



BALL STATE UNIVERSITY

BUSINESS AFFAIRS
FACILITIES PLANNING AND MANAGEMENT

Muncie, Indiana 47306-0745 | Phone: 765-285-5082 | Fax: 765-285-8758

Addendum 1 – January 8, 2024

RE: L.A. Pittinger Student Center Freight Elevator Modernization
Project No. 2024-010.01 SC
TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated December 10, 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.

This Addendum consists of 6 Page(s), including the attachments listed.

CHANGES TO BIDDING REQUIREMENTS:

1. None

CHANGES TO CONDITIONS OF THE CONTRACT:

2. None

CHANGES TO THE SPECIFICATIONS

3. Section 01 10 00 – Summary: Add the following as subparagraph 1.2-G.3:

“3. Contractor shall notify the Owner at the earliest practical date of any material delivery issues that may extend completion of the Work after the proposed date of Substantial Completion. It is the intent of the Owner to have an operational elevator by the date of Substantial completion. Any Work performed after the proposed date of Substantial Completion shall be performed at the Owner’s convenience through July 2025.”

CHANGES TO DRAWINGS:

4. Sheet A100: Partial Attic Plan D1:
 1. Delete the lower arrow to the note, "Steel grate catwalk - Shall not be used for material storage or handling." The area immediately north of the elevator machine room is a concrete floor and shall not be used for storage.
 2. The Owner shall modify the existing steel railing around the elevator machine room to provide a removable section to provide direct access from the stairway.

ATTACHMENTS:

Pre-Bid Meeting Minutes
Pre-Bid Meeting Attendance List
American Elevator, Inc. Construction questions dated 01/05/24 with BSU responses.

END OF ADDENDUM 1



PRE-BID MEETING MINUTES

L. A. Pittinger Student Center Freight Elevator Modernization
Ball State University
BSU Project No. 2024-010.01 SC
January 3, 2024

I. Project Team

A. Owner's Representative(s):

Greg Graham,	Facilities Planning & Mgmt,	765-285-2828,	email: ggraham@bsu.edu
Stephanie Dodds,	Facilities Planning & Mgmt,	765-285-5639,	email: stephanie.dodds@bsu.edu
Paul Sternberg,	Facilities Planning & Mgmt,	765-285-2823,	email: pmsternberg@bsu.edu
Robert Ramey,	Facilities Planning & Mgmt,	765-285-2835	email: reramey2@bsu.edu
Ryan Koenker,	Facilities Planning & Mgmt,	765-285-2821,	email: rkoenker@bsu.edu
June Sanders	Purchasing,	765-285-1548,	email: jasanders3@bsu.edu
Michael McKean	Student Center	765-285-1926	email: michael.mckean@bsu.edu

II. Contract Documents: Project Manual and Drawings.

- A. Availability of Contract Documents. – **FP&M Office or contact June Sanders.**
- B. Interpretation of Contract Documents. – **All questions need to be emailed to Paul Sternberg by 5:00 p.m. on January 5, 2024.**
- C. Addenda. – **The latest date for an Addendum is January 8, 2024.**
- D. Substitutions. – **Substitution requests and required documentation must be submitted by 5:00 p.m. on January 5, 2024. Refer to Section 01 60 00. Where specific equipment is specified, substitutions are not permitted.**

III. Bidding Procedures.

- A. Bidding Date: **January 12, 2024 @ 11:00 a.m. EST**
Location: Purchasing Conference Room
Service & Stores Building
3401 N. Tillotson Avenue
Muncie, Indiana 47306

Bid Documents must be delivered to the Purchasing Office prior to the time of Bid. Bidder must ensure that documents are delivered – do not rely on mail or other package delivery services to be delivered on time, even if they arrive at Ball State's mail facility prior to Bid time.

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. – **Must either be current within 90 days or supplemented with a balance sheet produced no later than 90 days before the time of Bid.**
 - 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 – **August 9, 2024.**
 - 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 – **Provide within 48 hours after bid.**
 - Appendix G. Supplementary Electrical Information – **Provide within 48 hours after bid.**
 - Appendix H. Supplementary Telecommunications Information – **Provide within 48 hours after bid.**
- 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. Drug Testing Plan
 - Appendix 5. Contractors Certification of Training Program Compliance

- Appendix 6. Contractors Certification of Pre-Qualification Compliance – Indiana State Department of Administration, required for bids of \$300,000 or greater.
Appendix 7. Bidder's Check List

4. MBE/WBE/Veteran Participation Plan, Document 00 45 39 – First 2 forms must be completed. The last page must be submitted within 48 hours after Award.
5. Bid Security, Document 00 43 13. – Bid Security is required.
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. Work consists of a complete elevator modernization, as described in the Specifications. The existing car platform, walls, guide rails, counterweight, and rails are retained. The Work includes electrical, telecommunications, and fire alarm work provided by the Contractor.
- B. Project Schedule. – Begin on site May 6, 2024 and substantially complete by August 9, 2024.
- C. Access to Project Area. – Limited to indicated areas. Access to the machine room is by stairs.
- D. Coordination with Other Projects. – No other projects affecting this location are scheduled.
- E. Coordination with Owner Occupancy. – The Owner will occupy and operate the facility as normal. Contractor shall coordinate work schedules with the Facility.

V. Questions.

- A. The Following issues or questions were discussed either during the meeting or at the Project site.
 1. Scope of Work: BSU will repaint the cab walls and door frames. Other modifications are by the Contractor.
 2. Machine Platform Access: BSU will create a removable railing section at the machine room for equipment access.
 3. Smoke Detectors: There are existing smoke detectors in the attic.
 4. Storage: BSU may provide limited storage space in the Third Floor Storage Room adjacent to the elevator shaft.
 5. Material Lead Time: The potential for delay in door delivery was discussed. It is necessary for Ball State to have an operational elevator by the stated Date of Substantial Completion. If necessary, the Contractor may either propose substitutes or temporarily continue to use equipment until delivery can be secured. Any costs associated with such delay and installation, at Ball State's convenience, shall be included in the Bid. BSU will address this contingency by Addendum.

VI. Tour of Project Site.

End of Agenda

Ball State University
 Facilities Planning & Management
 Pre-Bid Conference

SIGN-IN SHEET

L. A. Pittinger Student Center Freight Elevator Modernization
 Ball State University
 BSU Project No. 2024-010.01 SC
 January 3, 2024

NAME	REPRESENTING	PHONE NUMBER	EMAIL ADDRESS
PAUL STERNBERG	FP & M	765-285-2823	pmsternberg@bsu.edu
CHARLES McNALLY	AMERICAN ELEVATOR	317-538-8201	Charles@AmericanElevator.com
Jane Sanders	BSU - Purchasing	765-285-1548	jsanders3@bsu.edu
Michael McKean	Student Center	972-989-0898	Michael.McKean@bsu.edu
DAN Gollnick	Murphy Elevator	(317) 800-9106	dan@murphyelevator.com
Steph Dadds	FPM		stephanie.dadds@bsu.edu
Cory Ernst	Elevated Elevator	317-249-8201	Cory.ernst@efsteam.com

From: [Sternberg, Paul M.](#)
To: charles@americanelevatorinc.net
Cc: [Sanders, June](#); [Dodds, Stephanie Lynn](#)
Subject: RE: Ball State LA Pittinger Student Center Freight
Date: Friday, January 5, 2024 12:13:00 PM

Charles,

I will respond to these questions in the Addendum on Monday.

1. May 6th is the earliest date the facility is available for Work. It is up to the Contractor to determine work sequence and schedule.
2. Our intent is still to replace the light fixtures. I don't have a particular style or type in mind, other than it work within the existing ceiling.

Sincerely,

Paul M. Sternberg, RA (IN) - CSI CCS CCCA LEED-AP
Staff Architect

Facilities Planning & Management
Ball State University
3401 North Tillotson Avenue
Muncie, IN 47306

P: 765.285.2823
E: pmsternberg@bsu.edu

-----Original Message-----

From: Charles McNally <charles@americanelevatorinc.net>
Sent: Friday, January 5, 2024 11:51 AM
To: Sternberg, Paul M. <pmsternberg@bsu.edu>
Subject: Ball State LA Pittinger Student Center Freight

[You don't often get email from charles@americanelevatorinc.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Paul,

#1. We wanted to know if the start date of May 6th is set in stone? We don't believe that will happen with getting in materials.

#2. Lighting in the cab. We spoke about this in the hall way and you mentioned that you would just change out the bulbs to LED?

Thanks,

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Charles McNally
Sales Manager
American Elevator, Inc.
cell 317-538-8001
charles@americanelevatorinc.net

Ask me about upgrading your equipment.