



Bruce Miller, Director

**CALVERT COUNTY
DEPARTMENT OF FINANCE & BUDGET
PROCUREMENT OFFICE**

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Board of Commissioners
Mark C. Cox Sr.
Catherine M. Grasso
Earl F. Hance
Mike Hart
Todd Ireland

December 13, 2024

ADDENDUM NO. 1

Board of County Commissioners
ITB 2025-001
Calvert Pines Senior Center Renovation

To Prospective Bidders:

Following is an addendum to the referenced specifications. Please acknowledge receipt of this addendum by executing the signature block provided below. This signed addendum should be included with your proposal. Failure to do so may subject bidder to disqualification. This Addendum forms a part of the specifications and supplements and modifies them as indicated below:

Page 1.4, Remove and Replace

Remove and replace Page. 1.4 with revised Page 1.4 included herein with this Addendum No. 1.

Page 2.1, Remove and Replace

Remove and replace Page. 2.1 with revised Page 2.1 included herein with this Addendum No. 1.

Page 2.2, Remove and Replace

Remove and replace Page. 2.2 with revised Page 2.2 included herein with this Addendum No. 1.

CONTRACTOR'S LEGAL BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258

ADDENDUM NO. 1
REVISED 12-13-2024

DOCUMENTS REQUIRED UPON SUBMISSION

Contractors should execute the following required forms and provide any documentation requested and include as part of their bid. Failure to do so may be cause for rejection of bid as nonresponsive.

1. Bid Form
2. Bid Bond (Five Percent [5%] of Contract Value)
3. Letter from bonding company guaranteeing Performance and Labor and Materialmen's Bonds.
4. Name and Signature Requirements for Bids and Contracts
5. Contractor References
6. Anti-Bribery Affirmation and Affidavit of Qualification to Bid
7. Milestone Schedule with a start date to be determined after issuance of Notice to Proceed and preconstruction conference Milestone schedule shall include the following as milestones:
 - a. Start Date – NTP
 - b. Contractor's CPM showing each area and the planned tasks.
 - c. Building Final
8. Portfolio of similar projects completed over the last ten (10) years.
9. Contact information for five (5) projects within the last five (5) years.
10. Staffing schedule for the project showing Project Supervisor, Assistant Project Supervisor, Superintendent, Assistant Superintendent, Safety Manager, QA/QC Manager. The same person may perform multiple roles.
11. Major subcontractors:
 - a. Mechanical;
 - b. Electrical;
 - c. Plumbing;
 - d. Masonry;
 - e. Framing/Drywall;
 - f. Roofing;
 - g. Concrete;
 - h. Flooring; and,
 - i. Demolition.
12. Safety operating procedures (safety manual).
13. QA/QC standards and procedures with examples of previous project tracking logs.
14. Project Administration Standards:
 - a. Software used; and
 - b. Tracking of RFIs, submittals, materials, and potential change orders (PCOs) to include sample forms.
15. Contractor's project team with resumes including five (5) projects for each team member.
16. Example of Superintendent's six (6) week schedule.
17. Example of Superintendent's Daily Log.

CONTRACTOR'S LEGAL BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

**ADDENDUM NO. 1
REVISED 12-13-2024**

**ITB 2025-001
CALVERT PINES SENIOR CENTER RENOVATION**

BID FORM

TO THE BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND: The undersigned agrees to furnish all materials and services for the CALVERT PINES SENIOR CENTER RENOVATION, as specified to the Board of County Commissioners of Calvert County, Maryland in accordance with the specifications, other documents herein, and related plans/drawings and at the following price(s):

PHASE I			
ITEM #	DESCRIPTION	UNIT OF MEASURE	TOTAL BID
I-1	Phase I as per Drawing Pages AD-101 and A-101 to Include Site Work per Civil Drawings	Lump Sum	\$
TOTAL BID			\$

PHASE II			
ITEM #	DESCRIPTION	UNIT OF MEASURE	TOTAL BID
II-1	Phase II per Drawing Pages AD-101 and A-101	Lump Sum	\$

PHASE III			
ITEM #	DESCRIPTION	UNIT OF MEASURE	TOTAL BID
III-11	Phase III per Drawing Pages AD-101 and A-101	Lump Sum	\$

CONTRACTOR'S LEGAL BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

**ADDENDUM NO. 1
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BID SUMMARY	
DESCRIPTION	TOTAL BID
Phase I	\$
Phase II	\$
Phase III	\$
TOTAL LUMP SUM BID	\$

ADD ALTERNATES (IF REQUIRED AND APPROVED BY CALVERT COUNTY GOVERNMENT)			
ADD ALTERNATE #	DESCRIPTION	UNIT OF MEASURE	TOTAL BID
1	Remove and Discard Storefront System in its Entirety where Indicated. Include Frames, Glazing, and Doors (See Drawing Sheet AD-103)	Lump Sum	\$
2	(PLAM-2) – Plastic Laminate (See Drawing Sheet CS-4, Section 06 40 23 – Laminate Cabinets, I.)	Lump Sum	\$
5	Luxury Vinyl Tile (See Drawing Sheet CS-5, Section 09 65 19 – Resilient Flooring, Part 1 – Products)	Lump Sum	\$

It is Calvert County Government’s intent to award Item #1 and reserves the right to make an award for Items 2 or 3, or both, if it is in their best interest.

It is further agreed by the Undersigned that upon receipt of written advice of the acceptance of bid, the necessary Contract shall be executed by the Contractor and returned to Calvert County Government within ten (10) business days after such notice.

No Contractor shall withdraw their proposal within 120 calendar days after the opening thereof.

The undersigned has caused this proposal to be executed as of the day and year indicated on each proposal page and hereby agrees to provide aforementioned services necessary for compliance with the Contract Documents and agrees to provide these for the price(s) indicated in this proposal form. By signing each proposal page, the Contractor does hereby attest they have fully read the ITB and understands it.

*The time for performance of this Contract shall begin from the date of the Notice to Proceed or as otherwise directed by Calvert County Government and **shall be completed within two hundred ninety (290) calendar days.***

By signing and submitting a bid, your company acknowledges and agrees that it has read and understands the ITB documents and agrees to the Contract Terms and Conditions as contained herein.

CONTRACTOR’S LEGAL BUSINESS NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____