

ADDENDUM NO. 1
TO THE
DRAWINGS AND SPECIFICATIONS
FOR THE
Sare Road Multiuse Path and Intersection
Improvements Project

Issued From: The City of Bloomington
Planning and Transportation Department
Post Office Box 100
401 North Morton Street, Suite #130
Bloomington, Indiana 47402

Issue Date: February 14, 2020

Letting Date: March 2, 2020

This Addendum No.1 to the drawings and specifications shall supplement, amend and become a part of the quote documents, plans, and specifications for the Sare Road Multiuse Path and Intersection Improvements Project. All quotes and construction contracts shall be based on these modifications to the original contract documents. Quoters shall acknowledge receipt of this Addendum on the Quote Form. Failure to do so may subject the Quoter to disqualification.

Item No. 1: A revised "INVITATION TO QUOTERS" and "INSTRUCTIONS TO QUOTERS 1.01 DEFINED TERMS specifically 2.00 QUOTES" has been issued and is attached to the addendum. Incorrect dates were used on these sections of the Quote Document. The project shall be quoted as shown on the revised invitation and instructions to quoters.

	CERTIFIED BY: <u>Craig Shonkwiler</u> CRAIG SHONKWILER TRANSPORTATION & TRAFFIC ENGINEER CITY OF BLOOMINGTON, IN
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Acknowledge receipt of the addendum by representing it on the Quote Form in Section B and submitting a signed copy with your quote proposal.

RECEIVED BY: CONTRACTOR (FIRM AND ADDRESS)

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____

INVITATION TO QUOTERS

NOTICE IS HEREBY GIVEN THAT THE BOARD OF PUBLIC WORKS OF THE CITY OF BLOOMINGTON, INDIANA, WILL RECEIVE SEALED QUOTES FOR THE BELOW-DESCRIBED WORK AT THE LOCATION INDICATED.

Right-of-Way Clearing for South Sare Road (East Buttonwood Lane to South College Mall Road)

This project shall include, but is not limited to, the clearing of trees and brush from the right of way on the west side of South Sare Road from approximately East Cathcart Street to East Buttonwood Lane, as depicted in the plans. The tree(s) which are to remain are marked on the plan set as (DND Exist. tree). All trees and brush that are cut down or cleared shall be removed for the project site. Tree stumps under two (2) feet in height may remain in place.

Quotes are to be submitted in proper form, as described in the "Instructions to Quoters" which can be found on the City's website at <https://bloomington.in.gov/planning/bids>. Sealed quotes shall be received by the Planning and Transportation Department, at City Hall, 401 North Morton Street, Suite #130, Bloomington, Indiana, at or before 12:00 PM local time on March 2nd, 2020. Quotes will be publicly opened and read aloud by the Board of Public Works at 12:00 PM local time on March 2nd, 2020, at its meeting in the City McCloskey Conference Room, Showers Building, 401 North Morton Street, Suite #135, Bloomington, Indiana. Any Quotes received after the designated time will be returned unopened. Quotes will be reviewed and the award may be made at the March 3rd, 2020 meeting or a subsequent meeting of the Board of Public Works in the City Council Chambers, Showers Building, 401 North Morton Street, Suite #115 Bloomington, Indiana.

Each Quoter shall file with his or her sealed Quote:

- (1) a properly executed Non-collusion Affidavit as required by the laws of the State of Indiana;
- (2) a Questionnaire Form 96 of the State Board of Accounts; and
- (3) a properly executed Trench Safety Systems Affidavit, if project may require creation of a trench at least five (5) feet in depth.

For projects utilizing Federal funding, wage rates shall be in compliance with Davis Bacon. For quotes of \$100,000.00 or more, the successful Quoter shall furnish both a performance bond and a payment bond for one hundred percent (100%) of the contract amount prior to the execution of the contract, and the performance bond and the payment bond shall remain in effect for a period of one (1) year after final acceptance of the work.

Each Quoter must ensure that to the greatest extent feasible, opportunities for training and employment should be given to lower income residents of the project area and purchases and/or contract for work in connection with the project should be awarded to small business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.

The City of Bloomington is an equal opportunity employer, and Quoter shall meet all requirements for equal employment under Title VII of the 1964 Civil Rights Act as amended and under the Bloomington Human Rights Ordinance, as amended.

Each Quoter for proposals over \$10,000.00 shall submit and have approved by the City of Bloomington Contract Compliance Officer, Barbara McKinney, his/her written Affirmative Action Plan and his/her written Harassment Plan at least twenty-four (24) hours prior to the deadline for submission of quotes.

Each Quoter must insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status. All the protected classes must be included in your Affirmative Action Plan for it to be acceptable. In addition to other requirements, your plan MUST include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your affirmative action plan to employees and prospective applicants.

Each Quoter required to submit an affirmative action plan must also submit a harassment plan. The harassment plan must, at minimum, include a definition of harassment, the name or title of the individual designated to receive and investigate complaints and a statement that the contractor will not retaliate against an employee for complaining about harassment. A model harassment policy is included for your convenience, which you may amend and adapt as your own. Please note that this harassment policy requirement is new, adopted by the Bloomington Common Council in June, 2019.

Quoters who fail to submit an acceptable Affirmative Action Plan and an acceptable Harassment Plan by the deadline are subject to disqualification. Barbara McKinney, Contract Compliance Officer, may be contacted at (812) 349-3429, 8:00 a.m. to 5:00 p.m. Monday through Friday.

If the project may require creation of a trench of at least five (5) feet in depth, the low quoter shall be required to submit a trench safety plan to the project engineer at least ten (10) days prior to beginning work on the project.

The Board of Public Works reserves the right to waive any informality and to accept or reject any or all quotes submitted. Quotes may be held by the Board of Public Works for a period not-to-exceed sixty (60) days from the date of the opening of Quotes for the purpose of reviewing the Quotes and investigating the qualifications of the Quoters prior to awarding the contract.

Board of Public Works, City of Bloomington, Indiana

Kyla Cox Deckard, President

SECTION II

INSTRUCTIONS TO QUOTERS

INSTRUCTIONS TO QUOTERS

1.00 CONTRACT DOCUMENTS: Contract Documents that will form the Contract are:

1. The Agreement and its Attachments
2. The Invitation to Quoters
3. The Instructions to Quoters
4. The Performance Bond and the Payment Bond
5. The Specifications
6. The General Conditions
7. The Supplementary Conditions
8. The Special Conditions
9. The Escrow Agreement
10. Request for taxpayer identification number and certification: Substitute W-9.
11. All Addenda to the Quote Documents
12. All Written Amendments and other documents amending, modifying, or supplementing the Contract Documents which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto.
13. CONTRACTOR'S submittals
14. The current Indiana Department of Transportation Standard Specifications and the latest addenda.
15. All plans as provided for the work that is to be completed.

1.01 DEFINED TERMS:

1.01(A) Quoter: The individual or entity which submits a Quote directly to the Owner.

1.01(B) Successful Quoter: The lowest responsible and responsive Quoter to whom Owner makes an award.

1.02 INSPECTION OF THE SITE: Quoters shall examine each of the Contract Documents, visit the site of the work and thoroughly and fully inform themselves of the construction hazards procedures, labor, conditions and factors, which could affect the prosecution and completion of the work. Such considerations shall include: the conditions of existing structures and facilities which may be affected by the proposed work; the procedure necessary for maintenance of uninterrupted operation of existing facilities; and the availability and cost of labor and methods for transporting, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the Quoter's Quote. There will be no subsequent financial adjustment to any contract for lack of such prior information or its effects on the cost of the work.

1.03 OMISSIONS AND DISCREPANCIES: Should Quoters find discrepancies in, or omissions from, the Contract Documents, or should they be in doubt as to their meaning, written notification should be made to the City Engineer. Interpretation of the proposed contract documents will be made only by written addendum. A copy of each addendum will be posted at the City's web site at <https://bloomington.in.gov/planning/bids>. The Owner will not be responsible for any other explanations or interpretations of the proposed contract documents.

1.04 PRE-BID CONFERENCE: A non-mandatory pre-quote conference may be held at the time and location indicated in the Advertisement or Invitation to Quote. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference; however, attendance at this conference is not required to submit a Quote.

Information presented at the pre-quote conference does not alter the Contract Documents. Owner will issue Addenda to make any changes to the Contract Documents that result from discussions at the pre-quote conference. Information presented and statements made at the pre-quote conference will not be binding or legally effective unless incorporated in an Addendum.

1.05 INTERPRETATIONS AND ADDENDA: Owner on its own initiative may issue Addenda to clarify, correct, supplement, or change the Quoting Documents.

Quoter shall submit all questions about the meaning or intent of the Quoting Documents to the Engineer in writing. Contact information and submittal procedures for such questions are as follows:

City of Bloomington
Attn: Russell White, Project Manager
Email; whitera@bloomington.in.gov
Phone: 812-349-3525

Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all registered plan holders. Questions received fewer than four (4) working days prior to the date for opening of Quotes may not be answered.

Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the Contract Documents unless set forth in an Addendum that expressly modifies or supplements the Contract Documents.

2.00 QUOTES: Pursuant to the "Invitation to Quoters" sealed Quotes for performing the work shall be received by the Planning and Transportation Department at City Hall, 401 North Morton Street, Suite #130, Bloomington, Indiana, at or before 12:00 PM local time on March 2nd, 2020. Quotes will be publicly opened and read aloud by the Board of Public Works at 12:00 PM local time on March 2nd, 2020, at its meeting in the City McCloskey Conference Room, Showers Building, 401 North Morton Street, Suite #135, Bloomington, Indiana.. Any Quotes received after the designated time will be returned unopened. Quotes will be reviewed and the award may be made at the March 3rd, 2020 meeting or a subsequent meeting of the Board of Public Works in the City Council Chambers, Showers Building, 401 North Morton Street, Suite #115 Bloomington, Indiana. If requested by project manager, the City's Substitute IRS W-9 form shall be executed by Quoter and received by the City prior to the issuance of a Notice to Proceed to Quoter.

2.01 BASIS OF QUOTE: Quoters must submit a Quote on a lump sum basis as set forth in the Quote Form.

2.02 QUOTE FORM: Each Quote shall be legibly written or printed in ink on the Quote Form with Unit Prices provided if applicable. All addenda to the Contract Documents on which a Quote is based, properly signed by the Quoter, shall accompany the Quote when submitted. No alteration in any Quote, or in the Quote Form on which it is submitted, shall be made by any person after the Quote has been submitted by the Quoter. Please indicate on the Quote Form whether you would want to receive a Single Lump Sum Payment following acceptance of this project or if you would want to receive Progressive Payments during the course of this project.

2.03 QUOTE SIGNATURES: Each Quoter shall sign his/her Quote using his/her usual signature and giving his/her full business address. Quotes by partnerships shall be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. Quotes by corporations shall be signed with the name of the corporation followed