

By: Steve Jenkins, P.E.
Date: 04/09/2025
Project: North Harford Elementary School Fuel Tank Removal
Bid #: CAG 25-3

Addendum No.1 is issued to summarize the pre-bid meeting held on April 2, 2025, and to provide clarification as noted.

I. INTRODUCTIONS

A. Opening Comments

1. Welcome to Harford County Public Schools for the Pre-Bid Conference for the North Harford Elementary School Fuel Tank Removal Project.

2. Introduction of Guests:

Harford County Public Schools:

Charles Grebe, Assistant Supervisor in Planning & Construction

Chris Morton, Supervisor of Planning & Construction

Brittney Matlin, Construction Project Assistant

Brian McNutt, Assistant Supervisor of Mechanical Systems

Rich Hanzevack, Assistant Supervisor Maintenance/Operations

Paul Kline, Crew Chief Grounds

Bowman:

Steve Jenkins, Mechanical Engineering Manager

3. Project Description- The project consists of the following:

- Removal of the existing buried fuel oil tank and associated appurtenances
- Infill and repair of tank location
- Installation of (2) buried propane tanks and associated buried piping and appurtenances
- Installation of fencing, bollards, and protective netting around buried tank location
- Removal and replacement of existing boiler and water heater burners

- Removal and replacement of existing boilers and trim (Alternate 1)
- Removal and replacement of existing flues
- Reconnection and reintegration of new systems to existing electrical, hydronic, ATC connections

II. ADMINISTRATIVE DETAILS

- A. Sign-in Sheet
 - Please see attached
- 1. Availability of Plans & Specs
 - Plans and Specifications may be obtained by interested contractors by providing the following information via email to Brittany.mattlin@hcps.org: Company Name, Mailing Address, Phone Number and Main Contact's Email Address.
- B. Bidding & Project Schedule
 - Sealed bids will be received by the Harford County Public Schools Facilities Complex, Hickory College Building, 2209 Conowingo Road, Bel Air, MD 21015. **Tuesday, April 15, 2025. 10:00 a.m. local time. Bidders shall submit the completed Attachment 1A Minority Business Enterprise Utilization and Fair Solicitation Affidavit and Schedule for Participation of Certified Minority Business Enterprises within thirty (30) minutes of submitting the bid proposal; failure to submit will result in the bid being determined non-responsive. Then at 10:30 p.m. local time all bids will be publicly opened and read.**
- C. Bid Opening Procedures
 - **BOE Approval – May 5, 2025**
IAC Approval – None
NTP – May 6, 2025

Substantial Completion date: August 22, 2025

- D. Contractor Qualification Statement - Contractor's wishing to submit proposals issued by Harford County Public Schools shall be pre-qualified by HCPS as set forth by the Code of Maryland Regulations (COMAR), Article 21.05.02.05. Contractor shall submit a Contractor's Qualification Statement (AIA Document 305-2020) three (3) days prior to receipt of bids, to HCPS Planning & Construction Department. Can be emailed to my attention: chuck.grebe@hcps.org
- E. Prevailing Wage - None: no State Participation
- F. State Sign - N/A; no State Participation
- G. Alternates - There is one alternate to remove and replace existing boilers and trim

III. MINORITY BUSINESS ENTERPRISE PROCEDURES

- A. Goal – Attempt to achieve 10%
 - No Subgoals
- B. Documents required with bid:
 - 1. Bid Bond
 - 2. Affidavit of Qualification to Bid
- C. Documents required within thirty (30) minutes of submitting the bid proposal:
 - 1. Attachment “1A” – Certified MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule

Note: Bid Bond and Attachment “1A”, must be submitted in proper form and content at the time of bid opening or the bid will be rejected as non-responsive.

- D. Documents required by low bidder within 10 days:
 - 1. Outreach Efforts Compliance Statement
 - 2. Statement of Intent

3. Request for Exception Form
4. Minority Business Contractor Unavailability Certificate

IV. EMPLOYMENT OF SEX OFFENDERS AND OTHER CRIMINAL OFFENDERS

- A. Section 11-722 of the Criminal Procedure Article of the Maryland Code prohibits any person with a contract with a local Maryland school system from knowingly employing an individual to work at the school if the individual is registered as a sex offender pursuant to Section 11-704 of the Criminal Procedure Article.
- B. The Contractor shall acknowledge the following requirements of Section 11-722 of the Criminal Procedure Article, and Section 6-113 of the Education Article, Annotated Code of Maryland.
- C. Direct unsupervised and uncontrolled access with students is prohibited. If you, as the Contractor/Site Supervisor, witness or suspect your employee(s) entering into a student area, action must be taken immediately to rectify the situation.
- D. The apparent low bidder shall complete and submit the Employment of Sex Offenders and Other Criminal Offenders Affidavit, (Section 006400), which is specified in the bid documents within ten (10) working days after notification that the firm is the apparent low bidder.

V. ARCHITECT INFORMATION

- A. Addenda: **Last day for questions is 6 days prior to bid, April 9, 2025**
- B. Please submit all questions in writing via email to Steve Jenkins
(Sjenkins@bowman.com)

VI. TOUR OF SITE

- A. If you wish to visit the site prior to submitting a bid, please coordinate with Chuck Grebe (chuck.grebe@hcps.org) to schedule an appropriate date and time.

VII. QUESTIONS, COMMENTS, CONCERNS

Q : Are condensing boilers acceptable for boiler replacement ?

A : No. Only non-condensing gas-fired boilers will be considered for the alternate. Base bid manufacturer is Weil-McLain. Acceptable alternate manufacturers are Riello, Cleaver-Brooks, and Lochinvar as listed in the specifications.

Q : What is the size of the existing buried fuel-oil tank to be removed ?

A : The tank is assumed to hold approximately 10,000 gallons of fuel and is about 18-20' in length. Top of tank is approximately 20 inches below grade. These dimensions should be confirmed via field investigation prior to excavation.

Q : Are specifications available for the buried propane tanks ?

A : No dedicated specification will be provided for the propane tanks. Tanks shall be capable of storing specified volume and shall include cathodic protection. Recommended manufacturer is Ray Murray Inc., but substitutions are acceptable. Tanks shall be installed according to details and manufacturer recommendations.