

OWEN-AMES-KIMBALL CO.  
300 IONIA AVENUE N.W.  
GRAND RAPIDS, MI 49503

Portage Public Schools  
Central AEF – Softball Dugouts

### **ADDENDUM NO. 1**

August 12, 2021

The following items are changes, clarifications, corrections of errors, etc., with respect to the Contract Documents previously issued. This addendum shall be a part of the Contract Documents.

Items listed below may or may not affect the cost of the Contractor's Proposal. Changes in cost shall be incorporated in the Contractor's Proposal.

#### **CHANGES TO THE CONSTRUCTION MANAGER PROJECT MANUAL**

The following are accepted alternative products:

- Soffit – Quality Edge TRUVENT® Hidden Vent Soffit
- Fascia – Quality Edge TRULINE® TS Aluminum Fascia - 024 Premium Grade
- Shingles – Owens Corning Oakridge Estate Gray

Masonry is to be sealed.

Concrete will need to be pumped.

#### **PRE-BID MEETING MINUTES**

Pre-bid Meeting Minutes and sign-in sheet issued as a supplement to contract documents.

***End of Addendum 1***

**PORTAGE PUBLIC SCHOOLS  
CENTRAL ATHLETIC EVENT FACILITIES – SOFTBALL DUGOUTS  
PRE-CONSTRUCTION MEETING MINUTES  
August 10, 2021**

1. Introductions
  - a. Portage Public Schools – Owner:
    - Ron Herron                      Assistant Superintendent of Operations
    - Johnny Edwards                Assistant Superintendent of Operations
  - b. C2AE/Stantec – Design Team: Gregg Jones
  - c. Owen-Ames-Kimball Co. – Construction Manager: Dan Rathburn
2. Safety
  - a. All roads and entrances must remain open.
  - b. Contractors must follow proper safety procedures. Contractor safety manuals/books must be on-site.
  - c. Contractors must provide their own first aid and fire protection equipment.
  - d. Contractors are responsible for providing the necessary barricades for their work.
  - e. Contractors must comply with the "Right to Know" law.
  - f. Contractors are responsible for their own security.
  - g. Contractors must comply with O.A.K.'s substance abuse policy.
  - h. **No Smoking on School Property.**
  - i. **No pictures are to be taken during school hours.**
  - j. No radios, boom boxes, I-pods, etc.... will be allowed on the construction site.
3. Monthly Invoices
  - a. Monthly invoices must be submitted to O.A.K. by the 20<sup>th</sup> of each month. Contractors must invoice on AIA forms G702 & G703.
  - b. There will be a 10% retainage on invoices. After contracts are 50% or more completed, remaining invoices will be paid in full if so requested in writing and approved by the project team.
  - c. If contractors invoice for stored material not stored on-site, the invoice must be accompanied with an insurance certificate for that material.
  - d. Performance and payment bonds as well as certificates of insurance must be on file prior to receiving progress payments.
4. Insurance
  - a. Contractors must provide insurance certificates as per specifications. Insurance certificates must indicate the Owner, Architect, and C.M. as additional insured on a per project basis.
  - b. Contractors must provide a 30 days notice of cancellation.
  - c. Insurance must be on file 10 days after receipt of Notice of Pending Award.
5. Testing, Permits, Inspections
  - a. Testing will be by the Owner.
  - b. All necessary permits and inspections are the responsibility of each contractor.
6. Site Constraints
  - a. Maintaining a clean site is mandatory.
  - b. Construction traffic to use designated access roads only.
  - c. Construction trailers and staging will be coordinated with Owen-Ames-Kimball Co. Onsite Superintendent.

7. Temporary Services
  - a. Temporary toilet facilities will be supplied by the Owner.
  - b. Existing electrical services will be available for use.
  - c. Contractors are to provide their own GFI protection.
  - d. Existing water services will also be available for use.
8. Layout: Each contractor is responsible for their own layout, the C.M. will assist.
9. Bid Forms
  - a. Contractors are reminded to fill in all required items on the bid forms.
  - b. If there are costs associated with an alternate, it must be listed on the bid form.
  - c. This is a prevailing wage job.
  - d. Voluntary Alternates are encouraged - list accordingly on the bid form.
  - e. Familial Disclosure Statement must be signed and notarized.
10. Shop Drawings and Submittals:
  - a. Submittals are required electronically except in the case of samples.
  - b. Be sure you fill out the Submittal Form and send it in with your submittals. If it is left blank your submittal will not be processed.
  - c. The submittal needs to be in one .pdf with the submittal cover letter included.
  - d. Please, Don't upload your submittals under the Submittals Tab on Procore, this is for OAK's use only.
  - e. All Submittals will be returned electronically.
  - f. All correspondence must be addressed to:  
Deb King – [debk@oakmi.com](mailto:debk@oakmi.com)  
Owen-Ames-Kimball Co., 300 Ionia NW, Grand Rapids MI 49503
11. Document Questions: All questions regarding the bid documents, schedule, or procedure must be addressed to Dan Rathburn - [danr@oakmi.com](mailto:danr@oakmi.com)
12. Addenda
  - a. Addendum 1 will include these meeting minutes.
13. Schedules / Key Topics:
  - a. Start date is September 20, 2021
  - b. Start of the actual structures September 28, 2021.
  - c. Completion November 29, 2021.
14. Bid Date:
  - a. Sealed bids, in triplicate, for the Softball Dugouts at Central Athletic Event Facilities, Portage Public Schools, will be received until 2:00pm local time, Wednesday, August 18, 2021 at Portage Public Schools Administration Building 8107 Mustang Drive, Portage. Bids received after this time will neither be considered nor accepted.
  - b. All proposals received by the time and date stated above will be opened and read publicly at 2:00pm local time, Wednesday, August 18, 2021 at Conference Room 3, Portage Administration Building, 8107 Mustang Drive, Portage, MI 49002.
  - c. Bids may be mailed or dropped off to Owen-Ames-Kimball Co., 300 Ionia Ave NW, Grand Rapids, MI 49503 by Wednesday, August 18 at 11:00am. Mailed bids must be received prior to this time and date.
  - d. FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.
15. General Notes
  - a. Each bidder must submit their bid per the plans, specifications, and construction management booklet. If your bid varies from these documents, you must submit the variance as a voluntary alternate with your base bid matching the bid documents.
  - b. Each contractor must supply sufficient manpower.

Attendance: Jason Klok – Hazelhoff Builders