**ADDENDUM 1**

DATE: December 7, 2017

PROJECT: UCT AHU Replacement and Level 10 IAQ

RFP NO: RFP 744-R1802

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, November 8, 2017, with amendments and additions noted below.

**The new bid due date for this project is Thursday, December 14, 2017 at 11AM CST;**

**the new HSP (HUB plan) due date is Friday, December 15, 2017 at 11AM CST.**

**Also note, the Revised Pricing and Delivery Schedule following the questions and responses below replaces the one included in the initial bid documents. It should be submitted with your proposal.**

**The revised drawings and specifications are attached on a zip file and although it references Addendum 2, there was no previous addendum.**

The questions below were received prior to the deadline; The responses are in red.

|  |
| --- |
| 1. A-160 References Interior Elevations on Reflected ceiling plan Note #2.  We cannot seem to locate this drawing, was this included in the Bid Package?  Please Clarify.  * Please disregard this note; there is not an interior elevations sheet. |
| 1. A-160 Reflected ceiling plan references Finish Schedule per Note #1.  Was finish schedule provided in the bid package?  Please Clarify.  * The finish schedule was not provided in the bid package,   Ceiling to be provided throughout:  Acoustical Ceiling Grid - Armstrong - Prelude XL 15/16" Exposed  Acoustical Ceiling Tile - Armstrong - 2x2 Fine Fissured 1732 |
| 1. Mechanical sheets (multiple floors) Keyed Note #2 and #6.  These notes imply that the piping will be taken back to the risers and replace existing shut off valves with new.  This would mean that the riser would need to be either frozen for isolation or a drain down of the system in order to demo the piping passed the isolation valve up to the weld-o-let. This would happen multiple times, is this the intention of the Keyed notes?  If so would hot tap at each floor and riser with new O-let and valve along with capping the existing valves be acceptable?  * Yes, that is the intent. However, it was anticipated that multiple valves and the piping between the riser and the valve could be replaced while the riser is drained to reduce the number of outages. The piping on the AHU side of the valves can be replaced at a separate time if need be to reduce the number of outages. Hot tapping in new connections is not the preferred solution. |
| 1. Can you provide the dimensions for the mechanical room doors?  * 3' X 8' |
| 1. Can the door frames be taken out to allow larger sections to go into the mechanical room?  * Yes, but they will need to be re-installed prior to normal business hours on the following business day. |
| 1. Given that JCI is basis of design for air handling units and they are the sole provider for the building automation systems, will they be given an allowance for the BAS portion of the AHU replacement?  If not, there will be no way to receive competitive bidding on the air handling units for this project.  * No allowance for this. There are multiple licensed distributors in the Houston area that could also perform this work. |
| 1. Can a dumpster be staged at the UCT building for the disposal of demolished AHU’s and other building materials ?  * Yes, the dumpster will need to be placed in the IMM loading dock between UCT and IMM. |
| 1. Can the tenth floor architectural scopes be performed on the weekends, and who is responsible for protecting the existing furniture and computers in the construction site while said work is performed?  * All work on the tenth floor will need to be done after hours or on the weekend. The contractor is responsible for protecting furniture and property in the offices and cleaning up all debris after the work for that day is complete. |
| 1. Level 10 IAQ Scope – Drawings indicate the electrical LED lighting replacement, spline ceiling replacement, replacement of duct taps, and new emergency circuit panel all are shown as part of the base bid; however, the schedule of values is asking for these to be alternates.  Please confirm whether these scopes are to be priced in the base bid or as alternates.  * LED lighting replacements are under the alternate. The new emergency circuit panel is part of the base bid. |
| 1. Does the outside AHU need to be re-built and up and running over one weekend or it can be spread out over multiple weekends ?  * SSA's understanding is that it needs to be done in 1 weekend. It is possible an extended weekend can be worked out with the owner around a holiday |
| 1. [Please confirm that this project is to follow the Harris County Building Construction Prevailing Wage Rates (Quarter 2 of 2017) found at http://apps.hctx.net/AE/Hcpid/PrevailingWage.aspx](http://apps.hctx.net/AE/Hcpid/PrevailingWage.aspx)  * Please refer to Appendix Seven\_Special Conditions of the initial bid documents for the Prevailing Wage Determination Houston/Galveston Area for this project. |
| 1. Please confirm that a full time GC superintendent is required for the duration of the project.  * Yes, a full time GC superintendent is required for the duration of the project. |
| 1. 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 particular project will require specified float and be required in all contractors’ bids.  * Yes, 10% float is required from all bidders for this project. |
| 1. Please confirm that there is no asbestos abatement in this project’s scope of work.  * Asbestos abatement will be completed outside of this contract. |
| 1. Will the project be able to be done during normal working hours?  With the exception of the shutdowns and crane lifts, do you foresee anything needing to be done after hours?  * All of the work on level 10 will be done after hours as the floor will remain occupied throughout that portion of the project. Replacement of the AHU's will be done after hours or over a weekend. The AHU's are not to be turned off during normal bu**s**iness hours. |
| 1. In order to perform demolition of the existing AHU torching and cutting will be required?  Please confirm if power tools can be connected to the facility electrical.  * Small power tools can be used and connected to the electrical service within the building. However, welders are not allowed. Please reference section 1.16 of the Owner's Special Conditions: The general contractor is responsible for the proper use of welding machines at all UTHealth facilities. Due to the potential electrical surges caused by electrical welding machines, the use of all electrical welding machines is banned from use on our campus. All welding machines are to be run with the use of an external generator. |
| 1. Please provide the allowable hours of use for the freight elevator and its maximum load capacity.  * The freight elevator cannot be reserved during normal business hours, but can be reserved after hours and/or on the weekend. The weight limit for the freight elevator is 3,500 pounds. |
| 1. Please confirm to what extent material storage will be allowed per unit.  Current space is sufficient for storage of approximately one (1) as construction take place.  * There is no on-site storage available. The contractor will need to schedule for on-time delivery of materials as needed. The large equipment can be unloaded at the IMM loading dock, but they cannot be stored there for any extended period of time. |
| 1. Drawing M-900 detail 3 illustrates the new AHUs installed on a concrete housekeeping pad.  Please confirm if each mechanical room is to receive a new concrete housekeeping pad.  If so, please note this will affect the completion of the units over a weekend due to cure timing required for concrete.  * Providing a new concrete housekeeping pad is not the intent of the design. The intent is to provide neoprene waffle isolators beneath each AHU. This will be clarified on the drawings. |
| 1. Motorized dampers are shown in the discharge of the Dual Duct AHU’s. (Reference M-100-6E Partial). There are no dampers in control flow diagrams or sequence of operation (Reference M600) Points list as well as Sequence of operation). Please clarify if these dampers are to be included and by who. Please provide updated sequence if applicable.  * Will clarify on drawings. These are to be provided by the controls contractor. The sizes of these dampers will need to be coordinated with the mechanical sub-contractor and the approved shop drawings. |
| 1. Please clarify if dampers shown on M-100-6E are motorized volume dampers or FSM/SMK type dampers.  * These are motorized volume dampers. This will be clarified on the drawings. |
| 1. On M-505, note #11 indicates a hot water coil, but the schedule requires a steam coil.  M-10019E-2 shows notes regarding steam. Confirm that indeed it should be labelled as a steam coil as shown on the schedule.  * This should be labeled as a steam heating coil. Will clarify on drawings. |
| 1. In specification section 23 73 13, paragraph 2.3.H.4, a “walkable grating in drain pan section” is to be provided. What material should this grating be?  * Stainless steel to match drain pan. |
| 1. In specification section 27 73 13, paragraph 2.6.G, the manufacturer shall “provide magnahelic gauge with dry set of contacts for each filter bank.” Please clarify if this filter gauge should in fact be Photohelic type to accommodate dry contacts for remote monitoring. Magnahelic gauges typically do not have the option for contacts for remote monitoring by the BAS contractor.  * Photohelic type with dry contacts is acceptable. Will clarify this in the specifications. |
| 1. There are single VFD’s shown for all units which have two fans. In this configuration, MMP panels would likely be required to distribute power to the fan motors and provide means of individual fan motor overload protection and disconnecting. Can you confirm that MMP panels are required, and if so, who should provide this scope (AHU manufacturer factory mounted or loose in the field)?  * AHU manufacture shall provide these to be installed in the factory if possible. Will clarify this on the drawings. |
| 1. In specification section 23 73 13, paragraph 2.4.G.a, the “fan selection shall be made so that if one fan becomes inactive the remainder of the fans will operate out of the surge region.” Can clarification be given to the intent of this requirement?  * The AHUs have dual fans, we want to make sure that if one fan becomes disabled, the AHU can still operate at a stable (reduced) airflow. |
| 1. In specification section 23 73 13, paragraph 3.2.B, it states “Deflection and Leakage Testing (field)” yet states “factory test all AHU’s.” Confirm that all deflection and leakage testing is to take place in the field once units are assembled and installed. Also, confirm how many tests are required (all units, one of each typical unit, etc.)  * The AHUs should be factory tested, and all units that have been disassembled and reassembled for shipping/installation will need to be field tested. |
| 1. For the AHU fan arrays, are backdraft dampers or removable plates required for the fans?  * Backdraft dampers shall be provided. Will clarify in the specifications. |
| 1. In specification section 23 73 13, paragraph 2.3.B, aluminum diamond tread plate flooring is required for all units above 10,000 CFM. Since many units on this project are below 10,000 CFM, please confirm that it is only required for units above 10,000 CFM or if in fact all units should have this requirement.  * Specification applies to all AHU's. |
| 1. Alternate # 1 requests to provide new concrete floor sealer in existing mechanical rooms.  Note per Dayton Superior installation requirements a cure time of 12 hours is required before heavy foot traffic can occur.  If sealer is required this will affect the mandatory weekend unit change schedule.  Please provide additional clarification of scope.  If alternate #1 is accepted can the sealer be apply after the unit is installed and only around the perimeter of the unit?  * Please see attached revised specification for Sikagard 664 Versatile Epoxy for High Performance Protective Coatings. Price this product and installation instead of the concrete sealant that was originally specified. Please provide a cost per mechancial room. The Pricing and Delivery Schedule has been updated below to reflect this change. Also include all schedule impacts related to this alternate as well. |
| 1. All E drawing list the panels as LA or LB since the voltage shown is 480/277 volt is this correct or should they be HA & HB? And if so is the location shown correct?  * Panel names are existing and will remain unchanged. Locations are correct. |
| 1. Drawing E-100-1E does not show the location of panel LB2 or the VFD that will be replaced.  Please advise.  * Panel LB2 is mislabeled and should be LA2. Panel LA2 (1HA) is located in the level 1 east mechanical room. There is not an existing VFD for AHU-1-1. |
| 1. Drawing E-100-1ME does not show the location of panel LA1 or the location of the VFD to be replaced.  Please advise.  * Panel LA1 is located left of the door before entering the mezzanine east mechanical room. There is not an existing VFD for AHU-M-1. |
| 1. Drawings E-100-1ME shows 2 locations for VFD-AHU-B1 in new install however the one (1) line drawing only shows one (1).  Please advise.  * VFD AHU-B-1 on the plan south wall is the correct VFD. |
| 1. Drawing E-100-1MW does not show the location of MCC-1 or the VFD that will be replaced, please advise.  * MCC-1 is in the engine room plan east of mezzanine west mechanical room. VFD is on plan east wall in the mechanical room. There is not an existing VFD for AHU-M-2. |
| 1. Drawing E-100-15W shows new install from panel LA7 and removal from panel LB7.  Please confirm this is correct.  * New install to LB7. |
| 1. Drawing E-100-19E shows two (2) new AHU’s 19-1 & 19-2 but only shows 1 VFD for unit 19-1.  Please advise if an additional VFD is required and provide additional details of installation.  * Updated plans showing AHU-19-2 and VFD-AHU-19-2 required. |
| 1. Please provide additional detail as to the location of panel P.  * Panel P is located on wall directly aligned with entrance, facing plan east. |
| 1. Mech prints M-100-1E note #7 indicate replacement/ installation of new VAVs and says to refer to electrical prints of electrical scope of work.  There are no indications of any VAVs being installed or replaced on the electrical prints.  If new electrical needs to be installed for the VAVs we need to know the power requirements and circuiting info.  This applies to all of the single and dual duct terminal boxes.  * Electrical power and circuiting information will be provided for replacements and new VAV box installations. |
| 1. On drawing number M601: the illustration does not show a heating hot water coil (pre-treat) however the control sequence on page M601 does request input/output for a heating hot water coil; however, M-100-P does not show or have a keyed note for us to connect heating hot water into a hot water coil on OAHU-1.  Please clarify if the OAHU-1 located in the penthouse will or will not have a heating hot water coil and provide any and all necessary information needed to purchase an install said coil if it is required.  * Will clarify on control points list. Two cooling coils and one pre-heat coil are to be provided. |
| 1. We do believe there is enough allotted time in a one weekend outage to allow for sealant to dry; in the past we have used sealant tape (Hardcast) for similar circumstances. Would this be acceptable?  * Sealant tape is an inferior product and will not be an acceptable alternative. |
| 1. A single weekend outage schedule will not allow enough time for testing and commissioning before start -up on Monday morning. Is a manufacturer provided compliance statement sufficient for the requirements per specification section 2.3  J.1 ?  * TAB, CxA, and controls can be complete in subsequent weekends. |
| 1. In Specification section 23.73.13   2.3J  1,2,3,  leakage requirements state testing at 10 WG @.5%; please ensure this is accurate and correct.  We typically see this at a minimum of 1% for a knock down unit.  * This requirement is correct. |
| 1. AHU ductwork is shown to be removed to inside mechanical room wall’s. If the AHU manufacturer can make the AHU discharge similar to the existing will we be able to re-use this ductwork? This would eliminate the need for sealant drying time on the ductwork.  * The intent is for new ductwork to provided within the mechanical rooms. |
| 1. It is of our opinion that the Multi Zone AHU’s will not be able to be completed in a single weekend outage schedule and will require additional time for all the additional ductwork. In the past we have used facility holidays for this work where possible. Can accommodations be made for temporary spot coolers to add an additional day to this scope?  * There are multiple facility holidays that could be used to extend the weekend time frame for the multi-zone units: February 17-19, 2018; May 26-28, 2018; September 1-3, 2018; November 22-25, 2018; December 22-26, 2018; Januaray 19-21, 2019; May 25-27, 2019. |
| 1. Will inspectors be available on Sunday evening to inspect work before start up?  * SSA will conduct a site investigation during normal business hours immediately following the installation. This is not required to occur prior to equipment start up. |
| 1. Confirm the maximum allowable weight load for the freight elevator is 3,000 lbs.  * The freight elevator weight limit is 3,500 pounds |
| 1. Confirm the maximum allowable weight load for the roof outside the penthouse of OAHU-1.  * 20 pounds per square foot |
| 1. Confirm OAHU-1 does not require a hot water coil for freeze protection? The existing OAHU-1 has a preheat coil installed.  * OAHU-1 does require a heating hot water coil. This has been clarified on the drawings |
| 1. What is the maximum allowable height for OAHU-1?  * As scheduled, the unit is 8' 8" tall. If the contractor would like to make this taller, there may be conflicts with existing to remain utilities located directly above the AHU. |
| 1. Confirm the only available time for replacing AHU’s is from Friday evening thru Monday morning.  * Confirmed. |
| 1. Confirm the AHU’s can be run in “hand” and do not require full control by the Building Automation System?  * The AHU's can be run in "hand" on Monday morning, with controls installation and set-up to follow that week. |
| 1. Confirm the existing fire alarm system is Simplex 4100 V?  * It is Simplex 4100U. |
| 1. Confirm the elevator does not provide access to the roof or penthouse and the only walkable access is through the flight of stairs from the 26th floor.  * Confirmed. |
| 1. Confirm all existing AHU’s are externally spring isolated without base rails.  * Confirmed. |
| 1. Will the replacement units be placed on external spring isolators, directly on the floor or on a concrete pad? If on concrete pad, please indicate the designed height of the pad. If on *external spring isolators*, confirm that *internal isolation* of the fans is not needed. If the units are not placed on *external spring isolators*, confirm that *internal isolation* of the fan is required. Additionally, confirm that the AHU manufactures are responsible to increase base rail height in order to accommodate trap height.  * New AHU's will have baserails and shall be installed on neoprene waffle isolators. AHU manufacturers are responsible for increasing base rail height in order to accommodate trap height. |
| 1. Confirm the location of the multizone dampers, are they to be duct mounted or factory mounted on the AHU’s?  * Duct mounted at AHU discharge, and coordinated with ductwork. |
| 1. Clarify the timeline for the AHU field leakage and deflection testing. Is this required before starting up the units on Monday Morning?  * No. This is required prior to substantial completion. |
| 1. Section 6.1 and 6.2 of the Pricing and Deliver Schedule does not provide a location for Level 10 AHU base bid pricing. Please provide a location for Level 10 base bid pricing.  * Please see the revised Pricing and Delivery Schedule below. |
| 1. Spec section 23.09.00   1.1C states the controls pricing shall be submitted directly to the general contractor for the project.  Please confirm controls can only be carried by the general contractor and not the mechanical contractor.  * Confirmed. |
| 1. On item 6.2 on the Pricing and Delivery Schedule, there are several unit costs requested under the Base Bid section.  Please confirm that these unit costs are not to be included in our base bid number but instead will be added to the contract via change order if quantities and locations are needed/desired at a later time.  It’s just a little confusing since it falls under the Base Bid heading.  It would seem to be more clear if there was a place for Base Bid -  Level 10, Alternates – Level 10, and Unit Costs – Level 10  * Correct, the unit costs as shown under the Level 10 IAQ base bid will not be included in the level 10 IAQ base bid. The unit prices will be added via change order during the project as needed. |
| 1. Drawing M-601 makes reference to Heating Coil Control Valve/Preheat Coil on the Point Summary as well as in the General Section of the Sequence of Operation however the control diagram or the plan for the outside air unit show a heating coil and/or heating hot water piping.  Please advise.  * A pre-heating coil is required. This has been clarified on the drawings. |

1. What are the dimensions of the freight elevator?

* The dimensions for the UCT’s freight elevator are 83 ½” L x 54”W x 10’H.

1. What are the dimensions of the Penthouse hatch?

* The dimensions for the Penthouse hatch are 4’ x 5’.

1. Can you let me know if we are ok to bid the METASYS Controls for job

UCT AHU Replacement and Level 10 IAQ?

* They may be bid by Johnson Controls, Inc. (JCI) Houston office or a *JCI METASYS Authorized Building Controls Specialist*, as specified and required to provide controls and monitoring.

**\*\*\*REVISED\*\*\***

**SECTION 6**

**PRICING AND DELIVERY SCHEDULE**

**Proposal of:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Proposer Company Name)

**To:** The University of Texas Health Science Center at Houston

**Ref.:** UCT AHU Replacement and Level 10 IAQ

**RFP No.:**  744-R1802

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 Provide pricing below for base bids as well as alternates for the AHU REPLACEMENT:**

|  |  |
| --- | --- |
| **Air Handling Unit (AHU) Replacement** | **Price Per Floor** |
| **Base Bid - Unit Price** |  |
| AHU Basement Level |  |
| AHU Level 1 |  |
| AHU Level 6 |  |
| AHU Level 7 |  |
| AHU Level 8 |  |
| AHU Level 9 |  |
| AHU Level 11 |  |
| AHU Level 12 |  |
| AHU Level 15 |  |
| AHU Level 16 |  |
| Ahu Level 17 |  |
| AHU Level 18 |  |
| AHU Level 19 |  |
| AHU Level 20 |  |
| AHU Level 21 |  |
| AHU Level 22 |  |
| OAHU-1 Penthouse |  |
|  |  |
|  |  |
| **Alternate #1– Air Handling Unit (AHU) Replacement -**  **Provide new concrete floor sealer**  **in existing mechanical rooms** | **Price Per Floor** |
| Level M Basement |  |
| Level 1 |  |
| Level 6 |  |
| Level 7 |  |
| Level 8 |  |
| Level 9 |  |
| Level 11 |  |
| Level 12 |  |
| Level 15 |  |
| Level 16 |  |
| Level 17 |  |
| Level 18 |  |
| Level 19 |  |
| Level 20 |  |
| Level 21 |  |
| Level 22 |  |
| Penthouse |  |

**6.2 Provide pricing below for base bids as well as alternates for the LEVEL 10 IAQ:**

|  |  |
| --- | --- |
| **Level 10 IAQ Scope** | **Price** |
| **Base Bid** |  |
| Unit cost to install and paint a 2x2 access panel in hard ceiling |  |
| Unit cost to install a 16"x16" access panel with 22 gauge door in main duct in mechanical room |  |
| Unit cost to purchase and install a Lutron Occupancy Sensor Model #LOS-CDT-2000-WH |  |
|  |  |
| **Alternates – Level 10 IAQ Scope** | **Price** |
| *Revised Alternate #1*: Provide a cost per mechanical room to install Sikagard 664 versatile epoxy as shown in the attached details and per the attached specifications. |  |
| Alternate #2: Replace existing lights with LED's. |  |
| Alternate #3: Replace low pressure duct in lieu of cleaning and coating. |  |
| Alternate #4: Keep existing spline ceiling in lieu of replacement with 2x2 acoustical ceiling tile and grid. |  |
| Alternate #5: Run dedicated emergency circuit to power existing emergency lights (shown on E-100) currently on battery back-up. |  |
| Alternate #6: Cost to replace mechanical taps in lieu of cleaning and sealing. |  |

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

**6.3 Delivery Schedule**

**Indicate total time for completion of entire project per specifications listed below.**

Calendar Days to Complete AHU & Level 10 IAQ Base Bid – no alternates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |
|  |  |
| **Alternate #1– Air Handling Unit Replacement - Provide new concrete floor sealer in existing mechanical rooms** | **Additional Calendar Days Needed to Complete Alternates**  **(if applicable)** |
| Level M Basement |  |
| Level 1 |  |
| Level 6 |  |
| Level 7 |  |
| Level 8 |  |
| Level 9 |  |
| Level 11 |  |
| Level 12 |  |
| Level 15 |  |
| Level 16 |  |
| Level 17 |  |
| Level 18 |  |
| Level 19 |  |
| Level 20 |  |
| Level 21 |  |
| Level 22 |  |
| Penthouse |  |

|  |  |
| --- | --- |
|  |  |
| **Alternates – Level 10 IAQ Scope** | **Additional Calendar Days Needed to Complete Alternates**  **(if applicable)** |
| *Revised Alternate #1*: Provide a cost per mechanical room to install Sikagard 664 versatile epoxy as shown in the attached details and per the attached specifications. |  |
| Alternate #2: Replace existing lights with LED's. |  |
| Alternate #3: Replace low pressure duct in lieu of cleaning and coating. |  |
| Alternate #4: Keep existing spline ceiling in lieu of replacement with 2x2 acoustical ceiling tile and grid. |  |
| Alternate #5: Run dedicated emergency circuit to power existing emergency lights (shown on E-100) currently on battery back-up. |  |
| Alternate #6: Cost to replace mechanical taps in lieu of cleaning and sealing. |  |

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.

**6.4 University’s Payment Terms**

University’s standard payment terms are “net 30 days” as mandated by the *Texas Prompt Payment*

Indicate below the prompt payment discount that Proposer offers:

Prompt Payment Discount: \_\_\_\_\_%\_\_\_\_\_days/net 30 days.

[Section 51.012, *Education Code*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.012), 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](https://www.irs.gov/uac/about-form-w9) 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*](http://www.statutes.legis.state.tx.us/Docs/TX/htm/TX.151.htm#151.309)*,* and [Title 34 TAC Section 3.322](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=322). Pursuant to [34 TAC Section 3.322(c)(4)](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=322), 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**