

ADDENDUM NO. 2

UNIVERSITY OF SOUTH CAROLINA BEAUFORT CENTER FOR THE ARTS RENOVATION STATE PROJECT NO. H36-9518

June 15, 2017

TO: ALL BIDDERS OF RECORD, CONSULTANTS, OWNER:

The following items shall take precedence over the drawings and specifications for the above-referenced 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 Where any original item is amended, voided or superseded hereby, the provisions of such item not specifically amended, voided or superseded shall remain in effect.

I. GENERAL CLARIFICATIONS:

- A. On Lump Sum Bid Form SE-330, add request for Alternate Price No. 1 "Provide per hoist pricing, up to 7 additional hoists, for fixed speed as shown on the equipment and rigging schedules. As part of the alternate, include a deduct for the associated dead hung pipe that is included in the base bid.
- B. On Lump Sum Bid Form SE-330, add request for Alternate Price No. 2 "Provide pricing to modify the existing projection screen counterweight line set to a counterweight assist hoist with control located backstage and in the control booth. Base bid shall include price of including the hoist."
- C. Bidders shall use attached revised SE-330 in lieu of the one in project manual.

II. THEATRICAL SPECIFICATION CLARIFICATIONS:

- A. Performance Lighting 116161
 - 1. Item 1 Change Description to: Panelboard for 83 Slots Master 225A Bus, 225A Main Breaker.
 - 2. Add Item 49 (1) Dimmer Rack Drd6-12-120, Configure for single phase feed.
 - 3. Add Item 50 (6) D20 Dual 20 amp dimmer modules.

- 4. Add Item 51 (1) 50 amp Non-motorized Single Phase Breaker.
- B. Performance Sound Video & Communications 116170
 - 1. Main speaker changed from SH60 to SH69 arrayed with the 90-degree spread horizontal.
 - 2. Surrounds changed from SHMini to SHmicro.
 - 3. Add feed (3) lobby speakers with 2nd 70v output of E2:2 amplifier. Provide (3) 25 watt transformers and line from amplifier to each speaker in lobby. Feed amplifier input from relay signal in DSP.

III. THEATRICAL DRAWING CLARIFICATIONS:

- A. Rigging Drawings Remain existing projection screen in existing location which is downstage of main curtain and upstage of valance.
- B. Rigging Drawings Performance Rigging Contractor shall review Structural Drawings for revised hoist mounting.
- C. Drawing TPL3.0 Add Dimmer Rack in Dimmer room DMX addresses 41-52.
- D. Drawing TPL3.0 Add DMX control line from house lights opto splitter to new dimmer rack.
- E. Drawing TPL 3.0 Add 120v feed from motorized breaker panel for dimmer rack.

IV. STRUCTURAL DRAWING CLARIFICAIONS:

- A. Drawing S1.0 After further research of existing as-built drawings, the additional beams (W12x65 and W12x14 @ 4'0"o.c.) at the elevation of 42"-8" per section 1/S1.0 shall be deleted from project scope.
- B. Drawing S2.0 Delete Structural Details 4/S2.0 and 5/S2.0.

V. ELECTRICAL DRAWING CLARIFICATIONS:

- A. Drawing E0.1 -
 - 1. In Electrical Symbol Legend, add fire alarm devices as follows:

Square with "F" – Fire alarm pull station, wall mounted 48" aff to top of box.

Square with "F" and attached triangle – Fire alarm audio/visual indicating device, wall mounted 84" aff.

Square with "A/V" – Fire alarm audio/visual indicating device, ceiling mounted ("cd" denotes candela value, typ.)

Square with "V" – Fire alarm visual only indicating device, wall mounted 84" aff.

- 2. Adjacent to Electrical Symbol Legend, add the following demolition notation schedule:
 - "E" Denotes existing device or fixture to remain in place.
 - "R" Denotes existing device or fixture to be removed by this contractor.
 - "RE" Denotes existing device shall be removed and replaced with new device in same location.
 - "RR" Denotes existing device or fixture to be removed by this contractor to another location.
 - "RN" Denotes new location of an existing device or fixture that shall be relocated by this contractor.
- 3. In Lighting Fixture Schedule
 - a. Type AA Delete fixture type. Provide screw-in retrofit LED lamps (Canto Retro 150 Series or approved equal).
 - b. Type C4E Delete fixture type. Change all Type C4E on plans to Type C4.
 - c. Type C8E Delete fixture type. Change all Type C8E on plans to Type C8.
 - d. Type DD Delete fixture type. Provide screw-in retrofit LED lamps (Canto Retro 150 Series or approved equal).
 - e. Type FF Delete Fixture type. Provide screw-in retrofit LED lamps (Canto Retro 150 Series or approved equal).
 - f. Type XA Delete battery, change to green letters.

B. Drawing E1.1 –

1. Delete Note 4 and remove existing central inverter from plan. It no longer exists. Emergency power originates from existing generator.

C. Drawing E1.2 -

- 1. Existing downlights in theatre with "R" notation shall be changed to "E".
- 2. On stage right fly space balcony, remove two (2) existing lighting fixtures. See drawing E3.2 for new fixtures.
- 3. Existing switching shall be reused for support area lighting. Replace any broken switches.
- 4. In Attic Plan, existing lighting fixtures shall be removed and replaced with new. Change "E" designation to "R". Existing switching shall be reused.
- 5. Notes 1 and 2 shall be changed to read, "Remove existing incandescent lamps and replace with LED screw-in type. Clean and remove fingerprints from reflectors."

D. Drawing E2.1 –

1. Existing Fire Alarm Control Panel (FACP) is located in first floor electrical room on plan north side of building (in same space as existing panels "HB"

- and "LB". The existing FACP is a Simplex 4001ES Series. All new fire alarm devices shall be compatible with existing FACP.
- 2. Change Note 2 to read, "Provide 20 amp, 480v, 3 phase circuit for projection screen raise/lower motor. Provide breaker in existing panel "HC" and 3#12, 1#12G in ³/₄"C.
- 3. In each Dressing Room 105 and 107, provide one 30cd fire alarm audio/visual indicating device (total of 2).
- 4. On this drawing, the "IG" receptacles shall be fed from Panel "LCi" dedicated circuit for each receptacle."
- 5. Add to Note 3, "...from panel "LCi.""
- 6. Change last sentence of Note 5 to read, "Interface with performance sound system to shut down in event of fire alarm
- 7. On this drawing, non-IG receptacles shall be fed with existing circuits that are already present in that spaces. Extend conductors/conduits as required.

E. Drawing E2.2 -

- 1. Existing downlights in theatre and adjoining corridors with "R" notation shall be changed to "E".
- 2. In Sound/Light Booth, "IG" receptacles shall be fed from Panel "LCi" dedicated circuit for each receptacle."
- 3. In Sound/Light Booth, non-IG receptacles shall be fed with existing circuits that are already present in that space. Extend conductors/conduits as required.
- 4. Change Note 3 to read, "Provide 100 amp, 480v, 3 phase feeder from Panel "HC" (provide breaker and 3#3, 1#8G. in 1-1/4" C.) to Rigging Winch Power Control Panel at stage right. Provide 100 amp fusible disconnect switch at connection."
- 5. Change Note 6 to read, "Provide generator-backed circuit (15 amp, 120v) for this equipment."
- 6. In attic plan, provide 20 amp, 120v circuit from Panel "LC1" to new receptacles.

F. Drawing E3.1 -

- 1. Change Notes 1, 2, and 8 to read, "Type DD and FF fixtures shall remain in place. Clean and remove fingerprints from reflectors and provide screw-in LED lamps (Cento Retro 150 Series or approved equal).
- 2. Add Note 9 to read, "Emergency egress lighting shall be fed with generator-backed circuit. Provide generator transfer device (GTD) (Bodine or approved equal) for these fixtures."

G. Drawing E3.2 -

1. Change Notes 2 and 6 to read, "Type AA fixtures shall remain in place. Clean and remove fingerprints from reflectors and provide screw-in LED lamps (Centro Retro 150 Series or approved equal).

- 2. Add Note 7 to read, "Emergency egress lighting shall be fed with generator-backed circuit. Provide generator transfer device (GTD) (Bodine or approved equal) for these fixtures."
- H. Drawing E4.0
 - 1. Replace entire drawing with attached drawing E4.0, Revision 1.

VI. QUESTIONS AND ANSWERS:

A. Question: Can the truss battens for the Stage Electrics be created from components consisting of two pipe battens and the connector strip provided the brackets are engineered and rated for the loading application by the contractor's engineer.

Answer: Yes.

B. Question: Can the steel weights be used in lieu of sand bags provided they are adequately and properly contained against accidentally coming loose. Contractor will need to work with the consultant during the submittal phase to ensure weights are contained.

Answer: Yes.

C. May an SSRC SwitchSuper DMX controlled Relay Panelboard be used rather than a motorized breaker panel?

Answer: Yes.

D. Will contractor-fabricated faceplates be allowed?

Answer: Yes.

E. What voltage will rigging motors be connected with?

Answer: 480v, 3 phase.

VII. PRIOR APPROVALS:

Subject to compliance to construction documents, the following material is acceptable for bidding:

- A. Projection Screen Hoist H&H Specialties
- B. Logic Control System ETC.
- C. Motors, Brakes, and Gearing Nord.
- D. Cyc Lights Chauvet Ovation FC805-FC.
- E. Lighting Fixtures, as follows by type -

Type BB	Spectrum	SAR20INC-GES66-MB-LN20#144-GES70B
Type C4	Prudential	S1-LED35-SO-4'-SAL-YBK-UNV-SUR-DM10
Type C8	Prudential	S1-LED35-SO-8'-SAL-YBK-UNV-CA48-DM10
Type GG	Spectrum	WJ1INC-100W-BLJ1-CG1-WM-MB

Type HH Con-Tech STPBWWLH-*

Type KK Columbia LJT22-35MLSM-FSA12125-EDU

Type MM Primus ALX1-CB-D-6-ST-Guard-*-10'

Type XA Compass CAG

Type XX Liton LSX60

VIII. ATTACHMENTS:

A. Revised Lump Sum Bid Form SE-330.

B. Drawing E4.0, Revision 1.

END OF ADDENDUM NO. 2

Bidders shall submit bids on only Bid Form SE-330.

	SUBMITTED BY:		(Bi	dder's Name)		
BID	SUBMITTED TO	: UNIVERSIT	Y OF SOUTH	CAROLINA		
			(O)	vner's Name)		
FOF	R: PROJECT NA	AME: <u>USC BE</u>	EAUFORT CE	NTER FOR TH	E ARTS REM	NOVATION
	PROJECT N	U MBER: <u>H36</u> -	-9518			
OFF	ER					
§ 1.	In response to the Inv	itation for Constru	action Services an	d in compliance	with the Instruct	tions to Bidders for the
	above-named Project,	the undersigned B	idder proposes an	d agrees, if this E	Bid is accepted,	to enter into a Contract
	with the Owner on the	terms included in	the Bidding Docu	iments, and to per	form all Work a	as specified or indicated
	in the Bidding Docume	ents, for the prices	and within the tin	ne frames indicate	d in this Bid and	l in accordance with the
	other terms and conditi	ons of the Bidding	Documents.			
§ 2.	Pursuant to Section 1	1-35-3030(1) of th	ne SC Code of La	aws, as amended,	Bidder has sub	omitted Bid Security as
	follows in the amount a	and form required	by the Bidding Do	cuments:		
	☐ Bid Bond with	Power of Attorne	y	Electronic Bid Bo	ond [Cashier's Check
			(Bidder che	ck one)		
§ 3.	Bidder acknowledges	the receipt of the	following Adden	da to the Bidding	g Documents ar	nd has incorporated the
	effects of said Addenda					
		ply. Note, there may			o not check boxes	_
	(Bidder, check all that ap			112	#4	
	(Bidder, check all that ap ADDENDA:	#1	 #2	#3	□ "4	□ #5
§ 4.	ADDENDA: Bidder accepts all term	ns and conditions	of the Invitation f	or Bids, including	, without limitar	tion, those dealing with
§ 4.	ADDENDA: Bidder accepts all term the disposition of Bid s	ns and conditions of Security. Bidder a	of the Invitation f	or Bids, including	, without limital	tion, those dealing with ny, may not be revoked
§ 4.	ADDENDA: Bidder accepts all term the disposition of Bid sor withdrawn after the	ns and conditions of Security. Bidder a opening of bids, an	of the Invitation f grees that this Bid nd shall remain op	or Bids, including l, including all Bid en for acceptance	without limital Alternates, if a for a period of	tion, those dealing with ny, may not be revoked 60 Days following the
	ADDENDA: Bidder accepts all term the disposition of Bid 3 or withdrawn after the Bid Date, or for such lo	ns and conditions of Security. Bidder a opening of bids, an onger period of time	of the Invitation f grees that this Bid and shall remain op the that Bidder may	or Bids, including all Bids, including all Bids en for acceptance agree to in writin	without limital Alternates, if a for a period of g upon request of	tion, those dealing with ny, may not be revoked 60 Days following the of the Owner.
§ 4. § 5.	ADDENDA: Bidder accepts all term the disposition of Bid Sor withdrawn after the Bid Date, or for such lo Bidder herewith offers	ns and conditions of Security. Bidder a opening of bids, are onger period of time to provide all lab	of the Invitation f grees that this Bid and shall remain op the that Bidder may or, materials, equi	or Bids, including all Biden for acceptance agree to in writin pment, tools of tr	y, without limital Alternates, if a for a period of g upon request cades and labor,	tion, those dealing with ny, may not be revoked 60 Days following the of the Owner. accessories, appliances,
	ADDENDA: Bidder accepts all term the disposition of Bid sor withdrawn after the Bid Date, or for such le Bidder herewith offers warranties and guarant	ns and conditions of Security. Bidder a opening of bids, and onger period of time to provide all labees, and to pay all	of the Invitation f grees that this Bid and shall remain op the that Bidder may or, materials, equi royalties, fees, pe	or Bids, including all Biden for acceptance agree to in writin pment, tools of tr	y, without limital Alternates, if a for a period of g upon request cades and labor,	tion, those dealing with ny, may not be revoked 60 Days following the of the Owner.
§ 5.	ADDENDA: Bidder accepts all term the disposition of Bid 3 or withdrawn after the Bid Date, or for such le Bidder herewith offers warranties and guarant the following items of	ns and conditions of Security. Bidder a opening of bids, and onger period of time to provide all labees, and to pay all construction work:	of the Invitation f grees that this Bid and shall remain op the that Bidder may or, materials, equi royalties, fees, pe	or Bids, including all Bids, including all Bids en for acceptance agree to in writin pment, tools of trainits, licenses and	without limital Alternates, if a for a period of g upon request cades and labor, applicable taxe	tion, those dealing with ny, may not be revoked 60 Days following the of the Owner. accessories, appliances, s necessary to complete
§ 5.	ADDENDA: Bidder accepts all term the disposition of Bid sor withdrawn after the Bid Date, or for such le Bidder herewith offers warranties and guarant	ns and conditions of Security. Bidder a opening of bids, and onger period of time to provide all labees, and to pay all construction work:	of the Invitation f grees that this Bid and shall remain op he that Bidder may or, materials, equi royalties, fees, pe	or Bids, including all Biden for acceptance agree to in writin pment, tools of tramits, licenses and the and generally of the sand g	d Alternates, if a for a period of g upon request cades and labor, applicable taxe	tion, those dealing with my, may not be revoked 60 Days following the of the Owner. accessories, appliances, s necessary to complete

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	BID ALTERNATES as indicated in the Bidding Documents and generally described as follows: Provide per hoist pricing, up to 7 additional hoists, for fixed speed hoists as shown on the equipment and rigging schedules (Dwg. TPR10). As a part of this alternate, deduct ALTERNATE # 1 (Brief Description): Cost for the associated dead hung pipe that is included in base bid.		
	☐ ADD TO or ☐ DEDUCT FROM BASE BID: \$		
	(Bidder to mark appropriate box to clearly indicate the price adjustment offered for each Alternate)		
	Provide pricing to modify the existing projection screen counterweight lineset to a counterweight assist hoist with control located backstage and in the control booth.		
	☐ ADD TO or ☐ DEDUCT FROM BASE BID: \$		
(Bidder to mark appropriate box to clearly indicate the price adjustment offered for each Alternate)			
	ALTERNATE # 3 (Brief Description):		
	☐ ADD TO or ☐ DEDUCT FROM BASE BID: \$		
	(Bidder to mark appropriate box to clearly indicate the price adjustment offered for each Alternate)		

§ 6.3 UNIT PRICES:

BIDDER offers for the Agency's consideration and use, the following UNIT PRICES. The UNIT PRICES offered by BIDDER indicate the amount to be added to or deducted from the CONTRACT SUM for each item-unit combination. UNIT PRICES include all costs to the Agency, including those for materials, labor, equipment, tools of trades and labor, fees, taxes, insurance, bonding, overhead, profit, etc. The Agency reserves the right to include or not to include any of the following UNIT PRICES in the Contract and to negotiate the UNIT PRICES with BIDDER.

<u>No.</u>	ITEM	UNIT OF MEASURE	ADD	DEDUCT
<u>1.</u>			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
6			\$	_\$

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§ 7. LISTING OF PROPOSED SUBCONTRACTORS PURSUANT TO SECTION 3020(b)(i), CHAPTER 35, TITLE 11 OF THE SOUTH CAROLINA CODE OF LAWS, AS AMENDED (See Instructions on the following page BF-2A)

Bidder shall use the below-listed Subcontractors in the performance of the Subcontractor Classification work listed:

SUBCONTRACTOR CLASSIFICATION By License Classification and/or Subclassification (Completed by Owner)	SUBCONTRACTOR'S PRIME CONTRACTOR'S NAME (Must be completed by Bidder)	SUBCONTRACTOR'S PRIME CONTRACTOR'S SC LICENSE NUMBER (Requested, but not Required)
	BASE BID	
Electrical		
	ALTERNATE #1	
Electrical		
	ALTERNATE #2	
Electrical		
	ALTERNATE #3	1

If a Bid Alternate is accepted, Subcontractors listed for the Bid Alternate shall be used for the work of both the Alternate and the Base Bid work.

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INSTRUCTIONS FOR SUBCONTRACTOR LISTING

- 1. Section 7 of the Bid Form sets forth an Owner developed list of contractor/subcontractor specialties by contractor license category and/or subcategory for which bidder is required to identify the entity (subcontractor(s) and/or himself) Bidder will use to perform the work of each listed specialty..
 - a. Column A: The Owner fills out this column, which identifies the contractor/subcontractor specialties for which the bidder must list either a subcontractor or himself as the entity that will perform this work. Subcontractor specialties are identified by contractor license categories or subcategories listed in Title 40 of the South Carolina Code of laws. Abbreviations of classifications to be listed after the specialty can be found at: http://www.llr.state.sc.us/POL/Contractors/PDFFiles/CLBClassificationAbbreviations.pdf. If the owner has not identified a specialty, the bidder does not list a subcontractor.
 - b. Columns B and C: In these columns, the Bidder identifies the subcontractors it will use for the work of each specialty listed by the Owner in Column A. Bidder must identify only the subcontractor(s) who will perform the work and no others. Bidders should make sure that their identification of each subcontractor is clear and unambiguous. A listing that could be any number of different entities may be cause for rejection of the bid as non-responsive. For example, a listing of M&M without more may be problematic if there are multiple different licensed contractors in South Carolina whose names start with M&M.
- 2. Subcontractor Defined: For purposes of subcontractor listing, a subcontractor is an entity who will perform work or render service to the prime contractor to or about the construction site pursuant to a contract with the prime contractor. Bidder should not identify sub-subcontractors in the spaces provided on the bid form but only those entities with which bidder will contract directly. Likewise, do not identify material suppliers, manufacturers, and fabricators that will not perform physical work at the site of the project but will only supply materials or equipment to the bidder or proposed subcontractor(s).
- 3. Subcontractor Qualifications: Bidder must only list subcontractors who possess a South Carolina Contractor's license with the license classification and/or subclassification identified by the Owner in the first column on the left. The subcontractor license must also be within the appropriate license group for the work of the specialty. If Bidder lists a subcontractor who is not qualified to perform the work, the Bidder will be rejected as non-responsible.
- 4. Use of Own forces: If under the terms of the Bidding Documents, Bidder is qualified to perform the work of a listed specialty and Bidder does not intend to subcontract such work but to use Bidder's own employees to perform such work, the Bidder must insert its own name in the space provided for that specialty.

5. Use of Multiple Subcontractors:

- a. If Bidder intends to use multiple subcontractors to perform the work of a single specialty listing, Bidder must insert the name of each subcontractor Bidder will use, preferably separating the name of each by the word "and". If Bidder intends to use both his own employees to perform a part of the work of a single specialty listing and to use one or more subcontractors to perform the remaining work for that specialty listing, bidder must insert his own name and the name of each subcontractor, preferably separating the name of each with the word "and". Bidder must use each entity listed for the work of a single specialty listing in the performance of that work.
- b. Optional Listing Prohibited: Bidder may not list multiple subcontractors for a specialty listing, in a form that provides the Bidder the option, after bid opening or award, to choose to use one or more but not all the listed subcontractors to perform the work for which they are listed. A listing, which on its face requires subsequent explanation to determine whether it is an optional listing, is non-responsive. If bidder intends to use multiple entities to perform the work for a single specialty listing, bidder must clearly set forth on the bid form such intent. Bidder may accomplish this by simply inserting the word "and" between the names of each entity listed for that specialty. Agency will reject as non-responsive a listing that contains the names of multiple subcontractors separated by a blank space, the word "or", a virgule (that is a /), or any separator that the Agency may reasonably interpret as an optional listing.
- **6.** If Bidder is awarded the contract, bidder must, except with the approval of the Agency for good cause shown, use the listed entities to perform the work for which they are listed.
- 7. If bidder is awarded the contract, bidder will not be allowed to substitute another entity as subcontractor in place of a subcontractor listed in Section 7 of the Bid except for one or more of the reasons allowed by the SC Code of Laws.
- **8.** Bidder's failure to identify an entity (subcontractor or himself) to perform the work of a subcontractor specialty listed in the first column on the left will render the Bid non-responsive.

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§ 8. LIST OF MANUFACTURERS, MATERIAL SUPPLIERS, AND SUBCONTRACTORS OTHER THAN SUBCONTRACTORS LISTED IN SECTION 7 ABOVE (FOR INFORMATION ONLY):

Pursuant to instructions in the Invitation for Construction Services, if any, Bidder will provide to Owner upon the Owner's request and within 24 hours of such request, a listing of manufacturers, material suppliers, and subcontractors, other than those listed in Section 7 above, that Bidder intends to use on the project. Bidder acknowledges and agrees that this list is provided for purposes of determining responsibility and not pursuant to the subcontractor listing requirements of SC Code Ann § 11-35-3020(b)(i).

§ 9. TIME OF CONTRACT PERFORMANCE AND LIQUIDATED DAMAGES

a) CONTRACT TIME

b) LIQUIDATED DAMAGES

Bidder further agrees that from the compensation to be paid, the Owner shall retain as Liquidated Damages the amount of \$\frac{250.00}{}\$ for each Calendar Day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted time for Substantial Completion as provided in the Contract Documents. This amount is intended by the parties as the predetermined measure of compensation for actual damages, not as a penalty for nonperformance.

§ 10. AGREEMENTS

- a) Bidder agrees that this bid is subject to the requirements of the laws of the State of South Carolina.
- b) Bidder agrees that at any time prior to the issuance of the Notice to Proceed for this Project, this Project may be canceled for the convenience of, and without cost to, the State.
- c) Bidder agrees that neither the State of South Carolina nor any of its agencies, employees or agents shall be responsible for any bid preparation costs, or any costs or charges of any type, should all bids be rejected or the Project canceled for any reason prior to the issuance of the Notice to Proceed.

§ 11. ELECTRONIC BID BOND

By signing below, the Principal is affirming that the identified electronic bid bond has been executed and that the Principal and Surety are firmly bound unto the State of South Carolina under the terms and conditions of the AIA Document A310, Bid Bond, included in the Bidding Documents.

ELECTRONIC BID BOND NUMBER: _	
SIGNATURE AND TITLE:	

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CONTRACTOR'S CLASSIFICATIONS AND SUBCLASS	IFICATIONS WITH LIMITATION
SC Contractor's License Number(s):	
Classification(s) & Limits:	
Subclassification(s) & Limits:	
By signing this Bid, the person signing reaffirms all repriboth the person signing and the Bidder, including without li of the Instructions to Bidders, is expressly incorporated by	imitation, those appearing in Article 2
BIDDER'S LEGAL NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
SIGNATURE:	DATE:
PRINT NAME:	
TITLE:	

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