SOLICITATION NUMBER: 2026-43 Upper Theater Roof Replacement
Addendum Number: One (1)

The purpose of this addendum is to modify the Expression of Interest Solicitation identified as **2026-43 Upper Theater Roof Replacement** ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

[☐] Modify bid opening date and time

[☐] Modify specifications of product or service being sought

[☒] Attachment of vendor questions and responses

[☒] Attachment of pre-bid sign-in sheet

[☐] Correction of error

[☐] Other:

Description of Modification to Solicitation: Addendum 1 is issued to attach vendor questions and responses and the pre-bid sign-in sheet.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

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Vendor Questions and Responses

Q1: Section 3.18 requires raising the existing roof access hatch curb and extending three existing roof vents. Can the City clarify whether these components are to be modified and reused or replaced with new components? Are there specific requirements for how these extensions must be constructed?

A1: All bids shall presume the existing roof access hatch shall be reused. The hatch curb shall be raised with a curb extension or wood blocking so that the top of the curb is a minimum of 8 inches above the finished roof surface, and shall be flashed per the membrane manufacturer's details. If the existing hatch cannot be properly reused and the Vendor may replace it with a new hatch of equal or greater opening size at an agreed upon change order cost.

The three (3) existing roof vents shall be extended, or replaced with new vents matching the existing type and size, so they terminate a minimum of 8 inches above the finished roof surface, and shall be flashed per the membrane manufacturer's details. There are no specific requirements on how they are constructed, provided they satisfy any applicable code on all manufacturer specifications.

All extensions and flashings shall meet the membrane manufacturer's requirements for the warranty in Section 3.17 and the applicable building code, and are included in the lump sum price (Sections 3.12 and 3.18).

Q2: Can the City confirm the gauge and profile of the existing metal roof deck? Additionally, can the City confirm that the estimated 300 SF of deck replacement is strictly for bid evaluation purposes and that the final contract amount will be adjusted based on the actual quantity of deck replacement authorized and completed?

A2: The City does not have record documentation of the existing deck's gauge and profile. Replacement decking shall match the existing deck's type, gauge, profile, and attachment pursuant to Section 3.4, verified by the Vendor upon removal.

Pursuant to Section 3.4 The estimated 300 SF in Pricing Page Item 2 is for bid evaluation only. The City will pay only for deck replacement that the City Manager's Office authorizes in writing and the Vendor actually completes, at the unit price bid. The contract amount will be adjusted by change order based on that quantity.

Q3: What is the anticipated Notice to Proceed date, required project completion date, and allowable construction duration? Given the anticipated winter construction period, will extensions be granted for weather conditions that prevent proper installation of the specified roofing system?

A3: The anticipated Notice to Proceed date is December 22, 2026, following City Council approval of the award. The project must be completed within 90 calendar days of the Notice to Proceed (General Terms and Conditions Sections 3 and 19).

If weather conditions fall below the membrane manufacturer's installation requirements, the Vendor may submit a written request for a time extension that documents the affected days. Extensions are granted by mutual written agreement under General Terms and Conditions Section 19. Weather extensions are time-only; no additional compensation will be paid for weather or winter conditions (Additional Terms and Conditions Section 6).

Q4: Will the City permit the contractor to utilize the adjacent parking garage roof for material staging, debris handling, and operation of a telehandler during the roof replacement project? If permitted, can the City provide the allowable load capacity of the parking garage roof and identify any restrictions or requirements associated with its use? \

A4: For bid purposes, use of the parking garage roof for staging and equipment may be assumed with advance approval from the City's Project Manager necessary before proceeding. The City does not currently have a load rating for the parking garage but is determining if the information is available. A Vendor that proposes to place equipment or materials there is responsible for any damage (General Terms and Conditions Sections 24 and 25).

Q4: Additionally, will temporary closures of designated parking and pedestrian areas be permitted for material deliveries and debris removal?

A4: Temporary closures of designated parking and pedestrian areas for deliveries and debris removal will be permitted with advance approval of the City's Project Manager and Facility management, scheduled around Facility events. The Vendor is responsible for barricades, signage, and pedestrian protection (General Terms and Conditions Section 23).

Q5: Will the City accept any manufacturers fully adhered 60-mil EPDM roofing system that meets the specified 20-year No Dollar Limit (NDL) total system labor and material warranty requirements, provided the contractor is an authorized installer of the proposed manufacturer?

A5: Pursuant to Section 1, whenever a brand name or specific manufacturer is referenced, the words "or equal" shall be presumed to follow. Any deviations from these specifications must be fully detailed in the bidder's submission. The merits of any proposed deviation will be reviewed and considered prior to award. Bidders shall identify the proposed manufacturer and system included in their bid.

Q6: Will additional asbestos testing be completed before construction? If previously unidentified asbestos-containing materials are discovered during demolition, will the City arrange and pay for the necessary abatement separately from the roofing contract?

A6: No additional testing is scheduled before award, as the City does not believe any asbestos containing material is present based on prior replacement of similar roofs on this facility.

If suspect materials are encountered, the Vendor shall stop work in the affected area, make it watertight, and notify the City's Project Manager (Section 7.02). The City will arrange testing and, if required, abatement by a licensed asbestos abatement contractor under a separate contract. Abatement is not part of this contract. Any resulting delay will be addressed by a time extension.

EXHIBIT C

Pre-Bid Sign-In Sheet

Pre-Bid Sign-In Sheet

Solicitation Number: 2026-43 Upper Theater Roof Replacement
Date of Pre-Bid Meeting: 11/17/2026 at 1:00pm
Location of Pre-Bid Meeting: 200 Civic Center Drive Charleston WV 25301

Please Note:
Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting.
Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
For further verification, please also provide a business card if possible.

Vendor Represented:*	Rep Name (Printed):	Firm Address:	Telephone #:	Email:
THOROUGHBRED CONSTRUCTION	IAN RUSSELL	105 ARNCO BLVD. ASHLAND, KY	(304) 634-2145	IAN RUSSELL · TBC@GMAIL.COM
Almost Heaven Roofing	Josh Humphreys	2885 Sissonville Dr Chas. WV	681-230-5730	jhumphreys@ahbcwv.com
Tri State Roofing	Zach Shelton	321 Harris Dr Nitro WV	(304)767-0395	Dburch@tri-stateservice.com
Mecklenburg Roofing	John Withrow	1560 Hansford St chas WV	3045907523	Jmichael@mecklenburgroofing.com
Eds Home and Commercial	Josh McInnis Emp Eddie Davis	155 Sawyers Dr Elkview WV	3049656636	EdsHomeandCommercial@Yahoo.com
BLUE GOLD ROOFING	NATHAN HARVEY	601 ARMORY RD STE 12 CLARKSBURG, WV	304-660-7722	nathan@bluegoldroofing.com
QXO	LEE MCCLANAHAN	1616 PENNSYLVANIA AVE CHARLESTON WV 25302	304.638.7663	lee.mcclanahan@qxo.com
Harris Bros.	Jay Holcomb	1533 Hansford St. City	304 343-5566	jay.harrisbrothers@outlook.com
REPS	Chris Cozzens	112 Valley DR. 40065	502-321-7583	Chris.cozzens@repsbuildingenvelope.com

***One Vendor Per Representative** - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.*

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION: 2026-43 Upper Theater Roof Replacement

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: (Check the box next to each addendum received)

[☐] Addendum No. 1

[☐] Addendum No. 2

[☐] Addendum No. 3

[☐] Addendum No. 4

[☐] Addendum No. 5

[☐] Addendum No. 6

[☐] Addendum No. 7

[☐] Addendum No. 8

[☐] Addendum No. 9

[☐] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any City personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company Name:	
Authorized Signature:	
Printed Name:	
Date:	

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing