DELAWARE STATE UNIVERSITY

OFFICE OF PLANNING & CONSTRUCTION
1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum No. 01

Date: 7/29/2024

Project: Wilmington Campus Second Floor Renovation, Phase II

Contract: PC-23-003

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:

1. See the attached revised bid form to include the site work as a subcontractor category.

Changes to Specifications:

N/A

Changes to Drawings:

N/A

General Information:

1. Pre-Bid Sign-in Sheet: Please see the attached sheet for a list of the attendees at the pre-bid. **See attached**.
2. Pre-Bid Meeting Minutes: These minutes are now integral to the bidding documents. **See attached**.

Wilmington Campus
3931 Kirkwood Highway
Wilmington, Delaware 19808
P: (302) 254-5334
F: (302) 254-5350

Project: PC-23-003 Wilmington Campus Second Floor Renovation

Pre-bid Meeting' Phase II Minutes: Meeting #1

Meeting Date	Jul 26, 2024	**Meeting Time**	10:00 AM - 11:00 AM Eastern Time (US & Canada)
Meeting Location	Wilmington Campus		
Overview	The pre-bid meeting serves the purpose to introduce the project to the prospective bidders, identify key components of the contract, and to discuss the bidding processes and procedures.		
Notes			
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Bernard Pratt	Delaware State University	P: (302) 857-6232	bpratt@desu.edu	For Distribution Only
Khalid Zerrad	Delaware State University	P: (302) 857-7085	kzerrad@desu.edu	Present
David Mengers	StudioJAED Architects & Engineers		mengersd@studiojaed.com	Present

Attendee Sign-In

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Sign-In Sheet				Open
	Description The pre-bid meeting is optional. A sign-in sheet was circulated. The sign-in sheet will be distributed via addendum.					

Responsible Parties

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Procurement Contacts				Open
	Description 1. DSU Project Manager: Khalid Zerrad 2. A/E of Record: David Mengers, Studio JAED					

Project Explanation

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Advertisement				Open
	Description As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at Delaware.gov . Please contact ConstructionBid@desu.edu with any questions or concerns with obtaining bid documents.					

Project Requirements

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Bidding Laws				Open
	Description This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds, Payment Bonds, and Performance Bonds.					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Prevailing Wage Regulations				Open
	Description The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.					

Bid Form Review

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Bid Form				Open
	Description • It is essential that the bid be submitted in its entirety including required forms & attachments, as indicated in the specifications. • The submitted bid shall be a lump sum. The submitted bid shall include pricing for each alternate and unit price (if applicable).					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	1	List of Subcontractors				Open
	Description The subcontractor's List section of the bid form shall not be left blank. If the bidding contractor is doing the work in the place of a subcontractor, indicate accordingly.					

Bid Submission

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Submission Deadline				Open
	Description Bids will be accepted via email to: constructionbid@ desu.edu or be dropped off in person in DSU Facilities Building room 105, see the invitation to bid.					

Document Interpretations and Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Deadline for Questions				Open
	Description Submit all requests and questions, in writing via email to constructionbid@desu.edu as shown in the invitation to bid. Questions, answers to questions, and clarifications will be provided via addendum.					

Uncategorized Items

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
Please contact Wilmington Campus if there are any discrepancies or questions with the content of these minutes.

Delaware State University

BID FORM

Project: **PC-23-003 – Wilmington Campus Second Floor Renovation, Phas II**

Location: Delaware State University
Main Campus
1200 North DuPont Hwy
Dover, Delaware 19901

For Bids Due: **8/13/2024 at 3:00 PM Local Time**

To: Delaware State University
Facilities Building,
Office 105
1200 N. DuPont Highway
Dover, DE 19901-2277
Attn: Khalid Zerrad

Name of Bidder: _____

Delaware Business License No.:_____ **Taxpayer ID No.:** _____
(A copy of Bidder's Delaware Business License must be attached to this form.)

(Other License Nos.): _____

Phone No.: ( ) _____ - _____ **Fax No.: ( ) _____ - _____**

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

$_____(Written Out).

($_____) (Figures).

[This price includes all allowances as documented within the project manual.]

A. ALTERNATES (Note: *project is subject to prevailing wages*)

1. Alternates: Alternate prices conform to applicable project specification section. Refer to the drawing specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossing out the part that does not apply.
2.
   a. **Alternate #1:** Workforce Development Renovation Net - ADD / DEDUCT
      - _____ (Figures).

- _____ (Written Out).

b. **Alternate #2:** Men's & Women's Restroom Renovation Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

c. **Alternate #3:** Net - ADD / DEDUCT

- _____ (Figures).
- _____ (Written Out).

B. UNIT PRICES

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

		ADD	**DEDUCT**
UNIT PRICE No. 1:	(BRIEF DESCRIPTION)	$ _____	$ _____
UNIT PRICE No. 2:	(BRIEF DESCRIPTION)	$ _____	$ _____
UNIT PRICE No. 3:	(BRIEF DESCRIPTION)	$ _____	$ _____

C. WORK SCHEDULE

1. We understand that this contract is governed by liquidated damages and that submission of this bid is acceptance of the proposed contract completion date. Our proposed detailed project schedule shows more fully the sequence of activities necessary to meet the specified schedule. The project schedule is a required attachment of a complete bid and ***failure to submit a viable schedule will be a justifiable reason to deem the bid as incomplete***. Bid schedule shall be submitted in Gantt Chart format (Microsoft Project preferred) to be deemed as an adequate project schedule.
   a. Schedule should be detailed by trade and show manpower, or provide narrative explaining planned crews.
   b. Include milestones, phasing, critical path, etc.
   c. Document any weather contingency built into schedule.

2. 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.

3. Alternative Work Hours

   Work during "regular hours" at this site is being performed on a single shift, eight hours per day, 7:30 AM to 4:30 PM, and five days per week, Monday through Friday. To meet the schedule established on the basis of Item 1 above, our proposed work hours will be ____ hours per day, _____ AM to _____ PM, and _____ days per week, _____ through _____ the cost of which is reflected in our lump sum price. Our lump sum price also includes any mandatory off-hours work required per special conditions.

D. SITE SUPERINTENDANT

We propose to use _____ as our site superintendent. A resume of his/her qualifications is attached.

We understand that DSU reserves the right to interview him/her prior to contract award/prior to start of work and to reject him/her if not considered acceptable. If rejected, we will propose alternate personnel for the position who will be subject to the same review and acceptance procedure, at no increase in our lump sum proposal.

We also understand DSU reserves the right to reject our bid if we are unable to provide a site supervisor acceptable to DSU within thirty (30) calendar days after submission of this bid.

E. REMARKS

1. I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

2. 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.

3. The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

4. This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

5. Our Bid Price(s) are firm based on contract award within thirty (30) calendar days of the date of submittal of this bid.

6. I/We understand that we will not be compensated at a later date for claimed additional costs based on any information received during the bid period, but which is not identified in our proposal and subsequently accepted in writing by DSU.

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:** _____
(Authorized Signature)

(SEAL)

_____
(Title)

Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Bid Security
Construction Schedule
Resume of Site Superintendent
(Others as Required by Project Manuals)

END OF SECTION 00 41 13

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

BID BOND
TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____ _____of _____ in the County of _____ and State of _____as **Principal**, and _____ _____ of _____ in the County of _____ and State of _____ as **Surety**, legally authorized to do business in the State of Delaware ("**State**"), are held and firmly unto the **State** in the sum of _____ Dollars ($_____), or _____ percent not to exceed _____ _____ Dollars ($_____) of amount of bid on Contract No. _____, to be paid to the **State** for the use and benefit of _____ (***insert State agency name***) for which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal** who has submitted to the _____ (***insert State agency name***) a certain proposal to enter into this contract for the furnishing of certain material and/or services within the **State**, shall be awarded this Contract, and if said **Principal** shall well and truly enter into and execute this Contract as may be required by the terms of this Contract and approved by the _____ (***insert State agency name***) this Contract to be entered into within twenty days after the date of official notice of the award thereof in accordance with the terms of said proposal, then this obligation shall be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____day of _____ in the year of our Lord two thousand and _____ (20___).

SEALED, AND DELIVERED IN THE
Presence of

_____
Name of Bidder (Organization)

Corporate Seal

By: _____
Authorized Signature

Attest _____

_____
Title

_____
Name of Surety

Witness:_____ By: _____

_____
Title

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.**

Subcontractor Category	Subcontractor	Address (City & State)	Subcontractors tax payer ID # or Delaware Business license #
Demolition:			
Carpentry:			
Electrical:			
Mechanical:			
Sprinkler System:			
Fire Alarm:			
Signage:			
Flooring:			
Site Work:			

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, 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.

DELAWARE'S CONTRACTOR REGISTRATION ACT IS EFFECTIVE JULY L 2021
https://labor.delaware.gov/divisions/industrial-affairs/labor-law/ contractor-registration-act/

AFFIDAVIT OF
CRAFT TRAINING COMPLIANCE

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as "an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor." A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at https://det.delawareworks.com/apprenticeship/. Information pertaining to subcontractor craft training programs shall be provided by the contractor prior to contract execution. If you have questions regarding craft training programs, please submit them in writing to the Delaware Department of Labor at: apprenticeship@delaware.gov.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
B. The contractor employs 10 or more total employees.
C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

Craft(s) _____

Contractor Name: _____

Contractor Address: _____
_____
_____

Contractor/Subcontractor Program Registration Number _____
On this line also indicate whether DE, Other State (identify) or US Registration Number

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

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Dover, Delaware 19901-2277

Contract No. PC-23-003 – Wilmington Campus Renovation
Phase 2 Package _ Second Floor Renovations.
Pre-Bid Meeting Sign-in
7/26/2024 at 10:00 AM Local Time

Name	Company	Email Address	Phone Number
FRANK LERRO	WHITING-TURNER	FRANK.LERRO@WHITING-TURNER.COM	302-292-0676
DONNIE BARBEE	BEAR IND	dbarbee@bearindustries.com	302-369-1311
Khalid Zerrad	DSU	kzerrad@desu.edu	
David Mengers	Studio JAED	mengersd@studiojaed.com	

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Phase 2 Package _ Second Floor Renovations.
Pre-Bid Meeting Sign-in
7/26/2024 at 10:00 AM Local Time

Name	Company	Email Address	Phone Number
Matt Dunfee	BCI	MDunfee@BCI-online.com	484 357 2875
Stephanie Harris	Bancroft	bids@bancroftusa.com	302-229-0550
Bobby Wilson	Mountain Consulting	us veteranbuilder@gmail.com Kadams@mountainconsulting,nc.com	302.4655568
Sean Lisk	Russo Co.	estimator@russocorp.com	(856) 597-9522
Dave Murray	BSS Contractors	BSmith@bsscontractor.com	(610) 345-1316
Aaron McDaniel	EDiS company	amcDaniel@ediscompany.com	(302) 588-7913
Kurt Vandebrad	EDiS Company	Kurt@EDiSCompany.com	302-218-4849

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Pre-Bid Meeting Sign-in
7/26/2024 at 10:00 AM Local Time

Name	Company	Email Address	Phone Number
Robin Schuerman	BRS Consulting, Inc	robin@brsconinc.com	302.786.2326
Kim Lombardi	Amakor Inc	Amakor@AOL.com	302-834-8664
Bill Booth	Commonwealth Construction Co	bbooth@its commonwealth.com	302-654-6611
Robert Cote	Modern Controls	rcote@moderncontrols.com	302-573-0303
Eric Summerfield	Summerfield Electric	ESummerficldelectric@Gmail.com	302-592-8388
Jim Boddorff	Assurance Media	JBoddorff@assurancemedia.net	302 893 0590