

**BERKELEY COUNTY DEVELOPMENT AUTHORITY
BERKELEY COUNTY, WEST VIRGINIA**

300 FOXCROFT AVENUE HVAC UPGRADE

ADDENDUM #1

APRIL 6, 2021

THRASHER PROJECT #010-10111

TO WHOM IT MAY CONCERN:

A Pre-Bid Conference was held on Tuesday, March 30, 2021 on the above-referenced project, a copy of the sign in sheet is included in this Addendum. The following are clarifications and responses to questions posed by contractors for the above reference project.

A. GENERAL

1. A two-envelope system will be used.

Envelope No. 1 must have the following information presented on the front:

Name and Address of Bidder
Bid on 300 Foxcroft Avenue HVAC Upgrade
Received by the Berkeley County Development Authority

Envelope No. 2 labeled "Bid Proposal" shall be placed inside of Envelope #1.

Envelope No. 1 will be opened first and the Bid Opening Requirement items checked for compliance as outlined on the Bid Opening Checklist on page BOR - 1 of these contract documents. If such documents are found to be in order, Envelope No. 2 "Bid Proposal", will then be opened and will be publicly read aloud. If the documents required to be contained in Envelope No. 1 are not in order, Envelope No. 2 "Bid Proposal" will not be opened and the Bid will be considered non-responsive and will be returned to the Bidder.

2. The Bid Opening Requirement Checklist (BOR-1) is included with this Addendum.
3. A Bidder may not withdraw his Bid for a period of ninety (90) days after the date set for the opening of Bids.
4. Bids shall be accompanied by a Bid Bond payable to the Doddridge County Commission, an amount equal to five percent (5%) of the Total Bid.
5. Cut-off for questions is 12:00 PM on Wednesday, April 7, 2021.
6. A link for the live-stream of the bid opening is provided below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 304-935-0841](#) United States, Charleston

Phone Conference ID: 341 027 243#

[Find a local number](#) | [Reset PIN](#)

B. SPECIFICATIONS

Not Applicable

C. DRAWINGS

Not Applicable

D. QUESTIONS AND RESPONSES

Not Applicable

E. CLARIFICATIONS

Not Applicable

If you have any questions or comments, please feel free to contact me at your earliest convenience. As a reminder, bids will be received until 1:00 a.m. on Wednesday, April 14, 2021 at The Thrasher Group, Inc., 160 Association Drive, Charleston, WV. Good luck to everyone and thank you for your interest in the project.

Sincerely,

THE THRASHER GROUP, INC.



Ken Smith
Project Manager

**BERKELEY COUNTY DEVELOPMENT AUTHORITY
 MARTINSBURG, WEST VIRGINIA
 300 FOXCROFT AVENUE HVAC UPGRADE**

**PRE-BID CONFERENCE
 Tuesday March 30, 2021**

Thrasher Project #010-10111

Name	Representing	Phone #	Email Address
Corey Jackson	Minghini's General Contractors, Inc.	304-263-9988	cjackson@minghini's.com
Tim Kline	M.S. Johnson & Co. Inc.	301-733-1066	tkline@msjohnston.com
Sandy Hamilton	Development Authority	304-596-3690	shan.howard@developmentauthority.com
Mike Bush	1st Management Group LLC	304-724-6777	Mike@RPSWV.com
Ken Smith	Thrasher Group	304-343-7601	kesmith@thetrashergroup.com

**BERKELEY COUNTY DEVELOPMENT AUTHORITY
 BERKELEY COUNTY, WEST VIRGINIA
 PROPOSED
 300 FOXCROFT AVENUE HVAC UPGRADE
 Thrasher Project # 010-10111**

A two envelope system will be used. Envelope No. 1 will be opened first and the Bid Opening Requirement items checked for compliance, as outlined on this page. If such documents are found to be in order, sealed Envelope No. 2 “Bid Proposal”, which shall also be placed inside of Envelope #1, will then be opened and will be publicly read aloud. If the documents required to be contained in Envelope No. 1 are not in order, Envelope No. 2 “Bid Proposal” will not be opened and the Bid will be considered non-responsive and will be returned to the Bidder. At that time, the Owner will declare the Bidder non-responsive. The lowest responsive, responsible Bidder shall be the Bidder who has completed all of the requirements of the “Bid Opening Requirements” and has the lowest total bid.

BID OPENING REQUIREMENT CHECKLIST

Item	Completed Satisfactory (Check if completed)
1. Bid submitted on time	_____
2. Certification of receipt of all addenda to Plans and Specifications. (BOR- 2)	_____
3. Bid Bond (BOR 3 & 4 Sample)	_____
4. West Virginia Code §21-1D-5 Drug Free Workplace Conformance Affidavit (BOR-5 & 6)	_____
5. Affidavit of Non-Collusion (BOR -7)	_____
6. Any additional special requirements (by owner or engineer)	
1. Copy of WV Contractor License	_____