



**PIKE ■ McFARLAND ■ HALL
ASSOCIATES, INC.
ARCHITECTS AND PLANNERS**

**ADDENDUM NO. 1
A NEW HVAC SYSTEM FOR
MYRTLE BEACH LAW ENFORCEMENT CENTER
SPECIAL OPERATION BUILDING
MYRTLE BEACH, SOUTH CAROLINA
PMH PROJECT NO. 17014
July 7, 2017**

NOTE: ADDENDUM NO. 1 HAS BEEN SENT TO MECHANICAL CONTRACTORS AND PLAN ROOMS ONLY. MECHANICAL CONTRACTORS ARE RESPONSIBLE FOR COMMUNICATION OF THE ITEMS CONTAINED WITHIN THIS ADDENDUM TO APPROPRIATE SUB-CONTRACTORS.

THIS ADDENDUM CONTAINS:

- FOUR (4) PAGES OF WRITTEN ADDENDUM
- TWO (2) PAGES OF BUSINESS LICENSE KEY POINTS
- THREE (3) PAGES PRE-BID SIGN-IN
- ONE (1) PAGE OF PRE-BID MEETING MINUTES

CLARIFICATIONS

1. Contractor's attention is directed to the BUSINESS LICENSE KEY POINTS (attached herewith) consisting of 2 pages for Business License requirements.
2. Project is located at 1101 North Oak Street, Myrtle Beach, SC 29577.

QUESTIONS AND ANSWERS

1. Please refer to the Meeting Minutes from the Pre-Bid Conference attached to this Addendum.

AGENDA FOR PRE-BID CONFERENCE OF June 29, 2017

I. SIGN-IN LOG

II. INTRODUCTIONS

- A. CITY OF MYRTLE BEACH REPRESENTATIVES:
Jay Hood – Facilities Services Manager
Captain John Kennedy
Sergeant Tracy Russell
Ruth Burleson, Purchasing Buyer
- B. PIKE - MCFARLAND - HALL ASSOCIATES, INC. REPRESENTATIVES:
Joseph C. Pike, AIA
Bill Jacobson, AAIA, Project Manager

- C. RAST DALLERY ENGINEERS, PC REPRESENTATIVES:
Robert Dallery, P.E.

III. PROJECT SCOPE

- A. The Work consists of:
 - a. Replacing the existing Administration Area split-system heat pump in its entirety.
 - b. Condition the Evidence Storage Area with a new split-system heat pump system.
 - c. Improve ventilation of the Warehouse Area with a new exhaust fan and louvers.
 - d. The work also includes extend perimeter walls to seal the storage areas from the metal building exterior walls and from the open bay, provide insulation in all perimeter walls of the storage areas to prepare for conditioning and add roof insulation to the existing compressed insulation in the bay over the storage area.
- B. The City will relocate evidence in this work area in coordination with the Contractor on an as needed basis.
- C. Contractor is advised that due to the operations of this work area and use of this building, the Owner will have a Representative present during certain portions of work.
- D. Contractor access to space.

IV. SCHEDULE

- A. Construction duration: 120 calendar days

V. BIDS, BID DATE AND LOCATION

- A. Thursday, July 13, 2017 at 10:00 AM.
- B. Deliver bids to the City of Myrtle Beach Office of Purchasing located at 3231 Mr. Joe White Avenue, Myrtle Beach, South Carolina 29577.
- C. Each Bid must be submitted in a opaque sealed envelope bearing the name and license number of the bidder and marked: "**A NEW HVAC SYSTEM FOR MYRTLE BEACH LAW ENFORCEMENT CENTER SPECIAL OPERATION BUILDING, Myrtle Beach, South Carolina**".
- D. Original sealed bids to be hand delivered or received via carrier service by time and date stipulated above. Bids submitted after the time and date set for the receipt will be returned to the Bidder unopened. Bidders shall be solely responsible for the delivery of their Bids in the manner and time prescribed.
- E. Bids mailed shall be enclosed in another envelope. Insert the closed and sealed Bid Form in the envelope to be mailed and addressed to the City of Myrtle Beach, at P.O. Box 2468, Myrtle Beach, South Carolina 29578.

VI. Alternates

- A. Alternate #1 – UV Lights
- B. Alternate #2 - Ionization

VII. INSTRUCTIONS TO BIDDERS

A. Article 3.04

1. The deadline for submitting questions is Wednesday, July 5, 2017 at 10:00 AM. All questions must be in writing and submitted to the Project Manager, Bill Jacobson at bjacobson@pmharchitects.com.

B. Article 3.05

1. Requests for an approved equivalent shall be submitted to the Project Manager by Monday, July 3, 2017 at 10:00 AM.

C. Article 5.02

1. All individuals that will be providing services on this project are subject to a criminal background check.

D. Article 6.01.

1. Submission Procedure: Enclose in an opaque sealed envelope and clearly mark exterior of envelope with:
 - a. Name and license number of bidder.
 - b. **A NEW HVAC SYSTEM FOR MYRTLE BEACH LAW ENFORCEMENT CENTER SPECIAL OPERATION BUILDING**, Myrtle Beach, South Carolina.

E. Article 7.01.

1. Security Deposit
 - a. Bid Bond in the amount of 5% of the Bid Price must accompany the Bid. (Section 00300G).
2. Bids shall be submitted on required form and shall include:
 - a. Bidder's Representation (Section 00300A).
 - b. Non-Collusion Affidavit (Section 00300B).
 - c. Statement of License Certificate (Section 00300C).
 - d. Statement of Experience of the Bidder (Section 00300D).
 - e. Project Superintendence (Section 00300E).
 - f. List of Subcontractors (Section 00300F).
 - g. Bid Bond (Section 00300G).
 - h. Bid Proposal (Section 00300H).
 - i. Local Vendor Preference (Section 00300I).

F. Article 8.01.

1. Duration of Offer: Bids will be binding for 30 days after the Bid closing date.

VII. GENERAL PROVISIONS

A. Article I – Requirements

1. Contractor's Bonds

- a. Payment and Performance Bond required.
 - b. Labor and Material Bond required.
 - c. City will provide Builder's Risk Insurance and name the Contractor as an additional insured.
 - d. Contractors are required to have a City of Myrtle Beach Business License.
- B. Article V – Workmanship, Materials and Equipment
1. All testing required shall be provided by and paid for by the Owner.
 2. Special Inspection requirements shall be provided and paid for by the Owner.
- C. Article VI – Execution of Work
1. Delays due to adverse weather conditions will NOT be regarded as unavoidable delays; such conditions are to be expected and Contractor shall plan their work accordingly.
 2. Contractor shall immediately notify Owner/Architect in writing of anticipation of any delay in work and its cause.
- D. Article VII – Payments and Contract Completion
1. Contractor shall deliver to Architect an estimated construction progress schedule immediately upon execution of the contract and before first Pay Request is submitted.
 - a. Show proposed dates of commencement and completion.
 - b. Show anticipated amount of each monthly payment in accordance with project schedule.
 2. Final payment will not be made to the Contractor until complete Release of Waiver of Liens, Affidavits of Payment and Debts and Claims and all close-out documents have been properly submitted and approved by all parties.

VIII. QUESTIONS

IN ATTENDANCE AT PRE-BID CONFERENCE

Contractor's attention is directed to the Pre-Bid Sign-In Sheet (attached herewith) and consisting of 3 pages.

PRE-BID CONFERENCE MEETING MINUTES

Contractor's attention is directed to the Pre-Bid Conference Meeting Minutes (attached herewith) and consisting of 1 page.

END OF ADDENDUM NO. 1



Business License Key Points
Ph: 843-918-1200 ☎ Fax: 843-918-1210

1. All sub-contractors must have a business license with the City of Myrtle Beach for each job prior to starting work. A Certificate of Occupancy may be held or delayed if any sub-contractor has failed to pay the required business license fee for the project. Please call the business license office at (843) 918-1200 with any questions.
2. Every separate business or subcontractor performing work on a job must have a City of Myrtle Beach business license. This includes every IRS-1099 subcontractor and any subs of subs. Only W-2 paid employees are not required to have a city license.
3. Every contractor or subcontractor must provide appropriate state licensing and City Master Trade Card, if required, to obtain a business license.
4. General contractors must submit to the business license division a complete roster of all subcontractors for verification of business licensing. The roster may be submitted in phases. Submitting in phases will help insure that the CO is not held up for unlicensed subcontractors. The GC has the option of holding a retainer for each subcontractor and paying the sub's business license fees out of the retainer. The City will accept payment from the GC to allow the CO to go through on time.
5. The general contractor is responsible for verifying that all subcontractors have the correct city licensing before the job can be complete and closed out. A stop work order may be issued on a project where subcontractors are not properly licensed.
6. The initial submission of the subcontractor roster must be within 10 days of pulling the permit. Attached is a subcontractor roster to complete. This form can be provided to you by e-mail in Excel format. Contractors may submit a roster of their design, but the format must be approved by the business license office. It must contain the following:
 - Subcontractor's business name and contact name
 - Subcontractor's contract value
 - Subcontractor's complete mailing and phone information

City Code § 11-39:

NAICS 230000 - Contractors, Construction, All Types

8.1	Having permanent place of business within the municipality	
	Minimum on first \$2,000.....	\$115.00 PLUS
	Each additional 1,000.....	\$ 2.70
8.1A	Not having permanent place of business within the municipality	
	Minimum on first \$2,000.....	\$230.00 PLUS
	Each additional \$1,000.....	\$ 5.40
	(Non-resident double rates do not apply)	

A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

The total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a calendar year.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project and shall report in each case the contract amount.

City of Myrtle Beach Business License Code Enforcement Officers:
Frankie O'Harrow 843-918-1151 or FoHarrow@cityofmyrtlebeach.com
Lawrence Willoughby 843-918-1174 or lwilloughby@cityofmyrtlebeach.com



City of Myrtle Beach
SOUTH CAROLINA

Mandatory Pre-Bid:


BID:

BID Opening:
Please Sign In:

Company Name

Representative

1) R.F. McEIVEN ^{Cayce Co., Inc}



Signature

843.448-6173

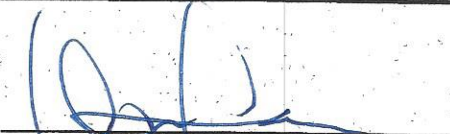
R.F. McEIVEN

Print

Phone/Fax

Email address

2) PMH ARCHITECTS
BILL JACOBSON



Signature

843-497-0272

WILLIAM JACOBSON

Print

Phone/Fax

bjacobson@pmharchitects.com

Email address

3) James Perron ^{Rast Gallery Engrs}



Signature

843 232 0408

James Perron

Print

Phone/Fax

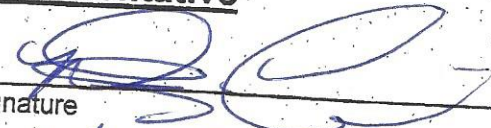
jameserastengineers.com

Email address

Company Name

Representative

4) North Strand Mechanical


Signature

843-272-4915
Phone/Fax

Mike Courie
Print

Mcourie@NSMhvac.com
Email address

5) PMH ARCH

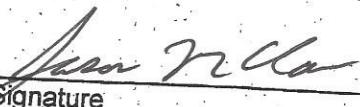

Signature

(843) 497-0272
Phone/Fax

JOSEPH PIKE
Print

jpik@pmharchitects.com
Email address

6) ARS MYRLE BEACH


Signature

843-293-9999
Phone/Fax

JASON MCCALL
Print

LRSKO@ARS.COM
Email address

7) Comb
RUTH BURLISON

Signature

Phone/Fax

Print

Email address

8) Tracy Russell - Comb

Signature

Phone/Fax

Print

Email address

Company Name

Representative

4) Capt. John Kennedy - COMB

Signature

Phone/Fax

Print

Email address

5) Jay Hood - COMB

Signature

Phone/Fax

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Email address

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A NEW HVAC SYSTEM FOR
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Pre-Bid Meeting Minutes
June 29, 2017

ATTENDEES

See Attached Sign-In Log

MEETING MINUTES

1. The Conference was called to order at 10:00 AM by Mr. Joseph C. Pike, AIA of Pike – McFarland - Hall Associates, Inc.
2. Key Points regarding the City of Myrtle Beach Business License requirement were discussed. All key points are covered in the handout titled "Business License Key Points" (attached herewith).
3. Ms. Ruth Burleson, Purchasing Buyer for the City of Myrtle Beach Purchasing Department, discussed Local Vendor Preference and made particular reference to the definitions and the required Local Vendor Preference Affidavit and required documentation that must be submitted as part of each Contractor's sealed bid proposal.
4. Officers Russell and Kennedy elaborated on the particular security sensitive issues of the facility and advised Bidders of the criminal background check requirement for the project. They stated that a Security Awareness Class and test may be required of project personnel.
5. The Lay-Down or Staging area was discussed. The three (3) parking spaces on the Southeast corner of the Special Operation Building are dedicated for the Contractor to use during the project. Sheet COV of the Contract Documents erroneously showed too many parking spaces. Storage will also be temporarily available inside of the Special Operation Building.
6. Mr. Pike opened the floor to questions

QUESTIONS AND ANSWERS

Q. Will the cost of the Building Permit be paid by the City of Myrtle Beach or the Contractor?

- A. The Contractor is required to obtain a "No-Fee" Building Permit. Due to this being a City project, the Building Permit fee is waived.

Q. Can we show potential Sub-Contractors the scope of work at the site?

- A. Any subsequent site visits must be pre-scheduled through Mr. Jay Hood, Project Manager, City of Myrtle Beach, (843) 655-1854, due to required security escort arrangements.

ADJOURNMENT

1. Mr. Pike adjourned the meeting at 10:45 AM

This correspondence reflects our understanding of the issues discussed. Please notify PMH immediately of any errors or omissions. Recipients are directed to review and forward this correspondence to all related parties upon receipt as required.

Bill Jacobson, AIA, LEED AP BD+C, Project Manager
PIKE - McFARLAND - HALL ASSOCIATES, INC.