



Oconee County Board of Commissioners

Addendum 1

DATE: October 1, 2021
TO: All Prospective Bidders/Offerors
FROM: Procurement Officer
RE: Addendum 1, ITB# 22-09-004 HCM/OVP Floor Coverings Project

The following changes are to be incorporated into the solicitation documents dated **September 18, 2021**. All those receiving this addendum should modify their documents to show the below described changes.

1. Pre-Bid Meeting Minutes
2. Pre-Bid Meeting Questions and Answers
3. Pre-Bid Meeting Sign-in Roster
4. OVP Community Center Floor Plan Key
5. UPDATED Bid Submission Requirements
6. UPDATED Bidder's Cost Form

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

- Jessica Ellis opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held on September 28, 2021 at Oconee Veterans Park (OVP) located at 3500A Hog Mountain Road, Watkinsville, Georgia 30677. The meeting began at approximately 10:05 AM and ended at approximately 11:00 AM. The bid number, description, and timeline were announced.
- County representatives included Lisa Davol Parks & Recreation Director, Tony Lathrup Parks Manager and Jessica Ellis Procurement Officer.

- 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 1, 2021 at 5:00 PM.
- Any questions received will be answered via an addendum posted to the county's website by October 6, 2021 at 5:00 PM.
- The deadline for bid submissions is October 12, 2021 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.
- Lisa Davol reviewed the project and opened the meeting up to questions.
 - Current carpet is approximately 12 years old.
 - First time being replaced since initially installed in 2009 (new construction).
 - OVP Community Center carpeted areas includes:
 - o Conference/Community room
 - o Front lobby
 - o Behind front desk
 - o One front office
 - o Back hallway/offices
 - HCM Brown Building includes the upstairs area only.
 - The same carpet should be used throughout both buildings.
 - Replacement flooring will be carpet tiles.
 - Small strip of carpet in front of the front desk is a problem area. Heavy foot traffic has caused the carpet to fray.
 - o Open to any ideas to prevent this problem with new carpet.

2. Pre-Bid Meeting Questions and Answers

Q1: Do you have a sample book the specifications are based on?

A1: What's included in the bid are just the minimum requirements to meet our needs. Open to all options that meets the specifications.

Q2: Is all current carpet to be replaced?

A2: Yes, that is correct.

Q3: Where can we stage a dumpster?

A3: The best place would be in the parking lot behind the building. The door at the end of the hall leading to the parking lot can be point of entry.

Q4: Do you have a loading dock?

A4: No, we do not.

Q5: Can materials be stored onsite? If so, where?

A5: Yes. The optimal place will be in the hallway as long as the materials don't block the emergency exit.

Q6: Are drawings for OVP available electronically?

A6: Please see attached Floor Plan Key.

Q7: Are drawings of the Brown Building available?

A7: Drawings are not available.

Q8: The specifications call for a vinyl base. Is a rubber base an acceptable substitution?

A8: Yes, a rubber base can be used.

Q9: Is the contractor responsible for moving the furniture?

A9: Yes, that is correct.

Q10: Who will be responsible for moving phones and computers?

A10: The County will be responsible for this.

Q11: Does the code base trim in the breakroom need to be replaced?

A11: Yes, it will need to be replaced to match what is installed in the carpeted areas.

Q12: There is a possibility the new carpet around the front desk area will be taller than the surrounding tile and therefore creating an increased chance of fraying at the edge.

There are multiple ways to prevent this. Would the County be open to revising the specs to include preventative measures?

A12: Please see UPDATED Bid Submission Requirements and UPDATED Bidder's Cost Form regarding alternative Tile to Carpet transition services.

Q13: Does the new carpet need to run under or up to the front desk?

A13: It should run up to the front desk.

Q14: Who is responsible for moving personal items from in the offices?

A14: County staff will remove all personal items.

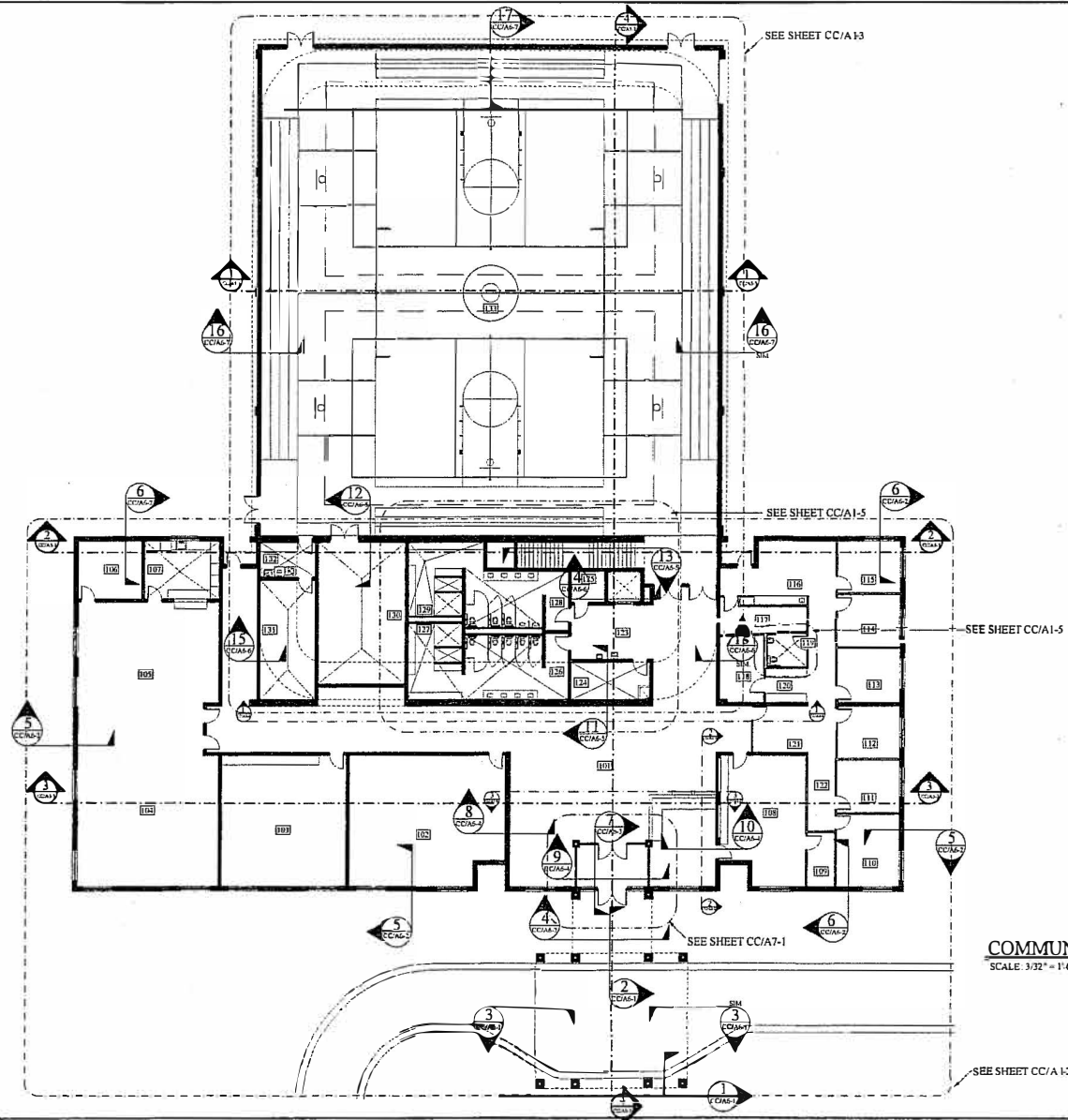
Q15: In the Brown Building, do we need to replace the quarter round trim?

A15: No. It can be removed and discarded.

Q16: Which forms are required to be in bid submission?

A16: All items listed on the Bidder's checklist should be included in your bid submission.

4. OVP Community Center Floor Plan Key



USES	
101	LOBBY
102	EXECUTIVE MEETING ROOM
103	MEETING ROOM
104	COMMUNITY ROOM B
105	COMMUNITY ROOM A
106	STORAGE
107	KITCHENETTE
108	OFFICE
109	STORAGE
110	DIRECTOR'S OFFICE
111	OFFICE
112	OFFICE
113	OFFICE
114	OFFICE
115	OFFICE
116	BREAK ROOM
117	IT ROOM
118	STORAGE
119	TOILET
120	WORK ROOM
121	RECEPTION / WAITING
122	CORRIDOR
123	LOBBY
124	JANITOR
125	ELEVATOR EQUIPMENT
126	WOMEN'S RESTROOM
127	WOMEN'S SHOWERS
128	MEN'S RESTROOM
129	MEN'S SHOWERS
130	STORAGE
131	MECHANICAL / ELECTRICAL
132	HOUSE KEEPING
133	GYM
134	WORKOUT AREA
135	RACE TRACK

COMMUNITY CENTER COMPOSITE PLAN
SCALE: 3/32" = 1'-0"

NOTE:
THE BLEACHERS, SCORE BOARDS AND BASKETBALL GOALS IN THE GYMNASIUM OF THE COMMUNITY CENTER ARE N.I.C. THE CONTRACTOR WILL COORDINATE THE SCHEDULE FOR INSTALLATION OF THESE ITEMS WITH THE OWNER'S VENDORS



NO.	DESCRIPTION	REVISIONS

JKH Architects
P.O. Box 1679
121 West Crane Road Street
Dublin, Georgia 31022
(703) 278-4221

WK DICKSON
COMMUNITY INTERDISCIPLINARY CONSULTANTS
4025 WICKS FERRY RD
ATLANTA, GA 30328
404-525-5514

NEW PARK
FOR THE
OCONEE COUNTY PARKS AND RECREATION
OCONEE COUNTY, GEORGIA

COMMUNITY CENTER LEVEL 1
KEY PLAN

CC
A1-1

5. UPDATED Bid Submission Requirements

- Alternate Service – Tile to Carpet Transition
 - While fraying of the new carpet at the front desk is of the highest concern, there must be a safe transition from tile to carpet in all areas through the OVP Community Center.
 - Therefore, in your bid submission, please provide a detailed description of the work to be performed if the tile to carpet transition is required.
 - Also, please list the cost associated with this service on the UPDATED Bidder's Cost Form. This price will be evaluated separately from your base bid price of the original project.

6. UPDATED Bidder's Cost Form



ITB# 22-09-004
 HCM/OVP Floor Coverings Project
 Bidder's Cost Form

Please use this BID RESPONSE FORM to indicate the cost for this project. Your total cost must include ALL fees, travel, and any other costs needed to complete the project.

I certify that the proposed costs(s) are accurate and reflect any applicable discounts, and that the company, which I represent, will deliver the services and related items for this proposed amount.

By submission of this response, I also certify that the RESPONDENT has read and understands all of the requirements contained in this solicitation, and agrees to be bound by all the terms and conditions contained in this solicitation without exception.

We have included all required documents required per the OWNER'S Instructions and Specifications. The RESPONDENT has availed itself of every opportunity to understand the requirements of this solicitation. Therefore, the undersigned respectfully submits this response and any attachments, if required.

DO YOU PLAN TO SUBCONTRACT ANY PORTION OF THIS PROJECT? Yes _____ No _____

THE UNDERSIGNED HEREBY PROPOSES THE ATTACHED COST PROPOSAL TO ITB# 22-09-004, ISSUED BY OCONEE COUNTY ON SEPTEMBER 18, 2021. ANY EXCEPTIONS SHALL BE CLEARLY MARKED IN THE ATTACHED COPY OF THE ITB:

Area 1 – OVP Community Center	Square Feet	Cost
1. Admin Hall		\$
2. Foyer off hallway		\$
3. Six admin offices		\$
Subtotal		\$
Area 2 – OVP Community Center	Square Feet	Cost
1. Facilities/Program office		\$
2. Front desk office area		\$
3. Conference Room		\$
4. East side lobby at front desk		\$
5. West side of lobby		\$
Subtotal		\$
Area 3 – Herman C. Michael Park Brown Building	Square Feet	Cost
1. HCM Upstairs Brown Building offices		\$
Subtotal		\$
BASE BID PRICE		\$
Alternative Service	Square Feet	Cost
1. Tile to Carpet Transition		\$

 Firm/Company - Printed

 Signature

 Contractor/Respondent, Title – Printed

 Date