



HURST-ROSCHE, INC.

**PROJECT:**  
ACCESSIBILITY AND SECURITY UPGRADES  
COLUMBIA STATE COMMUNITY COLLEGE  
SBC No. 166/015-01-2021

## **ADDENDUM #1 (Date: 03/16/2023)**

### CONTENTS

#### Clarifications:

- The correct SBC number for the project is 166/015-01-2021.
- No specific form is required for the Bid Bond.
- At the Warf Elevator location, most of the existing Second Floor landing will be removed for the new hoistway, including the concrete beam at the end of the landing.
- Also at the Warf Elevator location, the surface mounted chase on the north wall of the existing stairway encloses hot water and chilled water supply and return lines. These lines will need to be re-routed as part of the project, to run outside of the new hoistway, location to be determined with campus facilities staff. The adjacent fan coil unit on the stairway north wall is to be removed and returned to the campus for salvage, along with piping, wiring, controls, etc. – in coordination with campus facilities staff.
- Near the Warf Elevator Penthouse, there is an existing roof-mounted exhaust fan. This may require modification if there is interference between the two.
- We do not have information on below-grade soil/rock conditions at locations to be excavated for new elevators.
- Bids are due at 1:00 pm on Wednesday, March 22.
- Roofing contractors who have worked on campus recently include:
  - Collier Roofing
  - Roofix
  - Sparks Roofing
  - Village Roofing
- State Systems is the primary fire alarm vendor for the campus.
- Referencing drawing sheets A-411 and A-600, there is no work at Women's Restroom 107 in the Base Bid.
- Existing fire extinguishers in the current Clement and Warf Elevator Machine Rooms are to be remounted – at the new Elevator Machine Room in Clement, and at the Elevator Service Access area in Warf.
- On drawing sheet A-421, Keyed Note #3 (New Toilet Partitions and Urinal Screen, Typ.) – is not used at any plans or elevations on that sheet.

#### Project Manual (included with correct SBC number):

- 00 41 13 Bid Form
- 00 47 13 Construction Bid Envelope

HURST-ROSCHE INC.  
1101 Kermit Dr. Suite 620  
Nashville, TN  
615-454-6615

- 00 61 13 Contract Bond
- 00 61 43 Three Year Roof Bond
- 01 10 00 Summary
- 01 91 23 Performance Testing Identification Form
- 01 91 26 Performance Testing Procedures Form

Additional Documents:

- Pre-Bid Meeting Minutes – March 7, 2023
- Pre-Bid Attendance Sheet – March 7, 2023



03/16/2023

DATE

03/31/2025

LICENSE EXPIRES

HURST-ROSCHE INC.  
1101 Kermit Dr. Suite 620  
Nashville, TN  
615-454-6615

**00 41 13 – BID FORM**

**TO:** State of Tennessee      **FROM BIDDER:** \_\_\_\_\_

**FOR:**

Project Title: Accessibility and Security Upgrades

Project SBC No.: 166/015-01-2021

A. The Bidder hereby acknowledges, attests, certifies, warrants, and assures that:

1. Bidder has received, read and understands the Bidding Documents and this bid is made in accordance therewith.
2. Bidder has visited the site and become familiar with the local conditions under which the Work is to be performed and has correlated all observations with the requirements of the Bidding Documents.
3. Documents identified as "Information Available to Bidders" are prepared solely for the Designer's use in design of this Work and have not been relied upon in the preparation of this bid. The use and interpretation of such information for any purpose is entirely the responsibility of the using party.
4. Bidder shall not utilize the services of a contractor or subcontractor disqualified from participating in State Building Commission projects.
5. Bidder shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor or consultant who will utilize the services of an illegal immigrant in the performance of this Contract.
6. In compliance with the Iran Divestment Act the Bidder is not on the list created pursuant to Tennessee Code Annotated (TCA) § 12-12-106 and shall not utilize any subcontractor on that list.
7. Bid Security, in the amount of five percent (5%) of the total amount of bid, including Alternates, is attached hereto.
8. A Drug-Free Workplace Affidavit, in the form of Section 00 45 21, is attached hereto.
9. Failure to complete this Bid Form, provide required attachments, or comply otherwise with instructions to Bidders, may be cause for rejection of bid.
10. The person who signs this bid on behalf of the Bidder is legally empowered to bind the Bidder to a Contract.
11. The following statement is (mark the one that is applicable)  True       False:  
The Bidder and/or any of the Bidder's employees, agents, independent contractors and/or proposed Subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any contract crime involving a public contract.
12. Bidder has received the following addenda:  
Addendum No. \_\_\_\_\_ dated \_\_\_\_\_.      Addendum No. \_\_\_\_\_ dated \_\_\_\_\_.  
Addendum No. \_\_\_\_\_ dated \_\_\_\_\_.      Addendum No. \_\_\_\_\_ dated \_\_\_\_\_.

**00 41 13 – BID FORM**

**PAGE 2 FROM BIDDER:** \_\_\_\_\_

B. The Bidder agrees to:

1. Honor this bid for 45 days following the date of the scheduled opening of bids.
2. Enter into and execute a contract, if presented on the basis of this bid, and to furnish certificates(s) of insurance, bond(s), and other documents related to the contract as required, including, if the initial Contract Sum as awarded exceeds \$100,000, the Contract Bond.
3. Accomplish the Work in accordance with the Contract Documents.
4. Furnish Three Year Roof Bond in the form of Section 00 61 43 in the amount of: \$1,000.00.
5. Achieve Substantial Completion of the Work in accordance with the number of calendar days Contract Time set forth, allotted from and including the date stipulated in the Notice to Proceed; and, accept the conditions for Liquidated Damages in the amount set forth per calendar day.

Phase	Commencement	Contract Time	Liquidated Damages
ALL	Notice to Proceed for All Work	270 Days	\$250.00 Per Day
	Not Applicable	Days	\$ Per Day
	Not Applicable	Days	\$ Per Day
	Not Applicable	Days	\$ Per Day

C. BASE BID: The Bidder agrees to complete the Work of the Base Bid for this project for the lump sum of the following amount (In both words and figures. Figures prevail. Words clarify at Owner's discretion.):

\_\_\_\_\_ and \_\_\_\_\_/100ths Dollars  
 \$ \_\_\_\_\_

D. ALTERNATES: The Bidder agrees to include Work of the following Alternate(s), as specified in Section 01 23 00 Alternates, for the additional lump sum(s) of the following amount(s) (In both words and figures. Figures prevail. Words clarify at Owner's discretion.):

ALTERNATE No.1: Warf First Floor Restrooms - Full Upgrades  
 \_\_\_\_\_ and \_\_\_\_\_/100ths Dollars  
 \$ \_\_\_\_\_

ALTERNATE No. 2: Clement First Floor Restrooms - Full Upgrades  
 \_\_\_\_\_ and \_\_\_\_\_/100ths Dollars  
 \$ \_\_\_\_\_

ALTERNATE No. 3: Warf, Clement Second Floor Restrooms, Webster Front  
 \_\_\_\_\_ and \_\_\_\_\_/100ths Dollars  
 \$ \_\_\_\_\_

ALTERNATE No. 4: Not Applicable  
 \_\_\_\_\_ and \_\_\_\_\_/100ths Dollars  
 \$ \_\_\_\_\_

**00 41 13 – BID FORM**

E. UNIT PRICES: The Bidder agrees to include work in the Base Bid and Alternates as specified for the Quantity Allowance of Unit Price Items and propose, subject to Owner acceptance, the following Unit Prices for inclusion in the Agreement as specified in Section 01 22 13 Unit Prices:

Not Applicable

Item No.	Unit Price per Unit	Unit	Name, Work Included

F. BID SUBMITTAL:

This bid is submitted by:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

On behalf of:

Bidder Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bidder's Phone: \_\_\_\_\_

Bidder's Fax: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

END OF SECTION

**00 47 13 – CONSTRUCTION BID ENVELOPE**

**Bid to the State of Tennessee for Project:**

Project Title: Accessibility and Security Upgrades

SBC Number: 166/015-01-2021

Institution: Columbia State Community College

City/County: Columbia, Maury County, Tennessee

Project Designer: Hurst-Rosche, Inc.

**Any blank spaces may cause bid to be unacceptable and rejected.**  
 Provide state contractor license number, expiration date, and classification for Bidder and listed subcontractors as applicable.  
 Provide all names as used for licensing.

Bidder Identification:  
 Bidder: \_\_\_\_\_  
 Address: \_\_\_\_\_

Tennessee Contractor License Information:  Or check here if Bidder is unlicensed.

License Number \_\_\_\_\_  
 License Classification \_\_\_\_\_  
 Applicable to Project \_\_\_\_\_

License Expiration Date \_\_\_\_\_ Dollar Limit: \$\_\_\_\_\_.

Subcontractors to be used on this Project (or Bidder if Bidder is to perform the work):

- If any work, regardless of dollar value, is required for trades below, list subcontractor(s) that will perform that work, or, if Bidder will perform work in that category with Bidder's own forces, fill in Bidder's name as subcontractor.
- If no work is required in a subcontractor category, write "None Required".
- If the monetary amount of a subcontractor's work is such that no license is require, write "N/A" in the license number column, but still write name.

	Name	License Number	Expires	Classification
Electrical				
Geothermal				
HVAC				
Masonry				
Plumbing				
Roofing				

This Bid Envelope approved for public opening \_\_\_\_\_  
 Signature of Designer or its representative

**00 61 13 – CONTRACT BOND**

Bond No. <<Number>>

**TENNESSEE STATE BUILDING COMMISSION STANDARD FORM**

**Know all men by these presents:** that we

<<Name>>

(hereinafter called the "Principal") and

<<Name>>

(hereinafter called the "Surety") do hereby acknowledge ourselves indebted and securely bound and held unto

State of Tennessee

**TN Board of Regents**

Third Floor, 1 Bridgestone Park

Nashville, TN, 37214

(hereinafter called the "Owner"), and in the penal sum of

<<Amount>>

good and lawful money of the United States of America, for the use and benefit of those entitled thereto, for the payment of which, well and truly to be made, we bind ourselves, our heirs, our administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

**But the condition of the foregoing obligation or bond is this:**

**Whereas,** the Owner has engaged the principal for the sum of

<<Amount>>

to complete the Work of the project titled: **Accessibility and Security Upgrades**

SBC No. **166/015-01-2021**

as more fully appears in a written agreement or contract bearing the date of <<Date>>

a copy of which said agreement or contract is by reference hereby made a part thereof, as fully and to the same extent as if copied in length herein, and it is the desire of the Owner that the Principal shall assure all undertakings under said agreement or contract and shall assure and protect all laborers and furnishers of material on said Work both as provided by Tennessee Code Annotated Sections 4-15-102 (f)(2) and 12-4-201 through 12-4-206, and any and all amendments thereto, and shall assure the prompt payment of claims as provided by Tennessee Code Annotated Sections 12-4-207 through 12-4-208, and any and all amendments thereto. The Principal shall also comply with provisions of Tennessee Code Annotated Sections 12-4-401 through 12-4-415, and any and all amendments thereto, pertaining to the payment of the prevailing wage rate.

**00 61 13 – CONTRACT BOND**

**Now, therefore,** if the Principal shall fully and faithfully perform all undertakings and obligations under the contract hereinbefore referred to and shall fully indemnify and hold harmless the Owner from all costs and damage whatsoever which it may suffer by reason of any failure on the part of the Principal to do so, and shall fully reimburse and repay the Owner any and all outlay and expense which it may incur in making good any such default, and shall fully pay for all of the labor, material and work used by the Principal and any immediate or remote sub-contractor or furnisher of material under him in the performance of said contract, in lawful money of the United States, as the same shall become due, then this obligation or bond shall be null and void, otherwise to remain in full force and effect.

**And** for value received, it is therefore stipulated and agreed that no change, extension of time, alteration or addition to the terms of the contract or to the Work to be performed thereunder or to the specifications accompanying the same shall in any wise affect the obligation under this bond, and notice is hereby waived of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the specifications.

**In witness whereof** the Principal has hereunto affixed its signature and Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this <<Day number>> day of <<Month>>, 20<<Year number>>.

Executed in <<Number>> counterparts.

**Witness:**

<<Name of Principal>>  
(Name of Principal)

<<Name of Surety>>  
(Name of Surety)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Signature of Attorney-in-fact)

<<Name of Signatory>>  
(Name of Signatory)

<<Name of Attorney-in-fact>>  
(Name of Attorney-in fact)

<<Title of Signatory>>  
(Title of signatory)

<<License Number>>  
(Tennessee license number of Agent  
or Attorney-in-fact)

\_\_\_\_\_  
(Countersignature of Agent  
if not same as Attorney-in-fact)

Surety Company issuing bond shall be licensed to transact business in State of Tennessee by Tennessee Department of Commerce and Insurance. Bonds shall have certified and current Power-of-Attorney for the Surety's Attorney-in-Fact attached. Attorney-in-Fact who executes bond on behalf of Surety shall be licensed by the State of Tennessee, and shall affix license number to bond; or, countersignature by a licensed agent of the State of Tennessee, and the agent's license number, shall be affixed to the bond in addition to the signature of the Attorney-in-Fact.

END OF SECTION



**00 61 43 – THREE YEAR ROOF BOND**

Bond No. <<Number>>

**TENNESSEE STATE BUILDING COMMISSION STANDARD FORM**

**GENERAL INFORMATION:**

Principal: <<Name>>

Surety Name: <<Name>>

Surety Address: <<Address Line 1>>

<<Address Line 2>>

Building Owner: State of Tennessee

**TN Board of Regents**

Third Floor, 1 Bridgestone Park

Nashville, TN, 37214

Project Title: **Accessibility and Security Upgrades**

SBC No.: **166/015-01-2021**

Project Contract Date: <<Date>>

**KNOW ALL MEN BY THESE PRESENTS:**

That we, the Principal and the Surety, are held and firmly bound unto the Building Owner in the amount of

<<Amount>>

for the payment thereof in good and lawful money of the United States of America the Principal and the Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

**Whereas**, Principal has, by written agreement referenced above, entered into a contract (hereinafter referred to as "the Contract" and hereby referenced herein) with the Owner for the construction of the Project identified above.

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION** is such that if the Principal shall fully indemnify the Owner for all loss that the Owner may suffer by reason of any defective material and/or workmanship in the materials furnished for and the installation of the above referenced Project roofing system which become apparent during the period of three (3) years from the date of Substantial Completion of the above referenced Project roofing system, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

**00 61 43 – THREE YEAR ROOF BOND**

Surety hereby agrees that no change, extension of time, alteration or addition to the terms of the contract or to the Work to be performed thereunder or to the specifications accompanying the same shall in any way affect the obligations under this bond, and notice is hereby waived of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the specifications.

**IN WITNESS WHEREOF** the Principal has hereunto affixed its signature and Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this <<Day number>> day of <<Month>>, 20<<Number>>.

Executed in <<Number>> counterparts.

**Witness:**

<<Name of Principal>>  
(Name of Principal)

<<Name of Surety>>  
(Name of Surety)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Signature of Attorney-in-fact)

<<Name of Signatory>>  
(Name of Signatory)

<<Name of Attorney-in-fact>>  
(Name of Attorney-in fact)

<<Title of Signatory>>  
(Title of signatory)

<<License number>>  
(Tennessee license number of Agent  
or Attorney-in-fact)

\_\_\_\_\_  
(Countersignature of resident Agent  
if not same as Attorney-in-fact)

Surety Company issuing bond shall be licensed to transact business in State of Tennessee by Tennessee Department of Commerce and Insurance. Bonds shall have certified and current Power-of-Attorney for the Surety's Attorney-in-Fact attached. Attorney-in-fact who executes bond on behalf of Surety shall be licensed by and a resident of State of Tennessee, and shall affix license number to bond; or, countersignature by a licensed agent who is a resident of State of Tennessee, and the agent's license number, shall be affixed to the bond in addition to the signature of the Attorney-in-Fact.

END OF SECTION

## SECTION 01 10 00 - SUMMARY

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specifications Sections, apply to this Section.

#### 1.2 CONTRACT DESCRIPTION

- A. Upgrade accessibility and security features including two (2) elevator replacements and accessible restroom upgrades, and campus lighting upgrades, on the main campus of Columbia State Community College – Columbia, TN.

#### 1.3 LOCATION OF PROJECT

- A. PROJECT:  
Accessibility and Security Upgrades  
Columbia State Community College  
1665 Hampshire Pike  
Nashville, Tennessee

#### 1.4 RELATED REQUIREMENTS – COORDINATION

Contractor's duties during construction shall include but not limited to the following:

- A. Except as specifically approved in writing by the Owner, Contractor shall provide and/or pay for all labor, materials, equipment, tools, construction equipment and machinery, heat, and utilities required for construction and other facilities and services necessary for proper execution and completion of work.
- B. Pay legally required sales, consumer and use taxes.
- C. Secure and pay for, as necessary for proper execution and completion of work, and as applicable at time of receipt of bids, all permits, government fees, and licenses.
- D. Give required notices.
- E. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of work.
- F. Promptly submit written notice to Designer of observed variance of Contract Documents from legal requirements. It shall not be Contractor(s) responsibility to make certain that drawings and specifications comply with codes and regulations. Appropriate modifications to Contract Documents will be issued to Contractor as necessary. Contractor shall assume responsibility for all work known to be contrary to legal requirements.
- G. Enforce strict discipline and good order among employees. Unfit persons not skilled in assigned tasks shall not be employed.

## 1.5 SPECIAL ORDER MATERIALS

- A. Contractor is herewith advised that certain products, materials and equipment may be available on special order basis only, and that orders for such materials shall be placed with manufacturers as early as possible to avoid delays in work.

## 1.6 CONTRACTORS USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises as directed by the Owner.
- B. Site shall not be unreasonably encumbered with materials or equipment.
- C. Structure shall not be loaded with weight that will endanger structure.
- D. Contractor shall assume full responsibility for protection and safe keeping of products stored on premises.
- E. Stored products which interfere with operations of Owner shall be relocated as necessary by Contractor.
- F. Contractor shall obtain and pay for use of additional storage or work areas needed for construction operations.

## 1.7 EXAMINATION OF SURFACES

- A. Contractor shall examine all surfaces on which, or against which, finished or unfinished work is to be applied and shall notify Designer and Owner of any defects discovered which would be detrimental to proper installation of products. Installation of materials by Contractor will be considered as acceptance of surfaces by Contractor.

## 1.8 COMPLETION

- A. It is the intent of the Contractor Documents that each and every fixture, piece of equipment, appliance and all other related articles shown on drawings or specified and required for proper completion of work will be completely installed, connected, wired, and made satisfactorily operable for use and service for which it is intended.

## PART 2 PRODUCTS

Not Used.

## PART 3 EXECUTION

Not Used.

**END OF SECTION**

**01 91 23 - PERFORMANCE TESTING IDENTIFICATION FORM**

Project:	Accessibility and Security Upgrades	Page		of	
SBC Number:	166/015-01-2021	Date:			
Campus/Institution		Tests Run By:			
Installer:					

**System/Unit Identifier:**

Location

List Each Piece of Equipment Associated with This System and/or Unit by Tag Number

	Piece of Equipment	Tag Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		





HURST-ROSCHE, INC.

**PROJECT:**  
**Accessibility and Security Upgrades**  
**Columbia State Community College**  
**Columbia, TN**  
**SBC No. 166/015-01-2021**

**TN Board of Regents**

**DATE: 03/07/2023**  
**TIME: 11:00 CST**

**SUBJECT:** Pre-Bid Meeting

**ATTENDEES:**

- Tim Hallmark - CoSCC
  - David Hall - CoSCC
  - Kimberly Fox – GODBE (phone)
  - Jim Siefert – Hurst-Rosche, Inc
  - John Mack – FTM Contracting
  - Jon Polk – Thrash Construction
  - Joe Sheetz – OLG Services
  - Brandon Jackson – Tristar Elevator
  - Brent House – Drakes Creek Builders
  - Jim Edwards – Drakes Creek Builders
1. Review of the Meeting Agenda Commenced at 11:00 a.m.
    - a. See attached agenda.
  2. Introductions of those present.
  3. Bid opening will be held on March 22, 2023 at 2:00 p.m. at the TN Board of Regents third floor.
  4. Documents are available at listed plan houses and at [www.hurst-rosche.com](http://www.hurst-rosche.com).
  5. Bidders are solely responsible for misinterpretations resulting from using an incomplete set of the documents.
  6. Unless confirmed in writing by Addendum (~~currently 2 have been issued~~) no changes are binding, and no interpretations or clarifications are reliable.
  7. RFI's and/or questions must be submitted in writing
    - a. By 03/15/2023
    - b. Send to [ktabor@hurst-rosche.com](mailto:ktabor@hurst-rosche.com) or [jsiefert@hurst-rosche.com](mailto:jsiefert@hurst-rosche.com)
    - c. If an addendum is warranted, it will be submitted by close of business on 03/16/2023.
  8. Contractor shall submit the following as a bid submission

- a. Bid form
  - b. Construction Bid Envelope
  - c. Bid security
  - d. Drug-Free workplace affidavit
9. There are 3 alternates and no unit prices
  10. There will be no commissioning.
  11. Scope of the project:
    - i. Upgrade accessibility and security features including two (2) elevator replacements and accessible restroom upgrades, and campus lighting upgrades, on the main campus of Columbia State Community College – Columbia, TN.
  12. Contractors are reminded to review General conditions article 11
  13. Builders risk insurance required by general conditions article 11.
  14. Contractors are reminded to review General conditions article 7.
  15. A roof bond is required
  16. No SWPPP required.
  17. Contractor will work with the facility for staging and site access.
  18. Conditional or qualified bids are Unacceptable.
  19. Contractor should contact David Hall [rhall12@columbiastate.edu](mailto:rhall12@columbiastate.edu) to tour the site. 931-626-8171.
  20. Any substitution request shall follow the procedures set forth in the bidding documents.
  21. Kimberly Fox – Governor’s Office on Diversity -provided the following:
    - a. Go-DBE is the State of Tennessee certification for diverse business. All state agencies are required to actively solicit bids and proposals from diverse owned businesses. These diversity businesses categories include: Women Owned, Minority Owned, Service-disabled Veterans, Persons with Disabilities, and Small Business.
    - b. Our Certification is Free of cost and it also lasts 3 years.
    - c. Once you are certified with our office besides receiving the certification, your business is added to our Certified Directory of Businesses online. By being in our directory it helps your business be more visible with the state. Agencies can look that you are certified with our office, and you receive notifications for bids.
    - d. Please feel free to reach out if you have questions. She will be sending emails to each business with additional details
    - e. Kimberly Fox-Diversity Business Liaison for Governor’s office of Diversity Business Enterprise- Go DBE (Kimberly.fox@tn.gov 615-253-3835)

22. Questions:



- a. David Hall mentioned that where the contractor is to reuse the existing faucets in the restroom remodels, they should reuse all including hoses back to the tie in locations.
  - b. David Hall mentioned that the parking lot lights will need to be coordinated with the local electric company when they are changed out so the electric company can shut the power off to the lights.
23. All contractors took a tour of the project.
24. Meeting adjourned.

*Jim Siefert*

Jim Siefert

Project Manager/Branch Manager

# HURST-ROSCHE, INC.

## ATTENDANCE RECORD

Project No.: HR 390-3181

Project: SBC 166/015-01-2021 - TBR

Columbia State CC – accessibility and Security Upgrades

Columbia, Maury County, TN

Meeting Description: Pre-Bid Meeting

Date: March 7, 2023 – 11:00 a.m.

### Attendant

	Name	Representing	Phone	E-mail
1.	Jim Siefert	Hurst-Rosche	615-454-6615	jsiefert@hurst-rosche.com
2.	John Mach	FTM Contracting	615-714-5794	Jmach@FTM Contracting, com
3.	Jon Polk	Thresh Construction	318-453-3202	jpolk@threshcs.com
4.	Joe Sheetz	OLG Services	931-703-2536	jsheetz@olgservices.com
5.	Brandon Jackson	Tristar Elevator	931-797-0329	brandon.jackson@tristarelevator.com
6.	Brent House	Drakes Creek Builders	615-308-4032	bhouse@drakescreekbuilders.com
7.	JIM EDWARDS	DRAKES CREEK BUILDERS		jedwards@drakescreekbuilders.com
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

## SECTION 00 25 13 – PRE-BID CONFERENCE

### PART 1 GENERAL

#### 1.1 PRE-BID MEETING

- A. Architect will conduct a Pre-Bid Conference as indicated below:
  - 1. Date and time of Pre-Bid Conference (refer to section 00 11 16 – Invitation to Bid)
- B. Attendance
  - 1. Attendance at the Pre-Bid Conference is recommended but is **not** mandatory.
- C. Bidder Questions
  - 1. All Requests for Information during the Bidding period must be submitted in writing to the Architect:
    - a. Email: cc'd to BOTH of the following:
      - 1) [jsiefert@hurst-rosche.com](mailto:jsiefert@hurst-rosche.com)
      - 2) [ktabor@hurst-rosche.com](mailto:ktabor@hurst-rosche.com)
    - b. Mail: Hurst-Rosche, Inc., 1101 Kermit Dr., Ste. 620, Nashville, TN 37217
  - 2. Questions will be accepted up until five (5) days before bids are due. Less than 5 days before bids are due, questions will go unanswered.
- D. For access to view the site at times other than at the pre-bid conference, Bidders shall first contact and schedule an appointment with the following at Columbia State Community College:
  - 1. David Hall, Maintenance Director,
    - a. Email: [rhall12@ColumbiaState.edu](mailto:rhall12@ColumbiaState.edu)
    - b. Phone: 931-540-2622
  - 2. Timothy Hallmark, Facility Services and Safety Director,
    - a. Email: [Tim.Hallmark@ColumbiaState.edu](mailto:Tim.Hallmark@ColumbiaState.edu)
    - b. Phone: 931-540-2712

#### 1.2 AGENDA

- A. Pre-Bid Conference agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
  - 1. Procurement and Contracting Requirements
    - a. Invitation to Bid.
    - b. Instructions to Bidders.
    - c. Bonding.
    - d. Insurance.
    - e. Bid Form and Attachments.
    - f. Bid Submittal Requirements.
    - g. Diversity Goals.
  - 2. Communication During Bidding
    - a. Obtaining documents.
    - b. Bidder's Requests for Information.
    - c. Bidder's Substitution Request/Prior Approval Request.
    - d. Addenda.

3. Construction Documents
    - a. Scopes of Work.
    - b. Alternates.
    - c. Abatement of Hazardous Materials.
    - d. Temporary Facilities.
    - e. Use of Site.
    - f. Work Restrictions.
  4. Schedule
    - a. Project Schedule and Sequencing.
    - b. Bidder Questions.
  5. Site visit/walkthrough
- B. Minutes
1. The Designer will record and distribute meeting minutes to attendees. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
  2. Sign-in Sheet: Minutes will include list of meeting attendees.

#### PART 2 PRODUCTS

Not Applicable.

#### PART 3 EXECUTION

Not Applicable.

**END OF SECTION**