William Paterson University of New Jersey

PROJECT NAMES & NUMBERS:

Speert Hall Rooftop Unit Replacement (WP-16-07-16)
1600 Valley Road Chiller Replacement (WP-16-08-46)

SUPPLEMENTAL INSTRUCTIONS FOR BIDDING AND COMPLETING PROPOSAL FORMS

A) All work defined in the Contract Documents is for **Speert Hall Rooftop Unit Replacement (WP-16-07-16) and 1600 Valley Road Chiller Replacement (WP-16-08-46).** All work is to be completed as noted in the Time for Completion, **Section G** of these Supplemental Instructions. Bidders are also to reference the Instructions to Bidders and General Conditions documents, also issued as part of this Bid, for further details, requirements, and information.

B) *All bidders submitting proposals shall have a current Certificate of Registration with the State of New Jersey, Department of Labor prior to award. In addition, all subcontractors must also have a current Certificate of Registration with the State of New Jersey, Department of Labor prior to award.*

C) It is William Paterson University's policy to meet the State goal, referenced in N.J.A.C. 17:14-1.1 et seq, of 25% to be awarded to small businesses registered in the category of businesses whose gross revenues do not exceed the applicable annual revenue standards. The Affidavit of Outreach form and Schedule of SBE Participation are required to be submitted with the bid.

D) **Prequalification:**

Bidders for these projects are <u>not</u> required to be New Jersey DPMC classified at the time of bid. Please disregard this requirement in the Instruction to Bidders, Section IB 3.4. Bidders must be qualified financially with available bonding capacity to have their bids considered.

All required major subcontractors, if intended to be used, shall be named by each Bidder in the appropriate spaces on the Proposal Form. Such named intended major subcontractors shall become the actual subcontractors for the work identified, in the event the Bidder is successful in being awarded a contract. No substitution of a major subcontractor shall be made unless the contractor receives approval in writing by the Contracting Officer.

E) Provide the following materials for each bid/proposal submitted:

1. Bid Document Checklist (WPU01)
2. Bid Form (WPU03)
3. Acknowledgment of Addenda/Bulletins on Bid Form-WPU03
4. Alternate Price Proposal on Bid Form - WPU03
5. Unit Price Proposal on Bid Form – WPU03 – **NOT REQUIRED**
6. DPMC Notice of Classification for contractors and listed subcontractors WPU-DOC-1 – (Sample attached) – **NOT REQUIRED**
7. DPMC Notice of Uncompleted Contracts WPU-DOC-2 – Contractors only (Sample attached) – **NOT REQUIRED**
8. Subcontractor Information on Bid Form WPU03
9. Subcontractor Licenses (provided by bidder)
10. Schedule of Small Business Enterprise (SBE) Participation (WPU-DOC-4)
11. Small Business Enterprise (SBE) Affidavit of Outreach (WPU-DOC-5)
12. SBE Subcontractor Data Sheet (WPU-DOC-6)
13. Bid Security Form (WPU-DOC-7)
14. Available Bonding Capacity Form (WPU-DOC-8)
15. Surety statement: bidder's maximum bonding & available bonding capacity (provided by bidder)
16. Surety Power of Attorney (provided by bidder)
17. Surety Financial Statement (provided by bidder)
18. Non-Collusion Affidavit (WPU-DOC-9)
19. Employee or Relative Disclosure Requirement (WPU-DOC-10)
20. Two-Year Chapter 51 & Executive Order 117 Instructions (WPU-DOC-11)
21. Public Law 2005, Chapter 51 – Two-Year Vendor Certification & Disclosure of Political Contributions Form (WPU-DOC-12)
22. Public Law 2005 & Chapter 271 - Political Contribution Disclosure Form (WPU-DOC-13)
23. Supplier Information Form (WPU-DOC-14)
24. MacBride Principles Form (WPU-DOC-15)
25. Disclosure of Investment Activities in Iran (WPU-DOC-16)
26. Public Works Contractor Registration Act (WPU-DOC-17 - Sample attached)
27. Initial Project Workforce Report Construction Form AA-201 (WPU-DOC-18)
28. Bidder's Supplemental Information (provided by bidder)

F)

1. Forms are to be signed by Principal of the firm where signatures are called for.
2. Forms are to be notarized where called for.
3. Forms are to be sealed where called for. (Note – when a corporation, seal locations are in bold)

G) Time for Completion and Sequence of Operations:

The anticipated contract award will be prior to 07/08/16. Onsite work can commence after 07/11/16. All work is to be substantially completed not later than 03/03/17. All remaining work completed by not later than 04/04/17. Air conditioning capabilities for all equipment must remain operational through 10/28/16. One of the Speert Hall RTU's has heating capabilities that must remain operational through 12/24/16. New Speert Hall Units must be provide heating and ventilation by 1/16/17.

Please note that power shutdowns affecting work areas must be scheduled in advance during University non-business hours. Normal business hours are 7am to 10pm Monday through Friday and 8am to 4pm on Saturday.

Crane access and picking to both sites must be scheduled to occur between 11/24/16 through 11/27/16 and 12/25/16 and 1/2/17. Please note crane restrictions from staging plans included as part of the bid documents. Roadways can be blocked during crane staging. The contractor is responsible for restoring site to pre-crane conditions.

H) Modify General Conditions as follows:

Article 5.23 Not used,

Articles 5.27.4, 5.27.5 and 5.27.7 Not used

Article 5.27.14 Not used

Article 6.1.3 Not used

Article 8.7.1 Modify as follows: Liquidated damages shall be $1,000.00 per calendar day.

I) Award is contingent upon the selected bidder executing the University's standard contract for construction, which can be accessed at http://www.wpunj.edu/capital-planning/contracts-and-forms.dot

J) BIDDER'S SUPPLEMENTARY INFORMATION (Upon request only)

1. Identify projects of similar scope to this project completed in the last 3 years of at least $1,000,000 in contract value. For each identify the following:
   A) Contracted Completion Date
   B) Value of Work in Contract
   C) Relationship with Property Owner (prime, subcontractor, material supplier)
   D) Owner Contact
   E) Location of Project

2. List the type of work normally performed with your own forces.