



DATE: June 7, 2019

FROM: Wight & Company  
2500 N. Frontage Road  
Darien, IL 60561

SUBJECT: ADDENDUM #3 TO THE BIDDING DOCUMENTS FOR:  
**BID GROUP #6**  
**MASTER FACILITY PLAN IMPLEMENTATION**  
**COMMUNITY HIGH SCHOOL DISTRICT 99**  
**1436 NORFOLK STREET**  
**DOWNERS GROVE, IL 60516**

Wight & Company  
wightco.com  
.....  
2500 North Frontage Road  
Darien, IL 60561  
.....  
P 630.969.7000  
F 630.969.7979

This addendum forms a part of the Bidding Contract Documents, dated May 10, 2019. Bidders must acknowledge receipt of this Addendum in the space provided on the Bid Form.

**BG6 BP2 Revised Concrete Scope**  
**BG6 BP3 Revised Precast Floor Plank Scope**

**I. Clarifications**

**II. Specifications**

**III. Modified Drawings**

**STRUCTURAL**

1. Sheet S2.2B-C1 2ND FLOOR FRAMING PLAN – AREA C.1 (**Full size sheet reissued**):
  - a. Slab edge detail along C.D, C.E, C.F AND C.G modified.
2. Sheet S3.2B NON-TYPICAL SECTIONS AND DETAILS (**Full size sheet reissued**):
  - a. Continuous embed plate added to detail 10.

This addendum consists of: (8) Text Pages (0) Specification Sections and (2) Modified Drawing Sheets.

END OF ADDENDUM

Scope – This TRADE CONTRACTOR’s scope shall include but not be limited to the scope listed below. Please see entirety of bid documents for all scope requirements.

**BG6 BP2 SCOPE OF WORK FOR CONCRETE –SOUTH HIGH SCHOOL (Phase B)**

1. This TRADE CONTRACTOR shall reference ALL General, Demolition, Civil, Structural, Architectural Sheets included in this Bid Group 6 as they relate to Concrete – Building & Site. This TRADE CONTRACTOR shall read all Specification Sections in this manual as well as Notes and General Notes included in the drawings as they pertain to this scope of work. This TRADE CONTRACTOR shall review the project SCHEDULE included in this project manual and provide sufficient manpower and equipment to complete this trade contractor’s scope of work within the designated durations provided.
2. This TRADE CONTRACTOR shall be responsible for both the site and building concrete portions of this work per the drawings and specifications.

**NOTE:** REFER TO C1.01 & C2.01 for extents of site work to be included in this scope of work known as Phase B.

**NOTE:** Excavation (including furnish and install of stone base) and backfill of the BUILDING and SITE concrete (i.e. sidewalks, curbs, S.O.G., equipment pads, etc...) is to be performed by the Excavation/ Site Utilities TRADE CONTRACTOR to (+/- 1.2” ~ 0.1 foot). This TRADE CONTRACTOR should assume some final grading of base and compaction prior to forming and placement of site and building concrete.

3. This TRADE CONTRACTOR shall be responsible for all concrete materials, forms, shoring, bracing, sealant, rigid insulation, equipment, tools, labor and any other element required to furnish a fully complete and correct concrete installation at all sidewalks, ramps, all curb ramps for sidewalks, all concrete walks, all concrete paving, slabs-on-grade, elevated slabs, foundation walls, frost walls, interior and exterior footings, spread footings, stepped footings, thickened slabs, depressed slabs, frost stoops, stoops, piers, sealers, filler strips, expansion joints, control joints, and any other cast in place concrete within the work area as indicated on construction documents and/or as specified in the project manual.

**Note:** Any concrete that will be exposed more than 6” will be required to be architecturally finished or “rubbed”. Coordinate with Construction Manager finish expectations.

4. This TRADE CONTRACTOR shall be responsible for supplying professional rebar shop drawings and for furnishing and installing all rebar as indicated on construction documents and/or as specified in the project manual. Rebar shop drawings are due to Construction Manager 10 days after Notice to Proceed.

**NOTE:** This Trade Contractor is also responsible for furnishing and installing the up-turned or drilled-in rebar out of slabs or foundations for all masonry walls, including the correct layout, as shown and called for on the Construction Documents.

5. This TRADE CONTRACTOR shall be responsible for all WWF (welded wire fabric) or macro-synthetic fibers, expansion joints, doweling, epoxy anchors, construction joints, control joints, space control joints, slab box-outs, fillers, caulking, sealants, vapor retarder/barrier, bond breaker, insulation, concrete finish, etc. for this trade contractor's scope of work as indicated on construction documents and/or as specified in the project manual.

**NOTE:** This TRADE CONTRACTOR shall be responsible for caulking control joints around new steel columns.

**NOTE:** This Trade Contractor is also responsible for all drilling, dowelling, epoxy anchoring of new foundation/footings to existing foundation/footings, as identified on the contract documents. Note dowelling method to be inspected by Hilti rep for correct installation method. All this drilling for footings/foundations needs to be completed per bid schedule.

**NOTE:** This trade contractor is responsible for detail 17/S1.3B including notching the existing composite deck slab for installation of expansion joint.

6. This TRADE CONTRACTOR shall accept sub-grade and base conditions prior to proceeding. Sub-grade and base acceptance apply to all aspects of this Trade Contractor's work. Issues taken with sub-grade and base conditions are to be itemized and presented (location plan and narrative) in writing to Construction Manager. Proceeding with the work will constitute acceptance of sub-grade and base conditions by this TRADE CONTRACTOR.
7. This TRADE CONTRACTOR shall be responsible for all perimeter foundation insulation (2" rigid insulation under perimeter of floor slab and on interior face of frost walls), whether shown on drawings or not.
8. All utility sleeves required by others in the concrete will be supplied and located by others but installed by this TRADE CONTRACTOR.
9. All depressions, recesses, chases and/or openings in the concrete required for subsequent trades shall be provided for and located by those TRADE CONTRACTORS and shall be installed by this TRADE CONTRACTOR.
10. This TRADE CONTRACTOR shall be responsible to box out or use Foam Insulation around all floor drains and cleanouts so that these drains and cleanouts can be adjusted and set to the correct height after the slabs have been poured. **This TRADE CONTRACTOR shall be responsible for infilling/grouting around these drains and cleanouts AFTER the correct height has been set. Direct Coordination with the plumbing contractor may be required.**
11. This TRADE CONTRACTOR shall be responsible for replacing at its cost any concrete that does not meet the required technical specification or required elevations or slope and shall remove all debris off site.

00300-2

12. This TRADE CONTRACTOR shall be responsible for providing its own project layout according to the drawings, considering. This TRADE CONTRACTOR shall protect and maintain all survey stakes provided by this trade contractor or others.

**NOTE: It is the responsibility of this TRADE CONTRACTOR to employ a qualified land surveying professional to perform layout for this trade contractor's scope of work and the cost shall be included in the base bid. This is to confirm grades and slopes will be met as well as foundation locations and elevations.**

13. This TRADE CONTRACTOR shall be responsible for providing a commercial **TEMPORARY CONCRETE WASHOUT STATION** (as pre-approved by Wight Construction) including furnish, install, and removal of associated signage.
14. This TRADE CONTRACTOR shall take precautions not to damage, remove, relocate, etc... any of the Erosion and Sediment Control Measures (silt fence, inlet protection, tree protection, etc..) while working on-site.
15. This TRADE CONTRACTOR shall be responsible for coordinating with construction manager for scheduling of all required testing for concrete cylinders, backfill and compaction. This TRADE CONTRACTOR shall be responsible for adherence with all testing procedures and/or Geo-Technical Engineering findings and recommendations. Testing by others.
16. This TRADE CONTRACTOR shall submit to Construction Manager a control joint layout for all flatwork.
17. This TRADE CONTRACTOR shall be responsible for all concrete embedded anchor bolts, concrete embeds furnished by STEEL TRADE CONTRACTOR. This TRADE CONTRACTOR shall be responsible for grouting/ leveling of all setting plates.
18. This TRADE CONTRACTOR is responsible for 2" non-structural topping over hollow core planks. This includes all coordination, framing, boxouts, etc.. required for the pouring the topping.

**NOTE: This TRADE CONTRACTOR shall be responsible for detail 10/S3.2B and 14/S3.2B slab edge pour. Coordination with guardrail contractor will be required.**

19. This TRADE CONTRACTOR shall be responsible to cut existing tunnel wall as shown on detail 11/S3.2B for new slab on grade bearing.
20. This TRADE CONTRACTOR is responsible for 3-1/4" lightweight concrete over steel deck. This includes all coordination, framing, boxouts, etc.. required for the pouring the concrete.

**NOTE: Any pumping, buggy, or other subcontracted equipment is the responsibility of this TRADE CONTRACTOR. If schedule requires multiple mobilizations to complete pours per the schedule or sequencing, these costs are the responsibility of this TRADE CONTRACTOR. Sequencing or Scheduling may change at the direction of the CONSTRUCTION MANAGER.**

**ALLOWANCES, BOND, AND ALTERNATES**

- 1. This TRADE CONTRACTOR shall include an allowance of **\$30,000.00 in their base bid** to account for any unforeseen conditions and housekeeping pads. Contract amounts will be adjusted by change order for amounts greater or less than the allowance. Allowance to be utilized only at the direction of Construction Manager.
- 2. This TRADE CONTRACTOR will be required to provide a Performance and Payment Bond for their work in accordance with 00201 of the General Conditions.

**ACCEPTANCE**

Accepted as listed above in addition to terms and conditions of the original construction documents on which the bid was based.

Company: Wight Construction Services, Inc.  
2500 North Frontage Road  
Darien, IL 60561

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

**END OF SECTION 00300 –Scope**

Scope – This TRADE CONTRACTOR’s scope shall include but not be limited to the scope listed below. Please see entirety of bid documents for all scope requirements.

**BG6 BP3 SCOPE OF WORK FOR HOLLOWCORE PRECAST PLANK  
–SOUTH HIGH SCHOOL (Phase B)**

1. This TRADE CONTRACTOR shall reference ALL General, Demolition Plan, Civil, Structural, Architectural Sheets included in this Bid Group 6 as they relate to Concrete – Building & Site. This TRADE CONTRACTOR shall read all Specification Sections in this manual as well as Notes and General Notes included in the drawings as they pertain to this scope of work. This TRADE CONTRACTOR shall review the project SCHEDULE included in this project manual and provide sufficient manpower and equipment to complete this trade contractor’s scope of work within the designated durations provided.
2. This TRADE CONTRACTOR shall be responsible for all hollow core precast plank panels materials, shoring, bracing, sealant, rigid insulation, equipment, tools, labor and any other element required to furnish a fully complete and correct precast plank panel installation as indicated on construction documents and/or as specified in the project
3. This TRADE CONTRACTOR shall be responsible to engineer, manufacture, deliver and install the precast concrete as shown in the contract documents. **Includes but not limited to all shipping, transportation and permitting, rigging, hoisting, equipment, crane rental and operation, etc. required for the precast install.** Panel thickness to be as defined or as able to achieve the structural requirements per the plans and specs. This TRADE CONTRACTOR shall be responsible for all required sealant and grout for this scope of work.
4. This TRADE CONTRACTOR shall be responsible to provide all embeds in the precast for all connections, and other misc. connections as shown in the Construction Documents. All embed plates, connections and welds, continuous connection plates, and angles in precast structural concrete are by this TRADE CONTRACTOR.

NOTE: This TRADE CONTRACTOR shall be responsible for all coordination with the structural drawings for locations of embeds/connections for all steel and concrete work as shown on the bid documents

**NOTE: This TRADE CONTRACTOR shall be responsible for detail 10/S3.2B and provide the embed plate required for support of the guardrail post. Coordination with guardrail contractor will be required.**

5. This TRADE CONTRACTOR shall be responsible for supplying professional shop drawings and for furnishing and installing all hollow core precast planks as indicated on construction documents and/or as specified in the project manual.

**NOTE: Shops drawings and calcs shall be provided no later than 4 weeks from notice to proceed. Allow for 2 week for Designer/Engineer to review. Delivery of first phase of precast panels to jobsite for erection is currently scheduled for September 1, 2019.**

00300-1

6. This TRADE CONTRACTOR shall accept structural steel conditions prior to proceeding. Structural acceptance apply to all aspects of this Trade Contractor’s work. Issues taken with structural steel conditions are to be itemized and presented (location plan and narrative) in writing to Construction Manager. Proceeding with the work will constitute acceptance of structural steel conditions by this TRADE CONTRACTOR.
7. All utility sleeves required by others in the hollow core precast planks will be supplied and located by others but installed by this TRADE CONTRACTOR.
8. All depressions, recesses, chases and/or openings in the planks shown in the contract documents will be the responsibility of this TRADE CONTRACTOR. Any core drilling required for subsequent work is NOT the responsibility of this TRADE CONTRACTOR.
9. This TRADE CONTRACTOR shall be responsible for replacing at its cost any damaged hollow core precast planks that do not meet the required technical specification or required elevations or slope and shall remove all debris off site.
10. This TRADE CONTRACTOR shall be responsible for providing its own project layout according to the drawings, considering. This TRADE CONTRACTOR shall protect and maintain all survey stakes provided by this trade contractor or others.
11. Any grouting of hollow cores or joints is the responsibility of this TRADE CONTRACTOR.
12. There are special inspections required, continuous, and periodic indicated on S0.2B. This TRADE CONTRACTOR will be required to correct any deficiencies and coordinate scheduling with CONSTRUCTION MANAGER. Inspections are by OTHERS

**ALLOWANCES, BOND, AND ALTERNATES**

1. This TRADE CONTRACTOR **shall include an allowance of \$10,000.00 in their base bid** to account for any unforeseen conditions. Contract amounts will be adjusted by change order for amounts greater or less than the allowance. Allowance to be utilized only at the direction of Construction Manager.
2. This TRADE CONTRACTOR will be required to provide a Performance and Payment Bond for their work in accordance with 00201 of the General Conditions.

**ACCEPTANCE**

Accepted as listed above in addition to terms and conditions of the original construction documents on which the bid was based.

Company: Wight Construction Services, Inc.  
2500 North Frontage Road  
Darien, IL 60561

Signed: \_\_\_\_\_

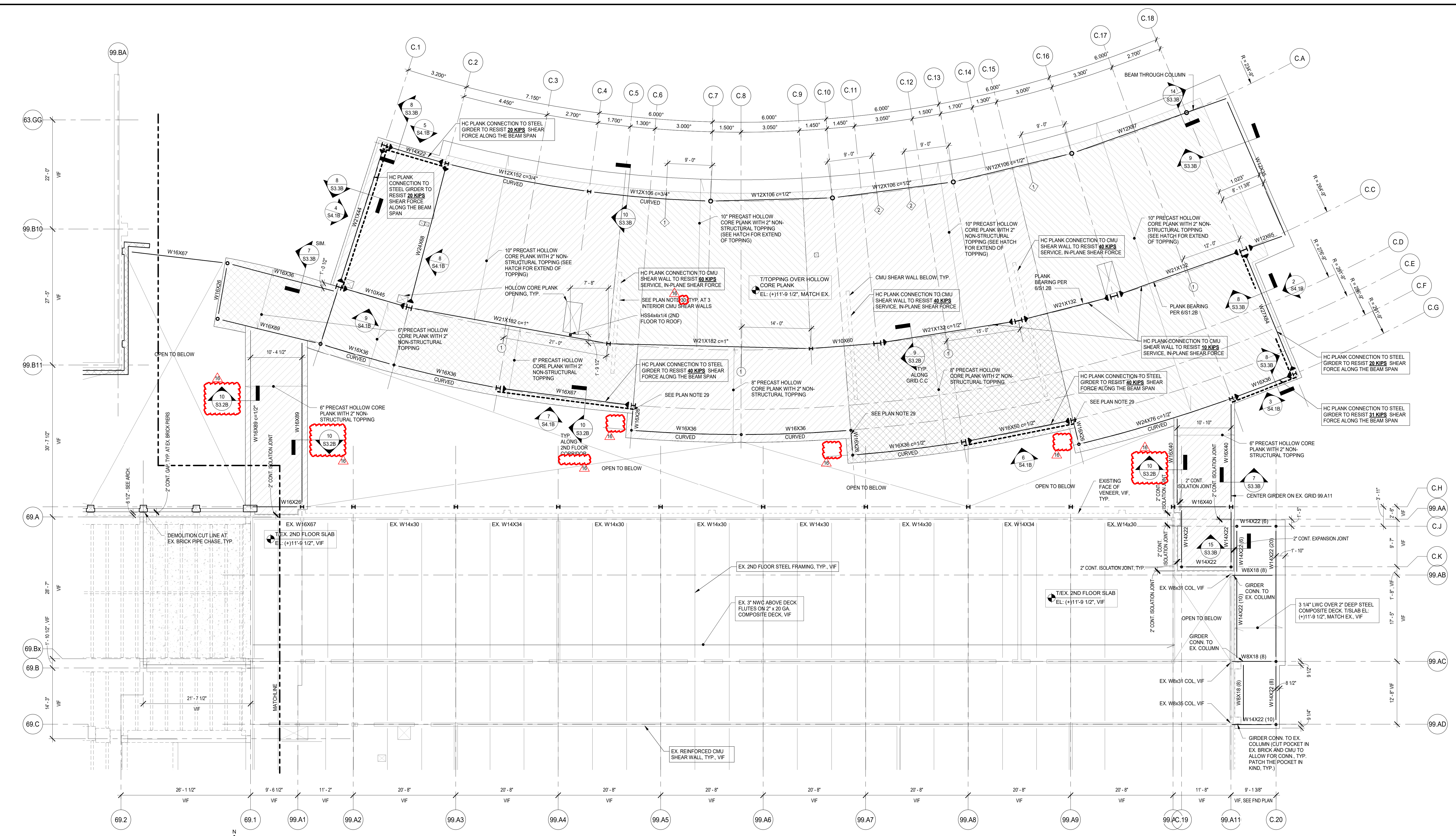
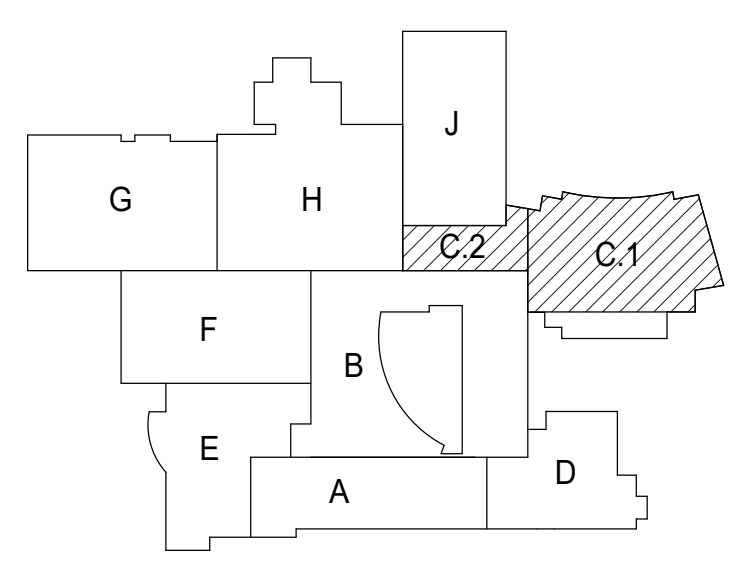
Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

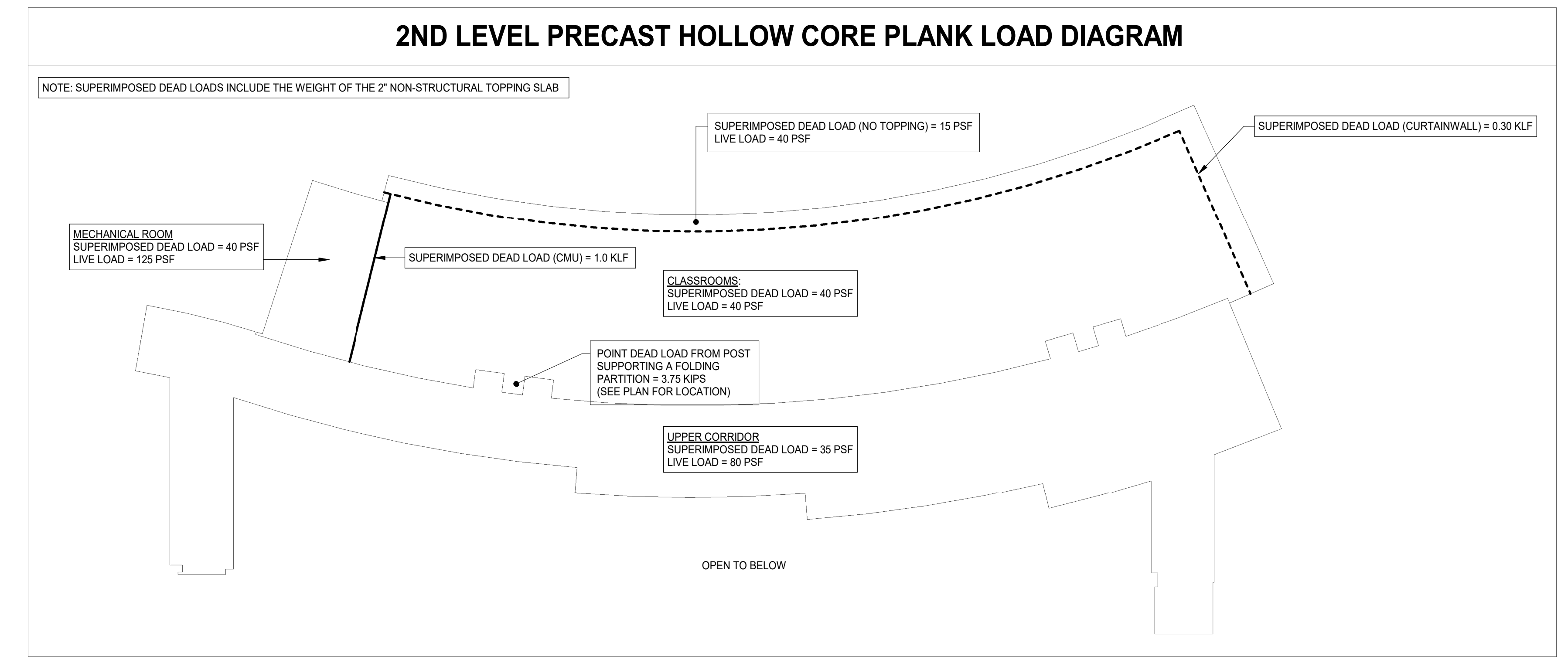
**END OF SECTION 00300 –Scope**





1 BRACED FRAME ELEVATION  
SCALE: 1/8" = 1'-0"

- ELEVATED FLOOR AND ROOF PLAN NOTES**
- SEE S0 SERIES DRAWINGS FOR GENERAL NOTES, ABBREVIATIONS, SYMBOLS AND LINTEL SCHEDULES.
  - SEE S1 SERIES DRAWINGS FOR TYPICAL SECTIONS AND DETAILS.
  - SEE S3 SERIES DRAWINGS FOR NON-TYPICAL SECTIONS AND DETAILS.
  - SEE S4 SERIES DRAWINGS FOR SCHEDULES AND DETAILS.
  - SEE S5 SERIES DRAWINGS FOR ELEVATIONS.
  - SEE PLANS FOR TOP OF HOLLOW CORE PLANK ELEVATION.
  - CONCRETE TOPPING OVER HOLLOW CORE PLANK SHALL BE 2" THICK. REINFORCE NON-STRUCTURAL TOPPING SLAB WITH 4#5 @ 12" O.C. STRUK 9040 MACROSYNTHETIC FIBERS OR EQUIVALENT.
  - (H) AS INDICATED ON PLAN INDICATES HIGHER BEAM OF FRAMING MEMBERS IN SAME VERTICAL PLANE.
  - (L) AS INDICATED ON PLAN INDICATES LOWER BEAM OF FRAMING MEMBERS IN SAME VERTICAL PLANE.
  - SEE ARCHITECTURAL DRAWINGS FOR CURBS NOT INDICATED (SIZE AND LOCATION). SEE TYPICAL SECTIONS AND DETAILS FOR CURB REINFORCEMENT.
  - FLOOR DECK SHALL BE 3 1/4" THICK LIGHTWEIGHT CONCRETE OVER 2" DEEP COMPOSITE STEEL FLOOR DECK. REINFORCE SLAB WITH 4#5 @ 12" O.C. STRUK 9040 MACROSYNTHETIC FIBERS OR EQUIVALENT.
  - SEE PLAN FOR BOTTOM OF STEEL DECK ELEVATIONS. TYPICAL UNLESS NOTED OTHERWISE.
  - ROOF DECK SHALL BE 1 1/2" DEEP STEEL ROOF DECK UNO ON PLAN.
  - SEE PLAN FOR BOTTOM OF STEEL ROOF DECK ELEVATIONS. TYPICAL UNLESS NOTED OTHERWISE.
  - PROVIDE 1/8" STEEL ANGLE OR BENT PLATE AT ROOF PERIMETER AND L4x4 STEEL ANGLE OR BENT PLATE AT INTERIOR OPENINGS IN ACCORDANCE WITH TYPICAL DETAILS.
  - SEE SHEET S5.2B FOR SPECIAL DESIGN JOIST SCHEMATIC LOADINGS.
  - SUSPEND PFP HANGERS AND OTHER MECHANICAL EQUIPMENT FROM DESIGNATED OR APPROVED STEEL JOISTS. LOCATE CONCENTRATED LOADS AT JOIST PANEL POINTS ONLY OR REINFORCE STEEL JOISTS IN ACCORDANCE WITH TYPICAL SECTIONS AND DETAILS.
  - PLACE SUPPORTS FOR ROOF TOP EQUIPMENT LOADS ON DESIGNATED OR APPROVED STEEL JOISTS. LOCATE CONCENTRATED LOADS AT JOIST PANEL POINTS ONLY OR REINFORCE STEEL JOISTS IN ACCORDANCE WITH TYPICAL SECTIONS AND DETAILS.
  - SUPPORT ALL MEPP EQUIPMENT AND PIPING LARGER THAN 2" IN DIAMETER DIRECTLY FROM THE DESIGNATED STEEL ROOF JOIST AND STEEL WIDE-FLANGED BEAM AND GIRDER FRAMING. DO NOT SUPPORT THE AFOREMENTIONED FROM THE STEEL ROOF DECK DIRECTLY. ITEMS SUCH AS LIGHTWEIGHT CEILING GRID, LIGHTING SHALL BE SUPPORTED FROM THE ROOF DECK DIRECTLY.
  - AT THE NEW ADDITION, ALL ROOFS ARE DESIGNED TO SUPPORT A MAXIMUM ALLOWED SUPERIMPOSED DEAD LOAD FROM THE PHOTOVOLTAIC BALLASTED SYSTEM OF 1.5 PSF PLUS THE ADDITIONAL DOWNWARD WIND PRESSURE FROM THE PHOTOVOLTAIC BALLASTED SYSTEM OF 1.5 PSF. SYSTEMS OTHER THAN THE PHOTOVOLTAIC BALLASTED SYSTEM ARE NOT PERMITTED.
  - AT 2ND FLOOR ONLY, SAW CUT 1/4" WIDE x 1 1/2" DEEP CONTROL JOINTS IN THE NON-STRUCTURAL TOPPING SLAB AT AREAS OF EXPOSED SEALED CONCRETE FINISH. LOCATE JOINTS AT COLUMN CENTERLINES AND AT 12 FEET CTS MAX AT REMAINDER.
  - MAXIMUM LIVE LOAD DEFLECTION AT HOLLOW CORE PLANK = 3/4" TYP.
  - 2ND FLOOR NON-STRUCTURAL TOPPING SLAB SHALL RECEIVE TROWEL FINISH PER SPECIFICATION SECTION 03300; SECTION 3.50. COORDINATE TROWELING AND FLOATING PROCEDURE WITH THE MACROSYNTHETIC FIBER SUPPLIER/MANUFACTURER.
  - SEE STEEL DECK NOTES ON S0.1B FOR STEEL DECK DIAPHRAGM INFORMATION.
  - MAXIMUM LIVE LOAD DEFLECTION AT THE ROOF STRUCTURE = 1" TYP.
  - ALL MEP EQUIPMENT STEEL SUPPORTS SHALL BE COORDINATED WITH THE INSTALLING CONTRACTOR(S). SEE PLANS AND TYPICAL DETAILS FOR STEEL SUPPORT REQUIREMENTS.
  - COORDINATE SIZE AND QUANTITY OF ROOF DECK PENETRATIONS WITH MEPP DRAWINGS. TYP. REINFORCE NEW PENETRATIONS IN EXISTING NEW ROOF DECKS PER TYPICAL STRUCTURAL DETAILS.
  - DESIGN AND DETAIL THE ANGLE CONNECTION TO THE TOP OF STEEL COLUMN AND TO THE ROOF JOIST TOP CHORD FOR AN AXIAL FORCE OF 3 KIPS. JOIST SUPPLIER/MANUFACTURER SHALL DESIGN THE STEEL JOIST TOP CHORD FOR THE AFOREMENTIONED ANGLE AXIAL FORCE.
  - PROVIDE A CONT. BENT STEEL PLATE OR CONT. HSS INFL SUPPORT ON TOP OF THE BEAM FLANGE PER DETAIL S3.2B AT CHANGE IN PLANK THICKNESS.
  - SEE TYPICAL DETAIL S5.1.2B FOR CMU WALL-TO-HOLLOW CORE PRECAST PLANK CONNECTION. TYP. AT 3 INTERIOR CMU SHEAR WALLS.



**NOT FOR CONSTRUCTION**

REV	ISSUE	DATE
16	ISSUED FOR ADDENDUM 3 - BID GROUP 6	06.07.2019
14	ISSUED FOR ADDENDUM 2 - BID GROUP 6	05.31.2019
	ISSUED FOR BID - BID GROUP 6	05.10.2019
	ISSUED FOR 75% CD - PHASE B	05.10.2019
	ISSUED FOR 50% CONSTRUCTION DOCUMENTS - PHASE B	04.12.2019
	ISSUED FOR DESIGN DEVELOPMENT - PHASE B	03.11.2019

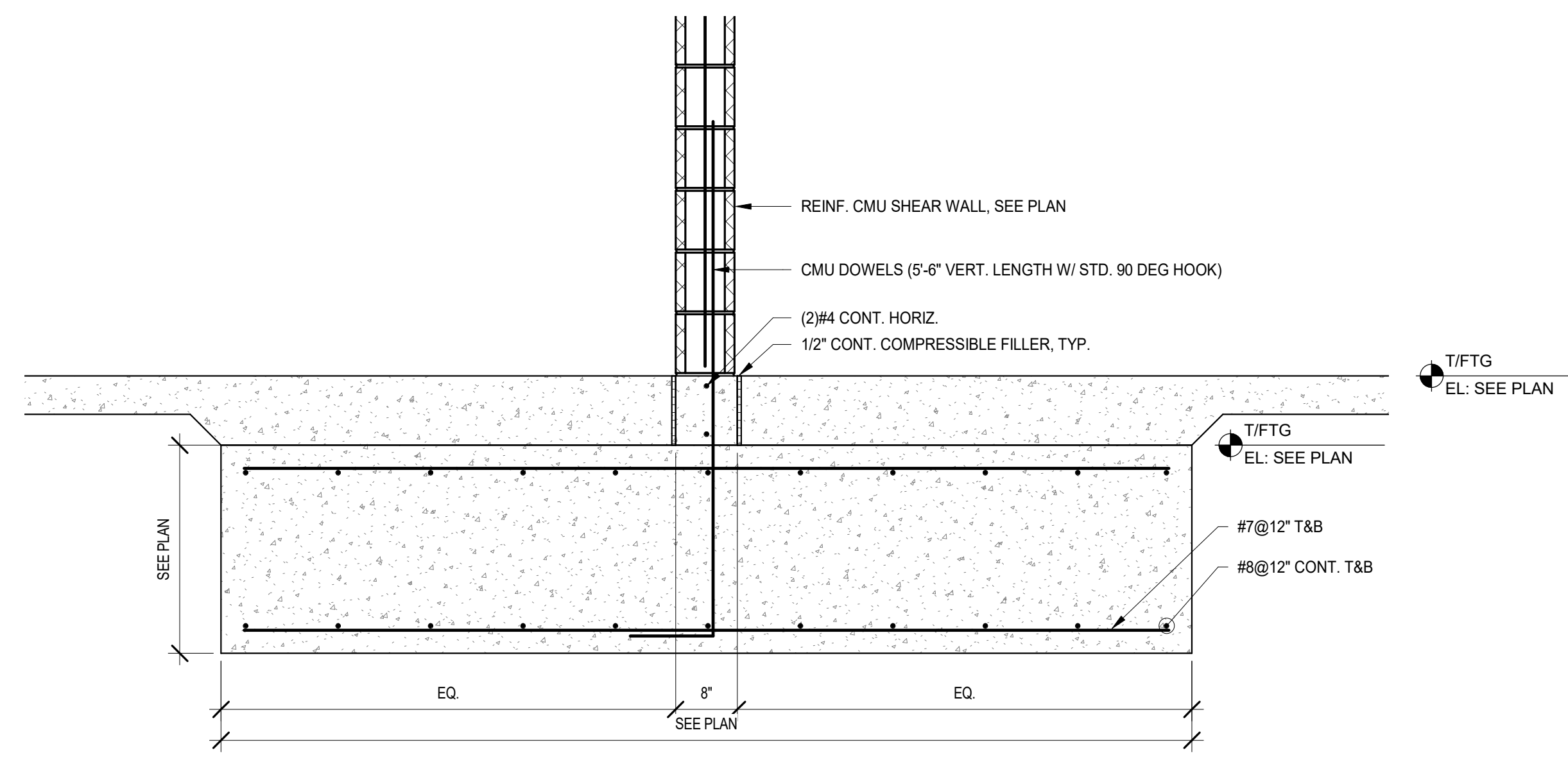
**MFP IMPLEMENTATION - SOUTH**

1436 NORFOLK STREET  
DOWNERS GROVE, IL 60516

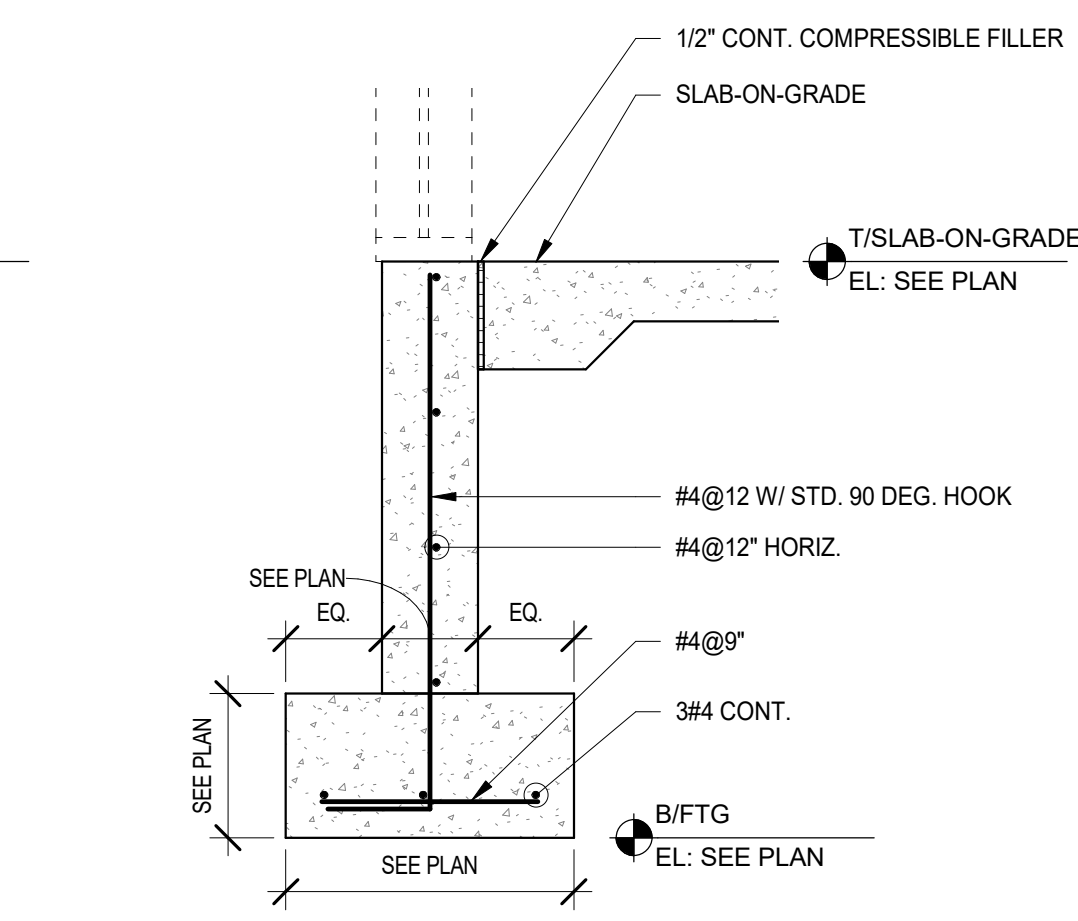
**2ND FLOOR FRAMING PLAN - AREA C.1**

Project Number:  
5274-42  
Drawn By:  
J.G.  
Sheet:

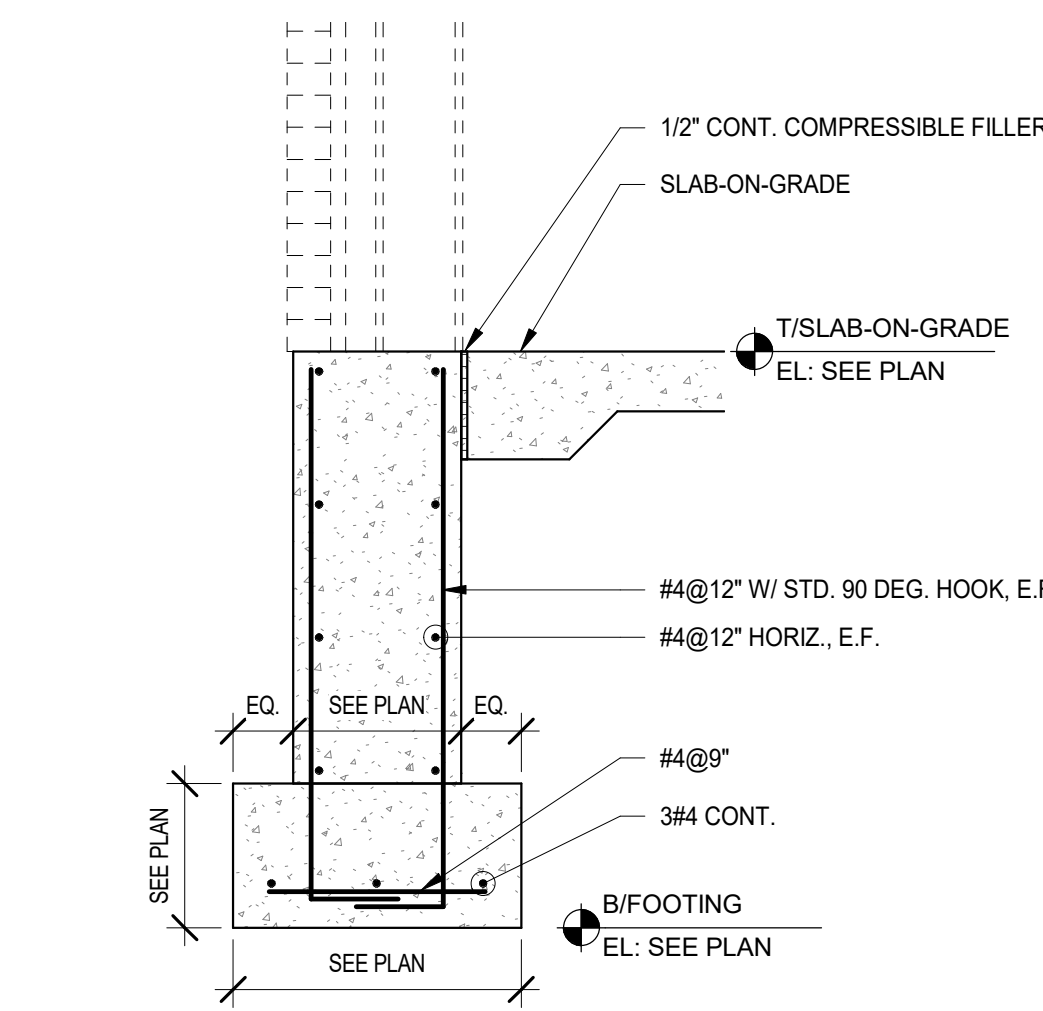
**S2.2B-C1**



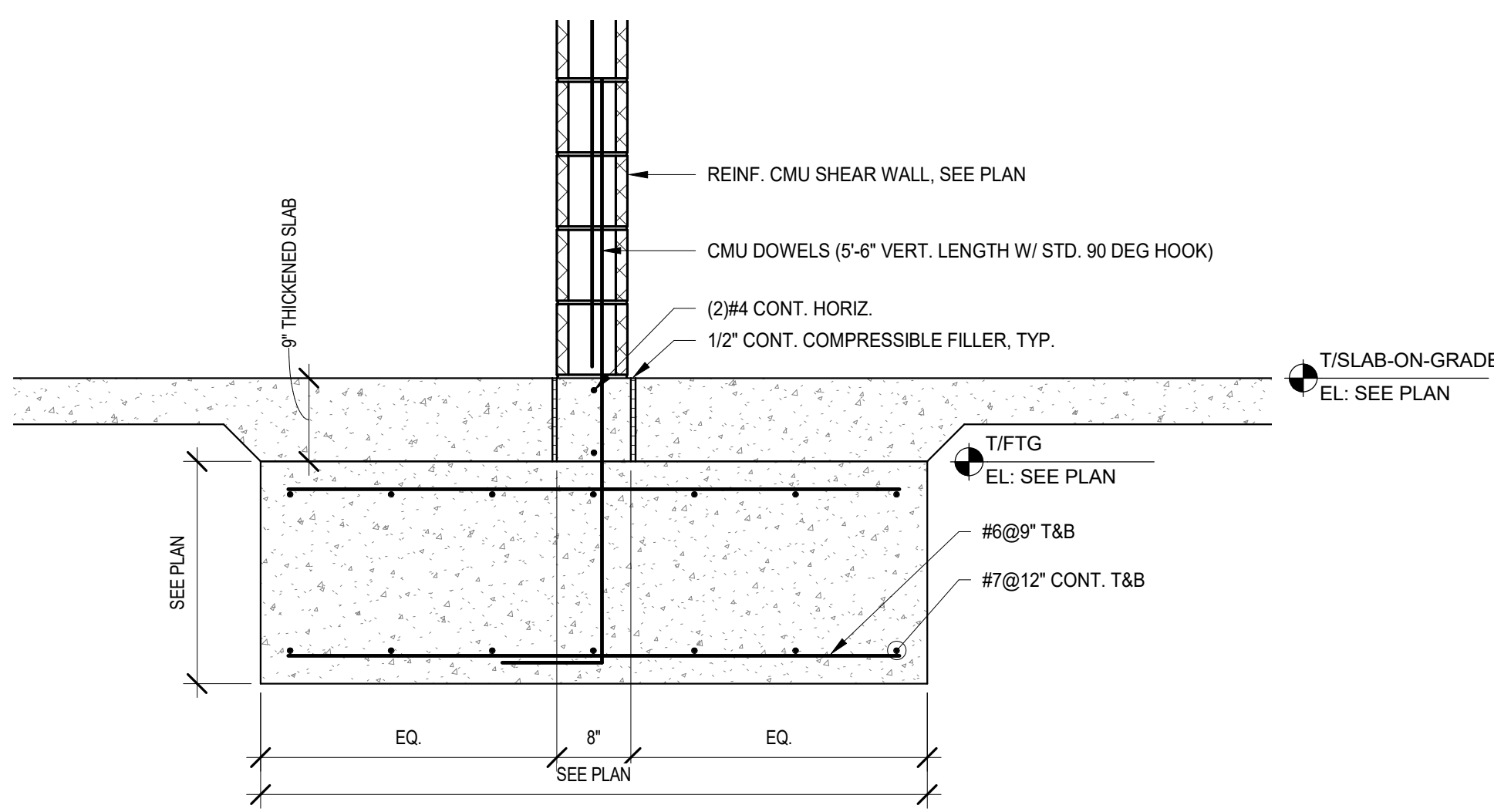
6 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



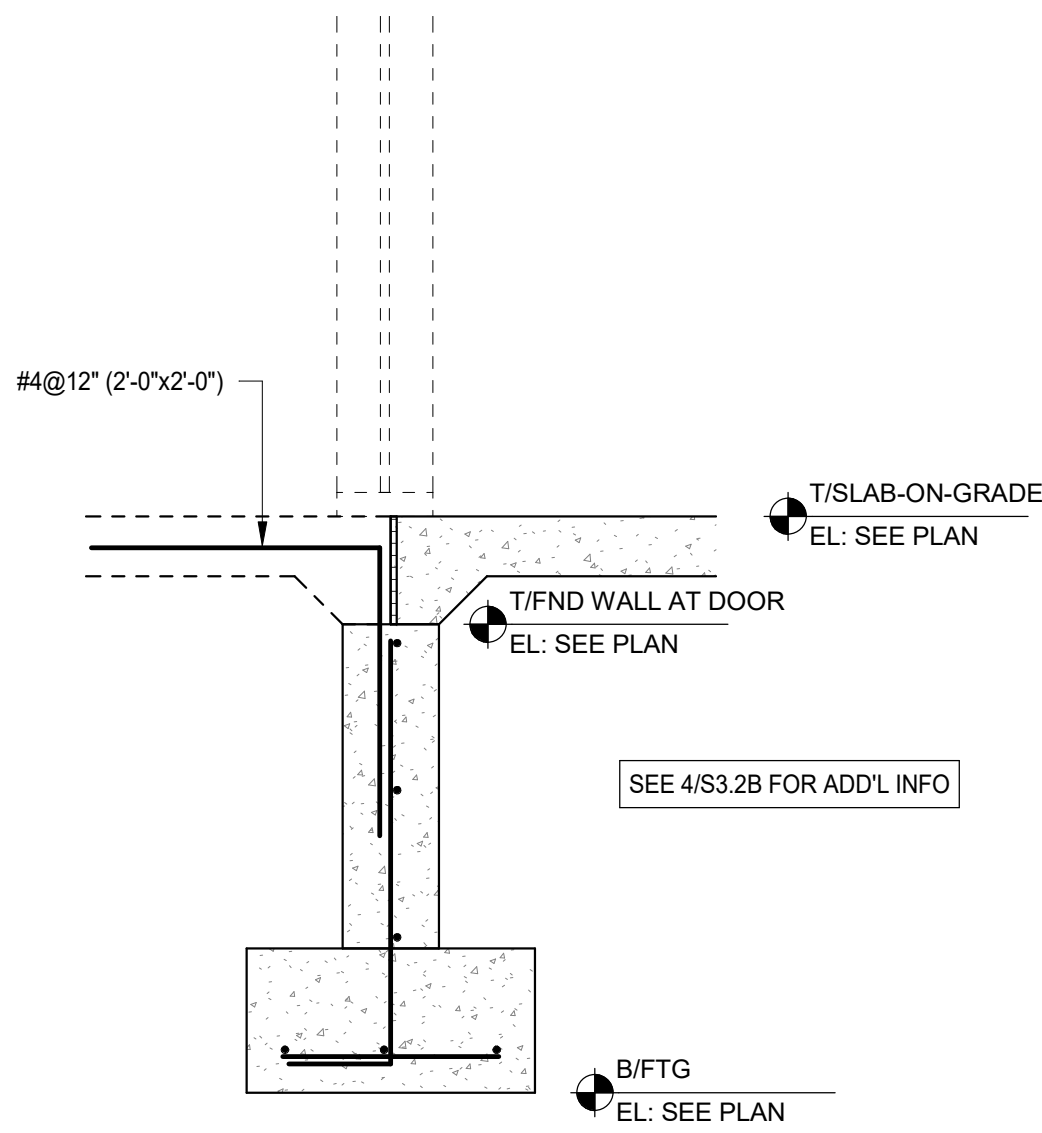
4 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



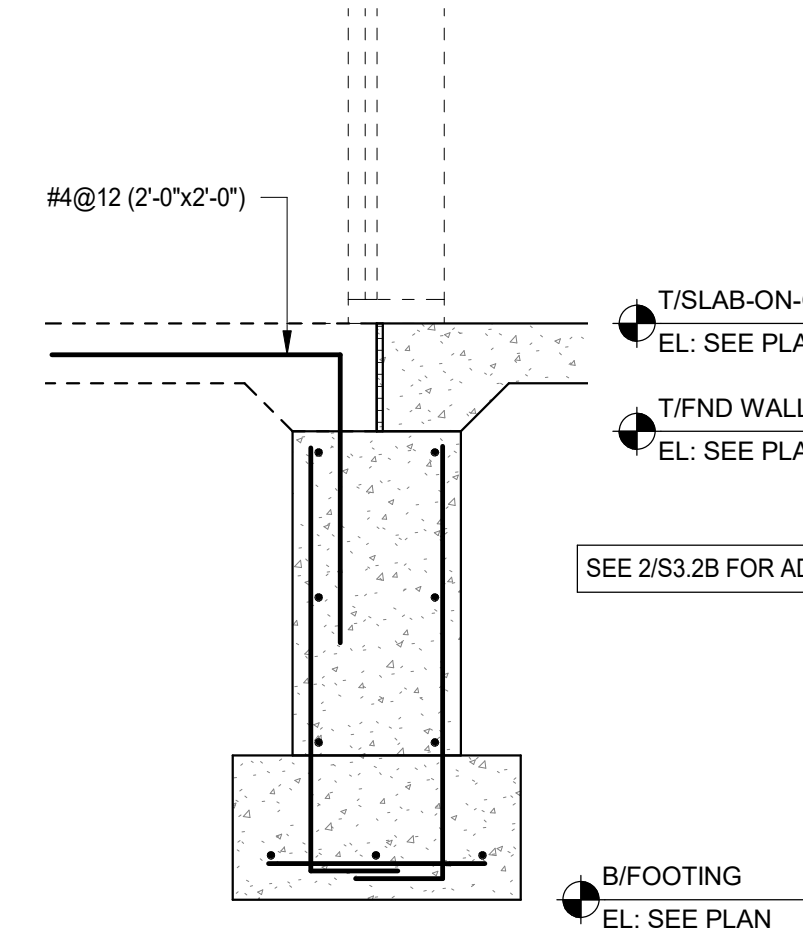
2 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



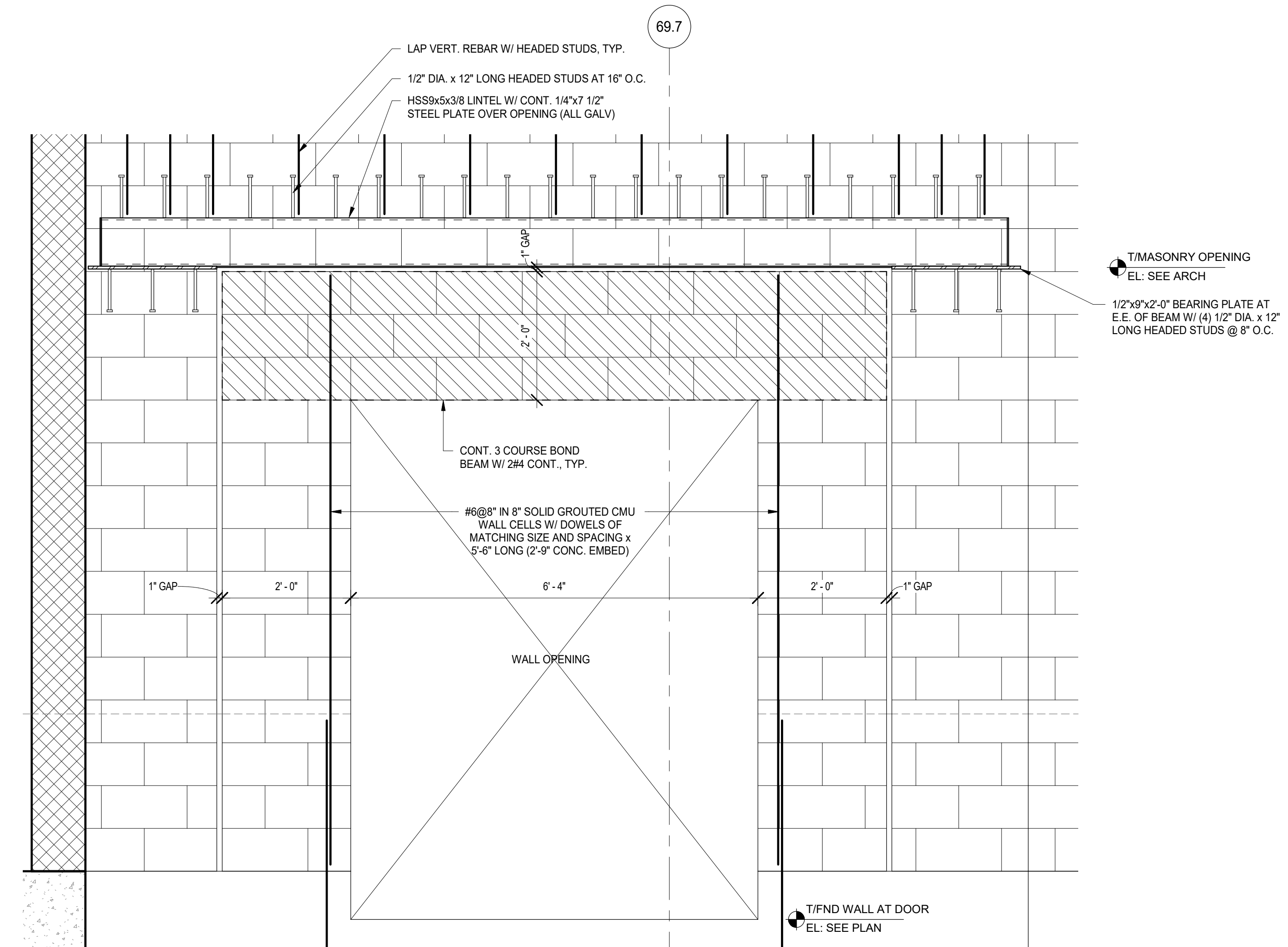
7 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



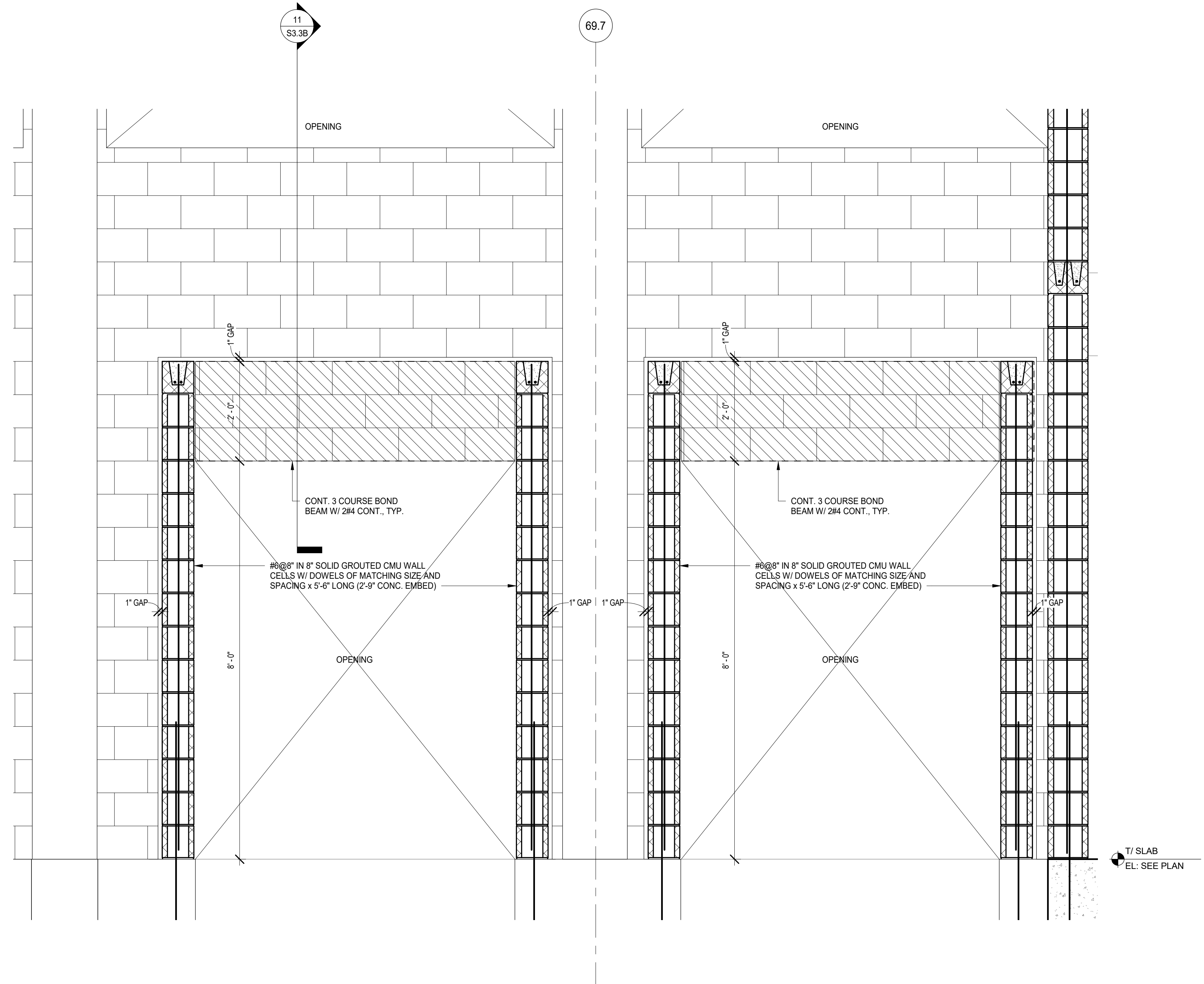
5 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



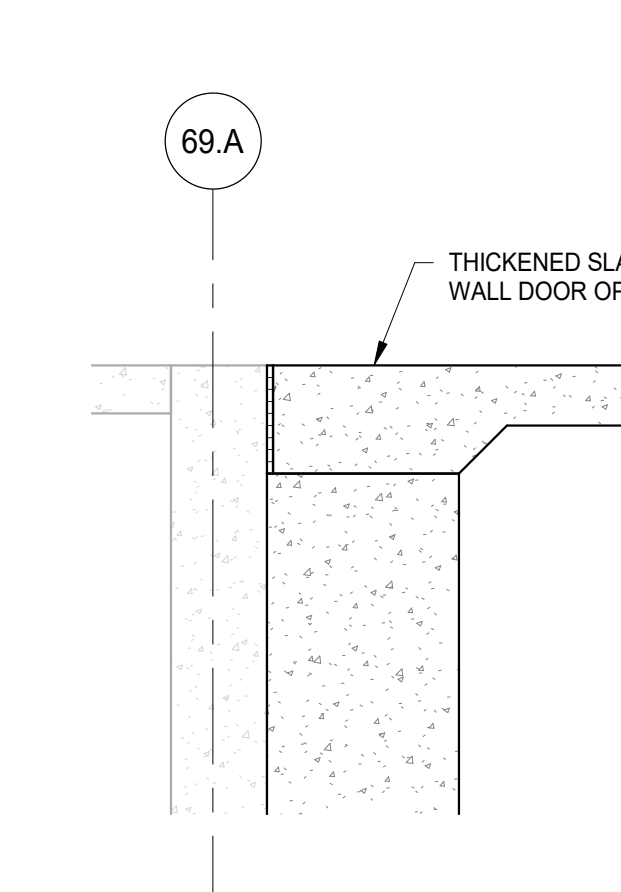
3 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



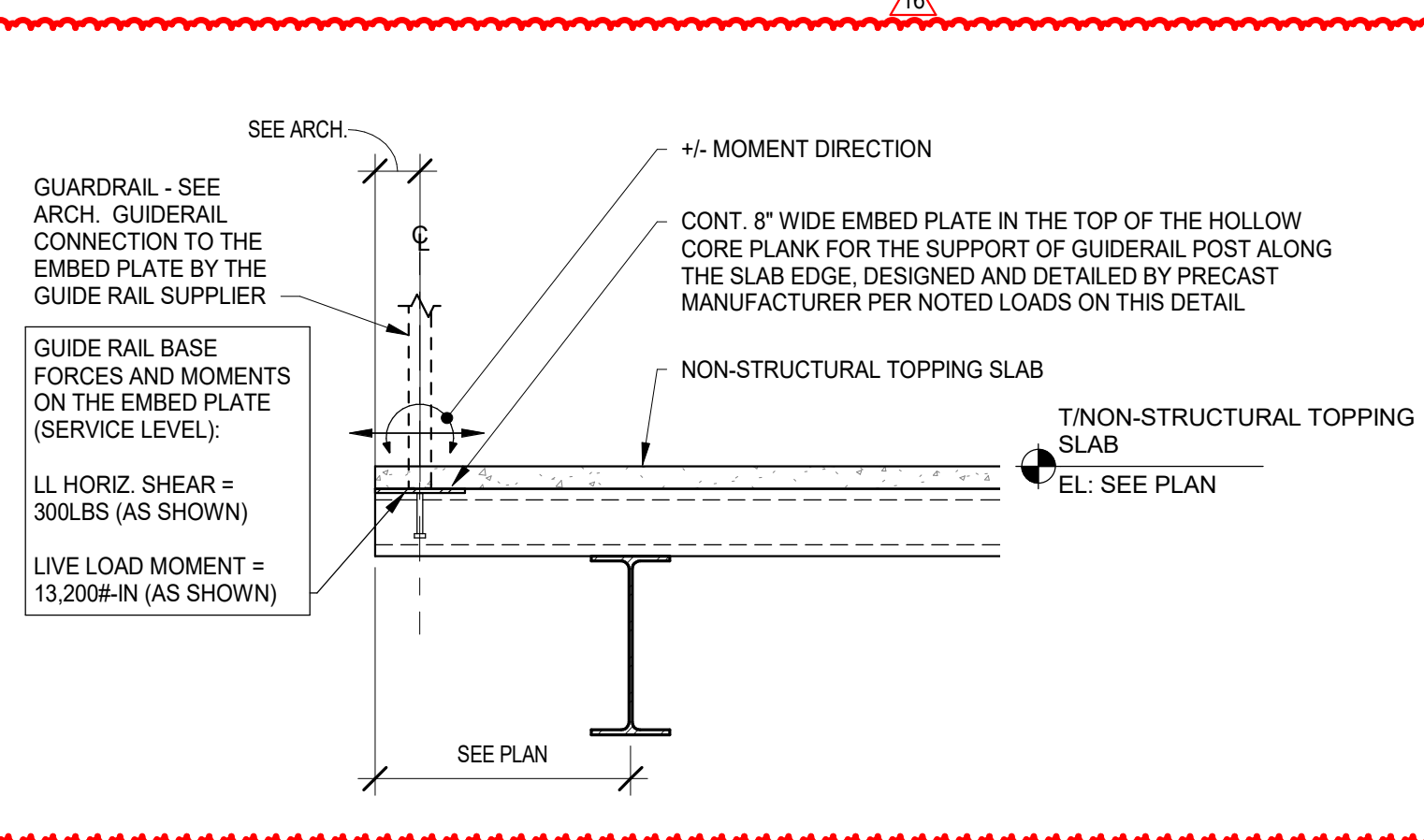
1 CMU FIREWALL ELEVATION  
SCALE: 3/4" = 1'-0"



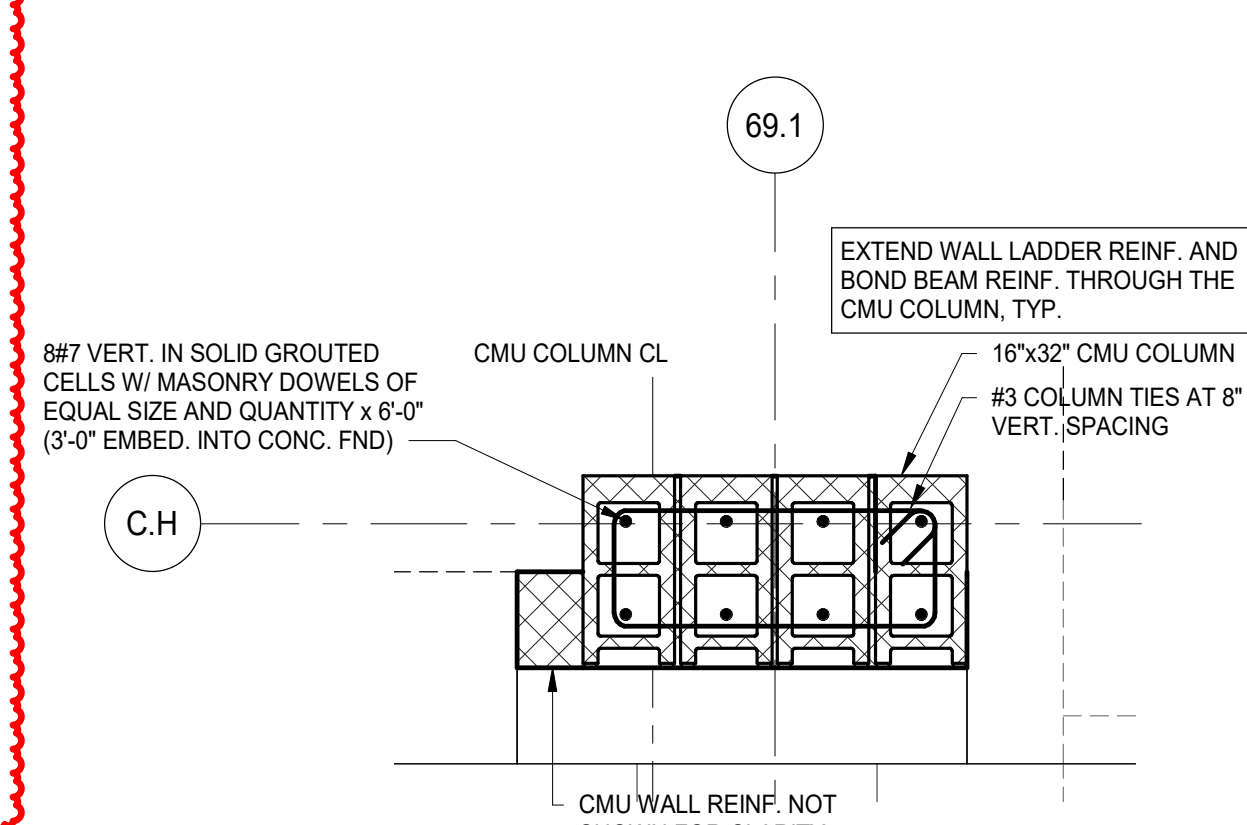
13 CMU FIREWALL ELEVATION  
SCALE: 3/4" = 1'-0"



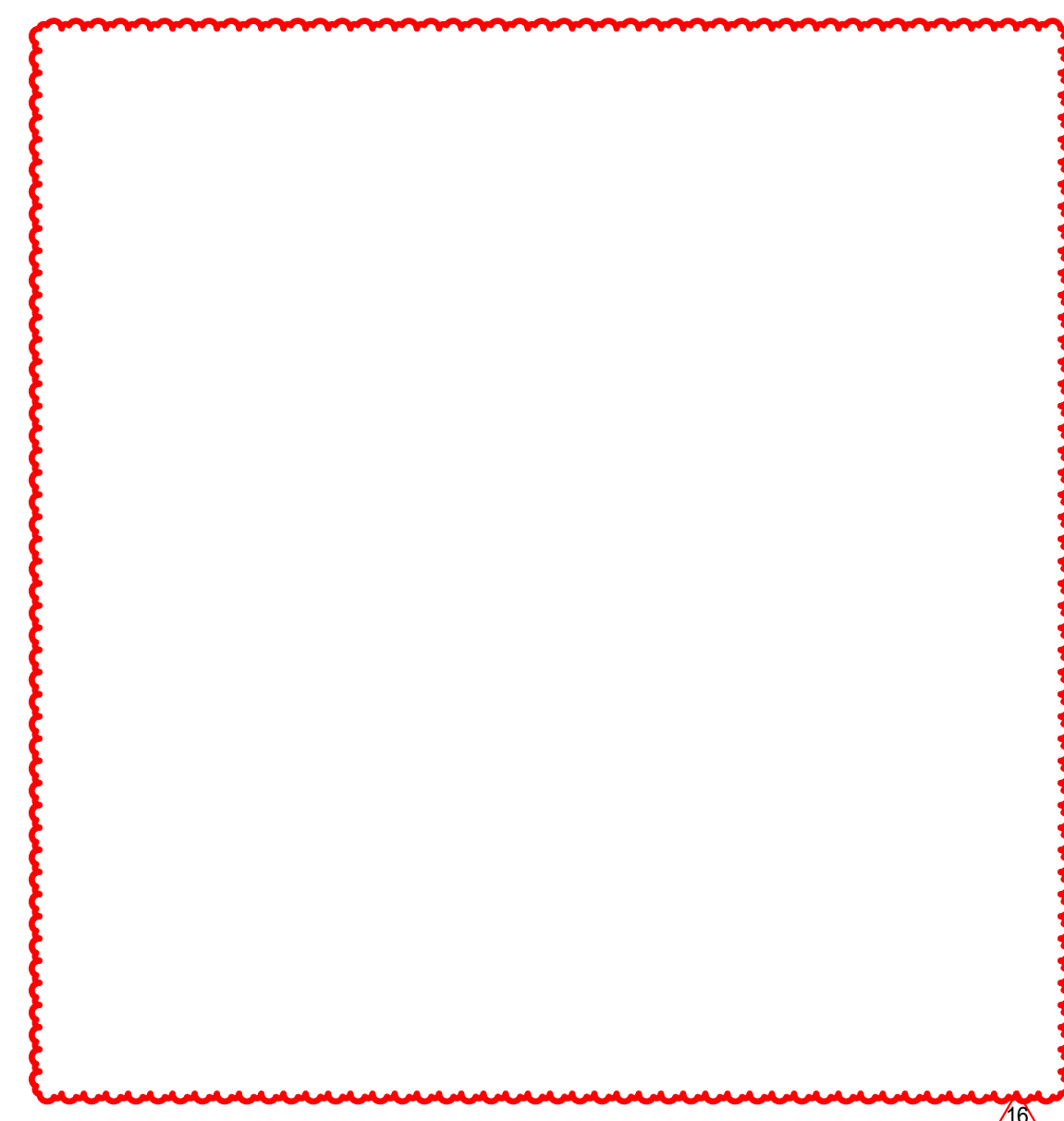
12 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



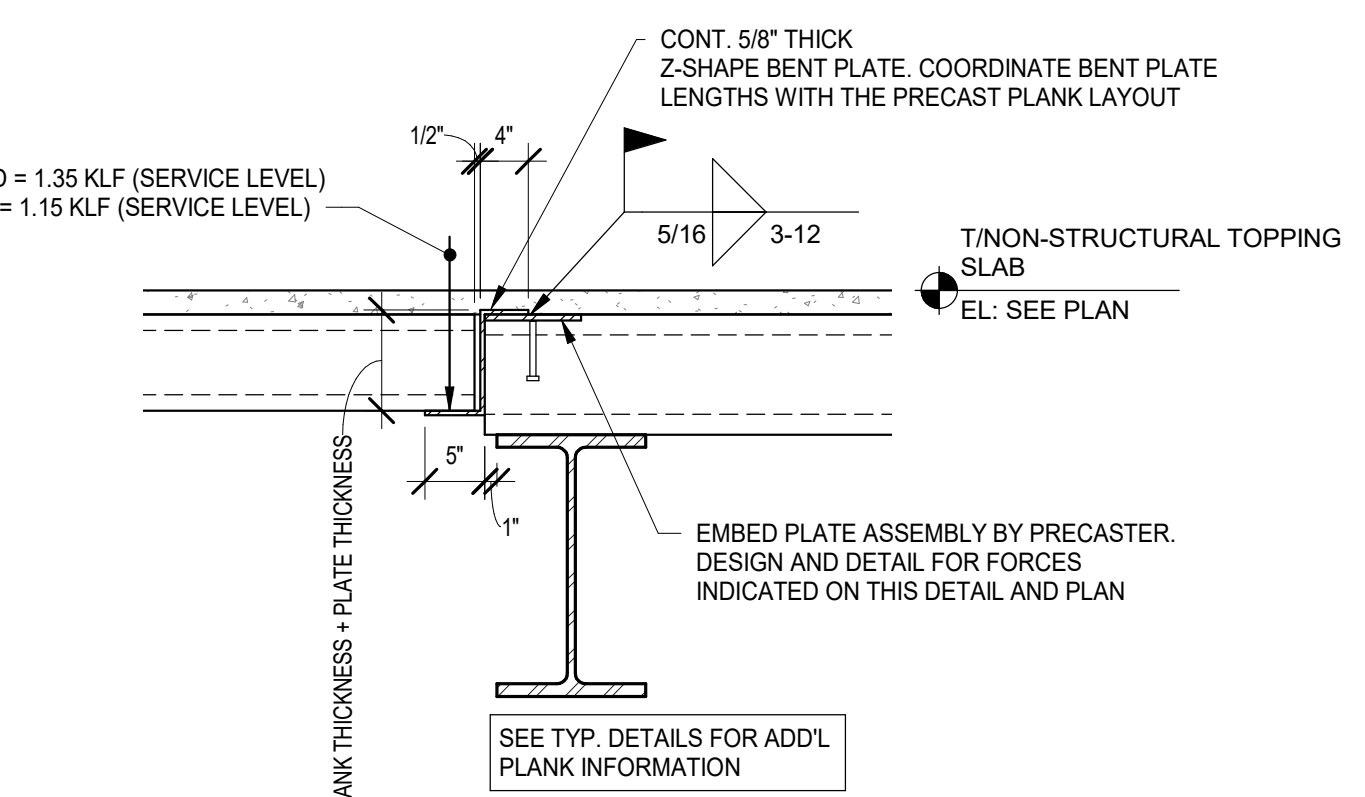
10 FRAMING DETAIL  
SCALE: 3/4" = 1'-0"



8 CMU COLUMN ENLARGED PLAN VIEW  
SCALE: 3/4" = 1'-0"



11 FOUNDATION DETAIL  
SCALE: 3/4" = 1'-0"



9 FRAMING DETAIL  
SCALE: 3/4" = 1'-0"

**NOT FOR CONSTRUCTION**

16	ISSUED FOR ADDENDUM 3 - BID GROUP 6	06.07.2019
14	ISSUED FOR ADDENDUM 2 - BID GROUP 6	05.31.2019
	ISSUED FOR BID - BID GROUP 6	05.10.2019
	ISSUED FOR 75% CD - PHASE B	05.10.2019
REV	DATE	DATE

**MFP IMPLEMENTATION - SOUTH**

1436 NORFOLK STREET  
DOWNERS GROVE, IL 60516

**NON-TYPICAL SECTIONS AND DETAILS**

Project Number:  
5274-42  
Drawn By:  
J.G.  
Sheet:

6/20/2019 9:07:01 AM  
 C:\Users\jgibson\Documents\11-5274-42\_DGS\_Spec\_2019\_Central\_ORB\CD\4  
 Wight & Co. © Copyright 2019 All rights reserved. No part of these documents may be reproduced, stored, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of Wight & Co.