

February 26, 2026

ADDENDUM NO. 1



RE: HVAC & Plumbing Renovations
Headquarters Building
Mountwest Community and Technical College
One Montgomery Way, Huntington, WV 25701
Architect’s Project No. 24065

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. Pre-Bid Meeting Sign-In Sheet is attached to this Addendum.
- B. Refer to Bid Advertising and note the following:
 - 1. Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 1:00 p.m., **EST**, March 12, 2026, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:
 - a. Director of Facilities and Capital Project Management
RFB 26217
West Virginia Community and Technical College System
2001 Union Carbide Drive, Building 2000
South Charleston, WV 25303

PART 2 - CHANGES TO SPECIFICATIONS

- A. Refer to revised Form of Proposal as attached to this Addendum.

END OF ADDENDUM

Attachments: Pre-Bid Meeting Sign-In Sheet..... 1 page
 Revised Form of Proposal.....4 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

PRE-BID MEETING SIGN-IN SHEET

24065 Mountwest CTC HVAC - Boiler - Sewer
Tuesday February 24th, 2026 @ 2pm

PLEASE PRINT

NAME Nat Warner
FIRM Dougherty Co Inc
ADDRESS 600 50th St Charleston, WV 25304
PHONE 304-925-6664 C-304-741-7741
EMAIL natwarner@doughertyco.com
Prime Sub

NAME David Taylor
FIRM Swope Construction
ADDRESS 1325 Bluefield Ave, Bluefield WV 24701
PHONE 304-325-8146
EMAIL bid@swopeco.com
Prime Sub

NAME BARRON KOSLOSKY
FIRM HEPL
ADDRESS S. CHARLESTON, WV
PHONE 304.767.3187
EMAIL Barron.Koslosky@WVHEPL.EOU
Prime Sub

NAME Craig Richards
FIRM DSO Mechanical
ADDRESS 515 3rd Ave, South Charleston WV 25303
PHONE 304-767-5096
EMAIL crichards@dsomech.com
Prime Sub

NAME Richard N. Burgroff
FIRM Casto Technical Services
ADDRESS 540 Leon Sullivan Way
PHONE 304-346-0599 304-545-3489
EMAIL rburgroff@castotech.com
Prime Sub

NAME Rod Pau
FIRM MCTC
ADDRESS ONE Mountwest Hwy
PHONE 304-360-9154
EMAIL pau@MCTC.com
Prime Sub

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 26217
HVAC & Plumbing Renovations for the Headquarters Building
Mountwest Community and Technical College
One Mountwest Way, Huntington, West Virginia 25701

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.)

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

(Bidder to write number of days)

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".

- A. Add-Alternate Bid No. 1 - To Provide Sewage Injector Replacement as shown on the Drawings and as specified. If Add-Alternate Bid No. 1 is accepted,

ADD to Base Bid the sum of: _____

_____ (\$_____).

ADD number of calendar days for Add-Alternate No. 1: _____

- B. Add-Alternate Bid No. 2 - To Provide HVAC Upgrades as shown on the Drawings and as specified. If Add-Alternate Bid No. 2 is accepted,

ADD to Base Bid the sum of: _____

_____ (\$_____).

ADD number of calendar days for Add-Alternate No. 2: _____

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.

Branch of Work/Material Category		Subcontractor/Supplier	Contractor License No.
1.	Demolition and disposal of existing construction, fixtures, and equipment		
2.	Boiler Replacement (Base Bid)		
3.	Sewage Injector Replacement (Add Alternate No. 1)		
5.	HVAC Upgrades (Add Alternate No. 2)		
6.			

END OF FORM OF PROPOSAL