

# Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #: 24008.B

## ADDENDUM NO. 1 – April 2, 2025

RE: **CAESAR RODNEY SCHOOL DISTRICT – MAGNOLIA MIDDLE SCHOOL – HVAC RENOVATIONS (CONTRACT NO. SRS2503)**

TO: All Plan Holders, William James Pennewell (Caesar Rodney School District), and David Hoffman (Gipe Associates, Inc.)

GAI #: 24008.B

FROM: Gipe Associates, Inc.  
8719 Brooks Drive  
Easton, MD 21601

This addendum forms a part of the contract documents and modifies the original bidding documents dated March 5, 2025 as noted below. Acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject bidder to disqualification.

This Addendum consists of one (1) page, the attached Pre-Bid Meeting Minutes, and the Attached Pre-Bid Meeting Sign-In Sheet.

### **CHANGES TO THE DRAWINGS**

None at this time.

### **CHANGES TO THE PROJECT MANUAL**

#### **1. SPECIFICATION SECTION 23 06 00 HVAC EQUIPMENT**

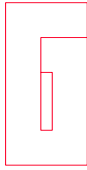
- A. Paragraph 2.15 DUCTLESS FAN COIL UNITS, Item A GENERAL:
  - i. **ADD** Airedale to the list of acceptable manufacturers for ductless fan coil units.
- B. Paragraph 2.20 ENERGY RECOVERY VENTILATOR, Item A.1:
  - i. **ADD** York/JCI to the list of acceptable manufacturers for energy recovery ventilators.
- C. Paragraph 2.21 SINGLE ZONE VAV UNIT, Item A:
  - i. **ADD** York/JCI to the list of acceptable manufacturers for Single Zone VAV units.

### **CLARIFICATIONS BASED ON CONTRACTOR QUESTIONS**

None at this time.

Attachments: Pre-Bid Meeting Minutes  
Pre-Bid Meeting Sign-In Sheet

END OF ADDENDUM NO. 1  
Page 1 of 1



# Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #: 24008.B

## Pre-Bid Meeting Minutes

**Date:** April 2, 2025  
**Project:** Caesar Rodney School District – Magnolia Middle School  
HVAC Renovations (Contract SRS2503)  
**Purpose:** Review and discuss important related topics pertaining to the bidding requirements of the project with perspective bidders.  
**Date Held:** March 27, 2025 beginning at 3:30 PM  
**Location:** Magnolia Middle School, 133 Thomas More Drive, Magnolia, DE 19962  
**Distribution:** All Plan Holders, William James Pennewell (Caesar Rodney School District), David Hoffman (Gipe Associates)

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### Topics for Discussion:

Item A	Project Representatives
Item B	Project Introductions/Summary of Work
Item C	Allowable Prime Bidders
Item D	Cost and Availability of Bidding Documents
Item E	Owner's Representatives
Item F	Confirmation of Bid Date and Procedures
Item G	RFI's (Request for Interpretation)
Item H	Substitutions
Item I	Bid Forms
Item J	Last Date for Addendums
Item K	Allowances
Item L	Alternates
Item M	Bonds
Item N	Permits
Item O	Staging Area
Item P	Liquidated Damages
Item Q	Time of Completion and Phasing
Item R	Video Recording of Existing Conditions
Item U	Questions/Answers
Item V	Visit the Site of Construction

**A. Project Representatives**

1. Individual Introductions:
  - a) Owner's Representative: William James Pennewell, Supervisor of Facilities Management (Caesar Rodney School District)
  - b) Engineer: Adam Kegan, P.E., LEED AP, Senior Vice President (Gipe Associates)

**B. Project Introductions/Summary of Work**

1. Project shall include but not be limited to central chilled and hot water heating system, fan coils, ERV's, SZVAV units, controls, ceilings, ductwork, insulation, piping, testing and balancing, duct detectors, roof work, commissioning, steel/structure, new electrical services, and power connections. Refer to project alternates.

**C. Allowable Prime Bidders**

1. Mechanical Contractors and General Contractors

**D. Cost And Availability of Bidding Documents**

1. The cost of the Bidding Documents per set as defined in the Invitation to Bid is \$50.00 per electronic set (non-refundable) and/or \$75.00 per hardcopy set (non-refundable). Check or Cash Payments will be accepted by Gipe Associates, Inc. To purchase a set of bid documents, please e-mail [pmcquay@gipe.net](mailto:pmcquay@gipe.net) and [ccorreia@gipe.net](mailto:ccorreia@gipe.net).
2. Construction documents will be available for review at the following locations: Gipe Associates, Inc., 8719 Brooks Drive, Easton, Maryland and Caesar Rodney School District, Facilities Management Office, 7 Front Street, Wyoming, Delaware, 19934.
3. Only those Bidders on the Bidder Lists prepared by Gipe Associates shall be copied via addenda, clarifications or other bid revisions. Therefore, please purchase at least one set directly from Gipe Associates.

**E. Owner's Representatives**

1. Bidders may arrange site visits to the project site by contacting William James Pennewell, Supervisor of Facilities Management, 302-697-4800, [william.pennewell@cr.k12.de.us](mailto:william.pennewell@cr.k12.de.us).

**F. Confirmation Of Bid Date & Procedures**

1. Bids will be received by Mr. James Pennewell at the Caesar Rodney School District's Facilities Management Office, at 7 Front Street, Wyoming, Delaware 19934 until 1:30

PM local time on Tuesday, April 29, 2025 and will be publicly opened and read aloud in the Conference Room at 2:00 PM.

2. Bid Withdrawal: Bids must be held open for thirty (30) days.

**G. RFI's (Request for Interpretation)**

1. Direct all inquiries and requests for interpretation to Gipe Associates, dhoffman@gipe.net and submittals@gipe.net no later than seven (7) days prior to bid due date.
2. Phone calls and verbal statements are not allowable and are not binding per the General Conditions.

**H. Substitutions**

1. Product substitutions during Bidding are defined in Division 01, Section 016000 Product Requirements.
2. Bidders must submit requests for substitutions ten (10) days prior to the bid date.
3. Substitutions after the bid date are allowable, but discouraged because acceptance is fully at the discretion of Engineer. Also, Engineer will charge for reviewing such substitutions.
4. Any approved substitutions during the bidding phase will be issued via Addendum.

**I. Bid Forms**

All of the following shall be submitted in a sealed envelope on or prior to the bid date:

1. Completed Bid Form including all Alternates, Acknowledgement of Addendums, Allowances and Unit Prices.
2. Sub-Contractor List
3. Non-Collusion Statement
4. Affidavit of Employee Drug Testing Program
5. Affidavit of Contractor Qualifications
6. Bid Security
7. (Others as Required by Project Manuals)

**J. Last Date for Addendums**

1. Last date will be Friday, April 25, 2025 at 5:00 PM

**K. Allowances**

1. Include specified amount for cash allowances in Base Bid (**\$50,000 for Contingency Allowance**).

**L. Alternates**

1. The project includes three (3) alternates as described on the Bid Form and in Division 01.
2. All alternates for this project are add alternates; therefore, the amount will be added to the price of the Base Bid.
3. A brief summary of each alternate was provided:

A. Alternate #1– Air Cooled Chiller #2 and Supporting Equipment

1. Base Bid: Do not provide or install the air cooled chiller #2 and its associated exterior piping, controls and electrical connections.
2. Alternate: Provide and install the new air cooled chiller #2 and its associated exterior piping, supports, bollards, controls, concrete pad, and electrical connections.

B. Alternate #2– ATC System by Modern Controls

1. Base Bid: Provide ATC Controls by any listed ATC vendor.
2. Alternate: Alternate: Provide additional costs, if any, for ATC system by Modern Controls as specified in specification section 230900 “Instrumentation and Controls of HVAC and Plumbing Systems.” If Modern Controls is the low cost ATC subcontractor, then the alternate value on the big form shall be listed as \$0.

C. Alternate #3 – Chiller Acoustical Discharge Plenum

1. Base Bid: Do not provide acoustical discharge plenum for chillers.
2. Alternate: Provide additional costs for acoustical discharge plenum for Chiller #1 \$\_\_\_\_\_ and Chiller #2 \$\_\_\_\_\_.

**M. Bonds**

1. Bid Bonds 10% of Base Bid amount and submitted with Bid Form. Form provided.
2. Performance Bonds 100% of the Contract amount.
3. Payment Bonds 100% of the contract amount.

**N. Permits**

1. The prime contractor shall be responsible for all applicable permits on this project, and shall include the cost of the same in the base bid.

**O. Staging Area**

1. We reviewed locations on site where trailers, equipment, offices, and trucks may be stored and/or located.
2. The contractor should provide all utilities: telephone, water, sewer and power.

**P. Liquidated Damages**

1. Liquidated damages shall be assessed at \$500.00 per day.

**Q. Time of Completion and Phasing**

1. All work shall commence on the date of issuance of the Notice to Proceed and shall be completed and operational within four hundred seventy (470) calendar days thereafter (before start of school in Fall of 2026).
2. Phasing will be coordinated with the Owner. Work in occupied areas shall be completed during Summer.

**R. Video Recording of Existing Conditions**

1. Contractor shall create a video recording of all existing conditions prior to the start of demolition to document conditions prior to work commencing.
2. Submit the video as an informational submittal via electronic media format.

**S. Questions/Answers**

1. All questions up until the last date for Addendums must be submitted in writing. Only written Addendums become a part of the bidding documents.

**T. Tour of The Facility**

1. The Owner provided a tour of the facility after the pre-bid meeting is finished.

**THE MEETING WAS ADJOURNED.**

*These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within five (5) days.*

Author: Respectfully Submitted,

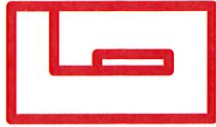
**GIPE ASSOCIATES, INC.**

A handwritten signature in black ink that reads "R. Adam Kegan". The signature is written in a cursive style with a long horizontal stroke at the end.

R. Adam Kegan, P.E., LEED AP, Vice President  
RAK/pvm

**Enclosure: Pre-Bid Meeting Sign-in Sheet**

**Enclosure: (1) Pre-Bid Meeting Sign-in Sheet**



8719 Brooks Drive  
 Easton, Maryland 21601  
 (410) 822-8688  
 (410) 822-6306-fax

**PRE-BID MEETING SIGN-IN SHEET**

W.O. #24008.B

**Project: Caesar Rodney School District – Magnolia Middle School – HVAC Renovations (Contract SRS2503)**

Date of Meeting: March 27, 2025

<u>Name</u>	<u>Representing</u>	<u>Telephone Number</u>	<u>E-Mail</u>
R. Adam Kegan	Gipe Associates, Inc.	410-822-8688	akegan@gipe.net
Bobby Stewart	Statewide Mechanical inc	302-376-6117	BStewart@Statewide-hvac.com
Mr. Kim Lombardi	Amakor Inc	302-824-8664	AMAKOR@ADL.COM
Gary Fowler	Diamond Mechanical	302-363-7361	gfowler@diamondmechanical.net
Greg Thompson	Conventions Builders	302-422-7429	JTPO@conventionsbuildersinc.com
Edward Welch	Flo Mechanical LLC	302-530-1030	JamesE@flomechanical.com
Justin Dennis	Schlosser Associates	302-738-7333	justin@schlosserandassociates.com
Jim ORLGA	TANGENT CABLE	302 994-4104	jorga@tangentcable.com
Jim Howie	Ralph G. Degliobizzi & Sons	302-275-2389	Jim.Howie@degli.com



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