

**ADDENDUM No. 1**  
**June 27, 2023**

RE: Closet header Reinforcement – Botsford-Swinford Residence Hall  
Ball State University  
BSU Project No. 2023 – 041.01 JE

FROM: Ball State University  
Facilities Planning and Management  
Showalter Building  
3401 North Tillotson Avenue  
Muncie, Indiana 47306

TO: Prospective Bidders

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This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated June 09, 2023 as noted below. Acknowledge receipt of this Addendum in the space provided on the *Bid Form Supplements*. Failure to do so may subject Bidder to disqualification.

This Addendum is issued in accordance with the provisions of the *Instructions to Bidders* (AIA A701, 1997 Ed.) and *Supplementary Instructions to Bidders* Documents of the Project Manual.

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This Addendum was created to address the following Contractor questions and Substitution Requests. This Addendum consists of one (1) page and one (1) attachment.

**CORRECTION TO THE SPECIFICATIONS**

1. Specification Section 01 10 00 - Summary
  - A. At Part 1, Section 1.2 Contract Description, Change Paragraph A from “ Work of the Project: Interior Renovation – Adjust existing metal stud header framing at all student room closets within Botsford – Swinford Residence Hall. This residence hall contains 592 closets. Contractor will need to coordinate with BSU Housing for construction schedule and duration of project ” to “ Work of the Project: Interior Renovation – Adjust existing metal stud header framing at all student room closets located on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors of Botsford – Swinford Residence Hall. This work will affect 378 existing closets. Contractor will need to coordinate with BSU Housing for construction schedule and duration of project ”

**ATTACHMENTS**

1. Pre-Bid Conference Agenda
  - a. Please note that as discussed at the June 23, 2023, Pre-Bid Conference.
    - i. Last day of Contractor questions – All questions, which are to be in writing, are to be received by Ball State no later than 12:00 PM EST on Monday, June 30, 2023.
    - ii. Last day of Addendum – If needed, the last day that an Addendum is to be issued June 30, 2023.

END OF ADDENDUM No. 1

**AGENDA**

Closest Header Reinforcement  
Botsford – Swinford Residence Hall  
Ball State University  
BSU Project No. 2023-041.01 JE  
June 23, 2023

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**I. Project Team**

A. Owner's Representative(s):			
David Post,	Facilities Planning & Mgmt.,	765-285-2820,	email: <a href="mailto:dspost@bsu.edu">dspost@bsu.edu</a>
Ryan Koenker,	Facilities Planning & Mgmt.,	765-285-2821,	email: <a href="mailto:rrkoenker@bsu.edu">rrkoenker@bsu.edu</a>
Robert Ramey,	Facilities Planning & Mgmt.,	765-285-2835,	email: <a href="mailto:reramey2@bsu.edu">reramey2@bsu.edu</a>
June Sanders,	Purchasing,	765-285-1548,	email: <a href="mailto:jasanders3@bsu.edu">jasanders3@bsu.edu</a>
George Edwards,	Housing,	765-285-1520,	email: <a href="mailto:gedwards@bsu.edu">gedwards@bsu.edu</a>

**II. Contract Documents: Project Manual and Drawings.**

- A. Availability of Contract Documents.
- B. Interpretation of Contract Documents.
- C. Addenda.
- D. Substitutions.

**III. Bidding Procedures.**

A. Bidding Date: **July 12, 2023 at 11:00 A.M. EDT**  
Location: Purchasing Conference Room  
Service & Stores Building  
3401 N. Tillotson Avenue  
Muncie, Indiana 47306

B. Bidding Form and Other Documents.

- 1. Indiana Form 96 (Revised 2013).
  - a. Fill out Part II., Section I. Experience Questionnaire
  - b. Fill out Part II., Section II. Plan and Equipment Questionnaire.
  - c. Attach Part II., Section III. Contractor's Financial Statement.
  - d. Fill out Part II., Section IV. Contractors Non – Collusion Affidavit
  - e. Fill out Part II., Section V. Oath and Affirmation
- 2. Bid Form Supplements, Document 00 43 00
  - Appendix A.
    - (1) Acknowledgment of Receipt of Addenda.
    - (2) Project Completion
  - Appendix B. Alternatives, *n/a*
  - Appendix C. Unit Prices, *n/a*
  - Appendix D. Principal Subcontractors
  - Appendix E. Supplementary General Construction Information
  - Appendix F. Supplementary Mechanical Information, *n/a*
  - Appendix G. Supplementary Electrical Information, *n/a*
  - Appendix H. Supplementary Telecommunications Information, *n/a*
- 3. Representations and Certifications, Document 00 45 00
  - Appendix 1. Nondiscrimination Compliance Statement
  - Appendix 2. Contractors Certification of Self Performance
  - Appendix 3. Contractors Certification of Authorized Employment
  - Appendix 4. Contractors Certification of Training Program Compliance
  - Appendix 5. Drug Testing Plan
  - Appendix 6. Contractors Certification of Pre-Qualification Compliance
  - Appendix 7. Bidder's Check List
- 4. MBE/WBE/Veteran Participation Plan, Document 00 45 39
  - MBE / WBE / Veteran Subcontractor Plan
  - Documentation of Effort to Meet MBE / WBE / Veteran Participation
  - MBE / WBE / Veteran Letter of Intent to Perform

5. Bid Security, Document 00 43 13.
6. Documents that must be submitted by the Awarded Contractor prior to mobilization.  
Section 00 61 00 – Bond Forms: AIA Document A312 - Performance Bond and Payment Bond  
Section 00 73 73 – Escrow Agreement: Owner will provide document after the award of the project.

**IV. Scope of Project.**

- A. Summary of Work.
- B. Project Schedule.
- C. Access to Project Area.
- D. Coordination with Other Projects.
- E. Coordination with Owner Occupancy.

**V. Questions.**

**VI. Tour of Project Site.**

**End of Agenda**

Ball State University  
 Facilities Planning & Management  
 Pre-Bid Conference

SIGN-IN SHEET

Closet Header Reinforcement  
 Botsford – Swinford Residence Hall  
 Ball State University  
 BSU Project No. 2023-041.01 JE  
 June 23, 2023

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
Aime Sanders	BSU - Purchasing	765-285-1548	jasanders3@bsu.edu
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Joe Faencer	WCI	765-714-1394	joe@weirichmond.com
David Poyt	BSU - FPM	765-296-2028	dpoyt@bsu.edu
Warren Lambert	Lambert Construction	765-244-8109	lastlamb@aol.com
George Edwards	BSU Housing	765-285-1520	gedwards@bsu.edu
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