



March 20, 2013

TO: PROSPECTIVE BIDDERS

**CONSTRUCT NEW WALL,  
ALAMEDA CITY HALL FINANCE DEPARTMENT (FRONT OFFICE)  
No. P.W. 03-13-06**

**ADDENDUM NO. 2**

**Addendum No. 2** is hereby issued to make the following revision to the plans and specifications:

1. SPECIFICATIONS

- a. Replace "SECTION III: SCOPE OF WORK, PAGES 20 AND 21, with the attached revised pages. Deletions are shown in ~~strike-out~~ and additions are in **bold underline**.
- b. Replace "SECTION IV: QUANTITIES, PAGE 28, with the attached revised page. Deletions are shown in ~~strike-out~~ and additions are in **bold underline**.
- c. Replace "SECTION VII: CONSTRUCTION DETAILS, PAGES 29 AND 30, with the attached revised pages. Deletions are shown in ~~strike-out~~ and additions are in **bold underline**.

2. SPECIFICATIONS EXHIBITS

- a. Replace EXHIBIT B, BIDDER'S PROPOSAL FORM, **in it's entirety** with the attached revised bidder's proposal form. Deletions are shown in ~~strike-out~~ and additions are in **bold underline**.

APPROVED: Jesse Barajas  
Jesse Barajas  
Public Works Superintendent

3/20/2013  
Date

Receipt is hereby acknowledged of Addendum No. 2, **Construct New Wall, Alameda City Hall Finance Department (Front Office)**, No. P.W. 03-13-06.

\_\_\_\_\_  
Company Name / Contractor

Date: \_\_\_\_\_

By: \_\_\_\_\_

**NOTE: THIS COMPLETE ADDENDUM, SIGNED AND DATED MUST BE RETURNED WITH YOUR BID.**

- A. Scheduling for this project is of high priority from commencement to completion. Workdays will begin on Friday morning and continue through Sunday. Work hours are 7 a.m. – 5 p.m. This will reduce the conflict with the normal operations of the finance department and the general operations of City Hall. Contractor is expected to complete the project within six (6) weekends? Contractor shall prepare a detailed construction schedule and submit it to the PW Supervisor for review and approval. No work shall begin with without an approved construction schedule. Additionally, alarmed accesses will be enabled and disabled by the City's representative. Contractor shall adhere to the construction schedule and properly provide the City's representative prior 24 hour notification if an unexpected cancellation is expected.

**The Contractor shall have six (6) consecutive working weekends (Friday, Saturday, and Sunday) from the date the work is to commence pursuant to the Notice to Proceed to complete the work.**

### **Demolition/Removal**

Implementing BMPs the Contractor will provide dust and noise protection. Even though City Hall is closed to the public on Friday's some City employees may be at City Hall. Contractor shall secure the opening during work hours using 2" plastic sheeting or equivalent to protect the existing structure. Contractor shall remove existing counter with door and all associated hardware, and deliver it to a storage site as directed by the PW Supervisor or City representative. Contractor shall remove debris from the work site daily.

- A. All construction waste and debris shall be properly disposed of and removed offsite by the Contractor.

### **Preparation**

On a daily basis Contractor shall fully complete all work begun. Staging will be secured and measures will be implemented to protect the site which is approved by the City representative in advance. Use of the elevator shall not be approved toward completing any aspect of the project but can be used to transport staff as necessary. Contractor shall respond to any and all complaints from City staff.

- A. All damages caused by the Contractor will be noted and repaired at the Contractor's cost.

### **Installation**

Construct a new non-load bearing wall using Plan Sheet A1 designated details and using 2" x 6" Doug Fir of medium to high quality or approved high quality studs. All material will be new including anchors, moldings, and all associated specified supplies. **Contractor will install City supplied sliding security window and new door.** ~~Sliding security windows shall be ordered at the awarding of the contract and the~~ **The** project construction schedule shall follow the anticipated receipt of window and fabricated wooden door. Plywood counter will be nailed and

glued along with both compound reinforcement of the structure. Nailing schedule and fabrication will follow as detailed in Plan A1, elevations and details. Clean sites, remove debris, foam, and properly dispose of spoils.

Transaction Window: Prepare new opening in new wall for new pass-thru transaction window. ~~The new window shall be manufactured by C.R. Laurence Company, Model CRL P/N C01W18. Verify model number with the PW Supervisor.~~ **City will supply the transaction window.**

New Door: ~~Provide new 3/0 DX 8/0 wood door without glass and with window transom above.~~ **City will supply the new door.** Door shall match existing doors at office entry and finish with one coat sealer and two coats semi-gloss enamel. Finish and color to match existing doors.

Hardware: Provide new lever latch set with electric latch release, 1.5 pair ball bearing hinges, closer (5# maximum pulling force) to match closer of entry door and door stop. Manufacture, style, and finish to match existing. Electric latch release hardware to be selected by City.

Wall: Provide new wall using 2 x 6 wood or metal studs @ 16" O.C. with 5/8" type "x" gypsum wall board each side, one coat sealer, two coats latex paint, finish and texture to match adjacent surfaces.

- A. Door to match entry door with glass.
- B. Windows; CRL Service window powder coat white with tempered glass.
- C. Lever handle latch set to match existing finish.
- D. All trim, base and door to match existing, and painted to match.
- E. Kick plate 8" x 2" LDW each side match hardware finish.
- F. Door closer match existing doors.
- G. Laminate surfacing shall be equal to Nevamor or Formica laminated onto a rigid board material, color and texture to be selected by PW Supervisor.
- H. Installation of counter top shall be plumb and level, scribe counter edge to wall.

B. PLANS The following drawings are incorporated into these Specifications:

<u>PROJECT</u>	<u>TITLE</u>	<u>Project No.</u>	<u>1 Page</u>
Revision	Plans, Elevations, Details	201212	Sheet A1
Finance Office, Second Floor			
City Hall			
2263 Santa Clara Ave.,			
Alameda, CA 94501			

## SECTION VI. QUANTITIES

The following preliminary estimate of the quantities of work to be done and materials to be furnished is approximate only, and the City of Alameda does not expressly or by implication agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of the work or to omit portions of the work that may be deemed necessary or expedient to the PW Supervisor.

Quantities shall be determined by the Contractor from plans and specifications, and /or pre-construction meeting and walk - through. The basis of award of contract shall be by the City of Alameda for the lowest and best bid that will best serve the City's need. The contract may be awarded at the discretion of the City or depending on available funding.

The City reserves the right to reject any, any portion, or all bids.

## TABULATION OF PRELIMINARY ESTIMATE OF QUANTITIES

Item No.	Description	Quantity	Unit
1.	Remove and Transport Existing Counter.	1	Lump Sum
2.	<del>Provide and</del> Install <b>City Supplied</b> Transaction Window within New Structure.	1	Lump Sum
3.	Provide and Install New Wall as per Specifications and Plans.	1	Lump Sum
4.	<del>Provide and</del> Install <b>City Supplied</b> New Door as per Specifications and Plans.	1	Lump Sum
5.	Provide and Install New Hardware to Match Existing as per Specifications and Plans.	1	Lump Sum
6.	Provide and Install New Laminated Surface Counter Top as per Specifications and Plans.	1	Lump Sum
7.	Permits	1	Allowance

## SECTION VII. CONSTRUCTION DETAILS

The construction details covered under this Section VII shall be Special Provisions.

A. MAINTAINING TRAFFIC. Attention is directed to Section 7-1.08, "Public Convenience", 7-1.09, "Public Safety", of the State of California Standard Specifications, and to Section II, Article O of these specifications.

B. EXTENT OF CONTRACT. The Contractor shall furnish all labor, material has herein specified, tools and equipment necessary and shall do all the work necessary to construct and put in complete order for use the construction project contemplated by these specifications, the various items, and in the approximate quantities tabulated in the Proposal (Exhibit B).

The work to be done shall be included in the service, repairs and updates in the installation unit price and all related services, including applying BMP's, and consist of furnishing all labor, vehicles, tools, equipment, materials, parts, components, except as herein specified, and doing all the work associated with the installation of new wall with sliding window, counter and door transaction window at the City Hall Finance Department in accordance with all plans and specifications.

1. REMOVE AND TRANSPORT EXISTING COUNTER (BID ITEM NO. 1). Perform work as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price to remove and transport existing counter with door and all associated hardware and deliver it to a storage site as directed by the PW Supervisor or City representative, and applying BMPs, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, meetings, and doing all the work necessary for removal and transporting existing counter and applying BMPs.

2. PROVIDE AND INSTALL CITY SUPPLIED TRANSACTION WINDOW WITHIN NEW STRUCTURE (BID ITEM NO. 2). Contractor shall ~~supply and~~ install **city supplied** transaction window as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price to ~~provide and~~ install transaction window as per the specifications and per manufacturer recommendations, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, meetings and doing all the work necessary for ~~supply and~~ **the** installation of transaction window as per plans and manufacturer recommendations and applying BMPs.



3. PROVIDE AND INSTALL NEW WALL AS PER SPECIFICATIONS AND PLANS (BID ITEM NO. 3). Perform work as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price for proper installation of new wall as stipulated in Section III, Scope of Work and detailed in the plans, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, applying BMPs, meetings and doing all the work necessary for installation of new wall.

4. PROVIDE AND INSTALL CITY SUPPLIED NEW DOOR AS PER SPECIFICATIONS AND PLANS (BID ITEM NO. 4). Perform work as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price to ~~provide and~~ install new door per the specification and plans, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, applying BMPs, meetings and doing all the work necessary to ~~provide and~~ install new door to specification and plans.

5. PROVIDE AND INSTALL NEW HARDWARE TO MATCH EXISTING AS PER SPECIFICATIONS AND PLANS (BID ITEM NO. 5). Perform work as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price to provide and install new hardware to match existing as per plans and specifications, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, applying BMPs, meetings and doing all the work necessary for providing/installation of new specified hardware.

6. PROVIDE/INSTALL NEW LAMINATED SURFACE/COUNTER TOP AS PER SPECIFICATIONS AND PLANS (BID ITEM NO. 6). Perform work as described in this Specification, Special Provisions and detailed in the Plans.

Payment shall be at the contract lump sum price to provide and install new laminated surface/counter top meeting all the specifications and plans, complete and in place. Such payment shall include full compensation for mobilization, furnishing all labor, tools, equipment and materials, applying BMPs, meetings and doing all the work necessary to provide/install new laminated counter top.

7. PERMITS (BID ITEM NO. 7). Refer to Section II, Item H the specification. The amount shown in the bid form is an allowance which will change after the contract is awarded. Contractor will provide copy of receipt(s) as proof of payment

Payment shall be made for the actual cost of the permit(s).

## EXHIBIT "B"

BIDDER'S PROPOSAL  
CONSTRUCT NEW WALL AT THE CITY HALL  
FINANCE DEPARTMENT FRONT OFFICE

**SCOPE OF WORK:**

The work involves the installation of a new wall with a sliding window, counter, and door for a new pass through transaction window in the **Finance Department located on the second floor of Alameda City Hall, 2263 Santa Clara Ave., Room 220, Alameda, CA 94501**. The work consists of removing an existing counter with a swing door that will be removed intact and stored at a designated location. Contractor shall protect existing wiring mounted within the counter in place to be reactivated within the new structure. Contractor shall also protect existing carpeting, floor molding, doors and threshold during the term of the project. All work shall conform to all applicable State, local, regional and Federal codes, ordinances, and regulations as prescribed by the City. A drawing detailing the general arrangement of existing structures and conditions will be referred to as a guide. Measurements and counts remain the responsibility of the Contractor. Contractor shall implement BMPs during the entire period of the project.

Contractor will provide license, labor, materials, services, skills, supervision, and necessary tools and equipment to insure that all work is executed in a professional workmanship manner. Contractor shall have the capability to perform and complete the services in all respects in accordance with the solicitation documents. Contractor hereby warrants that all services shall be performed in a timely and first-class workmanlike manner. Contractor shall keep the property and equipment free and clear at all times of litter and interferences. All materials, preparation and workmanship shall conform to the requirements of Standards for Public Works Construction Inc. latest version and the plans and specification. Contractor shall provide the following services within the boundaries of the facility.

**Remedial Description**

Contractor shall verify all measurements prior to ordering supplies and verify measurements, as all structural measurements are factor-sized to fit as detailed in the plans. Procure all material prior to commencement of break out. Supplies are available through local home improvement/construction project specialty retailers. Contractor is advised to pay attention to special detail to ordering special fabricated supplies or equipment which the contractor will be held liable for neglecting to address and delaying forecasted completion date.

- A. Scheduling for this project is of high priority from commencement to completion. Workdays will begin on Friday morning and continue through Sunday. Work hours are 7 a.m. – 5 p.m. This will reduce the conflict with the normal operations of the finance department and the general operations of City Hall. Contractor is expected to complete the project within six (6) weekends. Contractor shall prepare a detailed construction schedule and submit it to the PW Supervisor for review and approval. No work shall begin without an approved construction schedule. Additionally, alarmed accesses will be enabled and disabled by the City's representative.

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**ADDENDUM NO. 2**

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Item No.	Approximate Quantity	Items with Unit Prices Written in Words	Unit Price	Total Price
1.	1 LS.	Remove and Transport Existing Counter  @ _____  _____	\$ _____	\$ _____
		1 Lump Sum		
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2.	1 LS	<del>Provide and</del> Install <b>City Supplied</b> Transaction Window within New Structure  @ _____  _____	\$ _____	\$ _____
		Per Lump Sum		
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3.	1 LS	Provide and Install New Wall as per Specifications and Plans  @ _____  _____	\$ _____	\$ _____
		Per Lump Sum		

ADDENDUM NO. 2

Item No.	Approximate Quantity	Items with Unit Prices Written in Words	Unit Price	Total Price
4.	1 LS	Provide and Install <u>City Supplied</u> New Door as per Specifications and Plans  @ _____  _____ Per Lump Sum	\$ _____	\$ _____
5.	1 LS	Provide and Install New Hardware to Match Existing as per Specifications and Plans  @ _____  _____ Per Lump Sum	\$ _____	\$ _____
6.	1 LS	Provide and Install New Laminated Surface Counter Top as per Specifications and Plans  @ _____  _____ Per Lump Sum	\$ _____	\$ _____
7.	1 ALW	Permits  @ Two Thousand Dollars Allowance	<u>\$2,000.00</u>	<u>\$2,000.00</u>
TOTAL BID:			\$ _____	
TOTAL BID WRITTEN IN WORDS: _____				

**ADDENDUM NO. 2**

The undersigned agrees to execute the contract required in said Specifications, to the satisfaction of the Council of the City of Alameda, with the necessary bonds, if any be required, within ten days, not including Sundays or legal holidays, after receiving notice that the contract has been awarded and is ready for signature; and further agrees that, in case of his default in any of the foregoing provisions, the proceeds of any check which may accompany his bid in lieu of a bid bond shall become the property of the City of Alameda as agreed and liquidated damages.

Firm Name (Please Print) \_\_\_\_\_

Signature of Person on Behalf of Firm \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dated: \_\_\_\_\_

Phone No \_\_\_\_\_

Name	Title	Address
(Of Officers or Partners)		


Incorporated under the laws of the State of \_\_\_\_\_

Contractor's License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The signature above certifies that the foregoing information given on this document is true and correct under penalty of perjury. (Section 7028.15 California Business and Professionals Code.)

The Bidder shall list the name and address of each subcontractor to whom the Bidder proposes to subcontract portions of the work, as required by the provisions in Section 2-1.054, "Required Listing of Proposed Subcontractors," of the Standard Specifications and Section 2-1.01, "General," for the special provisions.

LIST OF SUBCONTRACTORS

Name and Address	Description of Portion Of Work Subcontracted

*(THE BIDDER'S EXECUTION ON THE SIGNATURE PORTION OF THIS PROPOSAL SHALL ALSO CONSTITUTE AN ENDORSEMENT AND EXECUTION OF THOSE CERTIFICATIONS WHICH ARE A PART OF THIS PROPOSAL)*

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The bidder \_\_\_\_\_, proposed subcontractor \_\_\_\_\_, hereby certified that he has \_\_\_\_\_, has not \_\_\_\_\_, participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all report due under the applicable filing requirements.

**NOTE:** The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

**SECURITY FOR COMPENSATION CERTIFICATE**

(Required by Paragraph 1861, California Labor Code)

To:

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I am aware of the provisions of Section 3700 of the Labor Code of the State of California which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.

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(Signature of Bidder)

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Business Address