ADDENDUM 1 TO ALL BIDDERS:

Reference: Invitation for Bids: IFB#214-05-Lancaster Windows
Commodity: Lancaster Window Replacement
Dated: April 4, 2005
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Bid Due: May 4, 2005 2:00 PM local Time. Bids will be read aloud on May 5, 2005 at 2:00 PM at the same location.

GENERAL:
Bidders are requested to attach this Addendum to the inside front cover of each Project Manual.
Please inform all concerned that the Documents are modified by this Addendum.
Acknowledge receipt of this Addendum by inserting number and date in space provided on the Bid Form.
The following revisions, additions, and clarifications are hereby a part of the Contract Documents and supersede or otherwise modify the provisions of the published Project Manual and Drawings, dated April 11, 2005.

ADDITIONS
Insert attached specification SECTION 01770 – CLOSEOUT PROCEDURES.

SECTION 08550, ALUMINIUM CLAD WOOD WINDOWS
Page 08550-3: At paragraph 2.1.A.1, make the following changes:
Add “e. Jen-Weld, Inc –Pozzi Series” as an acceptable manufacturer.

END OF ADDENDUM NO. 1

Encl.:

SECTION 01770 – CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. The provisions of the Contract Documents apply to the work of this section.
1. The provisions of this Section are in addition to, not in place of, those found in Section 44 ("Inspection for Substantial Completion and Final Completion") in the General Conditions.

1.2 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.

1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete. Substantial Completion shall be for entire scope of Work (for example, both building and sitework) unless Owner has previously agreed to an alternative arrangement.

2. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.

4. Prepare and submit Project As-Built Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.

5. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.

6. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.

7. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

8. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

9. Complete final cleaning requirements, including touchup painting.

10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion (GS Form E&B CO-13.1a) after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is complete or corrected.

2. Results of completed inspection will form the basis of requirements for Final Completion.

1.3 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Section 36 of the General Conditions.

2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
   1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
   1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding interior in numbered order of Architect’s finish schedule.
   2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
   3. Include the following information at the top of each page:
      a. Project name.
      b. Date.
      c. Name of Architect.
      d. Name of Contractor.
      e. Page number.

1.5 PROJECT AS-BUILT DOCUMENTS

A. General: Do not use As-Built Documents for construction purposes. Protect As-Built Documents from deterioration and loss. Provide access to As-Built Documents for Architect's reference during normal working hours.

B. "As-Built" Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings.
   1. Mark "As-Built" Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up As-Built Prints.
      a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
      b. Accurately record information in an understandable drawing technique.
      c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
      d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings.
   2. Mark as-built sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
   3. Mark important additional information that was either shown schematically or omitted from original Drawings.
4. Note Construction Change Directive numbers, Change Order numbers, additive bid item numbers, and similar identification where applicable.

5. Identify and date each As-Built Drawing; include the designation "PROJECT AS-BUILT DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.

6. Deliver "As-Built" drawings to Architect for Architect's preparation of "Record Drawings" in accordance with General Conditions Section 23.

C. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1.6 WARRANTIES

A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

B. Partial Occupancy (Phased Completion and Occupancy): Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

C. Organize warranty documents into an orderly sequence based on the Project Manual table of contents.

1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.

2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.

3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
   a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscaped areas, of rubbish, waste material, litter, and other foreign substances.
   b. Broom clean paved areas. Remove petrochemical spills, stains, and other foreign deposits.
   c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
   d. Remove tools, construction equipment, machinery, and surplus material from Project site.
   e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
   f. Sweep concrete floors broom clean in unoccupied spaces.
   g. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
   h. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
   i. Remove labels that are not permanent.
   j. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
   k. Replace parts subject to unusual operating conditions.
   l. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
   m. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
   n. Clean ducts, blowers, and coils if units were operated without filters during construction.
   o. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
   p. Leave Project clean and ready for occupancy.

C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01770
NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm ______________________________
Signature/Title _____________________________
Date: ______________________________