

U.S. DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON, DC

DELAWARE COMMISSION OF VETERANS AFFAIRS

DELAWARE OFFICE OF MANAGEMENT AND BUDGET
DIVISION OF FACILITIES MANAGEMENT

**DELAWARE VETERANS MEMORIAL CEMETERY
MILLSBORO, DELAWARE**

DE-16-23

BID SET DOCUMENTS

ADDENDUM NO. 1

June 25, 2019

NOTICE TO BIDDERS:

Please take into account the following in preparing bids for the subject project.

All statements in this Addendum shall supersede statements in the main body of the Project Manual and items shown on the Bid Set Document Plans, dated 5/15/19, with which they conflict. Work and materials not specifically mentioned herein shall be as described in the main body of the specifications and as shown on the plans.

Attach this Addendum to the Contract Documents. It modifies and becomes part of the Contract Documents. Acknowledge the receipt of this Addendum on the Bid Form (Section 00 41 13-3 within the Project Manual).

Attached herewith are the following:

- Pre-Bid Meeting Minutes from 6/19/2019;
- Pre-Bid Meeting Attendance List;
- List of approved columbarium manufacturers;
- Project Manual Revisions (see below for description);

Below is a list of the attached revisions that have been made to the Project Manual as part of Addendum 1:

1. Instructions to Bidders - 00 21 13-9: Revised item 4.7.3 to specify a bid may not be modified, withdrawn or canceled by the Bidder until “October 31, 2019” and shall be binding to that same date.
2. Bid Form – 00 41 13-1, 3 &4: Correct For Bids Due date to “July 18, 2019”. Revise the form to specify a date “until October 31, 2019” for bids to remain valid and cannot be withdrawn from the date of the opening bid, and lastly, included three additional Subcontractor Categories (Concrete, Electrical and Fencing) on the Subcontractor List, as well as revising “Excavation” to “Site Work”.

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DELAWARE VETERANS MEMORIAL CEMETERY – MILLSBORO, DELAWARE

MEETING MINUTES

Subject: Pre-Bid Meeting

Date: June 19, 2019

Location: Delaware Veterans Memorial Cemetery
26669 Patriots Way, Millsboro, Delaware 19966

Prepared By: Mark A. Russo, PLA, ASLA

Project Number: DE-16-23

Meeting Attendees:

Larry Schrock – OMB/DFM

Gregory Bee – Cemetery Administrator

Steve Johns, P.E., P.L.S. – VanDemark & Lynch, Inc. (V&L)

Mark Russo, PLA, ASLA – VanDemark & Lynch, Inc. (V&L)

Derek Giordano - G&C Fab-Con, LLC

Corey Nichols – Delmarva Veteran Builders

Jerry Denney - Corrado Construction Co.

Robin Schurman – BRS Consulting

Dan Hanna – A-DEL Construction

Brittany O’Neal – Conventional Builders, Inc.

Liz Thompson – Thompson & Sons Contracting, Inc.

John Murphy – Old Philadelphia Associates, Inc.

Mike Miller – Old Philadelphia Associates, Inc.

Branden Murphy – Old Philadelphia Associates, Inc.

Bill Booth – Commonwealth Construction Co.

Project Overview:

The State of Delaware Commission of Veterans Affairs proposes to provide improvements at the Delaware Veterans Memorial Cemetery located in Millsboro, Delaware consisting of an expansion to the existing facilities by proposing 8 columbaria walls containing a total of 1,600 cremain niches, a flower watering station, a handicap accessible ramp and a small portion of sidewalk. Add-Alternate 1 consists of a 6’ high electronic sliding gate at the main entrance, a 6’ high x 30’ long double swing gate at the secondary entrance and approximately 1,090 linear feet of 6’ high cast aluminum fencing along Patriots Way. Add-Alternate 2 incorporates seventeen 24”x24” brick faced columns, with limestone caps, spaced every 50 feet on center with the proposed Add-Alternate 1 fencing.

1. The engineer/architect (V&L) presented an overview of the design, including elements and enhancements that are incorporated within the scope of the project.
2. **Schedule**
 - Any and all questions (RFI's), including requests for substitutions should be made to VanDemark & Lynch, Inc. and are to be received no later than July 8, 2019.
 - Responses will be made available to all parties by July 12, 2016.
 - All Bids are due by July 18, 2019 at 11:00 a.m. **There will be no bid extensions.**
 - The estimated date the project will be awarded is October 2019.
3. **Bidding**
 - Bids must be honored until October 30, 2019 as amended in paragraph 002113 - 4.7.3 and the Bid Form as part of the Addendum No. 1 package.
 - V&L recommends reading "Instructions to Bidders", located in the Project Manual.
 - Bid Form allows contractor to indicate the number of calendar days to achieve substantial completion, but must be completed and stabilized by October 30, 2020.
 - The contract to be utilized on this project shall be the "Standard Form of Agreement Between Owner and Contractor", Form AIA A101
 - Contractors are to use Prevailing Wage Rate or Davis-Bacon Wage Rate, whichever is greater. These rates are indicated within the Project Manual.
 - A Subcontractor's List was discussed and the following disciplines were agreed upon and are included in the amended Bid Form.
 - i) Site Work ii) Irrigation iii) Landscaping iv) Masonry v) Concrete
 - vi) Electrical vii) Fencing
 - V&L reviewed the Bid Form Unit Prices and alternates.
 - V&L emphasized the State's policy regarding the "Employee Drug Testing Program" as indicated in the affidavit contained within the Bid Form, and the forms found in Section 008114, which is within the Project Manual.
4. **Addenda**
 - Addenda will be mailed or delivered to all who are known by V&L to have received a complete set of bidding documents, and/or attended the Pre-Bid Meeting.
 - V&L emphasized that there will be no bid extensions.
5. **Project Requirements / Description**
 - V&L briefly discussed various project elements such as laydown area, the limestone caps, tree pruning, fencing location and electronic gate, etc.
 - The cemetery may need to use the first columbarium wall prior to project completion.
 - V&L stressed the importance of work being suspended during funeral services, specifically not creating loud noises and distractions. The cemetery can provide the superintendent a service schedule if necessary.
 - The Contractor is to provide their own sewer and water, although the site's public utilities may be used as long as they are not abused.

- The Contractor is responsible for obtaining any necessary regulatory permits.
- OMB/DFM & V&L stressed the importance of the contractor including a copy of their Delaware Business License with the Bid Form.

6. Responses to Pre-Bid Meeting Questions:

- The cemetery administrator has agreed to allow proposed bidders to revisit the site during cemetery hours if necessary.
- V&L indicated that the project completion date should be no later than October 30, 2020, but the Contractor should indicate their estimated number of calendar days to complete on the Bid Form Documents contained within the Project Manual.
- OMB/DFM & V&L responded that the bid would likely be awarded in October due to the timing of the U.S. Department of Veterans Affairs awarding the grant to Delaware.
- V&L indicated that Bid Set Plans, Project Manual and electronic files (PDF's) may be purchased and picked up at our office located at 4305 Miller Road, Wilmington, DE 19802. (Contact Mark Russo: mrusso@vdleng.com)

PRE-BID MEETING ATTENDANCE – JUNE 19, 2019

DELAWARE VETERANS MEMORIAL CEMETERY

MILLSBORO - SUSSEX COUNTY

Name	Company	E-mail	Phone
DEREK GIORDANO	G+C FAB-CON LLC	derek.giordano@gandcfabcon.com	(908) 442-0536
Corey Nichols	Delmarva Veteran Builders	corey@delmarvaveteranbuilders.com	443-763-9371
JERRY DENNEY	CORRADO CONST. CO.	JDENNEY@CORRADOCONSTRUCTION.COM	302-425-5213
Robin Schwerman	BRS Consulting, Inc	robin@brsconinc.com	302-786-2324
Dan Hanna	A-DEL Construction	estimates@a-del.com	302-453-8286
Brittany O'Neal	Conventional Builders	conventionalbuilders@comcast.net	302-422-2429
Liz Thompson	Thompson + sons Contracting	thompsonsonsincc@comcast.net	302-335-3404
John Murphy	Old Phila.	John.Murphy@oldphila.com	
Mike Miller	Old Philadelphia Assoc.	Mike@oldphila.com	610 436 8022
Branden Murphy	Old Philadelphia Associates, Inc	Branden.M@oldphila.com	610 436 8022
STEVE JOHNS	VANDEMARK & LYNCH	SJOHNS@VLENG.COM	(302) 764-7635
MARK RUSSO	VANDEMARK & LYNCH	MRUSSO@VLENG.COM	(302) 764-7635

if the Architect is notified in writing prior to receipt of fax, is acceptable. A fax directing a modification in the bid price will render the Bid informal, causing it to be ineligible for consideration of award. Telephone directives for modification of the bid price shall not be permitted and will have no bearing on the submitted proposal in any manner.

4.7.2 Bidders submitting Bids that are late shall be notified as soon as practicable and the bid shall be returned.

4.7.3 A Bid may not be modified, withdrawn or canceled by the Bidder until October 31, 2019 following the time and date designated for the receipt and opening of Bids, and Bidder so agrees in submitting their Bid. Bids shall be binding until October 31, 2019 after the date of the Bid opening.

ARTICLE 5: CONSIDERATION OF BIDS

5.1 OPENING/REJECTION OF BIDS

5.1.1 Unless otherwise stated, Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids will be made available to Bidders.

5.1.2 The Agency shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid Security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

5.1.3 If the Bids are rejected, it will be done within thirty (30) calendar day of the Bid opening.

5.2 COMPARISON OF BIDS

5.2.1 After the Bids have been opened and read, the bid prices will be compared and the result of such comparisons will be made available to the public. Comparisons of the Bids may be based on the Base Bid plus desired Alternates. The Agency shall have the right to accept Alternates in any order or combination.

5.2.2 The Agency reserves the right to waive technicalities, to reject any or all Bids, or any portion thereof, to advertise for new Bids, to proceed to do the Work otherwise, or to abandon the Work, if in the judgment of the Agency or its agent(s), it is in the best interest of the State.

5.2.3 An increase or decrease in the quantity for any item is not sufficient grounds for an increase or decrease in the Unit Price.

5.2.4 The prices quoted are to be those for which the material will be furnished F.O.B. Job Site and include all charges that may be imposed during the period of the Contract.

5.2.5 No qualifying letter or statements in or attached to the Bid, or separate discounts will be considered in determining the low Bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into Unit Bid Price(s).

5.3 DISQUALIFICATION OF BIDDERS

5.3.1 An agency shall determine that each Bidder on any Public Works Contract is responsible before awarding the Contract. Factors to be considered in determining the responsibility of a Bidder include:

A. The Bidder's financial, physical, personnel or other resources including Subcontracts;

BID FORM

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

		<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1:	<u>Removal of unsatisfactory soil material and replacement with satisfactory soil</u>	\$ _____	\$ _____
UNIT PRICE No. 2:	<u>Provide and Install Precast Concrete Columbarium Wall</u>	\$ _____	\$ _____
UNIT PRICE No. 3	<u>Provide and Install Precast Limestone Columbarium Cap</u>	\$ _____	\$ _____
UNIT PRICE No. 4	<u>Install Sod</u>	\$ _____	\$ _____
UNIT PRICE No. 5	<u>Install Seed & Mulch</u>	\$ _____	\$ _____
UNIT PRICE No. 6	<u>Install Valve-In-Head Sprinkler</u>	\$ _____	\$ _____
UNIT PRICE No. 7	<u>Install 2½ inch PVC Pipe</u>	\$ _____	\$ _____
UNIT PRICE No. 8	<u>Install Two Wire Cable</u>	\$ _____	\$ _____

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 until October 31, 2019 (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)

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. Site Work	_____	_____	_____
2. Irrigation	_____	_____	_____
3. Landscaping	_____	_____	_____
4. Masonry	_____	_____	_____
5. Concrete	_____	_____	_____
6. Electrical	_____	_____	_____
7. Fencing	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

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.

**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.