



DELAWARE STATE UNIVERSITY

OFFICE OF PLANNING & CONSTRUCTION

1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum # 02

Date: 4/8/2019

Project: University Village & University Courtyard Apartment Painting Services

Contract: PC-19-007

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. Exhibits A indicate the total area to be painted in each unit type, ceiling is not included in the take-off. See attached
2. Bids are due no later than 3:00 PM local time on April 23, 2019. See attached revised bid form

Changes to Specifications:

3. None

Changes to Drawings:

1. Please see revised drawings indicating total square footage per unit. See attached

General Information:

1. Pre-Bid Meeting Minutes: These minutes are now integral to the bidding documents. **See attached.**

Questions and Answers:

1. **Question:**
Answer:

END

Main Campus
 1200 North Dupont Highway
 Dover, Delaware 19901
 Phone: (302) 857-6232

Project: PC-19-007 - University Village and Courtyard Apartment Painting

Pre-bid Meeting Minutes

MEETING DATE: 04/04/2019

MEETING TIME: 10:00 AM - 11:00 AM

MEETING LOCATION: Facilities Building

OVERVIEW:

The pre-bid meeting serves the purpose to introduce the project to the prospective bidders, identify key components of the contract, and to discuss the bidding processes and procedures.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
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Attendee Sign-In

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Sign-In Sheet				Open
Description: Sign-in sheet will be distributed via addendum.						

Responsible Parties

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Procurement Contacts				Open
Description: 1. DSU: Zafar Chaudhry, Contract Coordinator 2. DSU: J.D. Bartlett, AVP of Capital Planning & Environmental Sustainability 3. DSU: Khalid Zerrad, Construction Project Manager						

Project Explanation

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Advertisement				Open
Description: As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at bids.delaware.gov . Please contact ConstructionBid@desu.edu with any questions or concerns with obtaining bid documents.						
3.2	1	Construction Schedule				Open
Description:						

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 Main Campus if there are any discrepancies or questions with the content of these minutes.

1. Earliest Start of Construction: May 6, 2019

Project Requirements

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Bidding Laws				Open
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.						
4.2	1	Prevailing Wage Regulations				Open
Description: The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.						

Bid Form Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Bid Form				Open
Description: <ul 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 and unit price (if applicable). 						
5.2	1	List of Subcontractors				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:						

Bid Submission

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Submission Deadline				Open
Description: Bids will be accepted until 3pm local time on April 23, 2019, at the Facilities Management Building in Room 104 of the Delaware State University, Dover Campus. Bids will be publicly opened and read immediately.						

Document Interpretations and Questions

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Deadline for Questions				Open
Description: Submit all requests and questions, in writing via email, no later than 4:00 PM local time April 12, 2019.						
7.2	1	Inquiries				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.						

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 Main Campus if there are any discrepancies or questions with the content of these minutes.

Addenda						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Deadline for Final Addendum				Open
Description: The final addendum will be issued April 17, 2019.						

Questions and Answers						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status

Uncategorized Items						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status

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 Main Campus if there are any discrepancies or questions with the content of these minutes.



BID FORM

Project: PC-19-007 – University Village & University Courtyard Apartment Painting Services

Location: Delaware State University

University Village - Buildings 1, 2, & 3
1200 N. DuPont Highway
Dover, Delaware 19901

University Courtyard - Buildings 1, 2, 3, 4, 5, 6, & 7
430 State College Rd.
Dover, DE 19904

For Bids Due: **April 23, 2019, 3:00 PM**

To: Delaware State University
Facilities Building,
Office 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. UNIT PRICES

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

Complete Apartment / Suite		
No.	Unit Type	Price (\$/Unit)
1	A1	\$
2	B1	\$
3	B1-A	\$
4	B1-B	\$
5	B1-HC	\$
6	B2	\$
7	B2-A	\$
8	B2-HC	\$
9	D2	\$
10	D2-A	\$
11	D2-HC	\$
12	B.2	\$
13	B.2HC	\$
14	D.4	\$
15	D.4HC	\$
No.	Description	Price (\$/sqft)
16	Patch Existing Wall	\$
17	Patch Existing Ceiling	\$
18	Wall Surface Painting	\$
19	Ceiling Surface Painting	\$
20	Door / Trim Painting	\$
21	Replace Existing Flooring	\$

B. WORK SCHEDULE

- 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**. Bid schedule shall be submitted in Gantt Chart format (Microsoft Project preferred) to be deemed as an adequate project schedule.

- a. Schedule should be detailed by trade and show manpower, or provide narrative explaining planned crews.
 - b. Include milestones, phasing, critical path, etc.
 - c. Document any weather contingency built into schedule.
2. 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.
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.

C. 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.

D. COMMITMENT OF DEDICATED LABOR FORCES

We commit to providing dedicated labor forces up to a maximum of _____ labor hours per week to this project for the duration of the contract.

We also understand DSU reserves the right to reject our bid if the bidder is unable to substantiate, with written documentation, the availability of staffing 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. Our Bid Price(s) are firm based on contract award within thirty (30) calendar days of the date of submittal of this bid.

- 6. 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. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
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 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_____.

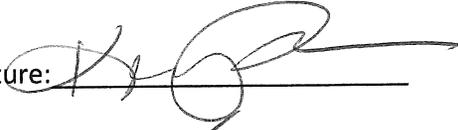
My Commission expires _____. NOTARY PUBLIC _____.

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.

Apartment Style

<u>Unit Type</u>	<u>Building</u>	<u>Description</u>	<u>Gross Area in sqft</u>	<u>Projected to be Painted</u>
A1	University Village Complex	1 Bedroom, 1 Bath Apartments	1608	6
B1	University Village Complex	2 Bedroom, 1 Bath Suite	2268	20
B1-A	University Village Complex	2 Bedroom, 1 Bath Suite	2276	2
B1-B	University Village Complex	2 Bedroom, 1 Bath Suite	2752	2
B1-HC	University Village Complex	2 Bedroom, 1 Bath Accessible Suite	2364	8
B2	University Village Complex	2 Bedroom, 2 Bath Apartment	2364	8
B2-A	University Village Complex	2 Bedroom, 2 Bath Apartment	2376	4
B2-HC	University Village Complex	2 Bedroom, 2 Bath Accessible Apartment	2360	2
D2	University Village Complex	4 Bedroom, 2 Bath Apartment	3824	4
D2-A	University Village Complex	4 Bedroom, 2 Bath Apartment	3872	2
D2-HC	University Village Complex	4 Bedroom, 2 Bath Accessible Apartment	3980	2
B.2	University Courtyard Complex	2 Bedroom, 2 Bath Apartment	2472	18
B.2HC	University Courtyard Complex	2 Bedroom, 2 Bath Accessible Apartment	2472	2
D.4	University Courtyard Complex	4 Bedroom, 2 Bath Apartment	3340	18
D.4HC	University Courtyard Complex	4 Bedroom, 2 Bath Accessible Apartment	3284	2

Contract No. PC-19-007 – University Village & University Courtyard Apartment Painting Services Pre-Bid Meeting Sign-in
 April 4, 2019 at 10:00 AM Local Time

Attendee	Company Information	Attach Business Card
Printed Name: <u>Kayla Paonessa</u> Signature:  Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>yes</u>	Company: <u>m. schnoll & sons</u> Email: <u>kpaonessa@schnollpainting.com</u> Phone: <u>2147-634-3121</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Khalid Zerrad</u> Signature:  Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>DSU</u> Email: _____ Phone: <u>857-7085</u> 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	