



TETRA TECH

240 Continental Drive, Suite 200
Newark, Delaware 19713
Tel. (302) 738-7551
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Addendum No. 1

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Caesar Rodney School District
Wyoming, DE

Bid No.: SRS-18011-StarHillren

Star Hill Elementary School HVAC Improvements

Tt Project No. 163183-17001-06

Addendum No. 1
to
Drawings and Project Manual

March 1, 2018

REMINDER: Bids are due 3:00pm local time on Wednesday, March 14, 2018 at the Caesar Rodney School District, Facilities Management, 7 Front Street, Wyoming, DE 19934.

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To: ALL BIDDERS

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

Original DRAWINGS dated February 26, 2018.

PROJECT MANUAL dated February 26, 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:

1.0 CLARIFICATIONS TO PRE-BID INFORMATION/AGENDA

1.1 Bid Form "Affidavit of Employee Drug Testing Program" must be submitted with bids from Prime Contractors.

Item 3.1.1 from Office of Management and Budget, 4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects. See attached.

2.0 PROJECT MANUAL – MODIFICATIONS

2.1 Section 00 41 13 BID FORM

REPLACE Specification Section in its entirety with revised Bid Form attached to this addendum. Steel/Metals and Fire Alarm Subcontractor Categories have been deleted from Subcontractor List.

3.0 DRAWINGS – MODIFICATIONS

None at this time.

4.0 REQUEST FOR CLARIFICATIONS/INFORMATION

None at this time.

ATTACHMENT LIST

1. Pre-bid Meeting Minutes (2 Pages)
2. Pre-bid Meeting Sign-In Sheet (1 page)
3. Register of Bid Documents (2 pages)
4. OMB 4104 Regulations for the Drug Testing (3 pages)
5. Specification Section 00 41 13 BID FORM (6 pages)

END OF ADDENDUM No. 1



Pre-Bid Meeting Minutes

Meeting Date: Monday, February 26, 2018 @ 1:00 p.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-163183-17001-06

BID No.: **SRS-18011-StarHillren**

Project Name: **Caesar Rodney School District – Star Hill Elementary School HVAC Improvements**

Regarding: General Pre-Bid Information

MEETING MINUTES

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. School HVAC improvements to include, but not limited to: Replacement of all terminal unit ventilators with vertical classroom HVAC units including energy recovery wheels, hot water heating and DX cooling, replace central hot water heating system with new boilers, pumps, piping and controls, installation of single zone variable air volume rooftop unit to serve the Gymnasium, ATC upgrades, and supporting electrical and architectural 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. Alternates: There are 4 alternates in this project, which were reviewed.
4. ***Bids Due: Sealed proposals will be received by the Owner for public opening until 3:00 p.m. local time on Wednesday, March 14, 2018 at the Caesar Rodney School District, Facilities Management, 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 per set electronic copy. The electronic copy of documents will be available for purchase at the Pre-bid meeting or both electronic copy and / or hard copies of the documents can be purchased at the architect's office after the Pre-bid meeting. Payment is to be made by check payable to the order of "Tetra Tech." Please give 24hr notice to Tetra Tech office if purchasing hard copy.



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 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 Mark Reynolds' attention at mark.reynolds@tetrattech.com. Last day for questions will be Wednesday, March 7, 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, 2018 to August 18, 2018. 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 attached.
13. **Bid Form "Affidavit of Employee Drug Testing Program" must be submitted with bids from Prime Contractors.**

Item 3.1.1 from Office of Management and Budget, 4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects. See attached.
14. A Guided Walkthrough was provided after the Pre-Bid Meeting. If Contractors need to set-up additional building tours with, please e-mail Kenneth Starke at kenneth.starke@cr.k12.de.us to coordinate dates and times.



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

CAESAR RODNEY SCHOOL DISTRICT

STAR HILL ELEMENTARY - HVAC IMPROVEMENTS

Tt PROJECT NO.:200-163183-17001-06

DATE: February 26, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Stanley Griffiths	Worth and Company	Piquette Pa	267-362-1003		SGriFFiths@worthandcompany.com
2 Rob Rattig	West Mechanics	Newark Del	302-366-8601		TlRattig@westmech.com
3 Matt Bailes	Bauer Plus Electrical Contracting	4985 N. Darent Hwy Dover, DE 19901	302-736-3076		
4 CHERYL FERRIS	BANCECRAFT CONSTRUCTION	1300 N. G-RANT AVE St. Louis, MO 63101	302-251-6406		jane@bancecraftusa.com
5 R. Adam Kegan	Gipe Assoc.	8719 Brady Dr., Rock Hill, SC 29730	803-962-8688		akegan@gipe.net
6 Steve Pech	DIAMOND MECH	3588 PINE TREE RUN	302-697-7694		ESTIMAPRO@DIAMONDMECHANICAL.NET
7 Larry Wall	JT Richardson	105 Center St.	302-398-8101	302-398-9504	Larry@JTRichardson.net
8 Ryan Jackson	Amaker Inc	72 Clinton St. Delaware City, DE 19801	302-834-8644	302-834-8681	Amaker@Aol.com
9 DOUG DOHERTY	C&O Contractor	14200 1st WILM DE	302-420-2164		KvandenJegriFT@verizon.net
10 Andy Baren	SCHLOSSER + ASSOC.	200 Sunset Capital Center [2407 SUNSET LAKE BLVD, NEWARK, DE 19702]	302-738-7333		ABAREN@Schlosser.com
11 Scott Keesel	CRSD				
12 Chase Lockard	Modern Landscapes	7 Bellvue Pl. New Castle, DE 19701	302-326-6888		Chase@modernlandscapes.com
13 Ken Stokke					

Star Hill Elementary School - HVAC Improvements
Caesar Rodney School District

200-163183-17001-06

Bids Due: **3:00 p.m., March 14, 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	Name of Company: <u>Worth & Company</u> Physical Address: <u>6263 Keller Church Road</u> City, State: <u>Pipersville, PA 18947</u> Contact: <u>Suzanne Crossley</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>267-362-1003</u> Fax: <u>267-362-1133</u> Date: <u>2/26/2018</u> E-Mail: scrossley@worthandcompany.com
#02	Name of Company: <u>Amakor, Inc.</u> Physical Address: <u>72 Clinton Street, PO Box 636</u> City, State: <u>Delaware City, DE 19706-0636</u> Contact: <u>Ryan Jackson</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>302-834-8664</u> Fax: <u>302-834-8681</u> Date: <u>2/26/2018</u> E-Mail: amakor@aol.com
#03	Name of Company: <u>Joseph T. Richardson, Inc.</u> Physical Address: <u>105 Center Street</u> City, State: <u>Harrington, DE 19952</u> Contact: <u>Larry Wall</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>302-398-8101</u> Fax: _____ Date: <u>2/26/2018</u> E-Mail: larry@jtrmech.net

Star Hill Elementary School - HVAC Improvements
Caesar Rodney School District

200-163183-17001-06

Bids Due: **3:00 p.m., March 14, 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>Bancroft</u></p> <p>Physical Address: <u>1300 Grant Ave, Ste 101</u></p> <p>City, State: <u>Wilmington De 19806</u></p> <p>Contact: <u>Jane Best-Weick</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-254-6406</u></p> <p>Fax: _____ Date: <u>2/28/2018</u></p> <p>E-Mail: <u>jane@bancroftusa.com</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>



Office of the Registrar of Regulations,
Legislative Council,
State of Delaware

OFFICE OF MANAGEMENT AND BUDGET

DIVISION OF FACILITIES MANAGEMENT

Statutory Authority: 29 Delaware Code, Section 6908(a)(6) (29 Del.C. §6908(a)(6))
19 DE Admin. Code 4104

FINAL

ORDER

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects

The Office of Management and Budget (OMB) initiated proceedings to amend the Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects (19 DE Admin. Code 4104). The OMB proceedings to amend regulations were initiated pursuant to 29 Del.C. Chapter 101 and authority as prescribed by 29 Del.C. Ch. 69, §6908(a)(6). A final order was issued on December 1, 2017 and became effective on January 1, 2018. This is an amendment to that final order.

SUMMARY OF THE EVIDENCE AND INFORMATION SUBMITTED

On June 1, 2017, OMB published proposed amendments related to the Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects in the Delaware *Register of Regulations* (Volume 20, Issue 12). After receiving comments that led to substantive changes, OMB re-published the proposed amendments in the October 1, 2017 Delaware *Register of Regulations* (Volume 21, Issue 4). It was requested at that time that written comments from the public concerning the revised proposed regulations be delivered to OMB by November 3, 2017. OMB did not receive any written comments in response to this request. OMB then published a Final Order in the December, 2017 *Register of Regulations* (Volume 21, Issue 6) adopting and promulgating the amended regulation with an effective date for all large public works projects advertised for bid on or after January 1, 2018.

FINDINGS OF FACT

OMB finds that the proposed amended regulations as set forth in the October, 2017 *Register of Regulations* (Volume 21, Issue 4) represent a fair balance to protect management, labor and members of the public. OMB finds that by placing an effective date of January 1, 2018, it requires Prime and Subcontractors who have an existing contract having to maintain two procedures for the required testing if they are awarded a new contract. In order to mitigate that potential administrative burden and cost on those Prime and Subcontractors, the amended regulation should be effective for all projects including those already in existence as well as those advertised for bid on or before January 1, 2018.

NOW THEREFORE, under the statutory authority and for the reasons set forth above, the Director of the Delaware Office of Management and Budget does hereby ORDER that the amended Regulation be, and that it hereby is, adopted and promulgated and effective for all large public works projects. The effective date of this Order is for all large public works as of February 10, 2018.

Michael S. Jackson, Director
Office of Management and Budget

***Please note: There were no changes made to the text of the final regulation as published in the December 1, 2017 issue of the *Register of Regulations*. The text of the current regulation is reprinted below and available at <http://regulations.delaware.gov/AdminCode/title19/4000/4100/4104.pdf>.**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects

1.0 Purpose

The Office of Management and Budget ("Office"), has developed these regulations that require Contractors and Subcontractors to implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds pursuant to 29 Del.C. §6908(a)(6). The regulations establish the mechanism, standards and requirements of a Mandatory Drug Testing Program that will be incorporated by reference into

2.0 Definitions

"Consortium"/"Third Party Administrator" or "(C/TPA)" means a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPAs typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the drug and alcohol testing programs of its members.

"Contractor" means an entity such as, but not limited to, an individual, firm, partnership or corporation that has a contractual obligation to perform work for contracts awarded pursuant to 29 Del.C. §6962.

"Division of Facilities Management" and "DFM" means the Division of Facilities Management within the Office of Management and Budget.

"Drug Testing Firm" is an entity engaged in the business of providing drug testing services for businesses, individuals, governments or any entity that requires drug testing of Employees, applicants, licensees, etc., in compliance with these requirements.

"Employee" means an individual employed by a Contractor or Subcontractor who works on the Jobsite of a Large Public Works Contract but does not fulfill a clerical or administrative function. For the purpose of this definition, clerical or administrative functions shall refer to job responsibilities that do not generally require an employee to work outside of the Contractor's Jobsite office, home office or other employer-provided office. For the purposes of this regulation, the term "Employee" shall also include supervisors and foremen working on the Jobsite. The term "Employee" shall also include employees of a Contractor or Subcontractor working on or delivering materials and equipment to and from a Jobsite.

"Impairment" or "Impaired" means symptoms that an Employee while working may be under the influence of drugs or alcohol that may decrease or lessen the Employee's performance of the duties or tasks of the Employee's job position, including symptoms of the Employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the Employee or others, or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

"Jobsite" means the site or area directly or indirectly owned, operated or controlled by the Owner in which the Contractor or Subcontractor performs work or delivers services to the Owner. For the purpose of this definition, "Jobsite" does not mean a remote work site not under the direct or indirect control of the Owner in which work is performed to fulfill the Contractor's or Subcontractor's obligations.

"Large Public Works Contract" means a contract for a public works construction awarded pursuant to 29 Del.C. §6962.

"Mandatory Drug Testing Program" and "Program" means a defined set of basic procedures, requirements and rules that must be used by a Contractor or Subcontractor to test employees for drugs in compliance with these requirements.

"Owner" is the state agency, school district or entity that awards a Large Public Works Contract to a Contractor pursuant to 29 Del.C. §6962.

"Positive Test Result" and "Fail a Drug Test" means the result reported by a Health and Human Services certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration. For purposes of these regulations, an Employee shall not be considered to have a Positive Test Result nor shall an Employee be considered to "Fail a Drug Test", unless the employee was impaired by marijuana at the Jobsite if:

- The Employee is a Registered Qualifying Patient and;
- The drug detected was marijuana, a component of marijuana, or marijuana metabolites.

"Random Drug Testing" means that an Employee is chosen at random for testing without advance notice, from a pool of Employees or as a member of a Consortium. Specific requirements for random drug testing conducted under these regulations are described in Section 5.0.

"Registered Qualifying Patient" means a person (1) validly issued and in possession of an unexpired Registry Identification Card as defined by 16 Del.C. §4902A (14), and (2) subject to confirmation through a "verification system" as set forth at 16 Del.C. §4902A(17).

"Subcontractor" means an entity such as, but not limited to, an individual, firm, partnership or corporation that has a contractual obligation to perform work for, or supply services to a Contractor as defined in Section 2.0.

3.0 Employee drug testing documentation requirements.

3.1 The following documentation requirements apply:

- 3.1.1** At bid submission - A solicitation for a Large Public Works Contract must require each Contractor that submits a bid for the work to submit with the bid a signed affidavit certifying that the Contractor and Subcontractor(s) has in place or will implement during the entire term of the contract a Mandatory Drug Testing Program that complies with this regulation.
- 3.1.2** At least two business days prior to contract execution – The awarded Contractor shall provide to the Owner copies of the Employee Drug Testing Program for the Contractor and for all listed Subcontractors.
- 3.1.3** During contract execution – Contractors that employ additional Subcontractors on the jobsite may do so only after submitting a copy of the Subcontractor's Employee Drug Testing Program. A Contractor or Subcontractor shall not commence work until the Owner has concluded the Employee Drug Testing Program complies with this Regulation as per subsection 3.2.
- 3.1.4** In the event of an emergency a Contractor may employ additional Subcontractors on the jobsite prior to submitting the Subcontractor's Employee Drug Testing Program provided that said Program is submitted to the Owner as soon as practicable.
- 3.2** A Contractor or Subcontractor shall be treated as having a Mandatory Drug Testing Program that complies with this regulation if the Program includes the following:
 - 3.2.1** The Program meets the minimum standards in Section 4.0 of this regulation.
 - 3.2.2** The Program provides for the frequency of testing of Employees as per Section 5.0 of this regulation:
 - 3.2.3** The Program imposes disciplinary measures on an Employee who fails a drug test as per Section 6.0 of this regulation.
- 3.3** Prequalified Contractors and Subcontractors – A Contractor or Subcontractor may meet the provisions of subsection 3.1 if they are Prequalified through the DFM Prequalification and if the DFM Prequalification includes provisions requiring an Employee Mandatory Drug Testing Program that meet the requirements of Sections 4.0, 5.0 and 6.0 of this Regulation
- 3.4** The State shall not be obligated to pay, and the Contractor or Subcontractor shall expressly agree that, any portion of work performed by a Contractor or Subcontractor commenced before that Contractor or Subcontractor has complied with subsections 3.1 and 3.2, provided however that emergency work as referenced in subsection 3.1.4 may not be subject to this provision.

21 DE Reg. 503 (12/01/17)

4.0 Minimum Standards for a Mandatory Drug Testing Program

- 4.1** Testing for the presence of drugs in an Employee's system and the handling of test specimens shall be conducted in accordance with guidelines for the collection, chain-of-custody procedures, laboratory testing, and Medical Officer Review procedures contained within the Mandatory Guidelines for Federal Workplace Drug Testing Programs published by the Substance Abuse and Mental Health Services Administration (SAMHSA). (49 CFR Part 40).

All tests must be processed by a federal Health and Human Services certified laboratory. Contractors must provide documentation detailing the procedures used in the collection, testing and reporting of drug tests sufficient to show conformance with SAMHSA guidelines.
- 4.2** Contractors and Subcontractors subject to these regulations may procure the services of an appropriate Drug Testing Firm to administer their program. A Contractor or Subcontractor may also participate in a Consortium. A Contractor or Subcontractor may also implement a Mandatory Drug Testing Program using in-house personnel and resources.

BID FORM

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

**HVAC IMPROVEMENTS
STAR HILL ELEMENTARY SCHOOL
CAESAR RODNEY SCHOOL DISTRICT
DOVER, DELAWARE
200-163183-17001-06
Contract # SRS-18011-StarHillren**

ALTERNATE No. 3: 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. 4: 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
STAR HILL ELEMENTARY SCHOOL
CAESAR RODNEY SCHOOL DISTRICT
DOVER, DELAWARE
200-163183-17001-06
Contract # SRS-18011-StarHillren**

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
STAR HILL ELEMENTARY SCHOOL
CAESAR RODNEY SCHOOL DISTRICT
DOVER, DELAWARE
200-163183-17001-06
Contract # SRS-18011-StarHillren**

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 & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Storefronts	_____	_____	_____
2. Carpentry	_____	_____	_____
3. Roofing	_____	_____	_____
4. Mechanical	_____	_____	_____
5. Plumbing	_____	_____	_____
6. Electrical	_____	_____	_____
7. Balancer	_____	_____	_____
8. BAS Controls	_____	_____	_____

HVAC IMPROVEMENTS
STAR HILL ELEMENTARY SCHOOL
CAESAR RODNEY SCHOOL DISTRICT
DOVER, DELAWARE
200-163183-17001-06
Contract # SRS-18011-StarHillren

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
STAR HILL ELEMENTARY SCHOOL
CAESAR RODNEY SCHOOL DISTRICT
DOVER, DELAWARE
200-163183-17001-06
Contract # SRS-18011-StarHillren**

**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.