

April 15, 2025

**ADDENDUM NO. 3**



RE: Renovations to Southern WV Community and Technical College  
Logan Campus – Building A  
100 College Drive  
Logan, West Virginia 25601  
Architect’s Project No. 24011

TO: Prospective Bidders

FROM: ZMM, Inc. Architects and Engineers

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents.

**ATTACH THIS ADDENDUM TO THE FRONT COVER OF THE PROJECT MANUAL AND ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.**

PART 1 - INFORMATION FOR BIDDERS

- A. **Bid Due Date is postponed until April 22, 2025 at 3:00 p.m. Location for receipt of Bids remains unchanged.**

PART 2 - CHANGES TO SPECIFICATIONS

- A. REPLACE Form of Proposal issued with Addendum No. 2 with Form of Proposal as attached to this Addendum.
- B. REPLACE Section 012300 “Alternates” issued with Addendum No. 2 with Section 012300 “Alternates” as attached to this Addendum.

END OF ADDENDUM

Attachments: Form of Proposal – Addendum No. 3 .....4 pages  
Section 012300 “Alternates”- Addendum No. 3.....2 pages

**Blacksburg**  
1116 South Main Street  
Blacksburg, Virginia 24060  
(540) 552-2151

**Charleston**  
222 Lee Street West  
Charleston, West Virginia 25302  
(304) 342-0159

**Marietta**  
149 Acme Street, Suite A  
Marietta, Ohio 45750  
(740) 371-9001

**Martinsburg**  
5550 Winchester Avenue  
Berkeley Business Park, Suite 5  
Martinsburg, West Virginia 25405  
(304) 342-0159

**SECTION 00300 – FORM OF PROPOSAL**

BID TO THE OWNER: Senior Director of Facilities  
West Virginia Community and Technical College System  
2001 Union Carbide Drive, Building 2000  
South Charleston, WV 25303

PROJECT: RFB 25282  
Renovations to Southern WV Community and Technical College  
Logan Campus – Building 'A'  
100 College Drive, Logan, West Virginia 25601

Bidder's Name: \_\_\_\_\_

The undersigned, hereinafter called "Bidder," being familiar with and understanding the Bidding Documents, and also having examined the site and being familiar with all local conditions affecting the Project, hereby proposes to furnish all labor, material, equipment, supplies and transportation, and to perform all Work in accordance with the Bidding and Contract Documents within the time set forth below for the sum of:

**BASE BID:** \$ \_\_\_\_\_

*(Amount to be shown in both words and numbers. In the event of a difference between the written amount and the number amount, the written amount shall prevail.)*

**ALTERNATES:**

The stated Base Bid is subject to the following additions or deductions for Alternates which the Owner may select. ('Provide' means 'furnish and install.' Include in bids below all related coordination and modification requirements associated with the Work of each Alternate.) Reference Section 012300 "Alternates".

Alternate Bid No. 1A - To provide Automated Logic, Premier Energy Systems, (304) 252-1918 for BAS controls specified in Section 250923 "Direct Digital Control (DDC) System For HVAC" in lieu of Base Bid BAS Controls Vykon, DeBra-Kuempel. If Alternate Bid No.1A is accepted,

ADD to or DEDUCT from Base Bid the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_).

Alternate Bid No. 1B - To provide Schneider Electric, Mason and Barry, Inc. (304) 755-0781 for BAS controls specified in Section 250923 "Direct Digital Control (DDC) System For HVAC" in lieu of Base Bid BAS Controls Vykon, DeBra-Kuempel. If Alternate Bid No. 1C is accepted,

ADD to or DEDUCT from Base Bid the sum of: \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_).

**BASE BID - NUMBER OF CONSECUTIVE CALENDAR DAYS TO ACHIEVE SUBSTANTIAL COMPLETION FROM NOTICE TO PROCEED: \_\_\_\_\_ DAYS**

*(Bidder to write number of days)*

The Bidder, if successful and awarded a Contract, agrees that all Work is to be Substantially Complete within the consecutive calendar days proposed following receipt of Owner's written Notice to Proceed and agrees to achieve Final Completion within 30 consecutive calendar days thereafter.

**RESPECTFULLY SUBMITTED:**

NAME of person authorized to sign contract on behalf of Bidder:

(Type or Print) \_\_\_\_\_ *Corporate Seal if Applicable*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Signature in Ink*

TITLE: \_\_\_\_\_  
*Please Type or Print*

BIDDERS NAME: \_\_\_\_\_

BIDDERS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR'S LICENSE NO.: \_\_\_\_\_

**CONTRACTOR'S LICENSE**

West Virginia Code §30-42 requires that all persons desiring to perform contractual work in West Virginia must be duly licensed. The West Virginia Contractor Licensing Board is empowered to issue a contractor's license. Application for a contractor's license may be made by contacting the West Virginia Contractor Licensing Board, Building 3, Room 200, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305. Telephone: (304) 558-7890. West Virginia Code §30-42 requires any prospective Bidder to include the contractor's license number on or with its Bid. Successful Bidder will be required to furnish a copy of their contractor's license prior to issuance of a Purchase Order/Contract.

**AFFIDAVITS (on the following pages) – TO BE SUBMITTED WITH BID OR AS OTHERWISE PRESCRIBED BY LAW**

- PURCHASING AFFIDAVIT: West Virginia code §5A-3-10A states that no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than \$1,000 in the aggregate. The Bidder (vendor) shall execute and submit with its bid, or as otherwise prescribed by West Virginia Code, the Purchasing Affidavit provided in the Bidding Documents.

- DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT: West Virginia Code §21-1D-5 requires each contractor that submits a bid for the work to submit an affidavit that the contractor has a written plan for a drug-free workplace policy prior to being awarded a contract.
- The contractor (bidder/vendor) shall execute and submit with its bid, or as otherwise prescribed by West Virginia Code, the Drug-Free Workplace Conformance Affidavit provided in the Bidding Documents.

### **CERTIFIED DRUG-FREE WORKPLACE REPORT**

In accordance with West Virginia Code §21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified in the Required Report Content section of the Certified Drug-Free Workplace Report Coversheet.

### **DISCLOSURE OF INTERESTED PARTIES TO CONTRACTS**

Pursuant to West Virginia Code §6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

The Disclosure Form is available at the following URL: <http://www.ethics.wv.gov/Pages/forms.aspx>

### **VENDOR REGISTRATION AND DISCLOSURE STATEMENT**

The successful Bidder must be a registered vendor with the West Virginia Department of Administration, Purchasing Division, prior to receiving a contract/purchase order. Vendor registration information is available at the following URL: <http://www.state.wv.us/admin/purchase/vrc/wv1.pdf>

### **LIQUIDATED DAMAGES**

The Owner will suffer financial loss if the Work is not Substantially Complete within the Contract Time following the date established for commencement of the Work in the notice to proceed and/or purchase order. As liquidated damages, and not as a penalty, the Contractor and the Contractor's surety shall be liable for and shall pay the Owner the sum of Five Hundred Dollars (\$500.00) per day until Substantial Completion is achieved.

Allowances may be made for delays due to shortages of materials and/or energy resources, subject to proof by documentation, and for delays due to strikes or other delays beyond the control of the Contractor. All delays and any claim for extension of Contract Time must be properly documented in accordance with the General Conditions of the Contract for Construction, AIA Document A201-2017, and the State of West Virginia Supplementary Conditions to AIA Document A201-2017.

### **ADDENDA ACKNOWLEDGMENT**

The undersigned hereby acknowledges receipt of the following Addenda and has taken the information contained therein into full consideration in the formulation of this Bid. Acknowledge Addenda as follows:

- Addenda No. 1 \_\_\_\_\_  
 No. 2 \_\_\_\_\_  
 No. 3 \_\_\_\_\_  
 No. 4 \_\_\_\_\_

Failure to acknowledge receipt of each Addendum may be cause for rejection of the Bid.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Signature in Ink*

**LIST OF PROPOSED SUBCONTRACTORS  
 (To Be Completed and Submitted with Bid)**

List as designated below the proposed subcontractor for each major branch of work for this bid. Also, provide the subcontractor's license number as required by the West Virginia Contractors Licensing Act. If the branch of work is to be completed solely by the Bidder/Contractor, so indicate. If the acceptance of an alternate bid changes a subcontractor, indicate by notation below. The Bidder/Contractor may be requested to change an unsatisfactory subcontractor. The Bidder/Contractor is responsible for selecting or changing subcontractors. The Owner and Architect/Engineer may indicate their concerns about any entity listed which they have reason to believe past experience indicates that poor performance may be expected. The Bidder/Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents. Any change of proposed subcontractors shall be at no additional cost to the Owner, as the

Bidder/Contractor has full responsibility for execution of the work. Bidder/Contractor shall have up to two hours after the bid opening to make adjustments if necessary. Owner will suffer loss should Contractor change from those listed beyond the two-hour time stipulated. Please email adjustments/modifications to Senior Director of Facilities at: [rich.donovan@wvhepc.edu](mailto:rich.donovan@wvhepc.edu).

Branch of Work/Material Category		Subcontractor/Supplier	Contractor License No.
1.	Demolition and disposal of existing construction, fixtures, and equipment		
2.	Provision of new HVAC Equipment		
3.	Reconstruction of new finish materials		
5.			
6.			

**END OF FORM OF PROPOSAL**

## SECTION 012300 - ALTERNATES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

#### 1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.
- B. Provide: Furnish and install including all materials, equipment, coordination, overhead and profit necessary for such provision.

#### 1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.

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- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. Alternate Bid No. 1A - To provide Automated Logic, Premier Energy Systems, (304) 252-1918 for BAS controls specified in Section 250923 “Direct Digital Control (DDC) System For HVAC” in lieu of Vykron, DeBra-Kuempel specified for Base Bid.
- B. Alternate Bid No. 1B - To provide Schneider Electric, Mason and Barry, Inc. (304) 755-0781 for BAS controls specified in Section 250923 “Direct Digital Control (DDC) System For HVAC” in lieu of Vykron, DeBra-Kuempel specified for Base Bid.