# ADDENDUM NO. 3

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|---|---|
| **PROJECT**: | Request For Proposals – HVAC Upgrade/Replacement |
| **OWNER**: | **West Warren-Viola Utility District** |
| **NEW BID DATE/TIME:** | **November 23, 2026 / 2:00 PM Local Time** |
| **DATE**: | November 13, 2026 |
| **PROJECT NO**.: | 26202 |
| **NO. OF PAGES**: | 6 |

**ADDENDUM NO. 3:** Please note the following updates, corrections, and/or clarifications to questions raised regarding this project. **Acknowledge receipt of all Addenda on Bid Form.**

**NEW BID DATE:**

- The bid date has been extended. The **NEW BID DATE** to submit proposals is **November 23, 2026, by 2:00 p.m. local time.**

**PLANS & SPECS:**

- Please see attached Information for Bidders and Scope of Work; the PLANS will be available for review on our website www.jchengr.com.

ADDENDUM CONSISTS OF SIX (6) PAGES

****** END OF ADDENDUM ******

**JAMES C. HAILEY & COMPANY**
Consulting Engineers
360 Cool Springs Boulevard, Suite 100
Franklin, Tennessee 37067-7216
(615) 883-4933 / www.jchengr.com

# INFORMATION TO BIDDERS

1. RECEIPT AND OPENING OF BIDS

The West Warren-Viola Utility District (herein called OWNER) invites sealed bids for the specified work to be received via email (ngreen@jchengr.com) or at the office of James C. Hailey & Company (360 Cool Springs Boulevard, Suite 100, Franklin, TN 37067-7216) no later than 2:00 PM CDST on November 23rd, 2026, at which time the bids will be opened and read aloud. Bids received after the stated time will be considered invalid and rejected by the OWNER.

2. METHOD OF BIDDING:

The OWNER invites bids for replacing a 10-ton HVAC unit. This is a request for a LUMP SUM BID. There is a potential ALTERNATIVE to relocate the HVAC unit from the roof to the ground.

Email submissions shall be in the form of a PDF. If not emailed, paper bids must be submitted in a sealed envelope, bearing on the outside the name and address of the BIDDER and the words "HVAC REPLACEMENT." If forwarded by mail, the sealed envelope must be enclosed in another envelope addressed to:

Kelle Cantrell, General Manager
West Warren-Viola Utility District
C/O James C. Hailey & Company
360 Cool Springs Blvd, Suite 100
Franklin, TN 37067-7216

Bids NOT submitted on the attached forms and in the prescribed manner will be considered invalid and rejected by the OWNER.

3. PREPARATION OF BIDS

BIDS MUST BE SUBMITTED ON THE ATTACHED FORMS. The LUMP SUM BID shall be stated in numbers and written in ink or typewritten.

Bid price shall include all services described in the attached plan sheet(s). Payment by invoice.

TO SUBMIT PROPOSAL, REQUEST DOCUMENTS FROM ENGINEER.

4. RESPONSIBILITY OF BIDDER:

It is the responsibility of the BIDDER to perform all tasks associated with the attached document "HVAC REPLACEMENT SCOPE OF WORK".

BIDDER must assure that any bid will be good and may not be withdrawn for a period of 60 calendar days from the date of the bid opening.

Upon request, BIDDER shall provide a statement of qualifications, including, but not limited to, the number of years of experience with this type of work and a list of references, schedule for performing WORK, etc...

Charges or terms for additional services (if any) must be clearly stated on the bid form. BIDDER discounts and terms (if any) must be clearly stated in the submitted bid.

5. RESPONSIBILITY OF THE OWNER:

The OWNER reserves the right to reject any and all bids. Should deductive alternatives be necessary to receive bids within available funds, the OWNER will notify all responsive bidders and allow submittal of adjusted bids, which include the stated deduction.

Award will be made on the basis of lowest, most responsive, and most responsible BID.

The OWNER agrees to provide written NOTICE OF AWARD OF BID within 60 calendar days of the date of the bid opening.

6. ATTACHMENTS/ EXHIBITS INCLUDED FOR BIDDERS:

- Scope of Work
- Plans for HVAC Replacement

TO SUBMIT PROPOSAL, REQUEST DOCUMENTS FROM ENGINEER.

**FORM OF BID**

# BASE BID FOR SERVICES

BIDDER: _____

_____

_____

PHONE: _____

**Base Bid Scope: The replacement of the existing HVAC unit and all related appurtenances, in-place.**

Having examined the OWNER's specifications for SERVICES, the BIDDER submits a TOTAL BID

of _____ _____ _____ DOLLARS and _____ CENTS
(Words) (Words)

($_____ _____ _____).
(Figures)

BIDDER assures that this bid shall be good and may not be withdrawn for a period of 60 calendar days following the date of the bid opening.

BIDDER assures that services specified in the bid MEETS OR EXCEEDS the OWNER's specifications as well as the applicable government standards.

BIDDER understands that the OWNER may reject any and all bids.

OWNER establishes construction duration as 90 calendar days following issuance of the Notice to Proceed.

Respectfully submitted:

_____
Signature

_____
Title

**A DETAILED SCOPE OF WORK IS ATTACHED**

TO SUBMIT PROPOSAL, REQUEST DOCUMENTS FROM ENGINEER.

**FORM OF BID**

# ADDITIVE ALTERNATE

BIDDER: _____

_____

_____

PHONE: _____

**Additive Alternate Scope: The replacement of the existing HVAC unit and all related appurtenances, relocating the components on the roof to the ground. This would include the addition of a concrete pad, measuring 8'x8'x12" thick, and sealing the penetration through the roof with sheet metal.**

Having examined the OWNER's specifications for SERVICES, the BIDDER submits a TOTAL BID

of _____ DOLLARS and _____ CENTS
(Words) (Words)

($_____).
(Figures)

BIDDER assures that this bid shall be good and may not be withdrawn for a period of 60 calendar days following the date of the bid opening.

BIDDER assures that services specified in the bid MEETS OR EXCEEDS the OWNER's specifications as well as the applicable government standards.

BIDDER understands that the OWNER may reject any and all bids.

OWNER establishes construction duration as 90 calendar days following issuance of the Notice to Proceed.

Respectfully submitted:

_____
Signature

_____
Title

**A DETAILED SCOPE OF WORK IS ATTACHED**

TO SUBMIT PROPOSAL, REQUEST DOCUMENTS FROM ENGINEER.

**DISTRICT OFFICE BUILDING HVAC REPLACEMENT**

## SCOPE OF WORK

The West Warren-Viola Utility District is requesting sealed bids for providing the replacement of a 10-ton HVAC unit at the District Office.

**Description of Work:**

The HVAC replacement consists of an existing 10-ton HVAC unit, currently located on the roof of the building. The proposed BASE BID for this project relocates the existing unit in-kind and in-place. An additional "ADDITIVE ALTERNATIVE" is proposed that would relocate the components currently affixed to the roof, to the ground. The plans included with this packet provide additional information on the existing unit, as well as the approximate location of the moved unit. All additional ductwork and/or electrical work that would be required to relocate the roof components to the ground shall be included in the ADDITIVE ALTERNATE. Additionally, if this alternative is chosen, the successful bidder would be required to cover the roof penetration with sheet metal.

Upon request, bidders shall provide a brief Statement of Qualifications including the number of years of experience with this type of work and a list of references, and a schedule for performing the work.

As a minimum, qualifications of contractor shall include one of the following:

1. Five (5) years of experience in the commercial/ industrial/ municipal HVAC industry.

2. Completed a minimum of three (3) commercial/ industrial/ municipal HVAC installation (or replacement) projects valued at $15,000 or more each, in the last three (3) years.

The cleaning, removal, and transportation of construction debris shall be the responsibility of the Contractor. Contractor shall conform to all TDEC rules associated with air quality, solid waste disposal, etc… Contractor shall conform to all OSHA rules regarding the type of work performed. Additionally, Contractor shall ensure that all work and conduct at the site be in accordance with all local, state, and federal laws.

Furnish a Certificate of Insurance to the Owner naming the West Warren-Viola Utility District as certificate holder, including Workman's Compensation with employer's liability, commercial general liability, umbrella liability, and vehicle liability. Both West Warren-Viola Utility District and James C. Hailey & Company shall be listed as "additional insured".

No company may withdraw their bid within 60 days after the deadline for submittal.

TO SUBMIT PROPOSAL, REQUEST DOCUMENTS FROM ENGINEER.