



ADDENDUM

ADDENDUM # 01

DATE: June 4, 2009

Invitation for Bid: S-BB-9309

IFB Issue Date: May 18, 2009

Title & Location: GRAHAM PARK MIDDLE SCHOOL
HVAC Controls & Replacements
3613 Graham Park Road
Triangle, VA 22172

Architect/Engineer: Strickler Associates, Ltd.

Sealed Bid Due Date: June 10, 2009

THE FOLLOWING CHANGES, ADDITIONS, DELETIONS AND CLARIFICATIONS ARE HEREBY MADE PART OF THE BIDDING REQUIREMENTS AND CONTRACT DOCUMENTS FOR THE ABOVE REFERENCED PROJECT AND SHALL BE TAKEN INTO ACCOUNT IN THE PREPARATION OF ALL BIDS AND THE EXECUTION OF ALL WORK. BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE APPROPRIATE SPACE ON THE BID FORM.

SPECIFICATIONS

00300 COST ITEMS: Delete article – not to be used on this project.

00300 UNIT PRICING: Delete article – not to be used on this project.

See new 00300 PWCPS - Bid Form attached. Please use this revised section for bidding.

01010 COST ITEMS: Delete article – not used on this project.

01010 ALLOWANCES: Delete article – not used on this project.

01660 TESTING, ADJUSTING, AND BALANCING OF SYSTEMS: ADD this new section.

CLARIFICATIONS

Prince William County Schools will provide and install the pipe penetration through the roof. Contractor shall coordinate the location of pipe penetration.

Minutes of the Mandatory Pre Bid Meeting are attached.

END OF ADDENDUM #01

BID FROM:

_____(Bidder's Name)

_____(Street Address)

(City) (State) (Zip)

() _____
(Telephone Number)

() _____
(FAX Number)

e-mail: _____

FOR:

Bid No. _____

BIDS MAILED SHALL BE SENT DIRECTLY TO:

Prince William County Public Schools
Attn: Purchasing Department
P. O. Box 389
Manassas, Virginia 20108

BIDS HAND DELIVERED AND/OR EXPRESS COURIER SERVICES SHALL BE DELIVERED TO:

Prince William County Public Schools
Edward L. Kelly Leadership Center
Attn: Financial Services/Purchasing Room #1500
14715 Bristow Road
Manassas, VA 20112

Resident () Non-Resident ()
(Check One)

CONTRACTOR'S BID:

To the Prince William County School Board. Pursuant to notices given, the undersigned having obtained and examined the Bidding Documents, visited the site of the Project and being familiar with local conditions affecting the cost of the work and the requirements of the Bidding Documents, including Addenda, proposes to provide all labor, materials, or other requirements necessary to complete the HVAC Controls and Replacements at Graham Park Middle School, according to the Bidding Documents as prepared by the Engineer, Strickler Associates, Ltd., now on file in the office of the Engineer and the Owner for the following amounts:

BASE BID:

_____ Dollars (\$))
(State amount in words and figures)

ACKNOWLEDGMENT OF ADDENDA:

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

BID GUARANTY:

Enclosed herein find Bidders Bond or certified check for \$ _____ being 5% of the Base Bid herein, made payable to Prince William County School Board. The proceeds of which are to remain the absolute property of said County School Board if the Bidder shall not within ten (10) days after Notice of Award, enter into a written contract, and secure said contract by a bond for the full amount of the Contract to the approval of the proper officials of said County School Board.

TIME OF COMPLETION AND LIQUIDATED DAMAGES:

- A. It is the intention of the Owner to issue a Notice of Award for the work described in the Bidding Documents by June 19, 2009. The Owner will issue a Notice to Proceed for the actual on-site work to commence when all bonding and insurance requirements have been provided by the Contractor. The time in which the Contractor agrees to complete the work is of the essence of the Contract. It is the Owner's intent to have early Substantial Completion as listed in Section 01010, Article 1.2, and to have Substantial Completion for all other work by December 31, 2009.
- B. Should the Owner be unable to issue a Notice of Award by June 19, 2009, for some unforeseen reason, the bids shall remain valid for sixty (60) days after closing time for the receipt of bids. Immediately prior to a delayed award, the Owner and Bidder will negotiate and adjust, if necessary, the date of Substantial Completion. If an agreement cannot be reached, the Owner reserves the right to re-bid.
- C. A clause will be inserted in the Contract between the Owner and the Contractor to the effect that, from the compensation otherwise to be paid, the Owner is entitled, as liquidated damages and not as a penalty, to the sum of FIVE HUNDRED Dollars (\$ 500.00) for each calendar day beyond the Partial Early Occupancy and Substantial Completion date(s)

stipulated in the Contract, that the work is not completed. Once Substantial Completion has been awarded by the Architect, a time limit stipulated by the Architect and Owner will be allowed to the Contractor for the Contractor to complete the "punch list" and other close out requirements. If these requirements are not completed within the allotted time, then the Owner is entitled, as liquidated damages and not as a penalty, to the sum of FIVE HUNDRED Dollars (\$500.00) for each calendar day beyond the allotted time the work is not completed. These sums shall not be considered as a penalty, but as a sum mutually agreed upon as the ascertained financial damages suffered by the Owner because of the delay. The Owner may also recover from the Contractor the cost to complete the work not performed by the Contractor, damages for work performed by the Contractor but not in accordance with the Contract Documents, whether or not the Owner has corrected the work, and any other non-delay related damages and costs.

LICENSE CERTIFICATION:

By my signature on this solicitation, I certify that this vendor is properly licensed to provide the services specified. (Provide a copy of license with this bid.)

License Class _____ Virginia Contractor No. _____
(Insert A,B or C)

Specialty _____

CERTIFICATE OF COMPLIANCE:

By signing and submitting a bid, the Bidder has read and understands the certificate of compliance clause and will provide a fully completed certificate prior to award. This will be a factor in making an award: Yes ___ No ___ . If no, explain:

SIGNATURE:

IN TESTIMONY WHEREOF, The bidder has hereunto set his hand this _____ day of _____, 20__.

Bidder _____ / _____
(Signature) (Print Name)

IN TESTIMONY WHEREOF, The bidder (a firm) has hereunto set their hand this _____ day of _____, 20__.

Firm Name _____

By _____ / _____
(Signature) (Print Name)

IN TESTIMONY WHEREOF, The bidder (a corporation) has caused this proposal to be signed by its President and Secretary and affixed it corporate seal this _____ day of _____, 20__ .

Name of Corporation _____, by

President _____ / _____
(Signature) (Print Name)

Secretary _____ / _____
(Signature) (Print Name)

END OF SECTION 00300

SECTION 01660

TESTING, ADJUSTING, AND BALANCING OF SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of Contract, including General Conditions and other Division 1 Specification Sections, apply to the Work of this Section.

1.2 RELATED WORK

- A. Division 15 Specifications: Section 15990, Testing Adjusting and Balancing.

1.3 WORK DESCRIPTION

- A. This Section covers the testing, adjusting and balancing of environmental systems including but not limited to: air distribution systems, hot water heating systems, chilled water systems, condenser water systems and the equipment and apparatus connected thereto.
- B. The Contractor shall provide all labor, materials, equipment and service and shall perform all operations required for testing, adjusting, and balancing of systems and related work to obtain the performance of the systems as shown on the Drawings and in the Specifications.
- C. The balancing agency shall submit for review to the Engineer an acceptable procedure for performing this work. This procedure shall be submitted within sixty (60) days after the agreement between the Owner and Contractor has been signed.
- D. After the work of testing, adjusting and balancing the systems has been completed, the balancing agency shall submit final reports to the Engineer for review. The final reports shall be submitted within thirty (30) days after substantial completion of the environmental systems.

1.4 QUALITY ASSURANCE

- A. The testing, adjusting and balancing of systems shall be performed by an independent balancing agency whose supervisor is certified by the National Environmental Balancing Bureau (NEBB), the Associated Air Balance Council (AABC), or an independent balancing agency operating full time in this specialty, and whose supervisor is a registered professional engineer in the Commonwealth of Virginia. The balancing agency shall not be affiliated in any way with the Division 15 contractor, equipment suppliers, or installers.

- B. The environmental systems, including all equipment, apparatus and distribution systems, shall be tested, adjusted and balanced in accordance with the latest edition of the NEBB "Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems" or "The AABC National Standard for Total System Balancing."

PART 2 - PRODUCTS**2.1 INSTRUMENTS**

- A. The balancing agency shall supply all the instruments and other material required to perform the work.
- B. All instruments used for measurements shall be accurate, and calibration histories for each instrument shall be available for examination. Calibration and maintenance of all instruments shall be in accordance with the requirements of NEBB.
- C. Accuracy of measurements shall be in accordance with NEBB standards.

2.2 ADDITIONAL MATERIALS

- A. The balancing agency shall be responsible for all items or materials necessary for connection of its instrumentation onto the ductwork, piping or equipment regardless of whether or not they are specifically mentioned in the specifications or on the drawings.
- B. Balancing specialties such as small parts of balancing equipment shall be the responsibility of the balancing agency.
- C. Each item or material shall be furnished to the appropriate workman with instructions for its installation in time to be incorporated into its respective system.
- D. Major permanently installed measuring or balancing devices not shown or specified but found necessary as the work progresses shall be identified, justified in a report and shall be provided under separate documentation.

PART 3 - EXECUTION**3.1 PROCEDURES**

- A. A procedure shall be prepared for testing, adjusting and balancing the systems in accordance with the latest edition of the NEBB "Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems." The procedures shall be reviewed by the Engineer before any field work is started.

3.2 FIELD WORK

- A. It shall be the responsibility of the balancing agency to notify the Engineer and the Owner in writing of any deficiencies that are found such as, but not limited to, inadequate starters or motor horsepower, improper sheave and belt sizes, missing, improperly installed, or malfunctioning volume control dampers, air extractors, air terminals, air monitors, variable or constant volume boxes, power wiring, controls and any and all other items that prevent the Contractor from completing his work. The notification may be for single or multiple deficiencies. The work necessary to correct items on the listing shall be done and verified by the affected trade before the balancing agency returns to work in the reported area. In the event a discrepancy is found to remain after the repair is reported as corrected, the balancing agency may submit an itemized request for its lost time involved in re-documenting the problem.
- B. The balancing agency shall be responsible for adjusting sheaves to achieve required air quantities. If the sheaves require replacement, the sheaves and belts will be replaced under Division 15.
- C. The balancing agency shall set all outside air dampers to the final minimum position during the testing, adjusting and balancing period.

3.3 REPORTS

- A. Three (3) certified hard bound copies of the final report shall be submitted on applicable NEBB reporting forms for review within thirty days after substantial completion. If either the heating or cooling cycle test cannot be made because of the time of the year, the final report shall be filed without this test. A supplement to the final report shall be made when the test is completed.
- B. Each individual final reporting form submitted shall bear the name of the person who recorded the data.
- C. Identification of all types of instruments used and their last dates of calibration shall be submitted with the final report.
- D. Each hard bound copy of the final report shall be signed by the supervisor in charge of testing, adjusting and balancing this project to certify that the environmental systems are operating as designed.

END OF SECTION 01660

Graham Park Middle School
HVAC Controls & Replacements
Pre Bid Meeting Minutes
May 27, 2009

Brian Burtner spoke first indicating that this was in fact a **MANDATORY PRE BID MEETING**, and at the conclusion of the meeting the bid would be closed to only those contractors present.

Jim Hoover followed by explaining that the reason the pre bid was mandatory was primarily to stress that the educational function of the school was paramount, and that the owner and contractor would need to work together concerning the execution of the project to make sure the work did not interfere. He did state that the school will have several events happening during the construction period, including summer school.

Mr. Hoover then went over the interim dates listed in the project manual, and work needed to be accomplished by what dates.

Mr. Brummett followed, going over the dates involved in the actual bid process, and indicated that all questions need to be presented to Strickler Associates in writing, and that clarifications would be issued in writing as well.

The contractors asked several questions:

1. *How were permits being handled?* Jim Hoover stated that the owner would be handling the permitting in house under their agreement with Prince William County.
2. *Would Dan Anthony be involved in the project and to what extent?* Mr. Hoover responded that Dan is one of the owner's "partnering" companies, and that he would be involved as he normally is, performing shop drawing review and inspections.
3. *Did anyone in particular need to be contacted for site visits by contractors prior to bid?* Jim Hoover asked that site visits be arranged through him.

The sign in sheet for the meeting is available in the Prince William County Schools web site.

End of Pre Bid Minutes