

Addendum



DATE: 11/20/2025

PROJECT: Darke County Board of Elections Interior
Renovation

PROJECT ADDRESS: 603 Wagner Avenue
Greenville, Ohio 45331

615 Woodside Drive, Englewood, Ohio 45322

T 937.836.8898 F 937.832.3696

www.app-arch.com

ADDENDUM NO. 1

RECEIPT OF THIS ADDENDUM MUST BE NOTED ON THE FORM OF PROPOSAL

TO ALL BIDDERS:

This addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become part of the Contract Documents.

GENERAL ITEMS:

ARCHITECTURAL CLARIFICATION:

- Q1 What is the cost estimate for the project?
A1 The cost estimate is \$783,000. Alternate 1 is estimated to be \$5,100.
- Q2 Who is responsible for access control for Darke County?
A2 Darke County relies on Weavers Locksmith for access control services.

ARCHITECTURAL SPECIFICATIONS:

- ITEM AS1: 00 0100 TABLE OF CONTENTS
1. Added specification section 01 2100.
- ITEM AS2: 00 0200 NOTICE TO BIDDERS
1. Revised bid due date.
- ITEM AS3: 00 2113 INSTRUCTIONS TO BIDDERS
1. Revised bid due date.
- ITEM AS4: 01 2100 ALLOWANCES
1. Added specification section to bidding documents.

END OF ADDENDUM NO. 1

ATTACHMENTS:

Pre-Bid Meeting Notes and Sign-In Sheets

Specifications

00 0100 TABLE OF CONTENTS

00 0200 NOTICE TO BIDDERS

00 2113 INSTRUCTIONS TO BIDDERS

01 2100 ALLOWANCES

Pre-Bid Agenda



DATE: November 12, 2025

615 Woodside Drive, Englewood, Ohio 45322

T 937.836.8898 F 937.832.3696

PROJECT: Darke County Board of Elections
Interior Renovation

www.app-arch.com

SIGN-IN & INTRODUCTIONS: Owner – App Architecture – Contractors – Subcontractors

GENERAL SCOPE OF PROJECT:

- Single Prime Contract covering all branches of Work.
- Work under other contracts.
 - RTU Replacement
 - System furniture work
 - WAP installation
 - Security Cameras

BID REQUIREMENTS:

- Bid due date – November 25, 2025, until 1:00 pm local time.
- Bids due at –
 - Office of the Darke County Commissioners, 520 S. Broadway, Greenville, OH 45331.
- Use bid forms provided in the Project Manual.
- Bid Bond required.
- Performance and Payment Bond required.
- Use of local subcontractors and suppliers is encouraged.

SUPPLEMENTARY CONDITIONS:

- Permits, Owner submitting and paying for Building permit review only.
 - \$4000.00 allowance.
- Owner is sales tax exempt.
- Payment of "Prevailing Wages" is required.
- Notice of Commencement

TEMPORARY FACILITIES:

- Utilities
- Field offices, storage trailers
- Temporary toilets
- Use of site

OWNER COMMENTS:

CONTRACTOR QUESTIONS:

Direct architectural, and MEP bid questions to App Architecture. maria.schertler@app-arch.com

App will forward the questions on to the MEP consultant: N&Z Engineering.

Existing conditions site walk thru/additional access to site by appointment with client.

All necessary clarifications will be made by Addendum.

- Addendum 1:
 - Door hardware clarified

**SECTION 00 0100
TABLE OF CONTENTS**

PROCUREMENT AND CONTRACTING REQUIREMENTS

1.01 DIVISION 00 -- PROCUREMENT AND CONTRACTING REQUIREMENTS

- 00 0100 - Table of Contents
- 00 0103 - Project Directory
- 00 0115 - List of Drawing Sheets
- 00 0220 – Notice to Bidders
- 00 2113 - Instructions to Bidders
- 00 4100 - Bid Form
- 00 4101 - Drug Free Affidavit
- 00 4336 - Subcontractors List
- 00 5200 - Agreement Form
- 00 6000 – Bid Guaranty and Contract Bond
- 00 7200 - General Conditions
- 00 7300 - Supplementary Conditions
- 00 8300 – Wage Rates

SPECIFICATIONS

2.01 DIVISION 01 -- GENERAL REQUIREMENTS

- 01 1000 - Summary
- 01 2000 - Price and Payment Procedures
- 01 2100 - Allowances**
- 01 2500 - Substitution Procedures
- 01 3000 - Administrative Requirements
- 01 5000 - Temporary Facilities and Controls
- 01 6000 - Product Requirements
- 01 7000 - Execution and Closeout Requirements
- 01 7800 - Closeout Submittals

2.02 DIVISION 02 -- EXISTING CONDITIONS

- 02 4100 - Demolition

2.03 DIVISION 03 -- CONCRETE

SEE DRAWINGS

2.04 DIVISION 05 -- METALS

SEE DRAWINGS

2.05 DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES

SEE DRAWINGS

2.06 DIVISION 07 -- THERMAL AND MOISTURE PROTECTION

SEE DRAWINGS

2.07 DIVISION 08 -- OPENINGS

SEE DRAWINGS FOR BALANCE OF SECTIONS

- 08 0671 - Door Hardware Schedule

2.08 DIVISION 09 -- FINISHES

SEE DRAWINGS

2.09 DIVISION 10 -- SPECIALTIES

SEE DRAWINGS

2.10 DIVISION 12 -- FURNISHINGS

SEE DRAWINGS

2.11 DIVISION 21 -- FIRE SUPPRESSION

SEE DRAWINGS

2.12 DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

- 23 0000 General Requirements for HVAC Systems
 - 23 0001 Basic HVAC Requirements
 - 23 0002 HVAC Work in Existing Buildings
- 23 0500 Common Work Results for HVAC
 - 23 0530 Equipment Bases and Supports
- 23 0700 HVAC Insulation
 - 23 0713 Duct Insulation
- 23 3000 HVAC Air Distribution
 - 23 3113 Ductwork
 - 23 3300 Air Duct Accessories
 - 23 3713 Diffusers, Registers and Grilles
- 23 8000 Decentralized HVAC Equipment
 - 23 8128 DX Mini Split Systems

2.13 DIVISION 26 -- ELECTRICAL

- 26 0000 General Requirements for Electrical Systems
 - 26 0001 Basic Electrical Requirements
 - 26 0002 Electrical Work in Existing Buildings
- 26 0500 Common Work Results for Electrical
 - 26 0519 Low-Voltage Electrical Power Conductors and Cables
 - 26 0526 Grounding and Bonding for Electrical Systems
 - 26 0533 Raceway and Boxes for Electrical Systems
 - 26 0537 J-Hook Pathways for Electrical Systems
 - 26 0553 Identification for Electrical Systems
- 26 0900 Instrumentation and Control for Electrical
 - 26 0923 Lighting Control Devices
- 26 2000 Low-Voltage Electrical Distribution
 - 26 2416 Panelboards
 - 26 2726 Wiring Devices
 - 26 2813 Fuses
- 26 3000 Facility Electrical Power Generating and Storing Equipment
 - 26 3214 Engine Generators (Natural Gas/Propane Fueled)
 - 26 3623 Automatic Transfer Switches (Commercial Grade)
- 26 5000 Lighting
 - 26 5113 Interior Lighting Fixtures

END OF SECTION

DOCUMENT 00 0200 - NOTICE TO BIDDERS

The Darke County Commissioners will receive bids for the Darke County Board of Elections Interior Renovation project.

Bids will be received at the office of the Darke County Commissioners located at 520 South Broadway, Greenville, Ohio 45331, until 1:00 PM (local time) on ~~November 25, 2025~~ **December 2, 2025**, then opened and read publicly that same day at 1:30 PM. Bids received after 1:00 PM on ~~November 25th~~ **December 2**, will be returned unopened.

Bids will be received on a lump sum basis as outlined in the bid documents.

The proposed work consists of the interior renovation of the offices for Darke County Board of Elections Offices. This is a single phased project with general trades, fire protection, mechanical and electrical work.

Bids must be signed and submitted on the separate bidding forms included in the Bidding Documents, sealed in the provided envelope, and shall be accompanied by either a Bid Guaranty Bond in the amount of 100% of the Bid amount or by a certified check, cashier's check, or letter of credit on a solvent bank in the amount of not less than 10% of the amount of the Bid, subject to conditions provided in the Instructions to Bidders. Bid security, furnished in Bond form, shall be issued by a Surety Company or Corporation licensed in the State of Ohio to provide said surety. The successful Bidder will be required to furnish a satisfactory Performance Bond in the amount of 100% of the Bid.

All contractors and sub-contractors involved with the project will, to the extent practicable, use Ohio products, materials, services, and labor in the implementation of their project. Additionally, contractor compliance with the equal employment opportunity requirements of Ohio Administrative Code Chapter 123, the Governor's Executive Order of 1972, and Governor's Executive Order 84-9 shall be required.

Attention of bidders is called to all of the requirements contained in this bid packet, particularly to the State of Ohio prevailing wage rates, various insurance requirements, and various equal employment opportunity provisions.

The Bidding Documents, which include Drawings, Specifications and blank forms, will be available to download from App Architecture's ShareFile site. Email your request to bids@app-arch.com and a link will be sent with downloading instructions. BIDS WILL ONLY BE ACCEPTED FROM BIDDERS LISTED ON THE ARCHITECT'S OFFICIAL LIST OF PLAN HOLDERS.

The Owner reserves the right to reject each and every bid and to waive informalities, irregularities and errors in the bidding to the extent permitted by law.

No bidder may withdraw his bid within 60 days after the actual date of the opening thereof.

PLEASE PUBLISH IN THE LEGAL SECTION ON WEDNESDAY, November 5, 2025, November 12, 2025, & November 19, 2025, IN THE EARLY BIRD/DAILY ADVOCATE.

Send the bill to the Darke County Commissioner's Office, Customer ID 40018824 and please provide a tear sheet with the invoice.

Approved by: Matthew W. Aultman _____
 Marshall Combs _____
 Aaron Flatter _____

Advertise: 11/5/2025, 11/12/2025, and 11/19/2025

**SECTION 00 2113
INSTRUCTIONS TO BIDDERS**

RECEIPT AND OPENING OF BIDS

The Darke County Board of Commissioners, acting as the "Contracting Authority", (herein called the "Board"), invites bids on the forms attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the Board at the Office of the Darke County Board of Commissioners until 1:00 PM on Tuesday, ~~November 25, 2025~~ **December 2, 2025**, and then at said office publicly opened and read aloud at 1:30 pm on the same day. The envelopes containing bids must be sealed and addressed to the Darke County Board of Commissioners, 520 S. Broadway, Greenville, Ohio, 45331, and designated as a bid for:

Board of Elections Interior Renovation
603 Wagner Ave.
Greenville, OH 45331

The Board may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

CONTRACTOR QUESTIONS

All questions are to be submitted to Maria Schertler, App Architecture at maria.schertler@app-arch.com. Questions will be reviewed, and all necessary clarifications will be made by Addendum. The last day for written questions will be ~~November 19, 2025~~ **November 26, 2025**, no later than 5:00 pm.

PREPARATION OF BIDS

All Bidders must complete the following forms and certifications in triplicate in their entirety.

Each bid must be submitted on the prescribed form and accompanied by Certification by Bidder regarding Equal Employment Opportunity, Form HUD—950.1, Certification by Bidder (Contractor) concerning Labor Standards and Prevailing Wage Requirements, Form HUD-1421, and Certification of Bidder regarding Section 3 and Segregated Facilities. All blank spaces for bid prices must be filled in, in ink or typewritten, in both words and figures, and the foregoing Certifications must be fully completed and executed when submitted.

The bid proposals must be submitted in a sealed envelope bearing on the outside the name of the bidder, his/her (hereinafter referred to as "his") address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope, clearly marked as containing a sealed bid, and addressed as specified in the bid form.

The project is tax exempt.

Bidders must comply with prevailing wage rates for Building Construction Projects in Darke County as determined by the Ohio Department of Commerce, Bureau of Wage & Hour Administration.

METHODS OF BIDDING

The Board invites the following bid(s):

Board of Elections Interior Renovation, 603 Wagner Ave., Greenville, OH 45331

The Darke County Board of Commissioners will act as the Contracting Authority for this project. The Darke County Commissioners will administer the project. The Tenant for this project is the Darke County Board of Elections.

QUALIFICATION OF BIDDER

The Board may make such investigations as he/she (hereinafter referred to as "he") deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Board all such information and data for this purpose as the Board may request. The Board reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Board that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

BID SECURITY

Each bid must be accompanied by either a Bid Guaranty Bond in the amount of 100% of the Bid amount or by a certified check, cashier's check, or letter of credit on a solvent bank in the amount of not less than 10% of the amount of the Bid, subject to conditions provided in the Instructions to Bidders. Bid security, furnished in Bond form, shall be issued by a Surety Company or Corporation licensed in the State of Ohio to provide said surety. The successful Bidder will be required to furnish a satisfactory Performance Bond in the amount of 100% of the Bid.

TIME OF COMPLETION & LIQUIDATED DAMAGES

The Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Board and the project is scheduled to be **completed by March 25, 2026**.

CONDITIONS OF THE WORK

A Pre Bid walkthrough will be conducted on November 12, 2025 @ 1:30 PM at the project site, 603 Wagner Ave, Greenville, OH 45331. Bidders and interested subcontractors are encouraged to attend. Currently no additional walkthroughs are scheduled.

Each bidder must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of the contract. Insofar as possible the contractor in carrying out the work must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

ADDENDA & INTERPRETATIONS

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally.

Every Request for Information (RFI) should be submitted to Maria Schertler, App Architecture at

maria.schertler@app-arch.com, and to be given consideration, must be received at least four (4) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed, faxed, or delivered to all prospective bidders (at the respective addresses furnished for such purpose), not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

SECURITY FOR FAITHFUL PERFORMANCE

Simultaneously with his delivery of the executed contract, the Contractor shall furnish a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract, as specified in the General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Board.

OBLIGATION OF BIDDER

At the time of the opening of bids each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his bid.

PERMITS

The General Contractor will be responsible for obtaining all applicable permits pertaining to this project.

OHIO WORKER'S COMPENSATION COVERAGE (§ 4123.01 of the O.R.C.)

The Contractor must secure and maintain valid Ohio workers' compensation coverage until the project has been finally accepted by the local contracting authority. A certificate of coverage evidencing valid workers' compensation coverage must be submitted to the local contracting authority before the contract is executed.

The Contractor must immediately notify the local contracting authority, in writing, if it or any subcontractor fails or refuses to renew their workers' compensation coverage. Furthermore, the Contractor must notify the local contracting authority, in writing, if its or any of its subcontractor's workers' compensation policies are canceled, terminated or lapse.

The failure to maintain valid workers' compensation coverage shall be considered a breach of contract which may result in the Contractor or subcontractor being removed from the project, withholding of pay estimates and/or termination of the contract.

DRUG-FREE WORKPLACE PROGRAM

In accordance with Ohio Revised Code §153.03 and during the life of this project, the Contractor and all its Subcontractors that provide labor on the Project site must be enrolled in and remain in good standing in the Ohio Bureau of Worker's Compensation ("OBWC") Drug-Free Workplace Program ("DFWP") or a comparable program approved by the OBWC.

Every bidder shall complete, sign and notarize the Drug-Free Workplace Program Affidavit hereinafter included in these specifications. Said Affidavit shall be included with the Bid Proposal.

END OF SECTION

**SECTION 01 2100
ALLOWANCES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Building permit allowance.

1.02 BUILDING PERMIT ALLOWANCE

- A. Costs Included in Building Permit Allowance: Cost of the Building permit to Contractor
- B. Costs Not Included in Cash Allowances: Trade permits, inspections and testing.
- C. Contractor Responsibilities:
 - 1. Pay for and pick up the Building Permit at the Offices of the Miami County Department of Building regulations. Assist Architect in selection of products, suppliers , and installers.
 - 2. Submit to the Architect and Owner invoice for Building Permit cost.
- D. Differences in costs will be adjusted by Change Order.

1.03 ALLOWANCES SCHEDULE

- A. Section 00-4100: Include the stipulated sum of \$4,000.00 for purchase and delivery of Building Permit.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION