Addendum No. 1

Meeting Date: February 13, 2020
Draft Date:

Project: Auditors Office Renovation 3rd Floor Townsend Building
Project No: MC1002000448

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.

General

1. This is the Pre-Bid Meeting for
   Contract No. MC1002000448 – Townsend Building – Third Floor Auditor’s Office Renovations

2. Attendance at this meeting is a prerequisite for bidding on this contract.

3. Sealed bids are due at 10:00 am on February 28, 2019 at 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 which time they will be publicly opened and read aloud.

   One copy of the bid form and attachments are required.

4. The deadline for RFIs to StudioJAED is February 21, 2019 at 2:00 pm.

5. The Department of Facilities Management
   a. Dave Brewster, Project Manager
      Dave.brewster@delaware.gov
   b. Tom Conlon, Project Reviewer
      Thomas.conlon@delaware.gov

6. RFI and questions are to be submitted via email to Paul Guggenberger and Amanda Bouwer at StudioJAED. Copy all RFI’s to Dave Brewster and Tom Conlon as well.
   guggenbergerp@studiojaed.com
   bouwera@studiojaed.com

7. An additional site visit will be available on Tuesday, February 18, 2020 at 9:00 am.
Pre Bid Meeting Minutes

1. Introductions

2. Review Scope
   a. Demolition of existing temporary wall system, acoustical ceiling system, and floor finishes,
   b. Installation of new full height walls, doors, floor and wall finishes, window treatments.
   c. Minor modifications of the existing mechanical, electrical and plumbing systems.

3. Review Bid Form
   a. Complete forms as presented, do not edit or alter.
   b. Provide all information requested in full or bid will not be accepted.
   c. Acknowledge all addendums as individual items.
   d. Include a copy of your business license, not just a number.

4. Review Sub Contractor List
   a. Carpentry
   b. Electrical
   c. Mechanical

5. Review Alternates: There are 4 alternates included in this project.
   a. Add Alternate No. 1 – Chair Rail at newly constructed rooms:
      Add chair rails to walls at newly constructed rooms.
   b. Deduct Alternate No. 2 – Casework and sink in Auditor’s Office:
      Remove casework, sink and corresponding plumbing for scope of work.
   c. Alternate No. 3 – Replacement of carpet tiles and wall base:
      Remove carpet and wall base at rooms 301, 301a, 323, 323a, 30-314. Prepare floor and install new carpet tile and 4” rubber cove base.
   d. Alternate No. 4 – Replacement of Roller Window Shades:
      Remove existing window shades in the entire suite.
      Prepare window opening and install new roller window shades.

6. Review Unit Prices
   a. None
7. Review Allowances: There is one allowance in this project.
   a. Allowance No. 1: $10,000 for general contingencies and repairs, the balance of which is to be returned to owner by credit change order at project conclusion.

8. Prevailing Wage Project
   a. Rates included in specifications. Note 2019 is applicable.

9. Owner Occupancy
   a. The owner will occupy portions of the suite prior to the construction completion date.
   b. The project shall be completed in 2 or more phases to accommodate Owner’s occupancy. Finishing of the main corridor and suite entrance will require shutting down a main exit egress path and must be completed after hours.

10. Schedule
    a. Anticipate prompt award and commencement after bids are received.

11. Contractor Use of Premises
    a. Toilet facilities shall be provided by the Contractor.
    b. No smoking is permitted on the site.
    c. Stairway can be used for debris removal.
    d. Parking will not be available on the site.
    e. There is a limited area available for dumpster.
    f. With the owner’s permission the elevator may be used for moving material when it’s impractical to use the stairs for moving material. The elevator must be protected and can only be used after hours.
    g. Normal work hours will be limited to 7:00am to 4:00 pm. Off hours and weekend hours must be approved by DFM and the State Auditor.

**Changes to Drawings:**

1. *AD102* – Removed lines through existing light fixtures. See attached.
4. *A-103* – Adjusted wall hatch and lines through existing light fixtures. See attached.

**Changes to Specifications:**
1. 00 11 13 Invitation to Bid – Revised to match public bid advertisement.
2. 00 41 13 Bid Form – Revised to include the accepted Sub Contractor List and the Affidavit of Contractor Qualifications Form.

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
Project: State of Delaware
Auditor’s Office Renovations – 3rd Floor Townsend Building
Project No. MC1002000448 / 19049

Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET
or WRITE: Name, Firm, Phone, Fax, Email

Name: Tony Reynolds
Firm: Kent Construction Co
Phone: 302-382-5111
Fax:

Name: Leon Thompson Jr
Firm: EDIS
Phone: (302) 528-1067
Fax:

Name: Corey Nichols
Firm: Delaware Veteran Builders
Phone: 302-736-1584
Fax:

Email: estimating@delawareveteranbuilders.com
Project: State of Delaware
Auditor's Office Renovations - 3rd Floor Townsend Building
Project No. MC1002000049 / 19049

Pre-Bid Meeting
February 13, 2020

ATTACH BUSINESS CARD

SIGN IN SHEET
WRITE: Name, Firm, Phone, Fax, Email

Name: Mark Talmo
Firm: Emory Hill
Phone: 302-256-6632
Fax: 302-322-8518
Email: marktalmo@emoryhill.com

Name: Gordon Chin
Firm: Mountain Consulting, Inc.
Phone: 302-744-9875
Email: gchin@mountainconsultinginc.com

Name: LeRoy Demarest
Firm: Mountain Consulting, Inc.
Phone: 302-744-9875
Email: ldemarest@mountainconsultinginc.com
Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET

WRITE: Name, Firm, Phone, Fax, Email

Name: Carrie Tait
Firm: PHB Inc.
Phone: 302-518-9693
Fax: 302-422-2429
Email: Joe@phb-inc.com

Name: Brian C Thompson
Firm: Conventional Builders Inc.
Phone: 302-422-2429
Fax: 302-422-2135
Email: Conventionalbuilders@comcast.net

Name: Keith Long
Firm: John L Briggs Company
Phone: 302-856-7033
Fax: 302-856-7085
Email: contact@jlbriggsco.com
Project: State of Delaware
Auditor’s Office Renovations – 3rd Floor Townsend Building
Project No. MC1002000448 / 19049

Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET
WRITE: Name, Firm, Phone, Fax, Email

Name: DAN PALESE
Firm: BSS CONTRACTORS
Phone: 302-832-3101 616-373-7186
Fax: 616-345-1315
Email: bsmith@bsscontractors.com

Name: Amanda Bouwee
Firm: Studio JAED
Phone: 302-832-1652
Fax:
Email: bouwee@studiojaed.com

Name: Paul Guggenberger
Firm: Studio JAED
Phone: 302-832-1652
Fax:
Email: guggenberger@studiojaed.com
Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET
WRITE: Name, Firm, Phone, Fax, Email

Name: Paul Libarri
Firm: Mountain Consulting
Phone: 302-744-9875
Fax: 
Email: PLibarri@mountainconsultinginc.com

Name: Bill Michelnie
Firm: BCI
Phone: 302-325-2700
Fax: 302-325-2733
Email: b.michelinie@bci-online.com

Name: Rick Kostes
Firm: Amakor
Phone: 302-834-8664
Fax: 
Email: Amakor@Aol.com

Project: State of Delaware
Auditor's Office Renovations – 3rd Floor Townsend Building
Project No. MC1002000448 / 19049
Project: State of Delaware
Auditor's Office Renovations – 3rd Floor Townsend Building
Project No. MC1002000448 / 19049

Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET
ATTACH BUSINESS CARD  or WRITE: Name, Firm, Phone, Fax, Email

Name: Ashlie Stanley
Firm: OMB
Phone: 
Fax:
Email: ashlie.stanley@delaware.gov

Name: Tom Coulon
Firm: OMB/DFM
Phone: 
Fax:
Email: thomas.coulon@delaware.gov

Name: Dave Brexton
Firm: OMB/DFM
Phone: 
Fax:
Email: dave.brexton@delaware.gov
INVITATION TO BID

Sealed bids for OMB/DFM Contract No. MC1002000448 – Townsend Building – Third Floor Auditor’s Office Renovations – Re-Bid will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, 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 until 10:00 a.m. local time on February 28, 2020, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

The project involves the following at the Auditor’s Office suite on the third floor of the Townsend Building in Dover, Delaware: demolition of walls, ceiling work and floor finishes; installation of new full height walls, doors and floor and wall finishes; modification of mechanical, electrical and plumbing as required.

A MANDATORY Pre-Bid Meeting will be held on February 13, 2020, at 10:00 a.m. in the Third Floor Auditor’s Conference Room at the Townsend Building, 401 Federal Street, Dover, Delaware, for the purpose of establishing the list of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.

Sealed bids shall be addressed to the Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: “OMB/DFM CONTRACT NO. MC1002000448 – TOWNSEND BUILDING – THIRD FLOOR AUDITOR’S OFFICE RENOVATIONS – RE-BID - SEALED BID - DO NOT OPEN.”

Contract documents may be obtained at RCI Printing & Graphics 298 Churchmans Rd, New Castle, DE 19720 upon receipt of $100.00 per hard copy set/non-refundable. Checks are to be made payable to “StudioJAED”.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

END OF SECTION

StudioJAED Architects & Engineers
Project No. 19049

INVITATION TO BID
00 11 13 - 1
TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

BID FORM

For Bids Due: ____________________________ To: ____________________________

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:

$ ____________________________

($ )

The above base bid includes a ten thousand dollars ($10,000) contingency allowance.
BID FORM

ALTERNATES

ALTERNATE No. 1: Chair Rail at newly constructed rooms as noted C-04 on A-101
Add: ________________________________ ($ )

ALTERNATE No. 2: Casework and sink at Auditor’s Office.
Deduct: ________________________________ ($ )

ALTERNATE No. 3: Replacement of carpet tile and wall base in rooms 301, 301a, 323, 323A, 307-314.
Add: ________________________________ ($ )

ALTERNATE No. 4: Replacement of Roller Window Shades in the entire suite.
Add: ________________________________ ($ )

UNIT PRICES

There are no unit prices.

ALLOWANCES

Allowances are included as follows:

Allowance No. 1: $10,000 for general contingencies and repairs, the balance of which is to be returned to owner by credit change order at project conclusion.
TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

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 _______ 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)

StudioJAED Architects & Engineers
Project No. 19049

BID FORM

00 41 13 - 3
**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor’s full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder may not insert “not applicable”, “N/A”, “self” or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected.

<table>
<thead>
<tr>
<th>Subcontractor Category</th>
<th>Subcontractor</th>
<th>Address (City &amp; State)</th>
<th>Subcontractors tax-payer ID # or Delaware Business license #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Carpenter</td>
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<td>B.</td>
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<td>C.</td>
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<td>2. Mechanical</td>
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**BID Form**

StudioJAED Architects & Engineers
Project No. 19049

00 41 13 - 4
TOWNESEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

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 MC1002000448 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.
TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS

We hereby certify that we will abide by the contractor’s qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: ________________________________

Contractor 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.

StudioJAED Architects & Engineers
Project No. 19049

BID FORM
00 41 13 - 7
TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM

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.