

ADDENDUM NO. 1

HVAC Terminal Unit Replacement and HVAC System Modifications
University of South Carolina
Hilton Head Gateway Campus
Bluffton, South Carolina
State Project No. CP00375556

Date: February 11, 2015

This Addendum 1 is issued to provide for modification and clarification of the solicitation, dated January 15, 2015 to provide HVAC Terminal Unit Replacement and HVAC System Modifications in the Hargray Building on the USC Beaufort campus. Bidder shall clearly mark acknowledgement of all addenda issued along with the date of issue on the bid form.

In the event of a conflict between the terms and provisions of this Addendum 1 and the terms and provisions of the bidding documents, the terms and provisions of this Addendum 1 shall control. In all other respects, the bidding documents shall remain unchanged and in full force and effect.

Pre-Bid Meeting

1. Attached is the attendance sign, agenda and meeting minutes from the non-mandatory pre- bid meeting held Tuesday, February 10th at 10AM at One University Boulevard; Bluffton, SC.
2. Closing is scheduled in Columbia for Tuesday, February 17th at 1PM.

Addition

1. Alternates to be listed:
 - a. Alternate #1: Reuse Existing TH-22 Controller. Provide a deductive alternate for reconditioning and reusing the existing controller. Controller damper actuator must have damper operation reversed. Reconditioned controller shall have a 1 year warranty.
 - b. Alternate#2: Substitute Medium Pressure Flex Duct. Provide a deductive alternate to substitute 18" diameter medium pressure insulated flex duct for the 18" diameter metal duct from the end of the new 24x18 metal duct to the connection Terminal Unit TH-29. Manual volume control damper is still required.

Attachments

Pre Bid Conference Sign In Sheet, Agenda, and Meeting Minutes.

END OF ADDENDUM NUMBER ONE (1)



University of South Carolina Pre Bid Conference Sign In Sheet

Bluffton, SC

Project Name, Number & Project Manager:
Pre Bid Conference Date & Time:

USC Beaufort HVAC Terminal Unit Replacement and HVAC Modifications/CP00375556/Dwight Cathcart
February 10, 2015 10AM One University Blvd, Bluffton SC

Name	Company	Address	Phone #	Email
J.D. Haney	USCB	26 W. Campus Dr. 4611 Hardscrabble	(843) 840-9778	j.dhaney@uscb.edu
Dwight Jones	Essex Corp	Columbia, SC 29224	404-915-5413	djones@essexco.com
Trey Layman	Covert Airc	39 PERSIMMON ST #602 Bluffton, SC 29910	843-816-0586	T.layman@covertair.com
MIKE PARROTT	USCB	1 UNIVERSITY BLVD. BLUFFTON SC 29909	(843) 812-4141	RPARROTT@USCB.EDU

*Please make sure you list your company name as registered with LTR.
• By signing and providing your email address, you are authorizing the University of South Carolina to read your information electronically.



Agenda

Non-Mandatory Pre-Quote Conference

HVAC Terminal Unit Replacement and HVAC System Modifications

State Project No. CP00375556

University of South Carolina Beaufort
Hilton Head Gateway Campus
Bluffton, South Carolina

February 10, 2015
10:00 am to 11:00 am

University of South Carolina Beaufort
1 University Boulevard
Hargray Building
Business Office Conference Room

10:00 – 10:05	Introductions	Mike Parrott, USCB Facilities Director
10:05 – 10:20	Procurement Requirements	Aimee Rish, USC Procurement
10:20 – 10:25	Campus Overview	J. D. Harvey, Trades Manager
10:25 – 10:45	Scope of Work Review	Dwight Jones, Engineer
10:45 – 11:00	Hargray Building Site Walk Thru	J. D. Harvey, Dwight Jones

Questions will be accepted at the completion of each portion of the pre-quote conference and during the Hargray Building site walk thru.

Minutes will be issued to all attendees for all information provided at the pre-quote conference.

Please provide your contact information on the Pre-quote Conference sign in sheet.

Minutes Meeting
Non-Mandatory Pre-Quote Conference
HVAC Terminal Unit Replacement and HVAC System Modifications
University of South Carolina
Hilton Head Gateway Campus
Bluffton, South Carolina
State Project No. CP00375556

Date: February 10, 2015

Time: 10:00 AM

Location: University of South Carolina Beaufort
1 University Boulevard
Hargray Building
Bluffton, South Carolina
Business Office Conference Room

Prepared By: Dwight H. Jones, PE
Essex Corporation

Attendees: Ms. Aimee Rish, USC Procurement Specialist (By Conference Call)
Mr. Mike Parrott, Director of Facilities, USC Beaufort
Mr. J.D. Harvey, Trades Manager / Facilities, USC Beaufort
Mr. Dwight H. Jones, PE, Engineer, Essex Corporation

Mr. Trey Layman, Covert Aire

Introduction

Mr. Harvey opened the meeting and provided an introduction of the individuals representing USC Procurement and USC Beaufort Facilities Department.

Mr. Harvey provided the attendees with the following instructions:

- a. Please sign in on the sign in sheet. Please provide all information requested including an e-mail address.

Procurement Requirements

Ms. Rish provided the following procurement requirements:

- b. A copy of the sign in sheet and minutes of the pre-quotation meeting will be included in Addendum # 1.
- c. Bid closing date remains Tuesday February 17, 2015 at 1:00 PM EST.

- d. Bids shall be submitted on Form SE-331 Quote Form
- e. At bid closing all quotes will be final and opened at 743 Greene Street, Columbia, South Carolina.
- f. A Quote Tabulation will be sent to all firms that submitted a quote after February 17th.
- g. Bids must be received by US Post (at the address listed below), or hand delivered. **Faxed quotes will not be accepted.**

Mail address is: USC Facilities Design and Construction
Attn: Ms. Aimee Rish
743 Greene Street
Columbia, SC 29208

- h. Provide the following information on all quotes:

“BID ENCLOSED/TIME SENSITIVE”

**“HVAC Terminal Unit Replacement and HVAC System Modifications
USC Beaufort HHG Campus Chiller
Bluffton, South Carolina
State Project No. CP00375556”**

- i. If quotes exceed \$50,000 performance bonds will be required.
- j. The deadline for Request for Information is 2:00 PM, Thursday February 12, 2015.
- k. All requests for information shall be in writing. E-mail request for information to both Aimee Rish (arish@fmc.sc.edu) and Dwight Jones (djones@essexco.com)

Campus Overview

Mr. Harvey also provided an overview of the campus with the following requirements:

- a. USC Supplemental General Conditions are applicable to this project. Copy included in the procurement documents.
- b. Parking will be limited to parking in the Faculty parking lot adjacent to the Hargray Building.
- c. Access to the Hargray Building for delivery of materials can be either from the service parking driveway located adjacent to the Hargray Building or in good weather from the

- access road adjacent to the Campus Center and across the campus to the outside door to Classroom No. 156.
- d. Contractor's personnel should not come into the Hargray Building unless accompanied by USCB personnel.
 - e. Work shall be accomplished during the week of Spring Break March 7, 2015 thru March 15, 2015 if possible otherwise work will be rescheduled for period of time that building will not be used for educational purposes.
 - f. Normal campus operating hours are 8:00 AM to 4:30 PM, Monday thru Friday; however some campus functions continue into the evening and on weekends.
 - g. No planned system shutdown will be allowed during school operating hours.
 - h. Facilities should be given 24 hour notice for any planned system shutdown.
 - i. The campus has 24 hour security. If the contractor is going to work after operating hours they obtain Facilities Department approval and should notify the USCB Department of Public Safety.

Scope of Work

Mr. Jones provided the following project scope of work overview:

- a. The USC Beaufort Finance and Operations Department is undertaking the replacement of air terminal unit TH-22 located in the tiered class room (Room 156) in the Hargray building on the Hilton Head Gateway Campus located in Bluffton, South Carolina.

The terminal unit TH-22 is one of three fan-powered terminal units that serve the tiered classroom. It was installed with the controls side up against conduit and a fireproofed, steel beam near the top of the class room. Because the controls side is against the conduit and beam, the access door cannot be opened.

The relocation of this unit to provide room for maintenance and control would require costly ductwork and support steel modifications. Existing controls cannot be relocated to the opposite side of the unit.

The Finance and Operations Department completed a retro-commissioning of the Hargray building, during which it was discovered that repairs to the pneumatic tubes from the airflow sensor to the controls required repairs as well as confirmation that the air damper was not performing as required. Because of the installation location, this work could not be accomplished. The Department has determined to replace the air terminal unit with an equivalent unit, but with the operators and controls located on the opposite side. The terminal unit is a Kreuger KQFP that was installed during construction of the building in 2004. The replacement unit should have the following properties:

- Min. 430 cfm to Max. 1,440 cfm
- Fan supplies 720 cfm
- 4.0 kW, two-stage, electric heat
- 480V/3 phase/4 wire (currently served by #12 wiring).
- Connected to 30x14 duct
- Communicate with existing Automated Logic Controls system.

A detailed planned scope of work is included in the procurement documents.

- b. The USC Beaufort Finance and Operations Department is undertaking the modification of the duct work surrounding the air terminal unit TH-29 located in the Computer Lab (Room 162) in the Hargray Building on the Hilton Head Gateway Campus located in Bluffton, South Carolina.

The terminal unit TH-29 serves the Computer Lab (Room 162) and the Faculty Research Lab Room (162A). The schedule of the air terminal unit TH-29 is the following:

- Min. 600 cfm to Max 1,990 cfm
- Fan supplies 995 cfm
- 5.0 kW, two-stage, electric heating coil capacity and steps.
- 480V/3 phase/4 wire (currently served by #12 wiring).
- Connected to 18"x12" duct
- Distribution to 36"x12" duct
- Communicates with existing Automated Logic Controls system.

A detailed planned scope of work is included in the procurement documents.

Questions and Answers

The following questions and answers were discussed at the meeting:

There were no questions or answers discussed at the meeting.

Hargray Building Site Walk Thru

Mr. Harvey and Mr. Jones conducted a walk thru of the site locations for the meeting participants.

- a. The location for the scaffolding and furniture protection in Room 156 for replacement of TH-22 was shown.
- b. The location for the ductwork modifications at TH-29 in the Corridor was shown.

Meeting was adjourned at approximately 11:00 AM.