



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFB HCC24-002 for Retaining Walls Repair

Addendum 3, posted on April 1, 2024, consisting of questions that were received after Addendum 2 was posted.

Questions & Answers:

Q1: Under the Submittal Format (J) Workman Compensation and Insurance Reports. Would those be the OSHA 300A Report? Or is this something different? If so, what should I look for?

A1: This would include the Workers Compensation Experience Rating reports and OSHA 300A reports.

Q2: In the Submittal Format (J) it states Certificate of Insurance, but on page 42 the following is stated. "CERTIFICATE OF INSURANCE/ADDITIONAL INSURED REQUIREMENTS Prior to commencing work and throughout the contract term and any extensions thereof, as a material term of the contract, Contractor/Subcontractor shall provide Hagerstown Community College with certificates of insurance using the ACORD form or its equivalent executed by a duly authorized representative of each insurer and with copies of any necessary riders or endorsements attached, in a form reasonably acceptable to Hagerstown Community College, evidencing that Contractor/Subcontractor's insurance coverage is in compliance with the insurance requirements set forth in this Attachment A and in the contract documents." This seems confusing to me, and I would like to clarify. Is the Certificate of insurance due to be turned in with the Bid form or after notification of award? Also, Attachment A is asking for Contractor Information which does not speak to insurance requirements.

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A2: A current certificate of insurance is to be turned in with the bid. Once formally awarded to a Contractor, the College must receive an updated certificate of insurance naming us as additionally insured. It was an error that “Attachment A” was referenced on the insurance requirements. It should have read as “Attachment J.”

Q3: Are there more requirements than presented in Attachment J?

A3: No, Attachment J consists of our current insurance requirements.

Subcontractors:

Any proposed subcontractors on this project shall be submitted with a Contractor’s proposal.

Upcoming Deadlines:

There will be no further addenda or questions answered before the technical proposal closing at this point.

The technical proposal closing is **April 8, 2024** at 10:00 AM. See RFP for full delivery details.

Respectfully submitted,



Alicia Cullop
Manager of Procurement Services