



Oconee County Board of Commissioners

Addendum 1

DATE: October 13, 2022

TO: All Prospective Bidders/Offerors

FROM: Procurement Officer

RE: Addendum 1, RFP# 23-09-005 Oconee County Courthouse HVAC Replacement

The following changes are to be incorporated into the solicitation documents dated **September 29, 2022**. All those receiving this addendum should modify their documents to show the below described changes.

1. Pre-Bid Meeting Minutes/Questions & Answers
2. Pre-Bid Meeting Sign-in Roster

All questions shall be directed to the Owner Contact, Jessica Ellis, Procurement Officer via email to ocbids@oconee.ga.us.

1. Pre-Bid Meeting Minutes/Questions & Answers

- Jessica Ellis opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held on October 11, 2022 at in the Commissioner's Chambers located at the Oconee County Courthouse 23 N Main Street Suite 205 Watkinsville, Georgia 30677. The meeting began at approximately 2:00 PM and ended at approximately 2:35 PM. The bid number, description, and timeline were announced.
- County representatives included Alex Newell Internal Services Director, Bobby Reno Facilities Manager and Jessica Ellis Procurement Officer.
- Public Works Construction Project:
 - Bid submissions shall include a Bid Bond of 5% of bid price.
 - Awarded Bidder will be required to submit Payment & Performance bonds of 100% of bid price prior to receiving Notice to Proceed letter.
 - Bid submissions without a valid E-Verify affidavit will be rejected.

- Awarded contract will be required to pay sales & use tax on any materials purchased for this project.
 - Progress payment requests can be submitted monthly and payment terms are Net 30.
- This meeting was mandatory and attendance was required to qualify as a respondent.
- Any additional questions should be emailed to ocbids@oconee.ga.us. The deadline for these questions is October 14, 2022 at 5:00 PM.
- Any questions received will be answered via an addendum posted to the county's website by October 20, 2022 at 5:00 PM.
- The deadline for bid submissions is October 27, 2022 at 10:00 am. Submissions received after this time will not be accepted. The bid opening will follow and the submissions will be opened and announced out loud.
- The project was reviewed and the meeting was opened up for questions:
 - Project originally included 4 phases. Three of the four phases are already complete.
 - This project includes the final phase of the 1st floor of the courthouse.
 - All units are in standup closets or mechanical rooms.
 - Work must be coordinated with County staff including equipment arrival date and scheduled work days.
 - Courthouse will remain operational and a minimum of a week's notice will be required prior to completing any work.
 - Work can occur Monday thru Friday 7:00 am – 3:30 pm.
 - With the courthouse remaining open, please keep the work areas as clean and organized as possible.
 - Valves have already been put in to isolate units without draining the entire loop. Valves will still need to put in at the units as per the design drawings.
 - Please pay attention to the prints (Exhibit A).
 - The plans/specifications include a Trane control system. The County chose to go with a Convergent control system. This will be installed/completed separately from this project.
 - Contractor will have to coordinate with Convergent for the control system installation. Units can be connected to existing thermostats if replacement occurs prior to control system install.
 - One modification to the project is the installation of a butterfly manual shutoff valve on the cooling tower to isolate the water. This is listed in the current Scope of Work but Phase II prints do not reflect this.

Q1: Does an isolation valve need to be installed at the supply and return? Where do isolation valves need to go?

A1: Just on the bottom outlet of cooling tower coming back towards the building.

Q2: Just to clarify, awarded Contractor is not responsible for the control system?

A2: Correct. Convergent will supply the thermostats, controls, and automation system. This has been procured by the County independently from the HVAC Replacement.

Q3: Who is responsible for tying back into the fire panel?

A3: Convergent is responsible.

Q4: Who is responsible for the test and balance?

A4: Awarded contractor will be responsible.

Q5: Trane offers two styles. One including all controls and valve. Just to clarify, the County doesn't want that option?

A5: That is correct.

