PART 1 – GENERAL

1.01 DEFINITION

A. Clarification Request forms shall be used to document all questions regarding bidding documents and technical specifications. Please use **ONE** Clarification Form for each item.

B. The Clarification Request form follows as page 2 of this Section.

1.02 PREPARATION OF CLARIFICATION REQUEST FORM

A. The Contractor shall complete the following items on the Clarification Request form:

1. Date
2. Contractor Name
3. Contractor contact person
4. Contractor email, phone, and fax number
5. Item(s) for clarification

B. The Contractor shall forward the Clarification Request form, via fax or email, to the Construction Manager **no later than 5 days prior to bid due date.** Requests from bidders for clarification, or interpretation of the bidding documents must reach the Project Team five days before the bid date, or by the date addressed in the pre-bid agenda. Any bidder clarifications which reach the project team after such dates have passed will not be considered.

1.03 RESPONSIBILITIES FOR COMPLETION OF CLARIFICATION REQUEST FORMS

A. The Construction Manager shall review and number Clarification Request forms as they are received.

B. Clarification Requests regarding BIDDING INSTRUCTIONS OR PROCEDURES shall be answered by the Construction Manager.

C. Clarification Requests regarding the DESIGN and/or TECHNICAL SPECIFICATIONS shall be answered by the Architect. The Construction Manager shall forward technical specification clarifications to the Architect, via fax or mail, as they are received.

1.04 RESPONSE TO CLARIFICATION REQUEST FORMS

A. The Architect shall review each Clarification Request form received and return responses to the Construction Manager.

B. As noted in Items 1.03.B and 1.03.C above, it is the responsibility of both the Construction Manager and the Architect to respond to Clarification Request forms.

C. Responses shall be issued via the "Response" section of the Clarification Request form or Addenda.

CLARIFICATION REQUEST FORM

Date: _____

Wolgast Clarification Request #:_____

To: Wolgast Corporation
Jason McDonald jmcdonald@wolgast.com or **Lisa Donahue** ldonahue@wolgast.com
4835 Towne Centre Road, Suite 203
Saginaw, MI 48604
Phone (989) 790-9120, Fax (989) 790-9063

From: _____
Contractor Name

_____
Contact Name

_____
Email Address

_____
Phone # Fax #

Bid Division # and Name: _____

CSI Code (If Applicable): _____

Drawing #: _____ Detail or Item #:_____

Reason for Request: ☐ More Detail Needed ☐ Engineering Clarification ☐ Alternate Proposal ☐ Other

Project: Bullock Creek School District

Site Location: Middle School

ITEM(S) FOR CLARIFICATION OF BID: (Please use one form for each item)
Please review and respond to the following item(s) for clarification:

_____

_____

_____

_____

RESPONSE: ☐ **ITEM TO BE INCLUDED IN ADDENDUM**

_____

_____

_____

_____

Construction Manager:_____
Signature Date

Architect:_____
Signature Date