

BVH ARCHITECTURE

ADDENDUM

PROJECT:	NSC HVAC Replacement and Window Restoration	PROJECT NO.:	BVH: L14077 OCC: 201405
TO:	Prospective Bidders	DATE:	04/24/2018
FROM:	BVH Architecture	ADDENDUM NO.:	1

This Addendum is issued by the Architect to all bidders of record prior to receipt of proposals. Bidders shall acknowledge receipt of this addendum by so indicating on the Proposal Form. Failure to do so may subject Bidder to disqualification.

All information and instructions given herein shall become a part of the Contract Documents.

PROJECT MANUAL

1. SECTION 006000 PROJECT FORMS, SBI POLICY AND PROCEDURE
 - a. Section 5. Safeguarding and Disseminating Capitol Sensitive Building Information (SBI)
Paragraph c. Dissemination of Sensitive Building Information (SBI)
Item (1) By electronic transmission

Clarification information:

1. Regarding the sentence that states "If a subcontractor has a need to possess SBI, that subcontractor shall provide the general contractor its tax ID number and a copy of its business license."
 - a. The requirement for the tax ID and copy of business license are safeguards put in place to ensure and document that the sub-contractor or vendor requesting copies of the SBI is a legitimate business. Generally speaking, a business license is a certificate issued by a city, county or state government to a business it can use as verification of its existence and to legally operate in the jurisdiction it is located in. Another purpose for a copy of business license is that it is required for numerous types of business transactions.
 - b. Anytime that a General Contractor distributes copies of SBI in any format to a subcontractor or other vendor, **in addition to** obtaining a copy of the signed OCC SBI Policy Acknowledgement form, the subcontractor or vendor shall provide the general contractor with its tax ID number and a copy of its business license as a means to document and verify its existence and its ability to legally operate.
2. It is the intent of the Office of the Capitol Commission's SBI policy that **each** individual who will be handling SBI documents - whether in hardcopy or electronic formats - sign a copy of the OCC SBI policy acknowledgement form. In the case of General Contractors who will be making these documents available to sub-contractors and vendors for bidding purposes, the General Contractor shall be solely responsible for providing those sub-contractors and vendors with copies of the OCC SBI policy and the OCC SBI policy acknowledgement form. The General Contractor shall obtain signed OCC SBI acknowledgement forms from these individuals **PRIOR TO** distributing any copies

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of the documents to them in any format. Documents can be released as soon as the signed OCC SBI form is received by the General Contractor. Signed OCC SBI forms obtained by the General Contractor from sub-contractors and vendors shall for forwarded in PDF format to the Matt Hansen, Capitol Preservation Architect, Office of the Capitol Commission (matt.hansen@nebraska.gov)

END OF ADDENDUM