

**Addendum
No. 2**

Meeting Date: June 13, 2023
Addendum Date: June 15, 2023
Project: Admin Building HVAC Replacement
DeIDOT Administration Building
SJ Project No: 19121

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.

Pre-Bid Meeting Minutes:

1. Introductions:
 - a. State of DE OMB/DFM Project Manager – Jim Fox
jim.fox@delaware.gov / 302-922-1062
 - b. Studio JAED Project Manager – Dan Shurina
shurinad@studiojaed.com / 302-832-1652
2. See attached pre-bid sign in sheets for reference.
3. **Note – The date / time of the bid opening has changed.**
 - a. Bids will be accepted until **2:30 PM, Thursday, July 13, 2023**. The location of the bid opening has not changed.
 - b. Bidders are to submit questions in writing by email to Dan Shurina at the e-mail address noted above. Responses will be issued by addendum.
 - c. The deadline for bidder questions is **5:00 PM Friday, July 7, 2023**.
 - d. The last day for addenda is **Monday, July 10, 2023**.
4. **A voluntary contractor walkthrough has been scheduled for Monday, June 26, 2023 at 10:00 AM local time. All interested parties are to assemble at the North Entrance and the walkthrough will begin promptly at 10:00 AM.**
5. All drawings must be purchased through RCI as noted in the bid advertisement. All information / addenda will be released through RCI for this bid. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI OR STUDIO JAED PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
6. The contractor is responsible for obtaining all required building permits and trade permits for the project.

7. The bid form is reissued with this addendum to include listed subcontractor categories. Listed subcontractor categories exclusively include HVAC, electrical, painting, flooring, carpentry, ceilings, and HVAC controls (BAS).
8. The project includes two contingency allowances (\$10,000 for tying up loose wiring and \$40,000 for unforeseen conditions) which are to be included in contractor's base bid price and is to be used at the owner's discretion as project progresses. The allowances are not intended for any portion of work indicated in the bid documents. Any balance remaining in the allowances is to be returned to owner by credit change order at project conclusion.
9. Bid Form and Required Documents:
 - a. Bidders may not alter the bid form.
 - b. If bid form is reissued during the bidding process, the latest bid form is to be submitted.
 - c. Bidders are not to leave any blank lines on the bid form. Fill out bid form completely.
 - d. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form. Bidders must list themselves for any listed subcontractors scope of work if they intend to do the scope of work with their own work force.
 - e. Completed drug testing affidavit forms are required with each bid. The drug testing affidavit declares compliance with drug testing requirements for the bidder and all listed subcontractors.
 - f. A bid bond is required to be submitted with the bid. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
 - g. The contract duration noted on the bid form is to represent the total time expected between notice to proceed and substantial completion – inclusive of all administrative requirements and equipment lead times.
10. The project is an occupied phased renovation project with six phases total; project includes third-party commissioning, temporary protection, progress cleanings as needed to maintain a clean work site and final cleanings at conclusion of each phase to return the work areas to original condition. See phasing plans and 01 10 00 Summary of Work for phasing requirements.
11. Temporary protection is to be provided for all areas of work and all areas subject to materials handling related to the project. Wall and floor protection shall be Ram Board or equal.

12. TAB is to be provided by the Contractor. See TAB specs, 01 10 00 Summary of Work, and phasing plans for requirements. Progress TAB is to be performed at the conclusion of each phase and final TAB is to be performed at project conclusion.
13. Third party commissioning is included in the project. See general commissioning requirements in specifications, 01 10 00 Summary of Work, and phasing plans. Progress commissioning efforts are required at the conclusion of each phase and final commissioning is to be performed at project conclusion.
14. Duct cleaning is to be performed simultaneously by separate contract – as well as cleaning of existing VAVs and AHUs by separate contract. Duct cleaning work will occur during overnight weekday hours in general, and duct cleaning work is to be phased concurrently with the contractor’s phasing schedule.
15. Personal items are to be removed or stowed away by the Owner prior to start of phase, computers and furniture will remain. Computers are to be protected by the Owner and the Contractor is to provide temporary protection of all existing furniture. The Contractor may move furniture within the phased area of work provided the furniture is returned to its original location prior to completion of phase. In general, office cubicle furniture is electrified via floor boxes mounted in the existing raised floor.
16. The Contractor may begin work following a formal notice to proceed by Owner, once all materials in hand to complete the first phase – and contingent upon approval of the Contractor’s schedule by the Owner.
17. In general, work is to be performed during normal business hours and occupants within a given phased area are to be relocated prior to the start of work to facilitate unoccupied work within the phase – with the exceptions described in the documents; and any work which requires the shutdown of a critical building system (including but not limited to sprinkler, fire alarm, HVAC, electrical, water) which affects areas of the building outside a given phase is to be performed during off-hours.
18. Where off-hours work is required, work is to be performed continuously around-the-clock until the critical building system is restored. Off-hours work will be scheduled during evening, weekend, and/or Holiday hours at Owner’s option.

19. For clarification, regarding project schedule requirements – see Specification 01 32 00 Construction Progress Documentation – which requires schedule reports generated by project management software (Primavera, MS Project, or approved equal) as well as licensed copies of scheduling software to both the A/E and the Owner.

Changes to Specifications:

1. Specification 00 41 13 – Bid Form
 - a. Amended to include subcontractor categories decided upon at mandatory pre-bid meeting.
 - b. See attached updated Bid Form.

Changes to Drawings:

1. Drawing G-101 – First Floor Phasing Plan
 - a. Added hatched region to identify Phase 1D.
 - b. See attached updated Drawing G-101.

Attachments:

1. Pre-Bid Sign-In Sheet – Typed
2. Pre-Bid Sign-In Sheet – Scanned
3. Specification 00 41 13 – Bid Form
4. Drawing G-101 – First Floor Phasing Plan

END

HEADQUARTERS

2500 WRANGLE HILL ROAD
FOX RUN OFFICE PLAZA, SUITE 110
BEAR, DE 19701

302.832.1652 **PHONE**
302.832.1423 **FAX**

ARCHITECTS

ENGINEERS

FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DelDOT Administration Building
Project No.: MJ5511000003C Start Time: 10:00 AM
Date: June 15, 2023 End Time: 10:30 AM

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

1. Dan Shurina Studio JAED
302-832-1652
shurinad@studiojaed.com

2. Edward Welch Flo Mechanical
302-430-3606
elw.1@yahoo.com

3. Victor Faust Gaudelli Bros.
856-825-0636
margie@gaudellibros.com

4. Dave Cox Merit Mechanical
302-366-8601
davec@meritmech.com



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ENGINEERS

FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DelDOT Administration Building
Project No.: MJ5511000003C Start Time: 10:00 AM
Date: June 15, 2023 End Time: 10:30 AM

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

5. Brian Thompson Conventional Builders, Inc.
302-422-2429
conventionalbuilders@comcast.net

6. Ryan Jackson Amakor, Inc.
302-834-8664
amakor@aol.com

7. Steve Serbu Amakor, Inc.
302-834-8664
amakor@aol.com

8. Ty Sanderson ID Griffith, Inc.
302-747-6301
tsanderson@idgriffith.com

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Project: East Wing HVAC Replacement at DelDOT Administration Building
Project No.: MJ5511000003C Start Time: 10:00 AM
Date: June 15, 2023 End Time: 10:30 AM

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

9. Tommy Ogden Ventresca Bros.
302-658-6432
tony@ventrescabros.com

10. Bobby Stewart Statewide Mechanical, Inc.
302-376-6117
bstewart@statewide-hvac.com

11. Jim Fox OMB / Division of Facilities Management
302-922-1062
jim.fox@delaware.gov

12. Mike Tessein Harvard Environmental
302-981-4856
mtessein@harvardenv.com

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ENGINEERS

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Project: East Wing HVAC Replacement at DelDOT Administration Building
Project No.: MJ5511000003C Start Time: 10:00 AM
Date: June 15, 2023 End Time: 10:30 AM

**PRE-BID
SIGN IN SHEET**

FIRM / PHONE / FAX / EMAIL

13. Jeff O'Connor Radius Systems, LLC
484-832-5804
joconnor@radiusystemsllc.com

14. Steve Haass DelDOT
302-760-2300
steve.haass@delaware.gov

15. Alyssa Serpico Joseph T. Richardson, Inc.
302-398-8101
serpico@jtrmech.net

16. _____



HEADQUARTERS

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302.832.1423 FAX

ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DelDOT Admin Building
Project No.: SJ Project No. 19121

Start Time: 10am
End Time: 11:30

Pre-Bid Meeting
June 13, 2023
SIGN IN SHEET

ATTACH BUSINESS CARD

and WRITE: Name, Firm, Phone, Email, Signature, Time

Large empty rectangular box for business card attachment.

Name:	Edward Welch	
Firm:	Flo Mechanical	
Phone:	302 430 3606	
Email:	elw.1@yahoo.com	
Signature:	<i>Edward Welch</i>	
Time:	9:48	10:32
Name:	Victor Faust	
Firm:	Gaudelli Bros.	
Phone:	856-825-0636	
Email:	margie@gaudellibros.com	
Signature:	<i>Victor Faust</i>	
Time:	9:50am	10:32am
Name:	Dave Cox	
Firm:	Merit Mechanical Co., Inc.	
Phone:	302-366-8601	
Email:	davec@meritmech.com	
Signature:	<i>Dave Cox</i>	
Time:	9:50am	10:30am



HEADQUARTERS

2500 WRANGLE HILL ROAD
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302.832.1652 PHONE
302.832.1423 FAX

ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DelDOT Admin Building
Project No.: SJ Project No. 19121

Start Time:
End Time:

Pre-Bid Meeting
June 13, 2023
SIGN IN SHEET

ATTACH BUSINESS CARD

and WRITE: Name, Firm, Phone, Email, Signature, Time

Large empty rectangular box for business card attachment.

Name:	Brian Thompson
Firm:	Conventional Builders INC
Phone:	302-422-2429
Email:	Conventionalbuilders@comcast.net
Signature:	Time:
	Brian Thompson 9:52-10:34
Name:	Ryan Jackson
Firm:	Amakor Inc
Phone:	302-834-8664
Email:	Amakor@AOL.com
Signature:	Time:
	Ryan Jackson 9:53-10:33
Name:	Steve Seibu
Firm:	Amakor, INC.
Phone:	302-834-8664
Email:	Amakor@aol.com 9:53-10:33
Signature:	Time:
	Steve Seibu



HEADQUARTERS

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ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DeIDOT Admin Building
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Start Time:
End Time:

Pre-Bid Meeting
June 13, 2023
SIGN IN SHEET

ATTACH BUSINESS CARD

and WRITE: Name, Firm, Phone, Email, Signature, Time

Large empty rectangular box for business card attachment.

Name:	Ty Sanderson
Firm:	I.D. Griffith, Inc.
Phone:	302-747-6301
Email:	Tsanderson@IDgriffith.com
Signature:	<i>[Signature]</i>
Time:	10:32 9:55
Name:	Tommy Ogden
Firm:	tony@ventrusca.bros.com
Phone:	302-658-6432
Email:	Ventrusca Brothers
Signature:	<i>[Signature]</i>
Time:	9:57
Name:	Bobby Stewart
Firm:	Statewide Mech. Inc
Phone:	302-376-6117
Email:	bstewart@Statewide-hvac.com
Signature:	<i>[Signature]</i>
Time:	9:55 / 10:32



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Start Time:
End Time:

Pre-Bid Meeting
June 13, 2023
SIGN IN SHEET

ATTACH BUSINESS CARD

and WRITE: Name, Firm, Phone, Email, Signature, Time

Large empty rectangular box for business card attachment.

Name:	Jim Fox	
Firm:	DFM	
Phone:	302-922-1062	
Email:	Jim.Fox@delaware.gov	
Signature:	Jim Fox	Time: 9:58 / 10:52
Name:	MIKE TESSEN	
Firm:	HARVARD	
Phone:	302.981.4856	
Email:	MTESSSEN@HARVARDENV.COM	
Signature:	M. Tessen	Time: 0959 / 1034
Name:	JEFF O'CONNOR	
Firm:	Radius Systems LLC	
Phone:	484-832-5804	
Email:	jconnor@radiusystemsllc.com	
Signature:	Jeff O'Connor	Time: 9:58 / 10:34



HEADQUARTERS

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BEAR, DE 19701

302.832.1652 **PHONE**
302.832.1423 **FAX**

ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: East Wing HVAC Replacement at DelDOT Admin Building
Project No.: SJ Project No. 19121

Start Time:
End Time:

Pre-Bid Meeting
June 13, 2023
SIGN IN SHEET

ATTACH BUSINESS CARD

and WRITE: Name, Firm, Phone, Email, Signature, Time

Name:	Steve Haass
Firm:	DelDOT
Phone:	302 760-2300
Email:	Steve.Haass@delaware.gov
Signature:	
Time:	6-13-23 10:02
Name:	Alyssa Serpico
Firm:	Joseph T. Richardson Inc.
Phone:	302-398-8101
Email:	Serpico@jtrmech.net
Signature:	
Time:	10:00 10:33
Name:	
Firm:	
Phone:	
Email:	
Signature:	
Time:	

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

BID FORM

For Bids Due: _____ **To:** _____
OMB / Division of Facilities Management
540 S. DuPont Highway, Suite 1
Dover, DE 19901

Name of Bidder: _____

Delaware Business License No.: _____ **Taxpayer ID No.:** _____

(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:

\$ _____
(\$ _____)

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

ALTERNATE No. 1: Provide AHU replacement work in west wing lower level and associated modifications as described in the documents.

Add/Deduct: _____
(\$ _____)

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

BID FORM

UNIT PRICES

There are no unit prices.

ALLOWANCES

Allowance No. 1: For general contingencies and repairs, the balance of which is to be returned to owner by credit change order at project conclusion (\$40,000).

Allowance No. 2: For securing and suspending of existing cabling above ceilings, the balance of which is to be returned to owner by credit change order at project conclusion (\$10,000).

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
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DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

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
- Affidavit(s) of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

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 & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. HVAC	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Electrical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

BID FORM

SUBCONTRACTOR LIST CONTINUED

3. Painting

A.

B.

C.

4. Flooring

A.

B.

C.

5. Carpentry

A.

B.

C.

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ5511000003C

BID FORM

SUBCONTRACTOR LIST CONTINUED

6. Ceilings

A.

B.

C.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. HVAC Controls (BAS)

A.

B.

C.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

BID FORM

**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.

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

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 MJ551100003C 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.

**EAST WING HVAC REPLACEMENT
DELDOT ADMINISTRATION BUILDING
800 SOUTH BAY ROAD
DOVER, DE 19901**

DFM CONTRACT NO. MJ551100003C

BID FORM

**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): _____

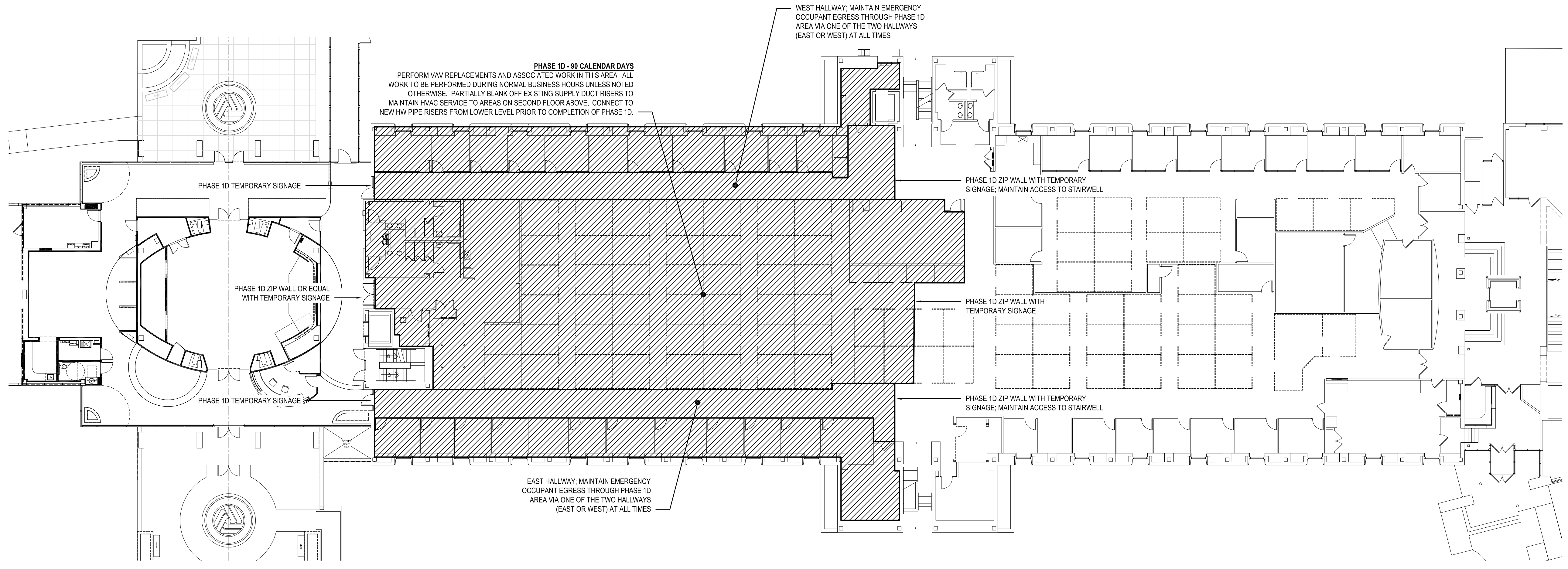
Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

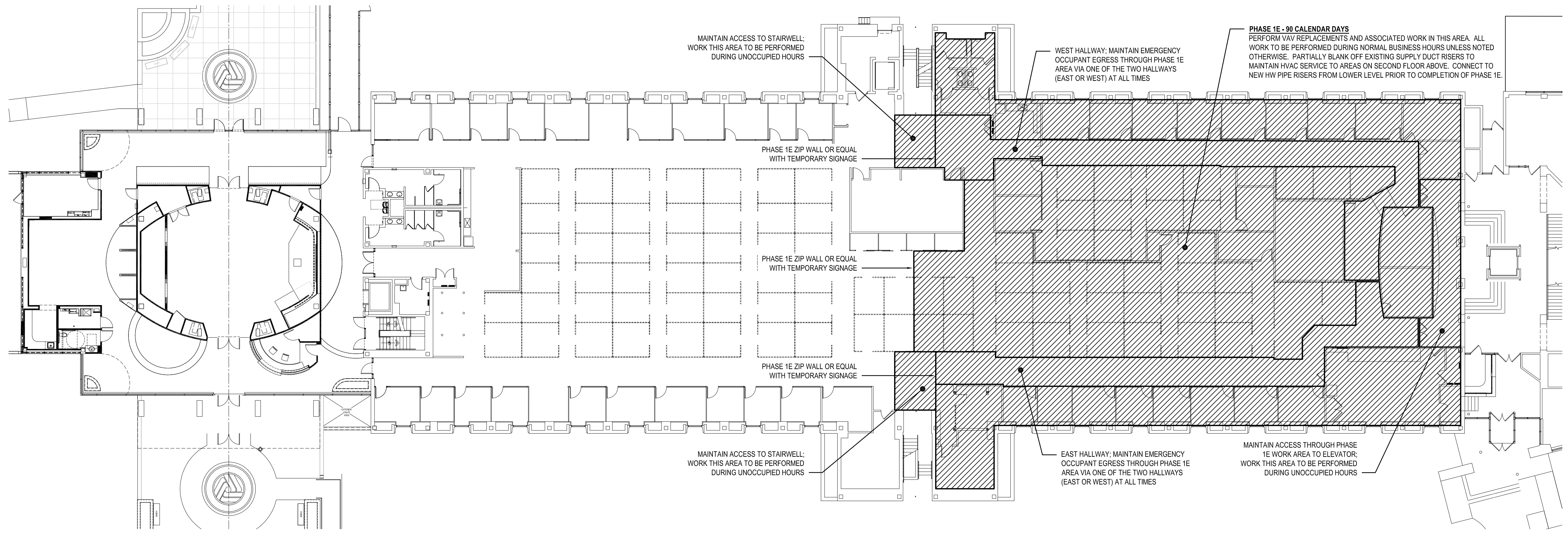
My Commission expires _____ NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

6/15/2023 12:21 PM
THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF STUDIO JAED ARCHITECTS & ENGINEERS. NO PART OF THESE PLANS OR SPECIFICATIONS MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF STUDIO JAED ARCHITECTS & ENGINEERS. THE CLIENT'S RESPONSIBILITY IS TO PROTECT THESE PLANS AND SPECIFICATIONS FROM UNAUTHORIZED ACCESS, ALTERATION, REPRODUCTION, OR DISTRIBUTION. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES.



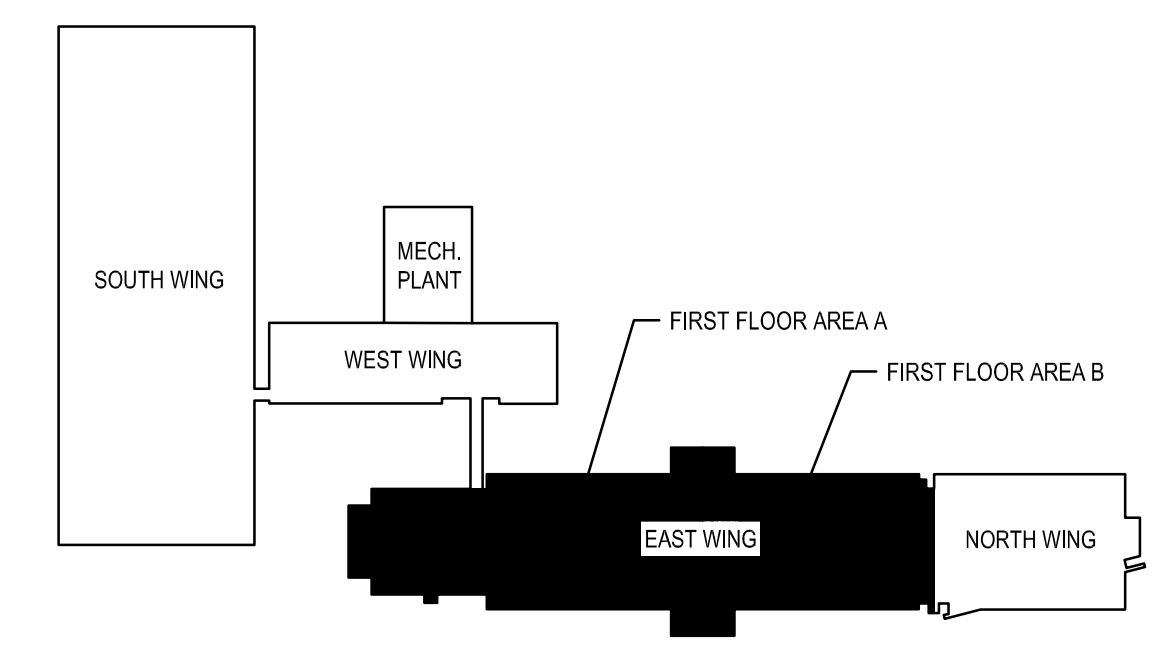
1 FIRST FLOOR PHASING PLAN - PHASE 1D
SCALE: 1/16" = 1'-0"



2 FIRST FLOOR PHASING PLAN - PHASE 1E
SCALE: 1/16" = 1'-0"

GENERAL PHASING NOTES

- 1. CONTRACTOR TO STAGE WORK ONLY IN AREAS DESIGNATED BY THE OWNER AND PROVIDE TEMPORARY PARTITIONS AS REQUIRED TO MAINTAIN ACCESS FOR OCCUPANTS AND ISOLATE AREAS OF WORK. TEMPORARY PARTITIONS SHALL BE ZIP-WALL OR EQUAL AND SHALL REMAIN ACCESSIBLE.
- 2. CONTRACTOR TO PROVIDE TEMPORARY SIGNAGE AS REQUIRED TO IDENTIFY WORK AREAS. SIGNAGE SHALL BE REMOVED AT CONCLUSION OF PHASE WITHOUT DAMAGE TO WALL OR DOOR SURFACE.
- 3. THE CONTRACTOR IS NOT TO BEGIN A NEW PHASE UNTIL THE PRIOR PHASE HAS BEEN COMPLETED TO THE SATISFACTION OF THE OWNER AND THE OWNER APPROVES THE COMMENCEMENT OF THE SUBSEQUENT PHASE. THE CONTRACTOR IS NOT TO REQUEST TO BEGIN A NEW PHASE UNTIL ALL MATERIALS NEEDED TO COMPLETE THE PHASE ARE IN THE CONTRACTOR'S POSSESSION.
- 4. CONTRACTOR TO EXTEND NEW WORK INTO FUTURE PHASES WITH ISOLATION VALVES AND SEALCAP AS REQUIRED TO AVOID DISRUPTION OF COMPLETED PHASES. THIS WORK MAY INCLUDE BUT NOT BE LIMITED TO PIPING, DUCTWORK, ELECTRICAL, GAS OR FIRE ALARM.
- 5. CONTRACTOR TO TEMPORARILY CONNECT NEW WORK TO EXISTING WORK AS REQUIRED TO MAINTAIN CONTINUITY OF BUILDING SYSTEMS AT ALL TIMES. THIS WORK MAY INCLUDE BUT NOT BE LIMITED TO PIPING, DUCTWORK, ELECTRICAL, GAS OR FIRE ALARM.
- 6. THE CONTRACTOR IS REQUIRED TO COORDINATE WITH THE OWNER REGARDING SCHEDULING OF WORK IN ALL AREAS. THE OWNER RESERVES THE RIGHT TO RESCHEDULE WORK WITH A MINIMAL NOTICE TO THE CONTRACTOR.
- 7. THE CONTRACTOR IS TO PROVIDE TEMPORARY PROTECTION FOR ALL SURFACES (WALLS AND FLOORS) EXPOSED TO WORK OR MATERIALS HANDLING ASSOCIATED TO WORK WITH RAIN BOARD OR EQUAL (TO BE APPROVED BY OWNER PRIOR TO MOBILIZATION). ALL ENTRANCES TO WORK AREAS FROM OCCUPIED AREAS OR ENTRANCES ARE TO BE PROVIDED WITH TEAR-AWAY, REPLACEABLE ADHESIVE FOOT MATS.
- 8. PERSONAL ITEMS WILL BE REMOVED FROM OCCUPIED AREAS BY THE OWNER AND COMPUTERS WILL BE LOCATED IN A CENTRAL LOCATION WITHIN THE PHASE PRIOR TO THE START OF EACH PHASE. CONTRACTOR IS RESPONSIBLE FOR PROTECTING EXISTING FURNITURE AND OTHER ITEMS WITH PLASTIC OR FABRIC DROP CLOTHS. ANY DAMAGE TO EXISTING FURNITURE, ITEMS OR SURFACES AS A RESULT OF THE WORK WILL BE REPAIRED BY THE CONTRACTOR AT NO COST.
- 9. THE CONTRACTOR IS TO SUBMIT PROGRESS BALANCING REPORTS AT THE COMPLETION OF EACH PHASE AND SUBMIT A BALANCING REPORT AT THE COMPLETION OF THE PROJECT FOR ENGINEER REVIEW. THE BALANCING REPORT SUBMITTED AT PROJECT COMPLETION IS TO INCLUDE RE-BALANCING OF TERMINAL UNITS AND OTHER HVAC EQUIPMENT INSTALLED AND BALANCED DURING PREVIOUS PHASES.
- 10. WORK DESCRIBED AS BEING PERFORMED DURING UNOCCUPIED HOURS IS TO BE PERFORMED DURING OVERNIGHT, WEEKEND, AND/OR HOLIDAY HOURS AT OWNER'S OPTION. OCCUPIED HOURS ARE 7AM THROUGH 5PM, MONDAY THROUGH FRIDAY.
- 11. COMMISSIONING NOTES:
 - 11.1. PHASING/SEQUENCE COMMISSIONING REQUIREMENTS: AT THE COMPLETION OF EACH PHASE AND PRIOR TO THE OWNER MOVE IN/MOVE OUT TO PROCEED WITH THE SUBSEQUENT PHASE, PERFORMANCE AND FUNCTIONALITY OF THE CURRENT PHASES WORK WILL BE VALIDATED. FOR VALIDATION, THE CONTRACTOR SHALL SUBMIT REQUIRED COMMISSIONING DOCUMENTATION AT THE CONCLUSION OF EACH PHASE AS OUTLINED IN SPECIFICATION 01 91 13 PRIOR TO COMMENCEMENT OF SUBSEQUENT PHASES.
 - 11.2. DOCUMENTATION AS OUTLINED WITHIN 01 91 13 SHALL INCLUDE THE FOLLOWING:
 - 11.2.1. SUBMISSION OF COMPLETED CONSTRUCTION CHECKLISTS (CCCS) FOR EQUIPMENT AND DEVICES INSTALLED WITHIN THIS PHASE. CHECKLISTS WILL BE DEVELOPED BY THE CXA AND PROVIDED TO THE CONTRACTOR FOR COMPLETION.
 - 11.2.2. SUBMISSION FOR REVIEW BY THE A/E AND THE CXA BUILDING AND EQUIPMENT CONTROLS CHECKOUTS INCLUDING POINT-TO-POINT AND EQUIPMENT PROGRAMMING CHECK OUT REPORTS.
 - 11.2.3. DRAFT TESTING AND BALANCING (TAB) REPORT FOR AIR AND WATER VALIDATING DESIGN VALUES ARE MET.
 - 11.2.4. BUILDING AUTOMATION SYSTEM (BAS) TRENDS DATA FOR POINTS DESIGNATED TO BE TRENDED FOR THE INSTALLED EQUIPMENT AS INDICATED WITHIN SPECIFICATION SECTION 23 09 59. POINTS TO BE TRENDED WILL BE IDENTIFIED BY THE CXA PRIOR TO COMMENCEMENT OF THE PHASE.
 - 11.3. CONTRACTOR SHALL INCLUDE WITHIN THEIR CONSTRUCTION SCHEDULE TIME TO DEVELOP, SUBMIT, AND TIME FOR REVIEW OF THESE ITEMS. APPROVAL OF THESE ITEMS IS A PREREQUISITE BEFORE THE OWNER TO CONDUCT MOVE-IN ACTIVITIES INTO THE PHASING AREA.
 - 11.4. UPON COMPLETION OF ALL WORK WITHIN A GIVEN PHASE INCLUDING REPLACEMENT OF THE ASSOCIATED AIR HANDLING UNITS, ALL EQUIPMENT WITHIN THE GIVEN PHASE WILL UNDERGO TESTING AND VALIDATION AS INDICATED IN SPECIFICATION 019113 INCLUDING FUNCTIONAL PERFORMANCE TESTING (FFT)



FIRST FLOOR KEY PLAN
SCALE: NTS

STUDIO JAED
ARCHITECTS & ENGINEERS FACILITIES SOLUTIONS
www.studiojaed.com
E-mail: info@studiojaed.com

MAINTENANCE OFFICE
800 S BAY RD., SUITE 110
PROVIDENCE, RHODE ISLAND 02903
P: 401.848.0884

PROVIDENCE OFFICE
100 STATE ST. 110
PROVIDENCE, RHODE ISLAND 02903
P: 401.848.0884

CONSULTANT

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DATE OF SIGNATURE: _____
DATE OF REGISTRATION EXPIRATION: _____
ARCHITECT / ENGINEER SEAL

PROJECT
OMB / DIVISION OF FACILITIES MANAGEMENT
OMB / DFM PROJECT NO. M16511000003C
EAST WING HVAC REPLACEMENT
HIGHWAY ADMINISTRATION BUILDING
800 S BAY RD. COVER, DELAWARE 19801

REVISIONS		
MARK	DESCRIPTION	DATE

SHEET TITLE
FIRST FLOOR PHASING PLAN

BIDDING DOCUMENTS
FEBRUARY 14, 2023

DRAWN JRB	CHKD DLS	PROJECT NO. 19121
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SHEET NO.
G-101