

PROJECT FORWARD

1. **Project Description:** Herein is a partial summary of work as described on drawings and specifications for “New Castle E.S. Gymnasium Air Conditioning:”
 - The general scope of the project is to provide air conditioning to the Gymnasium by way of a packaged rooftop unit with associated ductwork and necessary electrical and structural 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, February 16, 2016 at 9:00 a.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 **2:00 p.m. local time on Thursday, March 3, 2016** 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 # 4-15-73 New Castle Elementary School Gym Air Conditioning

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: “**New Castle Elementary School Gym Air Conditioning**”:

Project Location:

New Castle Elementary School
903 Delaware Street
New Castle, Delaware 19720

Owner:

Colonial School District
318 East Basin Road,
New Castle, Delaware 19720

6. **Contract Documents,** dated February 16, 2016 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. The documents will be available for purchase at the Prebid meeting or at the architect's office after the Prebid meeting. 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. Construction is to be completed during the 2016 summer break.
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.

New Castle E.S. Gym Air Conditioning: **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.”

Pursuant to the Office of Management and Budget (OMB) “4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects” requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds implement a Mandatory Drug Testing Program. The regulation can be downloaded from the following website:

<http://regulations.delaware.gov/register/september2015/final/19%20DE%20Reg%20207%2009-01-15.htm>

END OF PROJECT FOREWORD