

**PORTAGE COUNTY  
THE ANNEX RENOVATION**

as prepared by

**HASENSTAB ARCHITECTS, INC.**

190 N. Union Street, Suite 400  
Akron, OH 44304

HAI Project No. 23027.000

To: All Bidders

---

This Addendum becomes a part of the Contract Documents and modifies the original Bidding Documents dated 6-30-2023, as noted below. The Bidder shall acknowledge receipt of this Addendum on the Form of Proposal. Failure to do so may subject the Bidder to disqualification.

---

**Changes To Prior Addend**

- None.

**General Clarifications**

- Attached PreBid Meeting Minutes dated July 13, 2023
- A second prebid conference will be held on July 27 @ 2pm at the Annex building.
- **Bid Date is extended to August 3, 2023 @ 3:00 pm**

**Questions from Bidders**

- Refer to PreBid meeting Minutes.

**Changes To Project Manual**

- None

**Changes To Drawings**

- None

**END OF ADDENDUM**

## **Pre-Bid Meeting**

### **Portage County - The Annex Renovation**

**Date / Time:** July 13, 2023, at 2:00 PM

**Location:** 466 South Chestnut Street  
Ravenna, OH 44266

**Next planned walk though:** 7/27/23 @ 2pm

#### **I. GC Attendees:**

- a. Peter Strawman Summit Construction Phone: 330-819-5811  
email: [pstrawman@summitconstruction.com](mailto:pstrawman@summitconstruction.com)
- b. Bob Swanger RTK Contracting Phone: 330-607-0248  
Email: [rob@r2Kcontracting.com](mailto:rob@r2Kcontracting.com)

#### **II. General Project Description:**

- a. The Work includes exterior renovations and improvements to the unoccupied Annex Building located at 466 South Chestnut Street in Ravenna Ohio. The building is being repurposed for storage and a daycare.
- b. The Scope of work includes:
  - i. Replacement of existing HVAC unit.
  - ii. Interior replacement of HVAC VAV boxes.
  - iii. Electrical connections for above.
  - iv. Construction of an exterior concrete and masonry ramp.
  - v. Replacement of concrete walks related to the waterproofing Electrical devices and systems.
  - vi. Exterior masonry repairs.
  - vii. Exterior steel stair refinishing
  - viii. Foundation waterproofing.
- c. Scope by Owner:
  - i. Door Security and intercom
  - ii. Fire Alarm systems
  - iii. ATT Internet line need brought over.

#### **III. Bid Procedures:**

- a. Questions: submitted in writing to [ericb@hasenstabinc.com](mailto:ericb@hasenstabinc.com).
- b. Addenda:
  - i. Add #1 will extend the Bid due date to August 3, 2023 @ 3:00 pm
  - ii. Add # 1 will include bidders list, these meeting notes and Q&A.
- c. Plans are available from:
  - i. SE Blue Website <https://www.seblueprint.com>



Akron 190 N. Union St Suite 400  
Cleveland 700 W. St. Clair Ave. Suite 300  
Pittsburgh 5149 Butler Street

Union Point Akron, Ohio 44304  
Hoyt Block Cleveland, Ohio 44113  
Pittsburgh, PA 15201

- ii. Builder's Exchange of East Central Ohio Website: [bxohio.com](http://bxohio.com)
  - iii. ConstructConnect Website: [constructconnect.com](http://constructconnect.com)
  - iv. Subcontractors Association of Northeast Ohio Website: [saneo.com](http://saneo.com)
  - v. Dodge Construction Network Website: [construction.com](http://construction.com)
- d. Bids are received at:
- i. Portage County Internal Services (entrance off S. Chestnut Street).
  - ii. Refer to attached map of drop off.
  - iii. Front lobby space, will be read aloud and recorded.
  - iv. Bids are to be addressed to: **Portage County Commissioners  
449 South Meridian Street  
Ravenna, OH 44266**

#### IV. Bid Form and Submittals with Bid Form

- a. Submit Bids as follows: One (1) Original and Two (2) Copies
- b. Complete all blank lines on the Bid Form. Blank lines not applicable to a bidder's specific contract shall be completed as "N/A".
- c. Acknowledge receipt of Addenda.
- d. Bid Form - Breakdown
  - i. Total Cost for Work
  - ii. Masonry Allowance: \$25,000
  - iii. Cost for 10% Performance / Payment Bond.
  - iv. Alternates:
    - 1. Foundation Waterproofing.
    - 2. Painting of the exterior metal stair.
- e. Time of Completion
  - i. Indicate the Number of Calendar Days needed to complete the work.
  - ii. The anticipated start date is Sept 1, 2023.
  - iii. Substantial completion date is 12 months, or Sept. 01, 2023.
  - iv. Liquidated Damages shall be \$100 per day. Long lead time items (HVAC Unit) is exempt from the Liquidated Damage requirement.
  - v. Ohio Prevailing Wage Rates, (NOT federal "Davis Bacon" wage rates) applies to this project.
- f. Review attachments required per Item #5 in the Bid Form:
  - i. Bid Bond (AIA-A310).
  - ii. Contractor's Qualification Statement (AIA-A305)
  - iii. Compliance with Equal Employment Opportunity Form
  - iv. Bidder's Affidavit (compliance with ORC 5719.042)
  - v. Bidder's Affidavit (compliance with ORC 3517.13)
  - vi. Non-Collusion Affidavit
  - vii. Submit List of Major Suppliers and Subcontractors.



## V. Miscellaneous

- a. Hazardous Materials may be present in the building. Refer to cover sheet. If material is suspected to be hazardous during construction, the owner will test and if required, remove it.
- b. Work hours within the project area: 7:00 AM to 5:00 PM (Monday – Saturday), unless noted otherwise.
- c. If grinding mortar, that work can happen on Saturday or after work hours.
- d. Coordinate any system shut-downs with the Owner.
- e. Material Delivery / Refuse Removal:
  - i. Material deliveries must be received by Contractor personnel.
  - ii. Keep driveways, loading areas, and entrances service premises clear and available to Owner, and emergency vehicles at all times.
  - iii. Site Logistics – dumpsters / storage containers / temporary side walk closures / temporary road or lane closures / delivery routes / etc. all must be coordinated with the Owner.
    - 1. Parking lot or exterior sidewalk, road, and / or lane closures must be coordinated with the Portage County.
- f. General Work Restrictions for Contractors:
  - i. Toilet Facilities – Contractor may use fixtures in the building.
  - ii. No Smoking – Entire Property
  - iii. Parking – Will be coordinated with the Owner.
  - iv. Contractors may use one basement room for project office.
    - 1. Protect finish flooring from damage.
- g. Project On-Site Supervision
  - i. The GC shall have a designated superintendent on site when their company is self-performing any work or when any subcontracted work is being performed.

## VI. Walk through of building and site.

## VII. Questions:

- a. Is there a building Permit? In process with the City
- b. Is pointing required on the existing building?
  - i. Response: Yes, the exterior stair step clacks need pointed and or sealed. Minor tuck pointing is required.

## VIII. Possible additional scope to be added:

- a. Decommission boiler.
- b. Additional attic ventilation



**Bid Drop Off Location:**

