

**ADDENDUM NUMBER ONE, Page 1**

Police Station – Breakroom Improvements  
CITY OF ABERDEEN  
Aberdeen, Washington

21 October, 2024

**All planholders should be on the planholders list to ensure timely receipt of addenda. To be added to the planholders list, send an email to [carrie@harborarchitects.com](mailto:carrie@harborarchitects.com), with company name, telephone, address and email.**

This addendum is issued for the purpose of clarification and/or revision of the Project Manual and/or Drawings. This addendum includes the following items:

**1. PROJECT MANUAL**

A. At TABLE OF CONTENTS

Replace entire TABLE OF CONTENTS with attached revised TABLE OF CONTENTS.

B. Add the attached document: Federal Bureau of Investigation Criminal Justice Information Services Security Addendum.

Note: Contractors and their staff who do not have direct access to CJIS data or systems are considered “CJIS Support Vendors” and are not required to submit the included Certification form.

C. Section 00 41 13, BID FORM

Add the following paragraph:

**10. CJIS REQUIREMENTS**

The Undersigned understands that he/she will be required to follow the requirements of the Federal Bureau of Investigations Criminal Justice Information Services Security Addendum, which includes requirements for fingerprinting, background checks, and CJIS training.

The Undersigned further understands that any felony charges or convictions of any personnel will disqualify them from performing work on this project, while misdemeanor charges or convictions will be evaluated on a case by case basis under Washington State Patrol authority.

**2. DRAWINGS**

No Changes

END, ADDENDUM NUMBER XXX

<b>Title</b>	<b>Pages</b>
<u>00 00 00 PROCUREMENT &amp; CONTRACTING REQUIREMENTS</u>	
00 01 15 Drawing Index	1
00 11 13 Advertisement for Bids	3
00 41 13 Bid Form	2
Federal Bureau of Investigation Criminal Justice Information Services Security Addendum	3
00 45 19 Non-Collusion Affidavit	1
00 45 20 Certification Regarding Responsibility Matters	1
00 45 21 Certification of Compliance with Wage Payment Statutes	1
Agreement Between Owner & Contractor – AIA Doc A105-2017	11
00 73 00 Supplementary Conditions	7
WA State Prevailing Wage Rates – Grays Harbor County	10
Benefit Code Key	18
<u>01 00 00 GENERAL REQUIREMENTS</u>	
01 11 00 Summary of Work	3
01 29 00 Payment Procedures	2
01 33 00 Submittals	2
Initial Submittals Checklist	1
Submittal Transmittal	1
01 42 13 Abbreviations & Definitions	6
01 50 00 Temporary Facilities	2
01 77 00 Contract Closeout	2
Asbestos-Free Materials Certification	1
Project Closeout Submittals Checklist	1
<u>02 00 00 EXISTING CONDITIONS</u>	
02 41 19 Selective Demolition	2
<u>06 00 00 WOOD, PLASTICS, &amp; COMPOSITES</u>	
06 40 00 Architectural Woodwork	2
<u>09 00 00 FINISHES</u>	
09 65 19 Resilient Tile Flooring	3
<u>12 00 00 FURNISHINGS</u>	
12 30 00 Manufactured Casework	2
<u>APPENDIX</u>	
Hazardous Material Survey –	5

END, TABLE OF CONTENTS

To: City of Aberdeen, Police Department

Having carefully examined the Project Manual and Drawings, entitled: 23-23, Police Station – Breakroom Improvements, Aberdeen, Washington, as well as the premises and conditions affecting the work, the Undersigned states he/she has the means to furnish all labor, material and equipment to perform all the work required by and in strict accordance with the above-named Contract Documents for the following sums:

**1. BASE BID**

For the Base Bid, as defined in the Project Manual: \$ \_\_\_\_\_.

**2. EXISTING CONDITIONS**

By checking this box, the Undersigned confirms that he/she, and principal subcontractors, have physically inspected the premises and have familiarized themselves with all existing conditions.

**3. NON-COLLUSION AFFIDAVIT**

By checking this box, the Undersigned confirms that he/she has completed Section 00 45 19, NON-COLLUSION AFFIDAVIT and has attached said document to this Bid Form.

**4. SALES TAX**

None of the above prices include state sales tax.

**5. TIME OF COMPLETION**

The Undersigned agrees, if awarded the Contract, to achieve substantial completion of the Work included in Base Bid and Alternates within \_\_\_\_\_ calendar days after receiving official notice to proceed.

**6. BID GUARANTEE**

Bidders shall be bound by their bids for (30) calendar days following the bid opening.

**7. LIQUIDATED DAMAGES**

The Undersigned acknowledges and agrees to abide by all provisions of paragraph 11.4, Liquidated Damages in the Supplementary Conditions. Adjustments to completion time will be granted for adverse weather conditions, transportation interruptions and other situations beyond control of the Contractor

**8. CONTRACT & BONDS**

Should the Undersigned be notified of the acceptance of this Bid within (15) days after the time set for opening bids, he/she agrees to execute a contract for the above Work, for a compensation computed from the above sums, and to furnish performance, payment and maintenance bonds as required by the Contract Documents.

**9. RESPONSIBILITY MATTERS**

The Undersigned understands that he/she will be required to submit the following documents after award of the Contract:

1. Certification Regarding Responsibility Matters.
2. Certification of Compliance with Wage Payment Statutes.

**10. CJIS REQUIREMENTS**

The Undersigned understands that he/she will be required to follow the requirements of the Federal Bureau of Investigations Criminal Justice Information Services Security Addendum, which includes requirements for fingerprinting, background checks, and CJIS training.

The Undersigned further understands that any felony charges or convictions of any personnel will disqualify them from performing work on this project, while misdemeanor charges or convictions will be evaluated on a case by case basis under Washington State Patrol authority.

**11. ADDENDA**

Receipt of the following Addenda to the Contract Documents is acknowledged:

Addendum No. _____	Date _____	Addendum No. _____	Date _____
Addendum No. _____	Date _____	Addendum No. _____	Date _____
Addendum No. _____	Date _____	Addendum No. _____	Date _____

Name of Bidder: \_\_\_\_\_

By (print name): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

State of Washington Contractor's License No.: \_\_\_\_\_

U.B.I. Number: \_\_\_\_\_

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as “security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information.”

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

**1.00 Definitions**

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

**2.00 Responsibilities of the Contracting Government Agency.**

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

**3.00 Responsibilities of the Contractor.**

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

**4.00 Security Violations.**

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Printed Name/Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title of Contractor Representative