



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

Addendum No. 1

Date: February 2, 2024

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES

Atif Chaudhry, Secretary

Project No. H-453-210-001
Chiller Replacement @ MDH – Deer’s Head Hospital Center

This Addendum will clarify, add to, delete from, correct and/or change the bid documents for the project referenced above to the extent indicated. This Addendum is hereby made a part of the bid documents on which the contract will be based. By submitting a bid for this solicitation you acknowledge receipt of this addendum. All questions must be in writing and addressed to the Procurement Officer.

This Addendum includes:

- Pre-Bid Summary
- Pre-Bid Minutes
- Pre-Bid Sign-in Sheet
- Revise Notice to Bidders – Solicitation Fact Sheet – Item 11

11. INSURANCE REQUIREMENT:

The base bid shall include without limitation, labor, materials, bailing, shoring, removal, overhead, profit, insurance (**including builder’s risk insurance, if applicable**) etc.

Builder's Risk Insurance **is not required** for this project.

NOTE: Refer to the General Conditions for Construction Projects, 10.01: Insurance Requirements.

- Add - Attachment P – Prime Contractor List of All Subcontractors

- Revise Notice to Bidders – Solicitation Fact Sheet – Item 6

6. ATTACHMENTS: Bid/Proposal Affidavit, Bid Bond, Minority Business Enterprise (MBE) Forms, Veteran-owned Small Business Enterprise (VSBE) Forms, Payment of Employee Health Care Expenses Certification, Corporate Diversity Addendum, and Attachment P

ALL forms required to be submitted with the bid must be attached to the eMMA solicitation response form as one attachment. Faxed copies or emails will not be accepted.

NOTE: For this solicitation, the following forms **MUST** be submitted with the bid:

- **Completed Bid Bond Form** (if bid is over \$100,000) – submit in accordance Item 5 in the Instructions to Bidders for Construction Projects.
- **MBE Attachment D-1A** – submit in accordance with Minority Business Enterprise Attachment D – February 5, 2021.
- **VSBE Attachment E-1, E-1A, & E-1B** – submit in accordance with Attachment E – Veteran-owned Small Business Enterprise – September 1, 2022. *Not applicable to this project*
- **Bid/Proposal Affidavit** – submit in accordance with Item 2.B(6) in the Instructions to Bidders for Construction Projects.
- **Payment of Employee Health Care Expenses Certification** – submit in accordance with State Finance & Procurement Article Title 17, Subtitle 8.
- **Corporate Diversity Addendum** – (if bid is over \$1,000,000) submit in accordance with Corporate Diversity Addendum – August 12, 2022.
- **Attachment P** - Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract

End of Addendum #1

Issued by:
State of Maryland
Office of State Procurement
301 W. Preston Street, Room 1204
Baltimore, MD 21201
Jessica Matos
Jessica Matos
Procurement Officer III



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

Office of State Procurement
Pre-Bid Meeting Date: February 1, 2024, at 11:00 a.m.
Procurement Officer's Summary

PROJECT NUMBER: H-453-210-001

PROJECT DESCRIPTION: Chiller Replacement @ MDH – Deer's Head Hospital Center

PROCUREMENT SOURCE SELECTION: Competitive Sealed Bids COMAR 21.05.02
(Contract award to Responsive and Responsible Bidder who submits the Lowest Bid Price).

PROJECT COST CLASSIFICATION: "D" (\$1,000,000.00 to \$2,500,000.00)

BID DUE DATE: February 22, 2024, at 2:00 PM

CALENDAR DAYS TO COMPLETE THE PROJECT: 180

LIQUIDATED DAMAGES: \$750.00 per Day

PROCUREMENT OFFICER: Jessica Matos

DGS PROJECT MANAGER: Janice Howell

MINORITY BUSINESS ENTERPRISE:

The MBE subcontracting participation goal for this solicitation is: 10% (No Split)

The MBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

If the bidder fails to accurately complete and submit MBE Attachment D-1A with the bid, the procurement officer shall deem the bid non-responsive and reject the bid.

Refer to the "Minority Business Enterprise Utilization Procedures – February 5, 2021" for further information.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE:

Not applicable to this project

The VSBE subcontracting participation goal for this Solicitation is: 0%

The VSBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

Please review all VSBE information carefully. Refer to “Attachment E – Veteran-owned Small Business Enterprise” for further information.

eMarylandMarketplaceAdvantage (eMMA): <https://emma.maryland.gov>

This project solicitation is being performed using the State’s eMarylandMarketplaceAdvantage (eMMA) on-line electronic bidding program. Bids for this project will be accepted solely through the use of eMMA.

eMMA Electronic Bid Form: For this solicitation, the Pricing contains 1 line item – Base Bid
Bidders are to submit a bid for ALL LINES.
Paper bids will not be accepted.

ATTACHMENTS:

ALL forms required to be submitted with the bid must be attached to the eMMA bid response.

NOTE: For this solicitation, the following forms **MUST** be submitted with the bid.

- **Completed Bid Bond Form** (if bid is over \$100,000) – submit in accordance Item 4 in the Instructions to Bidders for Construction Projects.
- **MBE Attachment D-1A** – submit in accordance with Minority Business Enterprise Utilization Procedures – February 5, 2021
- **VSBE Attachment E-1, E-1A, & E-1B** – submit in accordance with Attachment E – Veteran-owned Small Business Enterprise – September 1, 2022. *Not applicable to this project*
- **Bid/Proposal Affidavit** – submit in accordance with Item 2.B(6) in the Instructions to Bidders for Construction Projects.
- **Payment of Employee Health Care Expenses Certification** – submit in accordance with State Finance & Procurement Article Title 17, Subtitle 8.
- **Corporate Diversity Addendum** – (if bid is over \$1,000,000) submit in accordance with Corporate Diversity Addendum – August 12, 2022.

The apparent low bidder will be required to submit the original bid bond within 72 hours of notification from procurement officer.

ELECTRONIC TRANSACTION FEE:

- a. Contractor shall pay an electronic transaction fee to the State in the amount of one percent (1%) of the total contract sales. The electronic transaction fee is calculated based on all sales transacted under the contract, minus any returns or credits. The electronic transaction fee shall not be charged directly to the customer, e.g., as a separate line item, fee or surcharge, but shall be included in the contractor’s bid.
- b. The electronic transaction fee shall be submitted to the Office of State Procurement: Fiscal Services Division, 301 W. Preston Street, Room 1309 Baltimore, MD, 21201 No later than Forty-five (45) calendar days after the end of each reporting period along with a Monthly Usage Report documenting all contract sales. An excel version of the Monthly Usage Report shall be emailed to dgs.statewidecontractsusagereport@maryland.gov.
- c. Failure to remit transaction fees in a timely manner or remittance of fees inconsistent with the contract’s requirements may result in the State exercising all recourse available under the contract including, but not limited to, a third party analysis of all contract activity. d. Prior to Award, Contractors will be asked to confirm in writing that their unit prices include the one percent (1%) electronic transaction fee.

PREVAILING WAGE RATES:

Prevailing wage rates apply to all contracts in the amount of \$250,000 or more. Wage rates applicable to projects of \$250,000 or more are attached to the specifications.

INSURANCE REQUIREMENT:

The base bid shall include without limitation, labor, materials, bailing, shoring, removal, overhead, profit, insurance (including builder's risk insurance, if applicable) etc.

NOTE: Refer to the General Conditions for Construction Projects, 10.01: Insurance Requirements.

QUESTIONS DEADLINE:

The deadline for Questions has been established as: February 8, 2024, at 2:00 p.m.

All Questions must be submitted, in writing, to the Procurement Officer at jessica.matos@maryland.gov.

HENRY ADAMS

MINUTES OF MEETING

Date: February 2, 2024
Project Title: Chiller Replacement, MDH, Deer's Head Hospital
Client Project No.: H-453-210-001
Henry Adams Project No.: 18-M016-I001

Meeting: **Pre-Bid Meeting**
Meeting Time and Date: February 01, 2024 @ 11:00 a.m.
Location: Deer's Head Hospital
351 Deer's Head Hospital Rd
Salisbury, Maryland 21801

Participants:

See attached sign-in sheet.

Introductions:

Meet and greet with team introductions.

Discussions:

1. DGS went over procurement requirements.
2. Key points from procurement requirements.
 - a. Bid due date February 22, 2024 @ 2:00 PM.
 - b. Contract duration after NTP is 180 days to complete the job.
 - c. Jessica Matos is the procurement officer.
 - d. Janice Howell is the DGS project manager.
 - e. Contractors to follow bid posting instructions or risk bids being rejected.
 - f. Bids to be posted directly to eMaryland Marketplace Advantage (eMMA).
 - g. Deadline for question is February 8, 2024 @ 2:00 PM, post questions directly to Jessica Matos (jessica.matos@maryland.gov).
3. Henry Adams (HA) went over the scope of work for the project.
 - a. On 02/01/2024, HA was informed by the chiller manufacturer's representative that the proposed 513a refrigerant chillers will have a higher-pressure loss through the condenser section of the chiller than originally anticipated – this has a potential for the existing condenser water pump to be undersized.
 - b. HA to investigate and issue amendment documents if new condenser pumps are required.
4. Addendums may possibly change the bid due date.
5. Lead times are anticipated to be approximately 6 to 7 months for certain equipment, concerns voiced about 180-day project duration.

February 2, 2024

MINUTES OF MEETING

Chiller Replacement, MDH, Deer's Head Hospital

- a. HA to provide DGS with number of days to add to the project schedule to allow for long lead items.
6. Concern raised about needing a temporary chiller for work that would be taking place over the summer.
 - a. HA indicated that the existing chillers will remain in place should only be shut-down for tie-in of the new system to the existing infrastructure.
 7. Team proceeded with site walk.

This concludes our understanding of the items discussed. Please forward any comments or clarifications to the writer within *three* business days. Those in attendance are responsible for forwarding copies to their coworkers, consultants, and subcontractors.

Respectfully submitted,
HENRY ADAMS, LLC

Peter J. Puszcz

Peter J. Puszcz, P.E.
PM/Senior Mechanical

Attachment: Sign-in Sheet

PRE-BID CONFERENCE SIGN - IN SHEET

February 1, 2024 @ 11:00 a.m.
 Project No. H-453-210-001
 Chiller Replacement
 MDH - Deer's Head Hospital Center

Please Print Clearly

Please Print Clearly

Name	Organization	MBE (Y/N)	Bidding as GC or SC	Telephone	E-Mail Address
Janice Howell	DGS			410-767-4384	Janice.howell@maryland.gov
Chuck Taylor	FloTra	N	GC	443-415-2444	CHUCK@FLO-TRA.CO
Gary Justice	EAST	N	GC	443-359-8042	g.justice@easicontrols.com
Steve Dooney	Patopso Mech	N	GC	410 766 3831	Steve@patopso.mechanical.com
DEE DRAKE	MDH/OFMD	-	-	667 203 9328	DEEANN.DRAKE@MARYLAND.GOV
John Bauer	JMZ INC	-	GC	410 576 5700	joan_bauer@jinzinc.com
MAT TAYLOR	JMZ Inc.	-	GC	410 546 5700	MATTHEW_TAYLOR@jinzinc.com
Luanne Dashiield	Deer's Head			410 543-4055	luanne.dashiield@maryland.gov
Carl LeMaster	DHHC	-	-	410-543-4068	Carl.LeMaster@Maryland.gov
Red Warwick	DGS			443-955-1173	redney.warwick@maryland.gov
BILL LAKS	DGS			410 530 5510	BILL.LAKS@MARYLAND.GOV

PRE-BID CONFERENCE SIGN - IN SHEET

Page ____ of ____
PRE-BID CONFERENCE SIGN - IN SHEET

February 1, 2024 @ 11:00 a.m.
Project No. H-453-210-001
Chiller Replacement
MDH - Deer's Head Hospital Center

Please Print Clearly

Name	Organization	MBE (Y/N)	Bidding as GC or SC	Telephone	E-Mail Address
PETER RUSZCZ	HENRY ADAMS			410 336 8407	PRUSZCZ@HENRYADAMS.COM
TODD ALTHAN	DGS	-	GC	443-891-5181	todd.althan@maryland.gov
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us
JIM BOON	DGS	-	GC	410 240 2300	jim.boon@dgs.state.md.us



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

Addendum No. 2

Date: February 13, 2024

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES

Atif Chaudhry, Secretary

Project No. H-453-210-001
Chiller Replacement @ MDH – Deer’s Head Hospital Center

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This Addendum includes:

- The Bid Due Date has been extended to March 14, 2024, @ 2:00 p.m.

End of Addendum #2

Issued by:
State of Maryland
Office of State Procurement
301 W. Preston Street, Room 1204
Baltimore, MD 21201
Jessica Matos
Jessica Matos
Procurement Officer III