

Addendum #1

Date: June 6, 2014
Project: University Village #3 Interior Painting
Contract: PC-2014-008-V3PAINT

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.

Clarifications:

1. All furniture (including moveable appliances) will be centrally located by DSU, as indicated in the bid documents, the contractor shall be responsible for protecting all furnishings remaining in spaces.
2. Contractors are responsible for removing and reinstalling blinds as needed to facilitate the scope of construction.
3. There are two of the twenty-one suites on the 1st floor has been converted to office space. Painting of the walls, doors, and trim in these spaces shall be considered part of the base bid.
4. There will be rooms that are currently occupied.
 - a. DSU will notify all occupants of the work that will be taking place.
 - b. DSU will notify all occupants to move and secure all items.
 - c. There will be a DSU liaison available to accompany contractor, as necessary.
5. An additional walk-thru must be scheduled thru Jessica Wilson.
6. Alternate #4 does not included repainting of handrails, or stair stringers.

Changes to Specifications:

1. The bid form has been revised to include unit pricing for wall patching, window treatments (blinds). The bid form also reflects a change to Alternate #4, to include an area for the contractor to designate calendar days needed for completion. **See attached.**
2. Specification 099000 – Paintings and Coatings. Specification has been revised to clarify paint coating requirements. **See attached.**

General Information:

1. As a courtesy, Bid documents will be provide to all pre-bid attendees as a part of Addendum #1.

2. Pre-Bid Sign-in Sheet: Please see attached sheet for a list of the attendees at the mandatory pre-bid.
3. Pre-Bid Meeting Minutes: Please see above. These are now integral to the bidding documents.

END



BID FORM
DSU University Village #3 Interior Painting
Contract: PC-2014-008-V3PAINT
Date: June 11, 2014
Time: 3:00 pm

SUBMITTED BY:

TO:

Delaware State University
Administration Bldg,
Purchasing, Room 321
1200 N. DuPont Highway
Dover, DE 19901-2277

Attn: Jessica Wilson,
Director of Purchasing

We, contractor's company name, shall furnish all labor, materials, equipment, tools, facilities, supplies, and services and do all things necessary for the above referenced contract, in accordance with Delaware State University's Site Conditions, General Conditions and as further described herein.

A. PRICES (Note: project is subject to prevailing wages)

BASE BID: Interior painting of all suites including doors and trim as outlined in the summary of work. Price shall reflect a \$20,000 allowance for patching of existing walls, as directed by the owner.

1. Our lump sum price for the foregoing is \$ _____ (Figures).
 - _____ (Written Out).

2. Alternates: Alternate prices conform to applicable project specification section. Refer to the drawing specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossing out the part that does not apply.

a. **Alternate #1:** Provide additional cost to the base bid to paint:

- The 21(twenty-one) suite ceilings on the first floor.
- The 21(twenty-one) suite ceilings on the second floor.
- The 21(twenty-one) suite ceilings on the third floor.
- The 21(twenty-one) suite ceilings on the fourth floor.

Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

b. **Alternate #2:** Provide additional cost to the base bid to paint:

- The first floor corridors.
- The second floor corridors.
- The third floor corridors.
- The fourth floor corridors.
- The fourth floor corridor ceilings.

Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

c. **Alternate #3:** Provide additional cost to the base bid to paint:

- First floor vestibule that spans 2-stories.
- The third floor lounge.
- The fourth floor lounge.
- The second floor study room.

- The third floor study room.
- The fourth floor study room.
- The first floor laundry room.
- The second floor laundry room.
- The third floor laundry room.
- The fourth floor laundry room.

Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

- d. **Alternate #4:** Provide additional cost to the base bid to paint the three stairways from the ground floor (first floor) to the fourth floor (four total floors), walls ONLY.

Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

Time Needed for Completion

- _____ (Calendar Days).

3. Unit Prices:

Item	Price	Unit
Patching of Existing Wall/Ceiling (up to 6"x6")	\$	/SQFT
Patching of Existing Wall/Ceiling (greater than 6"x6")	\$	/SQFT
Aluminum 1" Horizontal Blinds (inside mount)	\$	/SQFT

4. At DSU's option, changes or additional work to the contract scope, which are requested, directed or agreed to by DSU, may be handled on the following basis:
- Lump Sum - For which we will provide complete documentation, including, but not limited to, estimate sheets reflecting the cost of labor, material, equipment, taxes, insurance, permits, overhead, and profit to support our proposal.
 - Unit Price - The following unit prices for work complete in place include all costs incidental thereto and when multiplied by the actual quantities of work performed, will determine our compensation for unit price work:
 - Time-and-Material - For which we will be reimbursed for the following items only:

- (1) Labor - To be supported by time sheets signed by both our and DSU's site representatives, and billed in accordance with the attached schedule(s) of all-inclusive rates covering:
 - (a) Straight-time or premium-time wages, fringe benefits, subsistence and/or travel allowances, in accordance with applicable labor agreements or Contractor's established policies, for direct and indirect field labor up to and including the level of hourly-paid General Foreman.
 - (b) Taxes including, without limitation, Federal and State Unemployment taxes, and FICA taxes.
 - (c) Insurance including, without limitation, Workers' Compensation, Employer's Liability, Commercial General Liability Insurance, and Automotive Insurance.
 - (d) Overhead to cover all other costs not otherwise reimbursed including, but not limited to:
 - small tools (small tools shall be those costing less than \$2,500 new)
 - Consumable supplies (including welding rod, gases, fuel, etc.) unless otherwise agreed in writing by DSU.
 - field office expenses, including, without limitation, telephone service, utilities and travel expenses
 - home office management and overhead
 - field administration and supervision above the level of General Foreman
 - (e) Profit.
- (2) Construction Equipment and Large Tools (large tools shall be those costing \$2,500.00 or more new).
 - (a) Owned by Contractor: At rates shown on the attached list of rental rates dated _____. Notwithstanding any provisions on said list, the rates include all fuel, lubricants, maintenance, and standby costs. Charges shall be based only on actual hours of operation.
 - (b) Rented from a Third Party: At actual cost including applicable tax plus ____% of such actual costs and supported by invoices. Rental of construction equipment and large tools shall be approved in advance by DSU.
 - (c) Materials at actual costs, including applicable tax plus ____ % of such actual cost for materials purchased by Contractor and supported by invoices. Consumable supplies are not reimbursable under this item.
 - (d) Subcontracts at actual cost, determined in the above manner and supported by invoices plus ____ % of such actual cost. We will submit schedule(s) of labor billing rates, rental rates, and mark-up for materials for each subcontractor within _____ working days following submission of this proposal.

- (3) Retainage will be withheld in the amount of 10% until all final punch-list items are completed.

B. PROPOSED SUBSTITUTION OF MATERIAL AND EQUIPMENT

All material and equipment included in our lump sum price is in accordance with the specifications issued with DSU's Invitation to Bid. We submit below our proposed substitutions which we consider equal to those specified and include (1) sufficient descriptions to allow comparison, and (2) the effect the substitutions would have on our lump sum price and schedule if our proposed substitutions are accepted by DSU.

Specified Material	Proposed Equal Material	Effect on our Proposal
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. WORK SCHEDULE

1. We understand that DSU’s schedule is defined below. By submitting a Bid, we agree to meet this schedule unless otherwise noted. Our proposed detailed project schedule shows more fully the sequence of activities necessary to meet the specified schedule.
 - Contractor will begin work via Notice to Proceed or Official Purchase Order by **June 30, 2014**. (subject to change)

Our proposed (**attached**) detailed project schedule shows more fully the sequence of activities necessary to meet the specified schedule. *The project schedule is a very important part of a complete bid and not submitting a viable schedule will be a justifiable reason to reject the bid.*

We can begin work _____ calendar days after notification of award and will require _____ calendar days thereafter to complete the work. Work on the project will begin _____ calendar days after Letter of Intent.

2. Work Hours

Work during “regular hours” at this site is being performed on a single shift, eight hours per day, 7:30 AM to 4:30 PM, and five days per week, Monday through Friday. To meet the schedule established on the basis of Item 1 above, our proposed work hours will be ____ hours per day, _____ AM to _____ PM, and _____ days per week, _____ through _____ the cost of which is reflected in our lump sum price. Our lump sum price also includes any mandatory off-hours work required per special conditions.

D. SITE SUPERVISOR

We propose to use _____ as our site supervisor. A resume of his/her qualifications is **attached**.

We understand that DSU reserves the right to interview him/her prior to contract award/prior to start of work and to reject him/her if not considered acceptable. If rejected, we will propose alternate personnel for the position who will be subject to the same review and acceptance procedure, at no increase in our lump sum proposal.

We also understand DSU reserves the right to reject our bid if we are unable to provide a site supervisor acceptable to DSU within thirty (30) calendar days after submission of this bid.

E. SUBCONTRACTORS

The following subcontractor trades and their subcontractors are intended to be used on this contract.

Subcontracted Trade	Subcontractor Name	Address	MBE
<i>(Example) ABC's</i>	<i>XYZ Contractor</i>	<i>123 Fairytale Drive, Dover, DE 19901</i>	<i>Yes/No</i>
Painting			

F. REMARKS

1. We have received the following Addenda:

Addendum Number & Description	Date
1.	
2	
3	
4	

2. In accepting a contract with DSU, we agree that a description of the work performed will not be used for publicity purposes.
3. We have read the General Conditions and accept all provisions contained therein.
4. Our Bid Price is firm based on contract award within **ninety (90)** calendar days of the date of submittal of this bid.

5. We have reviewed the safety requirements specified or referenced in the General Conditions, the Site Conditions, and Scope of Work for the Project and are familiar with federal, state, and local safety regulations (including the Occupational Safety and Health Act). We hereby affirm our commitment to perform the work safely and in compliance with all contractual safety regulations and requirements.

6. Our proposal is based on the bid documents, including any Addenda, and the written information contained therein, and any "Remarks" or "Clarifications" noted herein or attached hereto. We understand that we will not be compensated at a later date for claimed additional costs based on oral information received during the bid period, but which is not identified in our proposal and subsequently accepted in writing by DSU.

7. Remarks or Clarifications:

Signature Required

Print Name

Contractor's License Number(s) Applicable State/City

Signature

Date

Title

Phone

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

BID BOND

TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____
_____ of _____ in the County of _____
_____ and State of _____ as **Principal**, and _____
_____ of _____ in the County of _____
and State of _____ as **Surety**, legally authorized to do business in the State of Delaware
("State"), are held and firmly unto the **State** in the sum of _____
_____ Dollars (\$_____), or _____ percent not to exceed _____
_____ Dollars (\$_____) of amount of bid on Contract No. _____, to be paid to the **State** for the
use and benefit of _____ (*insert State agency name*) for which
payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors,
administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded
Principal who has submitted to the _____ (*insert State agency name*) a certain proposal to enter into this contract for the furnishing of certain material and/or services
within the **State**, shall be awarded this Contract, and if said **Principal** shall well and truly enter into and
execute this Contract as may be required by the terms of this Contract and approved by the _____
_____ (*insert State agency name*) this Contract to be entered into
within twenty days after the date of official notice of the award thereof in accordance with the terms of
said proposal, then this obligation shall be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord
two thousand and _____ (20____).

SEALED, AND DELIVERED IN THE
Presence of

Name of Bidder (Organization)

Corporate
Seal

By:

Authorized Signature

Attest _____

Title

Name of Surety

Witness: _____

By:

Title

**SECTION 09 90 00
PAINTING AND COATINGS**

PART 1 GENERAL

1.1. SECTION INCLUDES

- A. Surface preparation.
- B. Field application of paints and other coatings.
- C. Scope: Prepare and paint all interior new work and patching and all exterior lintels.

1.2. REFERENCE STANDARDS

- 1. 40 CFR 59, Subpart D - National Volatile Organic Compound Emission Standards for Architectural Coatings; U.S. Environmental Protection Agency.
- 2. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications.
- 3. NACE (IMP) - Industrial Maintenance Painting; NACE International; Edition date unknown.
- 4. SSPC (PM1) - Good Painting Practice: SSPC Painting Manual, Vol. 1; Society for Protective Coatings.

1.3. DEFINITIONS

- A. Conform to ASTM D 16 for interpretation of terms used in this section.

1.4. SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on all finishing products and special coatings, including VOC content.
- C. Samples: Submit two paper chip samples, 1 X 1 inch in size illustrating range of colors and textures available for each surface finishing product scheduled.
- D. Samples: Submit two painted samples, illustrating selected colors and textures for each color and system selected with specified coats cascaded. Submit on aluminum sheet, 6 x 6 inch in size.
- E. Certification: By manufacturer that all paints and coatings comply with VOC limits specified.
- F. Certification: By manufacturer that all paints and coatings do not contain any of the prohibited chemicals specified; GreenSeal GS-11 certification is not required but if provided shall constitute acceptable certification.
- G. Manufacturer's Instructions: Indicate special surface preparation procedures and substrate conditions requiring special attention.
- H. Maintenance Data: Submit data on cleaning, touch-up, and repair of painted and coated surfaces.

1.5. QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum 5 years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum 5 years' experience.

1.6. REGULATORY REQUIREMENTS

- A. Conform to applicable code for flame and smoke rating requirements for products and finishes.

1.7. DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- C. Paint Materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

1.8. FIELD CONDITIONS

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.

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PAINTING AND COATINGS**

- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Minimum Application Temperatures for Latex Paints: 45 degrees F for interiors; 50 degrees F for exterior; unless required otherwise by manufacturer's instructions.
- D. Minimum Application Temperature for Varnish Finishes: 65 degrees F for interior or exterior, unless required otherwise by manufacturer's instructions.
- E. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

1.9. EXTRA MATERIALS

- A. See Section 01 60 00 - Product Requirements, for additional provisions.
- B. Supply 1 gallon of each color; store where directed.
- C. Label each container with color, type, texture, and room locations in addition to the manufacturer's label.

PART 2 PRODUCTS

2.1. MANUFACTURERS

- A. Provide all paint and coating products used in any individual system from the same manufacturer; no exceptions.
- B. Paints:
 - 1. Olympic-US: www.olympic.com
 - 2. Duron, Inc: www.duron.com.
 - 3. Sherwin Williams: www.sherwin-williams.com
 - 4. Benjamin Moore & Co: www.benjaminmoore.com.
 - 5. "Green Screen" paint:
 - a. Filmtools House Brand Chroma Key Green paint (non-reflective matte finish).
 - b. Rosco 5711 Chroma Key Green Video point.
- C. Substitutions: See Section 01 60 00 - Product Requirements.

2.2. PAINTS AND COATINGS - GENERAL

- A. Paints and Coatings: Ready mixed, unless intended to be a field-catalyzed coating.
 - 1. Provide paints and coatings of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
 - 2. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color.
 - 3. Supply each coating material in quantity required to complete entire project's work from a single production run.
 - 4. Do not reduce, thin, or dilute coatings or add materials to coatings unless such procedure is specifically described in manufacturer's product instructions.
- B. Primers: Where the manufacturer offers options on primers for a particular substrate, use primer categorized as "best" by the manufacturer.
- C. Chemical Content: The following compounds are prohibited:
 - 1. Aromatic Compounds: In excess of 1.0 percent by weight of total aromatic compounds (hydrocarbon compounds containing one or more benzene rings).
 - 2. Acrolein, acrylonitrile, antimony, benzene, butyl benzyl phthalate, cadmium, di(2-ethylhexyl) phthalate, di-n-butyl phthalate, di-n-octyl phthalate, 1,2-dichlorobenzene, diethyl phthalate, dimethyl phthalate, ethylbenzene, formaldehyde, hexavalent chromium, isophorone, lead, mercury, methyl ethyl ketone, methyl isobutyl ketone, methylene chloride, naphthalene, toluene (methylbenzene), 1,1,1-trichloroethane, vinyl chloride.

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2.3. PAINT SYSTEMS – INTERIOR (OVER PATCHES OR UNFINISHED SUBSTRATE)

- A. Paint - Wood, Opaque, Acrylic, Latex, 2 Coat:
 - 1. Eggshell: Two coats of latex enamel and primer in one.
- B. Paint CI-OP-3L - Concrete/Masonry, Opaque, Acrylic, Latex, 2 Coat:
 - 1. One coat of block filler.
 - 2. Eggshell: Two coats of latex enamel and primer in one.
- C. Paint GI-OP-3L - Gypsum Board/Plaster, Acrylic, Latex, 2 Coat:
 - 1. Eggshell: Two coats of latex enamel and primer in one.

2.4. PAINT SYSTEMS – INTERIOR (OVERCOAT)

- A. Paint - Wood, Opaque, Acrylic, Latex, 1 Coat:
 - 1. Eggshell: One coats of latex enamel and primer in one.

2.5. COLOR SCHEDULE

- A. Color selected by owner from manufacturer's standard range of colors.

2.6. ACCESSORY MATERIALS

- A. Accessory Materials: Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials required to achieve the finishes specified whether specifically indicated or not; commercial quality.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

PART 3 EXECUTION

3.1. EXAMINATION

- A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- C. Test shop-applied primer for compatibility with subsequent cover materials.
- D. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
 - 1. Gypsum Wallboard: 12 percent.
 - 2. Plaster and Stucco: 12 percent.
 - 3. Masonry, Concrete, and Concrete Unit Masonry: 12 percent.
 - 4. Interior Wood: 15 percent, measured in accordance with ASTM D4442.
 - 5. Exterior Wood: 15 percent, measured in accordance with ASTM D4442.
 - 6. Concrete Floors and Traffic Surfaces: 8 percent.

3.2. PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to coating application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- D. Surfaces: Correct defects and clean surfaces which affect work of this section. Remove or repair existing coatings that exhibit surface defects.
- E. Marks: Seal with shellac or stain blocker those which may bleed through surface finishes.
- F. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
- G. Concrete and Unit Masonry Surfaces to be Painted: Remove dirt, loose mortar, scale, salt or alkali powder, and other foreign matter. Remove oil and grease with a solution of tri-sodium phosphate; rinse

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PAINTING AND COATINGS**

- well and allow to dry. Remove stains caused by weathering of corroding metals with a solution of sodium metasilicate after thoroughly wetting with water. Allow to dry.
- H. Gypsum Board Surfaces to be Painted: Fill minor defects with filler compound. Spot prime defects after repair.
 - I. Galvanized Surfaces to be Painted: Remove surface contamination and oils and wash with solvent. Apply coat of etching primer.
 - J. Corroded Steel and Iron Surfaces to be Painted: Prepare using at least SSPC-PC 2 (hand tool cleaning) or SSPC-SP 3 (power tool cleaning) followed by SSPC-SP 1 (solvent cleaning).
 - K. Uncorroded Uncoated Steel and Iron Surfaces to be Painted: Remove grease, mill scale, weld splatter, dirt, and rust. Where heavy coatings of scale are evident, remove by power tool wire brushing or sandblasting; clean by washing with solvent. Apply a treatment of phosphoric acid solution, ensuring weld joints, bolts, and nuts are similarly cleaned. Prime paint entire surface; spot prime after repairs.
 - L. Interior Wood Surfaces to Receive Opaque Finish: Wipe off dust and grit prior to priming. Seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried; sand between coats. Back prime concealed surfaces before installation.

3.3. APPLICATION

- A. Exterior Wood to Receive Opaque Finish: If final painting must be delayed more than 2 weeks after installation of woodwork, apply primer within 2 weeks and final coating within 4 weeks.
- B. Apply products in accordance with manufacturer's instructions.
- C. Where adjacent sealant is to be painted, do not apply finish coats until sealant is applied.
- D. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- E. Apply each coat to uniform appearance.
- F. Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply as many coats as necessary for complete hide.
- G. Sand wood and metal surfaces lightly between coats to achieve required finish.
- H. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- I. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

3.4. FIELD QUALITY CONTROL

- A. See Section 01 40 00 - Quality Requirements, for general requirements for field inspection.

3.5. CLEANING

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.6. PROTECTION

- A. Protect finished coatings until completion of project.
- B. Touch-up damaged coatings after Substantial Completion.

END OF SECTION



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

University Village #3 Interior Painting

Contract: PC-2014-008-V3PAINT

Pre-bid Meeting Minutes

June 6, 2014

Meeting Location: Delaware State University
University Village #3
Mandatory Pre-bid Meeting
June 4, 2014 2:00PM

Meeting Attendees:

(Refer to attached Sign-In Sheet)

1. **Attendee Sign-In:**
 - a. Sign-in sheet was circulated. All attendees signed in. Sign-in sheet will be provided to each plan holder via Addendum #1.
2. **Responsible Parties:**
 - a. DSU: Jessica Wilson, Bidding Point of Contact
 - b. DSU: Natalie Glasco, Construction Project Manager
 - c. DSU: J.D. Bartlett, Director of Planning and Construction
3. **Explanation of the project:**
 - a. As outlined in the Bid Advertisement. Please contact Jessica Wilson at jwilson@desu.edu with any questions or concerns with obtaining bid documents. All documents can be obtained through the state bidding system at http://www.bids.delaware.gov/bids_detail.asp?i=2555&DOT=N.
 - b. Construction Schedule
 1. Anticipated Start of Construction Date – June 30th, 2014.
 2. Substantial Completion Date – July 31st, 2014.
4. **Project Requirements:**
 - a. This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds and Performance Bonds.
 - b. The State of Delaware Prevailing Wage Rates apply to this project. Refer to the project manual for further information.
5. **Bid Form Review:**
 - a. Bid form was reviewed. Including a review of the current alternates. \$20,000.00 allowance for patching of existing walls, as directed by the owner.
 - b. It is essential that bid be submitted in its entirety including required forms & attachments, as indicated in the specifications. Submitted bid shall be lump sum. Submitted bid shall include pricing for each alternate.



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

- c. Subcontractors List section of the bid form shall not be left blank for any reason. Noncompliance may result in a rejection of submitted bid. If bidding contractor is doing the work in the place of a subcontractor, indicate accordingly on said form. The following subcontractor categories have been established and shall be reflected in each bid:
 1. Painting
6. **Bid Submission:**
 - a. Bids will be accepted until **Wednesday, June 11th, 2014 3:00pm**, at the Administration Building in Room 321 of the Delaware State University, Dover Campus. Bids will be publically opened and read immediately.
7. **Document Interpretations or Questions:**
 - a. All bidding related questions should be submitted in writing to Jessica Wilson. Questions, answers to questions, and clarifications will be provided via addendum.
 - b. Submit all requests and questions, in writing via email, no later than **Friday, June 6th, 2014, 4:00pm, EST**.
8. **Addenda**
 - a. The final addendum will be issued on, or before, **Monday, June 9th, 2014**.
9. **Question and Answers**
 - a. **Question:** Can work be completed on the weekends?
Answer: Yes, work can be completed on weekends, but must be coordinated with DSU Construction Project Manager at least one week prior to scheduled weekend work.
 - b. **Question:** What if existing blinds are damaged?
Answer: Contractor will replace blinds as directed. Payment will be based upon unit prices. Refer to revised bid form.
 - c. **Question:** Are HVAC grilles to be repainted?
Answer: Grilles/diffusers shall be removed, cleaned, painted, and reinstalled to match wall/ceiling construction.
 - d. **Question:** Will 4th floor roof leak issues be resolved prior to the painting project beginning?
Answer: There are two types of roofs, roofs that leak now and those that leak later. The University will investigate the water leak source and will make all attempts to correct the leaking that is evident.
 - e. **Question:** Do the bid alternates need to be completed within the same schedule as the base bid scope?



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Answer: Base bid, Alternates #1, 2, & 3, must be completed within the specified schedule. Alternate #4 does not need to adhere to this schedule, but bids shall include a number of calendar days required for completion. Refer to revised Bid Form.

- f. **Question:** What should the contractor do if existing trim is loose?

Answer: This will be addressed as needed during construction, by others.

These notes represent the author's understanding of the issues discussed. Please contact the author with any discrepancies no later than three calendar days after receipt of these minutes. Otherwise, the contents of these minutes will be deemed accepted by all recipients.

/ng

Enclosure(s):

cc: All Attendees

DSU File