



mitzel + scroggs ARCHITECTS INC.
23 SOUTH 4TH STREET • COLUMBIA, MISSOURI 65201 • TEL (573) 449-0951 •

DONALD C. MITZEL A.I.A. PRES. •
STUART S. SCROGGS A.I.A. V.P. •

May 6, 2003

ADDENDUM NO. ONE

Boone County Courthouse
Floor Tile Remediation
Columbia, MO 65201
Bid Number 32-13MAY03

Bidders are hereby informed of the following clarifications and/or modifications to be made in the plans and project manual for the above referenced project.

1. Project Manual, Notice To Bidders.
SUBSTITUTION: Sealed bids will be accepted until 9:15 a.m. C.D.T, on **"Tuesday, May 20, 2003"** instead of "Tuesday, May 13, 2003" at the Boone County Purchasing Office, 601 E. Walnut, Room 209, Columbia, Missouri 65201. Bids will be opened and read aloud at 9:30 a.m. C.D.T, on **"Tuesday, May 20, 2003"** instead of "Tuesday, May 13, 2003" in the Boone County Commission Chamber, Roger E. Wilson Government Building, 801 E. Walnut, Columbia, Missouri 65201.
2. Project Manual, Section 09300, Part 3 Execution, Item 3.1.A.3. Preparation.
ADD: **"After all areas of tile, grout and mortal have been removed, the contractor will be required to do a 12"x12" wetting test to document the porosity on all existing concrete surfaces."**
3. Project Manual, Section 09310, Part 2 Products, Item 2.4.A.3. Mortar Materials – Thin Set Beds.
SUBSTITUTION: **"Custom Building Products Rapid Setting Commercial Bonding Mortar with Custom Flex Ultra-Strength Thin-set Additive"** instead of "Custom Building Products Premium Plus #PPTSG50."
4. Project Manual, Section 09310, Part 3 Execution, Item 3.4.E.3. Expansion Joints.
ADD: **"Contractor shall allow 380 Lineal Feet of new expansion joints in the Base Bid."**
5. Drawings, Second Floor Plan, Detail A/5.
CLARIFICATION: **"Waiting E201, Remove existing carpeting and install new ceramic tile, approximate 18'x19', in decorative pattern as shown on Detail A/7. (This area was not shown by hatching on the floor plan). Install Roppe rubber #60 Tile/Carper Joiner or equal underneath both 3' dutch doors leading to Secretarial E231."**



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May 1, 2003

PRE-BID MEETING MINUTES

Boone County Courthouse
Floor Tile Remediation
Columbia, MO 65201
Bid Number 32-13MAY03

OWNER: Boone County Commission
Boone County Government Building, Suite 245
801 E. Walnut Street
Columbia, MO 65201

A. Attending the April 29, 2003 Pre-Bid Meeting:

	<u>NAME</u>	<u>COMPANY</u>	<u>PHONE #</u>	<u>FAX #</u>
1.	Robert Perry	B.C. Court Administrator	573-886-4060	573-886-4070
2.	Ken Roberts	Boone Co. Maintenance	573-886-4401	573-886-4402
3.	Debbie Crutchfield	Boone Co. Purchasing	573-886-4394	573-886-4390
4.	Stuart Scroggs	Mitzel + Scroggs Architects	573-449-0951	573-449-0921
5.	Don Mitzel	Mitzel + Scroggs Architects	573-449-0951	573-449-0921
6.	Ronci Stieferman	Carpet One Columbia	573-449-0081	573-443-2468
7.	Tim Sabel	Dave Griggs	573-449-2619	573-442-5020
8.	Wayne Howe	Roadrunner Tile	660-385-6424	660-385-6424

B. Bids must be received no later than 9:15 a.m. CDT, Tuesday, May 13, 2003 at the Boone County Purchasing Office in the Boone County Johnson Building, Room 209, 601 E. Walnut St., Columbia MO 65201. Bids will be publicly opened and read aloud at 9:30 a.m. CDT, Tuesday, May 13, 2003 in the Boone County Commission Chambers, Roger E. Wilson Government Center, 801 E. Walnut St., Columbia MO 65201.

C. The project is publicly bid and Prevailing wage rates are required (enclosed in the specification).

D. 5% bid bond is required.

E. Bidders must complete and submit the Bid Response form, Statement of Bidders Qualifications, Form of Non-Collusive Affidavit and Bid Bond. Blank copies of the above were furnished loose with each project manual.

F. Completion time is 120 consecutive calendar days from dated notice to proceed.

G. There is one additive alternate:

1. Alternate No. 1 – Furnish and install ceramic tile grout sealer on all ceramic tile not included in the Base Bid, i.e., Public Lobbies, Corridors and Stair Landings.

H. Unit Prices:

1. Install additional ceramic floor tile per square foot (8am-4pm, Monday thru Friday). Demolition shall be done after 4pm Friday, Saturday, Sunday or by special permission from the Owner.

2. Remove and replace additional ceramic floor tile per square foot (After 4pm Friday, Saturday and Sunday).

3. Install ceramic tile grout sealer not included in the Base Bid per square foot, i.e., (additional individual rooms may be added if Alternate No. 1 is not accepted).

FAX NO. (573) 449-0921

- I. Please note the Sales/Use Tax Exemption, page 14 of 22 of the General Project Requirements.
- J. Request for material substitutions must be received in writing by Friday, May 2, 2003 for inclusion on the final addendum.
- K. No bids shall be withdrawn for a period of 60 days.
- L. Liquidated damages of \$100.00 per day *ARE* a part of this contract.
- M. Communication Channel:
 - 1. The Owners' representatives for this project shall be the Architect and Ken Roberts, Manager of Boone County Facility/Maintenance, who reports to David Mink, Director of Boone County Public Works.
 - 2. Owners' Personnel: Distribution of Bidding Documents is done by the Boone County Purchasing Department. John Patton, Attorney for Boone County, will prepare the Construction Agreement between the Owner and the Contractor.
 - 3. Mitzel + Scroggs Architects representative is Stuart Scroggs.
- N. Boone County Planning Department has reviewed the plans and will treat this as a maintenance project. Therefore, NO building permit will be required.
- O. Pending Items for Addenda No. 1:
 - 1. The successful contractor will be required to do a 12"x12" test on all existing concrete surfaces (after tile, grout and mortar have been removed) by wetting. Should the moisture wick into the concrete, the new mortar should bond properly. Should moisture bead up on the surface, this will likely indicate bonding problems and no installation should occur until the Architect is notified.
 - 2. Any other items arising out of this meeting will be identified on the Pre-Bid Meeting Minutes and Addendum.
- P. Contractors may tour the public portions building anytime 8am-5pm, Monday thru Friday. Contractors wishing to view staff bathrooms (not accessible to the public) must call Ken Roberts at 886-4401 to schedule a visit for these areas.
- Q. If there are any discrepancies between listed insurance amounts as per Section 1.05.Q. of the Supplementary General Conditions, the Insurance Requirements as per General Requirements, page 10 of 22, shall govern.
- R. Scope of Project Discussion:
 - 1. Tile to be removed under this project is shown by single line hatching.
 - 2. Tile that is currently loose is shown by 90° double line hatching.
 - 3. **Demolition MAY ONLY BE DONE after 4pm Friday, Saturday, Sunday or by special permission from the Owner.** Demolition Noise during Monday thru Friday will cause immediate shutdown of the job! Dust-proof partitions shall be installed in all Public Lobbies, Corridors and Spaces before work is started.
 - 4. Phasing:
 - a. All areas in the Basement are Phase 1 and shall be completed before Phase 2. All areas on the Third Floor shall be Phase 2, completed and finished before work commences on Phase 3. All areas on the Second Floor shall be Phase 3, completed and finished before work commences on Phase 4. All areas on the First Floor shall be Phase 4. Each individual floor shall be punch-listed separately after all work is done on that floor.
 - b. Please note work that MAY ONLY BE ACCOMPLISHED DURING WEEKENDS (Friday after 4pm, Saturday and Sunday) on Phasing Sheet 2 is shown by a dash-short dash line.

- c. Please note work that may be done MONDAY THRU FRIDAY on Phasing Sheet 2 is shown by a continuous line.
 - 5. WORK SUSPENSION. Please refer to 'Interference,' General Requirements, page 15 of 22. "All work scheduled by the Contractor shall be planned with the consent of the Owner's Representative and shall not in any way interfere with any everyday use and function of the building. The Owner reserves the right to temporarily suspend work by the Contractor should Court Services require temporary suspension, such as Trials, Jury Deliberation, noise or odors generated by the Contractor." For example, a high profile trial such as the Williams VA Murder trial will cause all work on the project to cease until the trial is complete. Noise or smells as a result of the Contractor's operations may cause work to be suspended immediately.
 - 6. Daily work scheduling. The contractor shall notify the Owner's Representative on a daily basis to coordinate work of the contractor and to verify scheduled Court activities.
 - 7. Prior to demolition in each area, the Contractor shall photograph or videotape each area before work is started.
 - 8. Protection of existing building. Install protective elevator pads (or erect temporary protective wall panels) and plywood on elevator floors to prevent damage. Cover and protect furniture, equipment and fixtures from damage if left in the room.
 - 9. Ceramic mosaic floor tile furnished by the Owner and made available to the Contractor for use on this project:
 - a. White (Dal-Tile 'Fleece' #D1415) 1"x1" tile - 74 Square Feet. This tile shall be used for patching *small* areas in Public Lobbies/Corridors only. As quantities are available, install this tile in sequential order on the First Floor Lobby A100, then the Second Floor Lobby A201 and A202, then the Third Floor Lobby A301 and A302.
 - b. Blue (Dal-Tile 'Danube' #D039) 1"x1" tile – 750 Square Feet. This tile shall be used for decorative patterned tile areas in Public Lobbies/Corridors and Bathrooms where the floor tile will be completely replaced.
 - c. Blue (Dal-Tile 'Danube' #D039) 2"x2" tile – 82 Square Feet. This tile shall be used for patching *small* areas in existing Bathrooms only.
 - d. Red (Dal-Tile 'Cinnamon Range' #D007) 1"x1" tile – 0 Square Feet. (This color is currently still available and must be ordered by the Contractor).
 - 10. Color matching. The original white (Dal-Tile 'Fleece' #D1415) 1"x1" tile is no longer available. Use in areas as described above. Install Dal-Tile 'Porcelain' #D335 1"x1" tile in large areas where a patched look will be minimized. The original blue (Dal-Tile 'Danube' #D039) 1"x1" and 2"x2" is no longer available. However, Boone County recently ordered all 2"x2" that was available and 1"x1" that should be adequate for use on this project. Contractors shall notify the architect if 750 SF of 1"x1" Dal-Tile #D039 is not sufficient for quantities needed for this project.
 - 11. Latex-modified grout. Please review the project specification.
 - 12. Cleanup shall be done daily.
- S. Meeting Notes:
- 1. No convicted felons are allowed to work for the successful contractor in the courthouse. The successful contractor shall submit the list of worker's including their social security numbers.
 - 2. The successful contractor will have use of the lower level Mechanical Room for locked tool storage. The contractors may use the west lower level covered area next to the existing chiller for cutting tile, 120 volt power and water are available.
- T. Immediately following the meeting was a tour of the Courthouse.
- cc: All Planholders