

**Addendum
No. 1**

Meeting Date: July 18, 2018
Addendum Date: July 18, 2018
Project: Lower Level IT Reconfiguration at DeIDOT Admin Building
DFM Project No: MC5511000019

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.

Clarifications / Pre-Bid Meeting Minutes:

1. Introductions:
 - a. OMB/DFM Project Manager – John Dunham
(john.dunham@state.de.us) (302) 744-1185.
 - b. Studio JAED 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. The 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 **3:00 p.m. local time on Thursday, August 2, 2018.**
 - b. Bidders are to submit questions in writing by email to Dan Shurina at the e-mail address noted above. Responses will be issued by addendum.
 - c. Bidder questions will be accepted until 4:00 p.m., Thursday, July 26, 2018.
 - d. The last day for addenda will be Friday, July 27, 2018.
4. All drawings must be purchased through RCI as noted in the bid advertisement unless purchased at the pre-bid meeting. All information / addenda will be released through RCI for this bid. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI OR STUDIO JAED PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
5. A voluntary contractor walkthrough is scheduled for Monday, July 23, 2018 at 9:00 AM. Interested parties are to meet in the lobby at the DeIDOT Administration Building. The walkthrough will begin promptly at 9:00 AM.
6. The project includes a \$10,000 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.

7. 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 to be submitted with the bid. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
8. The contractor is responsible for obtaining all building permits. No drawings have been submitted for permitting at this time. Signed and sealed drawings will be provided to the successful contractor for this purpose.
9. The contractor may begin work immediately upon notice to proceed. The project duration shall be 90 calendar days between notice to proceed and substantial completion.
10. All work is intended to be performed during normal business hours, but in the event of a shutdown of critical system including but not limited to sprinkler, fire alarm, HVAC, or electrical service – the work shall be continuous around the clock until the system has been restored.
11. All shutdowns of any building system are to be approved in advance by the owner, and work is to continue around the clock until the service is restored.
12. All new, ceiling-mounted devices in ACT ceilings are to be centered in ceiling tile.
13. Included in the project manual is 00 41 14 Allowance Authorization. As a clarification, this form is to be signed by all parties prior to any additional work which is to be applied to the project allowance.

14. New fire alarm devices are shown to be installed as part of the project. The contractor shall coordinate devices and protocol with fire alarm installer under separate contract to replace entire, building-wide fire alarm system. New FA devices are to be wired to a new FA panel to be provided by others which is to be located in Storage Room E-L00 on Drawing A3.1.
15. CAT6 wiring to data outlets is to be furnished by the owner and extended and terminated at wall outlets by contractor. Contractor to tag cabling and provide as-built drawings to owner for data drop locations.
16. At walls in IT Room E-L14, contractor to patch all wall penetrations below ceiling, prep, and paint. Owner to select color.
17. The contractor shall adhere to DelDOT security procedures, and will be issued contractor badges for access to areas of work.
18. Loud or disruptive work activities are to be limited to early morning prior to 8 a.m. or after hours.
19. The existing ladder rack is to be removed and reinstalled as needed for ceiling replacement and access.
20. The contractor is to provide floor infill as noted on the drawings. Floor tiles are to be furnished by owner for installation by contractor. Framing for raised floor is to be furnished and installed by contractor as needed.
21. Furniture plans are included with the specifications for reference. Furniture is to be provided by others. See Drawing E9.1 for electrical work which is to be coordinated with furniture.

Changes to Specifications:

1. *00 41 13 Bid Form* – Revised bid form to include contingency allowance. See attached, revised Bid Form.

Changes to Drawings:

None.

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

2500 WRANGLE HILL ROAD
FOX RUN OFFICE PLAZA, SUITE 110
BEAR, DE 19701

302.832.1652 **PHONE**
302.832.1423 **FAX**

ARCHITECTS

ENGINEERS

FACILITIES SOLUTIONS

Project: Lower Level IT Reconfiguration at DelDOT Administration Building
Project No.: MC5511000019
Date: July 18, 2018

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

1. Michael Helm Radius Systems
610-388-9940 (Phone)
610-388-9945 (Fax)
mhelm@radiusystemsllc.com

2. Joe Wasylkowski H&A Electric Company
302-678-8252 (Phone)
302-678-5610 (Fax)
joew.handa@comcast.net

3. Ryan Jackson Amakor
302-834-8664
No fax
amakor@aol.com



HEADQUARTERS

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Date: July 18, 2018

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

4. Gregory Thompson Conventional Builders
302-422-2429 (Phone)
302-422-2135 (Fax)
conventionalbuilders@comcast.net

5. _____

6. _____

**Lower Level IT Configuration
800 South Bay Road
Dover, DE 19901
Contract No. MC5511000019**

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)

**Lower Level IT Configuration
800 South Bay Road
Dover, DE 19901
Contract No. MC5511000019**

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. Electrical	_____	_____	_____
2. Mechanical	_____	_____	_____

**Lower Level IT Configuration
800 South Bay Road
Dover, DE 19901
Contract No. MC5511000019**

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 MC5511000019 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.

**Lower Level IT Configuration
800 South Bay Road
Dover, DE 19901
Contract No. MC5511000019**

**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.

END OF SECTION