

**ADDENDUM #1**

DATE: April 8, 2019

TO CONTRACT DOCUMENTS ENTITLED:

**INSTALLATION OF CHILLERS IN STUDENT UNION BUILDING  
AND VIOLETTE HALL  
TSU PROJECT NUMBER: SP19-15**

**At Truman State University  
Kirksville, Missouri 63501**

ADVERTISEMENT DATE: Tuesday, April 2, 2019

PREPARED FOR: The Board of Governors of Truman State University

CONSULTANT Ross & Baruzzini, Inc.  
6 South Old Orchard  
St. Louis, Missouri 63119  
314-918-8383

Drawings and Specifications for the above noted project and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

**Specifications:**

1. **Section DOCUMENT 002513 – PREBID MEETING:**
  - a. **Replace** Section DOCUMENT 002513 – PREBID MEETING (Pages 1-2) in its entirety with attached section.
2. **Section DOCUMENT 002600 – PROCUREMENT SUBSTITUTION PROCEDURES:**
  - a. **Replace** Section DOCUMENT 002600 – PROCUREMENT SUBSTITUTION PROCEDURES (Pages 1-2) in its entirety with attached section. Header revised to correct project name and date.
3. **Section DOCUMENT 004113 – BID FORM – STIPULATED SUM (SINGLE-PRIME CONTACT):**
  - a. **Replace** Section DOCUMENT 004113 – BID FORM – STIPULATED SUM (SINGLE-PRIME CONTACT (Pages 1-3) in its entirety with attached section. Header revised to correct project name and date.
4. **Section DOCUMENT 004313 – BID SECURITY FORMS:**
  - a. **Replace** Section DOCUMENT 004313 – BID SECURITY FORMS (Page 1) in its entirety with attached section. Header revised to correct project name and date.
5. **Section DOCUMENT 004393 – BID SUBMITTAL CHECKLIST:**
  - a. **Replace** Section DOCUMENT 004393 – BID SUBMITTAL CHECKLIST (Page 1) in its entirety with attached section. Header revised to correct project name and date.
6. **Section DOCUMENT 004440 – AFFIDAVIT FOR AFFIRMATIVE ACTION:**

**Replace** Section DOCUMENT 004440 – AFFIDAVIT FOR AFFIRMATIVE ACTION (Page 1) in its entirety with attached section. Header revised to correct project name and date.

**7. Section DOCUMENT 004513 – BIDDER’S QUALIFICATIONS:**

**Replace** Section DOCUMENT 004513 – BIDDER’S QUALIFICATIONS (Page 1) in its entirety with attached section. Header revised to correct project name and date.

**8. Section DOCUMENT 006000 – FORMS:**

**Replace** Section DOCUMENT 006000 – FORMS (Page 1) in its entirety with attached section. Header revised to correct project name and date.

**9. 23 21 13 – Hydronic Piping:**

- a. **Modify** paragraph 3.1.A as follows: “Hot-water heating piping, Chilled-water piping, **and Condenser water piping** aboveground, NPS 2½ (DN 65) and larger, shall be Schedule 40 steel pipe; grooved, mechanical joint coupling and fittings, and grooved, mechanical joints, wrought-steel fittings and wrought-cast or forged-steel welded joints.”
- b. **Modify** paragraph 3.1.C as follows: “**NOT USED.**”

**Drawings:**

1. **M500:**
  - a. **MODIFY DETAILS:** Add details 7 and 8. Refer to attachment.

**Attachments:**

1. **Specification DOCUMENT 002513 – PREBID MEETING (Pages 1-2).**
2. **Specification DOCUMENT 002600 – PROCUREMENT SUBSTITUTION PROCEDURES (Pages 1-2).**
3. **Specification DOCUMENT 004113 – BID FORM – STIPULATED SUM (SINGLE-PRIME CONTACT (Pages 1-3).**
4. **Specification DOCUMENT 004313 – BID SECURITY FORMS (Page 1).**
5. **Specification DOCUMENT 004393 – BID SUBMITTAL CHECKLIST (Page 1).**
6. **Specification DOCUMENT 004440 – AFFIDAVIT FOR AFFIRMATIVE ACTION (Page 1).**
7. **Specification DOCUMENT 004513 – BIDDER’S QUALIFICATIONS (Page 1).**
8. **Specification DOCUMENT 006000 – FORMS (Page 1).**
9. **Sign-in Sheet from Pre-Bid Meeting**
10. **M500 – DETAILS**

**END OF ADDENDUM 1**

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DOCUMENT 002513 - PREBID MEETING

1.1 PREBID MEETING

- A Engineer will conduct a Prebid meeting as indicated below:
1. Meeting Date: **Thursday**, April 4, 2019. **ADDENDUM #1**
  2. Meeting Time: 11:00 a.m., local time.
  3. Location: Truman State University, Student Union Building, Kirksville, Missouri 63501.
- B. Attendance:
1. Bidders: Attendance at Prebid meeting is **NOT** mandatory for prime **bidders but is** encouraged for sub-contractor bidders. **ADDENDUM #1**
  2. **NOT USED. ADDENDUM #1**
- C. Bidder Questions: Submit written questions to be addressed at Prebid meeting a minimum of two business days prior to meeting.
- D. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
1. Procurement and Contracting Requirements:
    - a. Instructions to Bidders.
    - b. Bidder Qualifications.
    - c. Bonding.
    - d. Insurance.
    - e. Bid Security.
    - f. Bid Form and Attachments.
    - g. Bid Submittal Requirements.
    - h. Bid Submittal Checklist.
    - i. Notice of Award.
  2. Communication during Bidding Period:
    - a. Obtaining documents.
    - b. Access to Project Web site.
    - c. Bidder's Requests for Information.
    - d. Bidder's Substitution Request / Prior Approval Request.
    - e. Addenda.
  3. Contracting Requirements:
    - a. Agreement.
    - b. General Conditions of the Contract.
    - c. Special Conditions
    - d. Other Owner requirements.
  4. Construction Documents:
    - a. Scope of work.
    - b. Temporary Facilities
    - c. Use of Site

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- d.
  - e. Work Restrictions
  - f. Owner Pre-purchased equipment
  - g. Substitutions following award
5. Schedule:
- a. Project Schedule
  - b. Contract Time
  - c. Liquidated Damages
  - d. Other Bidder Questions
6. Site visit / walk-through
- E. Minutes: Engineer will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
- 1. Sign-in Sheet: Minutes will include list of meeting attendees.
  - 2. List of Planholders: Minutes will include list of planholders.

DOCUMENT 002600 - PROCUREMENT SUBSTITUTION PROCEDURES

1.1 DEFINITIONS

- A. Procurement Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.
- B. Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Contract Documents, submitted following Contract award.

1.2 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.3 PROCUREMENT SUBSTITUTIONS

- A. Procurement Substitutions, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying substitute materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.
- B. Procurement Substitution Requests will be received and considered by Owner when the following conditions are satisfied, as determined by Engineer; otherwise requests will be returned without action:
  - 1. Extensive revisions to the Contract Documents are not required.
  - 2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
  - 3. The request is fully documented and properly submitted.

1.4 SUBMITTALS

- A. Procurement Substitution Request: Submit to Engineer. Procurement Substitution Request must be made in writing in compliance with the following requirements:
  - 1. Requests for substitution of materials and equipment will be considered if received no later than seven (7) days prior to date of bid opening.
  - 2. Submittal Format: Submit one copy of each written Procurement Substitution Request, using CSI Substitution Request Form 1.5C.
- B. Engineer's Action:
  - 1. Engineer may request additional information or documentation as necessary for evaluation of the Procurement Substitution Request. Engineer will notify all bidders of acceptance of the substitution by means of an Addendum to the Procurement and Contracting

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Documents.

- C. Engineer's approval of a substitution during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirement of the Contract Documents.

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DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: \_\_\_\_\_
- B. Project Name: Installation of Chillers in Student Union Building and Violette Hall.
- C. Project Location: Truman State University Campus.
- D. Owner: Truman State University.
- E. Engineer: Ross & Baruzzini, Inc.
- F. Owner Project Number: SP19-15.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Ross & Baruzzini, Inc, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_ ,

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:
- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned their bid bond.

1.4 SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
  - 1. Demolition (Division 2): \_\_\_\_\_
  - 2. Electrical (Division 26): \_\_\_\_\_

1.5 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents upon receipt of written Notice to Proceed, and shall fully complete the Work by August 2, 2019.

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1. Preparation of submittals and ordering of materials for all Work shall commence upon Contract award.
2. Mobilization on site may commence on May 1, 2019. Active construction work may commence on May 20, 2019.

**1.6 ACKNOWLEDGEMENT OF ADDENDA**

A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated: \_\_\_\_\_
2. Addendum No. 2, dated: \_\_\_\_\_
3. Addendum No. 3, dated: \_\_\_\_\_

**1.7 BID SUPPLEMENTS**

A. The following supplements are a part of this Bid Form and are attached hereto.

1. Bid Form Supplement - Bid Bond Form (AIA Document A310).

**1.8 SUBMISSION OF BID**

- A. Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 2019.
- B. Submitted by: \_\_\_\_\_ (Name of bidding firm or corporation)
- C. Authorized Signature: \_\_\_\_\_ (Handwritten signature)
- D. Signed by: \_\_\_\_\_ (Type of print name)
- E. Title: \_\_\_\_\_ (Owner/President/Vice President)
- F. Witness by: \_\_\_\_\_ (Handwritten signature)
- G. Attest: \_\_\_\_\_ (Handwritten signature)
- H. By: \_\_\_\_\_ (Type of print name)
- I. Title: \_\_\_\_\_ (Corporate Secretary)
- J. Street Address: \_\_\_\_\_
- K. City, State, Zip: \_\_\_\_\_
- L. Phone: \_\_\_\_\_
- M. License No: \_\_\_\_\_



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N. Federal I.D. No: \_\_\_\_\_ (Affix Corporate Seal Here)

END OF DOCUMENT 004113

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DOCUMENT 004313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

- A A completed bid bond form is required to be attached to the Bid Form.

1.2 BID BOND FORM

- A AIA Document A310, "Bid Bond," is the required form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.
- B. Copies of AIA standard forms may be obtained from The American Institute of Engineers; [www.aia.org/contractdocs/purchase/index.htm](http://www.aia.org/contractdocs/purchase/index.htm); email: [docspurchases@aia.org](mailto:docspurchases@aia.org); (800) 942-7732.

END OF DOCUMENT 004313

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DOCUMENT 004393 - BID SUBMITTAL CHECKLIST

1.1 BIDDER'S CHECKLIST

- A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
- Used the Bid Form provided in the Project Manual.
  - Prepared the Bid Form as required by the Instructions to Bidders.
  - Indicated on the Bid Form the Addenda received.
  - Attached to the Bid Form: Bid Bond.
  - Attached to the Bid Form: Minority/Women Owned Business Enterprise (MBE/WBE) Forms.
  - Attached to the Bid Form: Affidavit of Affirmative Action.
  - Attached to the Bid Form: Statement of Qualifications.
  - Attached to the Bid Form: Certificates of Insurance.
  - Bid envelope shows name and address of the Bidder.
  - Bid envelope shows the Bidder's Contractor's License Number.
  - Bid envelope shows name of Project being bid.
  - Bid envelope shows name of Prime Contract being bid, if applicable.
  - Bid envelope shows time and day of Bid Opening.
  - Verified the Bidder can provide executed Performance Bond and Labor and Material Bond.

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**SECTION 004440 - AFFIDAVIT FOR AFFIRMATIVE ACTION**

State of Missouri            )  
  ) s.s.  
County of \_\_\_\_\_ )

\_\_\_\_\_, having been first being duly sworn on his/her  
oath, states that:

(1) He/she is the \_\_\_\_\_ (owner, sole proprietor,  
partner, or officer) of \_\_\_\_\_, who is the Contractor on the  
\_\_\_\_\_ **Violette Hall Roofing Replacement and Limited**  
**Exterior Renovations and Fire Alarm Upgrades at the Student Recreation Center**  
("Project");

(2) He/she is duly authorized to make this Affidavit on behalf of Contractor;

(3) Less than fifty (50) persons total will be employed to perform the Work on the Project -  
including persons employed directly by Contractor or any subcontractor on the Project.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

End of Section 004440 - Affidavit for Affirmative Action

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DOCUMENT 004513 - BIDDER'S QUALIFICATIONS

QUALIFICATION STATEMENT

AIA Document A305, Contractors Qualification Statement, 1986 Edition, attached, as amended by the Owner, shall be completed in its entirety and submitted with Contractor's Bid. An editable electronic copy of the document will be made available to bidders upon request to the Engineer.

END OF DOCUMENT 004513

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DOCUMENT 006000 - FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

A The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:

1. AIA Document A101, "Standard Form of Agreement between Owner and Contractor, Stipulated Sum."
  - a. The General Conditions for Project are AIA Document A201, "General Conditions of the Contract for Construction."
2. The General Conditions are included in the Project Manual.

1.2 ADMINISTRATIVE FORMS

A Copies of AIA standard forms may be obtained from the American Institute of Engineers; <http://www.aia.org/contractdocs/purchase/index.htm>; [docspurchases@aia.org](mailto:docspurchases@aia.org); (800) 942-7732.

B. Preconstruction Forms:

1. Form of Performance Bond and Labor and Material Bond: AIA Document A312, "Performance Bond and Payment Bond."

C. Information and Modification Forms:

1. Form for Requests for Information (RFIs): AIA Document G716, "Request for Information (RFI)."
2. Form of Request for Proposal: AIA Document G709, "Work Changes Proposal Request."
3. Change Order Form: AIA Document G701, "Change Order."
4. Form of Engineer's Memorandum for Minor Changes in the Work: AIA Document G707, "Engineer's Supplemental Instructions."
5. Form of Change Directive: AIA Document G714, "Construction Change Directive."

D. Payment Forms:

1. Schedule of Values Form: AIA Document G703, "Continuation Sheet."
2. Payment Application: AIA Document G702/703, "Application and Certificate for Payment and Continuation Sheet."
3. Form of Contractor's Affidavit: AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
4. Form of Affidavit of Release of Liens: AIA Document G706A, "Contractor's Affidavit of Payment of Release of Liens."
5. Form of Consent of Surety: AIA Document G707, "Consent of Surety to Final Payment."

END OF DOCUMENT 006000

Truman State University -  
 Student Union / Violette Hall  
 Chiller Replacement

Name	Company	email	Phone
✓ Randy Diemer	Ross & Baruzzini	rdiemer@rossbar.com	
✓ Sam Guth	TRUMAN	SGUTH@TRUMAN.EDU	314-918-8383
✓ Carl Brooks	Questec	carl@questec.us	
✓ Dustin Hannah	H.G. Butzer	dustinh@hgbutzer.com	573-690-2649
✓ DAN FRITZ & MATT HALLER	J. Louis Crum	danf@jcrum.com	573-443-2488
✓ Rick Balassone	Multi-Craft Contractors	rbalassone@multi-craft.net	417-414-8384
✓ Kyle Asbury	Officer Mechanical	Kyle@officermechanical.com	573-474-3554
Tim Peters	Peters Heating & A/C	TPeters@PetersHVAC.net	660-665-5665
✓ Daniel Markham	Victaulic	dmarkham@victaulic.com	314-800-3845
TIM BAKER	TRUMAN	tbaker@truman.edu	660-676-2856
✓ LARRY MAREAU	Environmental Eng.	Larry@EnviroEng.com	573-636-3566

BY _____	DATE _____	SUBJECT: _____	SHEET NUMBER	FILE
CHECKED BY _____	DATE _____			PAGE
JOB NUMBER _____	<b>Ross &amp; Baruzzini</b> <small>6 SOUTH OLD ORCHARD        ST. LOUIS, MO 63119-3203        T: 314.918.8383 F: 314.918.1766</small>			