



## Q & A Addendum 1

### FOR

#### GC-2703: Roof Replacement at Garrett Information Enterprise Center (GIEC)

Question 1: Attachment II/III requires three references for comparable facility projects. Must those projects have been completed specifically by the bidding company, or may relevant experience of the owner, key personnel, project team, or proposed subcontractors also be submitted?

Answer 1: The College (see "Bid Packet") requests: "Firm Qualifications/References: Please provide the name and contact information for three facilities where your company has completed similar projects." This language is directed toward projects completed by the bidding firm itself. However, Garrett College reserves the right to evaluate overall bidder responsibility and qualifications and may consider additional information relevant to a firm's ability to successfully perform the work. If a bidder wishes to include experience of key personnel, owners, project managers, or proposed subcontractors, that information may be submitted as supplemental information, but it would not replace the requested company references unless specifically approved through an addendum.

Question 2: Is the three-project reference requirement a minimum qualification for award, or will Garrett College consider a newer contractor that can otherwise demonstrate the experience and ability to successfully perform the project?

Answer 2: The solicitation does not establish three completed projects as a mandatory minimum qualification. Rather, references are one component of the bidder qualification review. Award will be made to the lowest responsive and responsible bidder, and the College may consider bidder qualifications, references, prior performance, and the ability to complete the work as required. Accordingly, a newer contractor would not automatically be excluded simply because it lacks three comparable completed projects, provided it can otherwise demonstrate that it is a responsible contractor capable of successfully performing the work. The College reserves the right to evaluate such demonstrations on a case-by-case basis.

Question 3: Is there a minimum number of years the bidding contractor must have been in business?

Answer 3: Garrett College does not require a minimum number of years in business. Newer contractors are not prohibited from bidding. However, all bidders must demonstrate that they are responsive and responsible and possess the qualifications, licensure, financial resources, experience, bonding capability, and ability necessary to successfully perform the contract. The College reserves the right to evaluate responsibility based on the entirety of the information submitted and any additional information requested during its review.



Question 4: Is there a minimum annual revenue, project-size history, or bonding capacity that bidders must demonstrate to be considered responsible?

Answer 4: The solicitation does not establish minimum annual revenue requirements, minimum historical project sizes, or a specific bonding capacity threshold. However, the College may undertake investigations or request information necessary to determine the bidder's ability to perform the work and may consider overall responsibility, qualifications, and capability as part of its evaluation.

Question 5: We understand a 5% bid guarantee is required with the Base Bid. Can you confirm that a standard bid bond issued by an acceptable surety will satisfy this requirement?

Answer 5: Yes. The solicitation expressly states that bid security may be submitted in the form of a cashier's check, bank money order, or bid bond in an amount equal to five percent (5%) of the Base Bid amount. A standard bid bond issued by a surety licensed to conduct business in Maryland will satisfy this requirement.

Question 6: If the contract exceeds \$100,000, we understand 100% performance and payment bonds will be required from the successful bidder. Is evidence of bonding capacity required with the bid, or only after Notice of Award?

Answer 6: The College requires the successful bidder to furnish the required Performance and Payment Bonds prior to contract execution and before commencing work. It does not require submission of evidence of bonding capacity with the bid. Therefore, the required bonds would be submitted after Notice of Award and prior to contract execution. Garrett College reserves the right to request additional information, including information related to responsibility and ability to perform the work, as part of its evaluation.

Question 7: Are there any additional licensing, manufacturer certification, or Owens Corning installer requirements that must be held by the prime contractor at the time of bid?

Answer 7: The College requires bidders to be registered, licensed, and qualified for the type of work proposed and to provide copies of applicable licenses and certifications. The College does not specifically require that the prime contractor hold a particular Owens Corning installer designation, preferred contractor status, or other manufacturer certification. Nor does it identify any roofing-specific certification as a condition of responsiveness.



Question 8: Are there any other minimum contractor qualifications that could make a newer roofing contractor ineligible or non-responsive that we should be aware of prior to attending the mandatory pre-bid meeting?

Answer 8: At a minimum, a bidder must:

- Attend the mandatory pre-bid meeting.
- Submit all required bid forms and supporting documentation.
- Provide the required bid security.
- Hold any required Maryland and local licenses applicable to the work and provide evidence of such licensure.
- Acknowledge all addenda.
- Bid the specified Owens Corning roofing system without proposing alternate shingle manufacturers or systems.
- Demonstrate responsibility and ability to successfully perform the work if requested by the College.

Final responsibility determinations remain at the discretion of the College

Question 9: Our company is located outside of Maryland. Are out-of-state contractors eligible to bid, and what Maryland licensing or registration requirements apply?

Answer 9: Yes. Out-of-state contractors, including those based in West Virginia, are eligible to bid provided they are properly registered, licensed, and qualified to perform the work as required by applicable Maryland law and the solicitation documents. As stated in the Bid Packet, bidders shall provide copies of applicable licenses and certifications, including license numbers, classifications, and expiration dates. Contractors are responsible for obtaining any required Maryland registrations, licenses, permits, certifications, bonds, and insurance necessary to perform the work. Prior to contract award, the apparent successful bidder shall be registered and in good standing with the Maryland Department of Assessments and Taxation, if required by Maryland law. Bidders organized outside the State of Maryland shall, if required by Maryland law, be registered as a foreign business entity authorized to conduct business in Maryland. Garrett College reserves the right to request documentation demonstrating compliance with these requirements and to evaluate bidder responsibility and qualifications as part of the award process.

Question 10: Must a bidder obtain Garrett College's approval prior to bid submission if it anticipates subcontracting more than fifty percent (50%) of the total contract value, and must such approval be included with the bid?

Answer 10: Bidders must identify all subcontractors/suppliers whose portion of the work equals or exceeds two percent (2%) of the total contract price as required by the bid documents.

Approval to subcontract more than fifty percent (50%) of the total contract price is not required prior to bid submission and should not be included with the bid. Any request to exceed the fifty



percent (50%) threshold will be reviewed by Garrett College after bid opening and prior to contract award.

Submission of a bid does not constitute approval of any proposed subcontracting arrangement. If the apparent successful bidder proposes to subcontract more than fifty percent (50%) of the work, the College may request additional information before determining whether approval will be granted.

All other requirements of the solicitation remain unchanged.