

**Addendum  
No. 1**

Meeting Date: September 26, 2017  
Draft Date: September 28, 2017  
Project: DEMA Cooling Tower Replacement  
Project No: MC1002000369

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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.

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**Clarifications / Pre-Bid Meeting Minutes:**

1. Introductions:
  - a. OMB/DFM Project Manager – John Dunham ([john.dunham@state.de.us](mailto:john.dunham@state.de.us)) 302-744-1185.
  - b. Studio JAED Project Manager – Dan Shurina ([shurinad@studiojaed.com](mailto:shurinad@studiojaed.com)) 302-832-1652.
  
2. Review of Bidding Timeline:
  - a. Bid opening is to take place in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 at **2:30 p.m. local time on Thursday, October 12, 2017** – as described in the invitation to bid / advertisement for bids.
  - b. Bidders are to submit questions in writing by email to Dan Shurina. Responses will be issued by addendum.
  - c. Bidder questions will be accepted until 4:00PM, Thursday, October 5, 2017. (Note, this is a change from what was stated at the pre-bid meeting.)
  - d. The last day for bidding addenda is Friday, October 6, 2017. (Note, this is a change from what was stated at the pre-bid meeting)
  
3. All HVAC and electrical shutdowns are to be coordinated in advance, and approved by the owner. The owner reserves the right to reschedule shutdowns with no warning.
  
4. The contractor may begin work upon receipt of purchase order and the new cooling towers are to be operational no later than April 15.
  
5. A water treatment scope of work is required and is to be performed by the State of Delaware's water treatment provider, Willard (215-488-9700), at contractor's expense. The condenser water system is to be cleaned per specifications until clean as determined by Willard. Specified cooling tower treatment and testing is to be performed by Willard at contractor's expense. Contractor to schedule and coordinate water treatment work.

6. Project Sequence:
  - a. The project is to require a complete HVAC shutdown of the facility which is to be weather-dependent, coordinated with the owner, to take place during weekend and/or evening hours, and the duration of which is to be no longer than 24 hours.
  - b. During the shutdown, the contractor is to drain the cooling tower loop as required, and provide a temporary cooling tower of equal capacity to one (1) of the cooling towers to be replaced. The temporary cooling tower is to be located as directed by the owner and is to be temporarily connected with four (4) 6" isolation valves in addition to those indicated on the drawings to isolate the cooling towers to be replaced and the temporary cooling tower connections. The temporary cooling tower shall be filled, started, and remain in operation at contractor's expense until at least (1) new cooling tower is operational – at which point the contractor shall disconnect the temporary cooling tower and remove from site.
  - c. The contractor is responsible for providing all temporary power connections and temporary breakers as required per NEC, as well as all temporary hoses and connections, and is to coordinate operation with the owner. Following removal of temporary cooling tower, the contractor is responsible for removing all temporary feeders, breakers, and hoses.
  - d. Following the replacement of the first cooling tower, the contractor shall replace the second cooling tower to accomplish full operation of both towers no later than April 15, 2018.
  
7. Bid Form and Required Documents:
  - a. Bidders may not alter the bid form.
  - b. If bid form is reissued during the bidding process, the latest bid form is to be submitted.
  - c. Bidders are not to leave any blank lines on the bid form. Fill out bid form completely.
  - d. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form. Bidders must list themselves for any listed subcontractors scope of work if they intend to do the scope of work with their own work force.
  - e. Drug affidavits are required for bidders and listed subcontractors.
  - f. Bidders are to include a copy of Delaware business license with bid form.
  - g. A bid bond is required. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
  
8. The new cooling tower is to be set on existing concrete pad with new support steel and hardware.

9. The facility is a secure site and the contractor is responsible for coordinating with DEMA security requirements regarding access to the building and grounds.
10. A voluntary contractor walkthrough is scheduled for Tuesday, October 3, 2017; between 9am and 12pm.
11. The project includes a \$10,000 allowance for unforeseen conditions which is to be included in contractor's base bid price and is to be used at the owner's discretion as project progresses. The allowance is not intended for any portion of work indicated in the bid documents. Any monies remaining in the allowance is to be returned to owner by credit change order at project conclusion.

**Changes to Specifications:**

1. *Specification 23 65 16 Natural Draft Cooling Towers* – Add line 2.03, S; “Towers are to be provided with motorized discharge air dampers. See sequence of operations.”

**General Information:**

**Pre-Bid Sign-in Sheet:** Please see attached sheet for a list of the attendees at the mandatory pre-bid.

**Pre-Bid Meeting Minutes:** Please see above. These are now integral to the bidding documents.

END



HEADQUARTERS

2500 WRANGLE HILL ROAD  
FOX RUN OFFICE PLAZA, SUITE 110  
BEAR, DE 19701

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302.832.1423 FAX

ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: State of Delaware  
DEMA Cooling Tower Replacement  
Project No.: MC1002000369 / 16058

Pre-Bid Meeting  
September 26, 2017

SIGN IN SHEET

ATTACH BUSINESS CARD

or

WRITE: Name, Firm, Phone, Fax, Email



Name:	JOHN MARTIN
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GEM MECHANICAL SERVICES, INC.  
SERVING OUR CUSTOMERS SINCE 1997

KYLE CONTINO  
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**CHEROKEE NATION.**  
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**EAST COAST PLUMBING & HVAC, Inc.**  
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ATTACH BUSINESS CARD

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WRITE: Name, Firm, Phone, Fax, Email

Large empty rectangular box for attaching business cards.

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