



DELAWARE STATE UNIVERSITY

OFFICE OF PLANNING & CONSTRUCTION

1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum # 1

Date: April 8, 2016

Project: Price Building 1st Floor North HVAC Renovation

Contract: FD-15-081

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. The existing fire alarm system is under warranty and all fire alarm work is to be performed by Superior Electric Company.
2. Ceiling-mounted fire alarm devices are connected to hard conduit.
3. All ceiling-mounted devices are to be reinstalled in new ceilings with wiring extensions provided as required. See ceiling plans for locations where ceiling heights are to be changed.
4. At areas where new VCT flooring is to be provided, provide reducers / transition strips at all transitions between flooring systems and provide 4" rubber base.
5. Provide new VCT flooring replacement on existing 4'x4', floor crawlspace entrance in center core area.
6. Contractor is required to provide signage and temporary barricades as required to close off the areas of work from pedestrian traffic.
7. Floor replacement work in the center core area is to be performed during weekend hours. Contractor is to maintain pedestrian access to the elevator during all normal business hours.
8. The existing roof is under warranty and warranty information is available from DSU.

Changes to Specifications:

1. Revisions were made to section 00 41 13 - Bid Form - Bid Bond, which indicate a list of subcontractors. See attached.

Changes to Drawings:

1. Drawing A4.1 – Replace door hardware in (2) existing doors in Dean’s Office, Room #116 (1 from corridor, 1 from adjacent office). No sketch issued to reflect this change, changes to be reflected in Conformed Set, issued after project award.
2. Drawing A4.1 – Provide new VCT flooring in first floor levels of north and south stairwells. See sketch SK-A.1, attached.
3. Drawing M8.0 – Return Schedule – Revise all Price HVAC Model #s to “APDDR”. No sketch issued to reflect this change, changes to be reflected in Conformed Set, issued after project award.

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.**
3. Move Staging and Storage Diagram as per alternate # 2, please see attached.

Alternates:

1. For Alternate 2 the contractor shall include the amount to be added to the Base Bid for completing the following scope of work in lieu of storing furniture and furnishings within the limits of construction:
 - a. Prior to starting construction, the contractor shall be responsible for removing old furniture and accessories including but not limited to desks, tables, chairs, bookshelves, credenzas, etc. and storing in temporary storage containers for the duration of the project. Storage containers and packing protection materials shall be provided by the contractor. Due to site constraints, the portable storage containers will be stored in Parking Lot#1, near the Alumni Stadium. Refer to *Move Staging and Storage Diagram* which has been enclosed for calculation of move logistics. Any equipment that cannot be relocated due to permanent mounting shall be protected from damage from all construction activity, by the contractor. Upon final site cleaning, the contractor will return all furniture and accessories to its original location. The University will temporarily relocate all computers, copiers, telephones and other sensitive electronics. Timing shall be coordinated by the contractor.

Contractor Questions:

1. Q: Who is the University’s ATC vendor of record?
A: The existing BAS is by JCI and ATC work may be performed by Modern Controls or Johnson Controls, Inc.

Attachments:

1. Sketch SK-A.1.
2. Moving, Staging and Storage Diagram.
3. Revised bid form with bid bond.
4. Mandatory pre-bid sign-in sheet.

END

John R. Price Building
1200 N. DuPont Highway
Dover, Delaware 19901

Project: FD-15-081- Price Building 1st Floor North HVAC Renovation
Phase 3
1200 North DuPont Hwy
Dover, Delaware 19901

Mandatory Pre-bid Minutes

MEETING DATE: 04/07/2016

MEETING TIME: 1:30 pm - 2:30 pm

MEETING LOCATION: Price Building Lobby

OVERVIEW:

The scope of the Contract includes but is not limited to the following: It is the intent of Delaware State University to select a qualified contractor to provide services related to the installation of a new HVAC system in the Price Building First Floor North as per drawings and bid documents.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
J. D. Bartlett	Delaware State University	Tel: (302) 857-7144	jbartlett@desu.edu	
Khalid Zerrad	Delaware State University	Tel: (302) 857-7085	kzerrad@desu.edu	
Ed Lupinek	StudioJAED Architects & Engineers	Tel: (302) 832-1652	lupineke@studiojaed.com	
Dan Shurina	StudioJAED Architects & Engineers	Tel: (302) 832-1652	shurinad@studiojaed.com	

Uncategorized Items

No	Title	Assignment	Due Date	Priority	Status
1.1	Attendee Sign-In				Open
<p>Description: Sign-in sheet was circulated. All attendees are signed in. Sign-in sheet will be distributed as part of Addendum #1.</p>					
1.2	Responsible Parties:				Open
<p>Description:</p> <ol style="list-style-type: none"> DSU: J.D. Bartlett, Executive Director of Planning and Construction DSU: Khalid Zerrad, Construction Project Manager Studio jaed: Dan Shurina, Project Engineer and Ed Lupinek, Architect 					
1.3	Explanation of the project:				Open
<p>Description: As outlined in the Bid Advertisement. All documents can be obtained through Procore or email to constructionbid@desu.edu Construction Schedule: Earliest Start of Construction Date – Monday, May 16, 2016 Substantial Completion Date – Friday, August 19, 2016</p>					
1.4	Project Requirements:				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 John R. Price Building if there are any discrepancies or questions with the content of these minutes.

Description: This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds, Payment Bonds, and Performance Bonds. The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information. State of Delaware drug testing regulations for large public works projects shall apply to this project.				
1.5	Bid Form Review:			Open
Description: <ol style="list-style-type: none"> 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. 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. 				
1.6	Bid Submission:			Open
Description: <ol style="list-style-type: none"> Bids will be accepted until Friday, April 22, 2016 3:00 pm Admin 				
1.7	Document Interpretations or Questions:			Open
Description: <ol style="list-style-type: none"> All bidding related questions should be submitted in writing to ConstructionBid@desu.edu. Questions, answers to questions, and clarifications will be provided via addendum. <ol style="list-style-type: none"> Submit all requests and questions, in writing via email, no later than Tuesday, April 19, 2016 by 4:00 pm. 				
1.8	Addenda			Open
Description: <ol style="list-style-type: none"> The final addendum will be issued on, or before, Wednesday, April 20, 2016 By 4:00 pm 				
1.9	Question and Answers			Open
Description: Question: Answer:				
1.10	Conclusion			Open
Description: 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.				

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 John R. Price Building if there are any discrepancies or questions with the content of these minutes.



BID FORM

Project: FD-15-081 – Price Building 1st Floor North HVAC Renovation

Location: Delaware State University
Price Building, Main Campus
1200 North DuPont Hwy
Dover, Delaware

For Bids Due: Friday, April 22, 2016 3:00 pm

To: Delaware State University
Administration Bldg,
Purchasing, Room 321
1200 N. DuPont Highway
Dover, DE 19901-2277
Attn: Jessica Wilson
Director of Purchasing

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:**

Replacement of Stairwell Cabinet Unit Heaters and Demolition of Crawlspace Hydronic Piping

Net - ADD / DEDUCT

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

b. **Alternate #2:**

Moving and Temporary Storage of Furniture

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)

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

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. Demolition____	_____	_____	_____
2. Plumbing____	_____	_____	_____
3. Mechanical____	_____	_____	_____
4. Electrical____	_____	_____	_____
5. Sheet Metal____	_____	_____	_____
6. Controls____	_____	_____	_____
7. General Trades	_____	_____	_____
8._____	_____	_____	_____
9._____	_____	_____	_____

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): _____

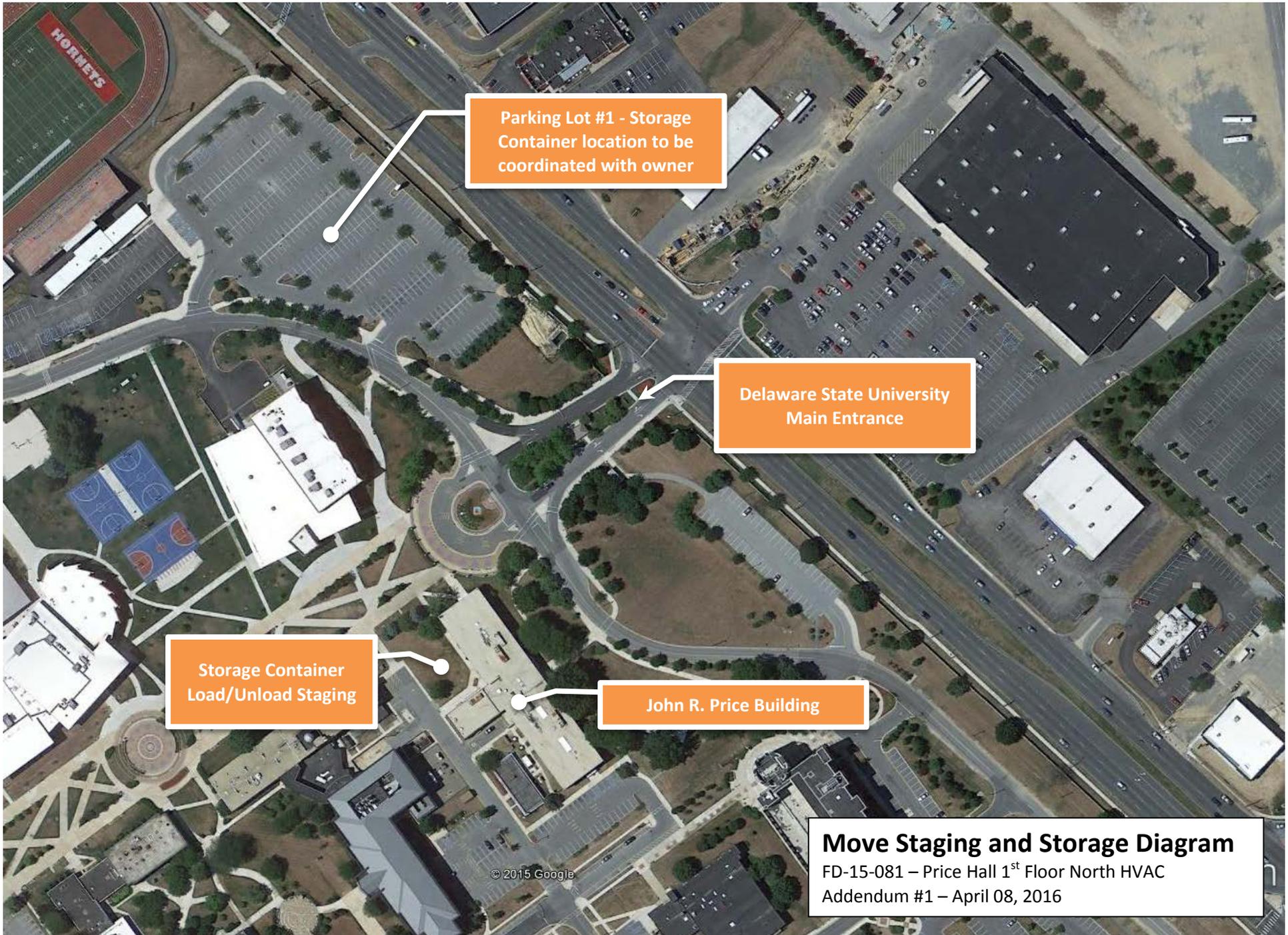
Authorized Representative (signature): _____

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.



Parking Lot #1 - Storage Container location to be coordinated with owner

Delaware State University Main Entrance

Storage Container Load/Unload Staging

John R. Price Building

Move Staging and Storage Diagram
FD-15-081 – Price Hall 1st Floor North HVAC
Addendum #1 – April 08, 2016

Attendee	Company Information	Attach Business Card
Printed Name: <u>Mimi Allen</u> Signature: <u>Mimi Allen</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Gaudelli Bros, Inc.</u> Email: <u>mimi@gaudellibros.com</u> Phone: <u>856-825-0636</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<div style="display: flex; justify-content: space-between;"> Heating Ventilation Air Conditioning Custom Duct Work </div> <p style="text-align: center;">GAUDELLI BROS. INC. MECHANICAL CONTRACTORS</p> <p style="text-align: center;">202 S. Wade Blvd. Millville, NJ 08332</p> <div style="display: flex; justify-content: space-between;"> Mimi Allen Administrative Asst. Voice: (856) 825-0636 Fax: (856) 327-8864 </div> <p style="text-align: center;">gaudellibros@verizon.net mimi@gaudellibros.com</p>
Printed Name: <u>Rob Rettig</u> Signature: <u>RR</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Meert Mechanical</u> Email: <u>TRettig@meertmech.com</u> Phone: <u>302-368-8601</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>John Soloway</u> Signature: <u>John Soloway</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Kent Construction</u> Email: <u>rsoloway@kentconstruction.com</u> Phone: <u>302 653 6469</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Chelsea Schurman</u> Signature: <u></u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Scott Schurman</u>	Company: <u>BRS Consulting Inc</u> Email: <u>scott@brsconinc.com</u> Phone: <u>302-786-2326</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Larry Wall</u> Signature: <u></u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Joseph T. Richardson, Inc</u> Email: <u>Larry@JTRMECH.NET</u> Phone: <u>(302) 358-8101</u> Email Bid Updates: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Printed Name: <u>Chase Lockard</u> Signature: <u></u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: _____	Company: <u>ModernControls</u> Email: <u>clockard@moderncontrols.com</u> Phone: <u>302 325 6800</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 <p>ModernControls Mechanical and Control Systems</p> <p>Chase Lockard Sales Engineer</p> <p>Cell (302) 723-5826 clockard@moderncontrols.com</p> <p>7 Bellecor Drive New Castle, DE 19720 Phone (302) 325 6800 www.moderncontrols.com</p>



Attendee	Company Information	Attach Bu
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Greg Thompson</u>	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	COMMERCIAL RESIDENTIAL INDUSTRIAL ALL TYPE STRUCTURES  Conventional Builders, Inc. - GENERAL CONTRACTORS - P.O. BOX 47 HOUSTON, DELAWARE 19954 846 SCHOOL STREET PHONE (302) 422-2429 FAX (302) 422-2135 conventionalbuilders@comcast.net BRITTANY THOMPSON
Printed Name: <u>DAVE RAGOLIA</u> Signature: _____ Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>DAVE RAGOLIA</u>	Company: <u>CNM</u> Email: <u>DAVID.RAGOLIA@</u> <u>CHEROKEE-CNCS.COM</u> Phone: <u>302-883-3104</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 CHEROKEE NATION™ Construction Services Mechanical Contractors David "Dave" Ragolia Sr. Lead Estimator 509 Hatcherly Road Dover, DE 19901 302.883.3104 w 302.883.3194 f 302.450.6093m david.ragolia@cherokee-cncs.com www.cherokee-cncs.com
Printed Name: <u>Khalid</u> Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>DSY</u> Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	