



Department of Public Works  
**City Engineering Division**

**608 266 4751**

Robert F. Phillips, P.E.  
City Engineer

City-County Building, Room 115  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
608 264 9275 FAX  
1 866 704 2315 Textnet

**Principal Engineers**  
Michael R. Dailey, P.E.  
Christina M. Bachmann, P.E.  
John S. Fahrney, P.E.  
Gregory T. Fries, P.E.

**Facilities & Sustainability**  
Jeanne E. Hoffman, Manager  
James C. Whitney, A.I.A.

**Operations Manager**  
Kathleen M. Cryan

**GIS Manager**  
David A. Davis, R.L.S.

**Financial Officer**  
Steven B. Danner-Rivers  
**Hydrogeologist**  
Brynn Bemis

March 14, 2013

RE: Contract 6505, Notices and Reminders

TO ALL BIDDING CONTRACTORS:

The following notices and reminders are being sent out to all bidding contractors for Contract #6505, SYCAMORE MEZZANINE CONSTRUCTION.

1. Reminder - On Thursday March 28<sup>th</sup> there will be a Pre-Bid Walk Thru, see page A-1 of the specifications for additional information. This is the **only** chance to see the existing site conditions within the building.
2. Notice - The City of Madison intends to publish any addendum **NO LATER THAN CLOSE OF BUSINESS April 5, 2013.** Addendums will cover all approved requests for equals, changes to the bid documents and or specifications, and answers to questions as needed.
  - a. All requests for equals must be received by the City's Project Manager prior to **CLOSE OF BUSINESS on Tuesday April 2, 2013.**
  - b. All requests for clarifications to plans and or specifications must be received by City's Project Manager prior to **CLOSE OF BUSINESS on Tuesday April 2, 2013.**
  - c. Please follow the instructions on the addendums and submit your bids accordingly.
  - d. Failure to properly submit your bid with addendum notices will DISQUALIFY your bid.

NOTE: Close of business is 4:30 pm M-F.