

**Addendum
No. 1**

Meeting Date: April 6, 2020

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Project: Wilmington Manor E.S. – Boiler Replacement

The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

Pre-Bid Meeting Minutes:

1. Introductions:
 - a. Colonial School District, Supervisor of Facilities and Special Projects – Ted Lambert
 - b. Colonial School District, Operations Secretary – Lisa Amoroso
 - c. Studio JAED Project Manager – Brian Zigmond
(zigmondb@studiojaed.com) 302-832-1652
 - d. Studio JAED Assistant Project Manager – Trevor Crist
(Cristt@studiojaed.com)
2. See attached pre-bid attendance list for reference.
3. The mandatory pre-bid meeting requirement has been waived for this project.
4. Review of Bidding Timeline and Updated Requirements:
 - a. Bid opening is to take place on **April 21, 2020 at 2:00 PM.**
 - b. PER THE STATE OF DELAWARE REVISED BIDDING GUIDELINES, ALL BIDS WILL BE SUBMITTED ELECTRONICALLY AND VIA UNITED STATES POSTAL SERVICE MAIL FOR THIS PROJECT DUE TO THE ONGOING COVID-19 DISTANCING CRITERIA. **IN PERSON BID SUBMISSIONS WILL NOT BE ACCEPTED.**
 - c. **ALL BIDS SHALL BE E-MAILED TO EMILY RYAN** (eryan@dataservice.org) **AT THE DATA SERVICE CENTER BY THE TIME AND DATE STATED ABOVE.** HARD COPIES SHALL BE MAILED SEPARATELY TO BRIAN ZIGMOND AT STUDIO JAED (ADDRESS PROVIDED BELOW) AND DO NOT NEED TO BE RECEIVED BY THE BID SUBMISSION DATE AND TIME. **IF THE E-MAILED BID IS NOT RECEIVED PRIOR TO THE BID SUBMISSION DATE AND TIME IT WILL BE REJECTED.**
MAILING ADDRESS FOR HARD COPIES OF BIDS:
STUDIO JAED
2500 WRANGLE HILL RD
SUITE 110
BEAR, DE 19701
ATTN: BRIAN ZIGMOND
 - d. THE BID OPENING WILL BE CONDUCTED VIA ONLINE CONFERENCING. THE INFORMATION FOR THIS CONFERENCE WILL BE DISTRIBUTED TO ALL PLANHOLDERS.

5. Bidders are to submit questions in writing by email to both Brian Zigmund and Trevor Crist at the e-mail addresses noted above. Responses will be issued by addendum.
 - a. Bidder questions will be accepted until 5:00 PM on April 14, 2020.
6. All drawings must be purchased through RCI. All information / addenda will be released through RCI for this bid.
 - a. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
7. The project includes a \$10,000 allowance for unforeseen conditions which is to be included in contractor's base bid price and is to be used at the owner's discretion as project progresses. The allowance is not intended for any portion of work indicated in the bid documents. Any balance remaining in the allowance is to be returned to owner by credit change order at project conclusion.
8. Bid Form and Required Documents:
 - a. Bidders may not alter the bid form.
 - b. If bid form is reissued during the bidding process, the latest bid form is to be submitted.
 - c. Bidders are not to leave any blank lines on the bid form. Fill out bid form completely.
 - d. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form. Bidders must list themselves for any listed subcontractors scope of work if they intend to do the scope of work with their own work force. Bidders must follow the guidelines listed in Title 29 regarding listing of 3rd Tier subcontractors.
 - e. Drug affidavits are required for bidders and listed subcontractors.
 - f. Bidders are to include a copy of Delaware business license with bid form.
 - g. A bid bond is required. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
9. After-hours work may only be undertaken in strict coordination with the Owner.
10. The Owner has reviewed previous HAZMAT / AHERA reports for the site and no material is currently identified as hazardous.
11. The contractor is responsible for obtaining all building permits. No drawings have been submitted to the City at this time. Signed and sealed drawings will be provided to the successful contractor for this purpose.
12. Parking – As noted, parking on the site will be designated by the Owner. Lay-down areas must be coordinated with the Owner in all cases.
13. Security – The Owner requires photographic badges for all work on-site.
14. No photographs may be taken on the site when students are present without the expressed approval of Colonial School District.
15. Site cleaning and maintenance: Site it expected to be cleaned daily to keep the site clean of debris and waste. The site and building must be returned

- to the original state regarding cleanliness and safety upon completion of the project, including all paving, facades/glass, and grass areas.
16. Schedule: The contract work on-site is expected to take place and be completed prior to the 2020 heating season.
 17. Temporary sanitary facilities shall be provided by the contractor per the project documents. Final location to be determined in coordination with the Owner.
 18. Background Checks – Background checks are required for all on-site personnel for this project.
 19. With the current COVID-19 recommendations, no further site visits will be allowed. A video tour of the boiler room will be available to all planholders upon request. Please e-mail Brian Zigmond (zigmondb@studiojaed.com) for access.

Changes to Specifications:

NONE AT THIS TIME.

Changes to Drawings:

NONE AT THIS TIME.

General Information:

Pre-Bid Attendees:

Ted Lambert – Colonial School District
Lisa Amoroso – Colonial School District
Brian Zigmond – Studio JAED
Kory Pringle – ID Griffith
Karl Fauser – Apex Piping
Andy Baker – Schlosser
Tony Muscara – Sobieski

Pre-Bid Meeting Minutes: Please see above. These are now integral to the bidding documents.

END