

**ADDENDUM NUMBER ONE**

**for**

**USC Journalism Display Cases  
Project No.: U-676-09\_11**

**USC IDC Project No.: 50003199**

**COLUMBIA, SOUTH CAROLINA**

**PREPARED BY:**

The Boudreaux Group 1200 Park Street Columbia, South Carolina 29201

**DATE OF ISSUE: March 2, 2017**

**TO: ALL BIDDERS OF RECORD, CONSULTANTS, OWNER:**

The following items shall take precedence over the drawings and specifications for the above named project and shall become a part of the contract documents. Where any item called for in the specifications, or indicated on the drawings, is not supplemented hereby, the original requirements shall remain in effect. Where any original item is amended, voided or superseded hereby, the provisions of such item not specifically amended, voided or superseded shall remain in effect.

**CONTRACTOR SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM.**

This addendum consists of 1 page and the following attachments: Prebid Sign-in Sheet, Prebid Meeting Minutes.

**I. GENERAL CLARIFICATIONS:**

1. See attached meeting minutes from the pre-bid meeting held at USC Facility Services, 743 Greene Street on March 2, 2017 for sign-in sheet, questions and answers from that meeting.

**END OF ADDENDUM**

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## Meeting Minutes

Date: March 2, 2017  
Location: USC Facilities, 743 Greene Street  
Project Name: USC Journalism Display Cases  
USC IDC Project No: 50003199  
Project No: U-676-09\_11

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### Attendees:

#### NAME

#### COMPANY

See attached sign-in sheet

***\*This memorandum conveys our understanding of the topics discussed and agreements reached. Each person receiving a copy of this memorandum is requested to review same and advise The Boudreaux Group, Inc. of any errors or omissions.***

A meeting was held at **10:00 am on March 2, 2017** to discuss **preconstruction bidding requirements for the USC Journalism Display Cases**. The following items were noted:

1. Bids will be due 03/13/17 by 3:00 pm to USC Facility Services, 743 Greene Street. Bidders shall be responsible for having their bid at the designated place for receiving bids no later than the time set for bid opening. Bidders are responsible for thoroughly reviewing all documents and submitting bid with all required forms and information. Once the bidding has been declared closed, all late bids, including bids improperly delivered, shall be rejected as being nonresponsive.
  - a. **Deadline for questions for clarification: 5:00 pm on Monday, March 6<sup>th</sup>**
  - b. Last addendum on the job will be dated **Tuesday, March 7<sup>th</sup> by 3:00 pm.**
  - c. It is the contractor's responsibility to ensure that, prior to submitting a bid, all addenda issued have been received. Check on the USC website <http://purchasing.sc.edu> for addenda and drawings and specifications issued for the project.

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2. Bidders are to provide the Bid Bond and Payment and Performance Bonds as indicated in the project documents, and check the appropriate box on the Bid Form SE-330. Bids without proper bid security shall be rejected as nonresponsive. Bid bonds are to be submitted on AIA Document A310 Bid Bond, or an equivalent form.
3. All questions should be issued to the architect in writing. Contact information for the architectural representative is below:  
  
Karen Quinn, [kquinn@boudreauxgroup.com](mailto:kquinn@boudreauxgroup.com)  
fax number: 803-771-6844  
phone number: 803-799-0247
4. Schedule/Phasing:
  - a. Substantial Completion Date: 60 days after date of commencement - to be set in the notice to proceed
  - b. refer to bid form for liquidated damages (sum of \$250 per day past substantial completion)
5. Items for Bid Form SE-330:
  - a. Item 2 - bidders to indicate the form of bid security
  - b. item 3 - bidders shall acknowledge **all** addenda
6. Temporary Facilities:
  - a. Coordinate with the owner in advance for all disruptive/noise installation times
7. Special Conditions on the project
  - a. Project includes ONLY work to install the glass case doors on cabinets located on the first and second floor of the School of Journalism at 800 Sumter Street. The cases themselves, along with the glass shelving, are existing, and are noted to be installed "by others". Coordination will be required between the electrician and the door installer to complete the work.
  - b. Substitution Requests: all substitution requests must be made before question and answer period closes. As the cases are existing and designed for the system specified, any substitution requests should bear the cost to modify the existing cases to fit the requested product if required.
8. Tours of the building - the building will not be toured at this time, but the building is open during normal school hours for inspection. Visitors are asked to be respectful of offices and classes inside the building during

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their visit. Photos of the two existing cases are attached.

kq:et

Cc: Attendees; File.510

**University of South Carolina**  
**Pre Bid Sign In Sheet**  
 Columbia, South Carolina

Project Name: USC Journalism Display Cases  
 Project Number: H27-Z328  
 Pre Bid Date & Time: March 2, 2017, 10 am

SWMBE?	Name	Company Name	Address	Phone #	Email
Yes No	Juaquana Brookins	USC	743 Greene St., Columbia SC 29208	803.777.3596	<a href="mailto:jbrookin@fmc.sc.edu">jbrookin@fmc.sc.edu</a>
Yes No	Karen Quinn	The Buckner Group	1330 Lady Street, #500 Columbia, SC 29201	803-799-0247	Kquinn@bucknergap.com
Yes No	Ann Mace	First Class Const.	126 Suber Rd, Suite B Columbia, SC 29210	(803) 926-1922	amace@fcon.com
Yes No	Ann Davis	USC	743 Gr	75811	adavis@fmc.sc.edu
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					

\*\*\*By signing this sheet you agree to receive information electronically.



