

## **ADDENDUM NO. 1**

**ELEVATOR ADDITION FOR DREWRY MASON ES, HENRY COUNTY PUBLIC SCHOOLS  
RRMM ARCHITECTS  
ROANOKE, VIRGINIA  
COMM. NO. 21195-16**

**8-11-25**

The following additions, deletions and/or modifications are to be incorporated into the Contract Documents.

### **CLARIFICATIONS / ADDITIONAL INFORMATION**

1. Please see the attached Pre-bid Conference Meeting Minutes, Pre-bid Conference Attendance Register.
2. A project identification sign will be required on the project, see specifications for requirements. Owner will direct exact location.
3. See attached Pre-bid questions with answers
4. See attached detailed required for the structural support of the new rooftop unit.
5. See attached revised bid / proposal form. Please utilize this form when placing bid.
6. See attached addendum information related to the mechanical equipment.

**END OF ADDENDUM NO. 1**

**Respectfully Submitted,**



**Andrew Grant AIA  
agrant@rrmm.com  
Project Manager  
540-278-2145**

**Attachments:**

Pre-bid Conference Meeting Minutes  
Pre-bid Conference Sign-in Register  
Revised proposal / bid form  
Prebid questions with answer

**END OF ADDENDUM #1**



28 Church Avenue SW  
Roanoke, Virginia 24011

Phone: (540) 344-1212  
[www.rrmm.com](http://www.rrmm.com)

## ATTENDANCE REGISTER FOR MANDATORY PRE-BID CONFERENCE

**PROJECT:** Elevator additions at Campbell Court ES, Drewry Mason ES, and GW Carver ES  
**COMM. NO.:** 21195-10, 17 and 18

**DATE:** 7-2-25 **TIME:** 10 am. **LOCATION:** Henry County Service Center

NAME	COMPANY	PHONE	EMAIL
Andy Grant	RRMM	540-230-3794	<a href="mailto:agrant@rrmm.com">agrant@rrmm.com</a>
Keith Scott	Henry County Schools	276-224-3041	<a href="mailto:kascott@henry.k12.va.us">kascott@henry.k12.va.us</a>
David Moore	Henry County Purchasing	276-634-4673	<a href="mailto:dmoore@henrycountyva.gov">dmoore@henrycountyva.gov</a>

NAME	COMPANY	PHONE	EMAIL
EDDIE HERRON	G+H CONTRACTING	540-387-5059	<a href="mailto:eherron@ghcontracting.com">eherron@ghcontracting.com</a>
KEN BECRAFT	BLAIR CONSTRUCTION	434-841-3652	<a href="mailto:kbecraft@blair-construction.com">kbecraft@blair-construction.com</a>
Bryan Petak	KNA Contracting	540-759-1517	<a href="mailto:estimating@knacontracting.com">estimating@knacontracting.com</a>
CLAYTON LEACH	FRITH CONSTRUCTION	276-732-8705	<a href="mailto:CLEACH@FRITHCONSTRUCTION.COM">CLEACH@FRITHCONSTRUCTION.COM</a>
Laura Clark	Clark Builders	714-694-7168	<a href="mailto:lclark@clarkbuilderscompany.com">lclark@clarkbuilderscompany.com</a>





## MANDATORY PRE-BID MEETING AGENDA

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**PROJECT:** Elevator additions at Campbell Court ES, Drewry Mason ES, and GW Carver ES  
COMM. No. 21195-10 , 17 and 18

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**DATE:** July 2, 2025 10 am.- Henry County service center

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The following items will be reviewed:

- 1) Introduction of attendees and pass around sign-in sheet. Please write legibly so addendum can be distributed properly. Only the general contractors in attendance today will be allowed to submit bids.**
- 2) Invitation For Bids:**
  - a) Bid Due Date / Opening and Location
    - i) Due: Tuesday August 19, 2025 @ 4:00 pm. Henry County Administration Building, Purchasing Department, Room 210, or mail to; Henry County Administration Building, PO Box 7 (for postal) Collinsville, Virginia 24078 0007 or 3300 Kings Mountain Road (for UPS or FedEx) Martinsville, VA 24112.
    - ii) Opened: Same location
    - iii) Address to Ms. Carole Jones, Chief Purchasing Agent
  - b) Questions procedures.
    - i) Last day for questions is 5 pm,: Friday August 1, 2025.
    - ii) Pre-Bid Question Form included in the project manual. Please email to Andy Grant [agrant@rrmm.com](mailto:agrant@rrmm.com) .
    - iii) All Questions will be answered by addendum.
  - c) Accessing and receiving bid documents:  
Link for obtaining documents is Download link:  
<https://infoexchange.rrmm.com/UserWeb/Login/Login.aspx?v=0>  
Password: Anonymous
- 3) Instructions to Bidders:**
  - a) See AIA A701 included in the project manual
  - b) A Bid Bond is required – AIA A310, by contractor.

- 4) **AIA documents** will be utilized to execute the contractual requirements of this project. Drafts of the required documents are included in the project manual. The architect will provide A101, form of agreement and A201 general conditions. The contractor is required to provide all other AIA documents listed in the project manual.
- 5) **Proposal form..**
- a) Bid forms for each project are included in the associated project manual. Each project will require a separate bid form.
  - b) **The project will be awarded based upon the lowest responsive bidder for each elevator addition.**
  - c) Bid binding period – 30 days
  - d) Please place the Henry County Bid # on the outside of the envelope.
  - e) The proposal form does request 1 unit price for additional excavation of unsuitable material.
  - f) **Each elevator Substantially complete by Friday April 17, 2026**  
Final Completion by **Friday May 17, 2026**, this date will be revised on the bid form issued in **addendum #1**. Liquidated damages are not part of this contract, however completing this project in a timely manner is detrimental to the success of this and future projects.
  - g) Target Award contract and start construction on; September 15, 202
- 6) **Summary of Work**
- a) General described as:  
Construct new elevator additions at GW Carver elementary ES, Drewry Mason ES, and Campbell Court ES. More detail will be shared during our walk through today.
- 7) **Contractor's Use of the Premises**
- a) Contractor provided-Employee Identification, Photo ID badge, sticker for hard hat or company shirt with logo.
  - b) Contractor provided sanitary facilities. Coordinate location w/ HCPS
  - c) School property – zero tolerance policy. Smoke free, weapon free, alcohol-free campus. No smoking allowed anywhere on school property.
  - d) Direct Contact forms will be required and are included in the project manual. Basically, stating there can be no convicted felons or sex offenders allowed on school property.
  - e) Job trailers will be required, see the project manual for more information. The location of the trailer can be determined in today's walk through. The contractor will be responsible for providing power to the job trailer and temporary toilet facilities. The trailer will also require a Wi-Fi internet connection.
  - f) If anyone would like to come back for further visits, please contact Keith Scott (276-224-3041) or Ken Adkins (276-340-9465).
  - g) Two of these additions will be constructed directly adjacent to the existing school buildings and one on the interior of Campbell court ES. School. Security and restricting students into the construction areas will be of utmost importance. The Contractor will be required to provide fencing and barricades to ensure student safety.

- h) These projects require a full time **on site** superintendent and a full-time project manager, please see the project manual for required qualifications.

**8) Submittals & Submittal Procedures:**

- a) Electronic submittals are preferred except for color samples. Samples shall be sent to the respective job trailer for review.
- b) Contractors will be given access to Newforma construction management software for providing electronic submittals and tracking project communications. Submittal register will be generated and posted into Newforma for contractor use. Detailed and complete submittals will be critical for expediting the submittal review process thus allowing for the ordering materials and equipment.
- c) The Architect's review of Contractor's submittals will be limited to examination of an initial submittal and one (1) resubmittal, 2 total reviews. The Architect's review of additional submittals will be made only with the owner's consent . The Owner shall be entitled to deduct from the construction contract sum, to compensate the architect for additional submittal reviews. **Please thoroughly review and stamp all submittals prior to submitting to the architect in efforts to avoid delays or compensation modifications. Each specification section has detailed instructions on what will be required for each product submittal. Please review prior to submitting.**

**9) Permits**

- a) Building official has a set of drawings and will have review complete by the time of award. Contractor will be required to obtain building permit and pay associated fees.

**10) Third part testing**

- a) The owner will be providing third party testing services.

**11) Questions and comments from bidders.**

SECTION 00 42 00

PROPOSAL FORM

Ms. Carole Jones, Chief Purchasing Agent  
Henry County  
c/o Henry County Public Schools  
3300 Kings Mountain Road  
Collinsville, Virginia 24078  
Henry County Bid # **BID# 25-081933-3131**

In compliance with your Invitation for Bids, the undersigned bidder has carefully examined the site of the proposed work and the plans and specifications dated 2-28-25 and hereby proposes to furnish all labor, materials, operational equipment and services necessary for the construction for the **Elevator Addition at Drewry Mason Elementary school**, for the Henry County Public Schools, according to Contract Documents prepared by RRMM Architects, Architecture / Planning / Interiors, for the consideration of the following amounts:

BASE BID: **Elevator Addition** as Delineated in construction documents.

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_).

**Unit Price No. 1: Additional Excavation.**

Provide in the Base Bid a unit price allowance of 5 c.y. for excavation of material, where authorized or directed, below or in additions to the levels required for the Work. Dispose of excavated material in an approved location off-site. Backfill with acceptable imported structural fill material compacted per specification.

*Removal of Rock (Additional Excavation below subgrade) & Replacement:*     :

5 Cubic Yards @ \$\_\_\_\_\_ per Cubic Yard = \$\_\_\_\_\_

The total for unit price number 1 shall be included in the base bid line item.

The undersigned further proposes that additional or less work than required by the Contract Documents shall be computed at actual cost of labor and materials to the General Contractor, plus fifteen percent (15%) if performed by the General Contractor's own forces and ten percent (10%) if performed by subcontractors for additional work and less zero percent (0%) for less work, to cover overhead, profit, bond, insurance and all incidental expenses. Subcontractors shall be limited to 20% to cover overhead, profit, bond, insurance and all incidental expenses.

The undersigned further agrees that this proposal may be held as binding for thirty (30) days after opening.

The undersigned understands that time is of the essence and agrees that the time for Substantial Completion of the entire project shall be **300 consecutive** calendar days from the date of commencement of the Work as specified in the Notice to Proceed, and Final Completion shall be

achieved within **30 consecutive calendar days** after the date of Substantial Completion as determined by the A/E.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any Public Agency in the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any Public Agency in the Commonwealth of Virginia. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

Receipt of Addendum No.(s) \_\_\_\_\_ is hereby acknowledged.

The undersigned is registered as a (Class 'A')(Class 'B') Contractor under Title 54, Chapter 7, Code of Virginia 1950, as amended, Registration Number \_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_  
(Name of Firm)

(Seal if Corporation)

\_\_\_\_\_  
(Street and Number)

\_\_\_\_\_  
(City, State, Zip Code)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition  
Henry County, Virginia

Date: 8/8/2025

Comm. No. 21195-10

The following question concerns Drawing Sheet number \_\_\_\_\_:

Will the attached Schindler 3300 Traction MRL Elevator be an acceptable elevator alternate. See attached information.

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The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_, Paragraph \_\_\_\_\_:

Yes as long as it meets the project specifications

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All responses will be made by Addendum.

Question submitted by: Laura Clark

Name

Clark Brothers Company

Organization

EMail form to:RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition  
Henry County, Virginia

Date: 8/8/2025

Comm. No. 21195-10

The following question concerns Drawing Sheet number \_\_\_\_\_:

Please be advised that TKE requires 55% of the contract cost for a down payment before the equipment is put into production, and another 20% when the material ships. Are these payment terms acceptable to the owner and architect, and will the necessary funds be approved and released to the contractor prior to when payment is due to the elevator company? Other elevator companies also have a similar payment schedule structure.

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The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_, Paragraph \_\_\_\_\_:

Yes payment will be released for pre-order cost with a letter from the elevator manufacture identifying the project specifics.

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All responses will be made by Addendum.

Question submitted by: Laura Clark  
Name

Clark Brothers Company  
Organization

EMail form to:RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition  
Henry County, Virginia

Date: 8/8/2025

Comm. No. 21195-10

The following question concerns Drawing Sheet number S-102:

Sections 1 & 2: please show where the foundation drain as well as the downspout drains connect to the existing underground storm system

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The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_, Paragraph \_\_\_\_\_:

Please connect foundation drains for elevator pit to a french drain located approximately 20 feet away from elevator shaft location. The pit shall be 30"x30"x 30" deep filled with #57 stone, wrapped in filter fabric, at a elevation to allow any ground water to flow freely away from elevator pit location.

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All responses will be made by Addendum.

Question submitted by: Laura Clark  
Name

Clark Brothers Company  
Organization

EMail form to:RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition  
Henry County, Virginia

Date: 8/8/2025

Comm. No. 21195-10

The following question concerns Drawing Sheet number \_\_\_\_\_:

Are there certified payroll requirements on this project?

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The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_,  
Paragraph \_\_\_\_\_:

No prevailing wages or certified payrolls are  
required for this project.

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All responses will be made by Addendum.

Question submitted by: Laura Clark  
Name

Clark Brothers Company  
Organization

E-Mail form to: RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition      Date: 7-18-25  
Henry County, Virginia

Comm. No. 21195-10

The following question concerns Drawing Sheet number \_\_\_\_\_:

1. On E-101, Plan Note #5 mentions that "TKE will provide the shunt trip disconnect for cab lighting." It also says that we are to provide a 30A, 240V, 3-Pole, N3R, fused disconnect, but doesn't specify what it is for. I would assume the disconnect we are providing is for the cab lighting, and TKE is providing the elevator disconnect w/ shunt trip and auxiliary contacts. Plan Note #2 on E-102 mentions that TKE will provide all shunt trip devices and means of disconnection. Please advise.
2. What type of fire alarm system does this school currently have? Does Henry County Public Schools have a preferred fire alarm vendor?
3. On E-102, Plan Note #8 mentions the twist lock receptacle for the sump pump being in a N4X box. Does this need to be N4X? The other devices in the elevator pit call for weather proof or N3R enclosures.

The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_, Paragraph \_\_\_\_\_:

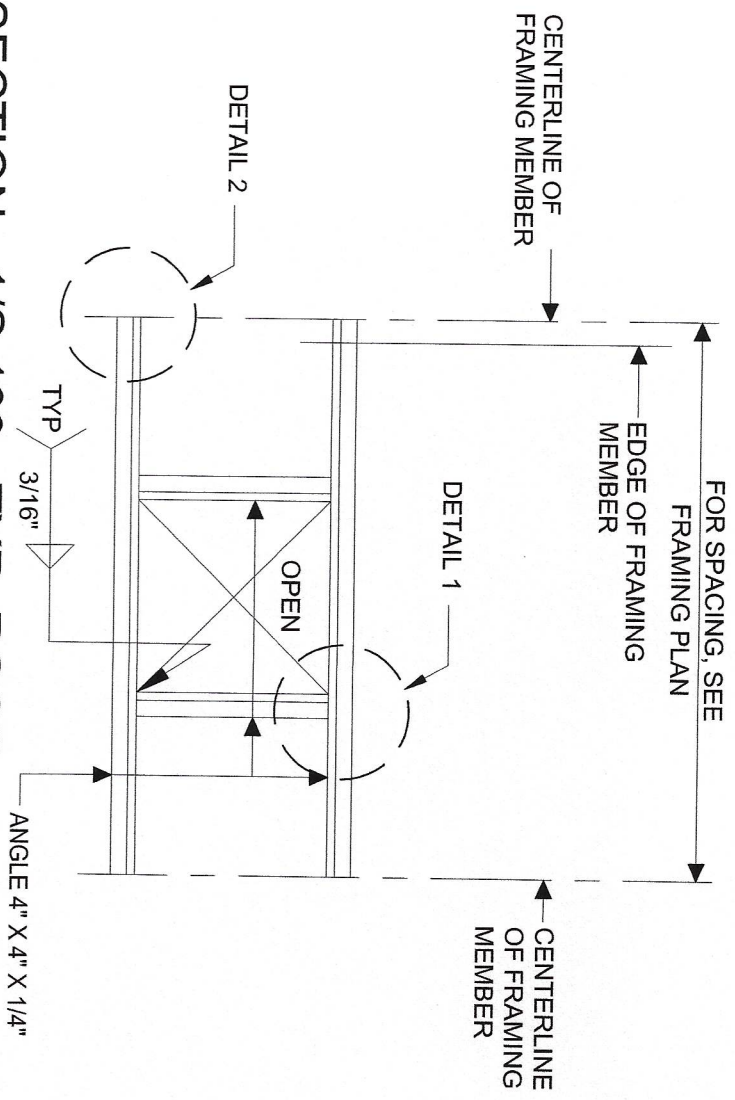
Comment #1 - LPA Response: Provide as noted to support the cab lighting.  
Comment #2 - LPA Response: existing Fire Alarm - Siemens  
Comment #3 - LPA Response: provide as noted on the contract documents.

All responses will be made by Addendum.

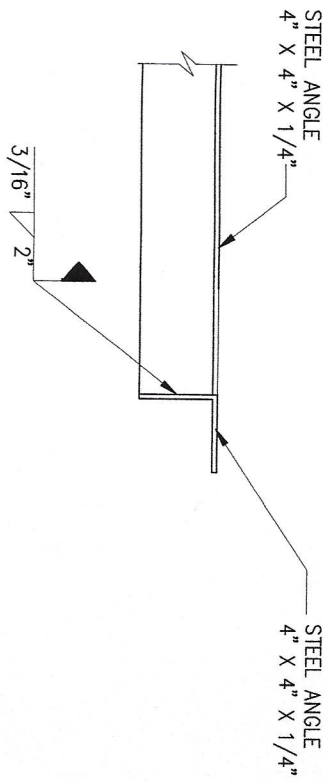
Question submitted by: Brian Shelton      Daniel Builders LLC  
Name      Organization

EMail form to: RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

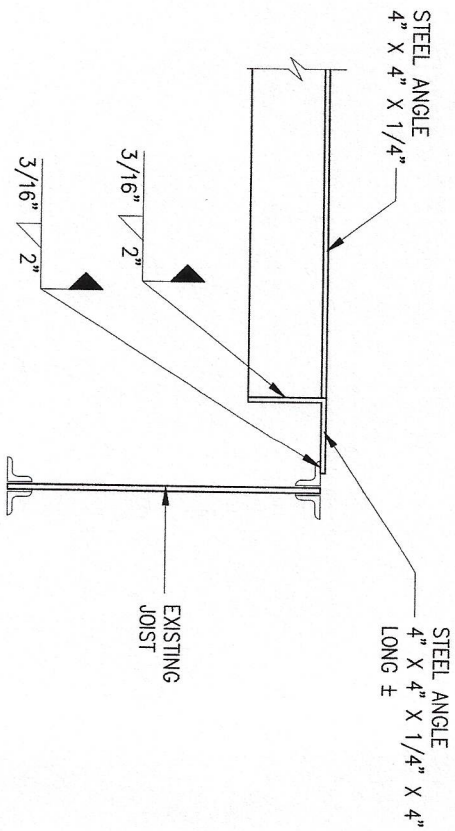


SECTION - 1/S-100 - TYP. ROOF  
OPENING FRAME  
SCALE: N.T.S.



DETAIL 1

SCALE: N.T.S.



DETAIL 2

SCALE: N.T.S.

# **ADDENDUM NO. 1**

## **DREWRY MASON ES ELEVATOR ADDITION FOR HENRY COUNTY PUBLIC SCHOOLS RIDGEWAY, VIRGINIA**

**IFB NO.  
LPA COMM. NO. 24101.64**

**July 28, 2025**

The following additions, deletions and/or modifications are to be incorporated into the Contract Documents and acknowledgement of receipt of this addendum shall be so noted on the Proposal Form submitted.

### **SPECIFICATIONS**

#### **Section 23 81 00 – Decentralized Unitary HVAC Equipment**

##### **2.1 PACKAGED ROOFTOP AIR CONDITIONING UNITS (3 TO 25 TONS):**

Change Paragraph 2.1.A. to read as follows: “General: Equipment and material specified under this heading shall be furnished and installed by a certified representative of the unit manufacturer. Rooftop air conditioning unit shall be Daikin (Maverick I Single zone Heating and Cooling Unit(s) Model MPS) or Trane and shall be a complete, self-contained unit with hermetic motor-compressor, cooling coil, supply fan, gas fired heating section, condenser coil and fan(s), hot gas reheat coil (where applicable), economizer/power exhaust, dampers, filters, interconnecting piping, filter-dryer, sight glass, roof curb, controls, and wiring enclosed in a weather-resistant steel enclosure suitable for roof mounting. Basis of design is Daikin. Provide...”

### **DRAWINGS**

#### **Drawing M001 – HVAC LEGEND AND NOTES**

Add an HVAC Controls Note to read “1. Please include in your base bid for the HVAC Digital Control System at this school to be upgraded to the latest version of the Trane Tracer System. This shall include all hardware, software, graphics, and labor to perform the system upgrade. For pricing and/or questions regarding this scope of work you can contact Rodney Bryant with Trane at [rbryant@trane.com](mailto:rbryant@trane.com).

Add HVAC Controls Note to read “2. Controls contractor shall tie in new rooftop unit to the new Trane controls system.”

### **ATTACHMENTS**



## PRE-BID QUESTION FORM

(Use separate Form for each question submitted.)

Project: Drewry Mason Elementary School Elevator Addition  
Henry County, Virginia

Date: 8/8/2025

Comm. No. 21195-10

The following question concerns Drawing Sheet number \_\_\_\_\_:

Please clarify the concrete sidewalk perimeter edge details and locations of control & expansion joints if necessary

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The following question concerns Specification Section number \_\_\_\_\_, page \_\_\_\_\_, Paragraph \_\_\_\_\_:

Provide 6" turn down slab at the perimeter of the new concrete walk areas. Also provide control joints as shown in sketch below.

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All responses will be made by Addendum.

Question submitted by: Laura Clark  
Name

Clark Brothers Company  
Organization

EMail form to:RRMM Architects  
Andy Grant, AIA  
[agrant@rrmm.com](mailto:agrant@rrmm.com)

Phone: (540) 278-2145

