Date:          October 9, 2017
College:      West Los Angeles College
Project:      “PREVENTATIVE MAINTENANCE - SWITCHGEAR“ PROJECT
To:           ALL BIDDERS IN ATTENDANCE AT PRE-BID CONFERENCE HELD 09/26/17

ADDENDUM NUMBER 1

The following information is in addition to and/or may supersede(s) the Contract Documents previously provided to Bidders by the Los Community College District (LACCD) for the subject project.

ALL BIDDERS shall acknowledge receipt of this Addendum No. 1 on the BID FORM or the BID will be deemed to be invalid for the purposes of this project.

The following revisions/clarifications shall be made to the drawings/specifications/Bid Form/other and shall be incorporated into the bid for the subject project. These notes, clarifications and/or drawings and specifications shall supersede all previous notes, clarifications and/or drawings as relevant and/or applicable.

ITEM NO. 1 – DRAWINGS

NOT APPLICABLE TO THIS ADDENDUM NO. 1

ITEM NO. 2 – SPECIFICATIONS

NOT APPLICABLE TO THIS ADDENDUM NO. 1
ITEM NO. 3 – BID FORM

a. The Bid Form to be utilized for this Project is attached. Use only this Bid Form to submit a bid for the WLAC – PREVENTATIVE MAINTENANCE – SWITCHGEAR Project.

b. The Bid Form will include a provision for an ADDITIVE ALTERNATE to perform the following additional Scope of Work:

1. Inspect all Heaters
2. Provide comprehensive assessment report of observed condition/function
3. Provide recommendations only for repair/replace to include applicable Unit #’s and part # for recommended part replacement.

c. Your Bid Form / Package SHALL INCLUDE those forms found on the “PINK” CHECKLIST OF REQUIRED BIDDER SUBMITTALS (unless otherwise indicated below:)

* - Bid Form MUST ACKNOWLEDGE ALL ADDENDUM(S) RECEIVED
* - NOT REQUIRED – Bid Form – Schedule of Values
* - NOT REQUIRED – Bid Form – Project Schedule – Gantt Chart
* - Bid Bond in the amount of 10% of your bid
* - Bid Security Receipt (if Bid Bond not provided)
* - Non-Collusion Declaration
* - Designation of Subcontractors (if you subcontract out any of the work.)
* - NOT REQUIRED - Contractor Qualification Statement
* - Declaration of Sufficiency of Funds
* - Letter of Organization

TOTAL FORMS TO BE SUBMITTED = SEVEN (7). USE ENVELOPE PROVIDED AT THE JOBWALK AND FOLLOW SUBMITTAL INSTRUCTIONS INCLUDE WITHIN THE “INSTRUCTIONS TO BIDDERS DOCUMENT” RECEIVED AT THE PRE-BID MEETING.

NOTE: The Payment Bond, Performance Bond and Insurance information will be required of the successful bidder ONLY at the time the actual contract is issued after approval by the LACCD Board of Trustees.

ITEM NO. 4 – SCOPE OF WORK

The following additions, comments and/or clarifications to the Scope of Work for this project as shown within the project documents are to be reviewed and incorporated in the Bidder’s bid submission as applicable or relevant.
ITEM NO. 4 – SCOPE OF WORK (cont.)

Item 4a: To date, the following questions were received from bidders present at the 09/26/17 Pre-Bid Conference. The Questions and Answers from the Engineer of Record are as follows:

Q. Section III.8 Work Scope is for Ground Fault Protection System; however, in the equipment list, a specific system is not called out. Please clarify if this testing is required, and if so, at what equipment.

A. Ground Fault Protection testing is not required.

Q. Section IV "Other Responsibilities" describes Bidder involvement in coordinating utility outages. Please confirm if this includes any associated utility outage fees, or if West LA College will cover this cost.

A. The Serving Utility should not be required for power shutdown. The Contractor will be responsible for all costs associated with creating a safety plan, shut down coordination with the College, logistics, etc to allow for a coordinated shutdown that minimizes impact to the College, and provides appropriate safety for the Contractor.

ITEM 4b: Corrections to language within the SCOPE OF WORK document distributed at the Pre-Bid Conference:

- SECTION 2 / Page 2 / Item 7: Item should read:
  
  7. Building CDC Outdoor Substation

- SECTION 2 / Page 3 / Item 15: Item should read:
  
  15. Building ATC Outdoor Substation Transformer T8

- SECTION 3 / Page 6 / Section B: Add following as Item 4.

  4. Testing requirements above testing shall exclude 600V Class Equipment and below.

- SECTION 3 / Page 7 / Item 4B Electrical Tests:

  * Strike sub-item 5 – “Verify proper secondary voltage…”

  * Re-number remaining items in this section: 1., 2., 3.

- SECTION 7 / Page 11 / Item A:

  * ADD “DLRO Contact Resistance reading for main contacts at breakers.”

- GENERAL NOTE: At all main switchgear – all 5 capacitor trips be replaced with new components/parts.
ITEM NO. 4 – SCOPE OF WORK (cont.)

ITEM 4c: SAMPLE CONTRACT - In response to bidder inquiries, please see attached copy of the LACCD “Short Form Contract Sample.” LACCD proposes to use this document as the terms and conditions for the contract to be executed for this project.

ITEM 4d: Standard Campus Work hours to be 8AM – 6PM on Monday through Saturday. No Sunday work.

- For the purposes of this project only – Work Hours shall be defined as:
  
  WEEKDAY: Monday through Friday – 11PM – 6AM  
  WEEKEND: Saturday – 12 (Noon) to 6AM on the following Monday

ITEM 4e: DELETE ALL REFERENCES TO INFA-RED TESTING OF EQUIPMENT FROM THIS SCOPE OF WORK. LACCD will explore the creation of a separate project to do this work if deemed necessary.

ITEM 4f: The successful bidder SHALL PROVIDE copies of all weight tickets/receipts for all waste materials disposed of off-site for campus recycling quota purposes. Tickets shall be LEGIBLE photo copies and emailed to the Campus / Project Manager (contact information to be provided at time of job start.)

ITEM 4g: The Campus Facilities Office opens at 6AM each day. The successful bidder’s foreman shall gather names of all workers on site that work day (or previous work day as may be applicable to this project) and deposit same DAILY with the office. All workers shall wear proper Personal Protective Equipment and company logo’s shirts, jackets, etc.

ITEM 4h: This is an open campus and safety of students, staff and visitors is an absolute PRIORITY. Coordination will be required at the start of each work segment as to traffic patterns (both vehicular and pedestrian) and other safety precautions. The successful bidder will be required to communicate daily with the Campus Sheriff’s Dept. reps. and the Campus Facilities Director.

ITEM 4i: The successful bidder shall employ a trained, “competent person” as their site representative/supervisor as a “single point of contact” within the field. This person is in ADDITION an office based Project Manager / Administrator. This person shall be fluent in English and other languages as may be required to adequately and safely direct his employees, apprentices, subcontractors, etc. in all aspects of the execution and completion of the Scope of Work. THIS PERSON WHALL BE ON SITE AT ALL TIMES OF AND FOR THE DURATION OF DAILY WORK ACTIVITIES – NO EXCEPTIONS. Changes in personnel will require 48 hours advance written notice to the Campus Director of Facilities and the Project Manager.

ITEM 4j: Closeout Documentation shall be required prior to the Release of Retention and Contract Close-out for this project. Closeout Documentation shall include and all
ITEM 4j(cont.): reports, readings, charts, etc. created during the course of performing the Scope of Work. Documentation shall be presented to LACCD in the form of three (3) bound copies of the information under a cover letter and summary of work statement on Contractor letterhead.

ITEM NO. 5 - SCHEDULE

Item 5a: Not applicable at this time of bid. This will be a required document at time of contract execution with successful bidder.

ITEM NO. 6 – COMMUNICATIONS DURING THE BID PERIOD

Item 6a: ALL COMMUNICATIONS DURING THE BID PERIOD SHALL BE ROUTED THROUGH THE LACCD PROJECT MANAGER. Contact information is as follows:

Steve Paine – Facilities Project Manager
PaineSM@email.laccd.edu Telephone: 213-891-2381

Questions, comments and/or concerns of bidders will be acknowledged and responded to in written email form only. All communications will be copied, answered and distributed to all bidders to ensure a fair and accurate bid process.

ITEM NO. 7 – BID DUE DATE (CHANGED)

Item 7a: By issuance of this ADDENDUM NO. 1, the Bid due date and time is now changed to the following date and time: TUESDAY, OCTOBER 12, 2017 @ 11:00AM PST.

LOCATION REMAINS AS ORIGINALLY ADVERTISED.

END OF ADDENDUM NO. 1