

Request for Proposals – Modular Office Space
Central Administration Building
Delaware Technical Community College
December 4, 2012

Introduction

Delaware Technical Community College (DTCC) is soliciting proposals for modular office space to serve as a swing space for approximately (22) of their employees.

Attached to this RFP is a site plan showing two proposed location(s) for the modular building as follows:

1. **“Area A”** is the location of an existing modular building. The existing modular building will be removed by the owner if that option is selected.
2. **“Area B”** is an existing parking lot and only pricing “option B” applies to this option.

Once the pricing is received the location for the building will be selected.

The general scope of work to be included by the modular building provider is a follows:

1. The modular building is intended to come from existing stock, so we anticipate that the configuration of the office building may differ slightly between companies depending upon-what is available. The anticipated size of the complex should be approximately 3,000sf.
2. The modular building shall include a break area along with two restroom facilities. The unit shall include individual offices, a conference room, and an open area to accommodate work stations along with a IT/Power closet. The work stations are furnished and installed by the owner and are not part of this RFP. The bidder shall include a proposed layout of the complex that includes requirements shown on the attached sample layout and specification.
3. The modular office provider will include all transportation, foundation, installation and finishing costs for the modular office in their proposal.
4. All design and engineering expenses necessary to fully complete the project should be included within the proposal. Building permit shall be obtained by the owner.
5. All work must comply with federal, state and local codes, regulation, laws and ordinances. Modular building must meet 2009 IBC code. The base proposal shall **NOT** include DE prevailing wages for on-site work, however the bidder shall include the premium for prevailing wages as an add alternate. See bid form for prevailing wage add alternate. The current prevailing wage sheet is attached to this RFP.
6. While existing modular offices are acceptable to be the basis for the proposal, the finishes within these offices should be clean and appear like new. Each window shall include treatments.

7. The entire modular facility must be ADA-compliant, including meeting DE Architectural Accessibility Standards.
8. The proposal should include all insurance requirements typically called for in the transportation, erection and installation of the modular office buildings. The minimum insurance requirements are specified in the attached.
9. It may be necessary for the owner to drill holes for wiring and add lighting to the modular unit to accommodate the employees and their workstations. The bidder shall identify the limits of owner alterations in their proposal.
10. The bidder shall include (3) – CAT6 network drops in each of the individual offices.
11. The bidder shall include a sample warranty for the modular building with their bid.
12. The bidder shall include a sample lease agreement with their bid. The lease agreement shall be in compliance with the State of DE Title 6, Chapter 76, lease purchase guidelines.
13. The bidder shall include photographs of similar structures they have provided.

Work Not Included or to be Contracted Separately

The owner shall be responsible for the construction of the decks, ramps, railings, sidewalks and canopy and shall not be part of this scope.

The Owner shall remove the existing modular building if that option is selected.

Business Terms to Be Included in the Proposal

1. The proposal should include pricing for the following (4) options:

Bids are to be delivered to EDiS Company, 110 South Poplar Street, 4th Floor, Wilmington, Delaware 19801, Attention: Mark Grunza.

BIDDERS SHALL USE THE ATTACHED BID FORM WHEN SUBMITTING THEIR PRICING FOR THE FOLLOWING OPTIONS

- A. Leasing the complex (Location A: See attached site plan) for a period of 12 months.
 - a. The owner shall remove the existing modular unit if this option is selected.
 - b. Include costs for set up and removal of the leased unit.
 - c. Include restoration of the site resulting from installation and removal of the leased unit.
 - d. The owner shall complete all connections for power, security, water, communication, sewer, decks, ramps and canopy. The bidder shall coordinate with the owner for these connections.
- B. Leasing the complex (Location B: See attached site plan) for a period of 12 months.
 - a. Include costs for set up and removal of the leased unit.
 - b. Include restoration of the site resulting from installation and removal of the leased unit.
 - c. The owner shall complete all connections for power, security, communication, decks, ramps and canopy. The bidder shall coordinate with the owner for these connections. (Note: With this option, the bidder shall include temporary sanitary and water hooks ups and required tanks along with maintenance)
- C. Leasing the complex (Location A: See attached site plan) for a period of 12 months with an option to purchase the modular unit at the end of the lease.
 - a. The owner shall remove the existing modular unit if this option is selected.
 - b. Include costs for set up of the modular unit.
 - c. Include restoration of the site resulting from installation of the unit.
 - d. The owner shall complete all connections for power, security, water, communication, sewer, decks, ramps and canopy. The bidder shall coordinate with the owner for these connections.
- D. Purchase of a new building (Location A: See attached site plan) including all costs associated with this purchase.
 - a. The owner shall remove the existing modular unit if this option is selected.
 - b. Include costs for set up of the unit.
 - c. Include restoration of the site resulting from installation of the unit.

- d. The owner shall complete all connections for power, security, water, communication, sewer, decks, ramps and canopy. The bidder shall coordinate with the owner for these connections.
2. The evaluation and award of the contract shall be based upon a combination of cost and the contents of the terms and conditions of the lease agreement.

Schedule

December 3, 2012	First Advertisement for Bid
December 10, 2012	Second Advertisement for Bid
December 11, 2012	Pre-Bid Meeting at the site, Educational Training Bldg. (ETB) Room 722
January 3, 2013	All proposals due to EDiS main office by 3:30pm
January 3 rd – 8th	Proposal reviews and interviews
January 9-10, 2013	Anticipated contract award date
March 1, 2013	All modular offices to be completed on site ready for occupancy
April 1, 2014	All modular offices be removed and the area restored to original condition (if lease option is accepted)

Site visits can be scheduled upon request. Any and all questions and final proposals should be addressed to:

Mark Grunza, Sr.
EDiS Company
110 South Poplar Street, Suite 400
Wilmington, Delaware 19801
302-421-5715
302-421-2956 Direct
302-421-5715 Fax
mgrunza@ediscompany.com

Attachments:

1. Bid Form
2. Sample Modular Building Layout
3. Modular Building Specifications
4. Sample Insurance
5. Prevailing Wages Form
6. Site Plan showing areas A and B

Delaware Technical Community College
Central Administration Building
Bid Package 'A'

Contract No. DTCC-01 – Modular Building

BID FORM

For Bids Due: _____

To: EDiS Company, Inc.
110 South Poplar Street, 4th Floor
Wilmington, Delaware 19801
Attention: Mark Grunza

Name of Bidder: _____

Delaware Business License No.: _____ Taxpayer ID No.: _____

(Other License Nos.): _____

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

E-Mail Address: _____

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: **SEE RFP FOR OPTION DETAIL AND SCOPE**

Option A: Lease (Area A) \$ _____ (\$ _____)

Option B: Lease (Area B) \$ _____ (\$ _____)

Option C: Lease/Purchase (Area A) \$ _____ (\$ _____)

Option D: Purchase (Area A) \$ _____ (\$ _____)

ALTERNATES

Alternate No. 1: Add Prevailing Wage premium for work completed on-site.

Option A: Add _____ (\$ _____)

Option B: Add _____ (\$ _____)

Option C: Add _____ (\$ _____)

Option D: Add _____ (\$ _____)

**Delaware Technical Community College
Central Administration Building
Bid Package 'A'**

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid (if required).

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid receive. 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
Non-Collusion Statement

Delaware Technical Community College
Central Administration Building
Bid Package 'A'

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

All the terms and conditions of Contract No. NDH-01 - Preliminary Site Improvements have been thoroughly examined and are understood.

NAME OF BIDDER: _____

AUTHORIZED REPRESENTATIVE
(TYPED): _____

AUTHORIZED REPRESENTATIVE
(SIGNATURE): _____

TITLE: _____

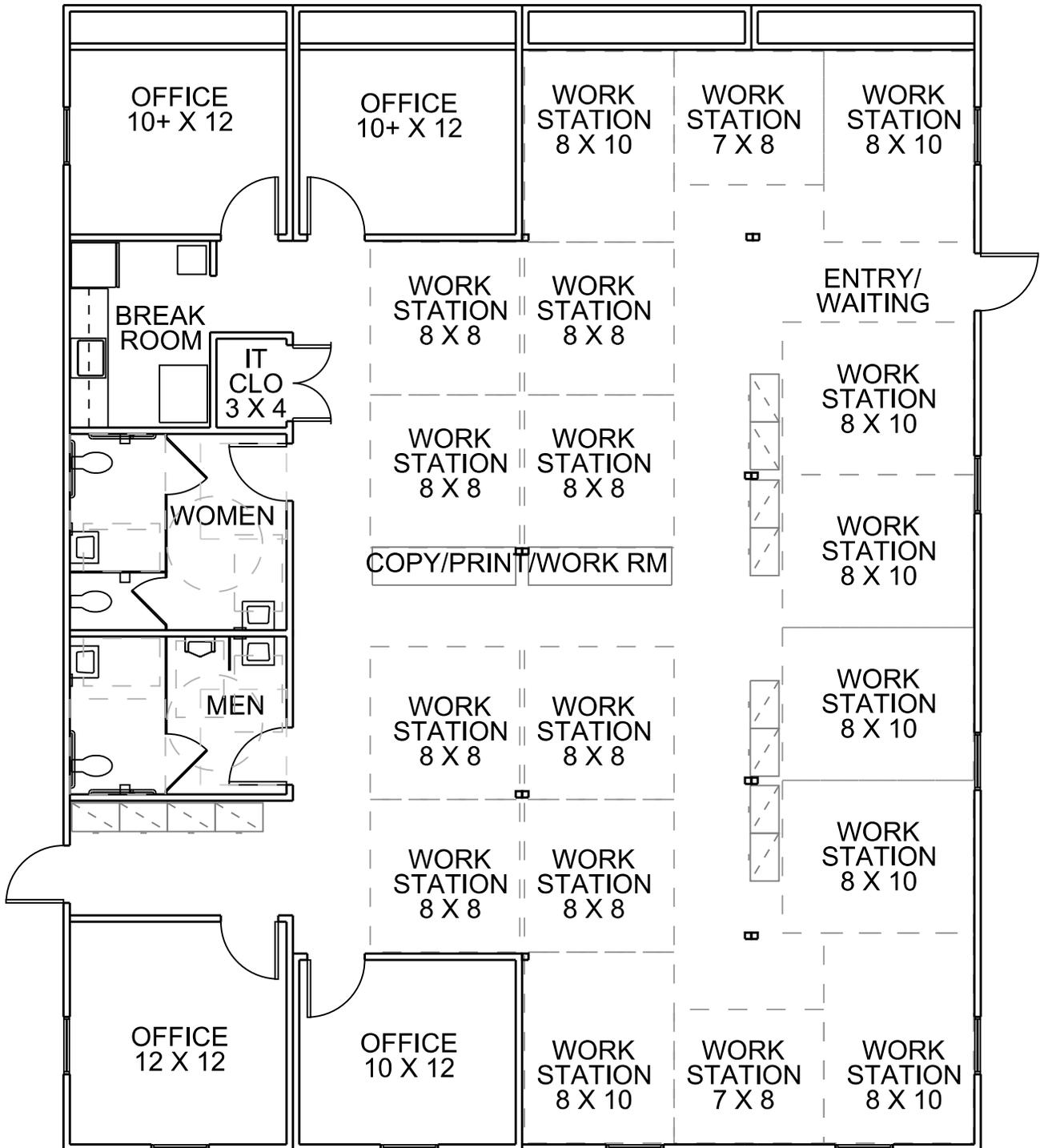
ADDRESS OF BIDDER: _____

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.



Delaware Technical and Community College
Central Administration Building
Bid Package `A`

Modular Building Specifications:

USE - BUSINESS

CODE - DE STATE SEAL, IBC

FRAME - PERIMETER

FLOORS:

- 20 OZ. CARPET
- VCT 1/8" BLOCK IN RESTROOMS & KITCHENETTE

WALLS:

- 1/2 VINYL GYPSUM
- 4" COVE BASE THROUGHOUT / 6" IN RESTROOMS & KITCHENETTE

INTERIOR DOORS:

- 36" X 80" SOLID CORE, FLOOR MOUNTED DOOR STOPS
- KEYED THROUGHOUT
- PAINTED WOOD MOLDING

ROOF:

- TRANSVERSE
- .045 EPDM BLACK RUBBER WITH 10 YR. WARRANTY

CEILING - T-GRID, HEIGHT 8'

PLUMBING: PER CODE

- WATER FOUNTAIN
- SS SINK IN KITCHENETTE
- MEN'S/LADIES AS ILLUSTRATED
- MINIMUM OF 6 GAL. WATER HEATER

ELECTRICAL: PER CODE

- LIGHTS - T8 FLOURESCENT
- SINGLE PHASE
- DUAL J-BOXES IN EACH OFFICE FOR PHONE/DATA

HVAC:

- CENTRAL HEAT/AIR, WALL MOUNT
- PROGRAMMABLE THERMOSTAT
- EXHAUST FANS 150CFM

CABINETS:

- WHITE LAMINATE BASE/OVERHEAD CABINETS

EXTERIOR:

- HARDIPANEL STUCCO WITH MANSARD
- CONCEALED GUTTERS/DOWNSPOUTS
- 24" OVERHANG ON ENDS ONLY
- SKIRTING TO MATCH - INCLUDE VENTS

WINDOWS:

- (7) 36" X 60" V/S INSULATED LOW-E
- (4) 46" X 27" H/S INSULATED LOW-E
- MINI BLINDS

EXTERIOR DOORS:

- DOUBLE STOREFRONT, INSULATED WITH PANIC
- S/S WITH 10" VISION PANEL WITH PANIC

MISC:

- 6 LF COUNTERTOP IN KITCHENETTE

OPTIONS:

- HI RIB STEEL EXTERIOR WITH SKIRTING TO MATCH, VENTS
- FLOOR MOUNTED J-BOXES WITH 3/4" CONDUIT W/PULL STRING
 - RECESSED LIGHTS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
XX/XX/XX

PRODUCER
PRODUCER INSURANCE AGENCY
PO BOX
PRODUCER STREET ADDRESS
PRODUCER CITY, ST PROD ZIP

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER D

SAMPLE SUBCONTRACTOR CERTIFICATE
(REQUIRED MINIMUM INSURANCE)

INSURER A: XXXXXX
INSURED B: XXXXXX
INSURER C: XXXXXX
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	DATE (MM/YY)	LIMITS	
X	GENERAL LIABILITY	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	EACH OCCURRENCE	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 300,000
	CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>				MED EXP (Any one person)	\$ 10,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS - COMP/OP AGG	\$ 2,000,000
		GENL AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>				
X	AUTOMOBILE LIABILITY	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	ANY AUTO				BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS					
X	NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	ANY AUTO				OTHER THAN: AUTO EA ACC ONLY: AGG	\$
						\$
X	EXCESS LIABILITY	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXX	EACH OCCURRENCE	\$ 5,000,000
	OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				AGGREGATE	\$ 5,000,000
						\$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	X WC STATUTORY LIMITS OTH-ER	\$
					E.L. EACH ACCIDENT	\$ 500,000
					E.L. DISEASE - EA EMPLOYEE	\$ 500,000
					E.L. DISEASE - POLICY LIMIT	\$ 500,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISION

Project: Central Administration Building, Expansion & Renovation
Added Insured: Delaware Technical & Community College and EDiS Company shall be named as Additional Insured for both ongoing and completed operations. The endorsements providing the Additional Insured status for ongoing and completed operations must be attached to the Certificate of Insurance.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: CANCELLATION

Delaware Technical & Community College
Terry Campus
100 Campus Drive
Dover, DE 19903

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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

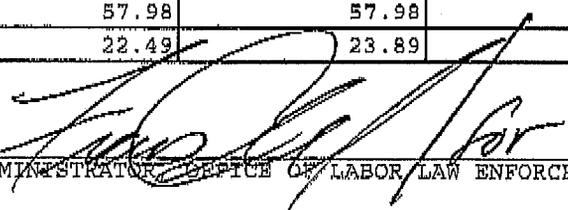
Mailing Address:
 225 CORPORATE BOULEVARD
 SUITE 104
 NEWARK, DE 19702

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

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2012

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	23.22	29.83	39.20
BOILERMAKERS	65.47	33.22	48.83
BRICKLAYERS	45.63	45.63	45.63
CARPENTERS	49.06	49.06	39.22
CEMENT FINISHERS	40.38	29.21	21.20
ELECTRICAL LINE WORKERS	43.49	37.29	28.44
ELECTRICIANS	59.10	59.10	59.10
ELEVATOR CONSTRUCTORS	73.14	40.93	30.55
GLAZIERS	62.60	62.60	54.20
INSULATORS	50.38	50.38	50.38
IRON WORKERS	58.70	58.70	58.70
LABORERS	37.20	37.20	37.20
MILLWRIGHTS	60.85	60.85	47.42
PAINTERS	40.62	40.62	40.62
PILEDRIVERS	66.42	37.64	30.45
PLASTERERS	21.61	21.61	17.50
PLUMBERS/PIPEFITTERS/STEAMFITTERS	57.95	43.24	46.28
POWER EQUIPMENT OPERATORS	55.81	55.81	24.13
ROOFERS-COMPOSITION	21.01	20.71	17.02
ROOFERS-SHINGLE/SLATE/TILE	17.59	17.50	16.45
SHEET METAL WORKERS	64.39	62.18	62.18
SOFT FLOOR LAYERS	44.92	44.92	44.92
SPRINKLER FITTERS	50.65	50.65	50.65
TERRAZZO/MARBLE/TILE FNRS	50.50	50.50	45.45
TERRAZZO/MARBLE/TILE STRS	57.98	57.98	52.63
TRUCK DRIVERS	22.49	23.89	20.03

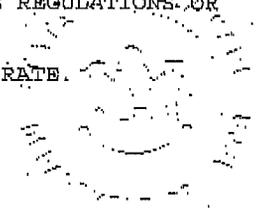
CERTIFIED: 4/30/12

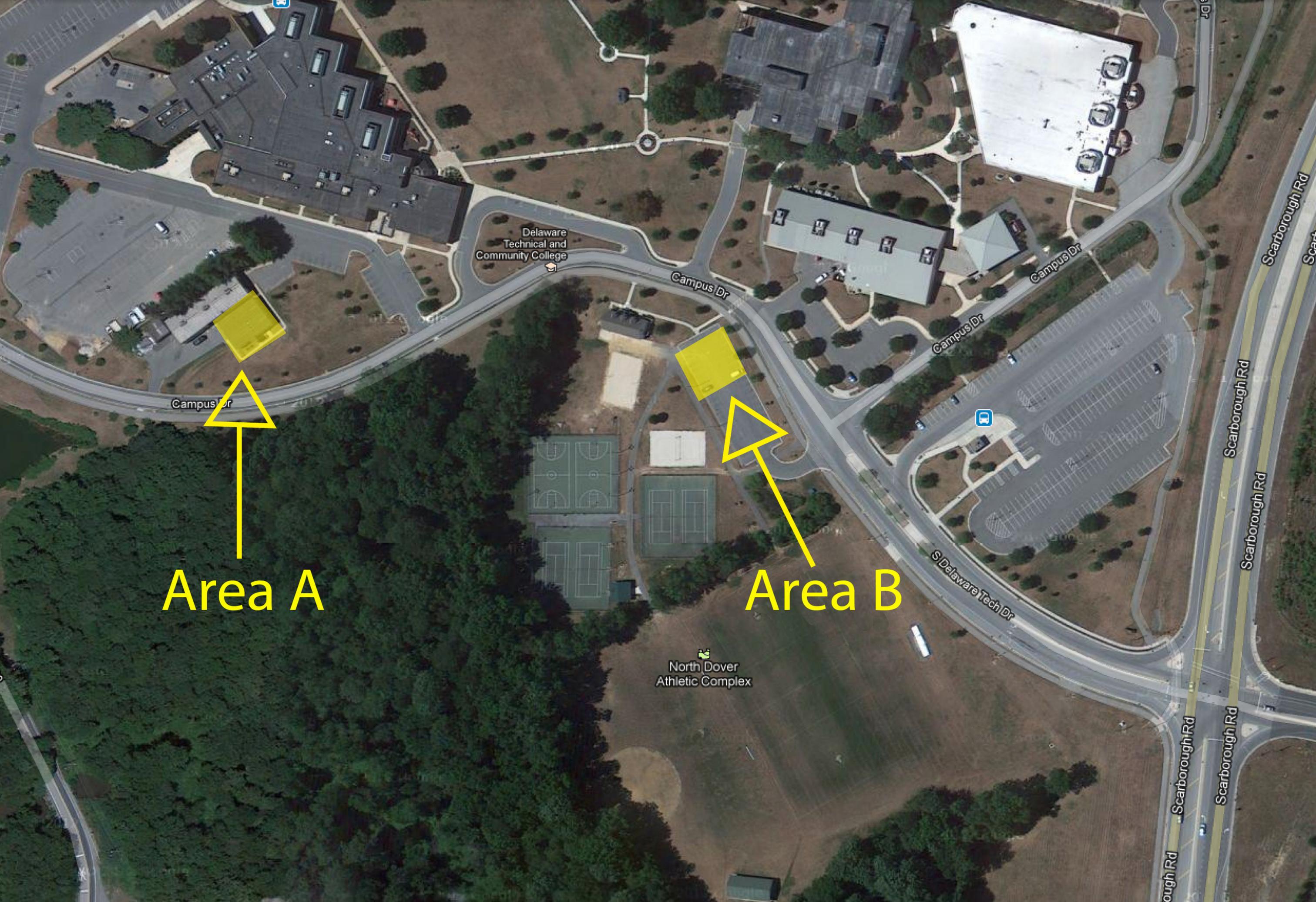
BY: 
 ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

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.





Delaware
Technical and
Community College

Campus Dr

Campus Dr

Campus Dr

Campus Dr

Area A

Area B

North Dover
Athletic Complex

S Delaware Tech Dr

Scarborough Rd

Scarborough Rd

Scarborough Rd

Scarborough Rd

Scarborough Rd

Scarborough Rd