



DELAWARE STATE UNIVERSITY

OFFICE OF PLANNING & CONSTRUCTION

1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum #02

Date: May 11, 2016

Project: Education & Humanities Accessible Toilet Room Renovations

Contract: FD-15-060

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. Revised bid form is attached, to include subcontractor list.

Changes to Specifications:

1. Section

Changes to Drawings:

1. Section

General Information:

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

Questions and Answers:

1. **Question:**

Answer:

END

Education & Humanities Building
1200 N. DuPont Highway
Dover, Delaware 19901

Project: FD-15-060- Education & Humanities Accessible Toilet Room
Renovation
1200 North DuPont Highway
Dover, Delaware 19901

Madatory Pre-Bid Meeting Agenda Minutes

MEETING DATE: 05/11/2016

MEETING TIME: 1:30PM - 2:30PM

MEETING LOCATION: Education & Humanities Main Lobby

OVERVIEW:

Mandatory pre-bid meeting to discuss the project scope, bid timeline, and submission requirements.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
J. D. Bartlett	Delaware State University	Tel: (302) 857-7144	jbartlett@desu.edu	
Natalie Glasco	Delaware State University	Tel: (302) 857-7944	nglasco@desu.edu	
Tim Skibicki	Tetra Tech, Inc.	Tel:	tim.skibicki@tetrattech.com	

Attendee Sign-In

No	Title	Assignment	Due Date	Priority	Status
1.1					Open

Description:

Sign-in sheet was circulated. All attendees are signed in. Sign-in sheet will be distributed as part of Addendum #1.

Responsible Parties

No	Title	Assignment	Due Date	Priority	Status
1.2					Open

Description:

- DSU: Zafar Chaudhry, Associate Vice President, Contract & Procurement Administration
- DSU: JD Bartlett, Executive Director of Planning & Construction
- DSU: Natalie Glasco, Construction Project Manager
- Architect of Record: Tim Skibicki, Architect & Project Manager

Explanation of the Project

No	Title	Assignment	Due Date	Priority	Status
1.3					Open

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Education & Humanities Building if there are any discrepancies or questions with the content of these minutes.

Description:

As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at http://bids.delaware.gov/bids_detail.asp?i=3816&DOT=N. All pre-bid attendees will receive a link to access the drawings and specifications and future addendum electronically. Please contact ConstructionBid@desu.edu with any questions or concerns with obtaining bid documents. Architect provided brief summary of the project scope.

Project Requirements

No	Title	Assignment	Due Date	Priority	Status
1.4					Open
Description: This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds that are to be included with the bid submission. Payment Bonds, and Performance Bonds are required to be submitted by the chosen/ winning contractor.					
1.5					Open
Description: The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.					
1.6					Open
Description: The contractor that is awarded this project is required to submit Employee Drug Testing Report Form.					

Bid Form Review

No	Title	Assignment	Due Date	Priority	Status
1.7					Open
Description: The Bid Form was briefly outlined. 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 and/or unit price as applicable.					
1.8					Open
Description: 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: <ol style="list-style-type: none"> 1. Demolition 2. General Trades 3. Plumbing/ Mechanical 4. Electrical 5. Painting 6. Specialties 7. Flooring 					

Bid Submission

No	Title	Assignment	Due Date	Priority	Status
1.9					Open
Description: Bids will be accepted until May 26, 2016, 2:00PM at the Office of Planning & Construction, Facilities Management Building, Room 101 of the Delaware State University, Dover Campus. Bids will be publically opened and read immediately.					

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Education & Humanities Buiding if there are any discrepancies or questions with the content of these minutes.

1.10					Open
Description: Bid descope(s) will be scheduled for Tuesday, May 31, 2016.					

Document Interpretations or Questions

No	Title	Assignment	Due Date	Priority	Status
1.11					Open
Description: All bidding related questions should be submitted in writing to ConstructionBid@desu.edu . Questions, answers to questions, and clarifications will be provided via addendum.					
1.12					Open
Description: Submit all requests and questions, in writing via email, no later than 4:00PM on Monday, May 23, 2016.					
1.15					Open
Description: Site Walk-Thrus can be scheduled on the following dates and times ONLY : <ol style="list-style-type: none"> 1. Tuesday, May 17, 2016 at 11:00AM 2. Friday, May 20, 2016 at 8:30AM Please send an email to constructionbid@desu.edu indicating which time you'd like to walk-thru the building.					

Addenda

No	Title	Assignment	Due Date	Priority	Status
1.13					Open
Description: The final addendum will be issued on, or before, May 24, 2016.					

Schedule Parameters


No	Title	Assignment	Due Date	Priority	Status
1.14					Open
Description: <ol style="list-style-type: none"> 1. Earliest Start of Construction Date- June 6, 2016 (subject to change) 2. Substantial Completion Date- February 28, 2017 					



Questions & Answers

No	Title	Assignment	Due Date	Priority	Status
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Education & Humanities Building if there are any discrepancies or questions with the content of these minutes.

Attendee	Company Information	Attach Business Card
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Kevin O'Neal</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Greg Thompson</u>	Company: <u>Convention Builders co.</u> Email: <u>conventionalbuilders@comcast.net</u> Phone: <u>(302) 422-2420</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Bob Pedersen</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Tom Parsons</u>	Company: <u>Real Services</u> Email: <u>Tom@realhuacservices.com</u> Phone: <u>410-860-1277</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Bill Booth</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>COMMONWEALTH CONST. CO.</u> Email: <u>bbooth@itsCOMMONWEALTH.com</u> Phone: <u>302-654-6611</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Anthony Lombardi</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Steve Serbu</u>	Company: <u>Amakor Inc.</u> Email: <u>Amakor@aol.com</u> Phone: <u>302-834-8664</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 TONY LOMBARDI Field Superintendent BUILDERS • CONSTRUCTION MANAGEMENT 79 Clinton Street P.O. Box 636 Delaware City, DE 19706 (302) 834-8664 FAX (302) 834-8681
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	 ELISE K. RUNYON ASSISTANT PROJECT MANAGER 1300 N. Grant Avenue, Suite 101 Wilmington, DE 19806 C 765 977 4922 F 302 254 3133 erunyon@bancroftusa.com www.bancroftconstruction.com

Attendee	Company Information	Attach Business Card
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	 B. Scott Schurman Vice President PO Box 237 Harrington, DE 19952 Mobile: 302.270-0133 Office: 302.786.2326 scott@brsconinc.com Fax: 302.786.2079 Uncompromising Quality
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	



BID FORM

Project: FD-15-060 – Education & Humanities Accessible Toilet Room Renovation

Location: Delaware State University
Education & Humanities, Main Campus
1200 N. DuPont Hwy
Dover, DE

For Bids Due: May 26, 2016 @ 2:00PM EST.

To: Delaware State University
Administration Bldg,
Purchasing, Room 321
1200 N. DuPont Highway
Dover, DE 19901-2277
Attn: Zafar Chaudhry
Associate Vice President of Contract & Procurement

Name of Bidder: _____

Delaware Business License No.: _____ **Taxpayer ID No.:** _____
(A copy of Bidder's Delaware Business License must be attached to this form.)

(Other License Nos.): _____

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

\$ _____ (Written Out).

(\$ _____) (Figures).

[This price includes all allowances as documented within the project manual.]

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

1. 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:** Net - ADD / DEDUCT
• _____ (Figures).
• _____ (Written Out).

b. **Alternate #2:** Net - ADD / DEDUCT
• _____ (Figures).
• _____ (Written Out).

c. **Alternate #3:** Net - ADD / DEDUCT
• _____ (Figures).
• _____ (Written Out).

B. UNIT PRICES

1. Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 2: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 3: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____

C. WORK SCHEDULE

1. We understand that this contract is governed by liquidated damages and that submission of this bid is acceptance of the proposed contract completion date. Our proposed detailed project schedule shows more fully the sequence of activities necessary to meet the specified schedule. The project schedule is a required attachment of a complete bid and failure to submit a viable schedule will be a justifiable reason to deem the bid as incomplete.
2. I/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.
3. Alternative 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 SUPERINTENDANT

We propose to use _____ as our site superintendent. 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. REMARKS

1. I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.
2. This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.
3. The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.
4. This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.
5. Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.
6. Our Bid Price(s) are firm based on contract award within thirty (30) calendar days of the date of submittal of this bid.
7. I/We understand that we will not be compensated at a later date for claimed additional costs based on any information received during the bid period, but which is not identified in our proposal and subsequently accepted in writing by DSU.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)

Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Bid Security
Construction Schedule
Resume of Site Superintendent
(Others as Required by Project Manuals)

END OF SECTION 00 41 13

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

Corporate
Seal

By:

Name of Bidder (Organization)

Authorized Signature

Attest _____

Title

Name of Surety

Witness: _____

By:

Title

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. <u>Demolition</u>	_____	_____	_____
2. <u>General Trades</u>	_____	_____	_____
3. <u>Plumbing/ Mechanical</u>	_____	_____	_____
4. <u>Electrical</u>	_____	_____	_____
5. <u>Painting</u>	_____	_____	_____
6. <u>Specialties</u>	_____	_____	_____
7. <u>Flooring</u>	_____	_____	_____

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of *(Project or Contract Number)* have been thoroughly examined and are understood.

NAME OF BIDDER: _____

**AUTHORIZED REPRESENTATIVE
(TYPED):** _____

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):** _____

TITLE: _____

ADDRESS OF BIDDER: _____

E-MAIL: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

AFFIDAVIT OF EMPLOYEE DRUG TESTING PROGRAM

OMB Regulation 4104 for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

For more information, please refer to the following link for the full regulation: <http://regulations.delaware.gov/register/september2015/final/19%20DE%20Reg%20207%2009-01-15.pdf>

All the terms and conditions of *OMB Regulation 4104* have been thoroughly examined and are understood. We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20_____.

My Commission expires _____. NOTARY PUBLIC _____.

AN AFFIDAVIT SHALL BE PROVIDED BY THE BIDDER AND ALL SUBCONTRACTORS IDENTIFIED IN ATTACHED SUBCONTRACTOR LIST. STATEMENT(S) MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF INDUSTRIAL AFFAIRS
OFFICE OF LABOR LAW ENFORCEMENT
PHONE: (302) 451-3423

Mailing Address:
225 CORPORATE BOULEVARD
SUITE 104
NEWARK, DE 19702

Located at:
225 CORPORATE BOULEVARD
SUITE 104
NEWARK, DE 19702

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2016

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	22.58	27.81	40.47
BOILERMAKERS	67.59	34.29	50.41
BRICKLAYERS	50.49	50.49	50.49
CARPENTERS	52.81	52.81	41.97
CEMENT FINISHERS	70.82	30.05	21.89
ELECTRICAL LINE WORKERS	44.90	38.50	29.36
ELECTRICIANS	65.10	65.10	65.10
ELEVATOR CONSTRUCTORS	83.06	63.69	31.54
GLAZIERS	69.30	69.30	55.95
INSULATORS	54.38	54.38	54.38
IRON WORKERS	61.20	61.20	61.20
LABORERS	43.60	43.60	43.60
MILLWRIGHTS	66.83	66.83	53.40
PAINTERS	46.72	46.72	46.72
PILEDRIERS	72.97	38.86	31.43
PLASTERERS	29.47	29.47	21.84
PLUMBERS/PIPEFITTERS/STEAMFITTERS	65.95	50.85	55.34
POWER EQUIPMENT OPERATORS	61.36	61.36	43.28
ROOFERS-COMPOSITION	23.49	23.40	20.87
ROOFERS-SHINGLE/SLATE/TILE	18.16	18.07	16.98
SHEET METAL WORKERS	65.14	65.14	65.14
SOFT FLOOR LAYERS	49.77	49.77	49.77
SPRINKLER FITTERS	54.57	54.57	54.57
TERRAZZO/MARBLE/TILE FNRS	55.72	55.72	46.92
TERRAZZO/MARBLE/TILE STRS	63.98	63.98	54.33
TRUCK DRIVERS	28.39	27.10	20.68

CERTIFIED: 3/28/16

BY: Donald R. Nelson / for
ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

NOTE: THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 451-3423.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

PROJECT: FD-15-060 DSU Education and Humanities Accessible Toilet Room Reno, Kent County