

**OREGON UNIVERSITY SYSTEM**  
**STANDARD PUBLIC IMPROVEMENT CONTRACT**  
**SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

**Project Name: SOU Churchill Hall Renovation**

**A. PROJECT SCHEDULE**

Advertisement for Bids	November 22, 2011
Mandatory Pre-bid Conference	November 30, 2011, 1:00 p.m.
Deadline for Written Submittal of Questions/Requests for Clarifications	December 13, 2011, 4:00 p.m.
SOU to Issue Written Addendum in Response to Questions	December 14, 2011, 4:00 p.m.
<b>Bid Deadline</b>	<b>December 20, 2011, 12:00 p.m.</b>
Anticipated Notice of Intent to Award	December 21, 2011
<b>Construction Schedule</b>	
Construction Start	January 3, 2011
Substantial Completion of OHSU Spaces	September 1, 2012
Substantial Completion of Entire Project	October 19, 2012

**B. PERMITS AND FEES**

SOU will pay directly for the Structural, Mechanical, Plumbing and Electrical permits and all City development fees associated with this project. The contractor shall submit the design drawings, procure and pay for the permits required for the fire protection and fire alarm systems.

**C. ESB/MBE/WBE**

Southern Oregon University is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and SOU strongly encourages its contractors to utilize these businesses in providing services and materials for SOU contracts and projects. The contractor is required to complete and submit a Contractors MWESB Data Report within 14 days after contract award. The Report form is available on the OUS website: [www.ous.edu/dept/capcon/bidtemplate](http://www.ous.edu/dept/capcon/bidtemplate).

## **D. QUESTIONS**

All questions or requests for clarification must be addressed either in writing, fax, or email to Jim McNamara, SOU Facilities Management and Planning, 351 Walker Avenue, Ashland, OR 97520. Fax: 541-552-6235. Email: <mailto:mcnamaraj@sou.edu>. Questions must be submitted by **December 13, 2011 at 4:00 PM**. Questions will be answered by addendum. Addenda will be distributed to all registered bidders by email and will be posted on the OUS website. If you are unclear about any information contained in this bid advertisement you are required to submit those questions for formal clarification.