

## ADDENDUM ONE

**Addendum One** to the drawings and specifications prepared by Myszak + Partners for **South Knox Elementary Entry/Office Renovation** for **South Knox School Corporation**, Vincennes, Indiana.

All Contractors bidding on this project shall read all of the items covered below and shall comply with all of the requirements as set forth, including any necessary refinements or additions generated by this Addendum and required by the intent of the original contract documents. All Contractors shall acknowledge on their bid form that they have received this Addendum, Subsequent Addenda, and include the appropriate content of same within their bid proposal

## ADDENDUM ONE

- |   |                             |
|---|-----------------------------|
| <b>1. Pre-Bid Meeting Agenda/Sign-In Sheet</b>  | <b>PRE-BID MEETING INFO</b> |
| <p>A. Sign-In sheet from the Pre-Bid Meeting held Monday, February 13th, 2023 at the project site shall be distributed in Addendum 1 to all plan holders and those in attendance. See the attached Agenda and Sign-In Sheet.</p>  |                             |
| <b>2. Alternate #1</b>  | <b>CLARIFICATION</b>        |
| <p>A. See attached Revised Specification 012300 – Alternates and Specification 004323 Alternates Form</p>   |                             |
| <b>3. AIA Document A701 – Instruction to Bidders</b>  | <b>CLARIFICATION</b>        |
| <p>A. AIA Document A701, Instruction to Bidders, shall be included in the specifications. See attached document.</p>  |                             |
| <b>4. Furnishing Removal</b>  | <b>CLARIFICATION</b>        |
| <p>A. The owner will remove all furnishings.</p>  |                             |
| <b>5. Staging</b>   | <b>CLARIFICATION</b>        |
| <p>A. Staging will be located in the front parking lot at the main entry.</p>   |                             |
| <b>6. Vinyl Flooring</b>  | <b>CLARIFICATION</b>        |
| <p>A. Cove cap:<br/>             a. Metal (Aluminum) C-7 Cove Cap<br/>         B. Cove moldings shall be installed at all corners.</p>  |                             |
| <b>7. Additional Demolition Notes – D1.1</b>  | <b>CLARIFICATION</b>        |
| <p>A. Additional keynote 20, 21 and 22. See attached document and pictures.<br/>             a. Keynote 20: Remove existing vinyl flooring/wall as required and prep floor for new vinyl flooring/wall base<br/>             b. Keynote 2: Remove and retain existing coat hanger. Reinstall at same location for final construction completion.<br/>             c. Keynote 22: Repair crack masonry wall as required. Prep for new paint.</p> |                             |
| <b>8. Bid Bond</b>  | <b>CLARIFICATION</b>        |
| <p>A. There is no bid bond required for the project.</p>  |                             |

**9. Skim Coat**

**CLARIFICATION**

- A. Assume 100% skim coat on all walls that require wallpaper removal.

**10. Bidding Information**

**CLARIFICATION**

- A. This project is Tax Exempt
- B. There will be 5% retainage on this project

**11. Corner Guards**

**CLARIFICATION**

- A. See attached ID1.1 sheet for designated corner guard locations.
- B. Existing corner guards shall be retained for the owner.

**12. Reception Corner Counter Tops**

**CLARIFICATION**

- A. Solid surface/laminate finishes above the base countertop shall be finished on all sides.

**SUPPLEMENTAL INFORMATION**

Pre-Bid Meeting Sign-In Sheet  
Pre-Bid Meeting Agenda  
Plan Holders List  
Photo of cracked masonry #1  
Photo of cracked masonry #2

**SPECIFICATIONS**

AIA Document A701 – Instruction to Bidders  
012300 – Alternates  
004323 – Alternates Form

**DRAWINGS**

D1.1 – Demolition Floor Plan  
ID1.1 – Finish Floor Plan & Room Finish Schedule

Pages 1 through 21 constitute the total makeup of **Addendum One** with attached drawings and other supporting data following page 2. Contractor shall notify Architect if all pages are not received.

# myszak + partners

ARCHITECTURE • DEVELOPMENT

South Knox Elementary School – Entry/Office Renovation Project – Pre-Bid Meeting  
February 13, 2023 – 1:00 P.M. (EDT)

Name	Company	Email	Phone #
Cal Jordan	Myszak + Partners	caljordan@mparchdev.com	812-886-0350
Tim Marsee	South Knox		812-881-8075
David A. Henson	Myszak + Partners	dhenson@mparchdev.com	812 630 9584
Jeremy Crane	Hanning	jeramc@hanningconstruction.com	765-505-1501
Kevin Swetson	Edwards Farm/Alltaco	Kevin@EDFarm.com	812-236-1028
Steve White	White Const	white@whiteconstruction.co	812-882-2260
Tim Ellerman	Ellerman LLC	Ellerman@ellermanconstruction.com	812-887-7600
Macey Hazelman	Garmong	mhazelman@garmong.net	(812) 890-8956
Danny Masi	Danco Construction	Kait@danco-const.com	(812) 479-7000

Registered in: Indiana, Illinois, Ohio, Kentucky, Tennessee, Mississippi, Georgia  
903 Broadway Street, Vincennes, IN 47591 Ph: 812-886-0350 Fax: 812-886-0790  
www.myszakpalmer.com

---

## **SOUTH KNOX ELEMENTARY - ENTRY/OFFICE RENOVATION**

**PRE-BID MEETING**

**AGENDA**

**2-13-2023 1:00 P.M.**

### **AGENDA ITEMS:**

#### **1. Introductions**

- 1- Myszak + Palmer Design Team
  - a. Myszak + Palmer (Architect) Point Person – David Henson
    - i. 903 Broadway Street, Vincennes, IN 47591 [dhenson@mparchdev.com](mailto:dhenson@mparchdev.com)
    - ii. Phone: 812.886.0350
    - iii. Architect will coordinate items with owner as informed so as not to delay project
  - b. Heinz Associates (MEP) – Point Person - Kristin Heinz  
3252 W 500 N  
Jasper, IN 47546-8851  
Phone: 812-634-9338  
[kristin@heinzassociates.net](mailto:kristin@heinzassociates.net)

#### **2. Project Information**

- 1 Project Schedule
  - a. Bids will be received by South Knox School Corporation on Thursday, February 23, 2023 @ 9:00 am (Eastern) at the South Knox School Corporation Administration Office (6116 East State Road 61, Vincennes, IN 47591) and taken under advisement. Per discussion with Myszak+Partners, Inc. and South Knox School Corporation, award will likely be made within the following week.
- 2 Project Description – (General Construction)
  - a. Renovation project of (1) story existing structure equaling approximately 4,786 sq. ft.
  - b. Project Construction Start Date = May 30<sup>th</sup> 2023
- 3 Critical Work Sequencing/Long Lead Time Items
  - a. Contractor shall provide adequate allowances in time for sufficient delivery/install of all materials in order to meet July 15, 2023 completion.
  - b. It shall be the responsibility of the General Contractor to plan and execute work via subcontractors (and any other concurrent work) so as not to delay progress or the overall schedule.
- 4 Questions During Bidding Phase
  - a. Bidding questions must be provided to the Architect no later than 10:00 A.M. February 20<sup>th</sup> 2023. No questions will be accepted following this date.

#### **3. Questions?**

#### **4. Tour of Site**

[illegible]





# **AIA**® Document A701® – 2018

## ***Instructions to Bidders***

for the following Project:

*(Name, location, and detailed description)*

### **THE OWNER:**

*(Name, legal status, address, and other information)*

### **THE ARCHITECT:**

*(Name, legal status, address, and other information)*

## **TABLE OF ARTICLES**

- 1 DEFINITIONS**
- 2 BIDDER'S REPRESENTATIONS**
- 3 BIDDING DOCUMENTS**
- 4 BIDDING PROCEDURES**
- 5 CONSIDERATION OF BIDS**
- 6 POST-BID INFORMATION**
- 7 PERFORMANCE BOND AND PAYMENT BOND**
- 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS**

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

## ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)*

**§ 3.1.2** Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

**§ 3.1.3** Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

**§ 3.1.4** Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

**§ 3.1.5** The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

### **§ 3.2 Modification or Interpretation of Bidding Documents**

**§ 3.2.1** The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

**§ 3.2.2** Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.  
*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

**§ 3.2.3** Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

### **§ 3.3 Substitutions**

**§ 3.3.1** The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

#### **§ 3.3.2 Substitution Process**

**§ 3.3.2.1** Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

**§ 3.3.2.2** Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

**§ 3.3.2.3** If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

**§ 3.3.3** The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

**§ 3.3.4** If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

#### § 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)*

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

### ARTICLE 4 BIDDING PROCEDURES

#### § 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

#### § 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

*(Insert the form and amount of bid security.)*

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount

of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

**§ 4.2.3** If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

**§ 4.2.4** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning days after the opening of Bids, withdraw its Bid and request the return of its bid security.

### **§ 4.3 Submission of Bids**

**§ 4.3.1** A Bidder shall submit its Bid as indicated below:

*(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)*

**§ 4.3.2** Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

**§ 4.3.3** Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

**§ 4.3.4** The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**§ 4.3.5** A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

### **§ 4.4 Modification or Withdrawal of Bid**

**§ 4.4.1** Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

**§ 4.4.2** Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

**§ 4.4.3** After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

*(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)*

## **ARTICLE 5 CONSIDERATION OF BIDS**

### **§ 5.1 Opening of Bids**

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

### **§ 5.2 Rejection of Bids**

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

### **§ 5.3 Acceptance of Bid (Award)**

**§ 5.3.1** It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

**§ 5.3.2** Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **ARTICLE 6 POST-BID INFORMATION**

### **§ 6.1 Contractor's Qualification Statement**

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

### **§ 6.2 Owner's Financial Capability**

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### **§ 6.3 Submittals**

**§ 6.3.1** After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- 1** a designation of the Work to be performed with the Bidder's own forces;
- 2** names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- 3** names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

**§ 6.3.2** The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

**§ 6.3.3** Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

**§ 6.3.4** Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

### § 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

*(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)*

### § 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

## ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.  
*(Insert the complete AIA Document number, including year, and Document title.)*

2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.  
*(Insert the complete AIA Document number, including year, and Document title.)*

3 AIA Document A201™–2017, General Conditions of the Contract for Construction, unless otherwise stated below.  
*(Insert the complete AIA Document number, including year, and Document title.)*

4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203-2013.)*

**.5 Drawings**

Number	Title	Date
--------	-------	------

**.6 Specifications**

Section	Title	Date	Pages
---------	-------	------	-------

**.7 Addenda:**

Number	Date	Pages
--------	------	-------

**.8 Other Exhibits:**

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017.)*

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

**.9 Other documents listed below:**

*(List here any additional documents that are intended to form part of the Proposed Contract Documents.)*

SECTION 01230 – ALTERNATES – **Revised per Addendum No. 1**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.

- D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

Alternate No. 1: **Revised per addendum No. 1**-Provide a price change to provide plastic laminate work service tops in lieu of solid surface tops.

1. Base Bid: All tops to be solid surface.
2. Alternate: Tops in infirmary and side vertical panel at visitor counter to remain solid surface. All other work surfaces to be plastic laminates.

Note: If Alternate No. 1 is accepted the high visitor counter shall be laminated on all four sides.

Alternate No. 2: Provide a price to deduct all electrical work for the project.

1. Base Bid: All Electrical work per the Contract Documents to be included.
2. Alternate: All Electrical work to be completed by the Owner and/or the Owners Electrical Contractor. General Contractor will coordinate all electrical work with owner and/or owners electrical contractor.

.

.

END OF SECTION 012300

DOCUMENT 004323 - ALTERNATES FORM – **Revised per Addendum No.1**

1.1 BID INFORMATION

- A. Bidder: \_\_\_\_\_.
- B. Prime Contract: \_\_\_\_\_.
- C. Project Name: SKSC – South Knox Elementary Entry/Office Renovation Project
- D. Project Location: South Knox Elementary – Entry/Office Renovation, 6078 IN 61 Vincennes, IN, 47591
- E. Owner: South Knox School Corporation
- F. Architect: Myszak + Partners Architects
- G. Architect Project Number: 22-19

1.2 BID FORM SUPPLEMENT

- A. This form is required to be attached to the Bid Form.

1.3 DESCRIPTION

- A. The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular alternates are accepted by Owner. Amounts listed for each alternate include costs of related coordination, modification, or adjustment.
- B. If the alternate does not affect the Contract Sum, the Bidder shall indicate "NO CHANGE."
- C. If the alternate does not affect the Work of this Contract, the Bidder shall indicate "NOT APPLICABLE."
- D. The Bidder shall be responsible for determining from the Contract Documents the affects of each alternate on the Contract Time and the Contract Sum.
- E. Owner reserves the right to accept or reject any alternate, in any order, and to award or amend the Contract accordingly within 60 days of the Notice of Award unless otherwise indicated in the Contract Documents.
- F. Acceptance or non-acceptance of any alternates by the Owner shall have no affect on the Contract Time.

1.4 SCHEDULE OF ALTERNATES

- A. Alternate No. 1: **Revised per Addendum 1** Provide Plastic Laminate Tops in lieu of solid surface tops at work surfaces and Visitors top area at reception. New solid surface tops in infirmary and solid surface side panel at reception are to remain in base bid.

1. ADD\_\_\_\_ DEDUCT\_\_\_\_ NO CHANGE\_\_\_\_ NOT APPLICABLE\_\_\_\_.  
2. \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_).

- B. Alternate No. 2: Provide price change to delete all electrical form the base bid. General contractor will coordinate with Owner and/or Owners Electrical Contractor if alternate is accepted.

1. ADD\_\_\_\_ DEDUCT\_\_\_\_ NO CHANGE\_\_\_\_ NOT APPLICABLE\_\_\_\_.  
2. \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_).

1.5 SUBMISSION OF BID SUPPLEMENT

Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 2021.

Submitted By: \_\_\_\_\_

(Name of bidding firm or corporation)

Authorized  
Signature: \_\_\_\_\_

(Handwritten signature)

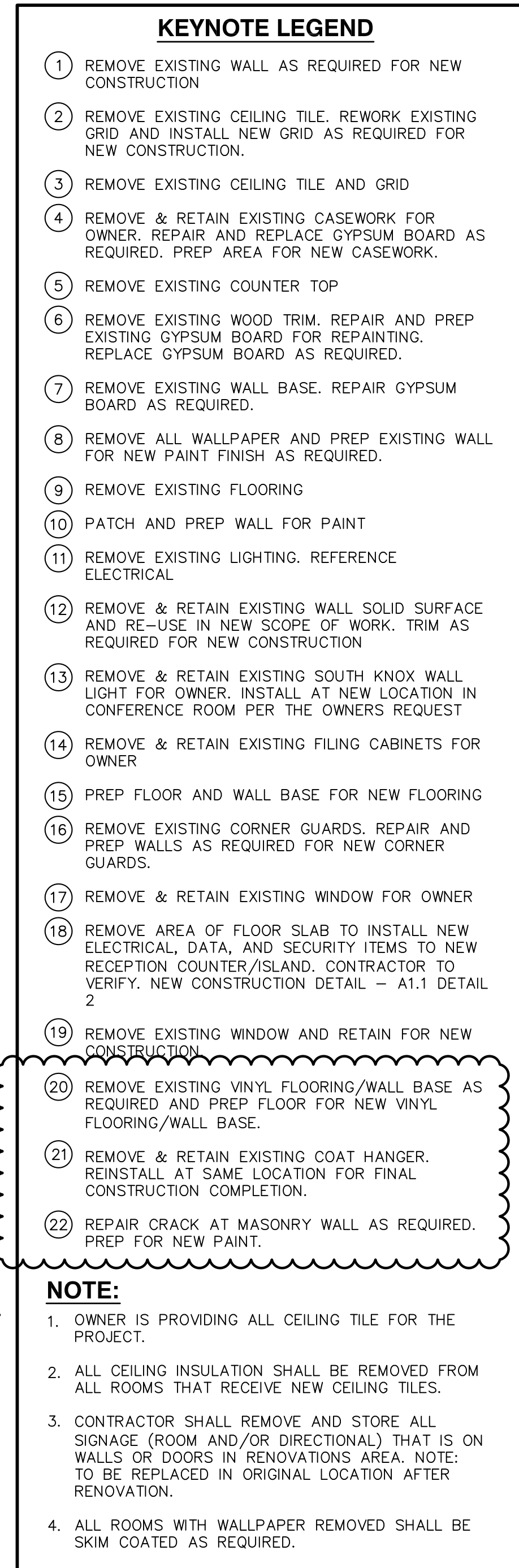
Signed By: \_\_\_\_\_

(Type or print name)

Title: \_\_\_\_\_

(Owner/Partner/President/Vice President)

END OF DOCUMENT 004323



1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS.
2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DEMOLITION REQUIRED FOR THE INSTALLATION OF NEW WORK, WHETHER OR NOT IT IS SPECIFICALLY SHOWN OR NOTED IN THESE DOCUMENTS UNLESS SPECIFICALLY NOTED TO BE REMOVED BY OWNER.
3. REFER TO THE SPECIFICATIONS AND DRAWINGS FOR PLUMBING, MECHANICAL & ELECTRICAL ITEMS WHICH SHALL BE REMOVED & TURNED OVER TO THE OWNER. ALL EQUIPMENT REMOVED FOR OWNER SALVAGE OR RELOCATION SHALL BE REMOVED IN SUCH A MANNER THAT REUSE IS POSSIBLE.
4. PROTECT ALL EXISTING FINISHES TO REMAIN. REPAIR FINISHES DAMAGED BY CONSTRUCTION ACTIVITIES.
5. THE OWNER HAS THE FIRST RIGHT TO ALL ITEMS REMOVED AND SALVAGED. IF THE OWNER DOES NOT WANT SUCH ITEMS IT WILL BE THE CONTRACTORS RESPONSIBILITY TO PROPERLY DISPOSE OF SUCH ITEMS.
6. COORDINATE ALL DEMOLITION WITH THE PROPER PHASE OF CONSTRUCTION. COORDINATE ANY TEMPORARY WALLS, DOORS, PARTITIONS, OR SERVICES REQUIRED DURING EACH PHASE.

REV	DATE	DESCRIPTION
1	2/20/23	ADDENDUM #1
2		
3		
4		
5		

# D1.1

**DEMOLITION FLOOR  
PLAN**

DAVID A. HENSON  
REGISTERED  
920115  
STATE OF  
INDIANA  
#44001818

*David A. Henson*

DATE: JANUARY 30, 2023

**M/P**  
**MYSZAK AND PARTNERS**  
ARCHITECTURE AND DEVELOPMENT

903 Broadway Street  
Vincennes, Indiana 47591  
Voice: 812.886.0350  
web: [www.myparchdev.com](http://www.myparchdev.com)

NEW ENTRY/OFFICE RENOVATION  
FOR:  
**SOUTH KNOX ELEMENTARY SCHOOL**  
PROJECT NO. 22\_19  
VINCENNES, IN

COPYRIGHT 2023 MYSZAK + PARTNERS, INC.  
 THE DRAWINGS, DESIGN INTENT AND CONCEPTUAL  
 DATA CONTAINED IN THESE DOCUMENTS ARE THE  
 PROPERTY OF THE ARCHITECT AND ARE  
 PROTECTED UNDER FEDERAL COPYRIGHT LAWS.  
 ANY RE-USE OR REPRODUCTION OF THESE  
 DOCUMENTS REQUIRES WRITTEN CONSENT FROM  
 THE ARCHITECT.

SCALE: 3/16"=1'-0"

ROOM FINISH SCHEDULE					
Number	ROOM NAME	FLOOR FINISH	BASE FINISH	WALL FINISH	COMMENTS
A105	INFIRMARY	SV1	SV1	PT1/SS3	
A119	CONFERENCE ROOM	CPT 2	RB1	PT1	
A101	RECEPTION	CPT 2	RB1	PT1	
A103	CORRIDOR	CPT 1	RB1	PT1	
A110	PRINCIPAL	CPT 2	RB1	PT1	
A115	RESET ROOM	CPT 2	RB1	PT1	
A113	TECH. OFFICE	CPT 2	RB1	PT1	
A116	COUNSELOR	CPT 2	RB1	PT1	
A117	ASST. PRINCIPAL	CPT 2	RB1	PT1	
A118	ACCOUNTING	CPT 2	RB1	PT1	
A104	CUBICLES	CPT 2	RB1	PT1/EXIST SS	
A109	TESTING	CPT 2	RB1	PT1	
A108	NURSE'S OFFICE	SV1	SV1	PT1	
A106	ISOLATION	SV1	SV1	PT1/SS3	
A107	STORAGE	SV1	SV1	PT1	
A120	TEACHER'S WORKROOM	-	-	-	
A100	CORRIDOR	-	-	-	
A121	VESTIBULE	-	-	-	
A114	RR	-	-	PT1	
A112	RR	-	-	PT1	
A111	CLOSET	CPT 2	RB1	PT1	
A102	WORK AREA	CPT 2	RB1	PT1	

MATERIAL LEGEND:

CG1 - CORNER GUARD  
MANUFACTURER: CONSTRUCTION SPECIALTIES  
PRODUCT NAME: SSM SERIES  
COLLECTION: AGROVYN SOLID COLORS  
COLOR: MUSHROOM #305  
HEIGHT: 48"  
REP CONTACT: AMY BAKER-FEHRIBACH;  
amy@wmbakerco.com; 317.407.2534 (C)

CM1 - INFIRMARY CASEWORK  
MANUFACTURER: CLARIDGE  
PRODUCT: CLARIDGE CORK  
COLOR: T.B.D. FROM MANUFACTURER'S STANDARD RANGE.

CPT1 - CIRCULATION  
MANUFACTURER: J+J FLOORING  
COLLECTION: THRIVE  
PATTERN: ADAPT  
COLOR: CARBON PATH  
SIZE: 18 IN X 36 IN  
INSTALL: ASHLAR \*\*CONFIRM WITH DESIGNER IN THE FIELD PRIOR TO INSTALLATION  
REP CONTACT: ERIK PEDERSEN,  
erik.pedersen@jjflooring.com, 317.318.3341 (C)

CPT2 - MAIN FLOORING  
MANUFACTURER: J+J FLOORING  
COLLECTION: THRIVE  
PATTERN: ADVANCE  
COLOR: ROYAL PATH  
SIZE: 18 IN X 36 IN  
INSTALL: ASHLAR \*\*CONFIRM WITH DESIGNER IN THE FIELD PRIOR TO INSTALLATION  
REP CONTACT: ERIK PEDERSEN,  
erik.pedersen@jjflooring.com, 317.318.3341 (C)

LM1 - ADMIN. CASEWORK  
MANUFACTURER: FENIX  
COLLECTION: FENIX NTM  
COLOR: BLU FES J0754  
REP CONTACT: KYLI LEYBA;  
kylie.leyba@formica.com; 317.869.8717 (C)

LM2 - INFIRMARY CASEWORK  
MANUFACTURER: FENIX  
COLLECTION: FENIX NTM  
COLOR: TITANIO DOHA J2638  
REP CONTACT: KYLI LEYBA;  
kylie.leyba@formica.com; 317.869.8717 (C)

LM3 - RECEPTION DESK TOE KICK  
MANUFACTURER: FORMICA  
COLOR: STORM 912-58  
FINISH: MATTE

LM4 - WHITE COUNTERTOP ALTERNATE  
MANUFACTURER: FORMICA  
COLOR: PALOMA POLAR  
FINISH: MATTE

PT1 - FIELD WALL PAINT  
MANUFACTURER: SHERWIN WILLIAMS  
COLOR: RETICENCE SW 6064  
FINISH: SATIN/EG-SHEL

PT2 - CEILING PAINT; BULKHEAD TYP.  
MANUFACTURER: SHERWIN WILLIAMS  
COLOR: HIGH REFLECTIVE WHITE SW 7757  
FINISH: FLAT

RB1 - RESILIENT WALL BASE  
MANUFACTURER: ROPPE  
PRODUCT: 4" COVE  
COLOR: CHARCOAL 123

SS1 - ADMIN. COUNTERTOP  
MANUFACTURER: WILSONART  
COLLECTION: SOLID SURFACE  
COLOR: FROSTY WHITE MIRAGE 1573MG

SS2 - INFIRMARY COUNTERTOP  
MANUFACTURER: ELEMENTAL  
COLLECTION: LIGHT  
COLOR: ULTRAVIOLET

SS3 - VERTICAL/WALL PANEL SOLID SURFACE  
MANUFACTURER: ELEMENTAL  
COLLECTION: HEAVY  
COLOR: TIDAL  
THICKNESS: 1/2"  
INFIRMARY/ISOLATION VERTICAL -  
MOUNTING HEIGHT: START AT 1'-0" A.F.F.  
TO 60" A.F.F.

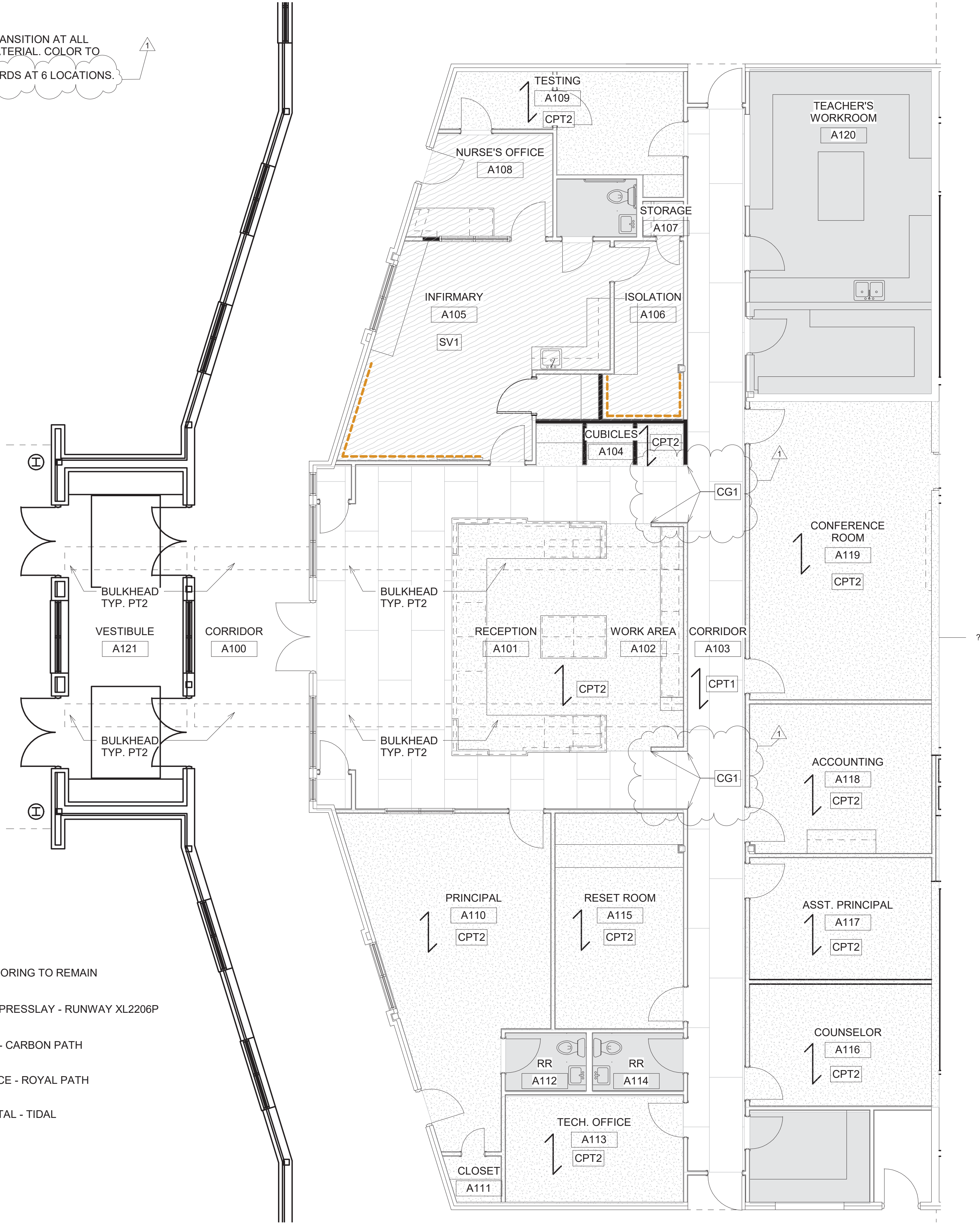
SV1 - INFIRMARY FLOORING  
MANUFACTURER: ALTRO  
COLLECTION: ALTRO XPRESSLAY  
COLOR: RUNWAY  
NOTE: HEAT WELD SEAMS; CONTINUE  
PRODUCT AS COVE BASE UP WALLS 4"

GENERAL NOTES:

- PROVIDE RESILIENT TRANSITION AT ALL CHANGES IN FLOOR MATERIAL. COLOR TO MATCH WALL BASE.
- PROVIDE CORNER GUARDS AT 6 LOCATIONS.

PLAN FINISH LEGEND:

- EXISTING FLOORING TO REMAIN
- SV1: ALTRO XPRESSLAY - RUNWAY XL2206P
- CPT1: ADAPT - CARBON PATH
- CPT2: ADVANCE - ROYAL PATH
- SS3: ELEMENTAL - TIDAL



FINISH FLOOR PLAN  
3/16" = 1'-0"

NEW ENTRY/OFFICE RENOVATION  
FOR:  
**SOUTH KNOX ELEMENTARY SCHOOL**  
VINCENNES, IN  
PROJECT NO. 22\_19

COPYRIGHT 2023 MYSZAK + PARTNERS, INC.  
THE DRAWINGS, DESIGN INTENT AND CONCEPTUAL  
DATA CONTAINED IN THESE DOCUMENTS ARE THE  
PROPERTY OF THE ARCHITECT AND ARE  
PROTECTED UNDER FEDERAL COPYRIGHT LAWS.  
ANY RE-USE OR REPRODUCTION OF THESE  
DOCUMENTS REQUIRES WRITTEN CONSENT FROM  
THE ARCHITECT.

REV	DATE	DESCRIPTION
△	2/20/23	ADDENDUM #1
△		
△		
△		
△		

FINISH FLOOR PLAN & ROOM  
FINISH SCHEDULE