

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

ADDENDUM No.: 01

Project Name: EXTERIOR ENVELOPE IMPROVEMENTS
Cooch/Dayett Mills Miller's House
State of Delaware Contract Number: MC2006000095

Bernardon Proj. No.: 8347.02-16

Date of Issue: June 25, 2018

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: Tuesday, July 10, 2018 by 11:00AM
Division of Facilities Management
Thomas Collins Building
540 South DuPont Highway, Suite 1,
Dover, DE 19901

Location: Cooch Dayett Mill

Date of Meeting: June 20, 2018, 10:00 AM

Present for: State of Delaware
Courtney Lynahan – Dept. of Historic and Cultural Affairs (DHCA)
Greg Buchman – Dept. of Historical and Cultural Affairs (DHCA)
Terri McCall – Office of Management and Budget (OMB)

Contractors
Stacy Bush – Amakor Inc.
Larry Bathon – Bathon Builders Inc.
Brian Schurman – BRS Consulting, Inc.
Bill Booth – Commonwealth Construction Co.
Barry Joseph – Delmarva Construction Service
Tom Cekine – Kent Construction

Bernardon
Douglas A. Eriksen, AIA

The following items were discussed:

- 1.01 It was stated that bids are due Tuesday, July 10, 2018 at 11:00am at Division of Facilities Management, Thomas Collins Building, Suite 1, 540 South DuPont Highway, Dover, DE 19901.



- 1.02 Doug requested that all present please sign the sign-in sheet. He reminded Contractors that this was a mandatory meeting and that if you are not on the sign-in sheet you will not be eligible to bid this project.
- 1.03 Doug reviewed the following items:
- a. The Work consists of the following:
 1. Repair of existing windows, window hardware, and broken glass.
 2. Installation of new storm windows on third floor.
 3. Patching/repair of miscellaneous woodwork to include, but not limited to: window sills and frames, and porch columns.
 4. Replacement of miscellaneous broken cedar shingle siding (including painting).
 5. Installation of additional insulation in attic.
 6. Salvage of existing wood flooring on first floor, installation/sistering of new joists, installation of new subfloor, and reinstallation/refinishing of salvaged wood floor.
 7. Repair of miscellaneous masonry and plaster (both interior and exterior).
 8. Repair of masonry, door frame and door in basement.
 9. Installation of new sump pump.
 10. Repair of miscellaneous vinyl siding.
 11. Coating of existing metal stoop roof.
 12. Installation of flashing at back porch roof.
 - b. Project will be constructed under a general construction contract.
 - c. Retain one of two paragraphs below. Retain first paragraph if Project is on a vacant site or in an unoccupied building being renovated and there are no Owner-occupancy requirements. Retain second if Owner will occupy portions of an existing site or building. Revise to suit Project.
 - d. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is to be performed.
 1. Driveways and Entrances: Keep entrances serving premises clear and available to Owner, and Owner's employees.
 2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 3. The Owner will not sign for any deliveries at any time.
 4. Contractor vehicles shall not be left at the site after working hours.
 - e. Insert other paragraphs, as appropriate, describing additional limitations on use of site by construction personnel. See Evaluations for model text.
 - f. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building during construction period.



1. The Owner shall control access to the building at all times. Keys will be provided to the Contractor for the duration of the project.
 2. Use of the Owner's telephones will not be allowed.
 3. Flammable materials shall not be stored in the building.
 4. At no times shall equipment be left operating in or around the building after hours or when no one is present in the building.
 5. During the meeting it was reported that there was no running water. Subsequent to the meeting it was determined that there is running water at the house.
 6. Use of the toilets by the Contractor will be allowed. They shall be left clean and in good working order at the end of the project.
 7. Dogs or other animals shall not be brought onto the property at any time.
 8. Children shall not be brought onto the site at any time.
 9. The property around the Miller's house is open to the public and those working at the site shall not use abusive language.
 10. The Miller's house is on State property, no tobacco use is allowed on State property.
 11. Radios or other music-playing devices shall not be loud or abusive. If they are found to be so in the Owner's opinion then they will be required to be removed.
 12. Use of the Owner's sinks for cleaning tools and equipment shall not be allowed at any time.
 13. The fire detection system shall remain active at all time. The Contractor shall protect the detection devices accordingly.
 14. Any work taking place on the site by the Contractor or their subs shall be monitored by the contractor's project superintendent at all times.
- g. Owner Occupancy: Owner will occupy site but not the building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage of the site. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
1. On-Site Work Hours: Work shall be generally performed during the Contractor's normal working hours, Monday through Friday, except otherwise indicated.
 2. Weekend hours: Work on weekends is not allowed.
- h. Contractor Daily Parking: Parking is available on site. Parking shall be restricted to hard surfaced areas. If required, parking may be allowed on grassy areas. Contractor will be responsible for any remediation of damage to those areas.
- i. Dumpster: Coordinate location with Owner. Debris shall be removed from the site on a daily basis.
- j. Protect existing trees and shrubbery.



- k. The following is the required schedule for this work:
1. Bids Due: 11:00 a.m. on Tuesday, July 10, 2018.
 2. Award Building Contract: Within thirty (30) days of receipt and acceptance of qualified low bid. The issuance of a State of Delaware purchase order is contingent upon the successful Contractor submitting bonds, signed contract, drug testing affidavit, and insurances to the State of Delaware within two (2) weeks of bid acceptance.
 3. On-Site Mobilization: Upon receipt of State of Delaware purchase order.
 4. Refer to the General Requirements for additional details.
1. SUBCONTRACTOR'S LIST – The following subcontractor's will be listed on the Bid Form.
1. painter
 2. mason
 3. carpenter
- 1.04 Addendum No.1 will be issued.
- 1.05 Addenda will be issued via e-mail. Make sure e-mail address is included on sign-in sheet and is legible.
- 1.06 Any questions must be submitted to Bernardon via e-mail by close of business Monday, July 2, 2018. Questions should be e-mailed to Doug Eriksen at deriksen@bernardon.com. A final Addendum will be issued by close of business Tuesday, July 3, 2018.
- 1.07 It was stated that there is a \$10,000.00 allowance listed in the specs that is to be included in the base bid price for unforeseen conditions. Contractor's will be required to submit a proposal and get approval from the state before proceeding with any additional work covered by the allowance.
- 1.08 Contractors were invited to walk around the exterior of the property and inside the house.
- 1.09 It was requested if Contractors could come back for a second walk thru. A second walk-thru was scheduled for Wednesday, June 27, 2018 at 10:00AM at the Miller's house.
- 1.10 Pre-Bid Meeting sign-in sheet is attached.



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The meeting was adjourned at 11:00.

Anyone taking exception to or noting omissions from these meeting minutes shall notify the Architect in writing following receipt of the minutes. Otherwise, it is assumed all parties accept these minutes as recorded.

Respectfully submitted,

Douglas A. Eriksen, AIA
Project Director
Bernardon
A Delaware LLC

DAE/man

Enclosures

cc: Attendees
Mr. William E. Holloway, AIA, LEED AP – Bernardon LLC

Clarifications to the Drawings:

None

Clarifications to the Project Manual:

Replace Section 00 41 13 "BID FORM" in its entirety with that attached.

EXTERIOR ENVELOPE IMPROVEMENTS
Cooch/Dayett Mills Miller's House
OMB/DFM Project No.: MC2006000095

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)

EXTERIOR ENVELOPE IMPROVEMENTS
Cooch/Dayett Mills Miller's House
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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 & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Painter	_____	_____	_____
2. Mason	_____	_____	_____
3. Carpenter	_____	_____	_____

EXTERIOR ENVELOPE IMPROVEMENTS
Cooch/Dayett Mills Miller's House
OMB/DFM Project No.: MC2006000095

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, 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.

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