



STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
DESIGN AND CONSTRUCTION GROUP  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NY 12242



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**ADDENDUM NO. 2 TO PROJECT NO. Q1458**

**ELECTRICAL WORK  
UPGRADE ELECTRICAL SERVICE,  
FIELD MAINTENANCE SHOP  
STATE ARMORY  
34 PORTER AVENUE AND FRON STREET  
JAMESTOWN, NY**

December 28, 2011

**NOTE:** This Addendum forms a part of the Contract Documents. Insert it in the Project Manual.  
Acknowledge receipt of this Addendum in the space provided on the Bid Form.

**SPECIFICATIONS**

1. Delete the Specification Section 013113 in its entirety.
2. Delete the current Specification Section 013000 in its entirety and replace with the attached Specification Section 013000.
3. Delete the current Specification Section 013119 in its entirety and replace with the attached Specification Section 013119.

**END OF ADDENDUM**

James Dirolf, P.E.  
Director of Design

## SECTION 013000

### ADMINISTRATIVE REQUIREMENTS

#### PART 1 GENERAL

##### 1.01 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Other requirements pertaining to payments are included in the General Conditions and in the various sections of the Specifications.
- B. Cost Computations: Section 012200.
- C. Submittals: Section 013300.

##### 1.02 WAIVER OF CERTAIN SUBMITTAL REQUIREMENTS

- A. The Electronic Contractor Payments (ECP) program facilitates electronic submission of payment applications and related documents and information via a secure web-based portal. This portal is hereinafter referred to as the “Vendor Interface”. Hardcopy (paper) submission of the following forms is waived, and the information required by these forms shall be submitted via the Vendor Interface:
  - 1. BDC 58 (Cumulative Monthly Payment Statement)
  - 2. BDC 169 (Contractor’s Application for Payment form).
  - 3. BDC 187 (Detailed Estimate form).
  - 4. BDC 328 (MWBE Utilization Plan) – submitted prior to award
  - 5. BDC 329 (Contractor’s List of Subcontractors–Suppliers).

##### 1.03 SCHEDULES AND RECORDS

- A. Submit the following information not later than 15 days after approval of the Contract unless the Contractor or the Director determines an earlier submission is required to properly schedule or progress the Work.
  - 1. **CONTRACTOR’S LIST OF SUBCONTRACTORS – SUPPLIERS:** An affirmative review of the subcontractor’s responsibility will be conducted. Any subcontractor disapprovals resulting from negative information derived from the State’s review will result in written notice (by letter or e-mail) to the Contractor. A responsibility meeting may result from these actions. The Contractor will defer to the provisions of Article 6, General Conditions, regarding its responsibility to prosecute the work.
    - a. Submit the **CONTRACTOR’S LIST OF SUBCONTRACTORS – SUPPLIERS** information using the required electronic entry process via the Vendor Interface.
    - b. Indicate the items of Work proposed to be accomplished by subcontractors, the name and address of each proposed subcontractor, the dollar value of the subcontract, and Minority and Women-Owned Business Enterprise (MWBE) information.
      - 1) Attach a properly completed and executed **NEW YORK STATE VENDOR RESPONSIBILITY**

QUESTIONNAIRE – FOR PROFIT CONSTRUCTION (CCA-2) and forward to the Vendor Responsibility Unit for each subcontractor whose subcontract is valued at \$100,000.00 or more unless requested otherwise by the Contracting Officer and/or the Director’s Representative.

- 2) As an alternative to submitting a paper version of the form, subcontractors may opt to submit the CCA-2 on-line via the New York State VendRep System. Information on this system and the New York State vendor responsibility requirements is available at: <http://www.osc.state.ny.us/vendrep/index.htm>.
  - c. Indicate the names and addresses of proposed suppliers, the dollar value of the supplies, and MWBE information.
  - d. Failure in providing this information may result in payments being withheld and referral to the Contracting Officer for a responsibility determination.
2. CONTRACTOR’S PROGRESS SCHEDULE (Form BDC 331): Establish the periods of time during which the various segments of the Work must be completed in order to complete all of the Work by the physical completion date.
- a. Submit the schedule at least two days prior to initial job meeting.
- B. If after initial approval, circumstances require a change in a subcontractor or supplier or require additional subcontractors or suppliers to be used, use the Vendor Interface to submit a revised BDC 329 form that reflects the changes or additions.

#### **1.04 DETAILED ESTIMATE**

- A. Before making the first requisition for a progress payment, prepare a detailed estimate of quantities and prices for materials, labor and other items required for the Work, which shall aggregate the contract sum.
  1. Submit the DETAILED ESTIMATE information using the required electronic entry process via the Vendor Interface.
- B. The detailed estimate shall be supported by such evidence, including certified copies of subcontracts, as the Director may require.
- C. The detailed estimate must be approved by the Director who may revise it as, in his reasonable judgment, is necessary to make the various items conform to their true values.
  1. The value of each requisition for payment shall be based on the approved detailed estimate.

#### **PART 2 PRODUCTS (Not Used)**

#### **PART 3 EXECUTION (Not Used)**

**END OF SECTION**

## **SECTION 013119**

### **PROJECT MEETINGS**

#### **PART 1 GENERAL**

##### **1.01 INITIAL JOB MEETING**

- A. The Director's Representative will notify all parties concerned of the time and place of the initial job meeting.
- B. The meeting will be conducted by the Director's Representative. In order to insure an orderly procedure, an agenda for the meeting will be developed using the Format for Initial Job Meeting, Form BDC 311, a copy of which will be transmitted to the Contractor prior to the meeting. All items on the format, as they apply, will be discussed.
  - 1. A copy of the Facility's current Visitor Identification Policy will be distributed.

##### **1.02 BI-WEEKLY JOB MEETINGS**

- A. Unless otherwise directed, job meetings will be held every 2 weeks at a time and place agreed upon by the Director's Representative, the Contractor, and the Facility's Representative. Other interested parties may attend when needed, e.g., subcontractors and representatives from suppliers, public utilities, and local government.
- B. The meetings will be conducted by the Director's Representative for the following purposes:
  - 1. Review job progress, quality of Work, and approval and delivery of materials.
  - 2. Identify and resolve problems which impede planned progress.
  - 3. Coordinate the efforts of all concerned so that the project progresses on schedule to on time completion.
  - 4. Maintain a sound working relationship between the Contractor and the Director's Representative and a mutual understanding of the project requirements.
  - 5. Maintain sound working procedures.

##### **1.03 PRE-INSTALLATION MEETINGS**

- A. Pre-installation meetings will be held to review the specifications, drawings and approved submittals in preparation for start of a particular activity.
- B. The meetings shall be attended by the Director's Representative, a Design Representative and the Contractor's Representative including installer and representatives of manufacturers & fabricators involved in or affected by the installation and its coordination with other materials/trades.
- C. The Director's Representative shall schedule the meetings prior to the start of the work. The goal of these meetings is to ensure the quality of construction and to maintain the schedule.

#### **1.04 ATTENDANCE**

- A. A Contractor's Representative shall be required to attend all meetings scheduled by the Director's Representative.
- B. The Contractor's Representative shall be a competent supervisor familiar with the work and have authority to act for the Contractor.
- C. If the Contractor's Representative fails to attend 2 scheduled meetings without prior approval, the Contractor will be directed to replace the current Contractor's Representative. Further incidents of non-attendance by the Contractor's Representative, will form the basis for review of the Contractor's responsible bidder status.

#### **PART 2 PRODUCTS (Not Used)**

#### **PART 3 EXECUTION (Not Used)**

**END OF SECTION**