ADDENDUM NO. 1
June 10th, 2022

RE: Project LCSC CPM Lowcountry Senior Center

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.**

PREBID SIGN IN SHEET AND AGENDA IS ATTACHED. ONLY THE FIRMS ON THE SIGN IN SHEET ARE ELIGIBLE TO BID THIS PROJECT.

CLARIFICATIONS TO BID DOCUMENTS

1. Bid date is confirmed to be June 23, 2022. The date in the document of July 23, 2022 is incorrect.
2. The address of the facility is 865 Riverland Drive. The address 864 Riverland Drive, where mentioned, is incorrect.

SCOPE CLARIFICATIONS AND ADDITIONS

1. All wallcovering in the large Men’s and Ladies Restrooms shall be removed completely. Skim walls as necessary, sand, prime, and apply 2 coats of finish paint.
2. Remove carpet at Room 103, Staff Office, and replace with carpet tiles specified in the Scope of Work. The users shall remove all office related items, except for, the desk, credenza, and file cabinet(s). GC to remove prior to carpet demolition, cover and protect, and reinstalled removed items upon carpet completion.
3. Cabinetry in the Workroom #116 shall be replaced. Scope of Work only referred to new countertop.
4. Movable partitions in the office area #115 are to remain in place and slightly lifted to allow for the carpet tile replacement without the need for dismantling.

END OF ADDENDUM 1
# Pre-Bid Attendance Sheet

**Project:** LCSC CPM  
**Interior Upfit to the Lowcountry Senior Center**

**Date:** Thursday, June 9th, 2022  
**Time:** 8:30 AM

865 Riverland Drive, Charleston, SC 29412

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Firm or Agency Name</th>
<th>TELEPHONE NO.</th>
<th>EMAIL ADDRESS</th>
<th>GC?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAW HAMNER</td>
<td>Dach Enterprises, Inc.</td>
<td>(843)-344-4279</td>
<td><a href="mailto:daw.hamner@yahoo.com">daw.hamner@yahoo.com</a></td>
<td>✓</td>
</tr>
<tr>
<td>Michael L. Dye</td>
<td>CMB Services</td>
<td>903-645-1282</td>
<td><a href="mailto:michael@cmbbuild.com">michael@cmbbuild.com</a></td>
<td>✓</td>
</tr>
<tr>
<td>Johnny Whirl</td>
<td>Iv Painting &amp; Repairs</td>
<td>843-509-5455</td>
<td><a href="mailto:jwpante@yahoo.com">jwpante@yahoo.com</a></td>
<td>✓</td>
</tr>
<tr>
<td>Anish Kumar</td>
<td>HADCO Contracting</td>
<td>803-404-1364</td>
<td><a href="mailto:akumar@solidstructure.info">akumar@solidstructure.info</a></td>
<td></td>
</tr>
<tr>
<td>Paul D. Horton</td>
<td>Satchel Court Co.</td>
<td>843-654-9250</td>
<td>pde-satchelconstruction.com</td>
<td></td>
</tr>
<tr>
<td>Nick Curt</td>
<td>J. Musiak Construction</td>
<td>843-501-1841</td>
<td><a href="mailto:nick@jmusiakconstruction.com">nick@jmusiakconstruction.com</a></td>
<td></td>
</tr>
</tbody>
</table>

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823 MEETING STREET, CHARLESTON, SC 29403  TEL. (843) 724-7324 FAX (843) 724-7300
# Pre-Bid Attendance Sheet

**Project:** LCSC CPM  
Interior Upfit to the Lowcountry Senior Center  
**Date:** Thursday, June 9th, 2022  
8:30 AM  
865 Riverland Drive, Charleston, SC  29412

<table>
<thead>
<tr>
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<th>TELEPHONE NO.</th>
<th>EMAIL ADDRESS</th>
<th>GC?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRIS CLAYTON</td>
<td>Infinger Construction</td>
<td>843-200-8924</td>
<td><a href="mailto:infinger@infingerconstruction.com">infinger@infingerconstruction.com</a></td>
<td></td>
</tr>
<tr>
<td>Luther Ramsey</td>
<td>Dow Inc</td>
<td>843.830.7624</td>
<td><a href="mailto:luther@dowinc.net">luther@dowinc.net</a></td>
<td></td>
</tr>
</tbody>
</table>

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823 MEETING STREET, CHARLESTON, SC 29403  
TEL. (843) 724-7324  
FAX (843) 724-7300
City of Charleston
South Carolina
Department of Parks

Pre-Bid Conference Agenda

Project: LCSC CPM Lowcountry Senior Center Upfit
Date: Thursday, June 9th, 2022  8:30 AM
Location of pre-bid conference: 865 Riverland Drive, Charleston, SC 29412

A. Introductions
   1. Project Manager: City of Charleston, Department of Parks – Ed Boinest
   3. Elizabeth Bernat: Director
   4. Alishia Parrish: LCSC Staff
   5. Maggie Burghoff: Project Assistant for Administration

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
   1. Project Scope includes interior upfit to the existing facility including, but not
      limited to, painting, cabinetry and tops, toilet partition replacements, flooring
      replacements, and associated electrical and plumbing as related to cabinetry and
      tops. The users shall not occupy the building during the work and the successful
      low bidder shall coordinate their schedule with the users allowing time for their
      temporary re-location processes.

D. Plans/Specifications
   1. City of Charleston’s Bidline site
   2. Addenda: Distributed through Bidline.

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 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 Thursday, May 23rd, 2022 at 2pm. Location: Department of Parks, 823 Meeting Street, 2nd Floor, Capital Projects Division. Conference Room B. It is the intent of the City to award a Contract for the lowest responsive bid submitted by a responsible Bidder.
2. Bidders shall not qualify their bid.
3. 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.
4. 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.
5. Each bid shall have bid security of not less than 5% of the sum of the Base Bid.
6. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.
7. Bidders should verify their ability to comply with all bonding and insurance requirements prior to submitting a bid. Insurance requirements are described in the draft contract.
8. 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 cashier’s 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.
7. Allowances, as applicable, are shown on the Scope of Work

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 PM in writing by Tuesday, June 14th, 2022 by 5:00 pm. Proof of equality of substitutions is the responsibility of the proposer. The PM’s decision, via the consultants if applicable, to approve or disapprove the requested substitution shall be final.
4. The PM shall include in an addendum the approved substitutions. Substitution requests not approved by the PM may be listed in an addendum at the PM’s option.

I. Addenda
1. Addendum 1, which will include the list of the attendees and the Pre-Bid Meeting Minutes, will be issued on Friday, June 10th, 2022 by 4:00 PM and posted to Bidline
2. No addenda will be issued later than Friday, June 17th, 2022 by 5:00pm. All questions should be submitted in writing to the PM by Thursday, June 16th, 2022 by 4:00 pm.
3. It is the Bidders responsibility to determine, prior to submitting a bid, that all addenda issued have been received.
J. Time of Contract Performance / Rain Days
1. The Date of Commencement shall be established in the Notice to Proceed.
2. Number of calendar days for construction to reach Substantial Completion: Refer to the Instructions to Bidders (90 calendar days).
3. Number of calendar days to reach Final Completion: Refer to the contract (30 calendar days).
4. Substantial Completion is considered the ability to use and operate the facility as it is intended. The awarded contractor will be required to complete all work, including punch-list items, and be demobilized in order for the facility to be considered for Final Completion.
5. 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. Per the contract, 5 rain days per month are anticipated in the contractual completion date. The SWPPP rain gauge is for the benefit of the City and will serve as a back-up to any request for time due to inclement weather.
6. The contract, work schedule is allowed from 7am to 7pm Monday through Friday. Some weekend work may be permitted given approval from the City in advance.

K. Liquidated Damages:
1. Liquidated Damages in the amount of $1,500.00 per day shall be applied for failure to reach Substantial Completion within the contract time limits, and/or for failure to reach Final Completion within the contract time limits. This is not a penalty, but represents the actual calculated loss of revenue, per day, to the City and Roper

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 along with any other licenses required.
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 Mrs. Ruth Jordan, 843-724-7434, at jordann@charleston-sc.gov
2. Goals 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. Mrs. Jordan is a great resource. Please call her if you have any questions or if you need assistance accessing our data base of MWBE registered firms.
6. The successful low bidder shall be required to submit the MWBE reporting form, included in the bid package, each month with the Application for Payment. Ms. Jordan can assist with instructions prior to the first pay application.

O. Additional Items from the PM
1. Project Plan Review has been initiated with the City of Charleston; it will be the responsibility of the successful bidder to secure the Permit and either upgrade or obtain a City of Charleston Business License prior to any work being started. The permit will be issued free of charge.

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 PM.
3. The PM will, when necessary, provide answers to questions and other clarifying information to Bidder via addendum.
4. All lines of communication during the bidding stage should be through the PM via email: [email protected]
5. Deadline for questions is Thursday, June 16th, 2022 by 4:00 PM

R. Closing
1. Addendum 1, which will include the list of the attendees and the Pre-Bid Meeting Minutes, will be issued on Friday, June 10th, 2022 no later than 5:00 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 if applicable. There are currently no alternates.
   d. Ensure your base bid includes all of the allowances as applicable.

S. Additional Site Visits
1. I will work with the users to schedule a day and time for all of you to re-visit the site with your subcontractors or suppliers. I will publish the day and time in Addendum #1 tomorrow. Tentatively, this is planned to be Tuesday morning, the 14th, at 8:30 AM. I will confirm via addendum 1. Please exercise care when walking through today and next Tuesday as the facility is fully in use.

Thanks for your attendance and interest in the City of Charleston.