

ADDENDUM NO. 2 (BP 2)

DATE OF ISSUANCE: February 26, 2024

PROJECT: Portage Public Schools Bid Package 2: District Wide Access Control
8107 Mustang Drive
Portage, MI 49002

OWNER: Portage Public Schools

ARCHITECT'S PROJECT NO.: 23-214

ORIGINAL BID ISSUE DATE: February 16, 2024

SCOPE OF WORK

This Addendum includes changes to, or clarifications of, the original Bidding Documents and any previously issued addenda, and shall be included in the Bid. All of these Addendum items form a part of the Contract Documents. The Bidder shall acknowledge receipt of this Addendum in the appropriate space provided on the Bid Form. Failure to do so may result in disqualification of the Bid.

DOCUMENTS INCLUDED IN THIS ADDENDUM

This Addendum includes two (2) pages of text and the following documents:

- Pre-Bid Meeting Minutes and Sign-In Sheet
- Bidding Requests for Information (BRFI) Template (enclosed as PDF file within this addendum and will be distributed as a Microsoft Word document file within email distribution of Addendum No. 2)
- Bidding Documents: **None**
- Contract Conditions: **None**
- Specification Sections: **None**
- Drawings: **None**

CHANGES TO PREVIOUSLY ISSUED ADDENDA

None.

CHANGES TO BIDDING REQUIREMENTS

None.

CHANGES TO CONTRACT CONDITIONS

None.

CHANGES TO SPECIFICATIONS

None.

CHANGES TO DRAWINGS

None.

END OF ADDENDUM.

MEETING MINUTES

PROJECT: Portage Public Schools District Wide Access Control Upgrades Project BP #2

PROJECT NO.: 023-214.00

DATE: February 26, 2024

LOCATION: Portage Public Schools Central High School

PRESENT: Sign-In Sheet Attached

PURPOSE: Pre-Bid Meeting

1. Project Contacts:
 - a. Owner:
 - i Johnny Edwards, Assistant Superintendent of Operations
 - (269) 323-5182
 - jedwards@portageps.org
 - ii Steve Phelps, Facility Manager (contact for additional site visits)
 - (269) 323-5121
 - sphelps@portageps.org
 - b. Architect / Engineer
 - i Doug Milburn, Project Manager
 - (269) 343-6133
 - dmilburn@towerpinkster.com
2. Documents:
 - a. Construction Drawings: Dated February 16, 2024
 - b. Project Manual: Dated February 16, 2024
3. Project Schedule:
 - a. February 23, 2024 – Addendum #1 Issued
 - b. February 26, 2024 – Addendum #2 Issued
 - c. February 28, 2024 (5:00 PM) – All BRFs Due
 - d. March 1, 2024 (3:00 PM) – Final Addendum Issued
 - e. March 5, 2024
 - i Bids Due by 11:00 AM / Public Bid Opening 11:01 AM
 - f. March 5, 2024 – Post-Bid Interview(s)
 - g. March 11, 2024 - Portage Public Schools Board of Education Review
 - h. August 16, 2024 – Project Substantially Complete

4. BRFI Process:
 - a. BRFI Form to be distributed electronically to all in attendance (issued in Addendum #2)
 - b. BRFI # to be assigned by architect
5. Addenda
 - i. Addendum #1 – Updated Pre-Bid Meeting Date / Bids Due Date
 - ii. Addendum #2 - Pre-Bid Meeting Sign In Sheet / Meeting Minutes
6. Site Walkthrough (if desired)
 - a. Contractors present had the opportunity to walk through the project scope and associated project spaces.

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review the items and advise the undersigned in writing of any errors and/or omissions.

Respectfully submitted,

TowerPinkster



Douglas L. Milburn
Project Manager

DM

MEETING ATTENDANCE SIGN-IN SHEET

DATE: February 26, 2024
 PROJECT: Portage Public Schools District Wide Access Control Upgrades Bid Package #2
 PROJECT NO.: 023214.00
 MEETING PURPOSE: Pre-Bid Meeting

INITIALS	NAME	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
J.H.	Jim Hall	Hall Builders	269-655-8866	james@hallbuilders.org
A.R.	Alex Robertson	Schweitzer	269-963-1579	arobertso@schweitzerinc.com
J.C.	Jason Curtis	JC Custom Builders	616-318-3971	jcurtisbuilders@gmail.com

TowerPinkster

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BRFI FORM

To:	Doug Milburn Project Manager dmilburn@towerpinkster.com TowerPinkster 242 E. Kalamazoo Avenue Suite 100 Kalamazoo, MI 49007 Phone: 269.343.6133 Fax: 269.343.6633	Project Number:	023-214
		Project:	Portage Public Schools District Wide Access Control Upgrades BP #2
		BRFI #:	(to be assigned by architect) _____
		Date:	_____
		RFI Subject:	_____
From:	(Individual) _____		
Contractor:	(Contractor) _____	Spec Section:	_____
Phone:	_____	Dwg(s):	_____
Fax:	_____	Detail #:	_____
E-Mail:	_____	Cost Impact:	_____
Bid Package#:	_____	Time Impact:	_____

Request:

Possible Solution:

Response:

Answered by:

Date: