \$500,000.

**ITEM 1.03**     **CHANGES/REVISIONS TO THE BID PACKET:**

**(Attachment "C") (consisting of 12 pages)**  
**Incorporate the following into the Bid Document;**

**DELETE/REMOVE:**

**From the entire Bid Document; the entire Bid Packet.**

## **ADDENDUM NO. 1**

### **17718 VIRGINIA AVENUE HVAC REPLACEMENT**

#### **Washington County Contract No. MS-HV-283-28**

**INSERT:**

**Incorporate into the Bid Document; the entire Revised Bid Packet (consisting of 12 pages).**

**NOTICE: THE REVISED BID PACKET FORMS PROVIDED WITH THIS ADDENDUM MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.**

**Attachments:**

1. Pre-Bid Teleconference Meeting Minutes – (**Attachment A**) (consisting of 3 pages)
2. Pre-Bid Teleconference registration Sheet – (**Attachment B**) (consisting of 1 page)
3. Revised Bid Packet – (**Attachment C**) (consisting of 12 pages)

***END OF ADDENDUM NO. 1***



DIVISION OF  
ENGINEERING & CONSTRUCTION MANAGEMENT  
PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

**ATTACHMENT A**

**17718 VIRGINIA AVENUE HVAC REPLACEMENT**  
**County Contract No.: MS-HV-283-28; Project No. 28-283**  
**Wednesday, September 2, 2020 at 1:30 P.M.**

**PRE-BID CONFERENCE MINUTES**

**Attendees:**

Brennan Garrett	Washington Co. Division of Engineering	240-313-2474
Scott Hobbs	Washington Co. Division of Engineering	240-313-2407
Pam Mohn	Washington Co. Division of Engineering	240-313-2449
Richard Eichelberger	Washington Co. Division of Construction	240-313-2480
Michael McCarthy	Beitzel Corporation	301-338-3189
Dewane Bryant	NAC Mechanical Services	202-302-9204
Clark Jun	RC Engineering	301-326-3178
Minsoo Ha	RC Engineering	301-326-3178

A Pre-Bid Teleconference for the 17718 Virginia Avenue HVAC Replacement project was held on Wednesday September 2, 2020 at 1:30 P.M. for purposes of providing an overview of the project, and to answer Contractors' questions. Those in attendance for the meeting are named above. Comments from the meeting are as follows:

**PRE-BID COMMENTS:**

- PB-1** Introductions and attendance confirmation.
- PB-2** **Project Team:** Project team members were identified as follows:  
Brennan Garrett – Project Manager, Division of Engineering  
Pam Mohn, P.E. – Chief of Design, Division of Engineering  
Scott Hobbs P.E. – Director, Division of Engineering
- PB-3** **Bid Documents:** Bid documents may be obtained from the Washington County Website by clicking on the Divisions and Departments/Engineering section and then on the ITB/RFP/RFQ section. Bid documents may then be downloaded after completing the registration form.
- PB-4** **Bid Submission Date:** Bids will be received, and time stamped in the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD until 2:00 P.M., Wednesday, September 23, 2020. All interested parties are invited to hear a reading of the bids. Those bidders who wish to hear a reading of the bids shall call 240-

313-2460 to receive instructions prior to the bid opening. Bids received after this time will be returned unopened.

- PB-5**      **Bid Questions:** All questions shall be submitted to the County in writing, addressed to the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD 21740, and to be given consideration must be received no later than 4:00 P.M. Wednesday, September 9, 2020. Please note that no interpretations of the meaning of the Plans, Specifications, or other pre-bid documents will be made to any Bidder orally. Faxed and email inquiries are acceptable, if received by the date and time for the deadline for questions. **Fax 240-313-2401, email [ecbidquestions@washco-md.net](mailto:ecbidquestions@washco-md.net).**
- PB-6**      **Engineer's Construction Cost Estimate:** In accordance with Maryland SHA Specification Section TC-2.01, the project is classified as a **Cost Group Letter Class "B," \$100,001 to \$500,000.**
- PB-7**      **Calendar Day Contract:** The successful bidder will be required to commence work within ten calendar days of receipt of written Notice to Proceed and to fully complete the project within 90 consecutive calendar days.
- PB-8**      **Liquidated Damages:** Liquidated Damages are assessed in the amount of \$250.00 for each consecutive calendar day worked beyond the proposed completion date.
- PB-9**      **Bid Designation:** The envelopes containing the sealed bids must be marked accordingly with the name of the contractor, contract name and contract number.
- PB-10**     **Bid Forms:** Bids shall be submitted on the forms found in the downloaded ***Bid Packet file***. Bidders may not substitute forms; use of other forms may render bids non-responsive.
- PB-11**     **Bid Security:** A bid security must accompany the bid. Amount of the **bid security shall equal 5% of the total bid price**, payable to the Board of County Commissioners in the form of a bid bond, cashiers check, certified check or a bank treasurer's check.
- PB-12**     **Contract Award:** The total base bid will be used as a basis for evaluation of the bids and award of the contract. If an award of the contract is made, it will be made to the lowest, responsive, responsible bidder within the time specified for bids to remain irrevocable.

If alternates are solicited, one or more alternates may be awarded in the discretion of the County in the order in which the alternates are listed; provided that in the event the County lacks funds for award of the base bid and any succeeding alternate, the County in its discretion may forgo the award of the alternate for which funds are not available but may award one or more succeeding alternates for which

funds are available.

**PB-13**      **Project Location:** The project site is located at 17718 Virginia Avenue, Hagerstown, MD 21740.

**PB-14**      **Project Description:** The project involves the removal of all existing branch ductwork in the area to be served by roof top unit No. 2, as well as the installation of new HVAC systems, including air distribution duct work, equipment, thermostats, low voltage wiring, ceiling air diffusers, dampers, ceiling return grilles, ceiling transfer grilles, structure for support of roof mounted equipment and for support of new roof openings, roof curbs and all associated roof repairs, demolition, insulation, cutting, patching, etc. as necessary to accommodate installation of the proposed roof top units. In addition, contractor shall provide structural engineering for support of roof top units. All openings in the existing main trunk line shall be capped and sealed as required to maintain operation of the existing HVAC system until such time that RTU No.1 is able to be installed in the future.

**Questions and Responses:** There were no questions asked during the pre-bid teleconference.

**Closing Comments:**

**PB-15**      All interested contractors were encouraged to contact the project manager to schedule a site visit.

**PB-16**      All participants were thanked for their attendance. The meeting was adjourned at approximately 1:50 P.M.

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Brennan Garrett  
Senior Architectural Project Manger  
Division of Engineering

## **ATTACHMENT B**

### **17718 VIRGINIA AVENUE HVAC REPLACEMENT PRE-BID MEETING**

**SEPTEMBER 2, 2020  
1:30 PM**

#### **Registered Attendees**

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>email</b>
Michael McCarthy	Beitzel Corporation	301-338-3189	michaelmccarthy@beitzelcorp.com
Dewane Bryant	NAC Mechanical Services	202-302-9204	Dewane.bryant@nacgroup.com
Clark Jun Minsoo Ha	RC Engineering	301-326-3178	Clark@rcengineeringus.com



**ATTACHMENT C**

BID FORMS

COUNTY CONTRACT NO. MS-HV-283-28

**BID FORMS**

**17718 VIRGINIA AVENUE HVAC REPLACEMENT**  
**COUNTY CONTRACT NO. MS-HV-283-28**

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**PROPOSAL FORM**

**17718 VIRGINIA AVENUE HVAC REPLACEMENT**  
**COUNTY CONTRACT NO. MS-HV-283-28**

**THE BOARD OF COUNTY COMMISSIONERS**  
**WASHINGTON COUNTY**  
**HAGERSTOWN, MARYLAND**

Proposal of

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

to furnish and deliver all materials and to do and perform all work in accordance with Plans, Specifications, General Conditions, Special Provisions, Bid Documents and Contract Documents relating to the 17718 VIRGINIA HVAC REPLACEMENT in Washington County, State of Maryland, on which proposals will be received until 2:00 PM, Wednesday, September 23, 2020.

TO: The Board of County Commissioners of Washington County, Maryland  
100 W. Washington Street, Hagerstown, MD 21740

Gentlemen:

Having carefully examined the Plans, Specifications, General Conditions, Special Provisions, Bid Documents and Contract Documents for the work herein before named, and in conformity with the Specifications, I/We hereby certify that I/We am/are the only person or persons interested in this proposal as principal(s), that it is made without collusion with any person, firm or corporation; that an examination has been made of the Plans, Specifications, General Conditions, Bid Documents and Contract Documents, including the Special Provisions contained herein, and of the site of the work, and propose to furnish all necessary machinery, plant, equipment, tools, labor and other means of construction, and furnish all materials specified, in the manner and at the time prescribed, and perform all work for the sum of:

Base Bid:

\_\_\_\_\_ (Written Words)

\_\_\_\_\_ (Figures)

Base Bid + Add Alternate:

\_\_\_\_\_ (Written Words)

\_\_\_\_\_ (Figures)

**BID AFFIDAVIT**

1. Authorized Representative:

I HEREBY DECLARE AND AFFIRM that I am \_\_\_\_\_  
(Title)

and duly authorized representative of firm of \_\_\_\_\_ whose  
address is \_\_\_\_\_ and that I am  
duly authorized on behalf of said firm to make this Affidavit.

2. Bribery:

I FURTHER DECLARE AND AFFIRM that neither I, nor, to the best of my knowledge,  
information and belief, the above firm, nor any officer, director or partner of the above  
firm, nor any employee of the above firm directly involved in obtaining contracts with  
the State of Maryland, or any county or other subdivision of the State of Maryland, has  
been convicted\* of bribery, attempted bribery, or conspiracy to bribe under the laws of  
any state or the Federal Government; except as herein expressly stated (if any):

\_\_\_\_\_  
\_\_\_\_\_.

\* As used herein, the word "convicted" includes an accepted plea of nolo contendere.

3. Non Collusion:

In connection with the firm's price proposal for the above-captioned Contract, as  
submitted to Washington County, I HEREBY DECLARE AND AFFIRM, to the best of  
my knowledge, information and belief, that:

- a. Said proposal has been independently prepared without collusion by any officer, director, partner, employee or other representative of this firm, with any other proposer, or with any competitor; that
- b. No attempt has been or, hereafter, will be made by any officer, director, partner, employee or other representative of this firm to induce any other person, firm or entity to submit or not submit a proposal; that
- c. Any unit or total price in this proposal has not been knowingly disclosed and will not be knowingly disclosed prior to its official opening, directly or indirectly, to any other bidder or to any competitor; and, that
- d. I have fully informed myself regarding the accuracy of the statements contained herein.

I acknowledge that this Affidavit is to be furnished to the Secretary of the Maryland Department of Transportation and may be distributed to boards, commissions, administrations, departments and agencies of the State of Maryland, counties or other subdivisions of the State of Maryland, other States and Federal Government. I further acknowledge that this Affidavit is subject to applicable laws of the State of Maryland, both criminal and civil, and that this Affidavit is to be attached to and become a part of the Contract when and if awarded and executed.

I FURTHER HEREBY DECLARE AND AFFIRM that I and the firm I herein represent, acknowledge and agree that if any misrepresentation is herein made, the Board of County Commissioners of Washington County, Maryland in their discretion, shall have the right to reject this proposal or terminate the Contract, without liability, as the case may be.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

By: \_\_\_\_\_

Date \_\_\_\_\_

Signed Name of Affiant

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

For: \_\_\_\_\_

Firm

State of \_\_\_\_\_ :

County (City) of \_\_\_\_\_ :

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ ,

before me, \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_

known to me to be the person described in the foregoing Affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_

SEAL Notary Public

My Commission Expires \_\_\_\_\_

**CERTIFICATION OF WORK CAPACITY**

I do solemnly declare and affirm that the firm stated below has the equipment, labor, supervision and financial capacity to perform this Contract either with our organization or with Subcontractors, as provided in GP-Section 8 of the MSHA Specifications.

We shall supply such additional information as may be required in accordance with GP-Section 3 of the MSHA Specifications.

By: \_\_\_\_\_  
Signed Name of Affiant

Date \_\_\_\_\_

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

For: \_\_\_\_\_  
Firm

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

SEAL

My Commission Expires \_\_\_\_\_

**SUB-CONTRACTOR LISTING**

The Contractor will name below the Item or Items he proposes to sublet, their dollar value, the name of the subcontractor or subcontractors and check the "Minority Business Enterprise" column if the named subcontractor so considers itself as per the definition contained elsewhere herein these specifications.

<b>ITEM NO.</b>	<b>DOLLAR VALUE</b>	<b>SUBCONTRACTOR</b>	<b>MINORITY BUSINESS ENTERPRISE</b>

**PROPOSAL GUARANTY**

The amount and type of the proposal guarantee which shall be attached to and submitted with the bid depends upon the amount of the bid as stated below:

A Bid Security of \$500.00 will be required on Contract Proposals under \$20,000.

A Bid Security totaling 5% of the bid amount will be required on Contract Proposals of \$20,000 or over.

Acceptable security for bids shall be as follows:

1. A bond in a form satisfactory to the County underwritten by a company licensed to issue bonds in this State;
2. A bank certified check, bank cashier's check, bank treasurer's check, or cash

I/We understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all costs in connection with the complete performance of the work as described in the Plans, Specifications, General Conditions Special Provisions, Bid Documents and Contract Documents shall be included in the Contract price bid for the entire work to be performed under this Contract.

**IT IS FURTHER PROPOSED:**

To do all "Extra Work" which may be required to complete the work contemplated at unit prices or lump sums to be agreed upon in writing prior to starting such extra work, or, if such prices or sums cannot be agreed upon, to perform such work on a "Force Account" basis, as provided for in Section 9, GP-9.02, of the MSHA Specifications.

To begin work as specified in the "Notice to Proceed" and to prosecute said work so as to complete the Contract within 90 consecutive calendar days.

To furnish a Payment Bond, and a Labor and Material Payment Bond, in the full amount of Contract award, as security for the construction and completion of the Contract in accordance with the Plans, Specifications, General Conditions, Special Provisions, Bid Documents and Contract Documents.

To guarantee all of the work performed under this Contract to be done in accordance with the Plans, Specifications, General Conditions, Special Provisions, Bid Documents and Contract Documents in a good workmanlike manner and to renew or repair any work which may be rejected due to defective materials or workmanship, prior to final completion and acceptance of the work.

Enclosed herewith find certified cashier's or treasurer's check or bid bond in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) made payable to the "Board of County Commissioners of Washington County, Maryland". This certified cashier's or treasurer's check or bid bond in a Proposal Guarantee (which is understood will be forfeited in the event



the Form or Contract is not executed, if awarded to the undersigned), is based on the aggregate amount of the bid submitted.

(For execution by Individuals and Partnerships or Corporations)

FOR INDIVIDUALS AND PARTNERSHIPS:

Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Member) (Seal)

By: \_\_\_\_\_  
(Member) (Seal)

Witness: \_\_\_\_\_

FOR CORPORATIONS:

Name: \_\_\_\_\_

By: \_\_\_\_\_  
(President) (Seal)

Attest: \_\_\_\_\_  
(Secretary)

The Proposal Form shall be filled out in ink. The Proposal, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by an officer and attested by the Secretary or an Assistant Secretary. If not signed by an officer, as aforesaid, there must be attached a copy of that portion of the by-laws, or a copy of a Board Resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Board of County Commissioners of Washington County, Maryland duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Board of County Commissioners of Washington County, Maryland is advised in writing to the contrary. In any case where a Proposal is signed by an Attorney-in-Fact a copy of the appointing document, duly certified must accompany the same.

**BID LETTER**

In order for a Proposal to be considered, it is necessary that the following guaranty from Surety be executed.

The \_\_\_\_\_ agrees to act as surety for \_\_\_\_\_  
(Name of Bonding Company) (Name of Bidder)

and to furnish the full amount of Proposal Guaranty as required by GP-Section 2 of the MSHA Specifications.

The aforementioned Bonding Company will also furnish the full amount of the Performance Bond and Labor and Material Payment Bond as required by GP-Section 3 of the MSHA Specifications.

The guaranty is effective for the 90 days following the bid opening date, as specified in GP-Section 3 of the MSHA Specifications, unless this time period is modified by the Special Provisions or extended by mutual agreement between the County, the Bonding Company, and the Contractor.

**WITNESS:**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name of Surety)

\_\_\_\_\_  
(Signed Name of Surety)

\_\_\_\_\_  
(Typed Name and Title of Witness)

\_\_\_\_\_  
(Signed Name of Witness)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Typed Name and Telephone Number of local agent)

NOTE 1: Signatories other than Principals must attach "Power of Attorney". Failure to execute the Contract and file acceptable Performance and Payment Bonds shall preclude awarding the Contract and require forfeiture of the Proposal Guaranty, all as detailed in GP-Section 3 of the MSHA Specifications.

NOTE 2: Failure of the Bidder to execute the Contract and file acceptable security shall be just cause for annulment of the award and the forfeiture of the proposal guaranty, which shall become property of the County as sustained liquidated damages. Award may then be made to the next lowest responsive, responsible Bidder or the work may be re-advertised. Failure to have this Bid Letter executed by Surety and submitted with Proposal will result in rejection of Bid.

**BID BOND**

A Bid Bond shall be submitted on American Institute of Architects Document A310, February 1970 Edition; to be furnished by the bidder.

**SUMMARY SCHEDULE OF PRICES**

HVAC REPLACEMENT: OFFICE AREA / RTU-2  
(BASE BID):.....\$ \_\_\_\_\_

HVAC REPLACEMENT: WORK AREA / RTU-3 and RTU-4  
(ADD ALTERNATE):.....\$ \_\_\_\_\_

BASE BID + ADD ALTERATE: \$ \_\_\_\_\_

RTU-1 (Early Voting): Future Work  
RTU-5 (Storage Area): Future Work