

**PROJECT FORWARD**

1. **Project Description:** Herein is a partial summary of work as described on drawings and specifications for "William Penn H.S. Gymnasium II Air Conditioning:"
  - The general scope of the project is to provide air conditioning to the Gym II by way of packaged rooftop units with associated ductwork and necessary electrical upgrades. The new system will provide cooling only, the existing H&V units will provide heating.
  - Project will be constructed under a single prime contract with a Mechanical Contractor acting as the prime contractor
2. **Prequalification:** The following Contractors must be prequalified with the State of Delaware:
  - The prime mechanical contractor
  - The electrical subcontractor
3. **Prebid Meeting:** A mandatory meeting will be held on Tuesday, April 21, 2015 at 1:00 p.m. at the Colonial School District's Administrative Building, **318 East Basin Road, New Castle, DE 19720. Attendance is mandatory for all Prime Contractors.** Bids received from contractors not attending this meeting shall not be opened.
4. **Bids Due:** Sealed proposals will be received by the Owner for public opening until **1:00 p.m. local time on Wednesday, May 6, 2015 at the Colonial School District's Administration Building, 318 E. Basin Rd., New Castle, DE 19720.** Proposals received after this time shall not be accepted. Bidders should be aware that the Owner reserves the right to reject all bids and/or negotiate with the low bidder.

**Bid # 4-15-02 William Penn H.S. Gym II A/C**

**The time and place for the opening of bids may be extended from that described above or not less than two calendar days notice by certified delivery, facsimile machine, or other verifiable electronic means to those bidders who obtained copies of the plans and specifications.**
5. **Project Identification:** "WILLIAM PENN H.S. GYM II A/C":
  - Project Location:**  
William Penn High School  
314 East Basin Road  
New Castle, Delaware 19720
  - Owner:**  
Colonial School District  
318 East Basin Road,  
New Castle, Delaware 19720
6. **Contract Documents,** dated April 21, 2015 were prepared for the Project by:
  - Architect**  
Tetra Tech Architects & Engineers  
240 Continental Drive, Suite 200

Newark, DE 19713  
 302-738-7551 – Phone  
 302-454-5989 – Fax

Mechanical & Electrical Engineer

Furlow Associates  
 1206 Society Drive  
 Claymont, DE 19703  
 302-798-3515 – Phone  
 302-798-9799 – Fax

Structural Engineer

Tetra Tech Architects & Engineers  
 240 Continental Drive, Suite 200  
 Newark, DE 19713  
 302-738-7551 – Phone  
 302-454-5989 – Fax

7. Availability of Documents: The contract documents (project manual and drawings) will be made available at the **non-refundable cost of \$100.00 per set**. Payment is to be made by check payable to the order of “Tetra Tech Architects & Engineers.”
8. CONTRACT: Project will be constructed under a Single Prime Contract. Form of Contract will be AIA Document A101 Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM.
9. Wage Rates and Payroll Reporting: Contractors shall comply with all requirements of the State of Delaware regarding wage rates and payroll reporting. These requirements include, but are not limited to, the following:
  - a. Wage Rates: The wage rates that shall be used for this project are attached to this Section. This scale of wages shall be posted in a prominent and easily accessible location on the job site. All employees shall be paid directly upon the site of the work, not less often than once a week.
  - b. Payroll Reporting: Per Section 6912 of Title 29, payroll information shall be reported weekly to the Delaware Department of Labor (refer to Section 01311 "Schedules and Reports").
10. Schedule  
 Timely execution of this project is a critical element of the Work.
  - a. Refer to “PROJECT SCHEDULE AND SEQUENCE” Section # 005010.
11. Liquidated Damages: The Contractor and the Contractor’s surety, if any, shall be liable for and shall pay the Owner the sum hereinafter stipulated as liquidated damages for each calendar day of delay beyond the contracted date of substantial completion until the Work for the building is declared by the Architect to be substantially complete.

William Penn H.S. Security Entry Upgrades: **Two Thousand Dollars (\$2,000.00) per calendar day.**

12. Preference for Delaware Labor: Delaware Code, Title 29, Chapter 69, Section 6962, Paragraph (d), subsection (4)b

“In the construction of all public works for the State or any political subdivision thereof, or by firms contracting with the State or any political subdivision thereof, preference in employment of laborers, workmen or mechanics shall be given to bona fide legal citizens of the State who have established citizenship by residence of at least 90 days in the State. Each public works contract for the construction of public works for the State or any political subdivision thereof shall contain a stipulation that any person, company or corporation who violates this section shall pay a penalty to the Secretary of Finance equal to the amount of compensation paid to any person in violation of this section.”

END OF PROJECT FOREWORD

NOT FOR BIDDING PURPOSES