



DELAWARE STATE UNIVERSITY

OFFICE OF CAPITAL PLANNING, DEVELOPMENT, ENERGY & ENVIRONMENTAL MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum #01

Date: May 10, 2017

Project: Delaware Hall Gutter Modifications & Stormwater Drainage Improvements

Contract: FD-15-123

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. Also alternate #1 and unit pricing has been added.

Changes to Specifications:

1. None

Changes to Drawings:

1. None

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. None

END

Delaware Hall
1200 N. DuPont Highway
Dover, Delaware 19901

Project: FD-15-123 - Delaware Hall - Gutter Modifications & Stormwater Improvements
1200 N. DuPont Highway
Dover, Delaware 19901

Mandatory Pre-Bid Meeting Agenda

MEETING DATE: 05/02/2017

MEETING TIME: 1:00PM - 2:00PM

MEETING LOCATION: Delaware Hall

OVERVIEW:

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

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email
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
Jordan Morrison	Duffield Associates	Tel: (302) 239-6634	jmorrison@duffnet.com
Dwight Walters	Duffield Associates	Tel: (302) 239-6634	dwalters@duffnet.com
Ben Garvin	Fearn Clendaniel Architects	Tel: (302) 998-7615	bengarvin@fcarchitects.net

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: Ben Garvin, Architect & Project Manager
- Engineer of Record: Jordan Morrison, Engineer

Explanation of the Project

No	Title	Assignment	Due Date	Priority	Status
1.3					Open

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: <ul style="list-style-type: none"> 1. Paving 2. Excavation/ Earthwork 3. Underground Utilities 4. General Trades 5. Roofing/ Gutters 					
1.15					Open
Description: Discussed alternates and unit pricing for addendum #1.					
1.16					Open
Description: Revised bid form to be included in addendum #1.					

Bid Submission

No	Title	Assignment	Due Date	Priority	Status
1.9					Open
Description: Bids will be accepted until June 1, 2017 1:00PM 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.					
1.10					Open
Description: Bid descoping(s) will be scheduled for Thursday, June 8, 2017 .					

Document Interretations 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 Thursday, May 25, 2017 .					

Addenda

No	Title	Assignment	Due Date	Priority	Status
1.13					Open
Description: The final addendum will be issued on, or before, May 30, 2017 .					

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- July 10, 2017 (subject to change) 2. Substantial Completion Date- September 29, 2017 					

Questions & Answers

No	Title	Assignment	Due Date	Priority	Status
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Attendee	Company Information	Attach Business Card
Printed Name: <u>HAECOLD HERN</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>ROB KENSKE</u>	Company: <u>A-DEL CONSTRUCTION</u> Email: <u>RKENSKE@A-DEL.COM</u> Phone: <u>302 453 8286</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>KYLE LINDSTROM</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>LINDSTROM EXCAVATING</u> Email: <u>KYLE@LINDEXC.COM</u> Phone: <u>410-778-6344</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>BEN GARVIN</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>FEARON CLONDAVIER</u> Email: <u>BGARVINE@ARCHITECTS.NET</u> Phone: <u>302 598 5448</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Meggin Kohaut</u> Signature: <u>Meggin Kohaut</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>eng Vicki Frishkorn</u>	Company: <u>Gateway Construction</u> Email: <u>gwcc2001@gmail.com</u> Phone: <u>302-653-4400</u> Email Bid Updates: <input checked="" 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	
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-15-123 – Gutter Modifications & Stormwater Drainage Improvements

Location: Delaware State University
Delaware Hall, Main Campus
1200 N. DuPont Hwy.
Dover, DE

For Bids Due: June 1, 2017 @ 1:00PM

To: Delaware State University
Facilities Management Building
Room 101
1200 N. DuPont Highway
Dover, DE 19901-2277
Attn: Zafar Chaudhrey
Associate Vice President

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:** Remove and replace exterior doors/ frames EX1 and EX2 as indicated. Patch and repair damaged walls and floors. Provide new VCT flooring in vestibule and adjacent to door EX2. Provide paint wall finish and wall base on existing exterior wall where doors located.

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:	<u>Provide and install 2 x6 wood blocking/ nailers</u> <u>Unit of measure: Linear Foot</u>	\$ _____	\$ _____
UNIT PRICE No. 2:	<u>Provide and install metal gutter and hangers</u> <u>Unit of measure: Linear Foot</u>	\$ _____	\$ _____
UNIT PRICE No. 3:	<u>Provide and install asphalt shingles matching existing size</u> <u>and color (40 year laminated shingle.)</u> <u>Unit of measure: Square Foot</u>	\$ _____	\$ _____
UNIT PRICE No. 4:	<u>Provide and install underlayment (#30 asphalt felt)</u> <u>Unit of measure: Square Foot</u>	\$ _____	\$ _____
UNIT PRICE No. 5:	<u>Provide and install ¾" plywood sheathing</u> <u>Unit of measure: Square Foot</u>	\$ _____	\$ _____
UNIT PRICE No. 6:	<u>Provide and install custom sized MTL drip edge with 2 2/12" leg</u> <u>Unit of measure: Linear Foot</u>	\$ _____	\$ _____

UNIT PRICE No. 7: Mill and remove existing asphalt.
Unit of measure: Cubic Yards

\$ _____ \$ _____

UNIT PRICE No. 8: Provide and install asphalt overlay.
Unit of measure: Ton

\$ _____ \$ _____

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.

BID FORM- Revised Per Addendum #1

00 41 13

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

 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. <u>Paving</u>			
2. <u>Excavation/ Earthwork</u>			
3. <u>Underground Utilities</u>			
4. <u>General Trades</u>			
5. <u>Roofing/ Gutters</u>			
6. _____			
7. _____			
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 *FD-15-123* 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.