

ADDENDUM 1

DATE: 01/30/18
PROJECT: UCT Expansion Interior Buildout
RFP NO: RFP 744-R1805 – UCT Expansion Interior Buildout
OWNER: The University of Texas Health Science Center at Houston
TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, (Date Bid Posted), with amendments and additions noted below.

Questions received before the deadline

1. The alternates listed in RFP No. 744-R1805, Section 6 do not match the Alternates listed in the Specification Section 01 23 00. Please clarify which alternates are to be included in the bid and the numbering for each.

[Alternates from Manual book have been updated in Addendum 1 documents](#)

2. Sheets EP206B and EP207 state to refer to poke through schedule for more information regarding floor cores. Notes on the Sheet A106 indicate cores are existing, however, Sheet A107 indicates location of boxes but does not state if cores are existing. Please clarify if cores for poke through's are existing at 7th floor.

[Only the coring of the floor will take place during the core and shell construction. The type of floor box that will go into the already cored wholes is what the Interior Buildout project is referring to on schedules. Contractors for interior buildout should focus on the type of floor box that should go with the corresponding existing floor core.](#)

3. Under "Proposer's General Questionnaire", question 3.1.7 –asks for three organizations that we have provided or are providing services that are similar to the requested ones on this RFP including owner's information and project description...then under "Additional Questions Specific to this RFP" question 5.5.3 is requesting the same information as question 3.1.7. Could you explain the difference please? Or could we refer the answer of the first section to question 5.5.3 or repeat the same information in order to address both questions?

[Repeat the same information into both questions](#)

4. I noticed on **Division 00** under the specifications pages that Datacom Design Group is listed. Will they be taking care of all AV needs on this project, or should I go ahead and submit this to my design team to start getting a proposal together?

The awardee is responsible for the AV on this job and should include it in their bid. Datacom Design Group designed the system. The instruction in the specifications page 509, B., 5. states that the contractor for AV must be AVI-SPL. This was provided as a requirement of IT.

5. So AVI-SPL is an actual AV company. If IT is stating that the contractor must be AVI-SPL, why are they excepting bids from other companies if AVI-SPL is the one who will be doing the job?

This is being bid because the general contractor will have to work with this company as it is under their scope of work to manage.

6. What is the procure method of addendums and if a secondary site visit will become available?

All addendums are posted to our website within the Bid Opportunities information. An email is then sent out as notification of the posting to all parties that have either attended our pre-bid meeting or requested to be added to our correspondence list.

No secondary site visit at this time as the core and shell are currently under construction.

7. Please confirm this project is to follow the University of Texas System OFPC Prevailing Wage Determination included with Appendix 6 – Special Conditions of the bid documents.

This is correct.

8. Please confirm a full-time superintendent is require for the duration of the project.

Yes, a full-time superintendent is required for the duration of this project.

9. Per UGC Article 9.4 “contractor shall develop its schedule, pricing and execution plan to provide a minimum of ten (10) percent total float at acceptance of the base schedule.” Please confirm this project will require specified float and be required in all contractors’ bids.

All contractors are required to bid this work based on the UGC provided.

10. Please clarify working hours for the project space. Outside of shutdowns and tie-ins, will any work be required to be after hours?

No work on this project will be required after hours since it will be performed within the confines of the new core and shell. Noise should be minimized.

- a. Please clarify hours for deliveries to job site.

Deliveries will need to be coordinated through the ODR/PM. Materials can be accepted during the day.

11. Please confirm the responsible party for the following systems is correct:

- a. Test & Balance – Owner **yes**
- b. Telecom/Data cabling & devices – Owner **yes**
- c. A/V cabling & devices – Contractor **yes, through AVI-SPL**
- d. Security cabling & devices – Owner **yes**

12. Please clarify which Alternates are to be priced as part of this proposal. The Bid Form indicates 5 total Alternates; however, Spec Section 01 23 00 indicates 6 Alternates, many of which are not the same. (Spec) Alternates #2 and #5 appear to be (Bid Form) Add Alternates 1, 2, and 3. Please clarify, and indicate if the remaining Alternates from the Specs are to be priced.

Drawings have been updated with Alternate information

13. Please provide the weight capacity of elevator and dimensions of the freight elevator contractors will have access to during this project.

**Door Height – 7’ Door Width – 4’6” Inside Car Height – 10’
Inside Car Width – 7’3” Inside Car Depth – 4’ 5” Capacity 3,500 pounds**

14. No Telecom/Data drawings were provided with the bid documents. If conduit and backboxes are to be installed for the low voltage cabling and devices, please provide these drawings.

No electrical drawing changes needed. The electrician will need to bid the rough-in work when those drawings are released.

15. Landscape drawings – Multiple Landscaping drawing sheets indicate “Waterproofing by Others”. Please clarify if this waterproofing will be installed prior to the start of this project, or if it is to be installed as part of this project scope, by the selected contractor.

The waterproofing will need to be installed by contractor.

16. Sheet L1.01 – Finish Materials Matrix indicates pavers to be Wausau; however, Sheet L3.04, Details 1 & 2 indicate Hanover pedestals. Please clarify if this combination of materials is correct.

The pavers will be by Wausau and the pedestals will be by Hanover.

17. Sheet L1.01 – Finish Materials Matrix indicates Johnson as the CMU manufacturer. Please clarify if other CMU manufacturers will be acceptable (such as Revels Block or Headwaters Construction Materials).

Equivalents are acceptable, however, we ask that samples are submitted for our review prior to any orders being placed by the contractor

18. Sheet L1.01 – Both options indicate an existing fence to the plan right of the project space. Please clarify if this fence will be installed prior to this project. If so, will it need to be modified to accommodate for the height of the new pavers on pedestals?

There will be no fence installed prior to the project.

19. Sheet L3.01 – Detail 4 indicates a structural bolt plate below the slab for the canopy supports and references Structural drawings (also referenced on L3.02 & 3.03). No Structural drawings were provided with the bid documents. Please provide.

a. If there are no Structural drawings to be provided, please provide details for the bolt and weld plates per this detail.

Avadek has a structural engineer on staff. Contractor will want to have Avadek review and provide structurally sealed shop drawings for review.

20. Sheet L3.03 – Details indicate pedestals to be installed on top of new topping slab. Sheet L3.04, Details 1 & 2 indicate the pedestals to be installed before the new topping slab. Please confirm the installation details on L3.03 are correct.

Details on L3.03 are correct.

21. Sheet L3.04 – Please provide concrete thickness for new concrete ramps (details 4 & 5) and topping slab (details 1-3).

4" thick.

Sheet L4.01 & 2 provides grading for topping slab, but does not indicate existing grade, so the thickness cannot be figured.

a. Please provide existing grade (below new topping slab) for both concrete and paver pedestal references.

Existing elevation for garage is unknown. Grades are determined from a generic FFE in the building of 100.00

22. Sheet L5.01 – Note indicates missing ground covered to be replaced with similar plant material to existing. Please clarify what type of ground cover is currently existing.

Replacement may not even be necessary since a tree and it's rootball will be installed where groundcovers are located. This will be up to the landscape contractor to determine.

23. Sheet L5.01 – Please confirm most of the new tree locations do not require demolition of any existing planting. There appear to be 3 trees in the plan southeast corner to be removed prior to new tree installation.

Please see the attached tree removal plan and the original plan that was sent to Urban Forestry, for clarification in Addendum 1 documents.

24. Sheet L6.01 – Please confirm all existing ground level planting beds have existing irrigation.

Existing irrigation is in place. Contractor is to determine if existing system is fully operational.

25. Sheet L6.01 – Dripline Tubing irrigation is indicated in all planters, including the Planterworx and Ore prefabricated planters. Please clarify if these prefabricated planters are to come with any drainage holes and be connected to the existing storm drain system, similar to the built-in place planters.

Pots do come with drain holes, but be sure to specify that when ordering. Pots will drain through the air joints of pavers to the topping slab below. Pots are to be centered over air joints.

Sheet L701 – Terrace light fixtures are not indicated on the Electrical Drawings. Please confirm these light fixtures and wiring is to be included in each of the Terrace Alternates.

Lighting is required for egress for base build. For the terrace alternate lighting : Extend relay controlled circuit RP1-1 serving new exterior wall packs to serve new landscape lighting show in landscape plans. Lights as specified by landscape architect. Provide one 120V circuit from 6th floor electrical room to serve four receptacles at terrace area as shown on landscape lighting plans.

26. Sheet AD106 – Keynotes 27 and 29 indicate the removal of existing security devices/systems for future use. Are these devices to be removed and returned to the owner? Please confirm all new Security installations will be OFOI.

Security equipment will not be existing. However security system power will be in place and will require relocation.

27. Sheet AD106B-A – Please provide location & size of existing curb to be removed.

a. Please clarify if there are any finishes / existing material on the concrete deck to be removed before waterproofing and topping slab installation.

- Disregard curb note. The perimeter of the terrace will be designated by paint on the floor rather than a curb. Drawings will be updated with note.

28. Sheet AR106 – Reception E640 shows a Light Cove at the plan east wall of the Reception. There is no light fixture shown in the location on the Lighting Plan (EL106). Please clarify.

Drawing provided in Addendum 1 documents.

29. Sheet A106 – Item 505 indicates a Water Cooler, but the product information is not included with Spec Section 11 31 00. Please provide product specifications for the desired Water Cooler.

Sheet AQ106 – Item 505 is the water cooler. See attached Spec. This is included in the Addendum 1 documents.

30. Sheet A106B – Please provide details for the hardware set modifications indicated at the Terrace Doors. These doors are not shown on the Door Schedule, and no hardware is indicated.

These doors exist on the Core and Shell. If the terrace design is selected and the terrace will be activate, the doors to the terrace will require hardware to allow for the doors to remain open during business hours. The doors on the egress stair beyond the terrace will require security access.

31. Sheet A401 – Please provide the following clarifications:

a. Detail C1 – Please provide detail for Guard Rail Stainless Steel “Flat and Angle Frame”

Provided

b. Detail C3 – Please clarify how mesh support tubes are mounted to the stringers.

Vertical Support tubes to be mounted on stair stringer see drawing for notes

c. Detail C3 – Detail indicates stainless steel fascia. Please clarify if this fascia is existing or part of this project installation. If part of this project, please provide details and location of stainless steel fascia.

Stringer part of the core and shell project. No Steel Fascia to be used.

d. Please clarify handrail. Details A1 & C1 indicate a single line rail, while A3 & D1 indicate a 4-line rail.

Single line handrail is to be provided

All details to be provided in Addendum 1 documents

32. Sheet A401 – Detail C5 indicates wood flooring to match existing stair treads. Please provide wood floor material selection and specifications.

a. Is the extent of the wood flooring to be the hatched square shown in this detail only?

Flooring and treads will be added into the interior Buildout set in an Addendum.
1 1/2" WALNUT WOOD TREAD

33. Sheet A601 – The Door Schedule shows 625, 630.1, 630.2, 635G, 665D, 720G, 720I & 730C as having FGP “Full Glass Pair” doors; however, Sheet A106/A107 show them as single doors. Please clarify.

See door schedule.

34. Sheet A601 – The door schedule indicates several doors without frame types. Please provide the missing frame types.

-Door Frames provided

35. Sheet A601 – Please clarify the location of Door 6C01. It does not appear to be shown on the Floor Plan (A106).

Door 6C01 removed

36. Sheet A701 – Detail D1 indicates existing X-bracing to be painted with P-1 (Sherwin Williams); however, Sheet A802, Detail A4 indicates the bracing is to receive Intumescent Paint, and references structural drawings. Please clarify, and provide referenced drawings.

ALL Exposed bracing and structure needs to be painted with intumescent paint. Paint color to be defined by project manual and interior schedule.

37. Sheet A701 – Elevations C1 & C3 indicate acoustical wall panels:

a. Please confirm the wall panels in these elevations are to be the Base Bid for these walls.

Confirmed

b. Spec Section 09 84 00, Part 2 indicates prefabricated acoustical wall panels. AW-1 appears to be a fabric selection for a stretch wall panel. If these are to be prefabricated panels, please provide finish material selection and panel thickness.

Cut sheets provided

38. Sheet A702 – Details C/D2 & 3 indicate hexagon shaped acoustical wall panels. Please provide product specification for these panels.

a. These appear to be Xorel ArtForm Hex Panels. If they are, please clarify if the panels with a diagonal line are to be the 3D panels, and provide a core material selection.

Yes, diagonal lines indicate 3D panels. Spec Attached. Core material to be Quiet-Core (Not recommended as a tackable surface)

39. Sheet A801 – Detail E2 indicates wood panels at the Reception Accent Wall, however Sheet A702/A3 elevation indicates paint. Please clarify the wall finish in this location.

Accent wall is painted gyp, not wood panel. Ceiling is painted gyp as well

40. Sheet A810 – Please confirm the fireproofing shown in Detail A1 is existing at all existing columns (Sheet G001 appears to indicate all fireproofing will be existing).

Fire proofing is only existing on the covered or concealed columns that would be necessary to enclose per the core and shell construction. Columns or structural elements that will remain exposed per design will require intumescent paint. Columns and structural elements that will be concealed during the interior buildout **will require fireproofing.**

41. Sheet IF100 – RP Plastic Fabrications references Spec Section 06 64 00 for product details; however, Spec Section 06 64 00, 2.02 A4 refers to the Finish Schedule for these details. Please provide product selection and details.

Cut sheets provided

42. Sheet EL106 - Keyed Notes 7 and 8 indicate fixtures which are specified by the AV Consultant. Please confirm the fixtures will be supplied by the AV contractor and not by Division 26.

Typically we would assume the AV contractor would purchase this item since it is specified on AV drawings. However, if it is easier for the electrical contractor to purchase then that is acceptable to E&C. We consider this a matter of coordination between the AV and Electrical subcontractors to determine who purchases this item.

43. Sheet AVI – Note 1 indicates the Lecture Capture Light Fixtures shown on the plan are to be an Alternate. Please clarify if these are to be priced as part of the base, or revise the bid form to allow for the additional alternate.

a. Lecture Capture lighting fixtures should be bid as an alternate

44. Sheet AVI102 – Please clarify if the Flat Panel Displays on Level 7 will require an AV Wall Plate at each location. AVPs are located at nearly all Panel Displays on Level 6 (AVI101).

There should be one 4-11/16" square (Raco 260 typical) junction box provided below each flat panel display back box at 28" AFF to allow for under table cable path to flat panel display. 1.25" conduit between these two boxes

45. Spec Section 06 20 00 – Please confirm, while work will be installed to AWI standards, AWI certifications will not be required.

NO certification required.

46. Spec Section 08 80 00 2.03 notes that DG-1 and DG-2 thickness is "To be selected". Please provide the thickness for DG-1 and DG-2.

Typical interior glazing to be ¼ inch nominal unless noted otherwise, thickness for the DG-1 and DG-2 will also be determined by the system where it is being located. Refer to the system manufacturers requirements for thickness needs.

47. Spec Section 23 09 23 – Please clarify if Lange Mechanical will be an acceptable alternate installer for the JCI Control System.

The mechanical sub for the JCI Control System must be licensed to install JCI controls.

48. Spec Section 32 14 13.13 – This spec section indicates sand set pavers manufactured by Pavestone. Landscape drawings indicate Wausau Tile pavers either mortar set (at building door) or set on pedestals. Please clarify.

Follow the drawings indicating Wausau pavers located in the Addendum 1 documents.

49. The RFP that was provided lists the following Alternates:

Alternate 1: Terrace

Sub-Alternate 1: Terrace

Add Alternate 1: Long Conference Room

Add Alternate 2: Long Conference Room

Add Alternate 3: Note 401 Dry Erase Coating

According to the specifications, there is a list of alternates that differs from the list provided in the RFP. Please confirm which alternates we are being asked to bid.

Revised pricing with alternates for Section 6 of the bid document included at the bottom of Addendum 1. Revised drawings and specifications also included in Addendum 1 and Supporting Doc Zip file.

50. Per details C1 and C3 on drawing A701, and details D2, D3, C2, and C3 on A702 the monitors are called out to be Owner Furnished, Owner Installed. The note #509 stated that these monitors are to be Contractor Furnished, Contractor Installed. Please clarify who furnishes and installs these monitors.

All monitors and display panels to be CFCI

51. Sheet SC001 notes that all security devices and cabling is OFOI. Please confirm that the contractor is not responsible for any cabling or wiring related to the security devices and systems.

Confirmed. The security devices and cabling will be bid separately per direction from UTPD security.

52. Please confirm that the audio-visual infrastructure devices are in the scope of work.

Confirmed

53. Note #508 on Sheet AQ106 calls out for one projection screen. There are four other projection screens shown on this drawing. Please clarify which projections screens are in the contractor's scope of work.

All AV is under the contractor's scope of work. The designated AV Company is AVI-SPL.

54. Per specification 102601, Wall Guard – 7A “shall extend from top of base to finish ceiling”. Per sheet IF106 the wall that these guards are to be installed on also have to be painted. Please confirm that these walls are to be painted and covered by a wall guard.

Walls with graphic wall guards that extend from base to finish ceiling do not need to be painted.

55. Note #521 on sheet AQ106 calls for a flat panel display. Please clarify if these monitors are to be OFOI or CFCI.

Panel displays are to be CFCI.

56. There is a specification section 083323 for overhead coiling doors. Sheet A601 also shows this OC type door. This door is not shown on the drawings. Please confirm there is no overhead coiling door.

There are overhead coiling doors. Please see drawing A107 Room E730B.

57. Please confirm there is no bid bond required for this proposal.

Per the Uniform General Conditions, there is a requirement for a payment bond and performance bond.

58. Please confirm that voice and data cabling is in the scope of work.

Telecommunications voice and data cabling is not in this scope of work. AV is in this scope of work.

59. Will CX and TAB be owner provided or will the GC need to carry the cost?

These will be managed by the owner.

60. Will Data cost/scope be carried by the owner?

Telecommunications voice and data cabling is not in this scope of work. AV is in this scope of work.

61. Will Fire Alarm cost/scope be carried by the owner?

No, fire alarm will be carried by the contractor. Please use Simplex Grinnell/JCI.

62. Please specify ceiling finishes

Painted gyp, Acoustical panel ceiling tiles (acoustical panel type APC-1 and Metal -faced Panels Type APC-13) denoted on the project manual Section 09 51 00 Suspended Acoustical Ceilings Part 2 .02 Acoustical Units.

63. Will GC or Owner carry cost for A/V scope of work?

The GC will manage the AV scope of work as part of this project utilizing AVI-SPL, AV company.

64. Will GC or Owner be in charge of demoing existing camera system?

There are no existing camera systems in place in the core and shell.

65. Construction duration in RFP is from July to January 1st 2019, is the work on terrace and street level landscaping scope included in this duration?

Yes

66. What are working hours inside level 6 and level 7?

Given this work is in the core and shell of a new building, 24/7 access for work can be accommodated.

67. What are working hours on terrace?

The terrace work is will be next to an empty building, therefore, 24/7 access for work can be accommodated.

68. What are working hours on the sidewalk?

With the proper permits and procedures through City of Houston, the sidewalk can be shut down for work if needed during the day.

69. Who is the controls contractor for this building?

A contractor who is licensed to install JCI controls.

70. Will a full time superintendent be required for this project or can a full time lean man suffice?

Yes, a full time superintendent is required.

71. Will level 6 or 7 need to be phased or can we walk in both areas at the same time?

Both areas can be worked on at the same time, given the proper safety measures are taken to prevent slips, trips, falls and other hazardous conditions.

72. Will Solar Panel scope be furnished and installed by owner or GC?

There is no solar panel scope of work in this project.

73. Will a Lay Down area be provided?

There is space on the 5th floor of the garage and there is also space on the roof of the garage for material lay down. Keep in mind that it is windy on top of the garage, so any materials that could be a hazard must be secured at all times.

74. Will Access Controls cost/scope be carried by Owner or GC?

The badge readers and security components will be bid at a later date per UTPD security. This contract will include any electrical and infrastructure for these components.

75. Does UTHSC have an irrigation (sprinkler) contractor they prefer or work with often?

Lawn Management Company (LMC) is currently under contract with UTHSC.

SECTION 6

PRICING AND DELIVERY SCHEDULE - REVISED

Proposal of: _____
(Proposer Company Name)

To: The University of Texas Health Science Center at Houston

Ref.: UCT Expansion Interior Buildout

RFP No.: 744-R1805

Ladies and Gentlemen:

Having carefully examined the Project Requirements, the General Conditions, the Plans and Specifications and any Addenda to the Plans and Specifications as prepared by the University of Texas Health Science Center at Houston (the Owner of this Project), as well as the premises and all conditions affecting the work, the undersigned promises to furnish all equipment, labor, materials, supervision, services, and required bonding to complete the entire work in complete accordance with the above document for the following firm, fixed prices. The University will not accept bids which include assumptions or exceptions to the work identified in the Project Requirements.

6.1 Total Base Price

Price: \$ _____
_____ DOLLARS

NOTE: Amounts shall be shown in both written and figure form. In the event of a discrepancy between the written amount and the figure amount, the written amount shall govern.

6.1.1 Breakdown of Base Price

Total Materials Cost	\$ _____
Total Labor Cost	\$ _____
Total General Conditions	\$ _____
Total Overhead	\$ _____
Total Profit	\$ _____

6.1.2 Alternate 1: Terrace – Landscaping Drawings L1 – L7, AD106 B-A, A106B

Price: \$ _____
_____ DOLLARS

6.1.3 Sub-Alternate 1: Terrace – Landscaping Drawings L1 – L7, AD106 B-A, A106B

Price: \$ _____

_____ DOLLARS

6.1.4 Add Alternate 1 – Long Conference Room – A702 – Elevations D2, C2

Price: \$ _____

_____ DOLLARS

6.1.5 Add Alternate 2 – Long Conference Room – A702 – Elevations D3, C3

Price: \$ _____

_____ DOLLARS

6.1.6 Add Alternate 3 – Note 401 Dry Erase Coating – IF 106, IF 107

Price: \$ _____

_____ DOLLARS

6.1.7 Add Alternate 6 – Doors: Plastic Laminate Faced Wood Doors with PL-2 Finish – A601 – Specification Section 01 23 00

Price: \$ _____

_____ DOLLARS

6.1.8 Interior Light: Add Alternate 1: Borrowed light windows and solid wood veneer door stained to match PL-2 – A702 E1 – Specification Section 01 23 00

Price: \$ _____

_____ DOLLARS

6.1.9 Interior Light: Add Alternate 2: Borrowed light windows with clear monolithic glass and full glass wood veneer doors with window film, Type PF-1, Pattern: Frost/Matte in color: Milky White (Milano)(SH2MAML) – A702 E3 – Specification Section 01 23 00

Price: \$ _____

_____ DOLLARS

6.1.10 Window Shades: Alternate 4: A1-Manual chain-driven dual roller screen system with PVC free visually transparent shade cloth and black out. Recessed pocket application. Manufacturer: Lutron or MechoShade, Inc. – AR 106 – Specification Section 01 23 00

Price: \$ _____

_____ DOLLARS

6.1.11 Window Shades: Alternate 4: A2-Motorized dual roller screen system with PVC free visually transparent shade cloth and black out. Recessed pocket application. Manufacturer: Lutron or MechoShade, Inc. – AR 106 – Specification Section 01 23 00

Price: \$ _____

_____ DOLLARS

****Please provide a Schedule of Values along with your Pricing Bid****

6.2 Delivery Schedule

Indicate total time for completion of entire project.

Calendar Days to Complete Base Bid _____

Additional Calendar Days to complete Alternate 1: Terrace (if applicable) _____

Additional Calendar Days to complete Sub-Alternate 1: Terrace (if applicable) _____

Additional Calendar Days to complete Add Alternate 1 (if applicable) _____

Additional Calendar Days to complete Add Alternate 2 (if applicable) _____

Additional Calendar Days to complete Add Alternate 3 (if applicable) _____

Additional Calendar Days to complete Add Alternate 6 (if applicable) _____

Additional Calendar Days to complete Int. Light Add Alt. 1 (if applicable) _____

Additional Calendar Days to complete Int. Light Add Alt 2 (if applicable) _____

Additional Calendar Days to complete Window Shade Alt. 4 - A1 (if applicable) _____

Additional Calendar Days to complete Window Shade Alt. 4 – A2 (if applicable) _____

Time is of the essence in the performance of Contractor's duties. Failure of the Contractor to notify UTHealth sufficiently in advance of inability to complete within the delivery schedule, shall grant UTHealth the option of imposing liquidated damages in the amount of fifteen hundred dollars (\$1,500.00) per calendar day. Notwithstanding the foregoing, UTHealth shall have no obligation to accept late performance or waive timely performance by Contractor.

6.3 University's Payment Terms

University's standard payment terms are "net 30 days" as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

Indicate below the prompt payment discount that Proposer offers:

Prompt Payment Discount: _____% _____ days/net 30 days.

[Section 51.012, Education Code](#), authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent's banking information to University in writing on Respondent letterhead signed by an authorized representative of Respondent. Prior to the first payment, University will confirm Respondent's banking information. Changes to Respondent's bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an [IRS Form W-9](#) signed by an authorized representative of Respondent.

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [Section 151.309, Tax Code](#), and [Title 34 TAC Section 3.322](#).

Pursuant to [34 TAC Section 3.322\(c\)\(4\)](#), University is not required to provide a tax exemption certificate to establish its tax exempt status.

Respectfully submitted,

Proposer: _____

By: _____
(Authorized Signature for Proposer)

Name: _____

Title: _____

Date: _____

END OF ADDENDUM 1