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JLG Engineering, LLC

TO: All Plan Holders of Record

PROJECT: Spring Creek Elementary School Electrical Upgrade
 Addendum No. 1

CIP #: 420.326.040

DATE: April 6, 2018

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated March 20, 2018 as noted below. Acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

1. Section 01 11 00 – 1.4: Limited access to the site will begin on or about June 16, 2018. Access will be allowed for purposes of commencing the Electrical Testing portion of the work. All access will need to be coordinated and subject to the asbestos removal project requirements.
2. Section 26 05 80 – 3.01: Add A.4. Equipment to be identified generally includes all kitchen and mechanical equipment. Equipment faceplates and disconnects are not required to be labelled. Final panel schedules shall reflect actual equipment circuits.
3. Section 26 24 13 – 1.02.C: Add the following: “Switchboard testing may be on ‘prototype’ units and they may be shipped in sections with final assembly on-site. Provide testing verification on request.”
4. Sheet E1.01 – Power One-Line Diagram: The following equipment shall be provided with TVSS modules:
 - a. Main Switchboard
 - b. Panels A, AA, B, and F

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5. Sheet E1.01 – Power One-Line Diagram: Delete (E) from the label for the Main Switchboard. The unit shall be new.
6. Reference attached forms for security clearance requirements. The form labeled “Contractor Fingerprint and Background Check Requirements” is for new contractors. The form labeled “Release Request of Fingerprint-Based Criminal History Verification” is for contractors previously fingerprinted by an Oregon School District.

JLG ENGINEERING, LLC



Jeffrey L. Graper, PE

Attachments: (2) Security clearance application forms.



Oregon Department of Education and Lane County School District 4J Contractor Fingerprint and Background Check Requirements

Step 1: Payment of ODE fee

To complete the requirements of the Oregon Department of Education (ODE), the Contractor must go to the District Financial Services located at the Education Center building, at 200 North Monroe, Eugene, OR 97402. Upon entering the front entrance, Financial Services is the first office on the right. The ODE processing fee for the background check is \$59.00. The individual will be required to indicate name, the name of the company they represent, contact phone #, department requesting background check, and contact email. The \$59.00 payment is required at that time. **Exact Cash or Checks only. No Debit Cards are accepted.**

Step 2: Lane County School District 4J background/Volunteer check (Contractors must complete also)

To complete the Lane County School District 4J background check please follow the steps below. Visit <https://www.helpcounterweb.com/welcome/apply.php?district=eugene>. Click start and enter your information. Click submit, the information is sent directly to the district.

Step 3: New Employee or Independent Contractor Federal Fingerprint and Background Check Process through FieldPrint

To complete the federal background check please follow the below steps. If you have any questions please contact the Human Resources office at 541-790-7660.

1. Visit FieldprintOregon.com
2. Click on the "Schedule an Appointment" button.
Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
3. Enter the Eugene School District Fieldprint Code – **FPEugeneSD4J**
Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
4. During this process you will need the 4J "Institution ID #" which is **2082**.
5. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
6. A registration fee of \$12.50 will be due to Fieldprint during the scheduling of an appointment.
7. If you have any questions or problems, you may contact the Fieldprint customer service team at 877-614-4364 or customerservice@fieldprint.com.
8. When the District is notified by OED that your background check has cleared we will notify you and you can obtain your 4J badge from the Facilities Management Department located at 715 W 4th Street, Eugene, OR 97404.



Human Resources Department
200 North Monroe Street
Eugene, OR 97402-4295

**Release Request Of
Fingerprint-Based Criminal History Verification**
For employees previously fingerprinted by another Oregon School District

I, _____, hereby request and authorize,
Print Name

Previous School District/Employer Name: _____

Street: _____

City: _____

Zip: _____

to release information regarding the "Fingerprint Based Criminal History Verification"
form to Lane County School District 4J.

_____-_____-_____
Social Security #

Signature

Date