

## **ADDENDUM NO. 2**

Issued Wednesday, January 11, 2017

**CP1623**

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**RE: CP1623 – VRTC Bus Shelter Sprinkler System Replacement**

**FROM: City of Charleston Department of Parks  
823 Meeting Street  
Charleston, SC 29403**

**TO: Prospective Bidders**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents as noted below. **Acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.**

This Addendum includes a total of 6 pages in three (3) parts as follows:

1. Part 1 – Pre-Bid Attendance Roster from January 10, 2017, (1 page)
2. Part 2 – Pre-Bid Agenda (4 pages)
3. Part 3 – Revised Specification Section 211316.

### **Part 1: Pre-Bid Attendance Roster**

A pre-bid meeting was held on Tuesday, January 10, 2017 at the VRTC Bus Shelter. A copy of the attendance sign-in sheet for the meeting is attached as part of this addendum.

- Pre-bid Meeting – Bidder Attendance List attached for January 10, 2017.

### **Part 2: Pre-Bid Agenda**

- Pre-bid agenda attached

### **Part 3: Revised Specification Section 211316**

- Revise paragraph 1.5-B to read:
  - B. *Delegated Design: Design sprinkler system using performance requirements and design criteria indicated.*

Enclosures: Pre-Bid Attendance Sheet  
Pre-Bid Agenda

END OF ADDENDUM



*Joseph P. Riley, Jr.*  
*Mayor*

*City of Charleston*  
*South Carolina*  
*Department of Parks*

*Dustin A. Clemens*  
*Deputy Director*

**Pre-bid Attendance Sheet**

Project: VRTC Bus Shelter Sprinkler System Replacement – CP 1623

Pre-Bid Meeting: Non - Mandatory – Tuesday, January 10, 2017 at 11:00 AM on-site

Bid Opening Date: Tuesday, January 24, 2017 at 2:00 PM

Page: 1 of 1

Location of Bid Opening: 823 Meeting Street, Department of Parks, 2<sup>nd</sup> Floor Conference Room

| COMPANY                                      | MAILING ADDRESS                            | TELEPHONE NO. | EMAIL ADDRESS  | CONTACT NAME     |
|--|--|---------------|--|------------------|
| FLSA   | 9580 William Aiken Ave<br>Ladson, SC 29456 | 843-820-2033  | <a href="mailto:mebasnillo@flsamerica.com">mebasnillo@flsamerica.com</a> | Michael Basnillo |
| Palmetto Automatic Sprinkler<br>Company, Inc | 118 Bee Street<br>Ladson, SC 29456         | 843-879-9641  | <a href="mailto:ecarter@pasco-inc.com">ecarter@pasco-inc.com</a>         | Eddie Careter    |



*Joseph P. Dickey, Jr.*  
Mayor

*City of Charleston*  
*South Carolina*  
*Department of Parks*

*Dustin A. Clemens*  
Deputy Director

## **Pre- Bid Conference Agenda**

**Project: VRTC Bus Shelter Sprinkler System Replacement CP1623**

**Date: Tuesday, January 10, 2017 at 11:00 on-site**

### **A. Introductions**

1. Project Manager: City of Charleston, Department of Parks – Nate Yokoyama, P.E.  
[YokoyamaN@charleston-sc.gov](mailto:YokoyamaN@charleston-sc.gov)
2. Engineer, DWG, Inc: – Kenny Minogue [KMinogue@dwginc.com](mailto:KMinogue@dwginc.com)
3. Minority Business Officer: City of Charleston - Theron Snype

### **B. Sign-in Sheet**

1. All attendees shall provide the name of the firm they represent on the sign-in sheet. This shall be the same name as shown on their SC Contractors License and on the Bid Form. \*Please make this legible. Please provide business cards, if available, in case some of the information on the sign-in sheet is not legible.

### **C. Project Scope**

Replacement of the existing sprinkler system will be performed in accordance with CHS VRTC Shed Dry Pipe Sprinkler System Replacement Fire Protection Narrative prepared by DWG, Inc., dated October 14, 2016 and Specification section 211316 Dry-Pipe Sprinkler System, prepared by DWG, Inc., dated October 20, 2016, included herein.

### **D. Plans/Specifications**

1. Available from: City of Charleston Bidline:  
<http://www.charleston-sc.gov/Bids.aspx?CatID=18>

### **E. Written Word**

1. Only the written word as contained in the Bid Documents, including any addenda that may be issued, shall be valid.
2. It is the Bidders responsibility to read and review all of the Bid Documents, including addenda.
3. Statements made by the Project Manager or the A/E are for the sole purpose of calling the Bidders' attention to items of importance in the Bid Documents.
4. All questions or requests for clarification must be submitted in writing to the project manager. All responses will be made in the form of addenda to the Bid Documents.

### **F. Bid Opening**

1. Bids will be opened on: **Tuesday, January 24, 2017 @ 2:00 PM. Location: Department of Parks, 823 Meeting Street, 2<sup>nd</sup> Floor, Capital Projects Division.**
2. It is the intent of the City to award a Contract for the lowest responsive bid submitted by a responsible Bidder.
3. Bidders shall not qualify their bid.
4. Bids sent by mail or other special delivery service (UPS, FED-/EX, etc.), should be labeled "Sealed Bid Enclosed" and shall be received at the address indicated prior to the time of the bid opening.

Bids not received prior to the time of bid opening shall be rejected as being nonresponsive.

5. Bidders shall be responsible for having their bid at the designated place for receiving bids no later than the time set for the bid opening. Once the bidding has been declared closed, all late bids, including bids improperly delivered, shall be rejected as being nonresponsive.
6. Each bid shall have bid security of not less than 5% of the sum of the Base Bid.
7. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.
8. Bidders should verify their ability to comply with all bonding and insurance requirements prior to submitting a bid. Insurance requirements are described in the General Conditions.
9. Bidders shall be licensed in accordance with the requirements of the South Carolina Contractor's Licensing Board.

#### **G. Bid Form**

1. Bidders shall indicate the form of the Bid Security (Bid Bond or cashiers check) on the Bid Form.
2. Bidders shall acknowledge all addenda.
3. By submitting a bid, Bidders agree that the Base Bid price and the Bid Alternate(s) price(s) shall not be revoked or withdrawn for 60 days.
4. Base Bid shall be shown in figures only.
5. Alternates (when included): Bidders should strike through "ADD" or DEDUCT" so as to clearly indicate the price adjustment for each alternate.
6. Unit Prices (when included): The Bidder should furnish requested unit prices. The Owner reserves the right to include or not to include the unit prices in the contract and to negotiate unit prices with the Bidder. Unit prices have no bearing on the contract award (unless the bid is a unit price bid) and need not be read at the bid opening.

#### **H. Substitutions**

1. Materials and products listed in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by a proposed substitution.
2. References in the Bid Documents to the words 'or equal' and 'or approved equal' shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.
3. Requests for substitutions must be submitted to the project manager **in writing by Friday, January 13<sup>th</sup> by 12:00 pm**. Proof of equality of substitutions is the responsibility of the proposer. The A/E's decision to approve or disapprove the requested substitution shall be final.
4. The A/E shall include in an addendum the approved substitutions. Substitution requests not approved by the A/E may be listed in an addendum at the A/E's option.

#### **I. Addenda**

1. Addendum 2, which will include the list of the attendees and the Pre-Bid Meeting Minutes, will be issued no later than Thursday, January 12, 2017 at 4:00 pm.
2. No addenda will be issued later than the Thursday, January 19, 2017 by 2:00 PM EST. All questions should be submitted in writing to the project manager by Friday, January 13, 2017 by 12:00 PM EST.
3. It is the Bidders responsibility to determine, prior to submitting a bid, that all addenda issued have been received.

**NOTE:** If the pre-bid is mandatory, the bidders should verify that their firm's name has been included in an addendum.

#### **J. Time of Contract Performance / Rain Days**

1. The Date of Commencement shall be established in the Notice to Proceed. This is expected to be the mid-March.
2. Number of calendar days for construction to reach Substantial Completion: Refer to the Instructions to Bidders (80 calendar days).
3. The Contractor shall install a rain gauge on-site (not near any irrigation heads) and submit

logging information and requested rain days along with Payment Applications for approval each month.

4. The time allowed for Substantial Completion includes five (5) calendar days per calendar month for delays due to inclement weather. Delays due to weather beyond the five days may be requested as a time extension to the time for completion. Since the majority of the work is interior, the Contractor shall submit an explanation and job site weather data supporting the claim for an extension of time.
5. Work will not be performed on the dates included in the scope of work due to events scheduled within the facility by the owner.
6. Work is to be performed outside of normal work hours as not to impact the operation of the facility. The owner's hours of operations from January 1, 2017 to March 31, 2017 are 8:00 am to 5:00 pm and 8:00 am to 5:30 pm from April 1, 2017 to November 1, 2017. Work by the contractor should not commence sooner than 30 minutes after the end of each day's operation and should be completed at least 30 minutes prior to the beginning of each day's operation by the owner.

**K. Liquidated Damages:**

Liquidated Damages in the amount of \$140.00 per day shall be applied for failure to reach Substantial Completion within the contract time limits.

**L. Agreements**

1. An incomplete bid, or information not requested that is written on or attached to the Bid Form, could be considered a qualification of the Bid and may be cause for rejection of the Bid.
2. Failure of the Bidder to indicate a price for a Bid Alternate shall render the Bid non-responsive.
3. Bid Alternates may be accepted by the City in any combination or order at the sole discretion of the City.
4. To support the City's evaluation of the Bidders' responsibility, it may request the prospective contractor to furnish information on its experience and capability.
5. The successful bidder shall maintain a business license with the City of Charleston for the duration of this contract.
6. By signing the Bid, the Bidder certifies that it will provide a "Drug-free Workplace as required by SC law.
7. The project may be cancelled for the convenience of the City at any time prior to issuance of the Notice to Proceed.

**M. Insurance and Bonds**

1. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid.
2. Insurance requirements are described in the General Conditions.

**N. Minority Business Enterprise Goals**

1. This project is subject to the goals of the City of Charleston's Minority Business Enterprise program. POC is Theron Snype at 973-7247 or at [SnypeT@charleston-sc.gov](mailto:SnypeT@charleston-sc.gov)
2. Goals for this project are 20% combined MWBE participation.
3. The MWBE Program requirements are outlined in five pages within the bid documents. All Bidders must complete and return their Affidavits A & B or Affidavit C.
4. Failure to include the required MWBE paperwork will render the bid non-responsive.
5. Mr. Theron Snype is a great resource. Please call him if you have any questions.

**O. Additional Items**

1. Any storage of material on-site should be coordinated with the owner as not to impact the owner's daily operation of the facility.

**P. Questions**

1. All questions will be answered in writing in the addendum.
2. Questions after the pre-bid conference and during the bidding stage concerning front-end documents should be directed to the project manager.
3. The project manager will, when necessary, provide answers to questions and other clarifying information to Bidders by addendum.
4. All lines of communication during the bidding stage should be through the project manager.
5. Deadline for questions is Friday, January 13, 2017 at 12:00 PM.

**R. Closing**

1. Addendum No. 2, including the names of the attendees, will be distributed no later than: Thursday, January 12, 2017 by 4:00 PM.
2. Everyone must acknowledge receipt of the addendum on their bid form.
3. Remind attendees to sign the sign-in sheet and provide all other requested information on the sign-in sheet before leaving the Pre-bid.
4. Please keep in mind;
  - a. Late bids shall be rejected as non-responsive.
  - b. Bids without proper bid security or qualified bids shall be rejected as nonresponsive.
  - c. Bid **ALL** alternates included on the Bid Form.