



June 16, 2020

ADDENDUM NUMBER 1

Shuttle Stop Canopy Refinishing, Bear Park North
Project Number: 180831-029 / DP-5905 (808)
Missouri State University
901 South National Avenue
Springfield, Missouri 65897

The following described changes, corrections, clarifications, deletions, additions, and approvals for the Contract Bid and Contract Documents, which comprise this Addendum, are hereby made part of the Contract Bid and Contract Documents and shall govern in the performance of the Work. Bidder shall acknowledge receipt of this addendum on the Bid Form.

General:

- Refer to attachment for pre-bid meeting outline and sign-in sheet.
- The Office of Planning, Design and Construction will be open at 1:00 PM on June 23, 2020, to receive hand delivered bids. The bid opening via Zoom will begin at 2:00 PM.
- A Zoom meeting invitation will be emailed for the bid opening.

Project Manual:

- Remove Article 6 – Qualifications of Contractors from the Bid Sheet Instructions.

END OF ADDENDUM NUMBER 1

PREBID MEETING OUTLINE

June 9, 2020, 2:00PM
Bear Park North Shuttle Stop
MSU Springfield Campus

A. PROJECT INTRODUCTION:

Paint Shuttle Stop Canopy, Bear Park North (Federal Number DP-5905 (808))
Project No.: 180831-029

Pass around Sign-up sheet for registering attendees.

B. PERSONAL INTRODUCTIONS:

Michael Mardis, Project Manager

C. PROJECT DESCRIPTION:

The shuttle stop canopy will be sandblasted to remove all of the existing paint and then repainted. The areas to be painted include all of the metal components of the canopy except for the metal roof, aluminum bench seats and directory cabinets. The shuttle stop will be in use during the refinishing process. The work will be divided into two phases allowing a portion to be occupied. An alternate to the project will be to remove and replace all of the existing joint sealant at the concrete wall joints. This is partially funded by MoDOT and will be completed summer of 2020.

D. BIDDING/CONTRACT REQUIREMENTS:

The Contractor shall seal their bid in an envelope and clearly mark the outside with the name of the project, and company name/letterhead.

Bids received at the Burgess House, 736 S. National Ave., Springfield, MO (corner of Madison and National) no later than June 23, 2020 at 2:00PM. Bids will be publicly opened and read aloud via video conference (Zoom). The Office of Planning, Design & Construction will be open one (1) hour prior to the bid opening to receive hand delivered bids.

The following items are required with each bid. These forms are located in Appendix A and printed in Blue in the project manual. Copies of these forms may be made but **original signatures** must be on the forms submitted to Planning, Design & Construction at the time of Bid.

- Bid Proposal Form
 - Alternate Bid Items
 - #1 - Remove and replace joint sealant at concrete walls.
 - Work completion deadline August 14, 2020.
 - Liquidated Damages \$250.00 per calendar day
 - **Be sure and sign your bid**
 - Acknowledge all addenda
- Bid Guaranty - 5% Bid Bond or certified bank check
 - **Be sure you and your Surety sign your bid guaranty**
- Statement of Qualifications
- Certificate of Affirmative Action
- Affidavit for Compliance with Section 285.530, RSMo (for contracts over \$5,000)
- Request for Substitution
- Certification of Anti-Collusion
- Certification of Use of Contract Funds for Lobbying
- Certification of Debarment and Suspension

- Disadvantaged Business Enterprise Submittal Forms

The anticipated Notice to Proceed date for this project is June 29, 2020, upon Administrative Council approval.

E. INSTRUCTIONS TO BIDDERS:

- Information on plans and specifications can be obtained at <https://plans.missouristate.edu/>.
- The Owner reserved the right to reject any and all bids and to waive all informalities in said bids. No bid may be withdrawn for a period of sixty (60) days subsequent to the specified time of the receipt of bids. The project will be awarded to the lowest, responsive, responsible bidder.
- If this project should not be completed within the time noted on the Bid Proposal, the successful bidder shall pay to, or allow Missouri State University as liquidated damages the amount noted on the Bid Proposal for each day thereafter, Sundays and holidays included, that the work remains uncompleted.
- All labor used in the construction of this public improvement shall be paid a wage no less than the prevailing hourly rate of wages of work of a similar character in this locality as established by the Department of Labor and Industrial Relations (Federal Wage Rate), or state wage rate, whichever is higher.
- Missouri State University hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.”
- Contractors and sub-contractors who sign a contract to work on public works project provide a 10-Hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees within sixty (60) days of beginning work on the construction project.
- The DBE Goal for this project is not less than ten percent (10%) MBE and five percent (5%) WBE of the awarded contract price for work to be performed.
- No 2nd tier subcontracting will be allowed on this project.
- **Employment of Unauthorized Aliens:** Note that the Instructions to Bidders includes requirements pertaining to the employment of personnel who are authorized to work within the United States and the State of Missouri. These requirements are in response to a state law that went into effect on January 1, 2009. (Section 285.525 – 285.550 RSMo). Contractor shall complete and return the Affidavit for Compliance included in Appendix A, and provide documentation evidencing current enrollment in a federal work authorization Program.
- **Subcontracts:** Within (2) business hours after notification by Owner, the Contractor who is the apparent low bidder shall provide a list of subcontractors who are to perform the specified work. Refer to project manual for further information.
- **100% Performance-Payment Bond:** A Performance-Payment Bond is required when the contract is executed. The bond must be submitted on the form provided in Appendix B of the project manual.
- **Contractor’s Insurance:** (A) Worker’s Compensation for all his/her employees, (B) Public Liability and Property Damage in the amounts listed, (C) All Risk Builders’ Risk will NOT be covered by the Owner. Refer to project manual for further information.
- **A Certificate of Insurance:** A Certificate of Insurance is required to be on file in the office of Planning, Design & Construction prior to commencing any work on site.
- **Sales Tax:** The University is exempt from paying sales tax, please do not include in the bid proposal. A tax exemption certificate shall be issued to the successful contractor upon award of the contract.

- **Keys/Card Access:** The Contractor is responsible for checking out the appropriate keys from the University. All requests for keys shall be requested through the project manager at Planning, Design & Construction.
- **Parking:** Parking arrangements have been established for the project at Lot 37. Temporary parking passes need to be coordinated through the office of Planning, Design & Construction. Parking shall be allowed only in designated parking areas. **Parking on the lawn or sidewalks is prohibited.**
- **Prevailing Wage Order:** The Contractor and each subcontractor engaged in any construction of public works shall keep full and complete certified payroll records. The current wage order is included in the project manual for reference by the contractor. Refer to the General Conditions, Article 16 of the project manual for further information or visit the Department of Labor and Industrial Relations Labor Standards website at <http://labor.mo.gov/DLS/PrevailingWage/pwContractors.asp>.
- **Application for Payment:** Application for Payment should be submitted on AIA Form G702/G703 or equivalent. Refer to the project manual for further information.
- **Periodic Applications for Payment:** Any Periodic Applications for Payment require certified payrolls and lien waivers from the General Contractor and all Subcontractors.
- **Final Application for Payment:** Before final payment is released the Contractor shall provide all certified payrolls, final lien waivers, and the "Affidavit for Compliance with Prevailing Wage Law". This paperwork is required of the General Contractor as well as all Subcontractors and Major Suppliers providing work on the project.
- **Project Funding:** Payment process generally takes two (2) weeks from the time payment is approved by the Consultant and/or the Project Manager.

F. RULES:

- **Use of the Premises:** The site shall be maintained in a neat, clean, and organized manner. Corridors, stairs, restrooms, elevators and public areas shall remain unobstructed from construction materials, equipment or debris.
- **Use of Utilities:** Contractor can utilize University utilities at no cost throughout the duration of the project. Utility use should be coordinated through the Project Manager.
- **Dust Control:** Precautions must be made to control dust on site.
- **Workman:** All workmen shall be courteous and polite at all times; obscene language, gestures, etc. will not be tolerated.
- **Noise Control:** Use of noisy or vibrating tools must be coordinated per project requirements and class schedules.
- **Tobacco Use Policy:** Missouri State University strives to ensure a healthy learning and working environment by promoting a culture of health and wellness. Missouri State University is a tobacco-free campus.
- **Request for Inspections and Utility Locations:** Please be aware of the time frame required for advance notice on these items. These are on the forms included in the project manual in "Appendix B".

G. CONTRACTING FORMS:

Located in "Appendix B" and printed in Yellow in the project manual and our website at <http://design.missouristate.edu/ContractorServices/Contracting%20Forms.htm>.

- Form of Agreement
- Form of Performance and Payment Bond
- Construction Parking Permit Application
- Request for Utility Locate
- Request for Utility Interruption
- Request for Inspection
- Missouri Dept. of Labor and Industrial Relations Contractor Payroll Form

- Affidavit for Compliance with the Prevailing Wage Law
- Final Waiver of Lien
- Form of Contractor Performance Evaluation

H. SUMMARY OF WORK/DRAWINGS:

- Review project plans and specifications
- Question and answer session
- Visit project site

I. SCHEDULE:

- National holidays, university holidays, and the academic calendar may have an impact to the overall project schedule. Please be aware of these times as staff will not typically be available when the University is closed. These dates need to be taken into account with the development of the construction schedule. A complete calendar of events is available on the Missouri State University website at: <http://calendar.missouristate.edu/>. Consideration of this schedule should be given in the development of your bid proposal and the development of the project schedule upon successful award of the project.

SIGN-IN SHEET

Meeting Date:	June 9, 2020	Project Number:	Federal Number DP-5905 (808) MSU: 180831-029
Time/Location:	2:00pm Bear Park North	Project Name:	Shuttle Stop Canopy Refinishing, Bear Park North
Meeting No:		Meeting for:	

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