



20 November 2023

Columbia School District
613 Wildcat Way

Project Name: Columbia High School Re-Roof
Project Number: 23-062

ADDENDUM NO. 1

NOTICE TO ALL DOCUMENT HOLDERS:

The following additions, deletions, changes, and clarifications to the drawings and specifications are to be included as part of the Contract Documents.

General

ITEM NO. 1 A pre-bid meeting will be held at 3:00 p.m. on November 29, 2023, at the offices of the Columbia School District.

SPECIFICATIONS

ITEM NO. 2 **DELETE** Section 00.2113 in its entirety and **REPLACE** with the revised 00.2113 Instruction to Bidders. Bids will be received by the Owner at 2:00 p.m. local standard time on the 12th day of December 2023.

ITEM NO. 2 **DELETE** Section 00.4100 in its entirety and **REPLACE** with the revised 00.4100 Bid Form. No Alternates are included in the project and the work completion date has been revised to June 1, 2024.

ITEM NO. 3 **DELETE** Section 01.2100 in its entirety and **REPLACE** with the revised 01.2100 Allowances. The only project allowance is a contingency allowance of \$20,000. This amount is to be included in the Base Bid costs.

ITEM NO. 4 **DELETE** Section 01.2300 in its entirety. There are no alternates in the bid package.

DRAWINGS

ITEM NO. <#> <Insert description>

Encl: <insert document name(s)>
Cc: All document holders
 <insert name>

Instructions to Bidders

SUMMARY

1. DOCUMENT INCLUDES
 - A. Invitation
 - B. Bid Documents and Contract Documents
 - C. Site Assessment
 - D. Qualifications
 - E. Bid Submission
 - F. Bid Enclosures/Requirements
 - G. Offer Acceptance/Rejection
2. RELATED DOCUMENTS
 - A. Document 00.1113 - Advertisement for Bids.
 - B. Document 00.4100 - Bid Form.
 - C. Document 00.7300 - Supplementary Conditions:

INVITATION

1. BID SUBMISSION
 - A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at 1009 Broad St., Columbia, MS 39429 before 2:00 p.m. local standard time on the 12th day of December 2023.
 - B. Offers submitted after the above time shall be returned to the bidder unopened.
 - C. Offers will be opened publicly immediately after the time for receipt of bids.
 - D. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if made on the Bid Proposal Form and included in the sealed envelope.
 - E. Telegraphic Bid Modification and Modifications on the sealed envelope face will not be considered.
2. INTENT
 - A. The intent of this Bid request is to obtain an offer to perform work to complete the Project as described in the Contract Documents for a Stipulated Sum contract, in accordance with the Contract Documents.
3. WORK IDENTIFIED IN THE CONTRACT DOCUMENTS
 - A. Work of this proposed Contract comprises building construction, including general construction Work.
4. CONTRACT TIME
 - A. Perform the Work within the time stated in Section 01.1000 - Summary.
 - B. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS

1. DEFINITIONS
 - A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
 - B. Contract Documents: Defined in n AIA A201 Article 1 including issued Addenda.
 - C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
 - D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.
2. CONTRACT DOCUMENTS IDENTIFICATION
3. AVAILABILITY
 - A. Bid documents may be obtained at planroom.jaxblue.com. All interested bidders are required to have a valid email address for registration and ordering. Printing costs shall be the responsibility of the bidder.
 - B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

- C. Questions regarding website registration and online orders may be made by contacting Jackson Blue Print at (601) 353-5803.
 - D. Bid documents will be issued in complete sets only. No partial printings of specifications sections or trade-specific drawings will be issued.
4. EXAMINATION
- A. Bid Documents may be viewed at the office of the Owner.
 - B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
 - C. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.
5. INQUIRIES/ADDENDA
- A. Direct questions to David Ford, email; dford@wba.ms.
 - B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
 - C. Verbal answers are not binding on any party.
 - D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.
6. PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS
- A. Substitutions will NOT be considered prior to submission of bids. Substitute products will only be considered as part of the submittal process of the awarded bidder.
 - B. In considering substitutions to products specified, bidders shall include in their bid all changes required in the Work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions shall not be considered.
 - C. The submission shall provide sufficient information to determine acceptability of such products.
 - D. Provide complete information on required revisions to other work to accommodate each proposed substitution.
 - E. Provide products as specified unless substitutions are submitted in this manner and accepted.
 - F. See Section 01.6000 - Product Requirements for additional requirements.

SITE ASSESSMENT

1. SITE EXAMINATION
- A. Examine the project site before submitting a bid.
 - B. The bidder is required to contact Owner in order to arrange a date and time to visit the project site: Columbia High School.

QUALIFICATIONS

1. CERTIFICATE OF RESPONSIBILITY NUMBER
- A. Each Contractor submitting a bid exceeding \$50,000.00 must show on his bid, and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by General Laws of Mississippi 1985, and in accordance with Sections 25 43 1 through 25 43 19, Mississippi Code of 1972. If the bid does not exceed the above-stated amounts, a notation so stating must appear on the face of the envelope.

BID SUBMISSION

1. SUBMISSION PROCEDURE
 - A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
 - B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
 - C.

BID ENCLOSURES/REQUIREMENTS

1. FORM
 - A. Form: Make all Proposals on forms provided and fill all applicable blank spaces without interlineations, alteration or erasure and must not contain recapitulation of the work to be done. No oral, telegraphic, or telephone proposals will be considered. Any addenda issued during the bidding shall be noted on the Proposal Form.
2. SECURITY DEPOSIT
 - A. Bids shall be accompanied by a security deposit as follows:
 1. Bid Bond or certified check of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
 - B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
 - C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
 - D. Include the cost of bid security in the Bid Amount.
 - E. If no contract is awarded, all security deposits will be returned.
3. PERFORMANCE ASSURANCE
 - A. Accepted Bidder: Provide a Performance bond as described in 00.7300 - Supplementary Conditions.
 - B. Include the cost of performance assurance bonds in the Bid Amount.
4. BID FORM REQUIREMENTS
 - A. Complete all requested information in the Bid Form and Appendices.
5. BID MODIFICATIONS
 - A. Modification of Bid on face of sealed envelope will not be considered and only those figures written on the Bid Proposal Form will be valid.
 - B. Telegraphic Bid Modification will not be allowed.

OFFER ACCEPTANCE/REJECTION

1. DURATION OF OFFER
 - A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.
2. ACCEPTANCE OF OFFER
 - A. Contract will be awarded on the basis of the best bid received based on Owner's and Architect's evaluation of the bid, prior performance of bidder and its proposed subcontractor and suppliers. The Owner reserves the right to award based on the Owner's evaluation of the bid. The Owner reserves the right to waive irregularities and to reject any and/or all bids.
 - B. The Owner shall have the right to accept alternates in any order or combination and to determine the successful Bidder on the basis of the alternates accepted.

3. **SECURITY FOR FAITHFUL PERFORMANCE**

- A. Simultaneously with his delivery of the Executed Contract, the Contractor shall furnish a surety bond as security for faithful performance of this Contract and for the payment of all persons performing labor on the project under this Contract and furnishing materials in connection with this Contract. The surety on such bond or bonds shall be a duly authorized surety company, satisfactory to the Owner.

4. **LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

- A. The successful Bidder, upon his failure or refusal to execute and deliver the contract, bond, and insurance required within ten (10) days after he has received notice of acceptance of his bid, shall forfeit to the Owner as liquidated damages, the security deposited with his bid.

END OF SECTION

Bid Form**THE PROJECT AND THE PARTIES**

1. TO:
 - A. Columbia School District (Owner)
2. FOR:
 - A. Columbia High School Baseball and Softball Improvements
3. DATE: _____ (BIDDER TO ENTER DATE)
4. SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)
 - A. Bidder's Full Name _____
 1. Address _____
 2. City, State, Zip _____
5. OFFER
 - A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Wier Boerner Allin Architecture, PLLC for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
 - B. _____ dollars
(\$ _____), in lawful money of the United States of America.
 - C. We have included the required security deposit as required by the Instruction to Bidders.
 - D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
 - E. All applicable federal taxes are included and State of _____ taxes are included in the Bid Sum.
 - F. All Cash and Contingency Allowances described in Section 01.2100 - Allowances are included in the Bid Sum.
6. ACCEPTANCE
 - A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.
 - B. If this bid is accepted by Owner within the time period stated above, we will:
 1. Execute the Agreement within seven days of receipt of Notice of Award.
 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 3. Commence work within seven days after written Notice to Proceed of this bid.
 - C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
 - D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.
7. CONTRACT TIME
 - A. If this Bid is accepted, we will:
 - B. Complete the Work by the 1st day of June 2024.
8. ADDENDA
 - A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 1. Addendum # _____ Dated _____.
 2. Addendum # _____ Dated _____.
 3. Addendum # _____ Dated _____.

4. Addendum # _____ Dated _____.

9. BID FORM SIGNATURE(S)

A. The Corporate Seal of

B. _____

C. (Bidder - print the full name of your firm)

D. was hereunto affixed in the presence of:

E. _____

F. (Authorized signing officer, Title)

G. (Seal)

H. _____

I. (Authorized signing officer, Title)

10. IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

PART 1 GENERAL

1. SECTION INCLUDES
 - A. Cash allowances.
 - B. Contingency allowance.
 - C. Payment and modification procedures relating to allowances.
2. RELATED REQUIREMENTS
 - A. Section 01.2000 - Price and Payment Procedures: Additional payment and modification procedures.
3. CASH ALLOWANCES
 - A. Costs Included in Cash Allowances: Cost of product to Contractor or subcontractor, including product delivery to site and handling at the site, including unloading, uncrating, and storage; protection of products from elements and from damage; and labor for installation and finishing, less applicable trade discounts , less Overhead, Profit, Bond and Insurance costs associated with cash allowances. Overhead, Profit, Bond and Insurance costs shall be included in Base Bid costs in addition to the related cash allowances..
 - B. Architect Responsibilities:
 1. Consult with Contractor for consideration and selection of products, suppliers , and installers.
 2. Select products in consultation with Owner and transmit decision to Contractor.
 3. Prepare Change Order at Project Closeout to adjust Contract Sum for un-used allowance amounts.
 - C. Contractor Responsibilities:
 1. Assist Architect in selection of products, suppliers , and installers.
 2. Advise the Architect of dates when final selection and purchase associated with allowances must be completed to avoid delay of work.
 3. Obtain proposals from suppliers and installers and offer recommendations.
 4. Submit proposals for Architects review and approval prior to purchase.
 5. On notification of which products have been selected, execute purchase agreement with designated supplier and installer.
 6. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
 7. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
 8. At the direction of the Architect, return unused materials to manufacturer or supplier for credit, prepare unused materials for storage by Owner, or dispose of unused materials at the Contractor's expense.
 - D. Differences in costs will be adjusted by Change Order prior to closeout.
4. CONTINGENCY ALLOWANCE
 - A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
 - B. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.
5. ALLOWANCES SCHEDULE
 - A. Contingency Allowance: Include the stipulated sum/price of \$20,000 for use upon Architect's and/or Owner's instructions.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION