

**Addendum  
No. 1**

Date: April 30, 2021  
Project: DHCI – Guest Pavilion 2 Elevator Modernization  
Project No: MC3514000049R

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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.

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**General**

1. Pre-Bid Meeting Minutes attached.
2. Pre-Bid sign-in sheet attached.
3. Updated Bid Form with subcontractors.

**END**

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Date: April 29, 2021 1:00 pm

**Pre-Bid  
Attendance**

Project: State of Delaware / DHSS  
OMB/ Division of Facilities Management  
DHCI GP2 Elevator Modernization

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- |                       |                                |
|-----------------------|--------------------------------|
| 1. Gabe Cheung        | StudioJAED                     |
| 2. Patrick McKenna    | OMB/DFM                        |
| 3. Danny Episcopo     | DHSS                           |
| 4. Terri McCall       | DHSS                           |
| 5. Andrea DiFabio     | BSS Contractors, LLC           |
| 6. Amanda Deutsch     | Delaware Elevator              |
| 7. Britney            | Conventional                   |
| 8. Tony Orga          | Deldeo Builders, Inc.          |
| 9. Stacey Bush        | Amakor, Inc                    |
| 10. Corey Nichols     | Delmarva Veteran Builders, LLC |
| 11. Jen DeGroat       | Lywood Electric                |
| 12. David Williamson  | Radius Systems LLC             |
| 13. Scott Capaldi     | CDAC                           |
| 14. Bill Michelinie   | BCI                            |
| 15. Christine Workman | MHI Consulting                 |
| 16. Alan Kocenko      | DHCI                           |
| 17. Ike Henry         | DHCI                           |

## Pre Bid Meeting

Date: April 29 2021, 1:00 pm

Project: State of Delaware / DHSS  
OMB/ Division of Facilities Management  
DHCI Guest Pavilion 2 Elevator Modernization

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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.

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### General

1. This is the Pre-Bid Meeting for  
**DFM Project #MC3514000049R**  
**DHCI Guest Pavilion 2 Elevator Modernization**
2. Attendance at this meeting is a prerequisite for bidding on this contract.
3. Roll Call – Repeat names of all attendees on the call.

Sealed bids for **OMB/DFM Contract No. MC3514000049 – Delaware Hospital for the Chronically Ill – Guest Pavilion 2 Elevator Modernization** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, by either electronic mail or by mail as follows. Bid submissions submitted by electronic mail must be sent to [DFM-BID@delaware.gov](mailto:DFM-BID@delaware.gov) and a hard copy of the entire submission shall be sent by mail within five (5) business days of the bid submission deadline.

Sealed bids shall be mailed and addressed to the Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: **“OMB/DFM CONTRACT NO. MC3514000049R – DELAWARE HOSPITAL FOR THE CHRONICALLY ILL – GUEST PAVILION 2 ELEVATOR MODERNIZATION - SEALED BID - DO NOT OPEN.”**

Bids will be accepted until **12:45 PM on Wednesday, May 19, 2021**. Bids will be opened and read aloud at **1:30 PM** local time on **Wednesday, May 19, 2021**. Bidder bears the risk of late delivery. Any bids received after the stated time whether by mail or electronic mail will be rejected and the mailed bids will be returned unopened. The bid opening will be held through electronic means to comply with the Governor’s State of Emergency. To attend the bid opening, the public may participate by joining the meeting at Webex.com, meeting number **129 131 2461** and password **GgXBMjU2N64**. There will be no in-person meeting.

Only bids submitted to the “DFM-BID” mailbox or by hard copy to Thomas Collins will be accepted.

DO NOT request a “notification of receipt” or a “read receipt” because these emails will be blocked by the States security system and diverted to a spam mailbox. Automatic acknowledgement to “read receipt” will not be sent.

DO NOT wait to the last minute to submit via email. Remember that email is not instant.

The “DFM-BID” mailbox is not monitored unless bids are due and the mailbox is not to be used for any purpose other than bid submission.

Bidders will receive an email acknowledgement that documents have been received. DO NOT call the Project Manager or A/E, they do not have access to the “BIDS” mailbox.

4. The deadline for RFIs to StudioJAED is Wednesday, May 12 at 2:00 pm.
5. RFI and questions are to be submitted via email to Gabriel Cheung at StudioJAED.

cheungg@studiojaed.com

All questions will be responded to in an Addendum, which will be provided to all participants on the call.

### **Pre Bid Agenda**

1. Introductions
2. Review Scope
  - a. Modernization of the existing elevator, includes cab interior, lights, flooring, doors, hardware, pit ladder, etc.
  - b. Cut existing concrete for new sump pump pit.
  - c. Electrical work to support modernization, lighting and power in elevator machine room.
  - d. Demolition of existing AHU that serves the elevator machine room. New wall mounted ductless split system and heat pump, run piping out to grade.
3. Review Bid Form
  - a. Complete forms as presented, do not edit or alter.
  - b. Provide all information requested in full or bid will not be accepted.
  - c. Acknowledge all addendums as individual items.
  - d. Contract time shall indicate full contract time from Notice to Proceed through Closeout.
  - e. Affidavit of Craft Training Compliance must be completed after contract award.
  - f. A bid form hardcopy must be sent to the Tom Collins Building within 5 business days of the bid opening.
  - g. List all Sub-contractors and any third tier sub-contractors performing work.
  - h. If Contractor is self-performing work, please list as part of sub-contractor list.

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4. Review Sub Contractor List
    - a. Elevator
    - b. Electrical
    - c. HVAC
    - d. Plumbing
  5. Review Alternates
    - a. None
  6. Review Unit Prices
    - a. None
  7. Review Allowances
    - a. Allowance No. 1 - \$10,000 for general contingencies and repairs. Any remaining balance of which is to be returned to Owner by credit change order at project conclusion.
  8. Prevailing Wage Project
    - a. 2021 wage rates apply. These are included on the Bid Solicitation Directory and in the Spec Book.
  9. Schedule
    - a. Anticipate prompt award after bids are received.
  10. Contractor Use of Premises
    - a. Construction Operations: Limited to areas noted on drawings.
    - b. Arrange use of site and premises to allow:
      - i. Work hours are between 8:00 am to 4:30 pm, Monday through Friday. Alternate hours will only be considered on a special-need basis.
    - c. Provide access to and from site as required by law and by Owner:
      1. Emergency building exits during construction: keep all exits required by code open during construction period; provide temporary exits sign if exit routes are temporarily altered.
      2. Do not obstruct roadways, sidewalks, or other public ways without permit.
    - d. Staging and parking is available on site and immediately adjacent to the elevator location.
    - e. Contractor is responsible for their own storage trailer and portable toilet.
    - f. Time restrictions:
      1. Limit conduct of especially noisy exterior work to after normal work hours.
    - g. Utility outages and shutdown:
      1. Limit disruption of utility services to hours the building is unoccupied.
      2. Do not perform any utility shutdown, without 7 day notice to Owner.
      3. Prevent accidental disruption of utility services to other facilities.
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11. Owner Occupancy
  - a. The owner will occupy the building and site throughout construction.
12. Permitting
  - a. All construction permit submissions and fees shall be by the contractor.
13. Dates and times for site visits will be arranged if requested.
14. Existing elevator is not to be taken out of service until all new material for elevator modernization is on-site. A shutdown meeting will be scheduled with DFM, facilities department, and Architect.
15. Reminder to submit bids early, especially via e-mail. Past bids have been tossed out due to not arriving on time.
16. Mike Sanders from Harvard Environmental informed us that there is asbestos containing material in GP2 building.
  - a. Asbestos floor tile and mastic and underlying vapor barrier in the elevator cab.
  - b. Asbestos floor tile and mastic outside the elevators on both 1<sup>st</sup> and 2<sup>nd</sup> floor.
  - c. Contractor responsible to coordinate with Harvard Environmental scope of asbestos removal.
17. Schedule of project will depend on how quickly shop drawings for elevators can be obtained for architect review and lead time for the equipment.
18. Exact details on staging, exterior storage, etc. will be discussed after the project is awarded during pre-construction meeting.

**END**



**Guest Pavilion 2 Elevator Modernization  
Delaware Hospital for the Chronically III  
100 Sunnyside Road; Smyrna, DE 19977  
Contract No. MC3514000049R**

**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 of Employee Drug Testing Program
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)



**Guest Pavilion 2 Elevator Modernization  
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Contract No. MC3514000049R**

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (\*) next to any additional third-tier contractors, and submit it with your 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. Elevator	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Electrical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**Guest Pavilion 2 Elevator Modernization  
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**BID FORM**

3.	HVAC	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
4.	Plumbing	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
5.		_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

**Guest Pavilion 2 Elevator Modernization  
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100 Sunnyside Road; Smyrna, DE 19977  
Contract No. MC3514000049R**

**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.**

**Guest Pavilion 2 Elevator Modernization  
Delaware Hospital for the Chronically Ill  
100 Sunnyside Road; Smyrna, DE 19977  
Contract No. MC3514000049R**

**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.**

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**AFFIDAVIT  
OF  
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

**Contractor Name:** \_\_\_\_\_

**Contractor 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.**