



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
DNR214124

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
DEAN WINGERD 304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

DIVISION OF NATURAL RESOURCES
 JOBSITE
 SEE SPECIFICATIONS

SHIP TO

DATE PRINTED
06/02/2014

BID OPENING DATE: 06/05/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
		ADDENDUM		NO. 1		
		ADDENDUM IS ISSUED:				
		1. TO PROVIDE PRE-BID CONFERENCE INFORMATION AND AND CLARIFICATION.				
		2. TO PROVIDE A COPY OF THE PRE-BID MEETING SIGN-IN SHEET FOR THE ABOVE SOLICITATION.				
		3. TO PROVIDE SUMMARY OF PRE-BID MEETING AND TO PROVIDE ANSWERS TO TECHNICAL QUESTIONS. SUMMARY PAGES ARE ATTACHED.				
		4. TO PROVIDE CHANGES TO PAGE 9 OF THE GENERAL TERMS AND CONDITIONS. AMENDED PAGE ATTACHED.				
		5. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.				
		*****END OF ADDENDUM NO. 1*****				

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DNR214124

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide pre-bid conference information and clarification.
2. To provide a copy of the pre-bid meeting sign-in sheet for the above solicitation.
3. To provide summary of pre-bid meeting and to provide answers to technical questions.
4. To provide changes to page 9 of the general terms and conditions.
5. To provide addendum acknowledgment. This document should be signed and returned with your bid. Failure to sign and return may result in the disqualification of your bid.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM NUMBER 01**Chief Logan Lodge and Conference Center
HVAC Equipment Repairs
RFQ # DNR 214124
Date: May 16, 2014**

This Addendum forms a part of the Contract Documents and modifies the original bidding documents as noted below.

Pre-Bid Conference Information and Clarifications:

Attendees: See attached sign-in sheet(s).

All questions regarding this project must be submitted in writing to the Division of Purchasing. Contact information is in the Project Manual. Addenda will only be issued only by the Division of Purchasing.

The Pre-Bid Conference was intended to provide a general introduction to the project and the site conditions. Only responses included in formal Addenda shall be relied upon as requirements of the project. This includes discussion during the meeting or any dialogue with representatives of WV DNR Engineering, Park personnel, or the Design Team.

1. Recent changes have been made to the state purchasing "instructions to Vendors" and "Terms and Conditions" related to bidding. Contractors should pay careful attention to these changes. Also noted: contractors should closely follow all instructions to bidders when filling out bid forms and providing supplemental information.
2. Clarification on site access and use of the area: Work hours and access to the site will be worked out/scheduled with lodge management. Work areas are accessible by the lodge maintenance staff, and some areas/portions may be accessible by guests. Safe access must be maintained at all times. Safety and security of guests, staff personnel, and the building/contents must be maintained at all times. The conference center may host gatherings/ceremonies/meetings. Any especially disruptive construction activities should be scheduled with lodge management.
3. *Correction on bond requirements:* No Maintenance Bond is required from the Vendor. There is no roof work laid out in the Scope of Work.
4. The work area must be flagged, signed, etc. Vendor is responsible for all safety. Clean-up must be thorough. Vendor is responsible for managing/disposing of their own waste materials.
5. Be courteous of guests and staff. Coordinate any utility disruptions and any other disruptions with lodge management. A minimum of 24-hour notice of any disruptions to power, communication, hallways, parking areas, etc. is required.
6. Vendor is responsible for protecting the building and its contents from moisture, dust, etc. entering the building due to this work. Any issues resulting from areas being unprotected will be the responsibility of the vendor.

7. Be cautious of utilities. Vendor is responsible for any damages created by this work. If utilities need to be disconnected, vendor is responsible for providing temporary provisions approved by DNR. Coordinate any disruptions with lodge management.
8. Any licenses, permits, certifications, and warranties to be obtained will be the responsibility of the vendor.
9. Electricity and water will be available to the vendor for this work. Parking spaces can be used for vendor parking. Coordinate use of these with lodge management.
10. Lodge restrooms will be available.
11. A list of Pre-Bid attendees is attached.

ACKNOWLEDGEMENT:

The questions, answers, and comments detailed herein are part of the project documents for this project and are to be acknowledged on the bid form as ADDENDUM NUMBER 01.

Submitted this 16th day of May, 2014, by West Virginia Division of Natural Resources – Parks and Recreation Section for distribution by WV Purchasing.



Donald E. Bailey, III, PE
Engineer Associate
West Virginia Division of Natural Resources
Parks and Recreation
Planning, Engineering, and Maintenance

End of Addendum Number 01

WV DIVISION OF NATURAL RESOURCES
SIGN IN SHEET

Request for Quotation/Proposal No.

DNR214124

PLEASE PRINT

Page 1 of 2

Date: 05/13/2014

*PLEASE BE SURE TO PRINT LEGIBLY. IF POSSIBLE, LEAVE A BUSINESS CARD.

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Nitro Mechanical</u>	<u>4300 1st Avenue Nitro</u>	PHONE <u>304-204-1500</u>
Rep: <u>Chad McLaughlin</u>	<u>WV 25143</u>	
Email Address: <u>cmclaughlin@nitromechanical.com</u>		FAX <u>304-204-1350</u>
Company: <u>Hooten Equipment Co</u>		PHONE <u>304-346-0021</u>
Rep: <u>Dou Sharp</u>		
Email Address: <u>Dou@HootenEquipmentCompany.com</u>		FAX
Company: <u>Cimco Tax</u>	<u>2336 Virginia Ave</u>	PHONE <u>304-562-7225</u>
Rep: <u>Jeff Gillenwater</u>	<u>Hurricane WV 25526</u>	
Email Address: <u>JL.Gillenwater@CimcoWV.com</u>		FAX <u>304-392-4178</u>
Company: <u>Alpha Mechanical Serv.</u>	<u>401 27th St</u>	PHONE <u>1-888-212-6324</u>
Rep: <u>Mike Hatfield</u>	<u>Dunbar WV 25064</u>	
Email Address: <u>John.Jennings@alpha-service.com</u>		FAX <u>(304) 766-1008</u>

**WV DIVISION OF NATURAL RESOURCES
SIGN IN SHEET**

Request for Quotation/Proposal No.

DNR 214124

PLEASE PRINT

Page 2 of 2

Date: 05/13/2014

*PLEASE BE SURE TO PRINT LEGIBLY. IF POSSIBLE, LEAVE A BUSINESS CARD.

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Nemesis Contracting LLC</u> Rep: <u>DINO FARMER</u> Email Address: <u>d.farmer@nemesiscontracting.com</u>	<u>44446 Pond Fork Rd.</u> <u>Wheaton WV 25208</u> <u>P.O. Box 16 Peds M/WV 25547</u>	PHONE <u>(304) 752-7669</u> <u>(304) 601 2818</u> FAX _____
Company: <u>TRI-STATE SHEET METAL</u> Rep: <u>BRANDON MERRIMAN</u> Email Address: <u>bmerriman@tri-state-service.com</u>	<u>PO 1231</u> <u>CHARLESTON, WV 25324</u>	PHONE <u>304-755-8135</u> FAX <u>304-755-5275</u>
Company: <u>ELCO</u> Rep: <u>Craig Nostelles</u> Email Address: <u>cmoste6920@Acl.com</u>	<u>1015 COOPER DR</u> <u>CHARLESTON, WV 25324</u>	PHONE <u>304-346-0546</u> FAX <u>304 346-0548</u>
Company: <u>WVDNR - Parks</u> Rep: <u>Don Bailey, III</u> Email Address: <u>Donald.E.BaileyIII@wv.gov</u>	<u>324 4th Ave.</u> <u>South Charleston, WV 25303</u>	PHONE <u>(304) 558-2764</u> <u>(304) 206-0415</u> FAX <u>(304) 558-0077</u>

Technical Questions

Chief Logan Lodge and Conference Center

HVAC Equipment Repairs

DNR214124

- Q. 1. **AHU MU-1A – Question:** Do solenoid valves have to be replaced? Are manufacturer rebuild kits an option?
- A. 1. Yes, replace solenoid valves.
- Q. 2. **AHU MU-1B – Question:** Instructed to check refrigerant charge on this unit. Is additional refrigerant to be included?
- A. 2. Refrigerant up to 30lbs is to be included in project cost. Any other required refrigerant is to be priced on a cost per pound basis provided as a unit price in the bid.
- Q. 3. **Maintenance courtyard condensers – Request and Verification:** verify which unit is the “Lounge/Breakfast Area Unit” needs condenser fan motor and low ambient controller. Verify which unit is “End of Hall Make-Up Unit” to be replaced, believe it is the 38AK12-611.
- | | | | |
|-------|---------------|----------------|--------------|
| A. 3. | Lounge Unit | M#38AK-012-611 | S#4300G00133 |
| | MAU HALL UNIT | M#38AR5012-311 | S#3405G20062 |
- Q. 4. **Laundry Room HVAC Unit – Clarification:** Did not locate the laundry room, need to see where return is to price installing filter grill. Also need to see ductwork that needs cleaned.
- A. 4. Coordinate with local park staff to view unit and filter grill. The unit is located within the maintenance area with the condenser serving the unit located directly outside. The duct needing cleaned is in the room directly adjacent to the maintenance area where the clothes dryers are located. It will need cleaned from the laundry area completely back to the return plenum of the air handler.
- Interior unit ID info: M#39LA06KB-BK-AL-B4
S#0401F59489
- Q. 5. **Grand Lobby – Verification:** There is a number missing in M#, 48TJ?016Z.
- A. 5. M#48TFE012Z-601QA
S#0801634073
- Q. 6. **All HVAC Systems on Carrier BAS System – Questions:** Type of Carrier control system was not identified. Control system is to be put back to original BAS conditions, are there

any available documents that describe the original sequence of operation? Failed control devices are to be replaced, are there any drawings available to help identify the number and location of such devices?

A. 6. During the initial unit evaluation, many control wires on the units were found to be disconnected or "jumped out". The units appear to have been "made to work" instead of repaired properly in the past. The intent of this project is to restore the units to their original installed condition. Each unit should be able to be controlled by the installed Carrier Comfort Link BAS system. Field verifies units being controlled by the BAS and restores them to original installed condition.

Q. 7. Can a return visit be made to site?

A. 7. Yes, however, any verbal answers to questions related to the project received from anyone are not acknowledged as valid unless specifically addressed in writing as part of the project addenda.

Clarification: All model and serial # information was obtained via telephone with local park maintenance staff. Field verifies all information prior to bidding.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance:
\$1,000,000.00 or more.

Builders Risk Insurance: builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DRN214124

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012