



To: ALL BIDDERS  
Ref: NEW RIVER C & TC – GREENBRIER HALL ROOF RENOVATION  
Subj.: ADDENDUM BULLETIN NO. 1

This Addendum Bulletin shall be incorporated in the Construction Documents including the Drawings and Specifications for the Project referenced above. All work amended as listed herein shall be included in your Bid Proposal and the bidder shall acknowledge this addendum bulletin on the Bid Form.

The work shall be amended as follows:

SPECIFICATIONS

1. No revisions at this time

DRAWINGS:

1. No revisions at this time.

FOR CLARIFICATION:

1. Prevailing wages are not required for this project.
2. No electronic submissions are allowed, with raised seals and wet signature required.
3. Contractors are responsible for Lewisburg B&O taxes.
4. No construction items are allowed on the front side (facing campus) of the building.
5. Crew parking should be contained to upper lot as much as possible.
6. Construction materials stored on site will need to be enclosed in trailer provided by contractor. College will designate exact location for trailers upon project commencement.
7. Contractor can hook into electrical on site.
8. Work hours are flexible.
9. Core sample of main roof was taken following meeting and showed 5" insulation with fiberboard cover board and EPDM membrane over concrete roof deck. See Enclosures.

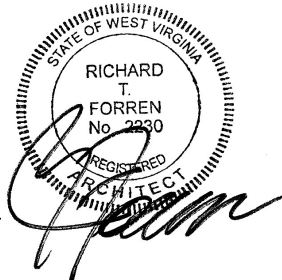
END OF ADDENDUM

Submitted by:  
THE OMNI ASSOCIATES – ARCHITECTS, INC.

Enclosures:

- A Pre-bid Meeting Presentation
- B Pre-bid Sign-in Sheet
- C Roof Core Sample

Richard T. Forren, AIA, Principal



Over 40 Years of Design Excellence



# New River C & TC – Greenbrier Hall

Pre-Bid Conference | April 8, 2026

# Project Overview

The project consists of re-roofing an existing educational building and providing enhanced roof access via a roof hatch and ladder, along with additional exterior roof ladders. Additional details are provided in the drawings and specifications.



# Project Overview (continued)



# Project Requirements

- Attendance at this conference is a mandatory prerequisite for prime bidders wishing to submit a bid. Everyone in attendance must fill out the sign-in sheet.
- A site visit will be conducted to allow all bidders to verify existing site conditions. Representatives from the Owner/Design Team are present to answer questions regarding scope of work, requirements of the bid and to further clarify existing conditions. Contractors are reminded that a site visit is required for bid submission. Change order requests for existing conditions that should have been anticipated during a site visit will not be considered.
- Contractors and subcontractors must be registered and licensed with the State of West Virginia and the City of Lewisburg.
- Contractors must comply with WV Jobs Act, Drug Free Workplace.



# Project Requirements (continued)

- Single Prime contract
- Bids due **May 05, 2026**
- Duration from Notice to Proceed to achieve Substantial Completion: **120 days**
- Bid Bond in the amount of 5% of the total bid
- Performance and Payment Bond in the amount of 100% of the total contract price



# Bid Requirements

Sealed bids for the project will be received at the following location until 11:00 AM, EST, May 05, 2026, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:

Director of Facilities and Capital Project Management  
RFB 26241  
West Virginia Community and Technical College System  
2001 Union Carbide Drive, Building 2000  
South Charleston, WV 25303



# Bid Requirements (continued)

Each Bid must be submitted in a sealed envelope which must contain: (a) the Bid Bond, (b) Form of Proposal containing the completed and signed Bid, (c) all other necessary documents as required in the specifications. The Envelope must have the following information in the lower left-hand corner:

*Bid for:*

*New River C & TC – Greenbrier Hall Roof Renovation*

*Name and address of Bidder*

*Bidder's WV Contractor's License Number*

*To Be Opened at 11:00 am, on May 05, 2026*

Once the envelope is opened, the Bid Bond, and all other necessary documents as required for the Bid will be reviewed first to ensure that all such documents are in order. If the documents required to be contained in envelope are not in order, the Bid will be considered non-responsive and will be returned to the Bidder.



# Site Logistics

- Stored materials
- Contractor facilities
- Utility hookups
- Construction traffic
- Method of access to the construction areas
- Crew parking
- Work Hours: Limit work to between 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise indicated.



# Design Intent

Interpretation of the bidding documents is solely the responsibility of the Design Team. Any vague, missing or conflicting information must be brought to the attention of the Project Architect for clarification.

Bid Phase RFIs must be submitted via the online form provided by the Architect (<https://tinyurl.com/OmniGreenbrierHall>). All bidders will receive the responses via Addenda.

Bid Phase RFIs will be accepted until close of business on **April 29, 2026**.

Anticipated Addendums: **April 10, 24, and May 01**.



# Design Intent (continued)

Scan the QR Code to get to the form:




**OMNI**  
ARCHITECTS

### Greenbrier Hall Bid Phase RFI Form

**Question \***  
Provide a description of the requested information, including drawing sheet and detail numbers. Only submit one question at a time.

Use the File Attachments tool to submit pictures or screenshots pertaining to your request. **DO NOT** submit text documents of the RFI questions.

  
**Drop your files here**  
[Browse](#)

**RFI From \***  
Please include Name and Company (e.g., "John Smith, Generic Corp")

**Email \***  
Please provide your email address in case we need to contact you for clarification.

Send me a copy of my responses

[Privacy Policy](#) | [Report Abuse](#)



# Administrative Items

AIA Documents: The following documents are considered part of the contract documents. See *specifications for additional AIA contract documents that are part of the contract*. The successful bidder will be required to purchase and use original documents (“G” series which include the red logo) during construction.

- a. A101-2017 – Agreement Between Owner & Contractor
- b. A201-2017 – General Conditions of the Contract for Construction
- c. A701-2018 – Instructions to Bidders
- d. G701-2017 – Change Order
- e. G702/3-1992 – Application for Payment / Continuation Sheet
- f. G704-2000 – Certificate of Substantial Completion
- g. G706-1994 – Contractors Affidavit of Payment of Debts and Claims
- h. G706A-1994 – Contractors Affidavit of Release of Liens
- i. G707-1994 – Consent of Surety to Final Payment
- j. G707A-1994 – Consent of Surety to Reduction in or Partial Release of Retainage
- k. G710-2017 – Architect’s Supplemental Instructions
- l. G714-2017 – Construction Change Directive



# Q&A



New River Community and Technical College  
 Lewisburg Greenbrier Hall-Roof Renovation  
 Pre-Bid Sign In Sheet

Omni Job #2024008.02

Date 4/8/26

Name	Company Name/Address	Telephone Number & Email	Prime Contractor
ISAAC WALTERS	SUTTER ROOFING & METAL CO. 2 STADIUM DRIVE CLARKSBURG, WV 26301	Tele 304-672-5904  Email isaac@sutterroofing.us	
LEE MCCLANAHAN	QXO 1616 PENNSYLVANIA AVE CHARLESTON WV 25302	Tele 304-638-7663  Email lee.mclanahan@qx.com	
John Withrow	Mecklenburg Roofing 1565 Hansford St Charleston WV 25311	Tele 304 590 7523  Email jmichael@mecklenburgroofing.com	
Martin Schleiff	Schleiff Construction LLC 573 Washington St West Lewisburg WV 24901	Tele 304-667-1886  Email schleiffmartin@gmail.com	
BARROW KOSLOSKY, AIA	HEPC 2001 UNION CARR. DR. RD. 2000 SOUTH CHARLESTON, WV 25303	Tele 304-767-3184  Email BARROW.KOSLOSKY@WVHEPC.EDU	
ERIC IHNAT	HARRIS BROTHERS ROOFING 1833 HANSFORD ST. CHARLESTON, WV 25311	Tele 304 343 5566  Email eric.harrisbrothers@outlook.com	

Name	Company Name/Address	Telephone Number & Email	Prime Contractor
Dalton Burch	Tri-State Roofing + Sheet Metal PO Box 1231, Charleston, WV	Tele 304-755-8135 Fax Email dburch@tri-state-service.com	
		Tele Fax Email	
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Name	Company Name/Address	Telephone Number & Email	Prime Contractor
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