

REQUEST FOR BIDS (RFB) #26161

HVAC REPLACEMENT – TECHNOLOGY TRAINING CENTER

EASTERN WV COMMUNITY AND TECHNICAL COLLEGE

ADDENDUM #1

This Addendum is issued to make the following changes to the referenced RFB:

1. Delete Item 1 under the Special Instructions for Delivering Bids on page 11 of the RFB .pdf document. **Email Submission of Bids is NOT allowed.** (see attached Amended page)
2. Delete text under Section 4.3.1 *A Bidder shall submit its Bid as indicated below:* under Article 4 Bidding Procedures (see attached Amended page)
3. Delete Pages 31-34 of the RFB .pdf document titled GUIDELINES FOR VENDORS FOR BID SUBMISSIONS VIA EMAIL.

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12/8/2025

Final Completion within 30 days thereafter.

The Owner will suffer financial loss if the Work is not Substantially Complete within the Contract Time. For each calendar day of delay in achieving Substantial Completion, the Contractor shall be liable for and shall pay the Owner, not as a penalty but as liquidated damages, in accordance with the following schedule:

For each calendar day the project is not Substantially Complete, damages to be assessed at \$300 per day.

For each calendar day of delay in achieving Final Completion, the Contractor shall be liable for and shall pay half the amount of liquidated damages stated above, plus any additional fees of the Architect and the Architect's consultants that may accrue. 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. The Contractor in accordance with the Contract Documents must properly document all delays and any claim for extension of the Contract Time.

Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 3:00 PM, Eastern Time, **January 23, 2026**, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:

Director of Facilities and Capital Project Management
 RFB 26161
 WV Community and Technical College System
 2001 Union Carbide Drive, Building 2000
 Charleston, WV 25303

Special Instructions for Delivering Bids:

1. ~~Bids may be delivered electronically (via Email) at: bid_receipt@wvhepc.edu~~
~~Bidders submitting an electronic must follow the GUIDELINES FOR VENDORS FOR BID SUBMISSIONS VIA EMAIL that follow the Supplementary Instructions for Bidders in the Project Manual.~~
2. Bids Delivered by UPS and Federal Express: The UPS and FedEx drivers will deliver bids to the mail room at the address above and must be RECEIVED no later than 3:00 PM on January 23, 2026.
3. Hand Delivered Bids: Deliver bids to the following address: 1st Floor, WV Community and Technical College System, 2001 Union Carbide Drive, Building 2000, South Charleston, WV 25303.
4. Delivering Bids via U. S. Postal Service is not recommended. Bids may or may not arrive on time.

Owner reserves the right to accept or reject any/all Bids.

All applicable federal, state, and local laws, rules and regulations apply.

END OF SECTION 00100

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning 60 days after the opening of Bids, withdraw its Bid and request the return of its bid security.

§ 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

~~(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)~~

~~Paper original or via email as described in the Invitation to Bid; and if provided by email, according to the Guidelines for Vendors for Bid Submission Via Email that follows the Supplementary Instructions to Bidders.~~

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

§ 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)

Refer to §4.4 in the Supplementary Instructions to Bidders. Applicable provisions of West Virginia Code and the Higher Education Purchasing Procedures Manual may also apply.