



CAMPUS PLANNING, DESIGN & CONSTRUCTION

Sixth Avenue and Grant Street • P.O. Box 172760 • Bozeman, Montana 59717-2760
Phone: (406) 994-5413 • Fax: (406) 994-5665

ADDENDUM NO. 1

Project Name: Museum of the Rockies Paleo Dust Collection Upgrades PPA No.: 21-0077
Location: Montana State University - Bozeman Date: 03/29/2022
Owner: State of Montana, MSU - Bozeman
Plew Building 6th and Grant, PO Box 172760
Bozeman, Montana 59717-2760

To: *All Plan Holders of Record*

*The Plans and Specification prepared by **Associated Construction Engineering** dated **03/04/2022** shall be clarified and added as follow. The bidder proposes to perform all the following clarifications or changes. It is understood that the Base Bid shall include any modification of Work or Additional Work that may be required by reason of the following change or clarifications.*

The Bidders are to acknowledge the receipt of this Addendum by inserting its number and date into their Bid Forms. Failure to acknowledge may subject the Bidder to disqualification and rejection of the bid. This Addendum forms part of the Contract Documents as if bound therein and modifies them as follows:

1. AMENDMENTS TO THE PROJECT MANUAL

- a. Specifications 237513, 2.3, E, 2 and 237513, 2.4, E, 2: Clarify: Base Bid is to include single VFD for each unit. The drive can be by the equipment manufacture or ABB. Alternate #2 is to include redundant VFD for each unit. The redundant drive system shall be ABB as specified on the drawings (or approved equal- see below). Equipment manufacturer's redundant arrangement is allowed, however all necessary wiring, controls, integration, and engineering to be as part of the equipment package cost. The drive manufacturer (either base bid or alternate) shall be required to provide on-site assistance during start-up and commissioning.
- b. Specifications 230593, 3.11, D: Move the following information to Section 2309593, 1.1, C:
 - (a) TAB contractor shall perform duct leakage testing for complete systems to verify integrity of the installation. Duct leakage procedures shall be presented to the engineer to review prior to performing such test. Ductwork, fittings, Silencers, HEPA filter boxes shall be installed and part of the testing. The system shall be tested to Class A, Leakage rate 6 per SMANCA guidelines.
 - (b) TAB contractor shall be required to test system by creating false loading of HEPA and collector filters to determine point at which performance drops below design parameters. Information to be included in TAB report and marked on gauge described below.
- c. Specifications 233300: ADD section 2.7, A: In addition to the pressure transducer, used for fan speed control, installed at the inlet of the dust collector, provide a pressure gauge to allow visual reference of system operation. Gauge shall read 0-12" w.c. negative pressure, face of gauge 4-3/4" diameter, accuracy +/-2% of full scale at 70 F. Provide gauge for both systems.

Filename and path

2. AMENDMENTS TO THE DRAWINGS

a. Sheet M1.0, Filter Schedule:

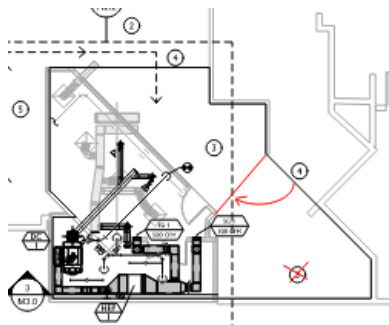
i. Revise information per below:

FILTER SCHEDULE									
PLAN CODE	MANUF.	HOUSING MODEL NUMBER	FILTER HOUSING SIZE (LxWxH)	FILTER SIZE (WxHxD)	CFM @ 1.5" W.G.	FILTER MODEL NUMBER	FILTER QUANTITY	HOUSING WEIGHT (LBS)	REMARKS
HEP-1	KOCH	BIOMAX HEPA-LOCK HOUSING	27" x 28" x 27 1/2"	23 3/8" x 23 3/8" x 11 1/2"	1000	BIOMAX V2000	1	120	SEE NOTES BELOW
HEP-2	KOCH	BIOMAX HEPA-LOCK HOUSING	52" x 28" x 27 1/2"	23 3/8" x 23 3/8" x 11 1/2"	4000	BIOMAX V2000	2	190	SEE NOTES BELOW

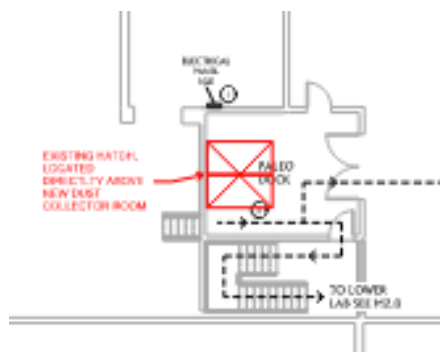
NOTES: 1) FILTERS AND HOUSING SHALL BE RATED FOR 2" W.C. POSITIVE OR NEGATIVE STATIC PRESSURE. INITIAL RESISTANCE 1.2"
 2) MAINTAIN MANUFACTURER RECOMMENDED CLEARANCE FOR FILTER REPLACEMENT.
 3) FILTER SHALL BE CONSTRUCTED OF WATER REPELLENT MICROFIBERGLASS MEDIA WITH 0.050 ALUMINUM FRAME. MEDIA PACKS SHALL BE MINI PLEATED WITH HOTMELT BEAD SEPARATOR AND SEALED TO TOP AND BOTTOM OF FRAME. FILTER SHALL BE SEALED WITH SOLID POLYURETHANE IN ALL VERTICAL SUPPORTS.
 4) FILTERS SHALL BE 99.97% EFFICIENT AT 0.3 MICRON. ~~FINAL RESISTANCE 1.5"~~ W.G. RATED VELOCITY 500 FPM. MAX OPERATING TEMP 160 DEG F.

b. Sheet M2.1/1 Main Level Mechanical Plan

i. Revise temporary wall layout in viewing lab area. See sketch



ii. Contractor can use the existing hatch in the Paleo dock, located directly above the new collector room, for equipment access. Remove necessary components in ceiling below to allow access. Replace insulation on hatch at completion of project. See sketch



c. Sheet M2.1/1 Main Level Mechanical Plan

- i. Revise fire sprinkler heads in accordance to NFPA 13, utilize SCH 40 pipe and upright heads. Coordinate all shutdowns with MSU fire personnel. Provide minimum 48 hours' notice for all shutdown. Minimize shutdown times and provide fire watch during times of shutdown.

d. Sheet M2.2/2 Enlarged Lower-Level Mechanical Plan

- i. Revise fire sprinkler heads in accordance to NFPA 13, utilize SCH 40 pipe and upright heads. Coordinate all shutdowns with MSU fire personnel. Provide minimum three working days' notice for all shutdowns. Minimize shutdown times and provide fire watch during times of shutdown.

3. PRE-BID MEETING INFORMATION

- a. See meeting minutes- review for all pertinent information to the project

4. PRIOR APPROVALS

- a. Grilles, registers: Krueger
- b. Dust Collectors: Donaldson Torit-supplier to provide shop drawings for duct changes necessary for full and complete installation
- c. Dust Collection Ductwork: Donaldson Torit Easy Duct
- d. VFD: Vacon

5. ATTACHMENTS

- a. Pre-bid meeting attendance list
- b. Pre-bid meeting minutes
- c. Security Requirements
- d. Background check information

END OF Minutes

Name	Company	Phone Number	Email
Kelly Schell	Dor-Pr	2028-0170	kelly@norpacshedmetal.com
JEAN STAUBGEN	LONG (Norman)	(406) 850-8458	jstaubgen@long.com
LORETT O'TOOLE	MSU Facilities	406-294-7092	loves@montana.edu
TOOD COOK	MSU	406-994-5486	TOOD.COOK1@MONTANA.EDU
STEVE KEIM	MSU-MOR	406 994 - 3304	stephen.keim@msu.edu
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Loretta			



PREBID MEETING MINUTES

Project Name: Museum of the Rockies Paleo Dust Collection Upgrades PPA No.: 21-0077
Location: Montana State University - Bozeman Date: 03/22/2022 and 03/25/22
Owner: State of Montana, MSU - Bozeman
Plew Building 6th and Grant, PO Box 172760
Bozeman, Montana 59717-2760

To: *All Plan Holders of Record*

The following information are the minutes from the pre-bid conference held on March 22, 2022. The meeting was held at the Museum of the Rockies, Bozeman, MT.

1. Introductions

- Consultant: Kip Weeda/Jason Denny- Associated Construction Engineering
- MSU Project Manager: Loras O'Toole/Todd Cook
- Museum Staff
- Contractors

2. Contract documents are available in electronic version from the plans exchanges and website.

3. No other work is expected to be taking place in this facility during this project

4. No owner furnished equipment

5. Use of building for construction

- a. Discussed security and background check requirement- forms and information to be provided in addenda
- b. Museum staff will remove any sensitive artifacts prior to construction
- c. Viewing Lab is most sensitive due to the proximity to visitors. Large equipment and material shipments should be coordinated for "closed to public" times.
- d. Keep a clean work area, no loud radios, use respectable language- do not disrupt visitor experience
- e. Communicate with museum staff and security on on-going activities
- f. Contractor use of staff restrooms is ok.

- g. Coordinate all shutdowns (fire sprinkler system and possible electrical) with MSU facilities. Provide minimum 3 working days minimum for all shutdowns.
6. Bidding Considerations
- a. Plan review fee paid by owner, permit paid by contractor. ACE to submit to City
 - b. Bid opening date: Tuesday, April 5, 2022, 2 PM @ Plew Building
 - c. Bid Security of 10% required
 - d. March 28 last day for substitution requests, Final addenda to be issued March 29, 2022
 - e. Project requires 100% performance, labor, and material bond
 - f. Project requires 1% state tax
 - g. Project requires prevailing wages to be paid
 - h. Insurance (General liability, Owner Protective liability, and Property insurance) need to be in MSU name
 - i. Completion date is 210 days after Notice to Proceed
 - j. Project meeting schedule will be developed upon successful bid
 - k. Contractors are allowed to start work at 6:30am, coordinate with museum staff for other time requests
7. Discussion during walk through of building
- a. As witnessed, the spaces are small and tight. Contractor to confirm dimensions of equipment prior to order.
 - b. Due to lead-time concerns, do not disrupt the spaces until solid confirmation of equipment delivery dates. Avoid doing work in the spaces that would shutdown Owner activities before contractor has required materials to substantially complete the work.
 - c. Museum of the Rockies Staff will remove display cases inside the proposed viewing area staging area. The temp wall location will be modified via addenda.
 - d. In upper viewing lab, install sheetrock up to bottom of deck, tape joints. No paint is required.
 - e. Parking and staging as required for contractor vehicles to north of building near Paleo Dock area to be coordinated with Museum staff.
8. Bid Alternates:
- a. Alternate #1: All viewing lab work
 - b. Alternate #2: Redundant VFDs for both dust collectors.
9. End of Minutes

Statement of Work (SOW) for MOR (Museum of Rockies) v2: 2-3-22

Security and Facility Manager

Stephen M. Keim (406) 994-3304 or Stephen.keim@montana.edu

KEY PERSONNEL

Contractor shall demonstrate the ability to provide qualified and experienced personnel in the completion of this task. Key project personnel shall have successfully participated in the completion of similar projects within the last ten years. All contractors and subcontractor personnel working on this project shall be U.S. Citizens or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

Contractor shall identify key personnel in the technical proposal regardless of the type of task, and provide contact information for each employee that will be working on the premises of the MOR. Each key person should include their resume, listing their specific qualifications.

SECURITY REQUIREMENTS

The successful contractor shall comply with MOR administrative, MOR Safety and Security Access Control Plan, physical and technical security controls to ensure all MOR security requirements are met.

6.7. Outside Contractors

At times, MSU or MOR may use outside contractors for building projects.

- Access for outside contractors will be authorized by the Building Supervisor.*
- Contractors will be issued a temporary identification badge on a daily basis.*
- Because these contractors have not completed a background check, in Levels 3 & 4, an appropriate staff member may be required to be in the same work area with these contractors at all times at the discretion of the Building Supervisor and/or responsible staff member in Level 3 & 4 areas. MOR Security will document this staff approval at the time access is granted.*

Detailed Access Level Descriptions (Refer to MOR Access Area Control Key)

Level 1: Public Areas

This includes all public exhibit spaces, lobbies, and the Volunteer Office.

Level 2: Administrative & Program Areas (Blue)

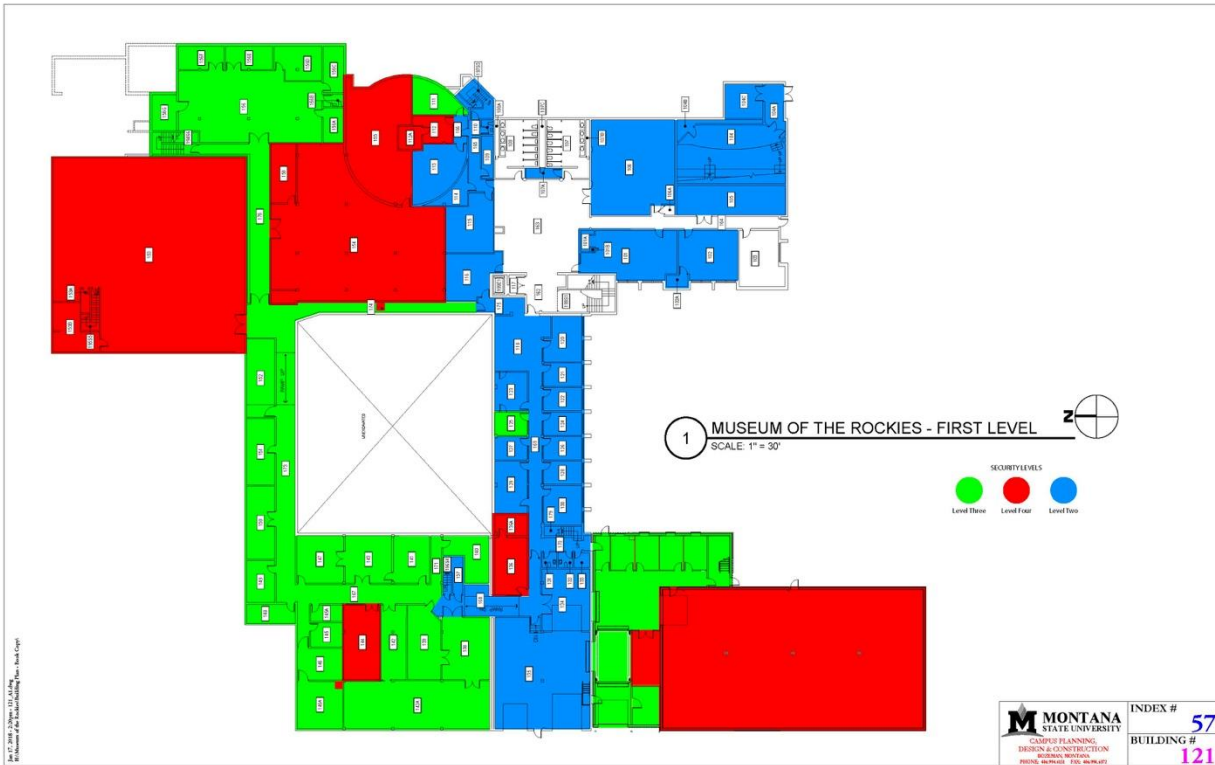
This level includes basic staff areas of the museum that are not open to the public, including administrative offices and the administrative hallway, planetarium hallway, summer camp office, and store storage, as well as Room 105 (storage), the kitchen, and the garage. To ensure security, the door from the lower lobby to the administrative hallway will be locked. Level 2 also includes the Redstart Classroom, Seminar Room, Board Room, and Hager Auditorium. These meeting spaces are kept locked when not in use. Outside groups using meeting spaces must have a MOR staff member responsible for the space available in the building at all times.

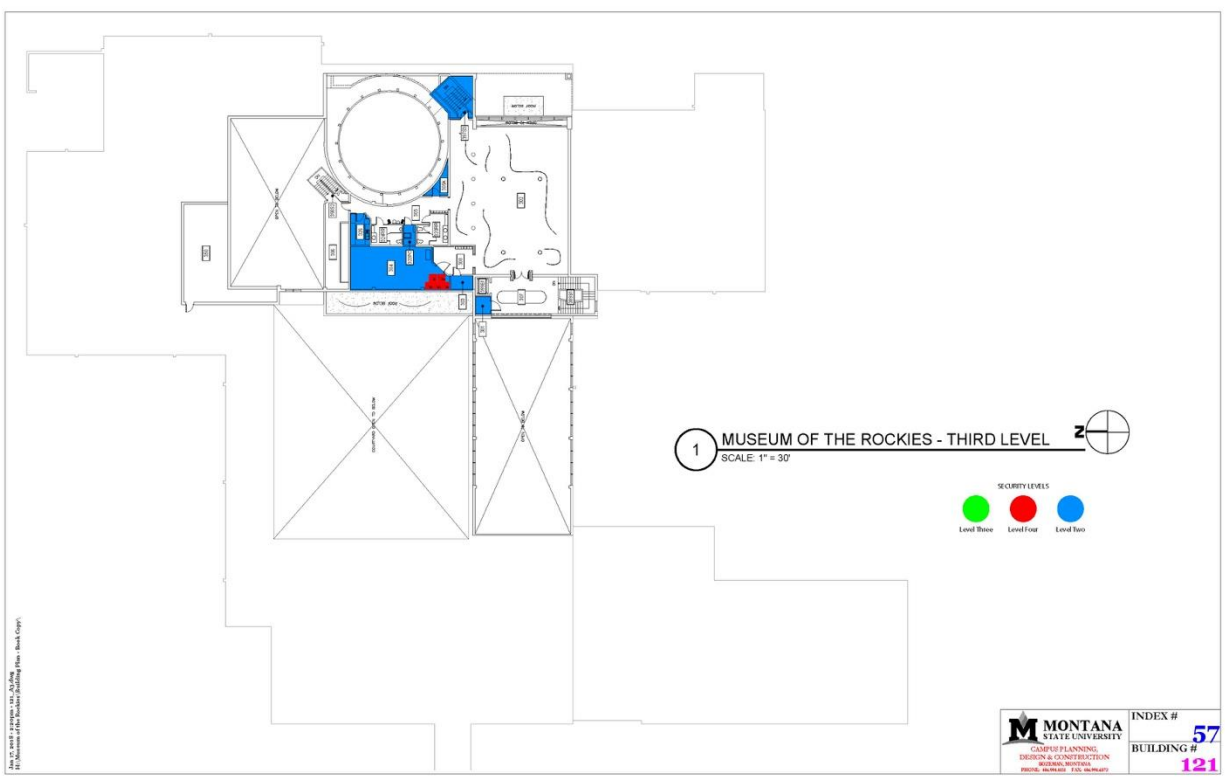
Level 3: Restricted Work Areas (Green)

This level includes restricted work areas of the museum and is not needed by all staff. Level 3 includes any area where objects from the collections may be out for research or preparation including Paleontology areas and the Curatorial Center for the Humanities (CCH).

Level 4: Collections & High Security Areas (Red)

This level includes the most restricted areas of the museum, inaccessible to most staff, including the museum's collections storage spaces.





Contractors shall comply with the MOR Safety and Security Access Control Plan, MOR Background Check Policy and Procedures and the MOR Security Standard Operating Procedure (SOP). Background investigations and satisfactory adjudications are required for access to the MOR building.

At a minimum, this contract requires the individuals to undergo a Minimum Background Investigation (MBI) or a Limited Background Investigation (LBI). MOR Safety and Security Manager is the Point of Contact (POC) for forms and questions. Contractor will contact Safety and Security Manager a minimum of 30 days prior to starting any work in the MOR.

PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL

The Contractor shall comply with MOR personal identity verification procedures identified in the contract, as listed below in Section: Identification Credential.

The Contractor shall insert this Security Clause in all subcontracts when a subcontractor is required to have routine physical access to MOR.

QUALIFICATIONS OF EMPLOYEES

The Contracting Officer or a designated representative may require the Contractor to remove any employee(s) from the MOR should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work at the MOR.

The Contractor shall require each of its employees performing work on the contract work to fill out, for submission to the MOR, an MSU Background Investigation Packet (See Attachment 2). This will be completed prior to access being granted. A valid picture identification will be presented upon arrival and check -in to the museum. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted by the MOR Security Office, when filling out the MSU Background Investigation Packet. This will be coordinated with the MOR Safety and Security Manager.

Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

Contractor identification should also extend to E-mail accounts. E-mail, and signature blocks should clearly identify contractor personnel.

SUITABILITY DETERMINATIONS

All contract employees requiring a background may be escorted for access to through the MOR until a suitability determination, from a background check is completed, prior to any access in a heightened security area, and before a facility identification card is issued. Prior to the time that an identification card is issued, such employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.

Failure of an employee to receive a favorable suitability determination shall be cause for removal of the employee from the work site and from other work in connection with the Contract.

Contract employees working less than 3 months (Temporary Employees) may, at the Contractor's option, be required to undergo a lesser form of suitability determination. Prior to the time that an identification card is issued, if at all, such Temporary Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.

Temporary Employees who have not received a favorable suitability determination shall be escorted at all times while in non-public space, as directed by the MOR.

The MOR, at its sole discretion, may grant temporary suitability determinations to Regular or Temporary Employees. However, the granting of a temporary suitability determination to any such employee shall not be considered as assurance that a favorable suitability determination will follow.

Unsuitability factors are those crimes which fall under the Montana Code Annotated (45 codes) are not eligible to perform under this contract. Upon notification of unsuitability, the individual will not be allowed to work at the MOR. These factors will be addressed on an individual basis, pending the investigation by the MOR Safety and Security manager.

The Contracting Officer or his/her designated representative shall direct the Contractor to the MOR Safety and Security Office for the required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the MOR Safety and Security Manager for processing not later than **30 days** following the contract award date of being provided by MSU.

The Contractor shall be responsible for planning and scheduling its work in such a manner as to account for facility access issues. Difficulties encountered by the Contractor in gaining access to facilities by its employees and subcontractors shall not be an excuse to any Contractor performance under the Contract. This may include evening hours and/or weekends. This is largely based on the unique environment the MOR has with its mission and customers safety.

COMPLIANCE WITH SECURITY REQUIREMENTS

The Contractor shall comply with all MOR security requirements in the building(s) where work is being performed.

Credentials shall be displayed at all times or as otherwise required by the contractor performing the work.

IDENTIFICATION CREDENTIAL

Upon receipt of a favorable suitability determination, each Regular or Temporary Employee shall be issued an identification credential (Credential) permitting regular access to the building(s) where work is being performed.

Regular or Temporary Employees with Credentials shall be required to comply with all applicable access security screening procedures applicable to MOR or other personnel possessing similar Credentials.

All Contractor or subcontractor employees possessing Credentials shall visibly display their Credentials at all times while in the building(s) where work is being performed.

The contractor shall display, at all times, a company logo at each work station occupied by their employees

The Contractor shall be responsible for ensuring that all identification credentials are returned to the MOR Security Office when a particular Contractor or subcontractor employee will no longer be providing service under the Contract at the building(s) covered by the Credential.

The Contractor will notify the MOR when Credentials are lost. In that event, the Contractor will be responsible for reimbursing the MOR for its cost in issuing a replacement Credential.

STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, etiquette, and integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

REMOVAL FROM CONTRACT WORK

As provided in the clause entitled "Qualifications of Employees", the contracting officer or a designated representative may require the Contractor to remove any employee(s) from MOR controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on MOR controlled property. This shall include, but not be limited to, instances where an employee is determined, in the MOR sole discretion, to be incompetent, careless, insubordinate, unsuitable or otherwise objectionable.

A contractor employee may also be removed where the continued employment of the contractor employee in connection with the MOR work is deemed, in the MOR sole discretion, contrary to the public interest, inconsistent with the best interests of security.

SAFETY

Safety is paramount in all aspects of the job, when accomplishing the job is by contractor personnel. The primary interest in contractor safety focuses on protecting the MOR facilities, customers, and employees from hazards posed by contractors. Performance that might adversely affect MOR personnel, visitor's, equipment, facilities, or other MOR property damage. The MOR does not assume responsibility for ensuring the protection of contract workers. That responsibility rests clearly on the contract worker's employer (the contractor) as evidenced by section [5\(a\)\(1\) of the OSH Act](#).

Safety is the process of identifying hazards, assessing the risks, and taking corrective actions to reduce or eliminate the risks to acceptable levels. System safety is primarily applied to acquisition and sustainment of systems and equipment. System safety programs are tailored to the complexity and cost of the systems.

Barriers and barrier tape should be used when applicable. Certain hours may be more appropriate to conduct the necessary work after hours.

Another important aspect of safety is what happens in the event of a mishap. The contractor is required to notify the Building Manager or Safety and Security office and contracting officer immediately, on incidents of damage to MOR property.

This will be followed up with a written or e-mail copy of the mishap/incident notification. It shall be sent within 3 calendar days to the Building manager, who will forward it to the Contracting Officer. For information not available at the time of initial notification, the contractor shall provide the remaining information not later than 10 calendar days after the mishap, unless extended by the contracting officer. Mishap notifications shall contain, as a minimum, the following information:

- (a) Contract, contract number, name and title of person(s) reporting
- (b) Date, time and exact location of accident/incident
- (c) Brief narrative of accident/incident (events leading up to accident/incident)
- (d) Cause of accident/incident (if known)
- (e) Estimated cost of accident/incident (material and labor to repair/replace)
- (f) Nomenclature of equipment and personnel involved in accident/incident
- (g) Corrective actions (taken or proposed)
- (h) Other pertinent information

If requested by MOR personnel or designated representative, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by the Contracting Officer.



Disclosure Regarding Background Investigation

Montana State University may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by A-Check Global, 1501 Research Park Drive, Riverside, CA, 92507, 877-345-2021, www.acheckglobal.com. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

I acknowledge receipt of this standalone consumer report disclosure:

Print Name:	
Signature:	Date:



Please note: Just fill out if the last address of the candidate is located in California!!

Notice Regarding Background Checks Per California Law

Montana State University intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **A-Check Global, 1501 Research Park Drive, Riverside, CA, 92507, 877-345-2021, www.acheckglobal.com**. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

- Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

I acknowledge receipt of this standalone investigative consumer report disclosure:

Print Name:	
Signature:	Date:



Consumer Report Authorization

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Employer at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **A-Check Global, 1501 Research Park Drive, Riverside, CA, 92507, 877-345-2021, www.acheckglobal.com**, and/or Employer itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Print Name:

Signature:

Date:



- Request for Additional Personal Identifying Information

Attention:

The security of Your Personal Identifying Information is important to us therefore this form has been created as a standalone form to ensure it is not transmitted to any other entity during the screening process. ***This information will be utilized for identification purposes only to expedite the background check process. All information requested will be held in strict confidence.***

Please Print:

Cell Phone Number:	Alternate Phone Number:
Email Address:	

First Name:	Middle Name:	Last Name:	Maiden Name or Other Names Used:		
Present Street Address:	City:		State:	Zip:	
Social Security Number: - -		Driver's License State & Number:			DOB:
Former Street Address (Past 7 Years)	City	State	Zip	From:	To:
Former Street Address (Past 7 Years)	City	State	Zip	From:	To:
Former Street Address (Past 7 Years)	City	State	Zip	From:	To:
Former Street Address (Past 7 Years)	City	State	Zip	From:	To:

Professional License:	Type:	State:	Number:
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- FCRA Summary of Rights

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal **Fair Credit Reporting Act (FCRA)** promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to: www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment—or to take another adverse action against you—must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened offers” for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at +1-888-5-OPTOUT (+1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center--FCRA Washington, DC 20552 +1(877) 382- 4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20552 +1(877) 382-4357</p>