

ADDENDUM NO. 2

February 19, 2025

**RE: City of Hutchins
New City Hall Building
400 N. JJ Lemon.
Hutchins, TX 75141
Project No. 23046**

**FROM: Brandstetter Carroll Inc.
17304 Preston Road, Suite 1075
Dallas, TX 75252
Phone 469-941-4926**

TO: Plan Holders

This addendum forms a part of the original bidding documents dated February 4th, 2025. Each bidder shall acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

QUESTIONS:

1. F-02, Kimball Fundamental Files has been discontinued. Has an alternate been selected?
 - a. No alternate has been selected. A better or as equal substitution should be included on the Quotation Form along with the Substitution Request Form.
2. Can you clarify item D-03, Should this be U-legs or O-Legs?
 - a. Desks D-03, D-05 and D-05A will all have O-legs.
3. Item D-03, should this include a mobile pedestal with cushion?
 - a. All desks with mobile pedestals will have a cushion (see MP-01) D-03, D-04, D-05, D-05A
4. Are the bid bond and the payment and performance bonds necessary? All of those bonds are used mostly for the construction phase of a project and are rarely required on the FF&E portion of a project.
 - a. The Bid Bond and Payment and Performance Bonds have been omitted as a requirement for this bid submission.
5. Will the bid be awarded by section, or all or nothing?
 - a. The bid will be awarded as an all or nothing contract.
6. W-01 is called out 4 separate times for pricing. Is that a typo?
 - a. Correct, W-01 should only be listed as (1) one line-item on the Quotation Form. Please see updated form attached.
7. R-01 What icon do we want to use on the outside trash receptacles?
 - a. Icon will be the universal waste and recycling icon.
8. S-01 Do the shelves need to be wall mounted or do we want to have a wall panel behind the monitors?

- a. The shelves should be wall mounted, or a substitution needs to be included on the Quotation Form along with the Substitution Request Form.
- 9. C-03 and C-03A say fully upholstered but the model number shows that it is the 3 quarter back.
 - a. C-03 and C-03A will be the 3 quarter back with upholstered seat and back.

CHANGES TO SPECIFICATIONS:

- 1. Sections revised under this addendum:
 - 001113 - ADVERTISEMENT TO BID
 - 004113 - BID FORM – STIPULATED SUM (SINGLE-PRIME CONTRACT)
BID QUOTATION FORM
 - SEC 106 EQUIPMENT - E-04 - PG 93

CHANGES TO DRAWINGS:

- 1. Drawings revised under this addendum:
 - I-101 FURNITURE FIXTURES AND EQUIPMENT PLAN

END OF ADDENDUM NO. 2

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS


1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: City of Hutchins, Texas New City Hall Building Furniture, Fixture, & Equipment.
 - 1. Project Location: 400 N JJ Lemon Road, Hutchins, Texas, 75141.
- C. Owner: City of Hutchins, Texas.
- D. Architect: Brandstetter Carroll Inc., 17304 Preston Road, Suite 1075, Dallas, Texas 75252.
- E. Project Description: Work includes all furniture, fixture, and equipment for the newly constructed +/- 20,962 SF City Hall Building.

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: February 25, 2025.
 - 2. Bid Time: 10:00 a.m., local time.
 - 3. Location: City of Hutchins City Hall, 321 North Main Street, Hutchins, Texas, 75141 or uploaded electronically within the City of Hutchins Bonfire e-procurement portal in PDF format - <https://cityofhutchins.bonfirehub.com/portal/?tab=openOpportunities>.
- B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. Text omitted. 

1.4 PRE-BID MEETING

- A. There will be no Pre-Bid Meeting. The project location is an active construction site and unavailable for a pre-bid walk thru.

1.5 DOCUMENTS

- A. Online Procurement and Contracting Documents: Drawings and Specifications can be examined at the following places:

1. Brandstetter Carroll Inc., 17304 Preston Road, Suite 1075, Dallas, TX 75252.
2. the City of Hutchins Bonfire e-procurements platform at -
<https://city.ofhutchins.bonfire.com/portal/?tab+openOpportunities>.

B. Contact Mary Ann Mitchell at Brandstetter Carroll Inc., with any questions or substitution requests. The deadline for questions is 5:00 p.m., Tuesday, February 18, 2025.

1. Email: mmitchell@bciaep.com.
2. (945) 229-2535.

1.6 TIME OF COMPLETION

A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall prepare to coordinate install with the Substantial Completion of the New City Hall Building, anticipated to be end of June 2025. This is subject to change based on the Contractor's construction schedule.

1.7 BIDDER'S QUALIFICATIONS

A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF SECTION

SECTION 00 41 13 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 PROJECT IDENTIFICATION

- A. Project Name: Hutchins, Texas New City Hall Building Furniture, Fixture, and Equipment.
- B. Project Location: 400 N. JJ Lemon Road, Hutchins, Texas 75141.
- C. Owner: City of Hutchins, Texas.
- D. Architect Brandstetter Carroll, Inc.
- E. Architect Project Number: 23046.

1.2 FURNITURE BIDDER IDENTIFICATION

- A. Bidder: _____.
- B. Address: _____.
- C. Primary Contact Name: _____.
- D. Telephone: _____.
- E. Email: _____.

1.3 FURNITURE BIDDING DOCUMENTS


- A. Furniture, Fixtures, and Equipment Plan dated February 4, 2025.
- B. Furniture, Fixtures, and Equipment Specifications dated February 4, 2025.
- C. The Project Manual, Sample Agreements, General Conditions, and Addenda.

1.4 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Brandstetter Carroll, Inc. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the procurement and installation of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. _____ Dollars (\$_____).

1.5 PERFORMANCE AND PAYMENT BOND

A. Text omitted. 

1.6 FURNITURE BASE BID BREAKDOWN

- A. The base bid breakdown should be itemized per drawing tag and include the following:
1. Room Number
 2. Item Name
 3. Item # / ID
 4. Manufacturer
 5. Supplier
 6. Finishes
 7. Lead Time
 8. Unit Cost
 9. Quantity
 10. Total Cost

A Bid Quotation Sample Form is included in the Project Manual.

1.7 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by the Owner and shall fully complete the Work within the specified duration with the contract terms and conditions.
- B. There is one (1) estimated date for delivery based on Substantial Completion of the New City Hall Building, anticipated to be end of June 2025. This is subject to change based on the Contractor's construction schedule.

1.8 ACKNOWLEDGMENT OF ADDENDA

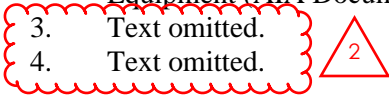
- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
1. Addendum No. 1, dated _____.
 2. Addendum No. 2, dated _____.
 3. Addendum No. 3, dated _____.
 4. Addendum No. 4, dated _____.

1.9 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.

- 1. General Conditions for a Contract for FF&E (AIA Document A251)
- 2. Standard form Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (AIA Document A151)

3. Text omitted.
4. Text omitted.



1.10 FURNITURE BIDDER'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor for the type of work proposed, in the City and County and State, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.11 SUBMISSION OF BID

- A. Respectfully submitted this ____ day of _____, 2024.
- B. Submitted By: _____ (Name of bidding firm or corporation).
- C. Authorized Signature: _____ (Handwritten signature).
- D. Signed By: _____ (Type or print name).
- E. Title: _____ (Owner/Partner/President/Vice President).
- F. Witnessed By: _____ (Handwritten signature).
- G. Attest: _____ (Handwritten signature).
- H. By: _____ (Type or print name).
- I. Title: _____ (Corporate Secretary or Assistant Secretary).
- J. Street Address: _____.
- K. City, State, Zip: _____.
- L. Phone: _____.
- M. License No.: _____.
- N. Federal ID No.: _____ (Affix Corporate Seal Here).

END OF SECTION

PROJECT NO. 23046

CITY OF HUTCHINS, TEXAS
NEW CITY HALL BUILDING
FURNITURE, FIXTURES, & EQUIPMENT

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BID QUOTATION FORM

Tag	Rm.	Item Name	Item # / ID	Manuf.	Supplier	Finishes	Lead Time	Unit Cost	Qty	Total Cost
SECTION 101 - SEATING										
BE-01	100								2	
BE-02	000								2	
C-01	158								4	
	168									
C-02	103								7	
	107									
	111									
	126									
	148									
	149									
	164									
C-03	103								14	
	107									
	111									
	126									
	148									
	149									
	164									
C-03A	102								16	
	105									
	112									
	116									
	145									
	146									
	162									
	163									
C-04	102								8	
	105									
	112									
	116									
	145									
	146									
	162									
	163									

C-05	104									3	
	110										
C-06	109									14	
	166										
C-06A	152									8	
C-06B	123									11	
	125										
C-07	113									26	
	154										
C-08	122									24	
	150										
C-09	147									2	
C-09A	124									2	
C-09B	115									2	
C-10	124									9	
C-11	124									4	
C-12	129									189	
C-13	159									1	
C-14	115									2	
SECTION 102 - TABLES											
											Seating Subtotal
T-01	104									2	
	110										
T-02	109									1	
T-03	123									1	
T-04	152									2	
	166										
T-05	113									5	
	154										
T-06	154									3	
T-07	104									9	
	122										
	165										
T-08	122									2	
T-09	150									1	
T-10	129									16	
T-11	129									16	
T-12	159									1	
T-13	132									2	



T-14	129																				1	
T-15	Ext.																				3	
T-15A	Ext.																				3	
Tables Subtotal																						
SECTION 103 - DESKS / CASEWORK																						
B-01	103																					15
	107																					
	111																					
	126																					
	148																					
	149																					
	164																					
	102																					
	105																					
	112																					
	116																					
	145																					
	146																					
	162																					
	163																					
B-02	103																					7
	111																					
	126																					
	148																					
	149																					
	164																					
	125																					
B-03	107																					18
	102																					
	105																					
	112																					
	116																					
	145																					
	146																					
	162																					
	163																					
B-04	125																					1
B-05	132																					2
D-01	126																					2
	164																					

2

D-01A	103							2		
	111									
D-01B	107							2		
	149									
D-01C	148							1		
D-02	105							4		
	116									
	146									
D-02A	163							4		
	102									
	112									
	145									
	162									
D-03	125							1		
D-04	125							2		
D-05	147							1		
D-05A	147							1		
SECTION 104 - ACCESSORIES										
								Desks / Casework Subtotal		
R-01	103							23		
	107									
	111									
	126									
	148									
	149									
	164									
	102									
	105									
	112									
	116									
	145									
	146									
	162									
	163									
	125									
	147									
	124									
	159									
R-02	115							8		
	158									

F-02	106	114	153															31	
F-03	167																	1	
F-04	115	158,	168															3	
F-05	153																	2	
F-06	149		153															3	
SECTION 105 - EQUIPMENT																			
A-01	113	154	132															3	
A-02	113	154																2	
A-03	113	154	132															3	
A-04	132																	1	
A-05	132																	3	
A-06	159																	1	
MP-01	125	147																5	
JR-01	124																	4	
JR-02	124																	3	
P-01	124																	1	
P-02	124																	2	
S-01	109	123	152															4	
E-01	129																	1	
E-02	129																	2	
E-03	129																	2	

PROJECT NO. 23046

CITY OF HUTCHINS, TEXAS
NEW CITY HALL BUILDING
FURNITURE, FIXTURES, & EQUIPMENT

2													
E-04	000											4	

2

TAG: E-04

Name: Trio Bike Rack

Location: Exterior (Rm. 000)

Manufacturer/Model: Forms + Surfaces

Quantity: 4

Dimensions: 12"L X 2.75"D X 33.5"H

Warranty: N/A

Lead Time: 4 Weeks



Description:

- The Trio Bike Rack is ideal for stand-alone or grouped configurations.
- Surface mounting only.
- All F+S bike racks are engineered with tamper-resistant mounting techniques and provide high security that is pleasing to the eye.
- Solid cast, corrosion-resistant powdercoated aluminum comes in a full range of standard and custom colors for easy tailoring to site-specific themes.

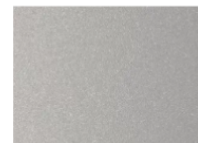
Notes:

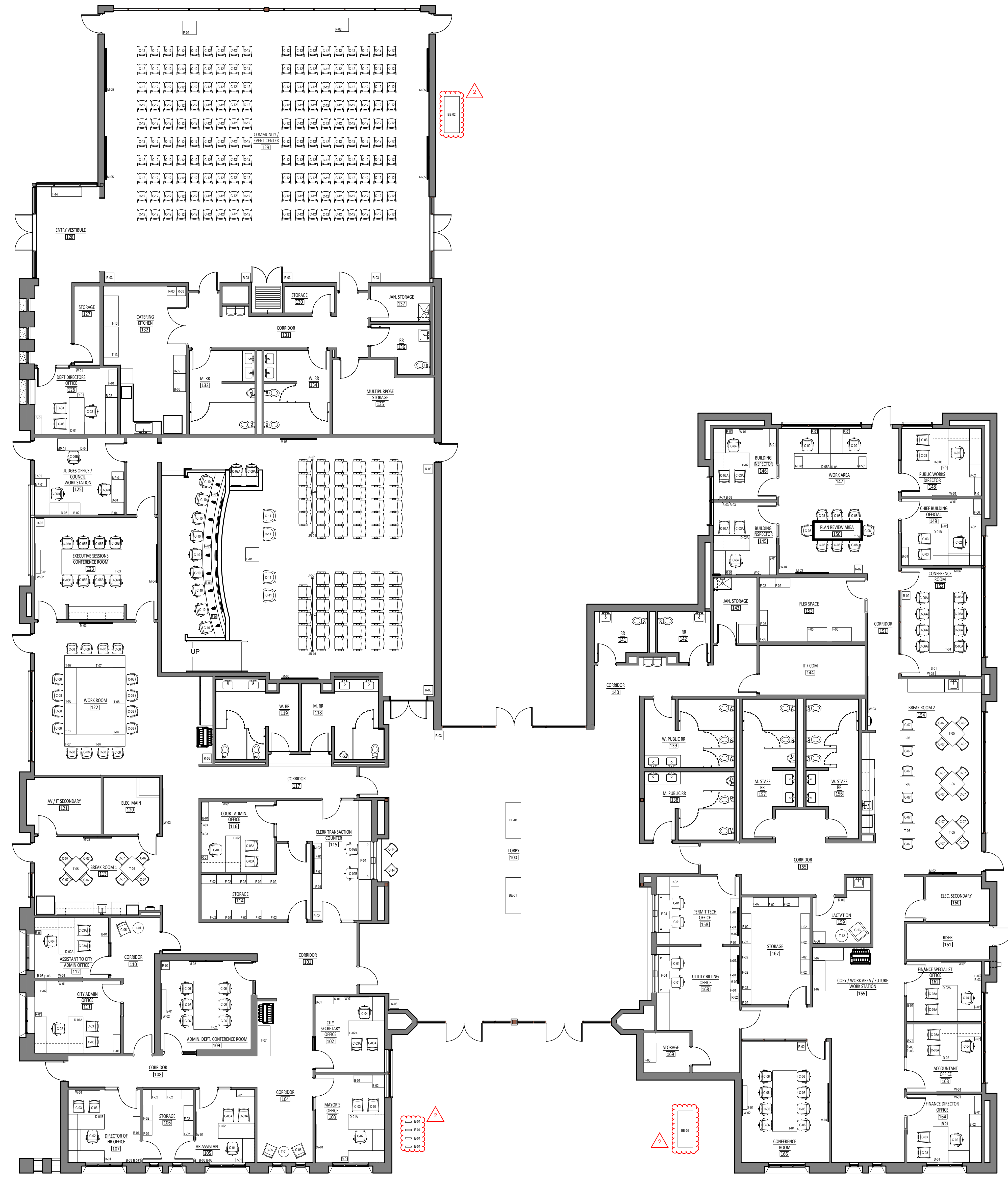
All images are for design intent only. Refer to specifications for actual finish and style.

Finishes:

Powdercoat Metallic Frame

- Manufacturer: Forms + Surfaces
- Color: Silver Texture





A1 Furniture, Fixtures & Equipment Plan
1/8"=1'-0"

Revisions:
Issue Date: 02/04/2025
City of Hutchins
New City Hall Building
Furniture, Fixtures, & Equipment

400 N. JJ Lemon Rd.
Hutchins, Texas 75141

Furniture, Fixtures
& Equipment Plan

Project No.

I-101
23046