


ADDENDUM #1

January 14, 2020

TRANSMITTED VIA EMAIL: 9 pages

TO: ALL PLAN HOLDERS AND POTENTIAL BIDDERS
FROM: TIFFANY McCANTS, PURCHASING OFFICER 
SUBJECT: LEICESTER ELEMENTARY SCHOOL HVAC UPGRADES

(RFP# 1-20)

The following specifications and drawings are hereby made a part of the original documents. Bidders shall acknowledge receipt of this addendum by notation in the space provided on the Proposal Form.

Addendum includes: Pre-Bid meeting notes and sign-in sheet from 1/9/2020, and a 3-page revised proposal form.

Addendum #1

RFP# 1-20

Ish Sud, Ph.D., P.E., President
Fellow ASHRAE, LEED AP

Jerome C. Hay, P.E.
Vice President, LEED AP

Leicester Elementary School HVAC Upgrades Buncombe County Schools

Addendum #1

Pre-bid Conference Meeting Minutes January 13, 2020

1. A Pre-bid Conference for the project was held on Thursday January 9th at 2:00 PM. The attendance list is attached.

Note important changes to bidding listed below.

2. BCS has decided to move a portion of the work shown in the bid drawings from the base bid to a new alternate. New Alternate 3 will be to remove and replace the 5 ton and 10 ton split system heat pumps. Also remove two (2) unused packaged rooftop heat pumps. The mechanical and electrical work for this new alternate is shown on drawings M0.2, M1.4, E0.2, and E1.2
3. Mike Saenger, Engineer and Project Manager for the project welcomed everyone to the meeting. Clark Wyatt, Construction Project Manager for Buncombe County Schools introduced himself and welcomed the contractors taking a look at the project. An attendance sheet was passed around, which all attendees were asked to sign and to clearly write out their contact information. Mike Saenger then went over the importance of the MWBE requirements and the documentation.
4. Clark Wyatt emphasized that only the forms in the bid package are to be used for proposals. Other forms (AIA, etc.) are not acceptable.
5. Drawings and specifications are available on the Buncombe County Schools website. These can also be obtained from Sud Associates via email (sudwest@sudassociates.com).
6. Mike Saenger thanked the contractors for taking the time to attend and prepare a bid for the project.
7. The project will be bid as a single prime mechanical contract with a mechanical license required for all bidders.
8. Clark Wyatt stated that there will not be a formal bid opening. The final date for receiving bids for this project will be at **4:00 PM** on **January 29th, 2020**. Proposals should be sent to the following address or faxed to the following number. Fax is not guaranteed; call 828 255-5890 to confirm fax went through.

Buncombe County Schools, Purchasing Division
175 Bingham Road
Asheville, NC 28806

FAX: (828) 251-1730

9. **The time requirements have changed:** The new chiller will arrive on-site on February 24. The chiller is to be installed and operational by April 10, 2020, or 40 days after the contract is signed, whichever is later. Work on the boilers is not to begin until heating has been shut off for the season by BCS (approx. April 10). The building loop piping and pumping is to remain operational until the last day of teacher work before summer vacation. The building loop piping and pumping is to be worked on over the summer, and shall be operational before the

first day teachers arrive for the new school year in August. The new boilers are to be installed and functional, and the entire project complete, by October 1, 2020. The heat pump replacements should be performed during the summer, and should be completed in a timely manner to limit the time the media center is without air conditioning. No work of any sort is to be performed on-site during the week of EOG testing (expected to be mid-late May). A penalty of \$500/day will be charged to the contractor for liquidated damages for each day not complying with the requirements listed above.

10. To ensure a fair bidding process, questions and/or clarifications requested by contractors will not be accepted after an established cut-off date of **January 22nd, 2020 at 5:00 PM**. Contractors are encouraged to email their questions to msaenger@sudassociates.com as early as possible.
11. The permit fees shall be paid by the contractor and included in his bid.
12. Any contractor who wishes to visit the site again before the bid date should contact Jamie Messer at (828) 225-1105 to arrange a visit. Please provide at least one day notice.
13. Work may proceed during regular hours once a contract is signed. If subcontractors are working on site, the mechanical or general site foreman must be on the job as well. The contractor has the responsibility for security and safety as well as coordinating with the school. For areas that are used the next morning by the school, the area must be completely cleaned up and safe.
14. Regular coordination meetings will be held during the working contract period. These will be scheduled to be once every 2 weeks for most of the project, but will be less frequent during slower periods. The mechanical site foreman and control project manager must attend these meetings and present an accurate schedule of work to be completed over the next two week period, as well as an overall schedule updated.
15. The contractors are responsible for site verification of conditions and distances. Locations and distances shall not be scaled from the drawings.
16. Construction debris becomes the property of the Contractor unless otherwise noted, and must be disposed of properly and legally. Ensure that debris being removed from the work site is done so in a responsible manner in an effort to not litter the campus or surrounding community. Campus dumpsters may not be used for construction debris under any circumstances.
17. The contractors are instructed that it is unlawful to allow any person to bring to the project site, firearms or other weapons, any type of alcoholic beverages, tobacco products, or drugs not prescribed by a physician.
18. The contractor shall not be able to use the school's restroom. A portable toilet must be on-site during the working period.
19. Billing is to be via AIA forms G702 and G703 along with a sales tax report submitted to the engineer. A breakdown of scheduled values should be submitted before the first pay application.
20. New control valves (V-1 and V-2 on the drawings) will be furnished by the owner's control contractor, and installed by mechanical contractor.
21. After the meeting a tour of the project site was held.
22. All contractors submitting proposals shall incorporate the items in this Addendum, and all other addenda into their proposals, and acknowledge receipt of the Addenda on their bid proposal forms.
23. Included with this addendum is a revised proposal form including 5 alternates. Please use this revised proposal form when submitting proposals.

CLARIFICATIONS AND RESPONSES TO QUESTIONS

1. The owner's DDC company will only be involved in DDC control. Boiler internal controls and safeties (including the safety shut down button) along with chiller safety wiring are to be performed by the mechanical contractor.
2. The new boilers are to come with a 75 psi relief valve (not 50 psi).

Leicester Elementary School HVAC Upgrades
 Buncombe County Schools

Prebid Conference
 January 9, 2020

LIST OF ATTENDEES

NAME	COMPANY	PHONE #	EMAIL ADDRESS
Ugail Adams	SKMES	828-808-9186	uadams@skmes
Hunter Owen	H+M	828-776-5908	Howen@mhaynes.com
Chris Ashie	Jackson Electrical Contractors	828-400-8993	Cashie@jacksonelct.com
Scott Chandler	H+M	828-708-3691	schandler@mhaynes.com
Gerald Isbouts	BCS	828-775-5748	Gisbouts@bcsenmail.org
Robert Jordan	RLW	828-909-7374	RLW
Tim DeFisher	RLW	828-274-4305	TDeFisher@rlw-mechanical.com
Jeff Hengardt	Boltou	828-253-3621	JFHengardt@JHE Boltou.com
Mark Reddick	BOLTOD	828-253-3621	MREDRICK@JHE BOLTOD.COM
Jamie Messer	BCS	828-975-5317	jamie.messer@bcsenmail.org
Serome Hay	Sud Associates	828-255-4691	shay@sudassociates.com
Lupek Wyatt	BCS	828-775-1063	Lupek.Wyatt@bcsenmail.org
MIKE SAENGER	SUD	828-255-4691	MSAENGER@SUDASSOCIATES.COM

**STATE OF NORTH CAROLINA/BUNCOMBE COUNTY SCHOOLS
REQUEST FOR PROPOSAL** **RFP# 1-20**

PROJECT: *REVISED*** LEICESTER ELEMENTARY SCHOOL HVAC UPGRADES**

PROJECT DESIGNER: Gerald Isbouts, Project Manager

ISSUING AGENCY: Buncombe County Schools

ISSUE DATE: January 14, 2020

Sealed proposals subject to the conditions made a part hereof will be received until **4:00 pm EST on Wednesday, January 29, 2020** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

***PRE-BID MEETING:** Completed Thursday, January 9, 2020 at 2:00 pm EST.*

SEND ALL PROPOSALS DIRECTLY TO THE ADDRESS AS SHOWN BELOW:

Buncombe County Schools, Purchasing Division

175 Bingham Road
Asheville, NC 28806

FAX: (828) 251-1730 (fax is not guaranteed, call to confirm 828-255-5890)

NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Direct inquiries concerning this RFP to: Gerald Isbouts, Project Manager Phone: (828) 225-1108
Jamie Messer, HVAC Supervisor Phone: (828) 225-1105
Tiffany McCants, Purchasing Officer Phone: (828) 255-5890

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. Proposals in one original will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency no later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the proposals from each responding firm will be opened. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position. Proposals are confidential until such time that award has been made. Thereafter, the Purchasing Department will furnish a bid tab on the district's website.
5. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to Buncombe County Board of Education.
6. Offerors are cautioned that this is a request for offers, not a request to contract, and that Buncombe County Board of Education reserves the unqualified right to reject any and all offers when such rejection is deemed to be in its best interest.

(NOTE: THIS PAGE MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERATION OF PROPOSAL)
PROPOSAL FORM

*****REVISED*** LEICESTER ELEMENTARY SCHOOL HVAC UPGRADES
RFP# 1-20**

DUE DATE: Wednesday, January 29, 2020 at 4:00 pm EST

By submitting this proposal, the potential contractor certifies the following:

- ** This proposal is signed by an authorized representative of the firm.
- ** It can obtain and submit to the Owner insurance certificates as required within 5 calendar days after notice of award.
- ** The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- ** All labor costs, direct and indirect, have been determined and included in the proposed cost.
- ** All taxes have been determined and included in the proposed cost.
- ** The offeror has attended the conference (*if applicable*) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
- ** The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days (normally less) from the date of the opening, to furnish the subject services for a cost not to exceed:

BASE BID: Perform all work described on attached drawings “ME Bid Set BCS Leicester Elementary HVAC Upgrades 12-09-2019”.

\$ _____ dollars and _____/100 (\$ _____).

Alternate #1 (ADD): Provide and install the water to water heat pump system as shown on drawing sheet M1.2.

\$ _____ dollars and _____/100 (\$ _____).

Alternate #2 (ADD): Remove and replace kitchen heating/makeup air unit (electric heat only) with new 3,200 cfm unit as shown on drawing sheet M1.4.

\$ _____ dollars and _____/100 (\$ _____).

Alternate #3 (ADD): Remove and replace the 5-ton and 10-ton split system heat pumps. Remove two (2) unused packaged rooftop heat pumps as shown on drawings M0.2, M1.4, E0.2 and E1.2.

\$ _____ dollars and _____/100 (\$ _____).

Alternate #4 (ADD): Brand Alternate – Provide cast iron sectional boiler by Weil McLain.

\$ _____ dollars and _____/100 (\$ _____).

Alternate #5 (ADD): Provide a 4-year extended warranty on all parts and labor.

\$ _____ dollars and _____/100 (\$ _____).

Addenda received: _____ (Yes/No)

OFFEROR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FED ID No: _____ Type & License #: _____

E-MAIL: _____ MBE Status: _____

Principal Place of Business if different from above (See General Information on Submitting Proposals, Item 18.):

BY: (Signature) _____ TITLE: _____

DATE: _____ (Typed or printed name) _____

End of Proposal Form