



Addendum No.2
Solicitation 26-99360
City Hall – Attorney and Clerks Office Remodel

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. Insert the attached CJJ Protocols and Authorization Forms into the Bid Package. The awarded contractor and all their subcontractors will fill out and submit this form.

Specification

1. Section 08 70 00 – Finish Hardware

3.2 Hardware Schedule, paragraph B. Doors Group 01 and 01.1:

Change electric strikes to HES 1600C-613E, Dark Bronze.

All electric strikes to be furnished and installed by Contractor. Card reader system to be installed by City per Section 08 74 00.

Plans

1) Plan Sheet T1. Demo Notes and Plan 2/T1

At existing Waiting #409, change demo note “F” to “G” Existing security window and counter to be removed, salvaged, and reinstalled at new Office #415.

2) Mechanical Sheets M0.0 – M3.3 and Electrical Sheets E0.0 – E3.0

Change title on end of sheet to:

Duluth City Hall – Project #26AA-06

Interior Renovations – Fourth Floor Attorney, Third Floor Clerk

411 West First Street, Duluth, MN

Please acknowledge receipt of this Addendum by checking the acknowledgement box within the solicitation at www.bidexpress.com.

Posted: **April 10, 2026**

Fingerprints

Step 1: Contact one of the below agencies to obtain a fingerprint card. If **non-local**, find a local agency that provides fingerprinting services and have fingerprints taken.

St Louis County Sheriff's Office (218-726-2372 <https://www.stlouiscountymn.gov/departments-a-z/sheriff/fingerprint-service>)

Hermantown Police Department (218-729-1200
<https://hermantownmn.com/departments/police/departments-services/>)

Proctor Police Department (218-624-7788)

Step 2: One of the below options:

Drop off the fingerprint cards at the front desk of the Duluth Police Department, Attention: Caylee Reider, along with a check written to the Minnesota BCA for **\$32** (for each fingerprint card). Desk hours are Monday-Friday 8am-5pm. The desk is closed on Holidays.

Mail fingerprint cards to the Duluth Police Department, Attention: Caylee Reider, 2030 N Arlington Ave, Duluth MN 55811 along with a check written to the Minnesota BCA for **\$32** (for each fingerprint card).

Crime History

Step 1: Complete attached Criminal History Background form and e-mail to Caylee Reider (creider@duluthmn.gov). This can either be filled out electronically or handwritten and scanned.

CJIS Security Awareness Training

Step 1: Provide name and e-mail address of each contractor to Caylee Reider (creider@duluthmn.gov). Contractors will receive an e-mail with training instructions once the fingerprint cards have been received.

Step 2: Complete CJIS Security Awareness Training.

Step 3: E-mail Caylee Reider (creider@duluthmn.gov) once CJIS Security Awareness Training is completed.

The vetting process takes approximately 2-3 weeks once we receive the fingerprint cards. Contractors will be notified once CJIS certification is complete



CITY OF DULUTH
POLICE DEPARTMENT

2030 N. Arlington Ave, Duluth, Minnesota 55811
Phone: (218) 730-5400 Fax: (218) 730-5911

Date: _____

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (FULL) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ Sex (male or female): _____
Month/Date/Year

I authorize the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation to disclose all criminal history record information to the *Duluth Police Department* for the purpose of (check one that applies to you):

- Community Service Officer
- Internship
- Civilian Employment
- Sworn Employment
- Citizen Police Academy
- Contractor
- Other _____

The expiration of the authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date