

ADDENDUM NO. 1

DATE OF ISSUANCE:	January 15, 2024
PROJECT:	Portage Public Schools West Middle School Served Remodel BP #1 7145 Moorsbridge Rd. Portage, MI 49024
OWNER:	Portage Public Schools
ARCHITECT'S PROJECT NO.:	023-186.00
ORIGINAL BID ISSUE DATE:	December 21, 2023

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** 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. 1)
- 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 West Middle School Severy Remodel BP #1

PROJECT NO.: 023-186.00

DATE: January 15, 2024

LOCATION: Portage Public Schools West Middle School

PRESENT: Sign-In Sheet Attached

PURPOSE: Pre-Bid Meeting

1. Project Contacts:
 - a. Owner:
 - i Johnny Edwards, Assistant Superintendent of Operations
 - ii (269) 323-5182
 - iii jedwards@portageps.org
 - b. Architect / Engineer
 - i Doug Milburn, Project Manager
 - ii (269) 343-6133
 - iii dmilburn@towerpinkster.com
2. Documents:
 - a. Construction Drawings: Dated December 21, 2023
 - b. Project Manual: Dated December 21, 2023
3. Project Schedule:
 - a. January 15, 2024 – Addendum #1 Issued
 - b. January 17, 2024 (12:00 PM) – All BRFI Due
 - c. January 19, 2024 (3:00 PM) – Final Addendum Issued
 - d. January 23, 2024
 - i Bids Due by 10:00 AM
 - ii Public Bid Opening 10:01 AM
 - e. February 12, 2024 - Portage Public Schools Board of Education Review
 - f. August 16, 2024 – Project Substantially Complete Date
4. BRFI Process:
 - a. BRFI Form to be distributed electronically to all in attendance
 - b. BRFI # to be assigned by architect
5. Addenda

- a. Addendum #1
 - i. Pre-Bid Meeting Sign In Sheet
 - The pre-bid meeting sign-in sheet and meeting minutes will be distributed in Addendum #1
 - ii. BRFI Form
 - The BRFI form will be distributed in Addendum #1
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: January 15, 2024
 PROJECT: Portage Public Schools West Middle School Servery Remodel Bid Package #1
 PROJECT NO.: 023186.00
 MEETING PURPOSE: Pre-Bid Meeting

INITIALS	NAME	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
	Pete Engle	BBC Distributing / RJP	616-293-4908	pete@bbcdistributing.com
SC	Scott Conley	Great lakes west	269-366-5040	s.conley@greatlakeswest.com
JW	Judy Wilder	Stafford-Smith / WC	269 760 6947	jwilder@staffordsmith.com

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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:	023-186
		Project:	Portage Public Schools West Middle School Servery Remodel BP #1
		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: