



Worcester County Administration Office
1 West Market Street, Room 1103
Snow Hill, MD 21863
Ph. 410-632-1194 Fax 410-632-3131
Email: purchasing@co.worcester.md.us

Addendum # 2 – Recreation Center HVAC Replacement Revised Pre-Bid Meeting Minutes & Sign-in Sheet

03/27/26

Date of Addendum:

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a Proposal and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal time has not been changed.

1.0 – ATTACHMENTS

Item	Description
1	Revised Pre-Bid Meeting Minutes
2	Pre-Bid Meeting Sign-in Sheet

2.0 – CLARIFICATIONS

The following clarifications are provided as a matter of information to clarify issues raised about the Proposal Documents.

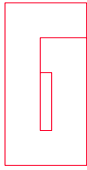
Item	Description
1	The minutes have two corrections from those shown in Addendum #1.

3.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.

Item	Questions and Answers

END OF ADDENDUM



Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #: 25092

Pre-Bid Meeting Minutes

Date: March 25, 2026
Project: Worcester County Recreation Center – HVAC System Replacements
Purpose: Review and discuss important related topics pertaining to the bidding requirements of the project with perspective bidders.
Location: Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863
Distribution: All Attendees; All Plan Holders, William Bradshaw (Worcester County Government)

Topics Discussed at the Pre-Bid Meeting:

A. Project Representatives

1. Individual Introductions:
 - a) Owner's Representatives:
 - Eward Welch, Procurement Officer (Worcester County Government)
 - Zach Parker, (Worcester County Government)
 - Lisa Gebhardt, Recreation Facility Superintendent (Worcester County Recreation and Parks)
 - Vincent Arillo, Project Manager – Department of Public Works Maintenance Division (Worcester County Government)
 - Mike Hutchison, Maintenance Superintendent (Worcester County Government)
 - b) Engineer: David Hoffman, P.E., LEED AP, President (Gipe Associates, Inc.)
 - c) Please refer to the attached sign-in sheet for additional participants.

B. Project Introduction/Summary of Work

1. The project consists of the replacement of the multi-purpose room HVAC systems, replacement of supporting electrical systems, and supporting work.

C. Allowable Prime Bidders:

1. Mechanical Contractors/General Contractors

D. Cost And Availability of Bidding Documents

1. Bid documents may be obtained from the Worcester County Commissioner's Office by either e-mailing the Procurement Officer at purchasing@worcestermd.gov or by calling (410) 632-1194. There is no cost for an electronic set of the bid documents.

E. Owner's Representatives

1. The Bidders may arrange site visits to the Worcester County Recreation Center site by contacting Lisa Gebhardt of the Worcester County Recreation Center:
lgebhardt@worcestermd.gov

F. Confirmation Of Bid Date & Procedures:

1. Sealed bid documents are due no later than Friday, April 10, 2026 at 2:00 PM and will be opened and read aloud in the Office of the County Commissioners, Worcester County Government Center – 1 West Market Street, Room 1103, Snow Hill, MD 21863.
2. All responsive bids shall be held valid for at least 60 calendar days after the bid opening date.

G. RFI's (Request for Interpretation)

1. Questions must be addressed in writing to the Worcester County Procurement Officer (Edward Welch) at purchasing@worcestermd.gov.
2. All questions must be submitted no less than seven (7) days prior to the bid due date.

H. Substitutions

1. Product substitutions during Bidding are defined in Division 01, Section 016000 Product Requirements.
2. Bidders must submit requests for substitutions ten (10) days prior to the bid date.
3. Substitutions after the bid date are allowable, but discouraged because acceptance is fully at the discretion of Engineer. Also, Engineer will charge for reviewing such substitutions.
4. Any approved substitutions during the bidding phase will be issued via Addendum.

I. Bid Forms

1. Envelopes shall be marked “RFP-Proposal for Worcester County Recreation Center HVAC” in the lower left-hand corner. All of the following shall be submitted with the bid:
 - a. AIA A-310 Bid Bond
 - b. 004350 Subcontractor's/Manufacturer's Listing Form
 - c. 004500 Affidavit of Qualification to Bid
 - d. 004600 Affidavit I Non-Collusion Certificate
 - e. 004700 Affidavit II Disclosure of Interest by Persons Doing Business with COUNTY COMMISSIONERS OF WORCESTER COUNTY

J. Last Date for Addendums

1. Addenda are posted on the County website at <https://www.co.worcester.md.us> under County Info: Bid Board at <https://www.co.worcester.md.us/commissioners/bids>
2. All Addenda will be posted at least five (5) calendar days prior to the bid opening.

K. Information Available to Bidders

1. The available information is for the bidder's use in preparing bids but is not part of the Contract Documents and does not relieve the bidder from doing his own investigations to determine the accuracy of the information. The information provided includes:
 - a. Mechanical Drawings dated March 2, 2004
 - b. Electrical Drawings dated May 31, 2007
 - c. Mechanical/Electrical/Plumbing Drawings dated February 7, 2014
 - d. Air Balance Report dated October 15, 2007

L. Allowances

1. Include specified amount for cash allowances in Base Bid:
 - a. \$10,000.00 for Contingency Allowance

M. Alternates

1. The project includes three (3) alternates as described on the Bid Form and in Division 01 Specification Section "Alternates".
3. A brief summary of each alternate is provided below:

a. **Alternate #1 – ATC System by Modern Controls**

Base Bid: Provide ATC system and integration by any listed ATC vendor/manufacture as specified in Specification Section 230900 "Instrumentation and Controls of HVAC and Plumbing Systems".

Alternate: Provide additional costs, if any, for ATC system by Modern Controls as specified in Specification Section 230900 "Instrumentation and Controls of HVAC and Plumbing Systems" and integrate/upgrade existing ATC system. If Modern Controls is the low ATC subcontractor, then the alternate value on the bid form shall be listed as zero (\$0) dollars.

b. **Alternate #2 – Electrical Gear by Square D Company**

Base Bid: Provide transformers, switchboards, panelboards, enclosed switches, motor controllers per Specification Sections 262200 "Low-Voltage Transformers", 262413 "Switchboards", 262416 "Panelboards", 262816 "Enclosed Switches & Circuit Breakers", and 262913 "Enclosed Controllers" by any of the listed manufacturers.

Alternate: Provide transformers, switchboards, panelboards, enclosed switches, motor controllers per Specification Sections 262200 "Low-Voltage Transformers", 262413 "Switchboards", 262416 "Panelboards", 262816 "Enclosed Switches & Circuit Breakers", and 262913 "Enclosed Controllers" by Square D Company. If Square D Company is the low cost, the alternate value listed on the Bid Form shall be zero (\$0) dollars.

c. **Alternate #3 – Additional 1 Year Labor/Material Warranty**

Base Bid: The base bid labor and material warranty shall be one (1) year.

Alternate: Provide additional cost to extend the project labor and material warranty for an additional one (1) year.

N. Bonds

1. Bid Bonds 5% of Base Bid amount and submitted with Bid Form. Form provided.
2. Performance Bonds 100% of the Contract amount.
3. Payment Bonds 100% of the contract amount.

O. Building Permits

1. The prime bidding contractor shall be responsible for all necessary Electrical, HVAC, and Plumbing permits and should include the cost for the same in the base bid.

P. Staging Area

1. We reviewed locations on site where trailers, equipment, and trucks may be stored and/or located.

Q. Liquidated Damages

1. Per the Worcester County Requirements, liquidated damages shall be assessed as follows:

<u>Amount of Contract</u>	<u>Liquidated Damages per Day</u>
Less than \$10,000	\$100.00
\$10,000 or less than \$100,000	\$250.00
\$100,000 or less than \$500,000	\$750.00
\$500,000 or more	\$1,000.00

Or will be based on actual cost to the County, whichever is greater

R. Time of Completion

1. The work contemplated under this Contract shall be considered as continuous and be substantially completed within two hundred ten (210) calendar days after the issuance of the Notice to Proceed. Final completion shall occur thirty (30) days thereafter.
2. Refer to Front End Bidding Requirements for durations that may occur in the multipurpose area and when existing HVAC units may be removed.

S. Video Recording of Existing Conditions

1. Contractor shall create a video recording of all existing conditions prior to the start of demolition to document conditions prior to work commencing.
2. Submit the video as an informational submittal via electronic media format.

T. Taxes

1. Project shall not be considered to be tax exempt.

U. Visit The Site of Construction

1. A site visit was made to the area where the existing HVAC units shall be replaced.

V. Last Day for Questions will be April 3rd by the end of the day.

W. Addendums will be posted on the County website by Mr. Edward Welch.

THE MEETING WAS ADJOURNED WITH A BRIEF VISIT TO THE PROJECT SITE.

These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within five (5) days.

Author: Respectfully Submitted,

GIPE ASSOCIATES, INC.



David R. Hoffman, P.E., LEED AP
President
DRH/cc

Enclosure: Sign-In Sheet



Pre-Bid Meeting Sign-In Sheet

**WORCESTER COUNTY RECREATION CENTER –
HVAC SYSTEM REPLACEMENTS**

Date of Meeting: Wednesday, March 25, 2026 @ 10:00 AM

<u>Name</u>	<u>Representing</u>	<u>Telephone Number</u>	<u>E-Mail Address</u>
David Hoffman	Gipe Associates, Inc.	(410) 822-8688	dhoffman@gipe.net
Idun Doubar	JTR	302-398-2101	Idun@JTRMECH.NET
Joe Chervenak	TechSite Services	240-278-6185	jchervenak@techsiteservicesllc.com
Nancy Bolt	Keller Brothers	240-997-3056	NBOLT@kellerbrothers.com
Robin Gomez	NECC	703-370-8890	sarah.northeastcontracting.com
Edward Welch	F10 Mechanical, LLC	302-530-1030	JamesE@f10mechanical.com
Edward Welch	Worcester	x 1012	edwelch@worcestermd.gov
Vince Anillo	WCM	x 1100	vanillo@worcestermd.gov
Mike Hutchinson	wcm	2330	mhutchinson@worcestermd.gov
Zach Parker	WCM	410-251-7952	zpark@worcestermd.gov
Lisa Gebhardt	WCRP	443-783-1987	lgebhardt@worcestermd.gov