

# BERNARDON

ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

## **ADDENDUM No. ONE**

**Project Name: HVAC Improvements-Phase III, Buena Vista Conference Center**

State of Delaware Contract Number: MC2006000094

Project No.: 8216.22-15

Date of Issue: May 23, 2016

Notice No. 1: Attach this addendum to the Project Manual for this project. It modifies and becomes part of the Bidding Documents. Work or material not specifically mentioned herein is to be as described in the main body of the specification and as shown on the drawings.

Bids Due: Friday June 3, 2016, at 10:00 AM

Division of Facilities Management  
Thomas Collins Building  
540 South DuPont Highway, Suite 1  
Dover, DE 19901

---

### General Information:

1. A mandatory pre-bid meeting was held at the project site on Thursday May 19, 2016 at 10:00 AM. A copy of the sign-in sheet is included with this addendum.

### Pre-bid Meeting:

1. Brief description of the scope of work.  
The work includes the demolition of the existing boiler and installation of two new pre-purchased boilers and pumps along with associated piping, electrical work, and controls.
2. It was stated by the State that Contractors must include a copy of their business license with their bid or it will not be considered.
3. OMB reminded those in attendance to make sure they sign their drug testing policy that they turn in with their bid package.
4. It was stated that the construction window for this contract is to be confined to July and August.
5. The question was raised if sub-contractors other than Modern Controls could be used for the BAS. It was stated that the existing BAS is by Modern Controls. Other "or equal" sub-contractors may be considered if submitted for a substitution prior to bidding.
6. It was stated that the boilers and pumps have been pre-purchased.



7. Historical and Cultural Affairs notified those present that the building is in essence a museum and does house some temperature/humidity sensitive collections and that if the temperature and/or relative humidity were to be affected for an extended period of time that those rooms housing collections will require temporary dehumidification.
8. No alternates are required for this project.
9. This contract is part of a multi-phase HVAC replacement and therefor no additional phasing is planned for this contract.
10. Contract requirements were discussed.
  - A. Prevailing wages apply to this work. A copy of the wage rate has been included in the Technical Manual.
  - B. Ten-percent security bond is required.
  - C. Performance Bond and Labor and Material Payment Bond are required. The forms provided in the Project Manual shall be used. Other forms will not be accepted.
  - D. The bid is to be submitted with one original and one copy provided.
  - E. The number of days to complete the base work on the bid form shall be listed.
  - F. Limits: Confine construction operations to the limits indicated on the drawings. Exterior work shall be limited to within 10-feet of the Building perimeter. Interior access will be strictly limited and shall be accessed only upon prior approval.
  - G. Owner Occupancy: The Buena Vista Conference Center is currently occupied and will be occupied during construction. The surrounding site, buildings, roadways, access into the buildings, etc. beyond the work area shall remain accessible to the Owner. Closure of entrances shall be coordinated two (2) weeks in advance.
  - H. Contractor daily parking shall be in the adjacent parking lot as directed by the Owner.
  - I. Dumpster: A State provided location for the dumpster will be made available in the rear parking lot the Buena Vista Conference Center. At all times, the dumpster shall be covered to avoid windblown debris. Debris shall be removed on a regular basis in order to avoid an overflowing dumpster. The State is not responsible for unauthorized use of the dumpster.
  - J. Public Roadways, Driveways and Entrances: Keep public roadways, driveways and entrances serving premises clear and available to Owner, Owner's employees, the public and emergency vehicles at all times.
  - K. Schedule deliveries to minimize use of roadways, driveways and entrances.
  - L. The Owner will not sign for any deliveries at any time.
  - M. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  - N. Visible exterior storage areas will be temporarily allowed on the property, as directed by the Owner.
  - O. Contractor vehicles shall not be left at the site after working hours.



- P. Use of Existing Building: Maintain the existing building in a weathertight condition throughout renovation period. Repair damage caused by construction operations. Protect building and its contents during construction period.
- Q. The Owner shall have control of access to the Buena Vista Conference Center at all times. No keys or security codes will be issued to the Contractor.
- R. Use of the Owner's telephones will not be allowed.
- S. Flammable materials shall not be stored in or near Conference Center. Flammable materials shall be kept outside, away from all buildings, in a flammable liquid/material storage box.
- T. Gas powered equipment will not be allowed in the building or near windows or louvers at any time.
- U. Debris shall be removed from the building on a daily basis.
- V. At no times shall equipment be left operating at the Buena Vista Conference Center after hours or when no one is present at the building.
- W. Noisy activities shall take place during the hours defined by the Owner and shall be prescheduled to avoid disruption of activities.
- X. Access to the existing exterior hose bibs will be provided.
- Y. Construction crews will not be allowed to use the Owner's restroom facilities. The Contractor shall provide a self-contained toilet unit located out of view by the general public.
- Z. Dogs or other animals shall not be brought onto the property at any time.
- AA. Children shall not be brought onto the site at any time.
- BB. The Buena Vista Conference Center is a public facility and those working at the site shall not use abusive language.
- CC. Radios or other music-playing devices will not be allowed at any time.
- DD. Fire extinguishers shall be kept in the areas under renovation at the Buena Vista Conference Center at all times.
- EE. All work taking place on the site shall be monitored by the contractor's project superintendent at all times. This shall include those times when the work is being done only by the subcontractors and not the General Contractor.
- FF. The Project superintendent shall meet weekly with the site supervisor to review the activities planned for that week to avoid miscommunication, facilitate the renovation process and to maintain the Owner's operations.
- GG. Use of the Owner's sinks shall not be allowed at any time.
- HH. Walk off mats shall be provided at entrances to all construction areas from public ways if interior access is required.
- II. The fire detection system shall remain active at all times. The Contractor shall protect the devices, including security alarm system accordingly.
- JJ. Provide protective barriers and covers at entrances and public access areas where work is taking place overhead.



- KK. Power: Power is available for use by the contractor.
- LL. Grounds must be kept clean at all times.
- MM. Hours of Operation: Work can be completed 8:00 a.m. to 5:00 p.m. during Monday through Friday, as long as this is in conformance with the Owner. Saturday / Sunday and after hours work must be coordinated and approved with the Architect and Owner in advance.
- NN. The grounds shall be swept with a magnetic device to find all metal objects that may have been dropped or left behind during the course of the renovations. The metal objects shall be removed. This shall be completed at the conclusion of the work.
  - A. The Buena Vista Conference Center and surrounding State property are non-tobacco use areas. Tobacco shall not be used in State buildings or on State property.
- 11. Anticipated start date of the work is June 1, 2016 upon submission of bonds, contract and insurances to the State of Delaware and the issuance of a State of Delaware purchase order.
- 12. Bids are due Friday June 3, 2016, at 10:00 AM. The bids are to be sent either overnight or hand delivered and must be received by 10:00 AM. Faxed bids are not allowed. Bids received after 10:00 AM will not be opened. The bids will be opened and read aloud to those in attendance.
- 13. All bidders must review both the technical manual and drawings as they are complementary.
- 14. The Project has been reviewed by the State Historic Preservation Office, State of Delaware Accessibility Board, and the Division of Facilities Management. Approvals have been received from all entities.
- 15. Contractor Inspections: Exterior inspections can take place at any time.
- 16. A building permit will be required and may be issued by the New Castle County prior to the start of the work. The contractor shall verify with the County if there is a fee for the building permit but typically there is none for State funded projects.

Drawings:

None included

Technical Manual:

- 1. Section 00 41 13 BID FORM – replace in its entirety.

End of Addendum No. One

Enclosures

**Sign-In Sheet**  
**Buena Vista HVAC Improvements - Phase III**

**PRE-BID MEETING**  
**Thursday, May 19, 2016 at 10:00 AM**

No.	Name	Representing	Phone No.	E-Mail Address
1	Douglas A Eriksen	Bernardon	302-498-6071	deriksen@bernardon.com
2	Robert Stewart	Statewide Mechanical Inc	302-376-6117	RSTEWART@STATEWIDE-HVAC.COM
3	Shane McCloskey	Seiberlich Trane ES	302-356-2317	shane.mccloskey@seiberlich.com
4	Larry Bathar	L C Bathar Builders	443-553-0931	lbathar@batharbuilders.com
5	LARRY SCHROCK	OMB/DFM	739-5644	
6	Steve Dennis	Schlosser	738-7333	ABAKERSA@HOTMAIL.COM
7	Lynn Riley	Historical & Cultural Affairs	577-5170	Lynn.riley@state.de.us
8	JASON ALLEN	Gaudelli Bros. Inc	825-0965 856-2656577	MIMI@GAUDELLIBROS.COM
9	Ron Hayes	worth & Company	302-321-2678	Ron.hayes@worthandcompany.com Ron.hayes@com
10	Rob Rettig	Merit Mech	366-8601	TRettig@meritmech.com

**Sign-In Sheet**  
**Buena Vista HVAC Improvements - Phase III**

No.	Name	Representing	Phone No.	E-Mail Address
11	Kel Vandegrift	C+D	764-8013	KVandegrift.cd@ucreizon.net
12	Jose Wamboldt	ELPH	302-266-0530	Jose@ELPH.NET
13	Andrew Kassner	Cherokee Denton Mech. CNM	302 883 3104	andrew.kassner@cherokee-cnms.com David.Pagola@cherokee-cnms.com
14	WAYNE COMEGYS	DELLOLLO ELECT	302-995- <del>76</del> <sup>3400</sup>	WAYNE@DELLOLLO.COM
15	Adam Shub	FLO Mechanical	302-239-7299	Adam.S@FLOmechanical.com
16	Kyle Contino	GEM Mechanical	610-361-9667	Kyle@GEMMSI.com
17	Joan Parina	DEOL	302 778 7172	JPARINA@DEOL-ORG.COM
18	Trish Gerken	Buena Vista - HCA	302-323-4430	PATRICIA.GERKEN@state.de.us
19				
20				
21				



BUENA VISTA CONFERENCE CENTER  
661 SOUTH DUPONT HIGHWAY, NEW CASTLE, DE  
CONTRACT NUMBER MC2006000094

**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(s) of Employee Drug Testing Program  
Bid Security, (Others as Required by Project Manuals)

HAVAC IMPROVEMENTS  
 BUENA VISTA CONFERENCE CENTER  
 661 SOUTH DUPONT HIGHWAY, NEW CASTLE, DE  
 CONTRACT NUMBER MC2006000094

**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. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

**Subcontractor Category   Subcontractor   Address (City & State)**

Subcontractor Category	Subcontractor	Address (City & State)	Subcontractors tax payer ID # or Delaware Business license #
1. Demolition	_____	_____	_____
2. Painting	_____	_____	_____
3. Mechanical	_____	_____	_____
4. Plumbing	_____	_____	_____
5. Electrical	_____	_____	_____
6. Controls	_____	_____	_____
7. Test & Balancing	_____	_____	_____

HAVAC IMPROVEMENTS  
BUENA VISTA CONFERENCE CENTER  
661 SOUTH DUPONT HIGHWAY, NEW CASTLE, DE  
CONTRACT NUMBER MC2006000094

**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 *(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**

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 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.**