Request for Proposals (RFP)

Chapin Street Apartments E & F
301 S. Chapin Street
South Bend, IN 46601

South Bend Heritage will receive written bids for 301 S. Chapin Street, South Bend, IN until 3:00 PM local time on Tuesday, September 9th at 803 Lincoln Way West, South Bend, IN. Bids may also be faxed or emailed by that time. Send to the attention of Pat Lynch and confirm receipt via phone call or email. Fax: 574-289-4550. Email: patlynch@sbheritage.org.

All questions about this RFP should be directed to patlynch@sbheritage.org.

Project Description: SBH will be the general contractor for the gut-rehab and renovation of the second floor of 301 S. Chapin Street into 2 apartments. Incidental work is required in the occupied first floor commercial spaces to support new MEP systems. A new exterior stairway will be constructed on the west side of the building. This project will extend an existing NFPA 13R fire sprinkler system into the 2 new apartments.

Pre-bid walk through: A non-mandatory pre-bid walk through is scheduled for 1:00P Monday August 24th. Bidder registration and additional walk through information can be found in the bid documents. All bidders are required to visit the site before submitting a proposal.

Bidding Documents: This RFP and all associated bid documents will be available beginning 12:00P Tuesday, August 19th on the SBH website http://sbheritage.org/projects-blog/contractors/ or upon request via email. Documents are in pdf format. At your expense, you may submit pdf drawing files to ARC (formerly South Bend Drafting) for printing at the full 24x36 size.

Thank you for your interest in this SBH project.

Cordially,

Pat Lynch
Architect
Bidding and Contract Requirements

1. **Bid Package Index**
   - Request For Proposals letter 8-18-2020
   - Written specifications 8-18-2020
   - Drawing set dated 08-19-2020 (either pdf or printed sets available as noted)
   - City of Chicago Dept. of Buildings Porch Design & Construction Guidelines 2011
   - Bid Form
   - Lead Risk Assessment report
   - SBH Minimum Insurance Requirements
   - Exhibit B for CDBG contracts
   - Addenda if issued

2. Bids will be due on **Tuesday, September 9, 2020** at the SBH offices by 3:00PM. (Received via mail, FAX, email, or dropped off by this time.) SBH offices are located at 803 Lincoln Way West, South Bend, IN 46616. Send to the attention of Pat Lynch. Fax: 574-289-4550. Email: patlynch@sbheritage.org. If you choose USPS, FAX, or email you are responsible for delivery confirmation. SBH is not responsible for lost mail, undelivered or mis-delivered email, or an incomplete fax transmittal.

3. **South Bend Heritage** reserves the right to reject any or all bids, and to waive any irregularities in bidding and to make an award in the best interest of the **South Bend Heritage** and its project partners.

4. Schedule for construction: Beginning as soon as possible after award and Contractor receipt of written notice to proceed. Schedule for this project is “of the essence”. 

5. **ADDITIONAL WALK THROUGH:*** Any additional walk through must be scheduled in advance and conducted between 1:00P and 5:00P M-F and on/before **Monday August 31**. No exceptions will be granted and bidder registration will close on this date. All bidders are required to walk through the property before submitting a proposal.

6. **Permits**
   - SBH to apply for and obtain required general construction permits. All additional permits must be acquired by each subcontractor.

7. **Payment & Performance Bonds**
   - 100% payment and 100% performance bond is not required from sub-contractors for this project.

8. Bids not utilizing the attached Bid Form or without all Alternates completed will not be accepted. Additional materials may be submitted to support your proposal.

9. **Bidder registration and addenda** – all bidders must affirm interest and register with SBH at a site visit or at safas@sbheritage.org to receive bidding updates and addenda. Addenda will not be
issued via South Bend Drafting (ARC). All addenda will be issued via email to registered bidders only. Receipt of any addenda must be acknowledged on the bid form. All registered bidders must visit the jobsite at least once. If you have non-registered sub-contractors bidding under your proposal you are responsible for forwarding all bidding information and addenda.

10. Material allowance(s) and Owner provided items (if any) are called out on a following page. You may assume that any overhead and profit you may have is included in the allowance. This markup is disclosed on the Bid Form.

11. Full and complete contractor markup on any positive value change orders to be disclosed on the Bid Form.

12. The project work described in this document does not fall under Federal Davis Bacon prevailing wage guidelines. Certified payrolls are not required.

13. Bid the work according to the drawings and specifications. If you or your subs have questions about elements of the work, the G.C. should call the Architect. If information is lacking the Architect will issue new guidelines (Addendums) to all Bidders. If you propose Alternates not required in the Bid Form, these should be numbered and added to the Form.

14. All drawings and this specification make up the bid set. Do not break the set or distribute individual sets to sub-contractors or vendors. All contractors are responsible for coordination of their trade with the all other portions of the project. You are responsible for understanding all abbreviations used in the bid documents. An abbreviation index is available on the drawing set cover sheet. If you can’t find an abbreviation or have any other question you are responsible for contacting the Architect.

15. All materials, labor, markup, and any other elements required to complete the work described in this bid package and not specifically excluded as alternates or allowances are to be included in the Base Bid amount.

16. Certificates of insurance will be required prior to start of work. Refer to attached minimum limits of liability. South Bend Heritage Foundation, Inc. shall be named as additional insured under the Contractors’ Comprehensive General Liability Policy.

17. Builder’s Risk will be carried by SBH.

18. Copies of the winning bid form will be available from SBH after the contract is awarded and construction has commenced.

**GENERAL**

- Sub-Contractors will advise the Owner of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time.
• The Architect may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications and a change in Contract Time for executing the change. The Contractor will prepare and submit an estimated schedule of construction within 10 days of contract award.

• The Contractor may propose a change by submitting a request for change to the Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation.

• Billing
Sub-Contractors will submit monthly billing to SBH on the 25th of each month. Additional application for payment may be made if mutually agreed upon by both the Owner and the Contractor. All applications for payment are to be notarized and submitted on an AIA G702/G703 or Architect approved equivalent form and accompanied by a partial lien waiver for an amount matching the amount on the application. Contractor should assume that payment from the Owner to the Contractor will occur within 45 days of Owners receipt of a correct and error free application for payment and any required supporting documents. Applications for payment with errors will be returned for correction and payment may be delayed.

• Retainage
5% retainage will be held on all sub-contractor applications for payment on this project.

• Staging
Coordinate all staging with SBH and CC Super.

• Hours of construction activity
7:00A to 7:00P Monday through Friday unless otherwise arranged in writing with SBH.

• Cutting and boring
Unless specifically noted otherwise, items noted on this bid package are to be provided and installed by the contractor. Unless noted otherwise or specifically assigned to another contactor, all incidental materials, tools, shims, blocking, cutting, and boring required to complete that work are to be assumed to be provided by the installing contractor. Responsibility for repair or sealing of cut, drilled, or bored materials to be by the installing contractor unless specifically noted or arranged otherwise. See specification for fire caulking and rated assemblies. All holes drilled or cut into any structural members to be per code.

• Environmental
Lead – Follow applicable Lead Safe Work Practices.
Asbestos – If asbestos is found during renovation notify SBH immediately.
Mold – If mold is found during renovation notify SBH immediately.
• Parking
Parking is available in the lot behind the building. However, priority must be given to existing first floor tenants and their clients. If conflicts arise you will be asked to park on the adjacent city streets. Street parking along Chapin may be barricaded as required for scheduled deliveries and dumpsters per city BOPW guidelines.

• Final “wet” Cleaning
By SBH.
CC is responsible for a broom clean finish at end of job. CC is responsible for policing all other subcontractors to remove their construction waste to dumpsters.

• Access to building toilet facilities by contractors is not permitted. Port-a-John will be provided by SBH.

SCOPE OF WORK

The following scope descriptions break the project down into bid packages. These descriptions refer to the bid documents and are not complete specifications. Nor are they intended to provide a comprehensive description of general items of your work, means and methods, or coordination of work with other trades. You are responsible for reviewing the entire set of drawings to understand how your work fits into the overall project. If you have any questions or find discrepancies between the following bid scope descriptions and the drawings/specifications please notify SBH.

In general, this document assigns elements of work to the following primary sub-contractors:

CC   Carpentry sub-contractor
MB   Masonry sub-contractor
EC   Electrical sub-contractor – power/ lighting and data
MC   HVAC sub-contractor
PC   Plumbing sub-contractor
CM   Construction Manager to be South Bend Heritage (SBH)
SP   Fire suppression sprinkler sub-contractor
FA   Fire alarm and signaling sub-contractor

All other sub-contractors are referred to without abbreviation.

BID PACKAGE - A1
Demolition scope of work

Demolition contractor is responsible for general demolition excluding any special provisions required for mold or asbestos. Demolition is to follow lead safe work practices for demolition as required.

All demolition phase waste to be removed from the suite via rubbish chute to a dumpster below. The building owner will provide space for dumpster in lot below. Barricade to provide adequate safety for workers, vehicles, and pedestrians.

First floor is occupied. Coordinate any work that may interfere with first floor tenants via SBH.

Provide owner with scale drawing of any chute or similar device for written approval prior to starting demolition work.

Demo all interior walls, hardware, trim, etc. per demolition plans and as required for new construction. Demolition contractor responsible for all required shoring and temporary bracing due to wall removal. Notify SBH immediately if demolition will cause an unsafe structural condition.

See masonry section below for new opening in existing masonry wall.

See masonry section below for replacement of east steel lintel and repair to displaced east parapet wall.

Remove ALL existing plumbing, electrical, and mechanical equipment and fixtures throughout second floor work area unless specifically noted below as to remain and/or PC, EC or MC responsibility. Any interruptions to first floor MEP systems to be coordinated with SBH and scheduled at least 24 hours in advance. SBH is responsible for first floor tenant notification.

Carpentry scope of work (Division 6)

SBH is responsible for providing dumpsters for the work. Dumpster location TBD.

New walls, framing, doors, and all related carpentry work per plans and schedules. Framing per wall type schedule.

Soffits are to be framed after main ceiling GWB is hung and finished. Some secondary MEP rough in is located in soffits. Refer to MEP drawings. This is to provide a wallboard air barrier between living space and the attic above.

Exterior stairway is dimensioned and described generally on the drawings. Also provided in this bid package is the City of Chicago Dept. of Buildings Porch Design & Construction Guidelines 2011. These specifications are a guide for building the new exterior stair.

This package is to provide insulation at all new walls where noted on plans. Ceiling/attic insulation is not included in Package A. Note that Tyvek housewrap to be applied to exterior masonry walls before exterior walls are framed. Insulation to be dense-packed against Tyvek.

Significant settlement has occurred in the middle third of the overall floor area. Tapered 2x sleepers 16” OC max. and new ¾” T&G plywood decking are indicated. Refer to demo plan.
Install ¾” OSB decking over existing t&g floor boards at balance of floor area.

Window trim: 1x jamb extensions as required. 1x4 casing. 5/4 stools. 1x4 aprons. Painted.
Door trim: 1x4 S4S casing, painted.

New doors & door hardware per plan and schedule by CC. Coordinate master key to SBH.
Apartment interior doors to be 1 3/8” solid-core flush maple and per schedule. Pre-finished.
Apt. entry doors to be 1 3/4” solid-core flush maple and per schedule. Pre-finished.
Provide and install peep site at each apartment entry door at +60” AFF.

Construct 12” tall roof curb for vents per roof plan.

Construct all support blocking in walls as needed for bathroom accessories, handrails, mechanical equipment, fixtures, etc. Coordinate with other trades as required.

CC to provide and install kitchen cabinetry & tops, bathroom vanities & tops (integral sink), and accessory packages at all apartment bathrooms. Accessory package to be (1) 18” towel bar; (1) t.p. holder; (1) shower curtain rod with brackets (not tension type). Also include (1) 18” towel bar at kitchen-island.

CC to provide and install surface mounted medicine cabinets. Integral mirror. (not light)
CC to provide and install kitchen cabinetry and tops per plans in each apartment.
Cabinetry door pulls – purchased as part of cabinetry allowance. Installation of pulls in base bid. Assume one 3” wire type pull per door and one per drawer.

Include $10,000.00 (5,000 for each apartment) cabinetry and tops material allowance in your base bid.

Provide and install 5 lb. ABC fire extinguishers in each apartment kitchen. Wall bracket.

This package is responsible for receiving listed appliances onsite from the appliance vendor’s “tailgate”, moving to on-site storage and/or moving directly to apartment unit, uncrating, setting, and adjusting each. Assume that each listed appliance will be delivered boxed or crated.
Waste to SBH dumpster.
Tailgate appliances include:
- Electric range
- Washer/dryer (stackable) (also refer to plumbing section for installation)
- Dishwasher (also refer to plumbing section for installation)
- Refrigerator

Appliance testing – CC to run all appliances for min. 1 cycle to test for operation, water tight operation, venting, etc. Report/coordinate any issues with the appropriate EC, MC, and/or PC.
BID PACKAGE – A2

Masonry/Concrete scope of work
Remove window and existing sill. Modify existing opening into existing brick masonry exterior wall per plans. Remove masonry debris from site. New 5” limestone threshold. Refer to door schedule for new door MRO size.

BID PACKAGE - B

Flooring – Carpet and VCT scope of work

Refer to package A for subfloor repair.

New floor finishes per plan. ‘L1’ LVT finish floor over underlayment at all apartment bathrooms, kitchens, common corridor 201, and where indicated on plans. Refer to finish schedule. Include all transition strips. Carpet ‘C1’ in bedrooms and bedroom walk-in closets.

BID PACKAGE - C

Wall Finish scope of work

Hang and finish 5/8” GWB throughout second floor work area. New 5/8” type-x GWB on ceilings. 5/8” GWB at all walls.

After second floor ceiling is repaired/hung, some areas will receive soffits to conceal ductwork. Hang and finish additional GWB or ceilings at these areas after MEP rough-in is completed. Refer to RCP plans.

Refer to wall type schedule for more information. 1-hour rated assemblies per plans.

Repair first floor commercial space where demo was required to allow mechanical systems to reach second floor. Refer to plans. Paint to match surrounding wall.

GWB may be delivered to second floor through the new west doorway. GWB storage shall not be concentrated in one location!

Wall finish sub is responsible for damp wiping walls after sanding. Shop vac compound dust. Do not over sand/burnish the paper wallboard surface. If additional sanding is required after priming due to over sanding it will not be a change order.
BID PACKAGE - D

Roofing
Class B roof assembly is existing. Repair mechanical penetrations and new curbs as required. Repair around new drain fitting.

BID PACKAGE - E

Painting/finish scope of work
Prime all second floor & stair wall surfaces per schedule.
Paint walls and ceilings with two coats with latex acrylic paint. One color throughout all apartments – walls and ceiling. Eggshell finish. One accent wall in each apartment living area.
Assume an additional color for corridor walls. Third color for corridor ceilings.
Doors – doors are prefinished flush panels. Refer to door schedule.
Apartment interior trim – existing and new trim to be filled, primed, and painted.
Corridor trim – painted.
All interior caulkimg and trim nail filling is by painting contractor.

BID PACKAGE - F

Plumbing scope of work
Coordinate plumbing demolition with demolition contractor. Cut, cap, and/or otherwise protect existing rough plumbing that is noted to remain. Maintain proper venting, function, and drainage of any first floor plumbing.

Note that not all second floor construction is new framing and GWB. All trades are responsible for identifying where their work is within existing or new construction. All trades are responsible for determining the means and methods required to complete their work.

Provide and install new plumbing rough in and fixtures per plans. Tap water supply from meter in basement of 303 Chapin.

The following fixtures are purchased by PC:

Provide shop drawings and product data for Owner or Architect approval. Verify left/right handed for each location per plans and site plan.

BATHROOMS:
Toilet: Delta Corrente C43904-WH (HET). Max. 1.28 gpf. With coordinated seat/lid,
Lavatory Faucets: Delta Foundations B2515LF-PPU (1.5 gpm)
Shower Faucet: Delta Foundations BT13010 valve trim (where applicable) plus Delta 7-spray hand held shower 75701 (2.0 gpm)
Handheld shower faucet is for all shower units and ADA Xfer showers.
Tub/Shwr Faucet: Delta Foundations B114900 (fixed head shower is 2.0 gpm)
Rough in for shower riser and tub filler to be copper and secured to 2x blocking.

KITCHEN:

SS Kit Sink: Sterling Middleton 20-Gauge Double-Basin Drop-In model #R14708-4-NA (coord. 3 or 4 holes w/ faucet soap dispenser)
Kitchen Faucet: Delta B4310LF-SD. Chrome. ADA compliant. 1.8 gpm (Verify that faucet comes with accessory soap dispenser before ordering sink)
Garbage Disposal: Insinkerator Badger 1. Switch at wall.

The following appliances are provided by SBH, uncrated and set in place by CC, and hooked up and tested by PC:
Washer and Dryer (stacking)
Dishwasher

New ¾” PEX cold water supply from existing water meter in 303 basement to serve apartments E & F. From each 3/4” PEX supply riser install 3/4” PEX laterals as needed to ½” PEX fixture supply lines to copper “L” and metal brackets at each fixture. Manifold not required. Seat all shut-off valves to copper “L” stub out. All shut-off valves to be quarter turn ball valves.

Install all PEX supply lines per mfr. specifications and with a minimum of joints. Intermediate joint in straight runs are explicitly not permitted. Radiuses bends are preferred over brass joint fittings. Unless otherwise noted, it is contractor’s option for braided SS or 3/8” PEX connections at stool, lav., and kit sink.

Protect tubs during const. w/ cardboard or tub liner.

Provide and install 40 gallon, 240v electric water heaters per plans. Electric connections by EC.

Fire-caulk, fire putty, or mineral wool at all plumbing penetrations of rated assemblies per code.
Fire caulk to be 3M Fire Barrier Sealant system or approved equal.

Condensate drains for each apartment HVAC unit. Condensate drains must be trapped.
Connect to standpipe, indri standpipe, or tub overflow per code. HVAC contractor is responsible for running the condensate line from each unit for a distance of up to 5 feet horizontally and 5 feet vertically to reach Plumbing contractor’s trapped standpipe or equivalent connection point. Carefully coordinate this connection with HVAC to ensure that it is to code and does not leak.

Testing: All plumbing supply lines from backflow preventer to all fixture terminations to be hydrostatically tested to 100psi for a continuous 24 hour interval. Confirm pass or failure of test(s) and any corrective actions taken. This confirmation to be in writing and submitted to owner for review and approval. Owner or site super to witness test.

BID PACKAGE - G

HVAC scope of work
All HVAC equipment, ductwork, filters, grilles, etc. for a complete job. Control wiring.
Mitsubishi equipment per plan. HVAC equipment to be Armstrong or approved equal. Gas hi-efficiency furnace with SEER 14 AC.
Ductwork does not need to be insulated. No flex duct allowed. All duct to be metal rigid. Tape all duct joints with aluminum duct tape or fluid applied duct sealant.
Wall mounted hardwired thermostat/controller.

HVAC contractor is responsible for running the condensate line from each unit to the basement via the abandoned stairway. Route to bsmt floor drain or equivalent point to connect to city sewer. Coordinate this connection with Plumbing contractor to confirm it is to code and does not leak.
Include wired controllers for all HVAC units in apartments.

Fire-caulk, fire putty, or mineral wool at all mechanical penetrations of rated assemblies per code. Fire caulk to be 3M Fire Barrier Sealant system or approved equal.

The following appliances are purchased by MC, uncrated and installed by MC, and wired by EC:
   Range hood – vented to exterior per plans.
   Bathroom exhaust fans

MC to provide and install all dryer vent ducts, exterior wall vent caps, recessed wall boxes behind dryers. Where ducts penetrate a 1-hour wall or ceiling assembly seal per code. Seal all venting ductwork joints and connections with aluminum tape or fluid applied sealant.

Provide and install ducts and wall caps at all kitchen and bathroom exhaust fans. Where ducts penetrate a 1-hour wall or ceiling assembly seal per code.

Roof mechanical penetrations & boots. Coordinate with roofing contractor.
HVAC contractor to provide written heating and cooling calculations to verify equipment and ductwork sizes. Manual J. Provide these calculations after contract award and before start of
work. Coordinate any required adjustments or changes with SBH.

Include condenser pan heaters to each Mitsubishi rooftop unit.

MC to cut CN-33 to activate the crankcase heater for all mini split rooftop systems.
MC to provide and rough in low and line voltage wire for HVAC equipment. MC to connect low voltage portion. EC to connect line voltage per coordination with MC. Wire type by MC.
MC to coordinate rough-in with EC to confirm route, termination points, j-boxes, etc.
EC to provide wall box and HVAC disconnect switch per plans.
Fire caulk all mechanical penetrations of rated assemblies per code. Fire caulk to be 3M Fire Barrier Sealant system or approved equal.

BID PACKAGE - H

Electrical scope of work
Inspect existing meter bases and power supply. Determine route and methods required to bring service to breaker panel as indicated on plans.
Demo – refer to 1/E2.0 for new, abandoned, and removed service equipment.
Demo of interior second floor branch circuits by demolition contractor. EC to isolate prior to demolition if required.
New MC SE cable to all panel locations for apartments E & F.
All new branch circuit wiring to be NM Romex type.
Provide and install all devices for appts. E, F, & corridor per plans.
Install all light fixtures per plans and schedule.
All light fixtures and lamps provided and installed by EC.
Provide, install, and maintain temporary construction lighting until finished light fixtures are installed.
Include all smoke detectors per plan at second floor work area and corridor. Dual detection type. Hardwired with battery backup. Interconnected within each apartment unit.
Provide and install all exit signage and emergency lighting in work area and adjacent corridor.

Electrician to wire all exhaust fans and fan/lights. (HVAC contractor to provide fan units, ductwork, caps, and any penetrations for exhaust fan ducts at exterior per plan)
Provide all conduit, conduit risers per plan.
Provide additional 2” PVC conduit to roof for dish TV vendor per plan.

Provide cat-6 cable and coaxial cable per plan. Route each to building 303 basement panel and terminate on punch down block mounted to CC provided plywood panel. Label each cat-6 and coaxial cable with apartment number. No daisy-chain configuration – each cable and coaxial wire is separate.
Coordinate power to mechanical, plumbing, and emergency systems. Power from rooftop HVAC unit to interior unit by HVAC contractor. Provide power to roof top HVAC units from apartment electrical panel.

The following appliances are provided by SBH, uncrated and set in place by CC, and hooked up and tested by EC:
   Electric range. Whip provided by appliance vendor and attached by EC.

The following appliances are provided by MC, uncrated and installed by MC, and wired by EC:
   Range hoods
   Lav. exhaust fans

The following appliances are provided by SBH, uncrated and set by CC, installed by PC, and wired by EC:
   Dishwasher (Dishwasher plug-in whip will be provided by appliance vendor)
   (Garbage disposal is plug in type. Switch per plans)

Fire-caulk, fire putty, or mineral wool at all electrical penetrations of rated assemblies per code. Fire caulk to be 3M Fire Barrier Sealant system or approved equal.

EC to provide recessed boxes for new FA pulls and horn strobes where indicated. Refer to plans and coordinate with data/communications sub-contractor to obtain quantity and final locations.
Having thoroughly examined both the Contract Documents and the site conditions, I hereby propose to furnish all labor and material to accomplish the specified work for the following prices:

Please select the relevant bid section(s) as described above. I agree to perform the identified work for the lump sum of:

<table>
<thead>
<tr>
<th>Pkg. #</th>
<th>Indicate choice</th>
<th>Description</th>
<th>Lump sum price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>•</td>
<td>Demolition &amp; Carpentry w/ cabinetry allowance.</td>
<td>$</td>
</tr>
<tr>
<td>A2</td>
<td>•</td>
<td>Masonry</td>
<td>$</td>
</tr>
<tr>
<td>B</td>
<td>•</td>
<td>Carpet and LVT</td>
<td>$</td>
</tr>
<tr>
<td>C</td>
<td>•</td>
<td>Gypsum wall board (hang and finish)</td>
<td>$</td>
</tr>
<tr>
<td>D</td>
<td>•</td>
<td>Roofing</td>
<td>$</td>
</tr>
<tr>
<td>E</td>
<td>•</td>
<td>Painting</td>
<td>$</td>
</tr>
<tr>
<td>F</td>
<td>•</td>
<td>Plumbing</td>
<td>$</td>
</tr>
<tr>
<td>G</td>
<td>•</td>
<td>HVAC</td>
<td>$</td>
</tr>
<tr>
<td>H</td>
<td>•</td>
<td>Power and Lighting</td>
<td>$</td>
</tr>
<tr>
<td>I</td>
<td>•</td>
<td>Insulation</td>
<td>$</td>
</tr>
</tbody>
</table>

- My full and complete markup on any positive value change orders will be __________%.

I acknowledge receipt of the following Addenda:

<table>
<thead>
<tr>
<th>Addendum #:</th>
<th>Addendum #:</th>
<th>Addendum #:</th>
<th>Addendum #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed: ___________________________ Title: __________________ Date: __________

Print: ____________________________ Best contact (ph or email): __________________

Company: ____________________________________________________________________________