

February 23, 2018

**Addendum # 1**

**The North Carolina Department of Transportation  
Division of Highways, Division 13  
NCDOT McDowell County Maintenance/  
Bridge Maintenance Assembly Office  
3931 NC HWY 226S  
Marion, NC 28752  
SCO#: 14-11014-01A**

The following changes, revisions, additions, and/or clarifications shall be made in the Drawings and Specifications and this addendum and all other addenda shall be a part of the Contract Documents. Please acknowledge receipt of this addendum in the place provided on the Proposal Form.

**Item G-1: Pre-Bid Conference Minutes:** Minutes to the open Pre-bid conference, held at the project site on Wednesday, February 21<sup>st</sup>, 2018 at 10 am are attached.

**Item G-2: Service Sales Tax Exemption:** A service sales tax exemption form is required with payment applications. See attached explanation of service sales tax exemption and directions for compliance.

**Item G-3: Unit Masonry Dampproofing:** Refer to 04 2000, 2.10 Miscellaneous Masonry Accessories. Add item F. Dampproofing: Cold-applied, cut-back-asphalt dampproofing on concrete masonry unit foundation walls. Apply primer and two brush or spray coats at not less than 1.25 gal./100 sq.ft. and 1 gal./100 sq. ft for second coat per manufacturer instructions. Products: Henry Asphalt Emulsion Dampproofing, Mar-flex Dampproofing, W.R. Meadows Sealmatic.

**Item G-4: Water-Drainage Exterior Insulation and Finish System:** Refer to specification section 07 2419 Water-Drainage Exterior Insulation and Finish System, 2.1 Manufacturers. Add item E., Finestone by BASF Corporation.

**Item G-5: Fluid-Applied Membrane Air Barriers:** Refer to specification section 07 2726 Fluid-Applied Membrane Air Barriers, section 2.2 A. 1. and 2. In lieu of manufacturers listed, provide air barrier from the same source as manufacturer used in section 07 2419 Water-Drainage Exterior Insulation and Finish System to meet the warranty requirements for that system.

**Item G-6: Wall Sheathing:** Refer to architectural wall sections and section details at exterior walls on A4.0, A4.1 and A5.0. All references to wall sheathing to read "5/8" Sheathing, Refer to Structural General Notes."

**Item P-1: Water Closets:** Refer to specification section 22 4001 Plumbing Fixtures, section 2.2 Water Closets. Provide floor mounted water closets as indicated on the drawings similar to American Standard 2234.001.020 or equivalent products by Eljer, Kohler or Crane.

**Item E-1: Outdoor Light Switches:** Refer to attached supplemental drawing SD E-1 for revisions to E2.1 for additional light switches in Lobby 100 and Corridor 101.

**Item E-2: Emergency Generator:** Refer to attached supplemental drawing SD E-2 for revisions to E4.0 notes regarding emergency generator requirements.

**Attachments:**

**Item G-1 Attachment:** February 21, 2018 Pre-Bid Conference Minutes

**Item G-2 Attachment:** Sales and Use Tax Summary & Explanation (Last updated on 1/26/2018)

**Item E-1 Attachment:** SD E-1

**Item E-2 Attachment:** SD E-2

**End of Addendum #1**

**NCDOT Division of Highways, Division 13  
McDowell County Maintenance/Bridge Maintenance Assembly Office  
Marion, NC**

**SCO#: 14-11014-01A**

**21 February 2018, 10:00 am**

**Pre-Bid Conference Minutes**

Lower Level Conference Room, NCDOT Div 13 District Office, 3931Hwy 226S Marion, NC

**Attendees:**

**Design Team:**

Scott Donald, PFA Architects, [sdonald@pfarchitects.com](mailto:sdonald@pfarchitects.com), 828.254.1963 x 114

Cynthia Turner, PFA Architects, [cturner@pfarchitects.com](mailto:cturner@pfarchitects.com), 828.254.1963 x 115

Tommy Bufford, McKim & Creed Engineers, [tbufford@mckimcreed.com](mailto:tbufford@mckimcreed.com), 704.945.3349

Mike Calhoun, Vaughn & Melton Engineers, [macalhoun@vaughnmelton.com](mailto:macalhoun@vaughnmelton.com) 828.253.2796

Barbara Surrett, Vaughn & Melton Engineers, [basurrett@vaughnmelton.com](mailto:basurrett@vaughnmelton.com) 828.253.2796

**NCDOT:**

Owen Daniels, Project Manager NCDOT, [odaniels1@ncdot.gov](mailto:odaniels1@ncdot.gov), 919.218.1721

Wade Tate, NCDOT Division 13, [swtate@ncdot.gov](mailto:swtate@ncdot.gov) 828.652.4024

**Contractors:**

Matt Williams, CityScape Roofing, Inc. [mwilliams@cityscaperroofing.com](mailto:mwilliams@cityscaperroofing.com) 828.241.4747

Tim Morris; Bennick Grading; [tim@bennickgrading.com](mailto:tim@bennickgrading.com); 828.312.3959

Jason Floyd, Bennick Grading; [jason@bennickgrading.com](mailto:jason@bennickgrading.com) 828.442.2232

Nick Stanley, Garanco; [nick@garanco.com](mailto:nick@garanco.com); 336.368.2788

Jeff Oliver, Simcon; [joliver@simconcompany.com](mailto:joliver@simconcompany.com); 828.493.7166

Lewis Herman, Wilkie Construction; [estimator@wilkie-const.com](mailto:estimator@wilkie-const.com); 828.754.6431

Scott Greene, Greene Building Corp.; [scott@greenebuildingcorp.com](mailto:scott@greenebuildingcorp.com); 704.434.8103

Jason Clontz, Greene Building Corp.; [jason@greenebuildingcorp.com](mailto:jason@greenebuildingcorp.com); 704.434.8103

Marita Kearey, Kearey Builders; [estimating@keareybuilders.com](mailto:estimating@keareybuilders.com) 980.444.6510

Chase Beattie; Hickory Construction; [cbeattie@hickory-construction.com](mailto:cbeattie@hickory-construction.com); 828.799.2694

Chad Marsh; GEM; [chad@gemconstructors.com](mailto:chad@gemconstructors.com); 828.652.3767

**Introductions:**

Everyone introduced themselves with their name and company affiliation.

**Notice to Bidders:**

Available in front end of project manual. Access to contract documents and addenda:  
[hencoplanroom.com](http://hencoplanroom.com)

**Bid Period Deadlines:**

1. Questions/Requests for Substitutions: 2/25/18  
Substitutions protocol, see Instructions to Bidders. For questions or clarifications contact Cynthia Turner or Scott Donald with PFA Architects.
2. Addenda:
  - a. Addendum 1, approximately 2/23/18
  - b. Final Addendum, Wednesday 2/28/18

3. Bid Opening: Wednesday March 7, 2 pm , NCDOT Contact: Mike Calloway, Division 13 District Office, **55 Orange Street, Asheville**. Be advised the bid opening is in the Asheville office, not Marion.

**Summary of Work:** 3700 sf office building, utilities, asphalt parking lot, relocated existing generator.

**Alternates:** Refer to section 01 2300 of the project manual.

1. Alternate 1: Front Porch
2. Alternate 2: Preferred Brand Door Hardware. Owner requested brand for security system and consistent maintenance of the system.

### **Form of Proposal**

1. Follow complete instructions in Notice to Bidders, Instructions to Bidders and on the Form of Proposal to assure a valid bid. Attachment forms are provided with form of proposal in the back of the Project Manual.
2. Minority Business Participation Requirements. Instructions are in the Notice to Bidders and on the Form of Proposal. Minority Business Participation form and Affidavit A **OR** Affidavit B must be submitted with the bid.
3. A bid bond of 5% shall accompany the bid. Performance and payment bonds of 100% of contract are required to execute the contract per Notice to Bidders.
4. Davis Bacon Act is not a requirement for this project

**Owner Comments:** Per Owen Daniels a service sales tax exemption form is required with payment applications. See addendum 1 for Explanation of service sales tax exemption and directions for compliance.

### **Site Tour:**

1. The group moved outside to the project site adjacent to the District Office building.
2. Waterline. The new waterline will run through edge of existing district office parking lot. Asphalt pavement repair will be required.
3. There was petroleum contaminated soil in the area of the district office parking lot adjacent of the project site. The contaminated soil was remediated in 2017. There was a question if the water line would run within the boundary of previous contamination. The remediation report was not included in the project manual but will be provided at a future date by NCDOT. Bidders should proceed on the assumption of no contamination along the route of the water line.
4. Gas Line. Gas line and meter installation and associated asphalt repair by gas utility. Coordinate scheduling of gas line installation with gas utility.
5. Generator relocation. There was discussion of the scope of work in contract vs. owner supplied work related to relocating the generator. Per Owen Daniels, NCDOT would rather see a turnkey move in contract. Tommy Bufford to coordinate with NCDOT and clarify the scope via addendum 1.

This summary prepared and respectfully submitted by, PFA ARCHITECTS, P.A.

Cynthia R. Turner, AIA, LEED A.P. BD + C

# Sales and Use Tax Summary & Explanation

(Last updated on 1/26/2018)

A contractor working on a construction project certified as a capital project is not required to pay any sales and use taxes (for services) - only taxes on materials and equipment. **to certify that they are exempt from paying sales and use taxes, a contractor (not the owner) must complete a *NCDOR Affidavit of Capital Improvement Form -e589ci webfill.pdf* document.**

A copy of the form *NCDOR Affidavit of Capital Improvement Form -e589ci webfill.pdf* located at *S:\FD\Reference Information\Taxes\Sales and Use Tax Information*. Once completed by a contractor (not the customer), that form should keep in on hand by a contractor at a worksite or corporate office in the event of an audit. A copy should also be sent to the owner.

That form is needed to designate the project as a Capital Improvement Project. So designated, the contractor only has to pay taxes for materials that are purchased. If the project were designated as a service project, additional taxes would have to be paid by the contractor. If designated as a Capital Improvement Project, a tax form submitted with a pay app can be used by DOT to receive compensation for taxes paid by the contractor who has included those taxes 'within' the total cost of a pay app.

Contact any of the following people at the NC Department of Revenue to answer any questions about this subject. Also copied below are links to some helpful web sites. Contact Patrick Lahiff to request any future correspondences from NCDOR regarding this subject.

**Patrick J. Lahiff**

Sales and Use Tax Administration

PO Box 871

Raleigh, NC 27602

919.814.1082 (ph)

919.715.0295 (fax)

[Patrick.lahiff@ncdor.gov](mailto:Patrick.lahiff@ncdor.gov)

**Edward (Ed) G. Strickland**

NC Department of Revenue

P. O. Box 871

Raleigh, NC 27604

919-814-1089

Edward.strickland@ncdor.gov

**Eric K. Wayne**

Tax Director - Sales and Use Tax Division  
NC Department of Revenue  
P. O. Box 871  
Raleigh, NC 27604  
919-814-1083  
Eric.Wayne@ncdor.gov

**Ken Wright**

Legislative Liaison  
NC Department of Revenue  
510 N. Wilmington Street  
P.O. Box 871  
Raleigh, NC 27602-0871  
919-814-1011 Office  
919-608-4580 iPhone  
ken.wright@ncdor.gov

<http://www.dornc.com/taxes/sales/> - Sales and Use Taxes Webpage

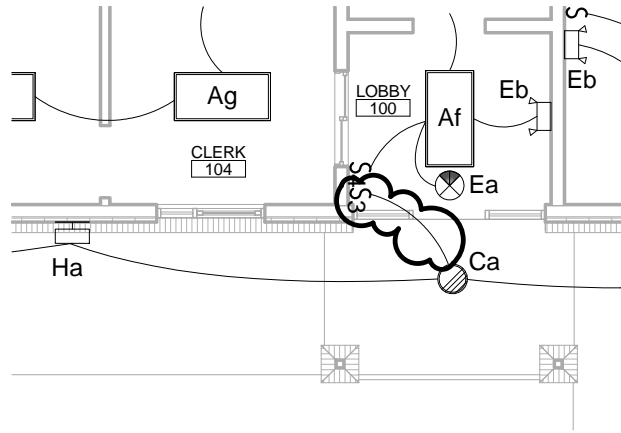
[http://www.dornc.com/taxes/sales/impnotice031717\\_cmirmi.pdf](http://www.dornc.com/taxes/sales/impnotice031717_cmirmi.pdf) - Notice about new taxes and list of transactions that qualify as capital improvement projects / services.

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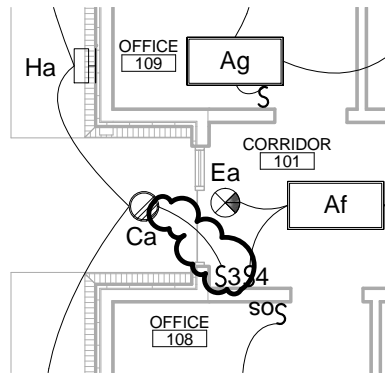
**Reference Notes**

- Definition of a Capital Improvement Project
  - Note that a Capital Improvement project as defined in NCGS 105-164.4 H(e)(1).
- Note that it is standard practice in all DOT horizontal construction projects that contractors only pay taxes on materials that are purchased.
- DOT Process for Managing Sales Tax
  - A contractor submits an invoice / pay app for payment to NCDOT.

- The contractor should attach to a pay app a form that lists the sales tax they incurred for expenditures noted in the pay app.
  - Note that the sales tax should be included in the pay app amounts, but **not** listed as taxes in the pay app
  - The person who submits a pay app into SAP, should send a copy of the sales tax form to Lindsey Jones ([lejones@ncdot.gov](mailto:lejones@ncdot.gov)) in Accounts Payable.
  - He gathers the forms quarterly for those relating to capital projects and files it with DOR. We do not get the money back, but by agreement, DOR sends those funds to the Dept. of Public Instruction.
  - Note that the sales tax form should not be scanned into SAP along with the Pay App.
- Effective Date of Sales and Use Tax Requirement
    - As to the effective date of G.S. 105-164.15A(a)(2), the language that was the genesis of the existing language was added to the statute effective August 7, 2009 (see attached). Please note that the phrase “for a service” in its current form reads “for a taxable item.” Slight modifications have been made to the language of the statute since its initial enactment. Prior to the language being added to the statute, where there were various tax increases, historically, the General Assembly included similar savings clause language in individual bills at the time of enactment. This is evidenced by the various affidavits located on the Department’s website.
      - For instance, Form E-589B (11-02) contained savings clause language: [http://www.dornc.com/downloads/fillin/E589B\\_11-02.pdf](http://www.dornc.com/downloads/fillin/E589B_11-02.pdf).
      - Also, Form E-589C (10-05) effective for certain contracts for Dare County prior to January 1, 2006 contained savings clause language: <http://www.dornc.com/downloads/E589C.pdf>



1 **LIGHTING - LOBBY 100**  
 SD E-1 SCALE: 1/8" = 1'-0"

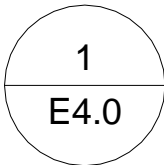


2 **LIGHTING - CORRIDOR 101**  
 SD E-1 SCALE: 1/8" = 1'-0"



<b>MAINTENANCE/BRIDGE          MAINTENANCE ASSEMBLY          OFFICE SCO# 14-11014-01A</b> <small>3931 NC HWY 226, MARION, NC 28752 050117</small>	SHEET TITLE: OUTDOOR LIGHT SWITCHES		SUPPLEMENTAL DRAWING NO:
	<b>pfa</b> <small>architects, p.a.</small>	196 Coxe Avenue Asheville, NC 28801 T. 828.254.1963 F.828.253.3307	DATE: 02/23/18 DRAWN BY: MRJ DETAIL/SHEET REFERENCE: E2.1
		JOB NO: 6385-0017	





# POWER RISER DIAGRAM

E4.0

SCALE: NONE

### NOTES:

1. SURGE SUPPRESSOR, 100KA PER MODE/200KA PER PHASE, 10 YEAR WARRANTY, #8 WIRE AS SHORT AS POSSIBLE VIA 50A/3P CIRCUIT BREAKER

2. DIESEL GENERATOR IS FOR OPTIONAL STANDBY POWER ONLY. GENERATOR IS EXISTING AT ANOTHER LOCATION WITHIN THE SAME FACILITY. CONTRACTOR WILL BE RESPONSIBLE TO SAFELY DISCONNECT IT FROM EXISTING BUILDING AND RELOCATE IT TO THE NEW BUILDING AS PART OF HIS SCOPE OF WORK.

3. UNLESS ROUTED UNDER A MINIMUM OF A 4 INCH CONCRETE BUILDING SLAB ALL UNDERGROUND ELECTRICAL SERVICES AND FEEDERS SHALL BE CONCRETE ENCASED WITH A MINIMUM OF 3 INCHES.

4. ALL UNDERGROUND ELECTRICAL CONDUITS SHALL HAVE MARKER TAPE 6 INCHES BELOW FINISHED GRADE.

5. CONTRACTOR TO PROVIDE NEW OPEN TRANSITION AUTOMATIC TRANSFER SWITCH AND SERVICE ENTRANCE DISCONNECT AS SHOWN ON THE RISER DIAGRAM. USE SPECIFICATION 263213 SECTION 2.6 TO SELECT NEW TRANSFER SWITCH.

6. GENERATOR UNIT MUST BE INTERNALLY RECONFIGURED TO 208/120V 3 PHASE VOLTAGE. CONTRACTOR TO PROVIDE AND INSTALL WIRE HARNESS OR ANY OTHER COMPONENTS REQUIRED TO MAKE THE VOLTAGE CHANGE COMPLETE. IT MUST BE TESTED FOR PROPER VOLTAGE PRIOR TO BEING ENERGIZED TO THE NEW FACILITY ELECTRICAL SYSTEM.



**MAINTENANCE/BRIDGE  
MAINTENANCE ASSEMBLY  
OFFICE SCO# 14-11014-01A**

3931 NC HWY 226, MARION, NC 28752 050117



196 Coxe Avenue  
Asheville, NC 28801  
T. 828.254.1963  
F. 828.253.3307

SHEET TITLE:  
UPDATED GENERATOR REQUIREMENTS

SUPPLEMENTAL  
DRAWING NO:

DATE: 02/23/18

JOB NO: 6385-0017

DRAWN BY: MRJ

DETAIL/SHEET REFERENCE: E4.0

**SD E-2**