

Sussex County Courthouse Annex  
Roof Replacement  
5 East Pine Street  
Georgetown, DE 19947

OMB/DFM Contract No MJ1002000033  
Architect Project No. 18046

**ADDENDUM NO.1**

March 21, 2019

The following document is intended to amend the project manual and drawings (Dated 2/20/19 and issued for bidding), For the above referenced project.

The following items were discussed at the pre-bid meeting on March 19, 2019. The meeting attendance sign-in sheet is attached:

**Pre-Bid Meeting:**

Project: Sussex County Courthouse Annex  
Roof Replacement OMB/DFM Contract No MJ1002000033

MEETING DATE: March 19,2019 at 1:00 pm

LOCATION: DFM Sussex Maintenance Shop  
23708 Shorty Road, Georgetown, DE

Date Typed: March 21, 2019

ATTENDEES:	Terri McCall	OMB/DFM
	Sean Gooden	DFM
	Jason Stallings	Quality Exteriors Inc
	Matt Papa	P& C Roofing Inc
	Konstantinos Pasromatis	Paneko Construction
	Richard Wilson	Cooperson Associates LLC

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1. Bids are due Thursday, April 4, 2019 at 1:00pm at Thomas Collins Building, Third floor, Suite 1, 540 South Dupont Highway, Dover DE 19901
  2. Bids must be submitted on forms that are included in the project manual, or amended and included in addendum.

3. The sub-contractors list was discussed and accepted as written. The form in the project manual must be used, be complete, and have no blank or extra lines.
4. The roof area is approximately 4800 s.f. is currently fully adhered EPDM, which will be totally removed and replaced with a new cold applied, 2 ply, SBS modified bitumen membrane roof system complete down to the existing metal roof deck.
5. The project includes:
  - 2 unit prices (metal deck and roof drains)
  - 1 contingency allowance
6. AIA documents included in the project manual are 2017 versions, not 2007 versions.
7. The project is a State wage rates project. Wage rates are included in the project manual, and are correct. (verified by DOL)
8. Employee drug testing must be performed by the prime contractor and all sub-contractors. The affidavit and reporting forms are included in the project manual.
9. There are not any asbestos containing materials in the roof materials which are to be removed.
10. The building houses courts. Noise can be an issue and daily communications between the contractor, DFM, and the building occupants will be key to the project success.
11. The building is connected to buildings on 2 sides and has 6 feet wide and 8 feet wide alleys on 2 sides.
12. Access to the roof by personnel will be from the exterior.
13. Means and methods of access for loading, unloading, trash removal, etc. will be the contractor's responsibility. "Lulls" may not fit in the alleyway. A crane may be required.
14. Any use of a crane for loading, etc., (up and over the buildings) will have to be done on "off" hours. (early morning, evenings, or weekends)
15. Dumpster locations, staging areas, toilet locations, etc, will be determined at a pre-construction meeting.
16. The State wishes to start the project as soon as possible. Target date to start on site is mid-May, 2019.

17. Substantial completion of all contract work shall be achieved in 75 calendar days from the notice to proceed. A revised bid form is included in this addendum.

18. Contractors may visit the site today. A second visit to the site may be on 3/28/2019 at 1:00pm.

Anyone wanting to visit the site again on 3/28/2019 shall call Terri McCall at least one day in advance at (302)-739-5644.

19. All questions regarding the project, RFI's, requests for substitutions, etc., shall go to Cooperson Associates, in writing, (email, fax, letter, memo).

The last date for questions and for issuance of addendum is Friday, March 29, 2019.

Respectfully submitted by,

Redacted - Original on File

Richard A. Wilson  
**Sr. Project Manager**  
**Cooperson Associates LLC**

**THE ABOVE IS BELIEVED TO BE AN ACCURATE RECORD OF DISCUSSIONS AND DECISIONS. IF ANY ADDITIONS OR CORRECTIONS ARE TO BE MADE TO THIS DOCUMENT, PLEASE NOTIFY COOPERSON ASSOCIATES AT 302-655-1105 WITHIN FIVE (5) DAYS OF RECEIPT. WITHOUT SUCH NOTIFICATION, THIS DOCUMENT WILL BE CONSIDERED A STATEMENT OF FACT.**

Enclosures: Attendance Sheet  
Revised bid form

Distribution: All Attendees  
Tom Conlon  
Alisha McCullough  
Jay Cooperson

OMB/DFM  
OMB/DFM  
Cooperson Associates LLC

Robert Spring  
File #18046  
Cooperson Associates LLC

\* \* \* End of Addendum No. 1 \* \* \*

**SUSSEX COUNTY COURTHOUSE ANNEX BUILDING  
 PROJECT: ROOF REPLACEMENT**

**OMB/DFM CONTRACT MJ1002000033**

**COOPERSON ASSOCIATES # 18046**

**PRE-BID MEETING**

**TUESDAY MARCH 19, 2019, 1:00 P.M.**

**DFM SUSSEX MAINTENANCE SHOP**

**23708 SHORTLY ROAD, GEORGETOWN, DE 19947**

Name (Printed)	Representing	Email & Telephone
RICH WILSON	COOPERSON ASSOCIATES	rwilson@coopersonassoc.com (302)655-1105; (302)304-1854
TERRI MCCALL	OMB/DFM	
<del>TOM CONLON</del>	<del>OMB/DFM</del>	terri.mccall@Delaware.gov 302-739-5644
<del>ANTHONY FASANO</del> Sean Gooden	<del>DFM</del> DFM	Sean.gooden@Delaware.gov 302-857-2700
Jason Stallings	Quality Exteriors, Inc.	jason@gexteriorsinc.com 302-398-9283 - 302-398-9290
KONSTANTINOS PAROMATIS (GUS)	PANIKO CONSTRUCTION INC.	info@panikoinc.com 301-624-3732
Matt Papa	PSC Roofing INC.	Matt@PSCroofinginc.com 302-322-6767, 302-275-0453



**BID FORM**

**UNIT PRICES**

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

	<b><u>ADD / DEDUCT</u></b>
<b>UNIT PRICE No. 1:</b> <u>Remove Existing Structural Metal Deck - Furnish and Install like kind Metal Deck</u>	\$ _____/SF
<b>UNIT PRICE No.2:</b> <u>Remove existing Roof Drain Furnish And Install Like Kind Roof Drain to Suit Existing Deck Opening</u>	\$ _____/per drain

**ALLOWANCE**

**Allowance No. 1:** Contingency Allowance of \$10,000.00 (Included in Base Bid)

SUSSEX COUNTY COURTHOUSE ANNEX  
5 EAST PINE STREET, GEORGETOWN, DELAWARE  
OMB/DFM CONTRACT NO. MJ1002000033

REVISED-ADDENDUM NO.1

BID FORM

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 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.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within 75 calendar days of the Notice to Proceed.

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
- Affidavit of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

**BID FORM**

**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**. This form must be filled out completely with no additions or deletions.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Roofing (Cold Applied SBS Modified)	_____	_____	_____
2. Metal Fabrications (Flashings, Copings,)	_____	_____	_____
3. Carpentry (Nailers, Blocking)	_____	_____	_____
4. HVAC Installer (Roof Mtd. Equipment)	_____	_____	_____

**BID FORM**  
**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 (*Roof Replacement at the Sussex County Courthouse Annex OMB/DFM Contract No.MJ1002000033*) 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.**

**ALLOWANCE AUTHORIZATION**

**Project:**

**Architect:**

**Project No.**

**Contractor:**

**AAA No.:**

**Initiation Date:**

**The Allowance is allocated as follows:**

Total original Contract Allowance was:	\$
Amount of Contract Allowance Access previously authorized:	\$
Adjusted Contract Allowance prior to this authorization is:	\$
The amount of available Allowance will Decrease by this Access Authorization:	\$
The remaining Contract Allowance, after this Access Authorization will be:	\$

**Recommended by:  
Architect**

By (Signature): \_\_\_\_\_  
Date: \_\_\_\_\_

**Accepted by:  
Contractor**

By (Signature): \_\_\_\_\_  
Date: \_\_\_\_\_

**Approved by:  
Owner**

By (Signature): \_\_\_\_\_  
Date: \_\_\_\_\_

**AFFIDAVIT  
OF  
EMPLOYEE DRUG TESTING PROGRAM**

**REVISED-ADDENDUM NO.1**

4104 Regulations 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.

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, including subcontractors, 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 \_\_\_\_\_.

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