

**October 09, 2024 -- ADDENDUM NO. 01  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG -  
WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
JACKSON COUNTY CENTER SIDING AND WINDOWS**

**TO ALL BIDDERS:**

The following items revise the Bidding Documents dated September 24, 2024. Acknowledge receipt of this Addendum at the appropriate location indicated in the Contract Documents. Failure to do so may cause the Bid to be rejected or disqualified. Pre-Bid Minutes and Sign in Sheet are attached to Addendum #1.

**ITEM**

**1.0 BIDDING CONTRACT CHANGES**

**2.0 DRAWING CHANGES**

**3.0 SPECIFICATION CHANGES**

**4.0 SUBSTITUTION REQUESTS**

**5.0 QUESTIONS**

**Question: After reviewing the bidding documents, can you please confirm whether a Bid Bond is required for this project?**

**Answer: No bonds are required.**

**6.0 ATTACHMENTS**

1. Pre-Bid Meeting Minutes
2. Sign in Sheet from Pre-Bid Meeting

**END OF ADDENDUM NO. 01**

**PRE-BID MEETING AGENDA****West Virginia University of Parkersburg/West Virginia Community & Technical College System.  
Jackson County Center Windows and Siding****MANDATORY pre-bid meeting on October 8, 2024, at 1:00 PM****1. Information**

- 1.1. The Owner is the West Virginia University of Parkersburg/West Virginia Community & Technical College System.
- 1.2. The Architect is McKinley Architecture and Engineering.
- 1.3. Direct questions in writing only to the Architect, via email at [projects@mckinleydelivers.com](mailto:projects@mckinleydelivers.com).
- 1.4. Bidding Document clarifications or changes will be made by Addendum only.
- 1.5. The Work is being funded by the Owner and Governor's Office.
- 1.6. Access to the site during bidding shall be requested through Bob Cooper, West Virginia University at Parkersburg Director of Maintenance Email: [bob.cooper@wvup.edu](mailto:bob.cooper@wvup.edu)
- 1.7. Electronic Copies of the Bidding Documents are available from the Architect make requests via the projects email account [projects@mckinleydelivers.com](mailto:projects@mckinleydelivers.com). or by phone 304-233-0140. Bidding Documents are being issued in electronic format (PDF). Addenda will be issued by the Architect to registered bidding document holders and plan rooms.

**2. Bid Due Date**

- 2.1. Bids are due at the WV Community and Technical College System, 2001 Union Carbide Drive, Building 2000, **until 3:00 PM local prevailing time on October 17, 2024**. The bidder is responsible to assure Bids are properly delivered and received. Carefully review the Instructions to Bidders, and Supplemental Instructions to Bidders for clarification of procedures.
- 2.2. Bidders may not withdraw their bid for a period of thirty (30) days after the time of the opening without the consent of the owner.

**3. Allowances**

- 3.1. Refer to Spec Section 012100 for Allowances.

**4. Special Requirements and Licensing**

- 4.1. All contractors are required to be licensed to perform the required work in the state.
- 4.2. All employees that are on site are to have a valid background check always made available to the owner and accessible on site.

---

## 5. Relevant Dates

### 5.1. According to the Instructions to Bidders

5.1.1. Deadline for substitution requests is 7 days before bids, October 10, 2024, at 1:00 PM LPT.

5.1.2. Deadline for submission of questions, requests for clarifications is 3 days before bids, October 14, 2024, at 10:00 AM LPT.

5.1.3. Carefully review the Supplemental Instructions to Bidders for further information.

## 6. Specifications

6.1. Performance specifications included in the project manual are intended to give the bidders flexibility in selection of manufacturers and don't require pre-submittal of manufactures for approval; however, the performance requirements must be met. If there is a desire to do something differently, submit as a Substitution. After Submission of Bid Proposals, Substitutions will only be considered in accordance with requirements and permitted conditions of Division 1 substitution section.

## 7. Bonds

7.1. No bonds on this project.

## 8. Schedule

8.1. The Work has a date of Substantial Completion deadline of 90 consecutive calendar days. If a bid is accepted by the Owner with the intent to award a contract on the Work, and the pre-contract documents are received in a timely manner, it should be expected that a prompt Notice to Proceed will be issued on the Work. Without prior approval, the site is not available for Construction until after the proposed construction start date. Prior to this date, with prior approval, sites are available for preconstruction activities such as, measurement, shop drawing preparation, & field verification. Refer to requirements in Division 1 summary section for access to the site.

## 9. Post Bid Requirements

9.1. After the Bid Opening, the apparent low bidder(s) is required to submit to the Architect's administrative account a list of work to be performed by bidder's own forces, a list of subcontractors, including sub-subcontractors and suppliers performing work or furnishings materials of the Contract in excess of \$25,000 within 1 day in accordance with the Instructions to Bidders.

9.2. The apparent low bidder(s) shall submit no later than within (72) seventy-two hours all Contractor and Subcontractor License Certificates, State of WV Purchasing Affidavit, and Workplace Drug-free Affidavit.

9.3. All pre and post-bid submissions sent to the Architect shall be sent only to the Architects' administrative "projects" email account.

---

9.4. Questions related to local building permits which are the Contractor's responsibility should be reviewed with local authorities. For all other local, state, and federal taxes which are the responsibility of the Contractor, questions should be directed to the WV State Tax Department, or other governing entity.

**10. Wage Considerations**

10.1. This project require conformance with the WV jobs act and use of "Local Labor" as defined under the Act. There is no prevailing wage in WV.

**11. Completion of Bid Forms**

11.1. Bids must be submitted on the base bid item, to be considered responsive.

**12. Scope Discussion**

12.1. In general, the Work of this bid package includes the removal and replacement of existing siding and windows.

**13. Questions:**

**PRE-BID MEETING AGENDA**

# SIGN IN SHEET

**Project Info:** 24300 Jackson County Center Siding and Windows

**Meeting:** Mandatory Pre-Bid

**Date/Time:** October 8, 2024 at 1:00 p.m.

PLEASE PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

NAME	COMPANY	E-MAIL	PHONE
Christian Rivera	Mckinley Architecture and Engineering	<a href="mailto:crivera@mckinleydelivers.com">crivera@mckinleydelivers.com</a>	4078088327
Rich Donovan	WV Community and Technical College System	<a href="mailto:donovan@wvctes.edu">donovan@wvctes.edu</a>	6813132212
Bob Cooper	West Virginia University at Parkersburg	<a href="mailto:bob.cooper@wvup.edu">bob.cooper@wvup.edu</a>	7405419159
William Dunbar	West Virginia University at Parkersburg	<a href="mailto:b.dunbar@wvup.edu">b.dunbar@wvup.edu</a>	3048347366
Robert Lowther	United Construction	<a href="mailto:rlowther@ucciwv.com">rlowther@ucciwv.com</a>	3044222141
Paul Cameron	American Plate Glass	<a href="mailto:apgclark@frontier.com">apgclark@frontier.com</a>	7402982789
Erik Palmer	Grae-con	<a href="mailto:epalmer@graecon.com">epalmer@graecon.com</a>	7403811211
Dustin Legg	BPI, INC.	<a href="mailto:dlegg@bpi-gc.com">dlegg@bpi-gc.com</a>	3047608909