

ADDENDUM NO. 001

APRIL 18, 2011

**HOUSING AUTHORITY OF THE CITY OF KINSTON
ELEVATOR MODERNIZATION PROJECT @ KINSTON TOWERS & SIX CHURCHES
COMM. NO'S. 3692 & 3693**

The following items or modifications to original Plans and Specifications shall be included as part of the contract work. All general conditions, special conditions, etc., as originally specified shall apply to these items.

ITEM #1:

In the Project Manual, Section 14212, 1.03 (A)1.a: The major components of the Elevator Equipment shall be manufactured by the Elevator Company or may be components by an alternate manufacturer, but standard to the Elevator Company's incorporation into its overall systems and not "shopped" for this project to assemble the lowest possible bid.

ITEM #2:

In the Project Manual, Section 01095 and Section 14212, 103 (B): The "Installer" may or may not be the bidder of the Elevator Construction Contract. The installer may be the manufacturer of the equipment or an authorized/certified agent of the manufacturer with not less than Twenty (20) Years of satisfactory experience installing elevators equal in character and performance to the project elevators. If the installer is not the manufacturer of the equipment, **the installer will be required to submit his current authorized agent certification** and the manufacturer will be required to perform an on-site observation of the work and submit a written report to the installer and the Architect.

ITEM #3:

We currently are not receiving Single Prime Bids.

ITEM #4:

The elevator equipment does not have to be pre-approved unless a manufacturer has a concern as to whether or not his product will satisfy the requirement of an "approved equal" to the basis-of-design product. It is recommended that the product of concern be submitted for review.

ITEM #5:

The project is required to comply with both State and Federal requirements, or the more stringent of the two.

ITEM #6:

We have made a request for a copy of the maintenance and call back records, but they were not available at the release of this Addendum.

ITEM #7:

We have made a request for a copy of the current service agreement, but it was not available at the release of this Addendum.

ITEM #8:

The Elevator Contractor shall inspect the machines at both projects and repair as necessary. Machines shall be free of leaks and excessively worn parts.

ITEM #9:

On the Drawings, Sheet M1.0, Detail B, DAHU-1 shall read DAHU-2.

ITEM #10:

On the Drawings, Sheet E0.3, Fire Alarm Riser note shall read Signal Circuit 16 GA.

ITEM #11:

An approved pictorial sign of a standardized design shall be incorporated into the Elevator Manufacturer's call station on all floors. The sign shall read: "**IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS**". Contractor shall reference the North Carolina Building Code Section 3002.3, Chapter 11 and ANSI 117.1 for applicable requirements for signage.

ITEM #12:

Contractors are encouraged to complete projects as far ahead of schedule as possible and with no greater than or less disruption to the tenants as permitted in the Project Manual, but shall do so with it own forces.

ITEM #13:

The Prime Elevator Contractor can delegate other contractors, as appropriate, to present safety procedures and concerns as related to their respective portions of the work. Other Prime Contractor and Subcontractors are required to attend and participate in the briefings regarding their work and the work of the Elevator Company.

ITEM #14:

The Pre-Bid Conference minutes and sign-in sheet are attached from the meeting held April 13, 2011.

END OF ADDENDUM NO. 001

**STOGNER ARCHITECTURE, PA
615 E. BROAD AVENUE
ROCKINGHAM, NC 28379**

PRE-BID CONFERENCE
HOUSING AUTHORITY OF THE CITY OF KINSTON

PROJECT: KINSTON TOWER AND SIX CHURCHES COMM. NOS. 3692/3693
ELEVATOR MODERNIZATION

PROJECT DESCRIPTION: ELEVATOR MODERNIZATION DATE: APRIL 13, 2011

PURPOSE: REVIEW REQUIREMENTS OF THE PROJECT FOR BIDDING, PROVIDE BIDDERS THE OPPORTUNITY TO VISIT THE SITE, RECEIVE QUESTIONS REGARDING BIDDING AND THE SCOPE OF WORK.

1. ALL ATTENDEES SIGN-IN ON THE SHEET PROVIDED.
All Contractors (Prime and Sub Contractors) bidding the project shall be required to visit both projects prior to bidding. The Pre-Bid Meeting is not mandatory. Contractors will be required to coordinate future visits with Owner and sign-in at reception, prior to visiting the projects on dates after the Pre-Bid Conference date.

2. INTRODUCTION OF OWNER, ARCHITECT AND CONSULTANTS.
Vivian Perry, Housing Authority of the City of Kinston
252-523-1195 Ext. 231 vbperry@khanc.org

Brooks Sasser, Housing Authority of the City of Kinston
252-523-1195 Ext. 244 bsasser@khanc.org

Fred Ford, Stogner Architecture, PA
910-895-6874 fford@stognerarchitecture.com

David Sims (Electrical), David Sims & Associates, PC
910-791-8016 david@saeng.com

Bob English (Mechanical), David Sims & Associates, PC
910-791-8016 bob@saeng.com

3. SEALED PROPOSALS WILL BE RECEIVED UNTIL:
1:30 P.M., Wednesday, April 27, 2011. Bid Opening will be at the office of the Housing Authority, 608 N. Queen St., Kinston, NC 28501. Bids will be received for Separate Prime including General and Elevator. Mechanical, Electrical and other trades required to perform work not provided by the Elevator Contractor shall be the responsibility of the General Contractor. All proposals shall be lump sum.

4. SCOPE OF WORK:
 1. **Provide mechanical and equipment modernization of existing elevators and elevator penthouses at the Kinston Towers and Six Churches properties.**
 2. **Provide all associated general, mechanical, electrical and building systems work as indicated on the Drawings, in the Project Manual and as required by Code.**

All Contractors (Prime and Sub Contractors) bidding the project shall be required to review the Project Manual in its entirety, regardless of the specific trade one represents.

5. LICENSE REQUIREMENT PER STATE LAWS.

6. HUD EXCLUDED PARTIES LIST SYSTEM (DEBARRED LIST) WEBSITE ADDRESS IS:
www.epls.gov . NO INDIVIDUAL OR COMPANY ON LIST IS ELIGIBLE TO BID.

14. CONTRACT TIME:
FROM THE DATE OF NOTICE TO PROCEED, TWO HUNDRED SIXTY (260) DAYS. LIQUIDATED DAMAGES WILL BE SEVEN HUNDRED FIFTY DOLLARS (\$750.00) PER BUILDING FOR EACH CONSECUTIVE CALENDAR DAY THEREAFTER. IN ADDITION, LIQUIDATED DAMAGES IN THE SUM OF FIFTY DOLLARS (\$50.00) PER BUILDING FOR EACH CONSECUTIVE HOUR AFTER 8:00 A.M. ON THE MORNING WHICH ONE ELEVATOR IS REQUIRED TO BE OPERATIONAL.

NOTICE TO PROCEED DATE WILL BE ESTABLISHED AT OR BEFORE THE PRE-CONSTRUCTION CONFERENCE. SUBCONTRACTORS SHOULD BE PRESENT AT THE PRE-CONSTRUCTION CONFERENCE. THE NOTICE TO PROCEED DATE WILL BE THE SAME FOR BOTH PRIME CONTRACTORS.

It is anticipated that shop drawing preparation, review, manufacturing and delivery of the elevator equipment could take up to Fifteen (15) Weeks. Work under the General Construction contract shall not begin until Work under the Elevator Contract begins and the Elevator Contractor will be on-site with a full time work force to coordinate the Work.

15. NO VERBAL INSTRUCTIONS DURING THE BIDDING PERIOD. RESPONSES THAT AFFECT SCOPE OF WORK MUST BE IN WRITING, DATED AND SIGNED BY THE ARCHITECT'S REPRESENTATIVE. WRITTEN RESPONSE WILL BE IN FORM OF ADDENDUM OR CLARIFICATION.
16. WORK IN OCCUPIED BUILDING.
17. CONTRACTOR SHALL HAVE A **COMPETENT** SUPERINTENDENT ON SITE DURING PERFORMANCE OF ANY WORK.
18. REVIEW OF CONTRACTOR PAYMENTS:
90% OF MONTHLY ESTIMATES
10% RETAINAGE
19. COPIES OF DAILY REPORTS SHALL BE SUBMITTED EACH MONTH WITH THE PAY REQUISITION.
20. REVIEW SECTION 3: **PAPERWORK IS REQUIRED QUARTERLY.**
SECTION 3 REQUIREMENTS WILL APPLY (REF: 24 CFR, PART 135): GOALS FOR CONTRACTORS AND SUBCONTRACTORS ARE (30% OF NEW HIRES, 10% OF CONSTRUCTION CONTRACTS AND 3% OF NON-CONSTRUCTION CONTRACTS
21. REVIEW OF PROJECT CLOSE OUT: REQUIRED PAPERWORK IN SPECIFICATION SECTION 01700. **RETAINAGE WILL NOT BE RELEASED UNTIL ALL WORK; INCLUDING PAPERWORK/REPORTS ARE CORRECTLY SUBMITTED FOR CLOSE OUT.**
22. GENERAL ADMINISTRATION QUESTIONS: **NONE AT THIS TIME.**
23. VISIT THE SITE TO ALLOW CONTRACTOR ACCESS TO THE UNITS. FUTURE ACCESS TO THE BUILDING AND PENTHOUSES MUST BE COORDINATED WITH THE HOUSING AUTHORITY.
24. GENERAL REVIEW OF THE SCOPE OF WORK AND ANY **QUESTIONS** REGARDING THIS PROJECT. **SEE ADDENDUM NO. 001.**

Project: HOUSING AUTHORITY OF THE CITY OF KINSTON - ELEVATOR MODERNIZATION PROJECT @KINSTON TOWERS & SIX CHURCHES

PREBID CONFERENCE PARTICIPANT SIGN-IN SHEET

PARTICIPANT NAME	COMPANY NAME & ADDRESS	TRADE GC / PLBG / HVAC / ELEC / OTHER	EMAIL	TELEPHONE NUMBER	FAX NUMBER
Fred Ford	Stogner Architecture, PA 615 E. Broad Ave. Rockingham, NC	Architect	fford@stognerarchitecture.com	910-895-6874	910-895-1111
Glenn Smith	Fasco Inc P.O. Box 1097 Kinston NC	G.C.	fascoinc@earthlink.net	252/522-0591	252/522-5613
CHRIS SHURT	SOUTHERN ELEVATOR	ELEVATORS	chris@southernelevators.com	252/531544	919 5739609
Joe Brummett	Elevators Specialists of Carolina	Elevators	JoeBrummett@bellsouth.net	919-337-2280 919-337-2280	919-838-5245 919-838-5245
Tom Ballard	Peco Electric Inc.	Electrical	tom@pecoelectric.com	(252) 527-5285	(252) 527-2869
Frank Smith	ESCI	ELEVATOR	Frank.Smith@bellsouth.net	919-407-4998	
JIMMY KING	OTIS ELEV.	ELEVATOR			919-838-5245
JIMMY KING	OTIS ELEV.	ELEVATOR	LUTHER.KING@OTIS.COM	919-927-5863	
Brooks Sasser	KHA 601 N. Queen St Kinston NC 28502	Quality Control	bsasser@khanc.org	(252) 523-1185	(252) 523-7984
Ken Harmon	ORACLE ELEV.	ELEVATORS	KenHarmon1@oracleelevators.com		
				704/333 7629	704/347 0156

Stogner Architecture, PA

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