

**Addendum
No. 1**

Meeting Date: November 7, 2017
Addendum Date: November 8, 2017
Project: HVAC Replacement at the Delaware State Fire School
DFM Project No: MC1002000315

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. **NOTE – THE DATE OF THE BID OPENING HAS BEEN CHANGED:** 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 **2:30 p.m. local time on Monday, December 4, 2017.**
 - 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., Monday, November 27, 2017. Note, this is a change from what was stated at the pre-bid meeting.
 - d. The last day for addenda will be Tuesday, November 28, 2017. Note, this is a change from what was stated at the pre-bid meeting.
4. All drawings must be purchased through RCI as noted in the bid advertisement. All information / addenda will be released through RCI for this bid. 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. A voluntary contractor walkthrough is scheduled for Monday, November 13, 2017; between 8:00 a.m. and 12:00 p.m. All visitors must sign in at the front desk.

6. The project includes a \$30,000 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 existing fire alarm panel is by Simplex. The existing fire alarm service vendor on site is Premium Fire & Security.
10. The contractor will be responsible for coordinating work with office renovation project under separate contract. The office renovation project will comprise of building alterations in Phase 1 areas.
11. Environmental testing and remediation is not included as part of this contract, but the contractor is to schedule and coordinate with environmental companies for testing and remediation as required and as directed by the owner following the removal of any hard ceilings.
12. As indicated in the advertisement for bids, bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity, or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises,

Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract.

13. The project requires cutting of precast concrete roof deck. All x-ray services required for saw cutting of precast plank is to be borne by the contractor.
14. The project requires as-built drawings for both new and existing HVAC ductwork and piping. Legible, scanned, red-line markups with duct / pipe sizes are acceptable for this purpose. Existing boiler room piping is not included in this requirement.
15. The roof is currently not under warranty.
16. Upon completion of each phase, air-side testing and balancing and preliminary water-side testing and balancing are to be performed and reports are to be submitted for approval. Upon completion of project, full water-side testing and balancing is to be performed on the entire facility and reports are to be submitted for approval.
17. The project requires a replacement of the entire BAS as indicated in the documents. The BAS is to control all new and existing equipment. In the event that HVAC equipment is not installed as part of alternates that are not accepted, the contractor shall include control of existing HVAC equipment as part of base bid price.
18. The contractor is responsible for protection of all existing furniture within the areas of work – as well as moving, storage, and re-staging of furniture as required. The contractor is to provide a storage container which is to be located in the rear of the building as coordinated with the owner for temporary storage of furniture.

In areas where off-hours work is required and spaces are to be cleaned daily for occupants as indicated in phasing plans, furniture is to be moved / stored as required, and staged daily at the end of each shift for daily daytime operation.

In areas where areas are to be cleaned weekly for weekend occupants as indicated in phasing plans, furniture is to be moved / stored as required, and staged weekly for weekend occupants.

In areas where no regular cleaning is specifically required as indicated in the phasing plans, the contractor is required to maintain a clean work area free of hazards or nuisances, is to move / store furniture as required, and stage furniture following completion of the phase.

19. At the start of each phase, the contractor is to shut off the existing heating hot water services to the area, and provide new isolation valves to isolate the phase.
20. All shutdowns of any system are to be approved in advance by the owner, and work is to continue around the clock until the service is restored.
21. Per changes to drawings #6 and #7 indicated below, as a clarification, phase #10 will occur – followed by phase #9 and phase #11 simultaneously.

Changes to Specifications:

1. *Specification 00 41 13 Bid Form* – Revised subcontractor list to include testing and balancing, roofing, fire alarm, and building automation system. See attached, revised, bid form.

Changes to Drawings:

1. *Drawings G1.1, G1.2, G1.3, G1.4 Phasing Plans* – Revise General Phasing Note #4 to read “All temporary heat provided by the contractor shall maintain a minimum temperature of 70 deg. F, and shall be located as directed by the owner. Temporary heaters shall operate quietly so as not to create a disruption to occupants.” No sketch is issued to reflect this change.
2. *Drawing G1.1* – At 1/1.1, Phasing Plan – Phase 1, Revise Phase 1 Note #3 to read “All work in phase 1B shall be performed during off-hours. Contractor shall begin no earlier than 7pm and the area is to be cleaned for occupants daily no later than 7am.” No sketch is issued to reflect this change.
3. *Drawing G1.2* – At 4/1.2, Phasing Plan – Phase 4, Delete Phase 4 Note #2. No sketch is issued to reflect this change.
4. *Drawing G1.3* – At 1/1.3, Phasing Plan – Phase 5, Add Phase 5 Note #4 to read “Phase 5 areas shall be cleaned and existing furniture is to be staged in original condition ready for weekend occupants every Friday by 5pm.” No sketch is issued to reflect this change.
5. *Drawing G1.3* – At 2/1.3, Phasing Plan – Phase 6, Add Phase 6 Note #4 to read “Phase 5 areas shall be cleaned and existing furniture is to be staged in original condition ready for weekend occupants every Friday by 5pm.” No sketch is issued to reflect this change.

6. *Drawing G1.4* – At 1/1.4, Phasing Plan – Phase 9, Revise Phase 9 Note #1 to read “Phase duration shall be July 1, 2019 to August 31, 2019.” No sketch is issued to reflect this change.
7. *Drawing G1.4* – At 2/1.4, Phasing Plan – Phase 10, Revise Phase 10 Note #1 to read “Phase duration shall be April 1, 2019 to June 30, 2019.”

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: Delaware State Fire School HVAC Replacement
Project No.: MC1002000315
Date: November 7, 2017

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

1. Michael McDaniel C+D Contractors
302-764-8013
No Fax
kvandegrift.cd@verizon.net

2. Craig Platania Gaudelli Bros, Inc.
856-825-0636
856-327-8864
craig@gaudellibros.com

3. Gary Fowler Diamond State Engineering
302-697-7694
No Fax
gary@diamondstateengineering.com

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FOX RUN OFFICE PLAZA, SUITE 110
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**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

4. Robert Rahn Diamond State Engineering
302-697-7694
No Fax
estimator@diamondstateengineering.com

5. Matt Bailey Power Plus
302-736-5070
302-736-5120
mattb337@gmail.com

6. Lisa Hiott John Hiott Refrigeration and Air Conditioning, Inc.
302-697-3050
No Fax
lisahiott@hiotthvacr.com

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**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

7. Steve Serbu Amakor
302-834-8664
302-834-8681
No Email

8. Andy Baker Schlosser and Associates
302-738-7333
302-738-5692
abakersa@hotmail.com

9. John Dunbar Joseph T. Richardson, Inc.
302-398-8101
302-398-9504
john@jtrmech.net

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**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

10. Lisa Matthews Elliott Lewis Corp.
215-698-4400
No Fax
lmattthews@elliottlewis.com

11. Chase Lockard Modern Controls, Inc.
302-325-6800
302-325-6800
clockard@moderncontrols.com

12. Carl Rifino Cherokee Nation Mechanical
302-883-3104
302-883-3195
carl.rifino@cherokee-cnccs.com
david.ragolia@cherokee-cnccs.com

ALTERNATE No. 3: Replace RTU-3, with associated modifications as indicated in documents.

Add: _____
(\$ _____)

ALTERNATE No. 4: Replace RTU-4, with associated modifications as indicated in documents.

Add: _____
(\$ _____)

ALTERNATE No. 5: Replace RTU-5, with associated modifications as indicated in documents.

Add: _____
(\$ _____)

ALTERNATE No. 6: Replace RTU-6 and provide new kitchen ventilation system controls and fans, with associated modifications as indicated in documents.

Add: _____
(\$ _____)

ALTERNATE No. 7: Replace RTU-8, with associated modifications as indicated in documents.

Add: _____
(\$ _____)

**HVAC Replacement
Delaware State Fire School
1461 Chestnut Grove Road; Dover, DE 19904
Contract No. MC1002000315**

BID FORM

UNIT PRICES

There are no unit prices.

ALLOWANCES

Allowances are included as follows:

ALLOWANCE No. 1: \$30,000 for general contingencies and repairs, to be used for unforeseen conditions only. The balance of the allowance is to be returned to the owner by credit change order at project conclusion.

**HVAC Replacement
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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)

**HVAC Replacement
Delaware State Fire School
1461 Chestnut Grove Road; Dover, DE 19904
Contract No. MC1002000315**

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.**

<u>Subcontractor Category</u>	<u>Subcontractor Subcontractors tax payer ID # or Delaware Business license #</u>	<u>Address (City & State)</u>
1. HVAC	_____	_____
2. Sheet Metal	_____	_____
3. Electrical	_____	_____
4. Masonry	_____	_____
5. Structural Steel	_____	_____
6. Painting	_____	_____
7. Ceilings	_____	_____
8. BAS	_____	_____
9. Roofing	_____	_____
10. Testing and Balancing	_____	_____
11. Fire Alarm	_____	_____

**HVAC Replacement
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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 MC1002000315 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.

**HVAC Replacement
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**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.