



ADDENDUM # 001

DATE: **May 28, 2021**

PROJECT: **McHenry County College 2021 Electrical Equipment Upgrades**
IMEG #21002606.00

BID DUE DATE: **June 7, 2021**

ARCHITECT: IMEG Corp.
1100 Warrenville Road
Naperville IL, 60563
Phone: 630-527-2320
Fax: 630-527-2321

TO: All Contract Document Holders of Record.

This Addendum forms a part of the bidding and construction documents. This Addendum supersedes and supplements all portions of the original bidding and construction documents dated **May 25, 2021** with which it conflicts. Please attach this Addendum to the Project Manual(s) in your possession.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM.
FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

SPECIFICATION ITEMS:

1. Specification 01 77 00: Revise contract closeout documentation requirements. Requirements revised are noted in bold. Requirements removed are shown with strikethrough.

END OF ADDENDUM #001

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Enclosures
Section 01 77 00

SECTION 01 77 00
CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review, normally referred to as "final punch list."
- B. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and remaining sum due.
- C. **The Electronic Closeout Documentation for McHenry County College are prepared by BHFX Imaging. Project CM is responsible for the Closeout Fee. Contact Sarah Jacobs at 847-593-3161 x. 206 or sarah.jacobs@bhfx.net for Pricing and Closeout Organization Information. Provide all documentation to BHFX Imaging for processing no later than 30 days after the date of Substantial Completion.**
- D. **Schedule a training conference with the Owner's Representative, Architect, Construction Manager and BHFX Imaging to present the completed Electronic Closeout Documentation Package.**

1.2 SYSTEM STARTING, ADJUSTING, AND TESTING

- A. The systems shall be complete and operating. System startup, testing, adjusting, and balancing to obtain satisfactory system performance is the responsibility of the Contractor. This includes all calibration and adjustment, balancing, troubleshooting and verification, and final adjustments that may be needed.
- B. Complete all manufacturer-recommended startup procedures and checklists to verify proper equipment operation and does not pose a danger to personnel or property.
- C. The Contractor, subcontractors, and equipment suppliers shall have skilled technicians to ensure that all systems perform properly.
- D. Conduct all tests required during and after construction. Supply necessary instruments, meters, etc., for the tests. Supply competent technicians with training in the proper testing techniques.
- E. All cables and wires shall be tested for shorts and grounds following installation. Replace shorted or grounded wires and cables.
- F. Give equipment furnished and installed by the Contractor all standard tests normally made to assure that the equipment is electrically sound, all connections properly made, phase rotation correct, voltage complies with equipment nameplate rating, and full load amperes are within equipment rating.
- G. If the results obtained in the tests are not satisfactory, make adjustments, replacements, and changes as needed. Then repeat the tests, and make additional tests, as the Engineer or authority having jurisdiction deems necessary.

1.3 FINAL CLEANING

- A. The Contractor shall perform thorough cleaning of the construction area. Remove all rubbish, debris, etc., accumulated during construction from the premises.
- B. Upon completion of the work, the Contractor shall remove and dispose of all equipment, unused materials, waste, and construction facilities provided for the Contractor's work.
- C. Clean all foreign paint, grease, oil, dirt, labels, stickers, etc. from all equipment.
- D. If Contractor does not remove rubbish or clean building as specified above, Owner reserves the right to have work done by others at Contractor's expense.

1.4 PROJECT RECORD DOCUMENTS

- A. Maintain one set of drawings with changes marked on record documents on site; record actual revisions to the work.
- B. Legibly mark each item to record actual construction including:
 - 1. Field changes of dimensions.
 - 2. Details not on original Contract drawings
 - 3. Record actual routing of conduits.

1.5 OPERATION AND MAINTENANCE INSTRUCTIONS

- A. General:
 - 1. Provide an electronic copy of the O&M manuals as described below for Engineer's review and approval. The electronic copy shall be corrected as required to address the Engineer's comments. Once corrected, electronic copies and paper copies shall be distributed as directed by the Engineer.
 - 2. ~~Approved O&M manuals shall be completed and in the Owner's possession prior to Owner's acceptance and at least 10 days prior to instruction of operating personnel.~~
- B. Electronic Submittal Procedures:
 - 1. ~~Distribution: Email the O&M manual as attachments to all parties designated by the Engineer.~~
 - 2. Transmittals: Each submittal shall include an individual electronic letter of transmittal. **For multi-building submittals each submittal must be labeled with all buildings associated with the file.**
 - 3. Format: Electronic submittals shall be in PDF format only. Scanned copies, in PDF format, of paper originals are acceptable. Submittals that are not legible will be rejected. Do not set any permission restrictions on files; protected, locked, or secured documents will be rejected.

4. File Names: Electronic submittal file names shall include the relevant specification section number followed by a description of the item submitted, as follows. Where possible, include the transmittal as the first page of the PDF instead of using multiple electronic files.
 - a. O&M file name: O&M.div26.contractor.YYYYMMDD
 - b. Transmittal file name: O&Mtransmittal.div26.contractor.YYYYMMDD
- ~~5. Provide the Owner with an approved copy of the O&M manual on flash drives with a permanently affixed label, printed with the title "Operation and Maintenance Instructions", title of the project and subject matter of disc/flash drive when multiple disc/flash drives are required.~~
6. All text shall be searchable.
7. Bookmarks shall be used, dividing information first by specification section, then systems, major equipment and finally individual items. All bookmark titles shall include the nomenclature used in the construction documents and shall be an active link to the first page of the section being referenced.

C. Operation and Maintenance Instructions shall include:

1. Title Page: Include title page with project title, Engineer, Contractor, all subcontractors, and major equipment suppliers, with addresses, telephone numbers, website addresses, email addresses and point of contacts. Website URLs and email addresses shall be active links in the electronic submittal.
2. Table of Contents: Include a table of contents describing specification section, systems, major equipment, and individual items.
3. Copies of all final approved shop drawings and submittals. Include Engineer's shop drawing review comments. Insert the individual shop drawing directly after the Operation and Maintenance information for the item(s) in the review form.
4. Copies of all factory inspections and/or equipment startup reports.
5. Copies of warranties.
6. Schematic wiring diagrams of the equipment that have been updated for field conditions. Field wiring shall have label numbers to match drawings.
7. Dimensional drawings of equipment.
8. Detailed parts lists with lists of suppliers.
9. Operating procedures for each system.
10. Maintenance schedule and procedures. Include a chart listing maintenance requirements and frequency.
11. Repair procedures for major components.
12. Replacement parts and service material requirements for each system and the frequency of service required.
13. Instruction books, cards, and manuals furnished with the equipment.

14. Copies of all panel schedules in electronic Microsoft Excel spreadsheet (.xlsx) file. Each panelboard shall be a separate tab in the workbook.

1.6 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification sections.
- B. Deliver to project site; obtain receipt prior to final payment.

1.7 INSTRUCTING THE OWNER'S REPRESENTATIVE

- A. Adequately instruct the Owner's designated representatives in the maintenance, care, and operation of the complete systems installed under this contract.
- B. The Owner has the option to make a video recording of all instructions. Coordinate schedule of instructions to facilitate this recording.
- C. The instructions shall include:
 1. Maintenance of equipment.
 2. Start-up procedures for all major equipment.
 3. Description of areas served by equipment.
- D. Notify the Engineer of the time and place for the verbal instructions to the Owner's representative so his representative can be present if desired.
- E. Refer to individual specification sections for additional instruction and training requirements.

1.8 WARRANTIES

- A. Provide one-year warranty for all equipment, materials, and workmanship.
- B. The warranty period for all work shall commence on the date of Substantial Completion or successful system performance whichever occurs later. The warranty may also commence if a whole or partial system or any separate piece of equipment or component is put into use for the benefit of any party other than the installing contractor with prior written authorization of the Owner. In this instance, the warranty period shall commence on the date when such whole system, partial system or separate piece of equipment or component is placed in operation and accepted in writing by the Owner.
- C. Warranty requirements extend to correction, without cost to the Owner, of all work found to be defective or nonconforming to the contract documents. The Contractor shall bear the cost of correcting all damage due to defects or nonconformance with contract documents excluding repairs required as a result of improper maintenance or operation, or of normal wear as determined by the Engineer.
- D. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION