TO ALL BIDDERS:

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the contract documents.

ITEM 1  Pre-bid Agenda – see attached (3 pages).

ITEM 2  Pre-bid Attendance Register – see attached (1 page).

ITEM 3  Pre-bid Meeting A/E Meeting Minutes – see attached (1 page).

ITEM 4  Campus Bus Route Map – see attached (1 page).

ITEM 5  Contact Information for the Architect of Record:

KMA Design Partners, LLC new contact information is as written below. Phone and email for the primary project contact, P’Elizabeth Koelker, remain as listed in the bid documents.

KMA Design Partners, LLC
775 Yard Street, Suite 325
Columbus, OH 43212
P 614/389.0761
F 614/764.0237

ITEM 6  Drawing E4.1 – Electrical Legend

a) Panic button symbol text “FURNISHED AND WIRED BY EC” shall be changed to “FURNISHED BY GC AND WIRED BY EC”.

b) Card Reader symbol text “FURNISHED AND WIRED BY EC” shall be changed to “FURNISHED BY GC AND WIRED BY EC”.

c) VOIP Outlet note shall be modified to the following, to require Cat-6 wiring by the E.C.: “VOICE OVER IP OUTLET @ 18” UNLESS NOTED OTHERWISE. 4" SQUARE BOX. PROVIDE 1" CONDUIT FROM BOX UP IN WALL TO THE CABLE TRAY. CONDUIT SHALL BE BONDED TO THE CABLE TRAY. OUTLET, COVERPLATE, AND WIRING BY E.C.; COORDINATE EXACT REQUIREMENTS WITH THE UNIVERSITY.”
ITEM 7  

Drawing E0.1 – Electrical First Floor Demolition Plan

Clarification: The fire alarm panel shown outside of Room 105A is an annunciator panel (not a fire alarm control panel). As described on Sheet E0.1, Fire Alarm Note B, all new fire alarm devices shall be connected to building existing FACP located in Corridor X001L on ground level. See ground level Keyplan for location.

END OF ADDENDUM ONE

Addendum No. 1 plus attachments, total 8 pages. Attachments as follows:

- Pre-bid Agenda – 3 pages
- Pre-bid Attendance Register – 1 page
- Pre-bid Meeting A/E Meeting Minutes – 1 page
- Campus Bus Route Map – 1 page

Remainder of page intentionally left blank.
Northwood-High Bldg – Rooms 103 and 108 Renovation
OSU-091385

1. **Introduction** (Pass around Sign-In Sheet)

2. **Channel of Communications**
   All communication shall be through KMA Design Partners and will be forwarded to the appropriate area for response.

   
   KMA Design Partners, LLC
   P’Elizabeth R Koelker
   775 Yard Street, Suite 325
   Columbus, Ohio 43212
   P 614/389.0781
   F 614/784.0237
   ekoelker@columbus.rr.com

3. **Comments**
   All Questions should be submitted in writing.
   Deadline for bidding questions **5PM, October 14, 2011**
   Final Addenda will be issued no later than **10AM Tuesday October 18, 2011**

4. **Site Visit – Walk**
   Visit following meeting (if necessary)
   Additional visit can be scheduled through Mitch Dollery 292-6817

5. **Bid Opening**
   Bids will be publicly opened and read on **10AM October 21, 2011**
   Bidders are more than welcome to attend.

6. **Delivery of Bid**
   If bidders are not going to hand deliver the bid, please do not use the U. S. Postal Service, even priority, overnight as it is not delivered to the room, only the building. Please use a courier service - Fed Ex, UPS, Airborne or DHL and designate that the service deliver to the room. If there is a problem, the bidder has evidence that they relied on the courier. If bidders are going to hand carry the bid, be certain to allow enough time since parking is usually non-existent.

7. **Bid Envelope**
   Bid envelope MUST contain the completed Bid Form, the Bid Security Form and a Power of Attorney supplied by the Surety. Please include the Bidders Qualifications in the envelope.

8. **Bid Security Form**
   Bid Security Form must be for the full amount of the bid, including all ADD alternates (do not include deduct alternates), or the line left blank. If the line is left blank, the penal sum will be the full amount of the bid, including add alternates. A percentage is NOT acceptable and the bid will be rejected. If Bidder wishes, a certified cashier’s check in the amount of 10% of the bid plus all ADD alternates would be acceptable. However, if that bidder is apparent low, the cashier’s check will be returned upon receipt of a performance bond. Should the company supplying the cashier’s check be second or third low, the check will be held until an actual contract is signed with the low bidder.

9. **Registration with State of Ohio Secretary of State**
   Bidder’s Company Name on Bid Form AND Bond/Bid Security Form must exactly match the Company Name registered on the State of Ohio Secretary of State’s website.
   http://www2.sos.state.oh.us/pls/portal/PORTAL_BS_BS_QRY_BUS_INFORMATION1.SHOW_PARMS
10. **EDGE**
This project is subject to the State of Ohio Encouraging Diversity, Growth, and Equity (EDGE) Business Development Program. Bidders are required to submit with their Bid and with their Bidders Qualifications Form certain information about the certified EDGE Business Enterprise(s) participating on the project with the Bidder.

The Owner has a goal to provide 5% opportunity for EDGE certified companies to perform work on the Owner's prime contracts. Apparent Low Bidders that are incapable of identifying 5% of work on prime contracts for fulfillment by EDGE certified companies must complete all sections of the Demonstration of Good Faith form. The apparent low bidder shall thoroughly document its efforts to identify work for EDGE certified companies. The apparent low bidder may request the owner to waive the 5% participation goal. The apparent low bidder shall submit a Request for Waiver on company letterhead.

The Apparent Low Bidder shall address the following in its Request for Waiver:
- Describe in overall terms the conditions that prevented the Apparent Low Bidder from providing 5% of the work on the prime contract to EDGE certified companies,
- Identify what percentage of the work on the prime contract is suitable for performance by EDGE certified firms,
- Request the Owner to waive the 5% participation goal.

11. **Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization**
Within 72 hours of notification by the University apparent low bidders must submit the form certifying that they do not provide material assistance to any organization on the U.S. Department of State Terrorist Exclusion List (TEL)
[http://www.homelandsecurity.ohio.gov/dma_terrorist/terrorist_exclusion_list.pdf](http://www.homelandsecurity.ohio.gov/dma_terrorist/terrorist_exclusion_list.pdf)
The form may be found at
The link to the Ohio Department of Homeland Security is

12. **Insurance Requirements**
**Please make sure that you can obtain the Insurance Requirements**
Insurance Certificate (See Article 11 of the General Conditions)
General Liability and Automobile
**Modifications**
- Name The Ohio State University, its Board of Trustees as an additional insured
- List the project name and number on the certificate
- List The Ohio State University, Facilities Operations and Development, 400 Central Classroom, 2009 Millikin Rd., Columbus, OH 43210 as the Certificate Holder
- The cancellation section must be amended to read 30 days cancellation.

13. **Additional Documentation**
**Please make sure that you have the following documents and they are not expired or you can easily obtain. You are encouraged to submit these documents with your bid in order to expedite an evaluation of your bid. (Refer to Instruction to Bidders 2.10)**
- Certificate of Compliance (Bonding Company)
- Ohio Worker’s Compensation Certificate
- EEO Certificate of Compliance (Equal Opportunity Division 614/466-8380)
[http://www.state.oh.us/das/Eod/CC.htm](http://www.state.oh.us/das/Eod/CC.htm)
- Certificate of Good Standing from the Secretary of State showing the right to do business in the State of Ohio – See Instruction to Bidders 2.10.11
- Plumbing, Electrical, hydronics, refrigeration and heating, ventilating and air conditioning (HVAC) contractors proof of licensing by the Department of Commerce, Industrial Compliance Division, Ohio Contractors Industry Examining Board (OCIEB)
14. **Drug – Free Safety Program**
   All Bidders on a state administered Project are required to be enrolled, and in good standing in an Ohio Bureau of Workers' Compensation (BWC) Drug-Free Safety Program (DFSP) or an equivalent BWC approved DFSP in accordance with but not limited to Ohio Administrative Code Chapter 4123-17 and Executive Order 2002-13T. Bidders shall confirm their enrollment on the space provided on the Bid Form.

15. **Drug-Free Safety Program – Subcontractors**
   Contractors entering into a Contract shall require each of its Subcontractors on the Project to also be enrolled in a BWC approved DFSP. Prior to authorizing a Subcontractor to commence work on the Project, the Contractor shall submit confirmation of enrollment of its Subcontractors to the Associate and Department.

16. **Unresolved Findings**
   Effective January 1, 2004, Ohio Revised Code (ORC) 9.24 prohibits the State of Ohio from awarding a contract to any individual or organization against whom the Auditor of State has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract.

17. This project, as all OSU projects, requires Prevailing Wages to be paid. If you have any questions regarding prevailing wage, please contact prevailingwage@osu.edu.

18. **Public Records Request**
   Any person seeking to review public records relating to the bids, such as other bids, may make the request to the Contracts Administrator. Although the law does not require the request to be made in writing, to facilitate a complete and timely response, OSU recommends the request be made on the requestor's letterhead in writing to the Contracts Administrator.

20. **Front-End**
   Bidders are encouraged to read the “front-end” section of the specifications not only to familiarize themselves with the administrative rules, but if there are any questions or problems during construction, the “front-end” is what will govern. The front end has been completely revised. All bidders are strongly encouraged to review it thoroughly.

21. **The Ohio State University is tax exempt.**

22. **Traffic and Parking**
   Refer to Division 1 and the OSU Special Conditions in the specifications for instructions and guidelines. Contact Major Don Bissett regarding the purchase of parking permits (office: 614-688-4574, cell: 614-554-5668)

23. **Project Requirements**
   Site Utilization
   Storage
   Trailer Space Availability
   Traffic Control
   Deliveries and Scheduling
   Temporary Facilities

24. **Utilities and Service Interruptions**
   Refer to scope of services for each bid package of responsibility and utilities will be metered.

25. **Progress Schedule**

26. **Other**

27. **Questions**
## Attendance Roster

**Project:** Northwood-High Bldg - Rooms 103 &108 Renovation  
**Project No.:** OSU-091385  
**Subject:** Pre-Bid Meeting  
**Date & Time:** 11:30AM October 11, 2011

<table>
<thead>
<tr>
<th>Name (Print Clearly)</th>
<th>Company</th>
<th>Phone</th>
<th>Fax</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitch Dollery</td>
<td>OSU-FOD</td>
<td>292-6817</td>
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<td></td>
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<td><a href="mailto:ken.cleaver@kmaedp.com">ken.cleaver@kmaedp.com</a></td>
</tr>
</tbody>
</table>
Northwood / High Building – Rooms 103 & 108 Renovation
Pre-Bid Meeting
The Ohio State University Medical Center, OSU-091385
Meeting Date/Time: October 11, 2011, 11:30 am
Meeting Location: Northwood Building Lg Conf Rm

Present (where indicated by checked box)

The Ohio State University FOD
☐ Mitch Dollery

OSUMC
☐ Aaron Lichtenauer
☐ Henry Friley (IT)

OSU Rardin
☐ Becky Wilkins

KMA Design Partners / Metro CD Engineering
☐ Ken Cleaver

Bidders
See attached Attendance Roster for Bidders in attendance.

Prepared by Ken Cleaver, Project Manager, KMA/DP

The following represents our understanding of the discussions held on the date and at the location indicated above. For clarification or correction, please do not hesitate to contact us.

NEW BUSINESS
A. Mr. Dollery presented items for discussion as outlined in the Pre-Bid Meeting Agenda, attached.
B. The following questions were raised in the meeting:
   1. Is parking provided? ANSWER: Mr. Dollery stated that the contractors will need to check with Don Bissell on the possibility of obtaining parking permits, but that remote lots will most likely need to be used.
      a. Mr. Dollery will forward a bus route map to KMA/DP for inclusion in Addendum 1.
   2. Is there a dumpster on site? ANSWER: No. Each trade shall be responsible for removal of his/her own waster materials.
   3. Who provides the required HEPA filters? Is it each trade or the GTC only? ANSWER: the GTC shall provide all necessary filtration.
C. Following the meeting, a walkthrough was performed to visit the spaces to be renovated, the building lobby, and the electrical/data closets.

ADDENDA
A. KMADP will issue these meeting minutes as part of Addendum #1. The last date for Addenda is no later than 10AM on Tuesday, October 18, 2011. Any questions submitted before Friday, October 14 at 5:00 PM will be given responses via Addendum.

Respectfully submitted,
Kenneth Cleaver, LEED AP
Project Manager