

*Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Sechler, P.E.*

**CHILLER REPLACEMENT  
AT  
FERRIS SCHOOL  
959 CENTRE ROAD  
WILMINGTON, NEW CASTLE CO., DELAWARE  
OMB/DFM CONTRACT # MC3701000087  
DBF #0586B034.B04  
JULY 29, 2020**

**ADDENDUM NO. 1**

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

- Item No. 1      The pre-bid meeting minutes are attached.
  
- Item No. 2      Section 00 41 13 - BID FORM. A revised page 3 (Subcontractor List) is attached. This revised page 3 replaces original pages 3 & 4 in their entirety.

**END OF ADDENDUM**

Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Sechler, P.E.

**PRE-BID MEETING MINUTES  
CHILLER REPLACEMENT  
AT  
FERRIS SCHOOL  
959 CENTRE ROAD  
WILMINGTON, DE 19805  
OMB/DFM #MC3701000087 ❖ DBF 0586B034.B04  
JULY 29, 2020**

***In Attendance***

---

OMB/DFM:	Dave Brewster John Dunham	dave.brewster@delaware.gov john.dunham@delaware.gov
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com
TetraTech:	Bob Minikel Pam Dennis	robert.minikel@tetrattech.com pam.dennis@tetrattech.com
<i>Contractor attendees:</i>		
Modern Controls:	Chase Lockard	clockard@moderncontrols.com
Apex Mechanical & Fabrication:	Scott Macknis	smacknis@apexpiping.com
Flo Mechanical:	David Shub	larrys@flomechanical.com
GEM Mechanical Services:	Drew Silich	drew@gemmsi.com
East Coast Plumbing & HVAC:	Jose Waybright	jose@epch.net
Merit Mechanical Co.:	John McGirk	jmcgirk@meritmech.com
Carrier Commercial Service:	Stephen Stelzer	stephen.f.stelzer@carrier.com
I.D. Griffith, Inc.:	Richard Murphy	rmurphy@idgriffith.com
Gaudelli Bros. Inc.:	Ruth	ruth@gaudellibros.com
Worth & Company:	Dan	estimating@worthandcompany.com
Aggreko:	Lynette	

***Items Discussed***

---

1. Attendance at the pre-bid is mandatory for prime contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email mpb@dbfinc.com and Bob Minikel at Robert.minikel@tetrattech.com. Please have requests for information or substitution to Michael

and Bob by the end of business on Wednesday, August 12<sup>th</sup>. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.

3. **Bids will be due August 19, 2020 at 10:00 a.m.** Bid submissions submitted electronically must be sent to [DFM-BID@delaware.gov](mailto:DFM-BID@delaware.gov), and a hardcopy of the entire submission shall be sent by mail within 5 business days of the bid submission deadline. Do not request a read receipt when you email your bid as the system will send it to a different folder and your bid would not be seen. Bidders will receive an email acknowledgement that the documents have been received; do not call the Project Manager or email the Project Manager. If the bid date and time change, the revised date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
4. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates, if applicable. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications. The prime bidder must submit a copy of their Delaware Business License with their bids. Failure to do so will cause a bid to be rejected.
5. Other requirements to submit a qualifying bid:
  - Affidavit of Contractor Qualifications
  - Affidavit of Employee Drug Testing Program
  - Affidavit of Craft Training Compliance
6. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware at the time of execution of the contract.
7. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
8. Working hours will be Monday – Friday, 7 a.m. – 4 p.m. Weekends are also available. All work areas must be cleaned up prior to leaving each day.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
10. Submissions: The contractor will be responsible for permits and associated fees.

Pre-Bid Meeting Minutes  
Chiller Replacement  
Ferris School  
July 29, 2020  
Page 3

11. The contractor will be responsible for having a supervisor on-site at all times during work of any subcontractors or their own forces, including punch-list work.
12. The Owner will provide electric and water service. The contractor shall provide their own toilet facility. An area on site will be established for a contractor staging and material storage at the pre-construction meeting.
13. Criminal background checks are not required.
14. This is a smoke free facility and campus.
15. **Bidders must email Dave Brewster if they intend to attend the walkthrough. The walkthrough will take place on Tuesday, August 4<sup>th</sup> at 8:30 a.m.**
16. Interested parties can log into Webex.com to attend the bid opening. The meeting number and password can be found on the advertisement for bids.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully submitted,  
DAVIS, BOWEN & FRIEDEL, INC.



Michael Bauman, AIA  
Project Architect

cc: All attendees  
Earl Harrington  
Mike Barone  
Gene Dobrowolski



FERRIS SCHOOL CHILLER REPLACEMENT  
959 CENTRE ROAD  
WILMINGTON, NEW CASTLE CO., DELAWARE  
OMB/DFM MC #3701000087

**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
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

**FERRIS SCHOOL CHILLER REPLACEMENT**  
**959 CENTRE ROAD**  
**WILMINGTON, NEW CASTLE CO., DELAWARE**  
**OMB/DFM MC #3701000087**

**BID FORM**

**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.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Mechanical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Electrical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

FERRIS SCHOOL CHILLER REPLACEMENT  
959 CENTRE ROAD  
WILMINGTON, NEW CASTLE CO., DELAWARE  
OMB/DFM MC #370100087

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\_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_.

My Commission expires \_\_\_\_\_.

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

FERRIS SCHOOL CHILLER REPLACEMENT  
959 CENTRE ROAD  
WILMINGTON, NEW CASTLE CO., DELAWARE  
OMB/DFM MC #3701000087

**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 MC3701000087 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\_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_.

My Commission expires \_\_\_\_\_.

**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\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_.

My Commission expires \_\_\_\_\_.

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

FERRIS SCHOOL CHILLER REPLACEMENT  
959 CENTRE ROAD  
WILMINGTON, NEW CASTLE CO., DELAWARE  
OMB/DFM MC #3701000087

**AFFIDAVIT OF  
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as “an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor.”<sup>1</sup> A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at <https://det.delawareworks.com/documents/Apprenticeship/Apprenticeship%20Occupations.pdf?20190215>. Information pertaining to subcontractor craft training programs shall be provided by the contractor prior to contract execution.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if all of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

**Craft(s)** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor/Subcontractor Program  
Registration Number** \_\_\_\_\_  
On this line also indicate whether DE, Other State (identify) or US Registration Number

**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.

<sup>1</sup> Title 29, Chapter 69, Section 6902(7) of the Delaware Code.