



Oconee County Board of Commissioners

Addendum 1

DATE: March 05, 2020
TO: All Prospective Bidders/Offerors
FROM: Finance Director
RE: Addendum 1, RFP#20-02-014 Oconee County Courthouse HVAC Replacement Project

The following items shall take precedence over the specifications for the above named project and shall become a part of the contract documents.

Where any item called for in the specifications is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided, or superseded hereby the provisions of such item not specifically amended, voided, or superseded shall remain in effect.

The following changes are to be incorporated into the solicitation documents dated **February 13, 2020**. All those receiving this addendum should modify their documents to show the below described changes.

1. Mandatory Pre-Bid Meeting Minutes
2. Mandatory Pre-Bid Meeting and Emailed Questions and Answers
3. Mandatory Pre-Bid Meeting Sign In Roster

All questions shall be directed to the Owner Contact, Wes Geddings, Finance Director, Email: ocbids@oconee.ga.us . RFP submittal date is **March 12, 2020 at 2 PM EST**. Proposals will be received at the Oconee County Finance Department, 23 N. Main St. Suite 203, Watkinsville, GA 30677 until 2:00 PM EST. At that date and time, the proposals will be opened in Suite 205 and the names of the Bidders and the apparent low bids will be announced / recorded.

A. Donna Norton opened the meeting. Listed below are notes from the meeting and additional procurement procedures:

1. The meeting was held in the Board of Commissioners Chambers of the Oconee County Courthouse. The meeting began at approximately 2:00 PM EST and ended at approximately 2:35 PM EST. The bid number, description and timeline were announced. County representatives included Marvin Poe, Operations, Casey Smith, Operations, Arthur Kerns, Operations, Alex Newell, Administration, Donna Norton, Finance.
2. Mandatory Pre-Bid Meeting – meaning that attendance at the meeting is mandatory and only the attendees and/or their company representatives may submit a bid for this RFP. The final addendum will be posted to the County's website no later than 72 hours prior to the opening of the solicitation.
3. All questions shall be directed to Wes Geddings, Finance Director, and will be answered via email to the Bidder. Those questions/answers will also be put in the form of an addendum and posted to the County's website. Wes Geddings is the Bidder's contact throughout the solicitation process. His email is ocbids@oconee.ga.us.
4. The questions deadline is March 3, 2020 at 5:00 PM EST.
5. All interested Bidders are encouraged to check the Oconee County website before the bid closing date and time to make sure they have all the updates.
6. Nothing discussed that materially affects the RFP documents can be relied upon unless contained in an addendum.
7. No bonds are required for this project.
8. This is a Request for Proposal and the names of the Bidders will be announced at the opening.
9. Standard Required Information: Please be sure to include all required forms with your bid submittal or it will be deemed non-responsive and rejected.

B. Casey Smith, Operations, Marvin Poe Operations, and Alex Newell, Administration, made the following comments regarding the project:

All the water source heat pumps in the entire building will be replaced and spread across (4) phases. The primary focus is on Phase I which will be the support equipment, the cooling tower, boiler, the heat exchanger, pumps and similar equipment. When you turn in your bid packet, make sure your bid packet is complete with all the necessary documentation to be considered. The County is requesting Building Automation System for Phase I. The County would like a schedule or time frame of when certain components within the system will be down and a schedule of complete shutdown until completion for Phase I. All work performed on Phase I will affect the entire system. The County would like the schedule to reflect the number of weeks required to complete each task or each component of the project. This building will be occupied during the course of this project. The County would like to focus on performing this work during the mild temperatures such as the Fall of 2020 that way it doesn't put too much disruption on the staff or citizens within the building.

Tim North, Johnson, Spellman & Associates, prepared the technical drawings and specifications and is available today for questions and answers. Per Tim North, the specifications and drawings of the steel network are based on the current cooling tower specifications and are an exact replica of what is

currently in place. If no exact replica is available, any changes in the cooling tower specifications would affect the steel network drawings and specifications.

Marvin stated that the drawings and specifications were on the County's website. If anyone in attendance or from a group needs to take additional measurements, look around or to ask questions, bidders are welcome to come back. Casey Smith will serve as the point of contact and will set up future site-visits. Questions from those visits would need to go back through Finance to be placed on the Addendum so everyone may view questions and answers. The Courthouse is a public building and is open Monday through Friday from 8:00 AM until 5:00 PM.

Any questions after this meeting or from future site visits should be directed to Wes Geddings, Finance Director, by email at ocbids@oconee.ga.us. All questions are due on March 3, 2020 at 5:00 PM EST and all bids are due March 12, 2020 at 2:00 PM EST. All questions and answers will be released as an addendum and posted on the County's website, www.oconeecounty.com.

C. As part of the meeting, staff and prospective bidders/offerors participated in a work through of the facility stopping at the mechanical room, the cooling tower and some of the unit storage locations.

Item #2 – Mandatory Pre-Bid Meeting and Emailed Questions and Answers

The following are questions/answers from the mandatory pre-bid meeting and those submitted by email, from RFP issue date through the questions deadline date, March 3, 2020 at 5:00 PM, EST.:

Q1. Will the water system be tied to the Building Automation System (BAS)?

A1. Yes.

Q2. Permit to shut the road down for a crane?

A2. Oconee County staff will coordinate with the City of Watkinsville.

Q3. Where is the closet entrance door?

A3. The Courthouse side door entrance off 3rd Street.

Q4. Will the exhaust fans be changed out?

A4. Yes.

Q5. Is there a shut off valve on the cooling tower?

A5. No.

Q6. Where are the units locations for Phase II and Phase III?

A6. Some are in mechanical rooms, some in ceilings, some in rooftop penthouse.

Q7. Can contractor work on Friday evening to start demolish the cooling tower and make ready for Saturday morning to install new cooling tower?

A7. All scheduling will be done after a contractor is selected.

Q8. Who is responsible to block the street next to cooling tower for crane set up, County or Contractor?

A8. Oconee County staff will coordinate with the City of Watkinsville.

Q9. Are there any storage spaces available to store equipment and/or tools?

A9. No.

Q10. Do you anticipate extending the bid due date?

A10. No.

Q11. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A11. All details are stated within the bid documents.

Q12. Was the bid posted to the nationwide free bid notification website at www.mygovwatch.com?

A12. No.

Q13. Other than your own website, where was the bid posted?

A13. Georgia Procurement Registry and The Oconee Enterprise.

Q14. Is it possible to receive a list of mechanical contractors who attended the pre-bid meeting?

A14. The mandatory pre-bid roster is included within this addendum.

Q15. Can you send plans, specifications and/or documents for the project?

A15. The plans are located on the County's website, www.oconeecounty.com under "Bid Opportunities".

Q16. Should the bid be for just Phase I only or the whole building?

A16. The County would like a quote for all (4) Phases if possible. The County is focusing on Phase I. This is a big project that will take multiple years. The objective is to use the same contractor if possible for the next phases over the next years and add on to the project. The County would like bidders to quote all (4) Phases with the understanding that you cannot quote something (3) years in the future. We are looking for a ballpark estimate on what the County should expect for future phases, but for Phase I, the County is looking for a hard number that the County will use for the first phase.

Q17. Will there be a separate contractor for the controls?

A17. It is up to the prospective bidders/offerors. The County prefers Trane. Everything is based on Trane (i.e. the heat pumps, the wi-fi thermostat, etc.).

Q18. Are the units direct replacement?

A18. Yes. Each unit be replaced with new. Contractor to assure electrical supply in place is sufficient.

Q19. Is the County replacing the air separators?

A19. Yes.

Q20. Will old heat pumps be tied to BAS?

A20. No. New units will be.

Q21. Are the water source heat pumps tied into the BAS System now?

A21. We don't have a BAS currently.

Q22. Is rental of temporary HVAC in the job scope?

A22. No.

Item #3 - Mandatory Pre-Bid Meeting Sign In Roster



Sign-In Roster

Requesting Department: Operations

RFP Number: #20-02-014

Date/Time: February 25, 2020; 2:00 PM

Description: Oconee County Courthouse HVAC Replacement Project

PLEASE PRINT INFORMATION		
COMPANY REPRESENTATIVE	COMPANY NAME & ADDRESS	PHONE/EMAIL
Anthony Jones	Jones Mech	706-768-7741
Donnie Burroughs	Samsco Heating & Air	706-783-4666 donnie@samscompanyhvac.com
Michael Ghinga	Mallory & Evans	404-430-5941
Nick Sorrells	Mallory & Evans	678-656-7891
Jeff Brown	Aggreko	404-665-7453
Hunter Stiles	Stiles Heating & Cooling	706-548-1328
Jennifer Bowlin	Georgia Mechanical, Inc.	404-597-0394
Hiren Patel	Swan Mech Heating & Cooling 370 Franklin Dr St-A Dacula, GA 30019	678-438-6318
Tim North	JSA Engineers	678-336-5412
Mike Jackson	QT Contracting DBA Powers Heating & Air	770-487-2040
Marvin Poe	OCBOC - Operations	706-769-3905 mpoe@oconee.ga.us
Casey Smith	OCBOC - Operations	706-769-3905 csmith@oconee.ga.us
Arthur Kems	OCBOC - Operations	706-769-3905 akems@oconee.ga.us
Donna Norton	OCBOC - Finance	706-769-2944 dnorton@oconee.ga.us
Alex Newell	OCBOC - Administration	706-769-5120 anewell@oconee.ga.us

(END OF ADDENDUM 1)

Please note addendum 1 on the addenda acknowledgement form located in the RFP package.