



**TETRA TECH**

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Newark, Delaware 19713  
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## **Addendum 1**

Caesar Rodney School District  
Wyoming, DE

Bid No.: SRS-18008-Postren

### **Caesar Rodney School District – Postlethwait Middle School HVAC Improvements**

Tt Project No. 163183-17001-05

### **Addendum No. 1 to Drawings and Project Manual**

February 19, 2017

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated February 14, 2018.

PROJECT MANUAL dated February 14, 2018.

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) pages not including the attachments:

#### **1.1 REQUEST FOR CLARIFICATIONS TO PRE-BID INFORMATION/AGENDA**

- A. Bid Form “Affidavit of Employee Drug Testing Program” must be submitted for each Prime and Subcontractor on subcontractor list per the State of Delaware DFM.

#### **1.2 PROJECT MANUAL – MODIFICATIONS**

- A. Section 00 41 13; Bid Form

1 **REPLACE** Spec Section in its entirety with the Revised Bid Form attached to this addendum.

- a. Which adds a Balancing Contractor to the Subcontractor’s List.

#### **1.3 DRAWINGS - MODIFICATIONS**

- A. NONE at this time.

#### **1.4 REQUEST FOR CLARIFICATIONS/REQUEST FOR INFORMATION**

- A. NONE at this time.

### **ATTACHMENT LIST**

1. Pre-bid Information – Agenda & Meeting Minutes
2. Pre-bid Meeting Sign-In Sheet
3. Register of Bid Documents
4. Revised Spec Section 00 41 13 Bid Form

**END OF ADDENDUM No. 1**



## **Pre-Bid Agenda & Meeting Minutes**

Meeting Date: Wednesday, February 14, 2017 @ 3:00 p.m.

Prepared By: Amanda Bouwer, AIA

Tt Project No.: 200-163183-17001-05

BID No.: **SRS-18008-Postren**

Project Name: **Caesar Rodney School District – Postlethwait Middle School HVAC Improvements**

Regarding: General Pre-Bid Information – Agenda

### **AGENDA**

1. This is the Pre-Bid Meeting: Attendance is **Mandatory** for all Prime Contractors. Bids received from contractors not attending this meeting shall not be opened.
2. Project consists of the following:
  - a. The general scope of the project entails replacing fan coil units, energy recovery units, replacement and refurbishment of air handling units, ATC upgrades and supporting electrical, architectural and structural improvements.
  - b. Project will be constructed under a single prime contract with a General or Mechanical Contractor. Form of Contract will be AIA Document A101 Standard Form of Agreement between Owner and Contractor where the basis of payment is a STIPULATED SUM.
3. Reviewed Alternates: See Specifications.
4. Bids Due: Sealed proposals will be received by the Owner for public opening until 3:00 p.m. local time on Monday, March 5, 2018 at the Caesar Rodney School District Conference Room, 7 Front Street, Wyoming, DE 19934. Proposals received after this time shall not be accepted. Bidders should be aware that the Owner reserves the right to reject all bids and/or negotiate with the low bidder.
5. Availability of Documents: The contract documents (project manual and drawings) will be made available at the non-refundable cost of \$125.00 per set (hard copy) or \$50.00 electronic copy. The documents will be available for purchase at the Pre-bid meeting or at the architect's office after the Pre-bid meeting. Payment is to be made by check payable to the order of "Tetra Tech."

Note: For hardcopies, contact Tetra Tech with a 24 hours advance notice.

6. Wage Rates and Payroll Reporting: Contractors shall comply with all requirements of the State of Delaware regarding prevailing wage rates and payroll reporting shall be reported to Delaware Department of Labor.

7. Only plan holders who have purchased drawings from Tetra Tech will receive the Addenda.
8. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office at least seven (7) days prior to bid due date. Submit e-mails to Amanda Bouwer's attention at [amanda.bouwer@tetratech.com](mailto:amanda.bouwer@tetratech.com). Last day for questions will be Monday February 26, 2018 by 5:00 pm.
9. Substitutions requests (bidding only) must be submitted in writing as required by the specifications.
10. Schedule:  
  
Timely execution of this project is a critical element of the Work. Working dates are June 11 to August 18. Normal working hours are between 7:00 a.m. to 4:30 p.m., Monday thru Friday. Work after hours are negotiable.  
  
Note: If project is behind schedule, every effort should be made to maintain schedule including working overtime at the expense of contractor.
11. Submission of a 10% secured bid deposit in the form of a Bid Bond, of total amount of the Base Bid plus all additive alternates is required with bids.
12. Reviewed Subcontractor List: See Bid Form in Specifications.
13. Bid Form "Affidavit of Employee Drug Testing Program" must be submitted with bids for **Prime and each Subcontractor** listed on subcontractor list.
14. Guided Walkthrough Dates: Contact Tetra Tech for any additional walkthrough dates.

End of Pre-Bid Meeting Report



**TETRA TECH**

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

CAESAR RODNEY SCHOOL DISTRICT

POSTLETHWAIT MIDDLE – HVAC IMPROVEMENTS

Tt PROJECT NO.:200-163183-17001-05

DATE: February 14, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 R. Adam Kagan	Fire	8719 Brady Dr. Easton, MD 21601	410-813-8688	440-8	akagan@qigipanel
2 Rob Rettig	Mech Mechanical	5901 1/2 Drive Newark	302-366-8601	302-366-8616	Trettig@multimech.com
3 DOUG DOWERTY	C & D Contractors	W4 East 40th St Wren	302-420-2164	302-674-7585	Kuandeg, J. F. Vercen
4 Rob Salloway	Kent	2 Big Oak Rd Smithville DE	302-653-6469	302-653-4044	estimates@kentr.com
5 Ryan Jackson	AMAKOR Inc	72 Clinton Street Delaware DE	302-834-8644	302-834-8681	Amakor@Aol.com
6 John Duhler	Joseph T. Rummason	LOS CAVERST HARRINGTON DE	302-398-8101	302-398-9304	John@JTRMECH.NE
7 Mimi Allen	Gaudelli Bros Inc.	202 S. Wade Blvd. Millville, NJ 08332	856-885-0636	856-327-8864	Mimi@gaudellibros.com
8 Steve Pech	DIAMOND MECHANICAL	3588 PEACH TREE RUN DOVER, DE 19901	302-677-7674		ESTIMATE@DIAMONDMECHANICAL.NET
9 Chase Cochran	Modern Controls	7 Beech Dr. West Castle DE	302-325-6800		Chase@moderncontrols.com
10 Anaya Danna	Schwartz & Sons	2407 S. Highway Newark DE 19714	302-738-7333	302-738-5692	AGANNING@HOTMAIL.COM
11 Amanda Bauer	Tetra Tech				
12 Scott Kessel	CRSD				
13					

**Postlethwait Middle School - HVAC Improvements**  
**Caesar Rodney School District**

**200-163183-17001-05**

Bids Due: **3:00 p.m., March 8, 2018 at**  
**Caesar Rodney School District**  
**Facilities Management - Conference Room**  
**7 Front Street**  
**Wyoming, DE 19934**

**REGISTER OF BID DOCUMENTS**  
**PLEASE PRINT CLEARLY**

**\$ 50.00 For Electronic/\$125.00 for Hard Set**

#01	<p>Name of Company: <u>Joseph T. Richardson</u></p> <p>Physical Address: <u>105 Center St.</u> City, State: <u>Harrington, DE 19952</u></p> <p>Contact: <u>John Dunbar</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-398-8104</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: <a href="mailto:john@jtrmech.net">john@jtrmech.net</a></p>
#02	<p>Name of Company: <u>Amakor, Inc.</u></p> <p>Physical Address: <u>72 Clinton St. P.O. Box 636</u> City, State: <u>Delaware City, DE 19706</u></p> <p>Contact: <u>Ryan Jackson</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-834-8664</u></p> <p>Fax: <u>302-834-8681</u> Date: _____</p> <p>E-Mail: <a href="mailto:amakor@aol.com">amakor@aol.com</a></p>
#03	<p>Name of Company: <u>Gaudelli Bros, Inc.</u></p> <p>Physical Address: <u>202 S. Wade Blvd.</u> City, State: <u>Millville, NJ 08337</u></p> <p>Contact: <u>Mimi Allen</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>856-825-0636</u></p> <p>Fax: <u>856-327-8864</u> Date: _____</p> <p>E-Mail: <a href="mailto:mimi@gaudellibros.com">mimi@gaudellibros.com</a></p>

**Postlethwait Middle School - HVAC Improvements**  
**Caesar Rodney School District**

**200-163183-17001-05**

Bids Due: **3:00 p.m., March 8, 2018 at**  
**Caesar Rodney School District**  
**Facilities Management - Conference Room**  
**7 Front Street**  
**Wyoming, DE 19934**

**REGISTER OF BID DOCUMENTS**  
**PLEASE PRINT CLEARLY**

**\$ 50.00 For Electronic/\$125.00 for Hard Set**

#04	<p>Name of Company: <u>Schlosser &amp; Associates</u></p> <p>Physical Address: <u>P.O. Box 7984</u></p> <p>City, State: <u>Newark, De 19714</u></p> <p>Contact: <u>Andy Baker</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: <u><a href="mailto:abakera@hotmail.com">abakera@hotmail.com</a></u></p>
#05	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
#06	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

# BID FORM

**To:** Caesar Rodney School District  
7 Front Street, PO Box 188  
Wyoming, DE 19934



**HVAC IMPROVEMENTS FOR  
POSTLETHWAIT MIDDLE SCHOOL  
CAESAR RODNEY SCHOOL DISTRICT  
CAMDEN, DELAWARE**

ALTERNATE No. 4: ATC System By Modern Controls:  
Work includes but is not limited to ATC Controls by Modern Controls. Provide additional costs, if any, for ATC system by Modern Controls (Utilizing Tridium Based Johnson FX). If Modern Controls is the low ATC subcontractor then the alternate value on the bid form shall be listed as zero (\$0) dollars.

Add: \_\_\_\_\_ (\$ \_\_\_\_\_ )

ALTERNATE No. 5: Base Bid ATC Vendor – Delete Integration, ATC System Front End and Workstation:  
Work includes but is not limited to eliminating ATC Integration. Provide credit for ATC systems integration, Front End, graphics and workstation for Building ATC system. Coordination with integration contractor for all new controls, devices, sensors and hardware installed shall be included.

Deduct: \_\_\_\_\_ (\$ \_\_\_\_\_ )

ALTERNATE No. 6: Modern Controls ATC Vendor – Delete Integration, ATC System Front End and Workstation:  
Work includes but is not limited to eliminating ATC Integration. Provide credit for ATC systems integration, Front End, graphics and workstation for Building ATC system. Coordination with integration contractor for all new controls, devices, sensors and hardware installed shall be included.

Deduct: \_\_\_\_\_ (\$ \_\_\_\_\_ )

**HVAC IMPROVEMENTS FOR  
POSTLETHWAIT MIDDLE SCHOOL  
CAESAR RODNEY SCHOOL DISTRICT  
CAMDEN, DELAWARE  
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 IMPROVEMENTS FOR  
POSTLETHWAIT MIDDLE SCHOOL  
CAESAR RODNEY SCHOOL DISTRICT  
CAMDEN, DELAWARE**

**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</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Roofing	<hr/>	<hr/>	<hr/>
2. Mechanical	<hr/>	<hr/>	<hr/>
3. Electrical	<hr/>	<hr/>	<hr/>
4. Ceiling	<hr/>	<hr/>	<hr/>
5. Controls	<hr/>	<hr/>	<hr/>
6. Steel/Metals	<hr/>	<hr/>	<hr/>
6. Balancing	<hr/>	<hr/>	<hr/>

**HVAC IMPROVEMENTS FOR  
POSTLETHWAIT MIDDLE SCHOOL  
CAESAR RODNEY SCHOOL DISTRICT  
CAMDEN, DELAWARE**

**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.**

**HVAC IMPROVEMENTS FOR  
POSTLETHWAIT MIDDLE SCHOOL  
CAESAR RODNEY SCHOOL DISTRICT  
CAMDEN, DELAWARE**

**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.**