

ADDENDUM #1

**Courthouse Flooring Replacement for
Ashtabula County Commissioners
25 West Jefferson Street, Jefferson, Ohio 44047
CT Project Number 231987
Issue Date: May 17, 2024
Bid Due Date: May 24, 2024 – 2:00 pm**

Pre-Bid Meeting Minutes/Sign-In Sheet

See attached for the Pre-Bid Meeting Sign-In Sheet and Meeting Minutes which include the following information:

1. Summary of items discussed during the meeting and tour of the facilities.
2. Clarification of “public spaces” and restrictions on when work may be performed.
3. Owner provided furniture plans for the Auditor’s Office.
4. Clarification of two areas identified as not being in the scope of work.

Request for Information (RFI) submitted 5/17/2024

See below and attached for the questions asked and responses provided:

- How should the General Contractor address the flooring underneath the water fountains located in the corridor on the first and second floor of Building 1, Area A?
 - I believe this is in reference to the drinking fountain we were looking at that had the old, existing drain removed and plugged with an air admittance valve and the new drain piped over to the floor drain. The Owner will endeavor to get the exposed piping concealed with a metal shroud. If this work has not been completed prior to the installation of the LVT in these areas, install flooring up to, but not underneath, the drinking fountains, and the omitted flooring will be installed by Owner later”.
- Can you specify which additional rooms will be receiving flooring? Will there be an updated set of drawings with the additional rooms?
 - Drawings will be formally updated for record purposes. At this time, please refer to the attached, hand-drawn sketches created from field measurements.
- Can you please provide the new furniture plan for the Auditor’s Office?
 - Please refer to the Owner provided information attached to the Pre-Bid Meeting Minutes.



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- Who is responsible for moving all of the items on the desks, shelves, cabinets and tables in all of the rooms (computers, papers, boxes)?
 - Owner and staff shall be responsible for moving all personal items, as well as computers, papers, boxes, and other items not considered furniture, fixtures, and/or equipment.
- What items in the IT department is the General Contractor responsible for moving?
 - During the walk-thru, the IT Department stated that they would “declutter” the offices spaces prior to the commencement of work, otherwise, Owner and staff shall be responsible for moving all personal items, as well as computers, papers, boxes, and other items not considered furniture, fixtures, and/or equipment.
- On the tour there were rooms that were not receiving new flooring. Can you specify what rooms?
 - Please refer to the clarifying sketches attached to the Pre-Bid Meeting Minutes showing the two areas identified as not requiring new flooring in the scope of this project.
- Can you please specify which areas are required to work after hours or weekends?
 - Please refer to the clarifications noted in the Pre-Bid Meeting Minutes.

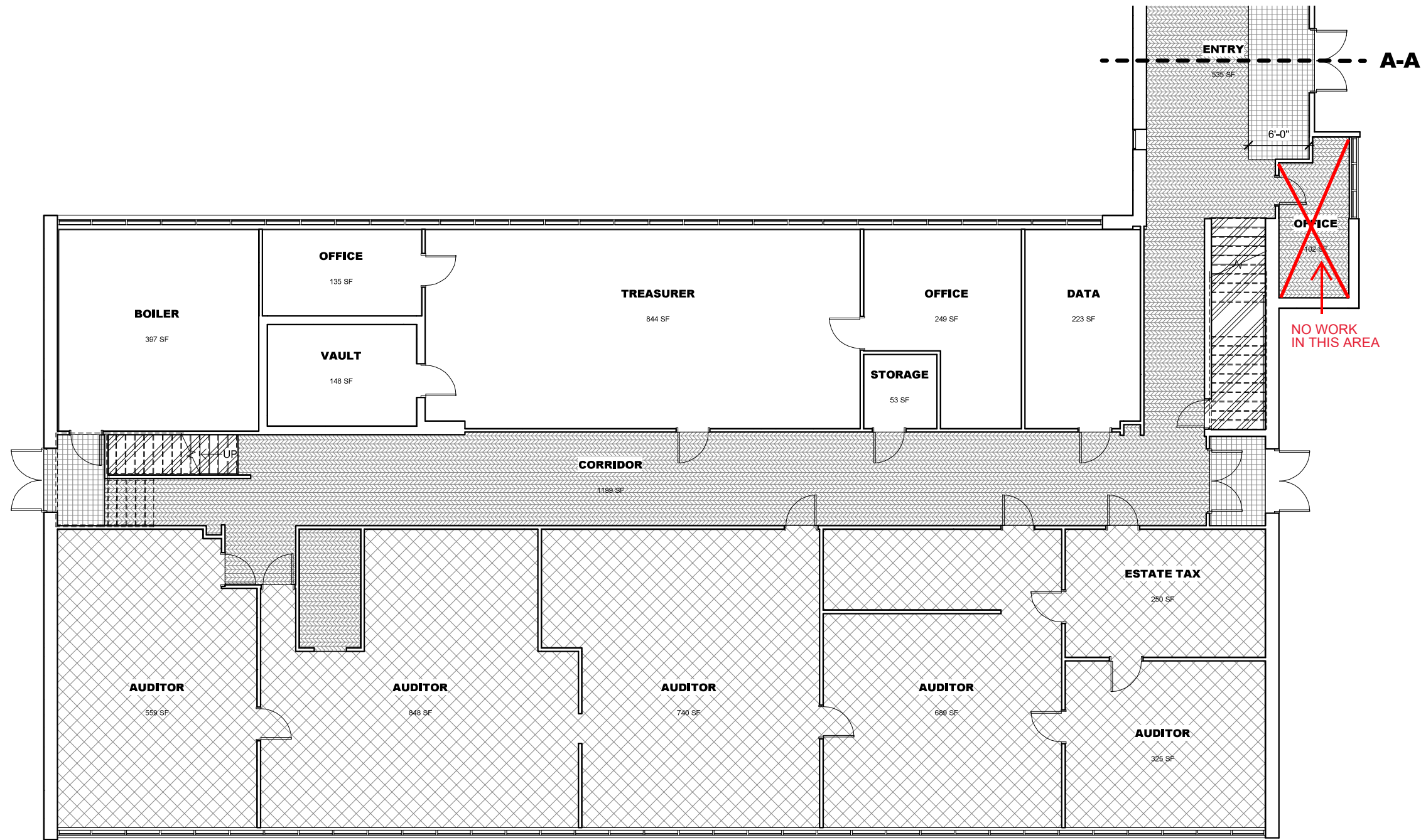
END OF ADDENDUM #1

**ASHTABULA COUNTY COMMISSIONERS
COURTHOUSE FLOORING REPLACEMENT
Pre-Bid Conference
MAY 14, 2024 – 10:00 AM
*MEETING MINUTES***

- 1) Introductions/Sign-In (everyone PLEASE fill out Sign In Sheet)
 - a) Owner's Representatives
 - Janet Discher, Administrator
 - Jim Buchan, Lead Maintenance
 - b) Architect
 - Brian Sabla, Project Manager
- 2) Bid Proposals are due by 2:00 p.m. on Friday May 24, 2024. Deliver to County Commissioner's Office located at 25 West Jefferson Street, Jefferson, Ohio 44047 – "Old Courthouse" where we are currently meeting.
- 3) It is anticipated this project will be discussed at the May 30th Commissioners Meeting.
- 4) All questions and RFIs shall be sent to Brian Sabla via e-mail and will be answered via e-mail. The last day for questions/RFIs that would require the issuance of an addendum is Friday May 17th – 2:00 pm.
- 5) Bidding Documents are available from CT Consultants' website (www.ctconsultants.com), through the "Plan Room". The only way to get the bid forms that need to be submitted, is to obtain the documents for \$125.00 – they will be mailed. Must be registered on this site to be a plan-holder and to have access to addenda information.
- 6) The Bid Proposal submitted shall be for a single, general construction contract (lump sum). Prevailing Wages will apply. A Bid Bond or certified/cashier check in the amount of 10% made payable to the Ashtabula Board of County Commissioners, shall be submitted with the Bid Proposal. All other Bid Proposal requirements are listed on the Bid Proposal and Legal Forms "cover sheet".
- 7) Note that the bid form has four (4) separate construction bids listed. One line for each of the three (3) separate buildings, and one (1) for the project in its entirety, which may be less than the sum of the individual bids for each of the buildings.
- 8) There are Unit Prices required for removal of floor coverings containing ACMs, Carpet Tile (C-1), LVT, Stair Treads/Landings, and Rubber Wall Base.
- 9) Construction cost is estimated to be \$430,000.

- 10) This project is sales tax exempt for materials incorporated into the project.
- 11) The Work, in general, includes:
 - a) Removal of existing floor coverings and wall base, including the existing vinyl floor tile underneath the existing carpet, and mastic associated with the stair treads and landings, which contains asbestos. Indicated on Drawings as yellow highlight.
 - b) New floor coverings that include carpet tiles, resilient tiles, and stair treads.
 - c) New wall base.
 - d) Touch up of existing finishes that may be damaged as part of the Work.
 - e) Contractor shall be responsible for moving, storing, and resetting existing furniture, fixtures, and equipment as required to facilitate the Work. How this is accomplished, including creating “swing space” within the building or providing temporary storage facilities on site, will be the responsibility of the Contractor.
 - i) It was noted that the Commissioners Meeting Room in Building 1 (Old Courthouse), Second Floor may be used as swing space and temporary storage.
- 12) Communication, coordination, and scheduling will be key factors in making this a successful project. The building will remain occupied and operational during the construction activities, so scheduling and phasing will be very important in limiting disruptions. Note the following:
 - a) Work in public spaces, including corridors, and public areas of the Clerk of Courts Title Office (Building 3), shall be performed after regular business hours and/or during the weekend.
 - i) *Discuss these spaces to assure we are aligned with which areas are included.*
 - (1) Corridors, in general, shall be considered “public spaces”. County is agreeable to allowing existing floor finishes and/or asbestos containing materials to be removed, and the floors left unfinished, until new flooring can be installed.
 - (2) Adult Probation Office (Building 3) is not considered “public space”. Someone is always present.
 - (3) Title Office (Building 3) is closed/unoccupied Saturdays after 12:00 noon, Sundays, and after typical business hours.
 - (4) DMV (Building 3) is closed/unoccupied on Sundays, Mondays, and after typical business hours.
 - (5) Auditor’s Offices (Building 2) will be extremely busy the first two weeks of July.
 - b) Bidders should anticipate the need to meet, review, and update phasing plans and schedules on a weekly basis.
 - c) Owner will occupy spaces as they are completed, and at the Pre-Construction Meeting we can determine the procedure for obtaining written acceptance of the spaces prior to Substantial Completion.

- 13) The project's Substantial Completion date will be September 13, 2024 – any concerns with this date?
 - a) Dawn Incorporated stated this may not be enough time depending on availability of spaces, lead time of materials, availability of swing spaces, and the amount of furniture and equipment that needs to be handled. Janet indicated there is no specific “deadline” for this having to be complete.
- 14) CT to issue meeting minutes, including answers to any questions that have been asked, or RFIs received, as Addendum 1 by the end of the week.
- 15) Open for questions and tour existing facility as needed.
- 16) The following was discussed during the meeting and walk-thru of the facilities:
 - a) The high-density filing system in Building 2 will not be moved; the flooring will removed and replaced around this filing system.
 - b) In Building 1, replace main stair treads in kind, keeping the ends of each wooden step exposed (similar to a “runner” if it were carpet).
 - c) Auditor's Office availability – once work is scheduled, plan to proceed with work aggressively to complete the work (rip off the band aid) and the staff will be flexible in allowing access. Auditor's Office is in the process of purging and is getting new furniture. County will provide the furniture plans that are currently available.
 - d) Where existing asbestos floor tile is being removed, the mastic doesn't necessarily have to be removed if no ACMs are present; however, the resulting floor substrate will need to be prepped for new flooring (skimmed with leveling compound).
 - e) See attached sketches for two areas identified as not needing the flooring replaced.

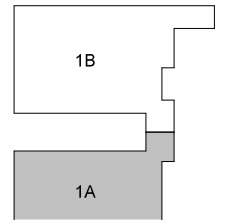


RUBBER BASE UTILIZED IN ALL

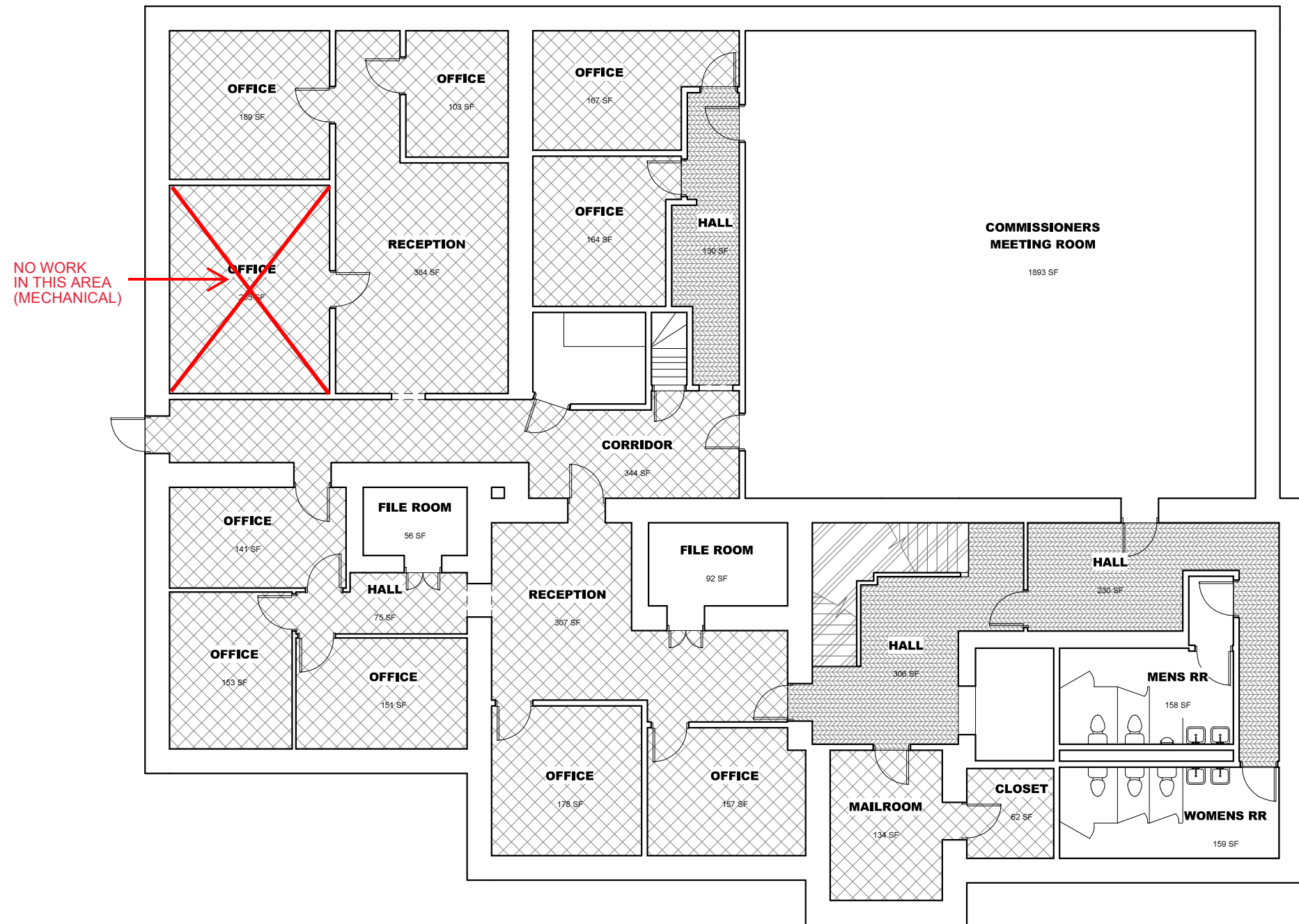
1 **FIRST FLOOR FINISH PLAN**
 I1.11 1/8" = 1'-0"



DRAWING I1.11



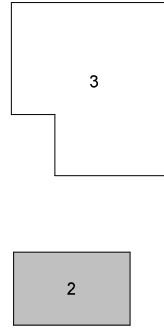
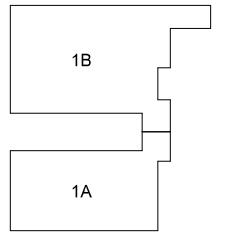
RUBBER BASE (RB-2) SHALL BE UTILIZED IN ALL OF THESE AREAS



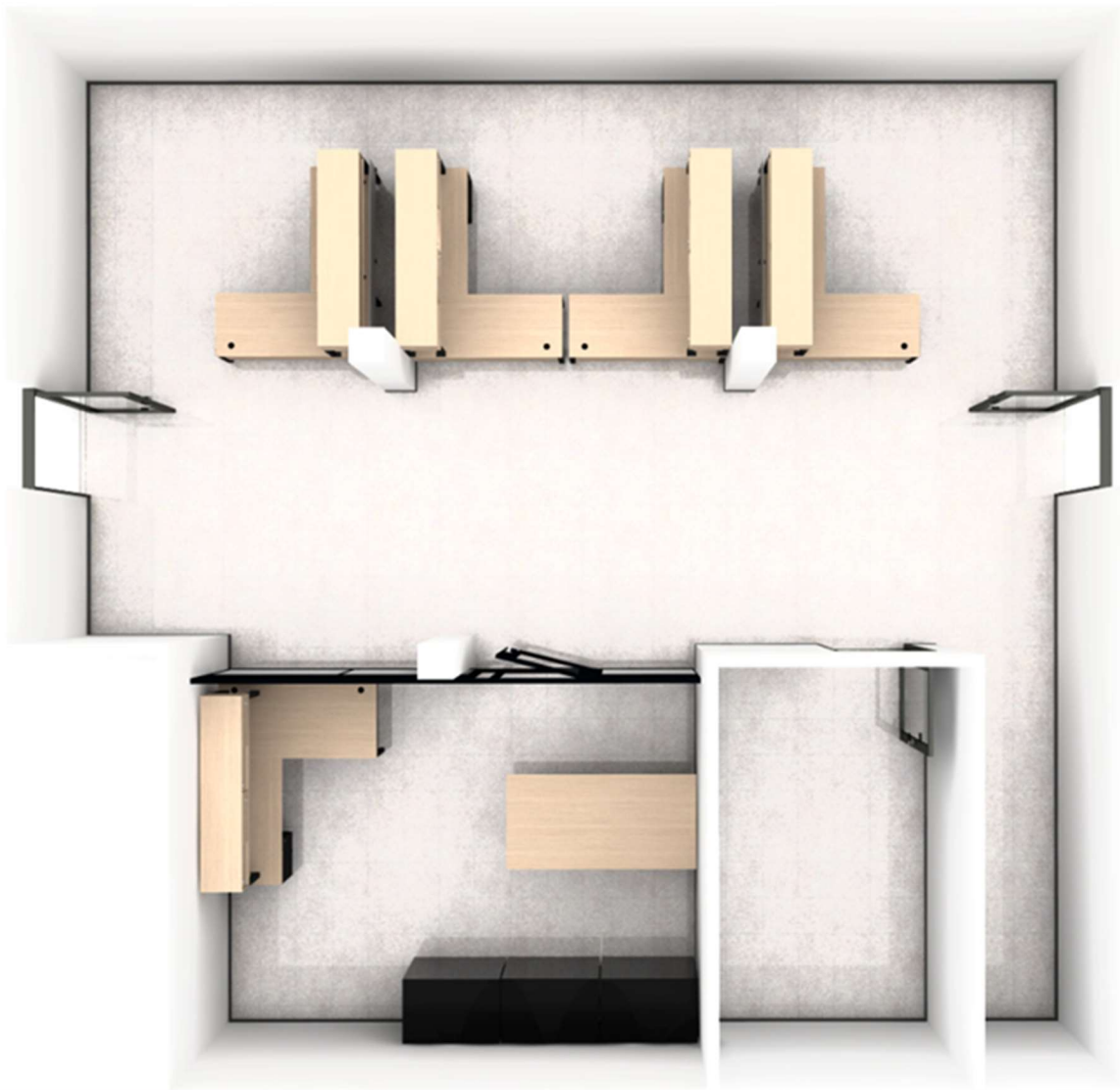
1 **SECOND FLOOR FINISH PLAN**
12.20 1/8" = 1'-0"



DRAWING 12.20



AUDITOR'S OFFICE PROPOSED FURNITURE PLANS - SECTIONS 1 AND 3
1 BEING ALL THE WAY ON THE LEFT AND 3 BEING ALL THE WAY ON THE
RIGHT. THE ROOM IN THE MIDDLE WILL REMAIN PRETTY MUCH THE SAME.



Areas

- (2x) Shared Offices
- (1x) Reception Area
- (1x) Private Office



REST ROOM WORK

EXTERIOR

OFFICE
(CARPET)

13'-4"

12'-8"

4'-2"

COURT ROOM
(CARPET)

25'-3"

31'-6"

4'-4"

RECEPTION
AREA
(CARPET)

FOR BIDDING PURPOSES, ACCOUNT FOR THE
REMOVAL OF EXISTING CARPET/ACT AND
INSTALLATION OF CARPET AND LVT IN THE DOMESTIC
RELATIONS COURTROOM, AS WELL AS RUBBER WALL
BASE. THESE AREAS INCLUDE REMOVING AND
REPLACING 130 SY OF CARPET AND 105 SF OF TILE
(13'-0" X 8'-0"). UPDATED GRAPHICS TO BE PROVIDED
AT A FUTURE DATE.

14'-8" x 9'-4"

ELEV.

34 SF

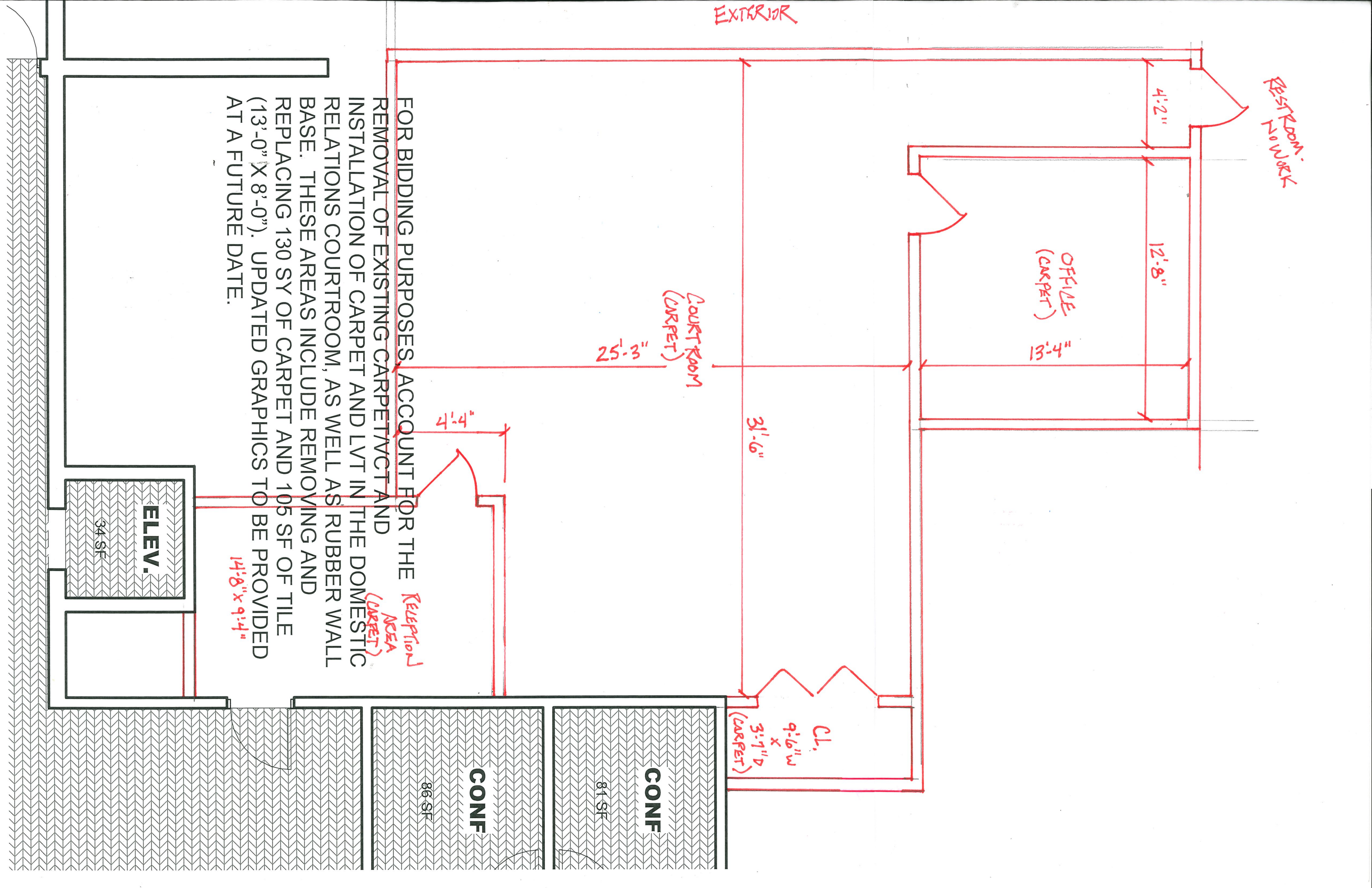
CONF

81 SF

CONF

86 SF

CL.
9'-6" W
x
3'-1" D
(CARPET)



FOR BIDDING PURPOSES, ACCOUNT FOR THE REMOVAL OF EXISTING CARPET AND INSTALLATION OF LVT IN FRONT OF THE SHERIFF'S OFFICE, AS WELL AS NEW RUBBER WALL BASE. THIS AREA IS 13'-6" X 20'-6" (277 SF). UPDATED GRAPHICS TO BE PROVIDED AT A FUTURE DATE.

