

**Addendum
No. 1**

Meeting Date: December 22, 2017
Addendum Date: December 27, 2017
Project: Storage Cooler Replacement at DFS Wilmington
DFM Project No: MC4501000002

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.

Pre-Bid Meeting Minutes:

1. Introductions:
 - a. OMB/DFM Project Manager – Dean Seely
(joseph.seely@state.de.us) (302) 739-5644.
 - b. Studio JAED Project Manager – Brian Zigmond
(zigmondb@studiojaed.com) 302-832-1652
 - c. Studio JAED Assistant Project Manager – Dan Shurina
(shurinad@studiojaed.com) 302-832-1652.
2. See attached pre-bid sign in sheets for reference.
3. 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 **2:00 p.m. local time on Tuesday, January 9, 2017** – as described in the invitation to bid / advertisement for bids.
 - b. Bidders are to submit questions in writing by email to both Brian Zigmond and Dan Shurina at the e-mail addresses noted above. Responses will be issued by addendum.
 - c. Bidder questions will be accepted until **4:30PM, Tuesday, January 2nd, 2018.**
4. All drawings must be purchased through RCI. All information / addenda will be released through RCI for this bid.
 - a. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
5. The project includes a \$5000 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 balance remaining in the allowance is to be returned to owner by credit change order at project conclusion.
6. 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.
7. Note: Construction will require temporary heat to be provided by the contractor to maintain appropriate conditions to complete all work, including the installation of the new flooring under separate contract.
 8. General Project Schedule (all items are subject to change due to unforeseen circumstances):
 - a. Purchase orders are expected to be in place by the end of January 2018
 - b. The total shutdown length for the autopsy suite shall be limited to 3 months (calendar). All necessary mobilization equipment, products, etc. are expected to be in place prior to the Owner leaving the site.
 9. After-hours work may only be undertaken in strict coordination with the Owner, and will only be entertained for specific needs such as utility shutdowns or particularly disruptive work.
 10. The State of Delaware will review previous HAZMAT / AHERA reports for the site.
 11. The building occupants being displaced will be relocated under separate contract.
 12. As noted in the bid documents, the contractor managing this project will be responsible for coordination of all other contracts being undertaken during this project timeline. However, the contractor is NOT responsible for providing additional supervision while work being performed outside of their contract is underway.
 13. The contractor is responsible for obtaining all building permits. No drawings have been submitted to the City at this time. Signed and sealed drawings will be provided to the successful contractor for this purpose.
 14. Parking – As noted, parking on the site is extremely limited. DFS is working to obtain some parking across the street in conjunction with DART. Additional information will be provided in a future addendum.

Clarifications:

1. Project Progress Meetings: It is anticipated that weekly coordination meetings will be required for this project once construction begins. Prior to construction start and post-occupancy, bi-weekly meetings will be sufficient for coordination purposes. Meeting lengths should be expected

to be at least 2 hours in duration. These are estimates only and are subject to change based upon the project status.

2. Temporary Facilities: Each prime contractor for the four projects at the site will be responsible for maintaining temporary sanitary facilities, trash/dumpster service, etc. as specified in the project documents. The successful contractors may, at their discretion, choose to share these costs with the other successful bidders. However, it is solely the responsibility of the contractors to maintain the site facilities requirements as detailed in the project documents.
3. Building permits: As stated in the pre-bid meeting and in the project documents, contractors will be responsible for obtaining their own building permits as required by the City of Wilmington. The State of Delaware will provide supporting information regarding asbestos certification as required.
4. Bid Form Clarifications. Two completed copies of the bid form must be provided with each bid submission. This includes the Subcontractor List and the Non-Collusion Statement. Only one set of drug testing affidavits and bid bonds need to be provided.
5. All refrigeration equipment shall be sized as indicated in the project documents (BTU and airflow ratings).
6. The correlation between the refrigeration units shown on the drawings and those listed in the specifications is as follows (All specification references are in *11 71 21 – Cadaver Storage Coolers*):
 - a. *Sheet A3.1, plan 3/3.1 “Ground Floor Plan”*: “WALK-IN REFRIGERATOR S005” is defined in section 2.02 as the “Walk-in Morgue Cooler”.
 - b. *Sheet A3.1, plan 3/3.1 “Ground Floor Plan”*: “ROLL-IN REFRIG.” in “DECOMPOSITION ROOM S007” is defined in section 2.04 as the “Six-Body Morgue Cooler, Combination End Opening Roll-In”.
 - c. *Sheet A3.1, plan 4/3.1 “Second Floor Plan”*: Combination “FREEZER N206” and “REFRIG N208” is defined in section 2.03 as “Walk-In Combination Storage Cooler / Freezer”.

Changes to Specifications:

1. *Section 11 71 21 - Cadaver Storage Coolers and Freezers*: The following clarifications are made to this specification section:
 - a. Section 2.02, Paragraph C, Item 3: Interior floor is concrete to be concrete, prepared to receive new epoxy flooring under separate contract.
 - b. Section 2.03, Paragraph C, Item 3: Interior floor shall be smooth stainless steel with anti-skid tape for slip resistance.
 - c. Section 2.04, Paragraph D, Item 4: Interior floor shall be smooth stainless steel with anti-skid tape for slip resistance.

Changes to Drawings:

1. *Sheet A3.1, Drawing 4/3.1*: General Contractor to furnish and install wall infill material to completely close the gap between the new

Refrigerator/Freezer and the existing adjacent walls at the “short end” of the unit. Infill material will include, but is not limited to, cold form metal framing and paint finished gypsum wall board with backer rod and caulk/sealant joints at jambs and head/soffit.

2. Sheet A3.1, Drawing 5/3.1, Drawing 6/3.1, and Drawing 7/3.1: General Contractor to furnish and install/apply ceramic tile to sides of refrigeration units as shown on drawings. All Ceramic Tile shall be 4.25” x 8.5” to match existing.
3. Sheet A3.1, plan 3/3.1 “Ground Floor Plan”: The flooring material in the interior of the “Walk-In Refrigerator S005” shall be concrete, not mosaic tile as indicated, and leveled to match the existing floor elevation of “Vestibule and Receiving S006”. The concrete should be prepared to receive new epoxy flooring under separate contract. No additional sketch is issued to reflect this change.

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

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ARCHITECTS

ENGINEERS

FACILITIES SOLUTIONS

Project: State of Delaware DFS Walk-In freezer Replacement
Project No.: MC4501000002 / 14065
Date: December 22, 2017

PRE-BID
SIGN IN SHEET

REPRESENTATIVE

FIRM / PHONE / FAX / EMAIL

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3. Dean Seely
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5.