

ARCHITECT'S ADDENDUM

ADDENDUM NUMBER: 1

Date: **Monday, December 6, 2021**
RE: NEA Board of Realtors Renovation
912 Congress Cir, Jonesboro, AR
Prepared by: Jamey McFadden, AIA
To: Prospective Bidders
Subject: Addendum 1 to the Construction Documents for NEA Board of Realtors Renovation

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. **Invitation to Bid:** Invitation to Bid document included to clarify how the bids are to be prepared, and to give additional information required in the bid proposals. (See attached document)
2. **Bid Proposal Form:** Bid Proposal Form included to outline services, pricing, and time frame for this project. (See attached document)

If you need further clarification, please contact Jamey McFadden, Architect (417) 631-7608.

**SECTION 00 1100
INVITATION FOR BIDS**

PART 1 - GENERAL

1.01 NEA BOARD OF REALTORS - BUILDING RENOVATION

- A. The NEA Board of Realtors is requesting **SEALED** proposals from Qualified Licensed General Contractors for the furnishing of materials, labor, equipment, tools, accessories, and supervision necessary for completing the above referenced project.
- B. SEALED Proposals for Office Building renovation, 912 Congress Circle, will be received by Jamey McFadden (Architect) on behalf of the Board of Realtors, Jonesboro, Arkansas, hereinafter termed Owner, until 4:00 p.m. local time, December 16, in the Second Floor Conference Room, located in the Century Center Building, 301 W. Washington Ave, Jonesboro, Arkansas, where the **Proposals will be opened and read privately**. There will be only one proposal for the entire project.
- C. Proposals shall be submitted on the form provided by the Architect and be delivered in a sealed opaque envelope clearly identifying the Project Name, Bidder's name, Bidder's address, and Bidder's current Arkansas Contractor's license number on the front. Bids may be delivered at the Bid opening location, or be mailed to: Attn: Jamey McFadden, 301 West Washington Ave, Suite 200, Jonesboro, Arkansas 72401. Bids not received by the Bid time and date listed above will not be accepted and will be returned unopened.
- D. Bidder must be properly licensed as a current General Contractor by the State of Arkansas at the time of Bid Opening.
- E. Bids will be based on a single lump sum basis for the entire project.
- F. Scope of work includes: Exterior walls and roof to remain. Existing building to receive a new metal canopy at south entrance and new sunshade devices installed above two windows. Existing brick facade will be painted. The building will receive a manufactured stone veneer wainscot on three sides. No additional square feet will be added to the existing building. Interior work includes some demolition and reconfiguration of the rooms layout and add finishes to a currently unfinished space. Work includes HVAC, plumbing, and electrical.
- G. Construction documents may be examined at the following offices:
 - 1. Century Center Building, 301 W. Washington Ave (2nd floor conference room), Jonesboro, AR 72401; 417-631-7608
 - 2. Jonesboro Blueprint, 222 S. Madison St., Jonesboro, Arkansas 72401; 870-932-4349

- H. The Construction Documents may be obtained from Jonesboro Blueprint, on the following basis:
 - 1. Bidders may purchase (non-refundable) hard copy construction drawings or digital format copies from Jonesboro Blueprint at the fair market purchase price to be set by the printing company. The purchaser is responsible for the cost of shipping and handling as required.
 - 2. For the mutual protection of the Owner, Contractor, and Architect, no partial sets of Construction Documents will be issued regardless of the purchased format.
- I. Bid Documents may be viewed online at:
 - 1. Southern Reprographics, Inc., 501-372-4011
- J. Bid security in the form of a Bid Bond, Cashiers or Certified Check, in an amount equal to 5% of the Bid submitted, and payable to NEA Board of Realtors must accompany each Proposal as a guarantee that, if awarded the contract, the proposer will promptly enter into a contract and execute such bonds as may be required.
- K. Performance and Payment Bond, equal to the full Amount of the Contract, will be required of the bidder awarded the Contract prior to execution of the Contract.
- L. The bidder awarded the Contract will be required to submit proof of Commercial General Liability Insurance.
- M. All bidders must conform to the requirements of the Arkansas Contractor's Licensing Board.
- N. No bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.
- O. The Owner reserves the right to reject any or all bids, and waive any formalities not bound by Arkansas statutes. Price alone may not be the determining factor. Award will be based upon those considerations which are in the best interest of the Owner, and will be made to the responsive, responsible Bidder whose bid is judged to be the most effective for the requirements and specifications stated in the invitation for Bids. Proposals which fail to comply fully with any provision of the Bid Documents will be considered invalid and will not receive consideration. Proposals shall be addressed to the undersigned.

NEA Board of Realtors
ATTN: Jamey McFadden
301 W. Washington Ave, Suite 200
Jonesboro, Arkansas 72401

**SECTION 00 4200
BID PROPOSAL FORM**

1.01 BID PROPOSAL FORM

A. BIDDER'S INFORMATION

1. Company Name: _____
2. Company Address: _____
3. Contractor's License No: _____
4. Telephone No.: _____
5. Email Address: _____
6. Hereinafter called "Bidder".

B. OWNER'S INFORMATION

1. NEA Board of Realtors
2. 1803 Executive Square
3. Jonesboro, AR 72401
4. Hereinafter called "Owner".

C. PROPOSED PROJECT

1. NEA BOARD OF REALTORS RENOVATION

1.02 THE BIDDER, IN COMPLIANCE WITH YOUR BID SOLICITATION FOR THE ABOVE REFERENCED PROJECT, AND HAVING EXAMINED THE CONTRACT DOCUMENTS AND THE SITE OF THE PROPOSED WORK, AND BEING FAMILIAR WITH ALL OF THE CONDITIONS SURROUNDING THE CONSTRUCTION OF THE PROPOSED PROJECT, INCLUDING THE AVAILABILITY OF MATERIALS AND LABOR, HEREBY PROPOSES TO FURNISH ALL LABOR, MATERIALS, AND SUPPLIES, AND TO CONSTRUCT THE PROJECT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, WITHIN THE TIME SET FORTH THEREIN, AND AT THE PRICES STATED BELOW. THESE PRICES ARE TO COVER ALL EXPENSES INCURRED IN PERFORMING THE WORK REQUIRED UNDER THE CONTRACT DOCUMENTS, OF WHICH THIS PROPOSAL IS A PART.

A. ADDENDA

The Undersigned has received and examined the following Addenda:

1. No. _____ Dated _____
2. No. _____ Dated _____
3. No. _____ Dated _____
4. No. _____ Dated _____

and has incorporated the provisions in this Bid.

B. BASE BID PROPOSAL:

1. Bidder agrees to perform all the Work necessary to complete the project as indicated on the Drawings for the sum of:

_____ Dollars (\$_____).

(Amount shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern).

C. DEDUCTIVE ALTERNATE BID:

1. A deductive alternate bid is requested to perform work that involves relocation of existing surface-mounted electrical and a surface-mounted PVC drain pipe in order to achieve a ceiling height of 14' (+/-) A.F.F. in the "Training Room". Bidder agrees to perform all Work necessary to complete this as indicated on the Drawings for the sum of:

_____ Dollars (\$ _____).

D. CONTRACT TIME

1. Bidder agrees to commence work under this contract within ten days of the date of "Notice to Proceed" from the owner.
2. Bidder agrees to Substantially Complete the project in _____ days from the date of Notice to Proceed.

E. FURTHER CONDITIONS

The undersigned, by submitting this Bid, further agrees:

1. This Bid shall be valid and may not be withdrawn within 30 days after the scheduled closing time for receiving bids.
2. To accept the provisions of Section 00 1100 INVITATION FOR BIDS
3. To enter into and execute a Contract, if awarded, on the basis of this Proposal, and to furnish the Performance Bond, Labor and Material Payment Bond, Proof of Liability Insurance, and proof of General Commercial Liability Insurance in accordance with the General Conditions of the Contract.
4. Upon notice of the acceptance of this bid, bidder shall execute the contract and deliver a surety bond within 10 calendar days.
5. The bid security (5% of the Bid) attached in the sum _____ Dollars (\$ _____)
6. To accomplish the Work in accordance with the Contract Documents, of which this Proposal is made a part.
7. To coordinate and schedule all Work with the Owner.
8. The Owner may reject any and all bids and may reflect a bid of any party who has failed to perform satisfactorily, been unfaithful and/or delinquent in any former relationship with the Owner. The Owner reserves the right to waive any irregularities or formalities in any solicitation or bid response. The Owner shall be the sole judge as to which bid is best and, in determining that fact, may consider the contractor's business integrity, financial resources, experience, facilities, and/or capacity for performing the work.

F. SUBCONTRACTORS

Subcontractors and license numbers:

1. Plumbing: _____
 - a. License No. _____
2. Mechanical: _____
 - a. License No. _____
3. Electrical: _____
 - a. License No. _____
4. Masonry: _____
 - a. License No. _____

- G. SUBMITTED BY:
1. Bidder: _____
 - a. Title: _____
 - b. Date: _____