



October 9th, 2025

RFP- CWU Contract 17598-01: Science 1 Chiller Replacement

RE: **ADDENDUM 01**

This notification serves as notices of clarifications for the submission of proposal for the construction contract 17598-01 Science 1 Chiller Replacement based on RFI (requests for information) submitted to date.

1. Note to all bidders, Addendum 01 includes a revised **bid requirement, bid form, contract requirements**, and **attachment A** that clarifies the Base Bid Scope of work vs Alternate 1

**Revised Base Bid Scope:**

Base bid shall assume the contractor shall utilize a crane for the removal and installation of mechanical equipment and shall include the cost of restoration of any landscaping impacted by the placement of crane pad, mobilization, safety considerations, construction, demobilization.

**Alternate 1 Scope:**

Alternate 1 bid shall assume the contractor shall utilize a helicopter for the removal and installation of mechanical equipment (in lieu of a crane) and assume aviation services will occur on the weekend to ensure building is unoccupied during removal and installation of equipment. Note that scope execution is dependent on FAA approval of Form FAA 7460-01 – Notice of Proposed Construction or Alteration. CWU will work with FAA and awarded contractor on submission and approval of form. If the FAA approval of Form 7460 impacts proposed project completion date, CWU will issue a “no-cost” schedule change order to awarded contractor based on schedule impact.

2. The completion date has been revised to June 30<sup>th</sup> 2026.

**CAPITAL PLANNING & PROJECTS**

400 E University Way | Ellensburg WA 98926 | Office: 509-963-2906  
| Email: [Delano.palmer@cwu.edu](mailto:Delano.palmer@cwu.edu) | Web: [CWU.edu/operations/capital](http://CWU.edu/operations/capital)

CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu).

This is an electronic communication from Central Washington University.

**PROJECT DESCRIPTION: ADDENDUM 01**

The base bid amount the contractor submits shall be to furnish all labor, supervision, materials, services, and equipment required for Science 1 Chiller Replacement and demo and disposal of existing chiller and components.

**Note** - All controls are to operate as they currently do and ATS Automation shall perform all control programming and installation. Electrical installation and testing and balancing is the responsibility of the awarded contractor.

**SMALL WORKS ROSTER PROCEDURE:**

This campus project is being delivered using CWU's Small Works Roster process. Contractors interested in bidding must be listed on CWU's Small Works Roster and have a current Washington State Contractor's License. To register for the Small Works Roster, contractors must enroll at <https://cwu.gob2g.com/>

**ELECTRONIC BID OPENING:**

The electronic bid opening process shall consist of an email submitted to Dave Kopczynski, [Dave.Kopczynski@cwu.edu](mailto:Dave.Kopczynski@cwu.edu) and Delano Palmer, [Delano.Palmer@cwu.edu](mailto:Delano.Palmer@cwu.edu). The email submission shall have the **Bid Form** (See **Section 00 2000**) attached in PDF format. The email with the Bid Form must be submitted prior to **10:00 AM, Pacific Time, Thursday, October 16, 2025**, upon receipt of the electronic bid, the CWU Project Manager will reply to the email address and acknowledge receipt of the Bid Form.

**BASE BID:**

The base bid amount the Contractor submits shall be to furnish all labor, supervision, materials, services, and equipment required for **Science 1 Chiller Replacement** in accordance with the Bid/Construction Documents.

**PROJECT SCHEDULE:**

**September 25, 2025:** Small Works Roster Contractors will be solicited by CWU to submit bids.

**October 16, 2025:** Bids must be received prior to **10:00 AM PST, October 16, 2025**.

**June 30, 2026:** Project shall be completed by **June 30, 2026**.

**CWU CONTACT:**

Direct all questions regarding the project to Dave Kopczynski, at [Dave.Kopczynski@cwu.edu](mailto:Dave.Kopczynski@cwu.edu), or (509) 963-3305.

**SITE VISIT & PARKING:**

A pre-bid site walk is highly recommended and can be scheduled with Dave Kopczynski at any point up to the day of bid receipt. Interested bidders can meet Dave Kopczynski at our Jongeward office before reviewing the job site. Jongeward is located on the CWU Ellensburg Campus, 205 E. 11th Avenue. Limited visitor street parking is available or daily passes (\$6.00) can be purchased at brown ticket dispensers located throughout campus or pre-purchased online at <https://www.cwu.edu/parking/>. Parking without a permit may result in receiving parking ticket that will not be reimbursed by the university.

***Construction bids should include cost of temporary parking passes for crew vehicle or the cost of temporary construction fencing to park all passenger crew vehicles within laydown area fencing.***

**BID/CONSTRUCTION DOCUMENT CLARIFICATIONS AND PRODUCT SUBSTITUTIONS:**

Any clarification requests to the Bid/Construction Documents must be submitted to the CWU Construction Coordinator at least five (5) working days prior to the bid opening. Substitutions on the mechanical manufacturer will not be accepted on this bid.

**AMENDMENTS TO BID SPECIFICATIONS:**

Any amendment(s) to or error(s) in bid documents (specifications, drawings, etc.) called to the attention of the Owner will be corrected and furnished to all Contractors holding bid documents.

**CONTRACTOR QUALIFICATIONS:**

All bidders must be listed on the CWU Small Works Roster and have a current Washington State Contractor's License. Bidders must have successfully performed work of a similar scope and nature. Qualifications of bidders will be evaluated when determining award of bid.

**PREVAILING WAGE:**

The Contractor shall pay prevailing wages in accordance with RCW 39.12. Before payment is made by the Owner to the Contractor for any work performed by the Contractor and subcontractors whose work is included in the application for payment, the Contractor shall submit a statement of Intent to pay prevailing wages approved by the Department of Labor and Industries, certifying the rate of hourly wage paid.

**RESERVED RIGHTS:**

The Owner expressly reserves the right: to accept or waive any and/or all irregularities in the bids submitted, to reject any and/or all bids, to base awards with due regard to quality, and to award to any bidder whose bid in the opinion of the Owner, is the lowest and best bid.

**MINORITY AND WOMEN'S BUSINESS PARTICIPATION:**

Minority and Women owned business are encouraged to submit bids. For assistance verifying certification, contact: Office of Minority and Women's Business Enterprises, 406 South Water, Mail Stop FK-11, Olympia WA 98504-4611, telephone (360) 753-9693.

**DIVERSE BUSINESS INCLUSION:**

The Owner is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small business, microbusiness, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010. CWU strongly encourages contractors to work with DBE to meet or exceed the Owner's goals for each project of MBE 10%, WBE 6%, WA Small Business 5% and WA Veterans 5% participation. The successful bidder shall provide a plan to David Kopczynski, CWU Construction Coordinator, for inclusion efforts undertaken to utilize DBE for any CWU goods and services contracted prior to commencing with the work.

**CENTRAL WASHINGTON UNIVERSITY**  
**Science 1 Chiller Replacement**  
**SMALL WORKS PROJECT**  
**BID FORM**

**TOTAL BASIC BID** (Not including Washington State Sales Tax):

The undersigned hereby proposes to furnish all labor, supervision, materials, services, and equipment required for the Science 1 Chiller Replacement on the campus of Central Washington University in Ellensburg, Washington, and to perform the Work for the General Contract in accordance with the project Bid/Construction Documents for the following lump sum of money:

- A) TOTAL BASIC BID (NOT INCLUDING WASHINGTON STATE SALES TAX):** (Crane Installation of mechanical equipment with landscape restoration included in bid). See alternate below for helicopter option.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Print written dollar amount in space above) (Print numeric amount in space above)

- Contractor acknowledges bid contains cost of campus parking permits for all crew vehicles or temporary fencing to park all crew vehicles within during the duration of the project. See Bid requirements & <https://www.cwu.edu/parking/>
- Subcontractor participation monitoring and reporting as noted in Contract Requirements 003000

**TRENCH EXCAVATION SAFETY PROVISIONS:**

If the project includes any work which requires trenching exceeding a depth of four feet, costs for safety systems need to be shown as a separate bid item in compliance with RCW 39.04 and to ensure that the bidder agrees to comply with trench safety requirements of RCW 49.17. The bid amount shall be considered as part of the total base bid set above. *If trench excavation safety provisions do not pertain to this project, put N.A. for the dollar amount. Failure to complete this requirement shall be considered as non-responsive to the bid solicitation.*

Trench Excavation Safety Provisions Only: \$ \_\_\_\_\_

**B.) ALTERNATE BIDS (NOT INCLUDING WASHINGTON STATE SALES TAX):**

1. Scope Description of Alternate 1 - (Helicopter Installation of mechanical equipment, assume weekend installation)

\_\_\_\_\_ \$ \_\_\_\_\_  
(Please print written dollar amount in space above) (Print numeric amount in space above)

2. Scope Description of Alternate

\_\_\_\_\_ \$ \_\_\_\_\_  
(Please print written dollar amount in space above) (Print numeric amount in space above)

**NOTE: ALTERNATES WILL REQUIRE A SCHEDULED/PHASED APPROACH**  
Described proposed schedule/phase approach if applicable or state : Not applicable

**TIME FOR COMPLETION:**

The undersigned hereby agrees to substantially complete all the work on or before (January 19, 2025). Work may begin after Notice to Proceed.

**LIQUIDATED DAMAGES**

The undersigned acknowledges and agrees to abide by all provisions of the "Liquidated Damages" section 3.07 of the General Conditions as it pertains to the Contractor for all work under this contract. The undersigned further agrees to pay the Owner as liquidated damages the sum of \$500.00 for each consecutive calendar date that they fail to substantially complete work in the time specified in the contract documents.

Contractor Name \_\_\_\_\_

**ADDENDUM RECEIPT**

Bidder acknowledges receipt, understanding and full consideration of the following addenda to the Contract Documents:

Addendum No. \_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_ Date \_\_\_\_\_

**BID SECURITY:**

Per RCW 39.08.010, no Bid Bond is required for projects under \$150,000. For projects over \$150,000, enclose a Bid Bond, certified check or cashier's check in the amount shown below, which shall be at least 5 % of the total bid.

**LABOR AND INDUSTRIES FEES**

In compliance with WAC 296-127 Contractor(s) shall pay to the Department of Labor and Industries required fee with each Statement of Intent to Pay Prevailing Wages or Affidavit of Wages Paid submitted to that department for certification and these costs shall be included in their bid.

**BID GUARANTEE**

If written notice of acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time limit noted in the Instructions to Bidders sixty (60) calendar days after the date of bid opening, or any time thereafter before this bid is withdrawn, the undersigned will, within ten (10) days after the date of such mailing, telegraphing or delivering of such notice, execute and deliver a contract on the included Contract Forms to the Owner, together with satisfactory payment and performance bond in an amount equal to one hundred percent (100%) of the contract sum - base bid plus Owner accepted alternates (not including Washington State Sales Tax).

Name of Contractor: \_\_\_\_\_

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_

State of Washington Contractor's License No. \_\_\_\_\_

Federal Tax Identification No. \_\_\_\_\_

UBI Tax Number: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

The Firm represented by the above signature is:

Sole Proprietorship: \_\_\_\_\_

Partnership: \_\_\_\_\_

Corporation: \_\_\_\_\_

Other: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

**END OF BID FORM**

Contractor Name \_\_\_\_\_

**SCOPE OF WORK Addendum 01 revision :** The Contractor shall provide all labor, materials, and equipment necessary for the Science 1 Chiller Replacement in accordance with the Bid Documents. As shown in attachments A, B, and C.

**Revised Base Bid Scope:**

Base bid shall assume the contractor shall utilize a crane for the removal and installation of mechanical equipment and shall include the cost of restoration of any landscaping impacted by the placement of crane pad, mobilization, safety considerations, construction, demobilization.

**Alternate 1 Scope:**

Alternate 1 bid shall assume the contractor shall utilize a helicopter for the removal and installation of mechanical equipment (in lieu of a crane) and assume aviation services will occur on the weekend to ensure building is unoccupied during removal and installation of equipment. Note that scope execution is dependent on FAA approval of Form FAA 7460-01 – Notice of Proposed Construction or Alteration. CWU will work with FAA and awarded contractor on submission and approval of form. If the FAA approval of Form 7460 impacts proposed project completion date, CWU will issue a “no-cost” schedule change order to awarded contractor based on schedule impact.

**PROJECT SITE:** To find the exact location of the project, refer to [cwu.edu/map](http://cwu.edu/map) for an interactive online campus plan. The Contractor shall schedule and coordinate all of the work with Dave Kopczynski, Construction Project Coordinator 3 , Dave.Kopczynski@cwu.edu, (509) 963-3305. The Contractor shall communicate with Dave Kopczynski for any CWU shop support assistance as needed.

**DESIGN AND CONSTRUCTION STANDARDS (DACS):** CWU has developed a resources of typical design and construction standards associated with campus projects. These standards follow industry CSI Master format specifications and should be referenced for general guidelines on expectations of various building components and systems. For questions regarding the DACS and any conflict or request for material substitution, please submit them to the CWU project point of contact prior to the bid opening. The DACS are available for review here:

<https://www.cwu.edu/about/offices/facilities/capital-planning-projects/design-construction-standards.php#accordion-08813969-ac05-471c-bb1e-ad991be5b916-0>

**Subcontractor Participation Monitoring and Reporting:** Once a contract is awarded through the solicitation or proposal process, the awarded Prime Contractor is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Prime Contractors that have previously registered with B2Gnow for any public entity must verify the system has updated information. Contractors can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women’s Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

Each month during the contract, the Prime Contractor will report payments to ALL Subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars

made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Prime Contractor will enter this payment information into the Access Equity system, and the Subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Prime Contractors and Subcontractors.



**October 9th, 2025**

**Bidding Contractors**

**RE: Science 1 Chiller Replacement – CWU Project 17598-01**

**SUMMARY:**

The purpose of this document is to provide greater details of the Science 1 Chiller Replacement project located at 1100 N Wildcat Way, Ellensburg, WA 98926.

**SCOPE OF WORK: Addendum 01 Revision**

The base bid amount the contractor submits shall be to furnish all labor, supervision, materials, services, and equipment required for Science 1 Chiller Replacement and demo and disposal of existing chiller and components.

**Revised Base Bid Scope:**

Base bid shall assume the contractor shall utilize a crane for the removal and installation of mechanical equipment and shall include the cost of restoration of any landscaping impacted by the placement of crane pad, mobilization, safety considerations, construction, demobilization.

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**Note** - All controls are to operate as they currently do and ATS Automation shall perform all control programming and installation. Electrical installation and testing and balancing is the responsibility of the awarded contractor.

**EXISTING EQUIPMENT (See Attachment B):**

The existing equipment consists of a 3200LB condensing outdoor unit rated at 42.9 tons total capacity. This outdoor unit is located on the top of a 4 story building approximately 55' above the ground floor. This

**Capital Planning and Projects**

400 E University Way | Ellensburg WA 98926 | Office: 509-963-2357

Jongeward 106 | Email: [Jeremiah.Eilers@cwu.edu](mailto:Jeremiah.Eilers@cwu.edu) | Web: <https://www.cwu.edu/about/offices/facilities/index.php>

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This is an electronic communication from Central Washington University.

unit also has a roof assembly surrounding the unit making access difficult and requiring the unit to be lifted over 85'. (Exact measurements are to be verified by awarded contractor). Due to the complex nature of the crane pick, a helicopter or crane are acceptable methods of removal and replacement of outdoor unit.

The indoor tube/shell type evaporator must also be removed as well as all controls, refrigeration lines and any other components that will no longer be utilized.

**NEW EQUIPMENT (See attachment C):**

The new equipment manufacturer shall be a York Model YLAA0048HJ46XCB outdoor chiller condensing unit matched to the appropriate indoor evaporator unit.

**SCHEDULE:**

September 25, 2025: Small Works Roster Contractors will be solicited by CWU to submit bids. October 16, 2025: Bids must be received prior to 10:00 AM PST, October 16, 2025.

June 30<sup>th</sup>, 2025: Project shall be completed by June 30<sup>th</sup>, 2025.

**CONTACT:**

For questions or to schedule a site visit, please contact David Kopczynski [Dave.Kopczynski@cwu.edu](mailto:Dave.Kopczynski@cwu.edu) Cell: (509) 899-5787 or Delano Palmer, [Delano.Palmer@cwu.edu](mailto:Delano.Palmer@cwu.edu) Phone: (509) 963-2906.

**Department Name**

400 E University Way | Ellensburg WA 98926-???? | Office: 509-963-???? | Fax: 509-963-????  
???????? office location ????? | Email: ?????@cwu.edu | Web: cwu.edu/????????????

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