

**ADDENDUM NO. 1 – PORTAGE PUBLIC SCHOOLS – CENTRAL HIGH SCHOOL STAIRWELL
RENOVATION**

May 12th, 2026

The following items are changes, clarifications, corrections of errors, etc., with respect to the Contract Documents previously issued. This addendum shall be a part of the Contract Documents.

Items listed below may or may not affect the cost of the Contractor's Proposal. Changes in cost shall be incorporated in the Contractor's Proposal.

ITEM No.1

REVISED BID CATEGORIES – ATTACHED

Items that are crossed out or in bold are changes to the original instructions to bidders.

ITEM No.2

REVISED SCOPE AREA DESCRIPTION – ATTACHED

ITEM No.3

Pre-Bid Meeting Agenda

ITEM No.4

POST BID INTERVIEW – IN PERSON 10:15AM DIRECTLY AFTER BID OPENING AT PORTAGE ADMIN BUILDING



SUPPLEMENT TO INSTRUCTIONS TO BIDDERS

STANDARD AIA FORMS

The Instructions to Bidders (AIA Document A701-2018 Edition), Articles 1 through 8, and as herein amended or added to, are a part of the Contract Documents, and shall apply to all Contractors, and/or Subcontractors.

ARTICLE 1 – DEFINITIONS Add Subparagraph 1.10 as follows:

1.10 All references made to Owner shall be implied to refer to the Construction Manager.

ARTICLE 3 – BIDDING DOCUMENTS

3.1 Distribution Add Subparagraph 3.1.6 as follows:

3.1.6 The Bidding Documents, including drawings, specifications, and necessary forms, can be examined at the following locations.

- Owen-Ames-Kimball Co. website: www.owen-ames-kimball.com/subcontractors/
- Builders Exchange plan rooms in Grand Rapids, Kalamazoo, Lansing, and Traverse City.

3.2 MODIFICATION OR INTERPRETATION OF BIDDING DOCUMENTS Revise Subparagraph 3.2.2. as follows:
Line 2 shall read "...ten days..."

ARTICLE 4 – BIDDING PROCEDURES

4.1 PREPARATION OF BIDS Revise Subparagraph 4.1.1. and Add Subparagraph 4.1.6.1, 4.1.9 and 4.1.10 as follows:

Bids shall be submitted, in triplicate, on the Bid Proposal Form included within the bidding Documents.

4.1.6.1 Proposals will be accepted for one (1) Bid Category only, or a combination of two (2) or more Categories. If the Bidders wish to have their combined bid considered for separate categories, they must submit separate proposals for the individual category along with their combined bid proposal.

4.1.9 A Pre-Bid Conference will be held in accordance with the following schedule:

Date: Thursday, April 30th, 2026

Place: Portage Central High School – 8135 S. Westnedge Ave, Portage, MI 49002

Time: 3:00pm

4.1.10 In accordance with Section 1267 of the Revised School Code each bid must be accompanied by a sworn and notarized Familial Disclosure Statement completed by the bidder disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or the Superintendent of the District.

4.2 BID SECURITY Add Subparagraphs 4.2.1.1, 4.2.1.2 and Revise Subparagraph 4.2.3 as follows:

4.2.1.1 Bid security shall be required for each bid tendered.

4.2.1.2 Bid security shall be in the form of either a CERTIFIED or CASHIER'S CHECK on an open and solvent bank or bid bond issued by surety company payable to the Owner in an amount equal to five percent (5%) of the base bid.

4.2.3 Revise Lines 1 and 2 to read "If a surety bond is provided the attorney-in-fact who ...".

4.3 ADDENDA Revise Subparagraph 4.3.3 as follows:

4.3.3 Addenda will be issued no later than two days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

Portage Public Schools, Portage Central Stair Updates - Page 1 of 9 Addendum 01

www.owen-ames-kimball.com

- 4.4 MODIFICATION OR WITHDRAWAL OF BIDS Revise Subparagraph 4.4.3 as follows:
4.4.3 After the time and date of receipt of Bids, a bid may not be modified, withdrawn or cancelled by the Bidder for sixty (60) days.

ARTICLE 5 – CONSIDERATION OF BIDS

- 5.3 ACCEPTANCE OF BID (AWARD) Revise Subparagraph 5.3.2 and add Subparagraph 5.3.4 as follows:
5.3.2 Revise Line 1 to read "...right to accept Mandatory and Voluntary Alternates in any order..."
5.3.3 Owner reserves the right determine which bidders are considered the lowest qualified bidder and to award to said bidder.
5.3.4 After the Owner has awarded the Bid Categories the Construction Manager will prepare and send a Notice of Pending Award to the successful Bidders.

ARTICLE 6 – POST-BID INFORMATION

- 6.1 CONTRACTOR'S QUALIFICATION STATEMENT Revise Subparagraph 6.1 as follows:
The Owner, Architect and Construction Manager may make such investigations as they deem necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish all such information and data for this purpose as the Construction Manager may request within twenty-four (24) hours, including, but not limited to, lists of projects completed, financial statements for the past two (2) years, a current list of work in progress. The Owner reserves the right, based on the advice of the Construction Manager and Architect, to reject any bid if the evidence submitted, or investigation of such Bidder, fails to prove that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- 6.3 SUBMITTALS Revise Subparagraph 6.3.1, replace Subparagraphs 6.3.1.1 thru 6.3.1.3 and add Subparagraphs 6.3.1.4 thru 6.3.1.6 as follows:
6.3.1 The Bidder shall within ten (10) days upon issuance of a Notice of Pending Award furnish to the Owner through the Construction Manager the following:
6.3.1.1 The necessary insurance forms as specified in the Bidding Documents.
6.3.1.2 A cost breakdown on the continuation sheets of the "Application and Certificate for Payment", AIA Document G703 showing all major work items, separated by both material and labor.
6.3.1.3 A list of the work which will be performed with the Bidder's own forces, a list of their subcontractors and a list of work that will be performed by the subcontractor's forces.
6.3.1.4 Names of the manufacturer's, products and suppliers of principle items, materials or systems proposed for the work.
6.3.1.5 Schedule information.
6.3.1.6 The Bidder will be notified in writing if any of the above items are not acceptable.

ARTICLE 7 – PERFORMANCE BOND AND PAYMENT BOND

- 7.1 BOND REQUIREMENTS Revise Subparagraph 7.1.1 as follows and Delete Subparagraph 7.1.3
7.1.1 Revise first sentence to read "For Contracts exceeding \$50,000 the Bidder shall furnish separate Performance and Payment Bonds covering the..."
7.2 TIME OF DELIVERY AND FORM OF BONDS Delete Subparagraph 7.2.2

ARTICLE 8 – ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

- 8.1 Revise sentence to read: Copies of the proposed Contract Documents will be made available to the Awarded Bidder as modified and would include but not limited to the following documents as issued by the Construction Manager.

ARTICLE 9 – INSURANCE

- 9.1 INSURANCE REQUIREMENTS The required insurance will name Owen-Ames-Kimball Co., Owner and Architect, along with their respective officers, agents and employees are named as additional insureds for the auto liability and general liability on a primary and non-contributory basis for ongoing and completed operations. The ONLY acceptable endorsement for the additional insureds requirements is ISO form CG 20 37 07 04.
- 9.1.1 Commercial General Liability – ISO Occurrence form CG 20 10 07 04 and CG 20 37 07 04 are the required forms.

ARTICLE 10 – DESCRIPTION OF WORK Add paragraph 10.1 and 10.2

- 10.1 BID CATEGORIES Add Subparagraphs 10.1.1, 10.1.1.1., 10.1.1.2, 10.1.1.3 as follows:
- 10.1.1 Bid Categories have been established to guide Bidders in determining scope of work where trade jurisdiction is not clearly defined. These descriptions are not meant to be all inclusive of work to be included in the Bid. If a conflict in the assignment of work exists between the Bidding Documents and the descriptions of these bid categories, the requirements of the bid category description(s) shall take precedence and the Construction Manager shall immediately be notified of the conflict. Bidders are to familiarize themselves with all Bid Categories.
- 10.1.1.1 Requirements for a specific Bid Category, trade or contract will generally be described in that portion of the Specifications or Drawings related to that trade or contract. Such requirements may, however, be described in other sections of the contract documents. Contractors will be held responsible for having carefully examined all drawings and read all divisions of the specifications and all contract documents to avoid omissions or duplications and to ensure a complete job.
- 10.1.1.2 There is not necessarily a direct relationship between the Bid Category numbers or names and the Specification Division or Section numbers.
- 10.1.1.3 Unless specifically noted as being furnished only, scopes include the complete installation including materials, labor, equipment, interface with the work of other trades, etc.
- 10.2 INDEX OF BID CATEGORIES Add paragraph 10.2
- Bid Category No. 01 - Flooring
- 10.3 BID CATEGORY DESCRIPTIONS Add paragraph 10.3
- Bid Categories have been established to guide Bidders in determining scope of work where trade jurisdiction is not clearly defined. These descriptions are not meant to be all inclusive of work to be included in Bid. Unless specifically noted as being furnished only or install only, scope includes complete installation including all labor, material, equipment, etc.

Bidders are required to familiarize themselves with all Bid Categories and Alternates.

BID CATEGORY NO. 01 - FLOORING

Include:

1. Complete flooring as referenced on the scope write-up and as specified in the following sections:
 - 09 6513 Resilient Base and Accessories
 - 09 6813 Tile Carpet
 2. Demo of existing flooring.
 3. Install of new walk off carpet (ECPTL-1) and stair treads (RST-1).
 4. Preparation of floor and wall surfaces such as grinding, patching, latexing, latence, scum and paint removal, etc.
 5. Final cleaning of carpet and tile surfaces.
 6. Required reducer strips and base.
 7. **Include rubber base at all stairwell entry as well as each landing that has door access. (Addendum 01)**
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GENERAL COMMENTS

Demolition:

1. Dumpsters provided by the Construction Manager for use during construction shall not be available for the disposal of the following items: debris resulting from architectural, structural, mechanical, or electrical demolition operations; site related materials; paint products, hazardous materials. Contractors generating such materials shall provide dumpsters for them and legally dispose of them off site.
2. Unless specifically noted otherwise the division of demolition work shall be as follows: sitework contractor – site demolition; general trades contractor – architectural and structural demolition; mechanical/plumbing contractor – HVAC and plumbing demolition; fire protection contractor – fire protection demolition; electrical contractor – electrical demolition.
3. Demolition shown on the demolition plans is the responsibility of the Demolition / General Trades Contractor. Patching of items as a result of demolition shown on the Demolition plans is the responsibility of the contractor who is responsible for similar elements throughout the building.
4. Demolition (and related patching) needed but not shown on the demolition plan is the responsibility of the contractor requiring it.

General Safety:

1. Your Firm, all employees, subcontractors, and material suppliers onsite will comply with Owen-Ames-Kimball Co.'s Safety Policy and Requirements, INCLUDING BUT NOT LIMITED TO THESE HIGHLIGHTED ITEMS:
 - a. Hard hats are required.
 - b. Contractor safety manuals/books will be kept on-site.
 - c. Contractors must provide their own first aid and fire protection equipment.
 - d. Contractors are responsible for providing the necessary barricades for their work.
 - e. Contractors are responsible for their own fall protection.
 - f. Contractors must comply with the "Right to Know" law.
 - g. Contractors must comply with O.A.K.'s substance abuse policy.

- h. No Smoking, Tobacco, or E-Cigarettes on School Property.
 - i. A designated competent/qualified person shall be required to be on site for the following but not limited to structural demolition, scaffolding, fall protection & excavations.
 - j. Contractors shall furnish a written job specific Silica Exposure Plan per MiOSHA requirements.
 - k. Contractors required to work in a masonry restricted zone must have proper training.
2. Owen-Ames-Kimball Co. Safety Manual can be viewed in its entirety here:
<https://tinyurl.com/34zxyj49>

End of Instruction Bidders



STATEMENT OF PARTICIPATION

Owen-Ames-Kimball Co. strives to recognize and represent the community in which you reside and serve through continuous efforts to encourage local participation and inclusive practices on all our construction projects.

Owen-Ames-Kimball Co. encourages local participation. We believe we have a responsibility to support the growth of the businesses within the community in which the project resides.

Owen-Ames-Kimball Co. practices inclusion. These inclusive practices are established within our organization and in our business endeavors, and strongly promoted on our jobsites. We encourage all of our subcontractors to implement inclusive practices within their organizations and through partnering efforts on our projects.



POLICY NUMBER: SAMPLE

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Owen-Ames-Kimball Co., Owner and Architect along with their respective officers, agents, employees	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



POLICY NUMBER: SAMPLE

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Owen Ames Kimball Co., Owner and Architect along with their respective officers, agents and employees	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location

designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Scope Area & Specifications

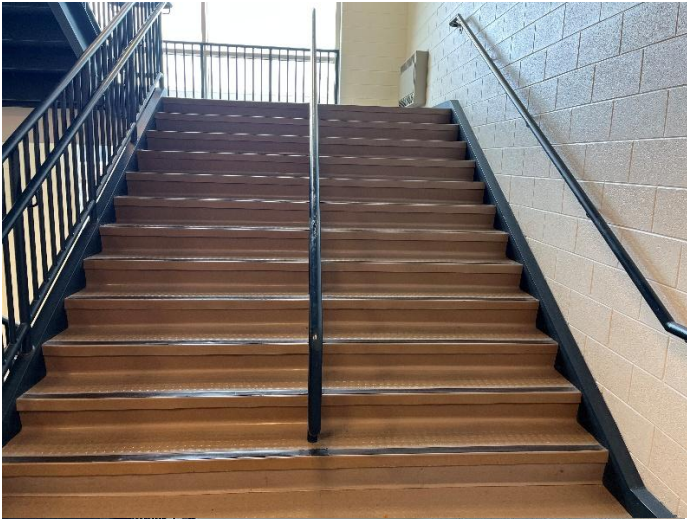
Scope of work:

This project consists of the complete flooring lifecycle—from removal to installation—for five (5) stairwells. **It is the Contractor's responsibility to conduct thorough field verifications of each stairwell to ensure accuracy in bidding and the procurement of materials.** The scope encompasses the entire footprint of each stairwell.

- Qty (1): 4 Story Stairwell & Landings – Center West –of RST-1 (C.I. Takron **stair treads Nattice interior – color to be selected after award**) and stairwell entry floor ECPTL-1 (Milliken; Obex Entrance Flooring **OBEX Cut X Tile / Drift in color Grey, part number: DTX5-27, 50cmx 50cm, PVC Free wellbac comfort plush cushion, install monolithic**)
- Qty (1): 2 Story Stairwell & Landing – South Athletic – of ST-1 (C.I. Takron **stair treads Nattice interior – color to be selected after award**) and stairwell entry floor ECPTL-1 (Milliken; Obex Entrance Flooring **OBEX Cut X Tile / Drift in color Grey, part number: DTX5-27, 50cmx 50cm, PVC Free wellbac comfort plush cushion, install monolithic**)
- Qty (3): 3 Story Stairwell & Landings – Center East, East End, and West End – 3 Levels of ST-1 (C.I. Takron **stair treads Nattice interior – color to be selected after award**) and stairwell entry floor ECPTL-1 (Milliken; Obex Entrance Flooring **OBEX Cut X Tile / Drift in color Grey, part number: DTX5-27, 50cmx 50cm, PVC Free wellbac comfort plush cushion, install monolithic**)

Photos below are for reference and are not all inclusive of the area being replaced.





Specifications:

09 6513 Resilient Base and Accessories
09 6813 Tile Carpeting

**Portage Public Schools – Central High School Stairwell Renovations
Pre-Bid Meeting Agenda
April 30th, 2026 – 3:00 PM**

1. Introductions

Steve Phelps	Portage Public Schools
Anastasia Wojcik	Owen-Ames-Kimball Co.
Aric Smith	Owen-Ames-Kimball Co.

2. Safety

- a. All roads and entrances must remain open.
- b. Contractors must follow proper safety procedures. Contractor safety manuals/books must be on-site.
- c. Contractors must provide their own first aid and fire protection equipment.
- d. Contractors are responsible for providing the necessary barricades for their work.
- e. Contractors must comply with the "Right to Know" law.
- f. Contractors are responsible for their own security.
- g. Contractors must comply with O-A-K's substance abuse policy.
- h. No Smoking on School Property.
- i. No pictures are to be taken during school hours.
- j. Contractors to stay out of occupied areas.
- k. No radios, boom boxes, I-pods, etc.... will be allowed on the construction site.

3. Monthly Invoices

- a. Monthly invoices must be submitted to O-A-K by the 20th of each month. Contractors must invoice on AIA forms G702 & G703.
- b. There will be a 10% retainage on invoices.
- c. If contractors' invoice for stored material not stored on-site, the invoice must be accompanied with an insurance certificate for that material.
- d. Performance and payment bonds, as well as certificates of insurance, must be on file prior to receiving progress payments.

4. Insurance

- a. Contractors must provide insurance certificates as per specifications. Insurance certificates must indicate the Owner, Architect, and C.M. as additional insured on a per project basis.
- b. Contractors must provide a 30 days notice of cancellation.
- c. Insurance must be on file 10 days after receipt of Notice of Pending Award.

5. Testing, Permits, Inspections

- a. Testing will be by the Owner.
- b. All necessary permits and inspections are the responsibility of each contractor.

6. Site Constraints

- a. Maintaining a clean site is mandatory.
- b. Construction traffic to use designated access roads only.
- c. Construction trailers and staging will be coordinated with OAK Superintendent – Aric Smith.

7. Temporary Services

- a. Temporary toilet facilities will be supplied by the Owner.
- b. Existing electrical services will be available for use. Contractors are to provide their own GFI protection.
- c. Existing water services will also be available for use.

8. Layout

- a. Each contractor is responsible for their own layout, the C.M. will assist.

9. Bid Forms

- a. Contractors are reminded to fill in all required items on the bid forms.
- b. If there are costs associated with an alternate, it must be listed on the bid form.
- c. This is **NOT** a prevailing wage job.
- d. Voluntary Alternates are encouraged - list accordingly on the bid form.
- e. Please note that there are Alternates. The write up will be in the Addendum.
- f. Mandatory alternates must be filled in. Blanks will be treated as zeros.
- g. Fill out all unit prices that pertain to your bid category.
- h. Familial Disclosure Statement must be signed and notarized.
- i. Bids shall be submitted for the complete project (all phases).

10. Shop Drawings and Submittals:

- a. All correspondence must be addressed to:
Ameila Troyer
Owen-Ames-Kimball Co.
2700 Stadium Dr Suite 2
Kalamazoo, MI 49008
E-mail: ameliat@oakmi.com
- b. Contractors are required to send and receive submittals and shop drawings electronically. All Submittals will be returned electronically.
- c. Successful bidders maybe asked in the "Notice of Pending Award" to submit manpower and shop drawing schedule.

11. Document Questions

- a. All questions regarding the bid documents, schedule, or procedure must be addressed to
Anastasia Wojcik
(269) 251-6398
Email: anastasiaw@oakmi.com
- b. Requests for Information must be submitted by May 8, 2026 at 12:00 PM. If an RFI is received after the cutoff period, it will not be answered prior to the bid date.

14. Schedules / Key Topics:

- a. Project will take place over Portage Public Schools 2026 summer break.
- b. Last day of School: June 5th, 2026.

15. Bid Details

- a. Thursday, May 14th, 2026 - 10:00am at the Portage Public Schools Administration Building, 8107 Mustang Dr., Portage, MI 49002 and handed to an O-A-K employee.
- b. Bids may be mailed or dropped off at the **O-A-K Kalamazoo Office by 8:30am** local time, Thursday, May 14th, 2026 at Owen-Ames-Kimball Co., 2700 Stadium Dr. Suite 2, Kalamazoo, MI 49008
- d. FAXED, EMAILED OR UPLOADED TO BUILDING CONNECTED BIDS WILL NOT BE ACCEPTED
- e. Bid Bonds / Certified Checks

16. General Notes

- a. Each bidder must submit their bid per the plans, specifications, and construction management booklet. If your bid varies from these documents, you must submit the variance as a voluntary alternate with your base bid matching the bid documents.
- b. Each contractor must supply sufficient manpower.
- c. Storage will be allowed on site for each phase of construction only while in construction.
- d. The schedule does not change if alternates are accepted.

17. Site Visit

- a. Will immediately follow today's pre-bid.



18. Comments and Questions – **POST BID INTERVIEW MEETING WILL BE IN PERSON AT 10:15 AFTER THE BID OPENING.**

Thank you for attending. Good luck with your bid!