

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

- Q1. Do I need to attend the pre-meeting in order to bid?
- A1. No the pre-bid meeting is non-mandatory (but always encouraged). Not attending does not disqualify your firm from submitting a bid.**
- Q2. Can I have the attendance list of the bidder from the Pre-bid meeting?
- A2. The pre-bid attendance list is attached to this addendum.**
- Q3. We are interested in bidding on the SUNY Purchase College Campus Wayfinding Signage project. For the installation – is this Union or Non-Union and is there Prevailing Wages?
- A3. Every project on the campus is prevailing wages. There is a link to the prevailing wage rate on page one of the “Notice to Bidders”.**
- Q4. Can we see the attendance sheet for the June 11th pre bid meeting for wayfinding signage?
- A4. The attendance list is attached.**
- Q5. When will the next addendum be posted?
- A5. The next addendum was scheduled to post June 18th. Due to complications, it will be posted on June 22nd. It is also being released to all of the bidders whom have contacted our office via e-mail, requesting copies of the addendum.**
- Q6. Alternatives: Reference section B of the general requirements; What Alternatives? Where do we find it? Where are the drawings, specs? Is this something that we would suggest? And if we do not want to switch any than can we say NOT APPLCABLE?
- Unit Price: Where do we find product to “unit price” What product?
- Allowance?
- The Bid package is quite thick, can we send it in a fedex document box? With all the markings in the front as required?
- A6. There are no alternates. Also disregard the reference to millwork as this was simply a typo.**

Disregard unit prices as noted on page 2 of the Proposal. This form is a boiler-plate template. You should reference the bid signage spreadsheet (see attached) as indicated on ‘Schedule I’ of the Agreement. The signage spreadsheet asks you to give a price for each individual sign type and a total price for the sign type quantities listed. This is being done so that if we choose to increase quantities of signs after award or order additional signs later, we know what the price is.

There are no allowances on this project.

You can send in your response any way you choose. Please put the proper information on the package(s) as recommended on page 1 of the “Notice to Bidders”.

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

Q.8 Is the Security Bond/ Check required?

A8. No, a security bid bond will not be required for this project.

Q9. Are the contract documents to be submitted with the Bid Documents? What are the page numbers, (Bid Documents) etc. that needs to be submitted at time of the bid? Page 24 of 26, 25b of 26, 26 of 26.

A9. The documents and pages you reference are part of the Agreement, which you need to complete as part of your bid submission. Pages 24 & 25 of the Agreement are where you sign the Agreement, page 26 (also referenced as Schedule I) is where you would list any unit prices or allowances. However, in this case, it references you to the bid pricing form, which is where you will list your unit prices (attached to this addendum). There are no allowances for this project, so you will not be required to list a price for allowances.

You will also need to submit the completed forms indicated on pages 3 & 4 of the Table of Contents. There are links provide there for the forms.

Q10. In going through the wayfinding package, I noticed that the drawing set had the same February date on it. Have there been changes to the construction of any of the signs?

A10. The drawing set remains the same. There are no changes to the technical drawings.

Q11. Since we did already submit Sign Type T1, at the time of the original Bid in March and did not get it returned to us, can we please use the same Sign already submitted?

A11. If you have previously submitted a sample and wish to use that as part of this submission process, this is fine. We have all of the samples that were previously submitted.

Q12. Please confirm insurance requirements on page 22 of 26, section 5.06 and if "Builder's Insurance" as noted on page 23 of 26, section 5.07 is required for this project.

A12. For this project, we will require the successful bidder to carry what is outline under section 5.06 and/or the following (whichever is greater):

Certificates of Insurance which shall remain in force throughout the term of the agreement, or any extension thereof, from an insurance company authorized to do business in the State of New York with a combined liability insurance policy with limits no less than Three Million Dollars (\$3,000,000) per individual for bodily injury and no less than Five Million Dollars (\$5,000,000) for property damage.

Q13. Please confirm that Millwork noted in package on sheet P-2 is not required. If this is required provide details of location and sign type.

A13. Disregard the reference to millwork as this was simply a typo. There are no alternates.

Q14. Please confirm number of set of submissions required.

A14. Bidder shall submit (2) two original signed and sealed proposals.

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

- Q15. Please confirm that there is no Utility Shutdowns or Cut Overs in this project.
- A15. We don't see the need for any utility shutdowns or cross-overs for this project.**
- Q16. Please confirm no removals are required.
- A16. The College will handle the removal of the existing signs. Coordination will be required on the part of the awarded bidder as to when the existing signs will be removed and the new ones installed.**
- Q17. Are we responsible for utility mark-out or will that be done by SUNY?
- A17. At this time the College does not foresee the need for utility mark-outs, as the desired locations should not conflict with existing utilities. However, if the need arises, the College will either arrange to have this done by a company we hire, or request that the awarded bidder take on these services. If the awarded bidder is to take this work on, the awarded bidder will be required to submit a separate proposal, at that time for this work, for the College to review and approve.**
- Q18. Clarify is graphics are to be silkscreened as noted in specification or frisket as noted on drawings?
- A18. All copy and graphics are to be frisket-painted onto the message schedules, as noted in the construction intent documents.**
- Q19. Please provide art file for the sign sample required with bid.
- A19. Attached please find the "Bubble P" and "Skateboard" symbol artwork files for use to produce the sign type T1 bid sample.**
- Q20. Clarify is all prototypes listed on page 10400-11 and 12 are required.
- A20. These are all required.**
- Q21. Will the designer accept FOSSIL HDLP process for direct embed graphics?
www.fossilgraphics.com
- A21. Designer may consider this process; however, bid prices should reflect what is called out for in the bid documents.**
- Q22. Are we to provide unit pricing for B1, F1, J1, Q1, and R1? If yes, where is this to be provided?
- A22. Please provide this pricing on a separate sheet for our reference. The College may decide to purchase these signs in the future.**
- Q23. Does the MBE and WBE need to be in New York State? I thought my Buffalo office had the WBE certification but it is in the process and they don't know when it will be confirmed yet. My Minneapolis factory does have it but I was concerned because the form does indicate New York State.

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

A23. The vendor does not need to be located in NYS, but they must have a NYS MWBE Certification.

In this case a MN certification is not acceptable.

The best way to find a NYS certified MWBE is on the following link:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=382>

Q24. How can we determine how many of the signs will be installed in grass / dirt or planting areas and how many in asphalt or concrete? This is important because the installation will take longer in asphalt or concrete.

A24. For the purposes of the bid, please assume the following:

- **Sign Types A1, B1, C1, C2, C3, C4, D1, E1, E2, G1, N3, S1 will typically be installed on grass / dirt / planting areas.**
- **Sign types N2 and N4 will typically be installed on asphalt/hard surfaces.**
- **Sign Types F1, J1, M1, M2, N1, P1, Q1, R1, T1 will typically be installed off the ground (wall-mounted, pole-mounted, column –mounted).**

Q25. Please clarify if permits will be required for any of the signs?

A25. At this time, we do not see any permits begin required for the signs scheduled to be fabricated and installed.

Q26. Please clarify if all the signs will be able to be installed during normal business hours, Monday – Friday?

A26. Sign will be installed during normal business hours.

Q27. Are any of the signs illuminated? There appears to be reference to illuminated signs.

A27. None of the signs are illuminated or have internal illumination systems.

Q28. I will be hand delivering the bid next Friday with my sample. Which building is purchasing located in? The Project Manual does not specify what building.

A28. All bids are due on Tuesday June 23rd 2015, no later than 1:00PM (no exceptions). Bids are to be sent to the Purchasing and Accounts Payable Office, which is building #11 'Admissions' on our campus map. The Purchasing and Accounts Payable Office is located to the right of the main building entrance.

Q29. Who is providing the backfill around the freestanding signs?

A29. I'm assuming you're referring to signs going into the ground where you excavated to install footings. You should backfill with the soil you removed, and if additional soil is needed, this soil will be provided by you (or your sub). Your costs should also include reseeding and restoration to surrounding areas damaged due to installation (i.e., ruts in grass due to excavation equipment, etc.).

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

Q30. Is there a location on campus to dump all soil that is excavated for the free standing signs or are we responsible to remove all soil from the site?

A30. Yes, there is an area on-site where the excavated soil can be dumped.

Q31. Is the soil that we will be excavating in virgin soil?

A31. Yes.

Q32. What will be the procedure if we encounter a large amount of rock when excavation?

A32. When excavating, if a large amount of rock is encountered, or other obstruction, You will notify the College representative identified for this project, and the College will determine if either an alternate location will be picked or, ask you to provide a cost proposal to remove the unforeseen rock.

Q33. Please advise which signs (if any) will require installation PERMITS.

A33. At this time, we do not see any permits begin required for the signs scheduled to be fabricated and installed.

Q34. Our company has both WBE and MBE status. Does that qualify us in meeting the 15% WBE and 15% MBE required goals?

A34. No. You are not allowed to claim both under a single company. In this case you must choose either WBE or MBE. You would then need to demonstrate how you will achieve the other 15%.

Q35. We do everything in-house, and we're not MWBE certified, but we're still interested in bidding. We're not sure how to achieve the MWBE goals. Can you offer any suggestions?

A35. There are many MWBE certified vendors out there. You might consider; where you get you materials from? How you plan on transporting the signs to the campus? Who's doing the excavating and any footing work? Do you need to purchase text fonts or other graphic programs for this project? Service contracts with other vendors you use for your business? Who actually installs the signs?

The best way to find a NYS certified MWBE is on the following link:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=382>

Q36. Are we required to stake out the sign locations and review with the College?

A36. Yes.

Q37. If we deliver all of the signs to the College at once, is there some place to store these while we go through the installation process (i.e. trailers)?

A37. The college will consider this, once it's established how many trailers and for how long. In most cases, trailers (provide by you) will be allowed to remain on campus in

Purchase College Project #SU-052815
Campus Wayfinding Signage Project

Addendum #1 - Bidder's Questions & Answers

a designated area, as long as we are given advanced notice. The vendor will be responsible for the materials until they are installed and signed-off by the College.

Note that all vehicles are required to have Purchase College hang-tags. If you have vehicles that will be on the campus for more than a day, you will be required to purchase hang-tags from our Parking Department. The cost is \$35.00 per tag. Tags can be shared between vehicles as long as both aren't on the campus at the same time. Parking on the campus without hang-tags put the vehicles owner at risk of being ticketed. Hang-tag durations will be established based on how the project is phased.

Q38. Are these renderings pre-engineered? Because the very small return size does not allow a lot of room for breakaway systems at the base.

A38. No, 212's bid document drawings are not based on any engineering calculations as they are not licensed structural engineers.

The awarded bidder will be required to identify the minimum depth for all signs in order to accommodate the breakaway system. Engineering will be the responsibility of the awarded bidder. The bidder will be required to submit engineered drawings with the seal of the licensed structural engineer.