

**Addendum  
No. 1**

Pre-Bid Meeting Date: September 23, 2020  
Addendum Date: September 23, 2020  
Project: Colonial School District Operations Center – Roof  
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.

---

**General Information:**

1. **SITE VISIT:** As a correction from the pre-bid meeting a SITE VISIT has been arranged for 8:30 AM – 9:30 AM on Wednesday, September 30, 2020. Contractors may not enter the facility, but can review the exterior of the building.
2. This bid has been advertised in compliance with the State of Delaware Title 29 bidding requirements and those identified by the Office of Management and Budget / Division of Facilities Management.
3. The successful bid will be awarded in compliance with State of Delaware Title 29 bidding requirements. Please see *Instructions to Bidders - 00 21 13*.
4. Alternate #2 – Glass Block Replacement information: Please see attached photographs of existing conditions for the glass block area to be repaired/replaced in Alternate #2.
5. Plans state components and estimated thicknesses of the current roof assembly. The contractors can review these at the walkthrough noted above.
6. The existing deck information is identified on the drawings. All roof deck is flat with the exception of Roof Area “E”, which is sloped on the modular building.
7. General roofing condition photos: Please see attached photographs of existing roof for reference.

**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](mailto:zigmondb@studiojaed.com)) 302-832-1652
2. Studio JAED Assistant Project Manager – Paul Guggenberger  
([guggenbergerp@studiojaed.com](mailto:guggenbergerp@studiojaed.com))
3. Attached pre-bid attendance list for reference.
4. Review of Bidding Timeline and Updated Requirements:
  - a. Bid opening is to take place on **Thursday, October 8 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](mailto: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 PLAN HOLDERS.
5. Bidders are to submit questions in writing by email to both Brian Zigmond and at the e-mail addresses noted above. Responses will be issued by addendum.
    - a. **Bidder questions will be accepted until 4:00 PM on October 2, 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. Review of Subcontractor List
      - i. Bidders must list 2<sup>nd</sup> and 3<sup>rd</sup> Tier Subcontractors beneath each section in compliance with DE Title 29, Chapter 69,

Section 6962(d)(10)b of the Delaware Code. Bidders are encouraged to thoroughly review the requirements therein prior to submission of the bid.

- ii. 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 3<sup>rd</sup> Tier subcontractors.
  - e. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form.
  - f. Drug affidavits are required for the bidders only. Subcontractor affidavits must be submitted to execute the contract.
  - g. Bidders are not required to include a copy of Delaware business license with bid form, but must produce one to execute the contract.
  - h. A bid bond is required. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
  - i. Craft Training Affidavit must be filled out and submitted prior to contract execution. It is not required to be submitted as part of the bid.
9. After-hours work may only be undertaken in strict coordination with the Owner.
  10. If any material is encountered that appears to be suspicious regarding HAZMAT, it must be brought to the Owner's attention immediately for testing.
  11. The contractor is responsible for obtaining all building permits. 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 staff is present without the expressed approval of Colonial School District.
  15. Site cleaning and maintenance: Site is 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 end of the calendar year. **Date of substantial completion and occupancy is December 31, 2020.**
  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 indoor site visits will be allowed.

20. State of Delaware Prevailing Wage Rates apply to this job and are included in the specifications for reference.

**Changes to Specifications:**

None.

**Changes to Drawings:**

None.

**Pre-Bid Attendees:**

Ted Lambert – Colonial School District  
Lisa Amoroso – Colonial School District  
Brian Zigmond – Studio JAED  
Stacy Bush – Amakor  
Chris Smith – Jottan Roofing  
Mike Ktistakis – Alpha Omega Construction Group  
Coty Cribb – CTA Roofing  
John Peck – Garvey Roark, LLC  
Tom Laubach – Performance Roofing  
John Letizio – Munn Roofing  
Matthew Tetrick – HK Griffith, Inc.  
Bill Tziamouranis – D Project, Inc.  
Sam Munn – Hulton Contracting  
Matt Papa – P&C Roofing  
Ioannis Kiostekoglou – Dynamic General Contracting  
Melissa Doran – D.A. Nolt, Inc.

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

END

ROOF AREA A (ROOF AREA C, SIMILAR)



ROOF AREA B



ROOF AREA B



ROOF AREA D



**ROOF AREA E**



**GLASS BLOCK AREA (ALTERNATE)**

