

**AN ORDINANCE TO AUTHORIZE AND APPROVE TWO ONE-YEAR  
EXTENSIONS OF CONTRACT 21005WD BETWEEN THE CITY OF  
WILMINGTON AND I.D. GRIFFITH, INC. FOR BOILER INSPECTION  
AND MAINTENANCE SERVICES**

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**#0024**

**Sponsor:**

**Council  
Member  
Oliver**

**WHEREAS**, pursuant to Section 2-308 and Section 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of personal property or the rendering of services for a period of more than one year if approved by City Council by ordinance; and

**WHEREAS**, the City publicly advertised the specifications for Contract 21005WD “Boiler Inspection & Maintenance Services” (the “Contract”) in accordance with the requirements of Section 8-200 of the City Charter, and subsequently awarded the Contract, a copy of which, in substantial form, is attached hereto and incorporated by reference herein as Exhibit “A”, to I.D. Griffith, Inc., the lowest responsible bidder; and

**WHEREAS**, the primary purpose of the Contract is to provide inspection, maintenance, and repair of boiler systems at numerous City sites; and

**WHEREAS**, the term of the Contract is for the period from July 1, 2020 through June 30, 2021, at an estimated price of Three Hundred Twenty-Four Thousand, Four Hundred Sixty-Five Dollars (\$324,465.00), with the possibility of two (2) extensions of one (1) year thereafter on the same terms and conditions, at the option of the City, subject to budget appropriations; and

**WHEREAS**, it is the recommendation of the Department of Public Works that Council authorize the City to exercise the options to extend the Contract for two (2) additional periods of one (1) year.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON  
HEREBY ORDAINS:**

**SECTION 1.** The two (2) one-year extension options to Contract 21005WD “Boiler Inspection & Maintenance Services” between the City of Wilmington and I.D. Griffith, Inc., a copy of which Contract, in substantial form, is attached hereto as Exhibit “A”, at an estimated price of Three Hundred Twenty-Four Thousand, Four Hundred Sixty-Five Dollars (\$324,465.00) for each extension period, are hereby approved, and the Mayor, or his designee, is hereby authorized to exercise the City’s options, as well as take all additional undertakings related thereto, as may be necessary.

**SECTION 2.** This Ordinance shall become effective upon its passage by City Council and approval by the Mayor.

First Reading..... February 18, 2021  
Second Reading..... February 18, 2021  
Third Reading.....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

**SYNOPSIS:** This Ordinance authorizes the City to exercise two (2) one-year options to extend Contract 21005WD “Boiler Inspection & Maintenance Services” between the City of Wilmington and I.D. Griffith, Inc.

**FISCAL IMPACT STATEMENT:** The fiscal impact of this Ordinance is two (2) one-year contract extensions at an estimated price of Three Hundred Twenty-Four Thousand, Four Hundred Sixty-Five Dollars (\$324,465.00) per extension.

W0113320

# **EXHIBIT A**

The City of Wilmington will receive sealed bids  
at the Division of Procurement & Records, 5th Fl., Louis L. Redding Bldg.,  
800 French St., Wilm., DE 19801 for:

**21004WD – HVAC & RELATED SYSTEMS INSPECTION & MAINTENANCE**

–and–

**21005WD – BOILER INSPECTION & MAINTENANCE SERVICES**

**Bid opening:** Tuesday, April 21, 2020, at 3:00 p.m., in the 5th Floor Finance  
Conference Room, Louis L. Redding City/County Building, 800 French  
Street, Wilmington, DE 19801.

Specifications may be obtained at the above address for the Division of  
Procurement & Records.

Philip Ceresini  
Purchasing Agent II  
Division of Procurement and Records  
Department of Finance  
pceresini@wilmingtonde.gov  
www.wilmingtonde.gov

3/24, 3/31-NJ

0004116080-01



# The News Journal Media Group

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(800) 235-9100

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Legal Desk:  
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SD CITY WLM PURCHASING DIV  
800 N FRENCH ST FL 5

WILMINGTON, DE 19801

DE,

## AFFIDAVIT OF PUBLICATION

# of Affidavits: 1

This is not an invoice

### State of Delaware

#### New Castle County

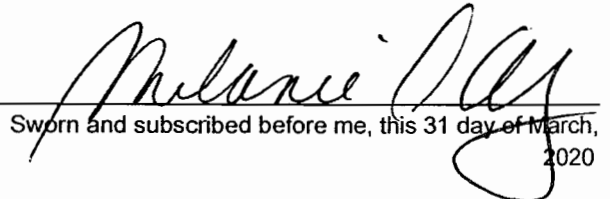
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Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the newspaper 2 times, once in each issue as follows:

03/24/2020, 03/31/2020 A.D 2020

Gail Wilgus

Ad Number: 0004116080

  
Sworn and subscribed before me, this 31 day of March, 2020

Legal notification printed at larger size for affidavit.





**Classified Ad Receipt**  
**(For Info Only - NOT A BILL)**

**Customer:** SD CITY WILM PURCHASING DIV

**Address:** 800 N FRENCH ST FL 5  
WILMINGTON DE 19801  
USA

**Ad No.:** 0004116080

**Pymt Method** Invoice

**Net Amt:** \$281.00

**Run Times:** 2

**No. of Affidavits:** 1

**Run Dates:** 03/24/20, 03/31/20

**Text of Ad:**

The City of Wilmington will receive sealed bids  
at the Division of Procurement & Records, 5th Fl., Louis L. Redding Bldg.,  
800 French St., Wilm., DE 19801 for:

**21004WD – HVAC & RELATED SYSTEMS INSPECTION & MAINTENANCE**

--and--

**21005WD – BOILER INSPECTION & MAINTENANCE SERVICES**

**Bid opening:** Tuesday, April 21, 2020, at 3:00 p.m., in the 5th Floor Finance  
Conference Room, Louis L. Redding City/County Building, 800 French  
Street, Wilmington, DE 19801.

Specifications may be obtained at the above address for the Division of  
Procurement & Records.

Philip Ceresini  
Purchasing Agent II  
Division of Procurement and Records  
Department of Finance  
pceresini@wilmingtonde.gov  
www.wilmingtonde.gov

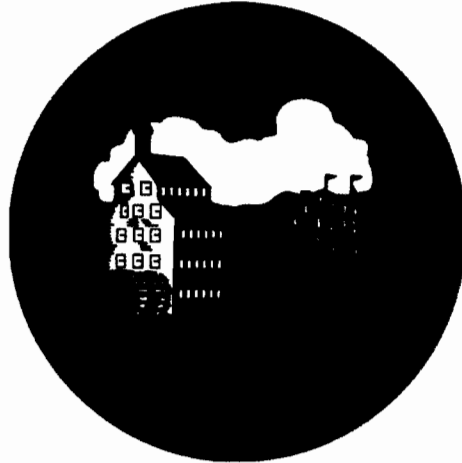
3/24, 3/31-NJ

0004116080-01

**ADDENDUM #2**

**21004WD – HVAC AND RELATED SYSTEMS INSPECTIONS AND  
MAINTENANCE SERVICES**

**21005WD – BOILER INSPECTION AND MAINTENANCE SERVICES**



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**The Bid Submittal and Opening Date have been revised. Bids are now due on Tuesday, May 12, 2020 by 3:00 pm.**

**Bid Opening: Tuesday, May 12, 2020, at 3:00 pm in the Finance Department Conference Room, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801.**

**ALL OTHER PROVISIONS OF THIS SOLICITATION REMAIN THE SAME.**

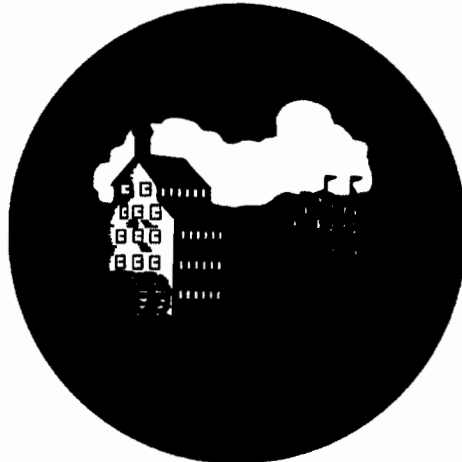
Issued 17 April 2020 by the  
Procurement and Records Division, Department of Finance  
Louis L. Redding City County Building, 800 French Street  
Wilmington, DE 19801



**ADDENDUM #1**

**21004WD – HVAC AND RELATED SYSTEMS INSPECTIONS AND  
MAINTENANCE SERVICES**

**21005WD – BOILER INSPECTION AND MAINTENANCE SERVICES**



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**21004WD: Page 2000-1, Paragraph 1.02.A the number of visits should read two (2) per year not Three (3). All other references refer to two visits.**

**21005WD: Due to a copying error, Page 2000-9 was not copied in the hard copies. Please insert Page 2000-9 (attached)**

**ALL OTHER PROVISIONS OF THIS SOLICITATION REMAIN THE SAME.**

Issued 16 March 2020 by the  
Procurement and Records Division, Department of Finance  
Louis L. Redding City County Building, 800 French Street  
Wilmington, DE 19801

oil, or 8 Therms of Natural Gas. Oil pump motor 115V/60 Hz, 1 phase, 7 A. Blower motor 10 hp (also air compressor). UL listed S984401

**Boiler Feed System**

Fabtek Model TKH3672.SS.BFD.D, Serial No. 17D-11530-01, Packaged Boiler Feed System. Equipped with two feed water pumps – 208V, ¾ HP, 3 Phase, Duplex Control, Elektrim Motor Part No. 38CR-3-1-36FK. Year: 2017

**Five Condensate Return Pump Stations**

NOTE: The Brandywine Membrane Plant utilizes a BAS System, but does not have a desktop computer. Routine maintenance of the BAS may be required.

**Porter Filtration Plant**

Boiler No. 1

**Equipment & Locations**

Weil-McLain, Model No. 2016/ 50-83017, firing range 15-22.5 gph; with Gordon Piatt burner, Model No. WR10-0-15, Serial No. S-6909

**Boiler Feed Water System**

Fabtek Model TKH2548.SS.BFD.D, Serial No. 17D-11521-01, Packaged Boiler Feed System. Equipped with two feed water pumps – 460V, 1 HP, 3 Phase, Duplex Control, WEG Motor Part No. 31010C5AB. Year: 2017

**Two Condensate Return Pump Stations**

**Porter Gatehouse**

Boiler No. 1

**Equipment & Locations**

Weil-McLain, Model No. WGO-4, Series 3, Gold Oil Boiler. Serial Number CP7599960. No. 2 fuel oil. Firing range 1.0 gph. Heat capacity 145,000 BTU/hr. Motor 1/25 hp (3,250 rpm, 115V/60Hz, 0.74 A) Year: 2019

**1.07 SITE CLEANLINESS**

- A. Contract is required to remove all trash, debris and scrap metals from the site, leaving the site in a broom clean condition upon completion of all work. The City's Representative shall have a Right of First Refusal for all removed equipment.

END OF SECTION

## **INSTRUCTIONS TO BIDDERS**

1. Bids on **City Contract 21005WD – BOILER INSPECTION & MAINTENANCE SERVICES** will be publicly opened and read aloud in the 5<sup>th</sup> Floor Finance Conference Room, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801 on **Tuesday, April 21, 2020, AT 3:00 p.m.**
2. Proposals must be in triplicate, sealed in an envelope, and the envelope endorsed "**Bid for City Contract 21005WD – BOILER INSPECTION & MAINTENANCE SERVICES**" and addressed to the Department of Finance, Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.
3. Any bid may be withdrawn prior to the schedule time for opening of bids or authorized postponement thereof. No bid may be withdrawn within thirty (30) calendar days after the actual opening thereof.
4. The successful bidder will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.
5. The corporation, the successful bidder shall furnish a certificate from the State where it is incorporated, stating that it is a subsisting corporation. The corporation shall also furnish one (1) original and two (2) copies of the excerpts of the corporate minutes, which grant authority to those who sign and attest the contract. The Corporate Seal shall be affixed where signatures are attested.
6. The successful bidder will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.
7. The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency's District Office reserves the right to contact the successful minority bidder and/or subcontractor to confirm any participation in the Procurement process.
8. The successful bidder certifies that they are not listed on the Federal Government, Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.
9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:
  - A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
  - B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
  - C. Respect employee's voluntary freedom of association.
  - D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.

- E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
- F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
- G. Work with governments and communities in which you do business to improve the quality of life in those communities -- their educational, cultural, economic, and social well-being -- and seek to provide training and opportunities for workers from disadvantaged backgrounds.
- H. Promote the application of these principles by those with whom you do business.

10. **Award and Execution of Contract**

- A. **Consideration of Proposals.** After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices, unless the proposals states a different basis for comparing bids. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern.

Before awarding the contract, a bidder may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgment of the department the best interest of the City will be promoted thereby.

- B. **Award of Contract.** The award of the contract, if it be awarded, must be within thirty (30) calendar days after the opening of proposals to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposals that his bid has been accepted and has been awarded the contract.
- C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.
- D. **Right to Audit.** The City Auditor or his designee shall have the right to audit the contract and any books, documents, or records relating thereto.

Questions should be directed to Phil Ceresini via email at [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov). Questions will not be accepted within 1 week of bid opening.

**THIS CONTRACT DOES NOT REQUIRE A BID BOND OR PERFORMANCE BOND.**

**CITY OF WILMINGTON, DELAWARE  
DEPARTMENT OF PUBLIC WORKS**

**BIDDING PROCEDURES, SPECIAL PROVISIONS,  
SPECIFICATIONS, PROPOSAL FORMS**

**for**

**BOILER INSPECTION AND MAINTENANCE SERVICES**

**CONTRACT NO. 21005WD**

**MARCH 2020**

**CITY OF WILMINGTON, DELAWARE  
DEPARTMENT OF PUBLIC WORKS**

**BIDDING PROCEDURES, SPECIAL PROVISIONS,  
SPECIFICATIONS, PROPOSAL FORMS**

**for**

**BOILER INSPECTION AND MAINTENANCE SERVICES**

**CONTRACT NO. 21005WD**

**MARCH 2020**

**Prepared by:**

**Parada Construction Services, LLC  
1508 Randy Lane  
Cherry Hill, NJ 08003**

**215-687-6219**

**WILMINGTON, DELAWARE  
DEPARTMENT OF PUBLIC WORKS**

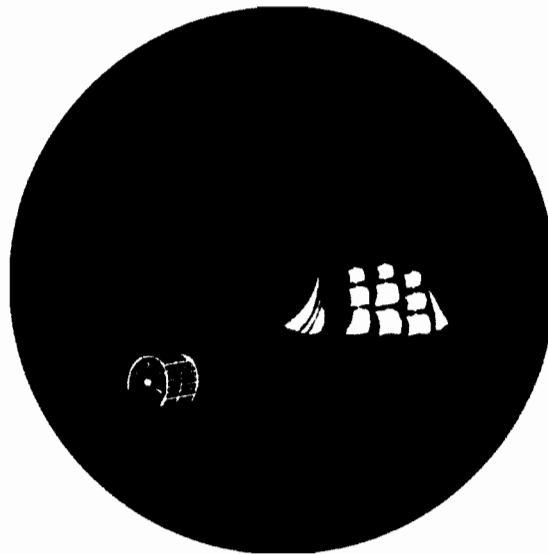
**BOILER INSPECTION AND MAINTENANCE SERVICES**

Contract No. 21005 WD

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# **CITY OF WILMINGTON**



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# **Construction Contracts**

## **Bidding Procedures**

### **DEFINITIONS OF TERMS**

Whenever in these specifications and other contract documents the following terms or pronouns in place of them are used, their intent and meaning shall be interpreted as follows:

<b>"City"</b>	The City of Wilmington
<b>"Owner"</b>	The City of Wilmington
<b>"Director"</b>	The Director or Commissioner of the Department of the "City" for which the work is being done or his duly authorized representative.
<b>"Manager"</b>	The Manager, Department of Finance, Division of Procurement and Records.
<b>"Contractor"</b>	Party of the second part of the contract, acting directly or through his agents or employees.
<b>"Work"</b>	Any or all things agreed to be furnished or done by or on the part of the Contractor, and which are required in the construction and completion of the project herein contemplated, including also labor, materials and equipment.
<b>"Engineer"</b>	The City Engineer or his duly authorized representative.

All things contained or referred to herein, the Advertisement, the Instructions to Bidders, the General Conditions, the Special Provisions, the Specifications, the Proposal, the Contract, the Plans, Addenda, as well as any other papers or bulletins referred to therein are hereby made a part of these specifications and contract, and are to be considered as one instrument constituting the "Contract Documents." The intent is to make them explanatory one or to the other but in the case of any inconsistency, the provisions of the Contract shall govern.

Whenever in these contract documents, the words "directed," "required," "prescribed," "permitted," "approved," "acceptable," "in the judgment of," and other words and phrases of like import, refer to the work or its performance, they shall be taken to mean and intend "directed," "required," "prescribed," "permitted," "approved," "acceptable," "in the judgment of," and the like by or to the Director.

The headings and subheadings printed in these specifications are intended for convenience or reference only and shall not be considered as having any particular bearing on the interpretation thereof.

### **ESTIMATED QUANTITIES**

Any estimates of quantities herein furnished by the Director are approximate only, and have been used by the Director as a basis of estimating the cost of the work, and will also be used for the purpose of tabulating and comparing the bids and awarding the contract. The Engineer has endeavored to estimate these quantities correctly, according to his knowledge and the information shown on the plans;

but it is not guaranteed that these estimated quantities are accurate, and if the Contractor, in making up and/or submitting his bid or bids, relies upon the accuracy of such estimated quantities, he does so at his own risk.

### **PROPOSAL FORM**

The Bidder will be furnished -- by the Manager -- with proposal forms which will show the approximate estimate of the various quantities of work to be performed and materials to be furnished under the unit and lump sum price items.

The Bidder shall submit his proposal on the forms furnished by the Manager. The blank spaces in the proposal shall be filled in correctly where indicated, for each and every item, and the Bidder shall state the prices (written in ink, in words and numerals) for which he proposes to do each item of the work contemplated. In case of discrepancy between the written figures and the numerals, the written figures shall govern.

The Bidder shall sign his proposal correctly. If the proposal is made by an **individual**, his name and post office address shall be shown. If made by a **firm or partnership**, the name and post office address of the firm or partnership, and of each member thereof, shall be shown. If a **corporation**, the successful bidder shall furnish a certificate from the Secretary of State or commonwealth where the firm is incorporated stating the company is a presently subsisting corporation of that state or commonwealth and the date of its incorporation.

Further, the successful bidder shall furnish an original and two copies of excerpts from the minutes of the corporation authorizing its President or Vice President to execute the necessary Contract on behalf of the Corporation, and an original and two copies of the resolution authorizing the Secretary or the Assistant Secretary to attest Contract Documents and the names of all officers qualified to sign for your company.

### **IRREGULAR PROPOSALS**

Proposals may be rejected if they show any omissions, alterations of form, additions not called for, conditional or alternative bids, or irregularities of any kind.

### **UNRESPONSIVE OR UNBALANCED BIDS**

To better insure fair competition, and to permit a determination of the lowest bidder, unresponsive bids or bids obviously unbalanced, may be rejected by the Manager.

### **FAMILIARITY WITH PROPOSED WORK**

The Bidder is required to examine carefully the site of the work, the proposal, the plans, specifications and other contract documents for the work contemplated and it will be assumed that he had familiarized and satisfied himself as to the conditions and obstacles to be encountered, as to the character, quality and quantities of work to be performed and materials to be furnished, and as to the requirements of these specifications, plans and other contract documents and he must be prepared to execute a finished job in every particular, without any extra charge whatever, except as may be specifically provided for elsewhere in these contract documents.

### **FAMILIARITY WITH LAWS, ETC.**

The Bidder is assumed to have made himself familiar with all Federal, State, Local, and municipal laws, ordinances, rules and regulations which in any manner affect those engaged or employed in the work, or the materials or equipment used in or upon the work, or in any way affect the work, and no plea of

misunderstanding will be considered on account of the ignorance thereof. If the Bidder or Contractor shall discover any provision in the plans, specification, or contract which is contrary to or inconsistent with any such law, ordinance, rule or regulation, he shall forthwith report it to the Engineer in writing.

### **INTERPRETATIONS OF ADDENDUM**

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the plans, specifications, or other proposed contract documents, he may submit to the Director a written request for interpretation thereof. The person submitting the request will be responsible for the prompt delivery before one week prior to the date affixed for the opening of bids. Any interpretation of the proposed contract documents will be made only by Addendum duly issued, and a copy of such Addendum will be mailed directly to each person receiving a set of such documents. The City will not be responsible for any other explanation or interpretations of the proposed documents.

### **DELIVERY AND OPENING OF PROPOSALS**

Proposals shall be submitted in triplicate with all blanks filled in. They shall be enclosed in sealed envelopes, endorsed, and delivered as stated in the Advertisement. If forwarded by mail, the above-mentioned envelope shall be enclosed in another envelope addressed to the Manager, Division of Procurement and Records, City/County Building, Wilmington, Delaware, preferably by registered mail. No responsibility shall be attached to any persons for the premature opening of any proposal not properly endorsed.

Proposals will be publicly opened and read aloud at the time and place stated in the Advertisement. Bidders or their authorized agents are invited to be present.

### **WITHDRAWAL OF PROPOSALS**

Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. No bid may be withdrawn within thirty (30) days after the actual opening thereof.

### **QUALIFICATIONS FOR BIDDERS**

No contract will be awarded to any bidder who, in the judgment of the Manager, is not a responsible bidder, or is not prepared with all the necessary experience, capital, organization and equipment to conduct and complete work for which the bidder proposes to contract, in strict accordance with all terms and provisions of the contract documents.

In each instance when the qualifications of any bidder are questioned in any way, such bidder shall furnish information concerning his experience, capital, organization and equipment as may be required by the Owner within five (5) days after written notice from the Board to do so, and the information so furnished by the bidder, together with any other information received or possessed by the Owner, will be taken into consideration by the Manager in awarding the contract.

### **RIGHT TO REJECT BIDS**

The Manager expressly reserves the right to reject any or all bids, or to accept any bid, and/or to waive technicalities as he may deem to be in the best interest of the City. The successful bidder will be required to have or obtain an appropriate Business License from the Department of Finance, Earned Income Tax Division, of the City of Wilmington in order to be awarded the contract.

### **MATERIAL SAMPLES**

Before any contract is awarded, the Bidder may be required to furnish a complete statement of the origin, composition and manufacture of any and all materials to be used in the work, together with samples, which samples may be subjected to the tests provided for in these specifications to determine their quality and fitness for the work.

### **AWARD AS AN ENTIRETY**

While bids are asked for by items, the contract will not be awarded by items, but will be awarded as an entirety, on the basis of the "Bid Total," which total must be the aggregate sum of the bids on all items figured at the unit and lump sum prices bid. Bidders shall bid on all items.

### **EXECUTION OF CONTRACT**

The successful bidder will be required promptly to execute a formal contract upon blank forms with proper insertions furnished by the Owner. Successful bidder will insert on the first page of the contract the date of the day the contract is executed by his company. All copies of the Contract must be properly executed by qualified officers of the company and the Corporate Seal affixed thereto.

### **FAILURE TO EXECUTE CONTRACT**

Failure to execute the contract within ten (10) days after written notice of the award, shall be just cause for the annulment of the award, and it is understood by the Bidder, in the event of the annulment of the award, that the amount of the certified check with the proposal may be forfeited to the use of the City, not as a penalty, but as liquidated damages.

### **COMMENCEMENT OF WORK**

Work at the site shall be commenced within ten (10) days after the date of the contract and shall be completed within the time stated in the proposal.

## **AVAILABILITY OF FUNDING**

The Contract shall be subject to the availability of funding approved by the Wilmington City Council. Contractor shall not exceed the total value of the City of Wilmington's purchase order for this Contract.

## **AWARD AND EXECUTION OF CONTRACT**

1. **Consideration of Proposals.** After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices, unless the proposals states a different basis for comparing bids. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern.

Before awarding the contract, a bidder may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgment of the department, the best interest of the City will be promoted thereby.

2. **Award of Contract.** The award of contract, if it be awarded, must be within thirty (30) calendar days after the opening of proposals to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposal that his bid has been accepted and has been awarded the contract.
3. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.

# **Construction Contracts**

## **General Conditions**

### **COMPENSATION AND LIABILITY INSURANCE**

Except as otherwise provided by law, the Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under workmen's compensation acts, also such insurance will protect him and the City from any other claims for damages for personal injuries, including death, which may arise from operations under this contract, whether such operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by any of them, in any amount specified by the Chief Engineer of the Department of Public Works. The Contractor shall also, at all times, maintain and keep in force such insurance, in an amount specified by the Chief Engineer of the Department of Public Works, as will protect him and the City, its agents and employees from all suits, actions, claims, demands, damages, losses, expenses, and/or costs of every kind and description to which the City may be subjected or put by reason of injury (including death) to persons or property resulting from the manner or method employed by the Contractor, his agents and employees, or subcontractors, or from any neglect or default of the Contractor, his agents, employees, or subcontractors, in the performance of this contract, or any part thereof, or from, by, or on account of any act or omission of the Contractor, his agents and employees, or subcontractors, and whether such suits, claims, actions, demands, damages, losses, expenses, and/or costs be against, suffered, or sustained by other corporations and persons to whom the City, its agents and employees, may become liable therefor.

### **LIABILITY OF CONTRACTOR**

Whenever the Contractor is required by the existing State, Federal, local or municipal law, ordinance, rules or regulations, or by any State, Federal, local, or municipal laws, ordinances, rules or regulations that may be enacted hereafter pertaining to the work to be done under this contract, to secure any permits or licenses to carry on any operation or operations in connection with the performance of the contract and/or to act under the direction or supervision of a City official and/or employee in connection with any such operation or operations, the Contractor shall be solely liable for all suits, actions, costs and damages of every kind and description resulting or which may result, directly or indirectly, from any such operation or operations and shall indemnify and save harmless the City from any and all suits, actions, costs, and damages of every kind and description arising or which may arise, directly or indirectly from the said operation or operations.

### **INDEMNIFICATION OF THE CITY**

The contractor shall pay, indemnify, and save harmless the City, its agents and employees from all suits, actions, claims, demands, damages, losses, expenses, and/or costs of every kind and description to which the City may be subjected or put by reason of injury (including death) to persons or property resulting from the manner or method employed by the Contractor, his agents and employees, or subcontractors, or from neglect or default of the Contractor, his agents and employees or subcontractors in the performance of this contract or any part thereof or from, by, or on account of any act or omission of the Contractor, his agents and employees, or subcontractors, and whether such suits, actions, claims, demands, losses, expenses, and/or costs against, suffered, or sustained by the City, his agents and employees, may become liable therefor, and the whole, or so much of the monies due, or become due the Contractor under this contract or any other contract as may be considered necessary by the Engineer may be retained by the City until such suits or claims for damages shall have been settled or otherwise disposed of the satisfactory evidence to that effect furnished to the Engineer.



## **PATENTS**

Whenever any article, material, mean, appliance, process, composition, combination, or thing called for by these specifications is covered by Letters Patent, the successful bidder must secure, before using or employing such article, material, mean, appliance, process, composition, combination, or thing, the assent, in writing, of the Owner or Licensee of such Letter Patent and file the same with the Engineer.

The said assent is to cover not only the use, employment, and incorporation of said articles, materials, means, appliances, processes, compositions, combinations, or things in construction and completion of the work, but also the permanent use of said articles, materials, means, appliances, processes, compositions, combinations, or things, thereafter, by or on behalf of the City in the operation and maintenance of the project for the purpose for which it is intended or adapted.

The Contractor shall be responsible for any claims made against the City or any of its agents and employees for any actual or alleged infringement of patents by the use of patented articles, materials, means, appliances, processes, compositions, combinations, or things, in the construction, completion, and the use of the work, and shall save harmless and indemnify the City and its agents and the employees' fees which the City may be obliged to pay by reason of any actual or alleged infringement of Patents used in the construction, completion, maintenance, operation of the work and projects herein specified.

## **SCOPE OF WORK**

The work to be done under these specifications is to cover the completed work shown on the plans or called for in the specifications and other contract documents. The Contractor shall furnish all implements, machinery, tools, equipment, materials, and labor necessary to the performance of the work and shall furnish and do everything necessary to make the work perfect, complete, neat, and finished, and the Contractor shall leave all the work to be done under this contract in this condition at the time the work is finally inspected.

## **PERMITS, LICENSES, CHARGES, AND NOTICES**

The Contractor shall procure all permits and licenses, pay all royalties, charges, and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

## **ENGINEER MAY INCREASE OR DECREASE QUANTITIES**

The Engineer reserves the right to increase or diminish the amount of quantity of any unit price item included in the Bid or Proposal, wherever he deems it advisable or necessary so to do, and such increase or diminution shall in no way vitiate the contract.

The Contractor shall be paid for the actual amount of quantity of authorized work done or materials furnished under the unit price item of the "Bid or Proposal" at the price bid stipulated for such item. In case the amount of quantity of any item is increased as above provided, the Contractor shall not be entitled to any damages, or increased compensation over and above the price bid for such item, and in case the amount of quantity of any item is diminished as above, provided, the Contractor shall not have any claim for damages on account of loss of anticipated profits or otherwise, because of such diminution.

## **EXTRA WORK**

The Contractor shall perform extra work, for which there is no quantity and price, included in the contract, whenever, to complete fully the work contemplated, it is deemed necessary or desirable, by written authority of the Engineer, and such extra work shall be done in accordance with the

specifications therefore, or in the best workmanlike manner as directed. This extra work will be paid for at a unit price or lump sum to be agreed upon previously, in writing, by the Contractor and the Engineer, or where such a price or sum cannot be agreed upon by both parties, or where this method of payment is impracticable, the Engineer may order the Contractor to do such work on a **"force account"** basis.

### **FORCE ACCOUNT WORK**

All extra work done on a "force account" basis will be paid for in the following manner:

1. For all labor and foremen in direct charge of the specific operation, the Contractor shall receive the rates of wage applicable to this contract, for each and every hour that said labor and foreman are actually engaged in such work.
2. For all material used, the Contractor shall receive the actual cost of such materials, as shown by original receipted bills.
3. An additional amount of twenty-five percent (25%) of the total cost of labor and materials of 1 and 2 above shall be added to allow for profit and overhead of subcontractors and a Contractor.
4. For any machine-power tools or equipment and for any hauling equipment, including fuel and lubricants, which it may be deemed necessary or desirable to use, the Engineer shall allow the Contractor a reasonable rental price, to be agreed upon in writing before such work is begun, for each and every hour that said tools or equipment are in use or on such work, and to its sum no percentage shall be added.

The compensation as herein provided shall be received by the Contractor as payment in full for extra work done on a "force account" basis, and shall include superintendents, use of tools and equipment to which no rental is allowed, and profit. The Contractor's representative and the Inspector shall compare records of extra work on a "force account" basis at the end of each day. Copies of these records shall be made in duplicate, upon the Engineer's "force account" forms provided for this purpose by the Inspector and signed by both the Inspector and the Contractor's representative, one copy being forwarded respectively to the Engineer and to the Contractor. All claims for extra work done on a "force account" basis shall be submitted to the Engineer by the Contractor upon certified triplicate statements, which shall also include the value of all material used in such work, and following that in which the work was actually performed and shall include all labor charges, etc., and material charges insofar as they can be verified.

Should the Contractor refuse or fail to prosecute the work as directed or submit his claim as required, the Engineer may withhold payment of all current estimates until the Contractor's refusal or failure is eliminated, or after giving the Contractor due notice, the Engineer may make payment for said work on the basis of reasonable estimate of the value of the work performed.

On extra work as defined in this paragraph, the Contractor will be reimbursed for his expenditures for Workmen's Compensation Insurance, Social Security taxes, and Unemployment Compensation covering the men actually engaged upon such work. No percentage will be added to such payments, but the Contractor shall be entitled to receive only the actual amount of money expended for such Workmen's Compensation Insurance, Public Liability Insurance, Social Security taxes, and Unemployment Compensation. Such payments shall be based upon the prevailing standard insurance

rates support by receipted vouchers from the insurance vendors and upon the actual amount of taxes paid for Social Security and Unemployment Compensation as evidenced by proper documents furnished by the Contractor.

### **EXTENSION OF TIME**

Should the Contractor allege to be delayed in the completion of the work by the act, neglect, or default of the Owner, Engineer or any other contractor employed by the Owner under the work, or by damage, caused by fire, flood, or other casualty for which the Contractor is not responsible, he may petition that the time fixed for completion of the work will be extended for a period equivalent to the time lost by any or all that causes aforesaid, which extended period shall be determined and fixed by the Engineer, but no such allowance will be made unless a claim therefore is presented in writing to the Engineer within five (5) days of the occurrence of such delay, and then only when granted in writing with the signature of the Engineer.

### **UNAUTHORIZED WORK**

Work done beyond the lines and grades shown on the plans or as given, except as herein provided, or any extra work done without written authority, will be considered as unauthorized and at the expense of the Contractor and will not be measured by the Engineer or paid for by the City. Work so done may be ordered removed and replaced by the Engineer at the Contractor's expense.

### **PROSECUTION OF WORK**

The Contractor shall begin work to be performed under the contract within ten (10) days after the date of the contract. The place where the work is to be started will be designated on the ground by the Engineer. The work shall be prosecuted from as many different points, in such part or parts and at such time as may be directed, and shall be conducted in such a manner and with sufficient materials, equipment, and labor as is considered necessary to insure its completion within the time set forth in the contract.

Should the prosecution of the work for any reason be discontinued by the Contractor with the consent of the Engineer, he shall notify the Engineer at least twenty-four (24) hours before again resuming operations.

### **EMPLOYEES AND EQUIPMENT**

Any employees of, or person connected with the Contractor, who shall use profane or abusive language to the Inspector, or other employees of the City, or otherwise interfere with him in the performance of his duties, or shall disobey or evade his instructions, or who is careless or incompetent, or is objectionable to the City authorities, shall be discharged on the request of the Engineer, and shall not again be employed without his consent.

The Contractor shall furnish such equipment as is considered necessary by the Engineer for the prosecution of the work in an acceptable manner and at a satisfactory rate of progress. Equipment used on any portion of the work shall be such that no injury to adjacent work or property will result from its use.

## **COOPERATION OF CONTRACTOR AND REPRESENTATIVE**

The Contractor shall give the work his constant attention to facilitate the progress thereof and shall cooperate with the Engineer in every way possible. The Contractor shall have at all times competent and reliable English-speaking representatives on work, authorized to receive orders and act for him.

## **LAWS TO BE OBSERVED**

The Contractor at all times shall observe and comply with all Federal, State, local and municipal laws, ordinances, rules, and regulations in any manner effecting the work, and all such orders or decrees as exist at present and those which may be enacted later, of bodies or tribunals having any jurisdiction or authority over the work, and shall indemnify and save harmless the City and all its officers, agents, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, rule, order, or decree, whether such violations be by the Contractor, or any subcontractor, or any of their agents, and/or employees.

## **SANITARY PROVISIONS**

The Contractor shall provide and maintain a neat sanitary condition, such sanitary conveniences and accommodations for the use of his employees as may be necessary to comply with the requirements and regulations of the Department of Health or of other bodies or tribunals having jurisdiction thereof. He shall commit no public nuisance.

## **WATER SUPPLY**

Where water directly from the City-owned water mains is available, it will be supplied to the Contractor upon request and approval, at regular meter and/or rental rates, at the nearest available hydrant or outlet, and no other water shall be used for any purposes connected with the contract, except by permission of the Engineer.

The Contractor will be required to provide approved, standard tight hose, and fittings with which to make connection to hydrants and outlets. No improper, wasteful, or undue use of water will be permitted.

The Contractor shall procure from the Water Department a regular wrench for use on hydrants and no other wrench shall be used. He shall conform to all the rules and regulations of the Water Department in connection with the use of water hydrants, pipes, etc.

Where water directly from the City-owned water mains is not available, the Contractor shall, at his own cost and expense, provide such quantities of clean water as may be required for any and all purposes under the contract. He shall supply sufficient drinking water to allow his employees, but only from such sources as are approved by the Engineer and no other water shall be used for drinking purposes.

## **PUBLIC CONVENIENCE AND SAFETY**

The Contractor at all times shall conduct the work in such a manner as to insure the least obstruction to traffic practicable. The convenience of the general public and of the residents and occupants or property along and adjacent to the work shall be provided for in an adequate and satisfactory manner. Materials stored upon highway shall be placed so as to cause as little obstruction to the traveling public as is considered necessary. Fire hydrants on or adjacent to the work shall be kept accessible to fire apparatus at all times, and no material or obstruction shall be placed within fifteen (15) feet of any such hydrant. Footways and portions of highways and streams adjoining the work under construction shall not be obstructed more than is absolutely necessary. All gutters and sewer inlets shall be kept

unobstructed at all times. In no case, shall any traveled thoroughfare be closed without permission of the Engineer.

### **MAINTENANCE OF TRAFFIC**

The Contractor shall submit a maintenance of traffic plan for approval by the Engineer seven (7) days prior to start of work. The maintenance of traffic plan shall contain only approved traffic control devices and methods of operation in accordance with the State of Delaware "Manual on Traffic Control for Street/Highway Construction and Maintenance Operations." The Contractor shall not perform any work until the maintenance of traffic plan has been approved in writing by the Engineer.

The Contractor shall not enter upon private property for any purpose without obtaining permission, and shall be responsible for the preservation of all public and private property, trees, monuments, etc., along and adjacent to the work and shall use every precaution necessary to prevent damage or injury to property or persons. He shall use suitable precautions to prevent damage to pipes, conduits, and other underground structures and shall protect carefully from disturbances or damage of all and monuments and property marks until an authorized agent has witnessed or otherwise referenced their location, and shall not remove them until directed. The Contractor shall not willfully nor maliciously injure or destroy trees or shrubs and shall not remove or cut them without proper authority. He shall be strictly responsible for any and all damage or injury of every kind and description, which directly or indirectly may be done to any property or sustained by any persons during the prosecution of the work resulting from any wrongdoing, misconduct, want of skill, or any negligence of himself or his agents and/or employees, or at any time due to defective work or materials. Where or when any direct or indirect damage on injury is done to public or private property by or on account of any act, omission, neglect, or misconduct in the execution of the work or in consequence of the non-execution thereof on part of the Contractor, he shall restore, at his own expense, such property to a condition similar or equal to that existing before such damage or injury was done by repairing, rebuilding, or otherwise restoring as may be directed, or he shall make good such damage or injury in an acceptable manner. In case of the failure on the part of the Contractor to restore such property, or make good such damage or injury, the Engineer may, upon three (3) days notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof may be deducted from any monies due or which may become due to the Contractor under this contract.

### **DAMAGE TO UTILITIES**

Should the Contractor or his workmen in the execution of this contract cause damage to any underground construction, such as water, telephone, electric, and police conduit, such damage shall be repaired or replaced by the Contractor at his own expense and under the direction of the Engineer; or such repairs to the damaged utility or utilities may be made by employees of the respective utility company or companies whose underground structure was damaged by the Contractor or his workmen and such costs for these repairs shall be paid by the Contractor.

### **CONTRACTOR'S RESPONSIBILITY FOR WORK**

Until the final acceptance of all work, as indicated in writing by the Engineer, it shall be under the charge of and care of the Contractor and he shall take every precaution against the destruction, injury or damage to the work or to any part thereof by the action of the elements or from any other cause whatsoever. The Contractor shall rebuild, repair, restore, and make good, at his own expense, all destruction of, injuries or damages to the work, or any portion thereof, occasioned by any of the above causes before its final completion and acceptance as indicated in writing by the Engineer.

## **SUPERVISION BY ENGINEER**

The work is to be carried out under the supervision of the Engineer to his entire satisfaction. The work and materials shall be strictly of the best quality of the kinds specified herein, and should any work or materials other than those specified as shown be introduced into the construction of the work, the Engineer, or his authorized agent, shall have full power to reject them, and they shall be removed from the premises in three (3) days by the Contractor after being notified to do so.

## **AUTHORITY OF ENGINEER**

The Engineer shall in all cases determine the amount of quantity, quality, acceptability of the work and materials which are to be paid for under this contract and shall decide all questions in relation to said work and the performance thereof; and shall, in all cases, decide questions which may arise relative to the fulfillment of the contract to the obligations of the Contractor thereunder.

## **AUTHORITY AND DUTIES OF INSPECTORS**

Inspectors employed by the Owner shall be authorized to inspect all work done and materials furnished. Such inspection may extend to all or part of the work to the preparation or manufacture of the materials to be used. An inspector will be stationed on the work to report to the Engineer as to the progress of the work and the manner in which it is being performed; also to report whenever it appears that the materials furnished and the work performed by the Contractor fail to fulfill the requirements of the specifications and contract, and to call to the attention of the Contractor any such failure or other default, but no inspection, nor any failure to inspect, at any time or place, however, shall relieve the Contractor from any obligation to perform all of the work strictly in accordance with the requirements of the specifications. In case of any dispute arising between the Contractor and the Inspector as to materials furnished or the manner of performing the work, the Inspector shall perform such other duties as are assigned to him. He shall not be authorized to revoke, alter, enlarge, relax, or release any requirements of these specifications, not to approve or accept any portion of the work, nor interfere with the management of the work by the Contractor. Any instructions which the Inspector may give the Contractor shall in no way be construed as binding by the Engineer or the City in any way, nor releasing the Contractor from the fulfillment of the terms of the contract.

## **INSPECTION OF MATERIALS AND WORK**

The Contractor shall furnish the Engineer with every reasonable facility for ascertaining whether or not the work as performed is in accordance with the requirements and intent of the specifications and contract. If the Engineer requests it, the Contractor, at any time before acceptance of the work, shall remove and/or uncover such portions of the finished work as may be directed. After examination, the Contractor shall restore said portions of the work to the standards required by the specifications. Should the work thus exposed or examined prove acceptable, the uncovering, removing, replacing the covering, and/or making good the parts removed shall be paid for as "Extra Work," but should the work exposed or examined prove unacceptable, either in whole or in part, the uncovering, removing, replacing of the covering and/or making good of the parts removed, shall be at the Contractor's expense.

## **DEFECTIVE MATERIALS AND WORK**

All materials not conforming to the requirements of these specifications shall be considered defective, and all such materials, whether in place or not, shall be rejected and shall be removed immediately from the work unless otherwise permitted. No material which has been rejected, the defects of which have been corrected or removed, shall be used until approval has been given. All work which has been rejected or condemned shall be remedied, or if necessary, removed and replaced in an acceptable manner by the Contractor at his own expense.

## **FAILURE TO REMOVE AND RENEW DEFECTIVE MATERIALS AND WORK**

Should the Contractor fail or refuse to remove and renew any defective materials used or work performed previously, or to make any necessary repairs in an acceptable manner, and in accordance with the requirements of these specifications, within the time indicated in writing, the Engineer shall have the authority to cause the unacceptable or defective materials or work to be removed and renewed for such repair to be made at the Contractor's expense. Any expense incurred by the City in making these removals, renewals, or repairs, which the Contractor has failed or refused to make, shall be paid out of the monies due or which are to become due to the Contractor; and continued failure or refusal on the part of the Contractor to make any or all necessary repairs, removals and renewals, promptly, fully, and in an acceptable manner shall be sufficient cause for the City to declare the contract forfeited, in which case, the City at its option may be required to perform the work, or may contract with any other individual, firm, or corporation to perform the work. All costs and expenses incurred thereby shall be charged against the defaulting contractor, and the amount thereof deducted from any monies due or to become due him. The performance of any work by the City and/or others as specified shall not relieve the contractor in any way from his responsibilities under this contract.

## **CLEANING UP**

The Contractor shall at his own expense, keep the sites of his operations clean during the construction and remove all rubbish as it accumulates.

Upon failure of the Contractor to keep sites of his operation clean to the satisfaction of the Engineer, the City may upon twenty-four (24) hours notice to the Contractor, remove any rubbish, materials, earth, etc., which the Engineer may deem necessary, charging the cost thereof to the Contractor and may deduct the amount from any monies that may be due him. On or before the completion of the work, the Contractor shall, without charge therefore, tear down and remove all his buildings and temporary structures built by him, shall remove all rubbish of all kinds from any grounds which he has occupied, and shall leave the site of the work in a clean and neat condition.

## **TEMPORARY SUSPENSION OF WORK**

The Engineer shall have the authority to suspend the work, wholly or in part, for such a period or periods as he may deem necessary, due to unsuitable weather, or such other conditions as are considered unfavorable for the suitable prosecution of the work, or for such time as is necessarily due to the failure on the part of the Contractor to carry out orders given or perform any or all provisions of the contract. If it should become necessary to stop work for an indefinite period, the Contractor shall store all materials in such a manner that they will not obstruct or impede the traveling public unnecessarily, nor become damaged in any way, and he shall take every precaution to prevent destruction, damage, or deterioration of the work performed to provide suitable roof drainage, and erect temporary cover where necessary. The Contractor shall not suspend the work without authority. Neither the failure of the Engineer to notify the Contractor to suspend work on account of bad weather, or other unfavorable conditions, nor permission by the Engineer to continue work during bad weather or other unfavorable conditions, shall be a cause for the acceptance of any work which does not comply in every respect with the contract and specifications.

## **ANNULMENT OF CONTRACT**

If the Contractor fails to begin the work under the contract within the time specified, or fails to perform the work with sufficient materials to insure proper completion of said work, except in cases for which an extension of time is provided, or shall perform the work unsuitably or neglect or refuse to promptly remove materials or again promptly perform such work as shall be rejected as defective or of unsuitable or shall discontinue the prosecution of the work, or if the Contractor becomes insolvent or to be declared bankrupt, or commit any act of bankruptcy or insolvency, or allow any final judgment to stand

against him unsatisfied for a period of forty-eight (48) hours or shall make an assignment for the benefit of creditors or shall fail to make prompt payment for all subcontractors and/or material, for material and/or labor supplied, or shall persistently disregard any State, Federal, local or municipal laws, ordinances, rules, or regulations pertaining to the work or shall disregard the instructions of the Engineer, or from any other cause whatsoever shall not carry on the work in an acceptable manner, the Engineer may give notice in writing, mailed to the Contractor and/or Surety of such delay, neglect, default, specifying same, and if the Contractor within the period of three (3) days after such written notice is mailed, shall not proceed in accordance with same, then the City shall upon written certificate from the Engineer of the fact such delay, neglect, or default, and the Contractor's failure to comply with such notice, have full power and authority without prejudice to any of its other rights or remedies and without violating the contract, to terminate the employment of said Contractor and to take prosecution of the work out of the hands of said Contractor and to take possession of the premises and to appropriate the use of any or all materials, appliances, and equipment on the premises, and may enter into an agreement for the completion of said contract according to the terms and provisions thereof, or use such other methods as in its opinion, shall be deemed expedient and necessary for the completion of said contract in accordance with the plans and specifications, and within such time as in the judgment of the City, the public interests may require. In the event of any of the aforementioned circumstances arising at any time or times, the City shall have the right to withhold, without the payment of interest, any sum or sums of money due or to become due the Contractor until the interests of the City have been fully protected to the satisfaction of the Engineer. All costs and expenses incurred by the City together with the cost of completing the work under the contract, including the cost of additional managerial and administrative services, if any, shall be deducted from the monies due or which may become due said Contractor. In the case of expense so incurred by the City shall be less than the sum which would have been payable under the contract if it had been completed by said Contractor, then the said Contractor shall be entitled to receive the difference; and in case such expense shall exceed the sum which would have been payable under the contract, Contractor and/or Surety shall be liable therefor, and shall pay the amount of the differences to the City within ten (10) days after written notices mailed to the Contractor and/or Surety. The expense, loss, or damage, including the cost of additional managerial and administrative services, if any, incurred by the City through the Contractor's default shall be certified by the Engineer, and such certification shall be conclusive and recognized and accepted as the correct amount of the loss sustained by the City and all parties concerned.

### **MEASUREMENT OF QUANTITIES**

All work completed under the contract shall be measured by the Engineer according to the United States Standards of Measures.

### **MATERIALS AND WORK NOT PAID FOR BY THE CONTRACTOR**

When written notice is given to the Engineer before or within ten (10) days after the completion and conditional acceptance of the entire work under the contract by persons having done work or furnished materials for such contract that there is money due and unpaid for said work and materials, the Contractor shall furnish the Engineer with satisfactory evidence that said money has been fully paid for satisfactorily secured by him. In case such evidence is not furnished as aforesaid, such amounts as may be necessary to meet the claims of the persons or aforesaid may be retained from any monies due the Contractor under the contract until the liabilities aforesaid shall be fully discharged or such notices withdrawn. The City or the Engineer may also, with the written consent of the Contractor, use any money retained, due or become due under the contract, for the purpose of paying for both labor and materials for the work, for which claims have been filed in the office of the Engineer.



## **NO ESTOPPEL OR WAIVER OF LEGAL RIGHTS**

The City, or the Engineer, shall not be precluded or estopped by any measurement, estimate, or certificate made or given by them, or by any agent or employee of the City, under any provision or provisions of the contract, at any time, either before or after the completion and acceptance of the work and payment therefor, pursuant to any measurement, estimate or certificate from showing the true and correct amount and character of the work performed and materials furnished by the Contractor or from showing at any time that any such measurement, estimate, or certificate is untrue or incorrectly made in any particular, or that the work or materials or any part thereof, do not conform in fact to specifications and contract, and the Engineer shall have the right to reject the whole or any part of the aforesaid work or materials, should the said measurement, estimate, or certificate or payment be found or be known to be inconsistent with the terms of the contract, or otherwise improperly given, the City shall not be precluded and estopped, notwithstanding any such measurement, estimate, certificate, and payment in accordance therewith from demanding and recovering from the Contractor and his Surety such damages as it may sustain by reason of his failure to comply with terms of the specifications and contract. Either the acceptance by the City, the Engineer, or any agent or employee of the City, nor any certificate by the City for payment of money, nor any payment for, nor acceptance or use of, the whole or any part of the work, by the City or the Engineer, nor any extension of time, nor any possession taken by the City or its employees, shall operate as a waiver of any portion of the contract, or of any power herein reserved by the City, or any right to damages herein provided, nor shall any waiver of any breach of the contract be held to be a waiver of any other or subsequent breach.

## **SUBCONTRACTORS**

The Contractor shall give his personal attention to the faithful performance of the work, shall keep the same under his control, and shall not assign the contract by power of attorney or otherwise, nor sublet the work or any part thereof, without the previous written consent of the Engineer; he shall state to the Engineer in writing the name of each subcontractor he intends employing, the portion of work which he is to do or the materials which he is to furnish, his place of business and such other information as the Engineer may require, in order to know whether or not said subcontractors are reputable and reliable and able to perform the work or to furnish the materials as called for in the specifications. No subcontractor shall be engaged upon any branch of the work who is not thoroughly practical and responsible and at the time of making this contract, conducting business in the particular branch or trade for which he is employed.

The Contractor shall not, either legally or equitably, assign any of the monies payable under the contract, or his claims thereto, unless by and with the consent of the Engineer.

The Contractor shall not be released from any of his liabilities or obligations under this contract should any subcontractor or subcontractors fail to perform in the satisfactory manner the work undertaken by him or them.

The Contractor agrees that he is fully responsible to the City for the acts or omissions of his subcontractor, and of persons either directly or indirectly employed by them, as he is for the acts or omissions of persons directly or indirectly employed by him.

Subcontracts, if any, shall be let promptly after the signing of the contract.

Nothing contained in the contract shall create any contractual relation between any subcontractor and the City.

The Contractor shall furnish the City with a written list of all subcontractors, if any, to be used in connection with this contract. The City reserves the right to reject the use of any subcontractors for any reason whatsoever.

### **CLAIMS TO BE MADE PROMPTLY**

Should the Contractor be of the opinion, at any time or at times, that he is entitled to any additional compensation whatsoever (over and above the compensation stipulated in these contract documents or for quantities and/or amounts over and above the quantities and/or amounts allowed or approved by the Engineer), the damages, losses, costs, and/or expenses alleged to have been sustained, suffered, or incurred by him in connection with the project herein contemplated, he shall, in each instance, within five (5) days after such alleged damages, losses, costs, and/or expenses shall have been sustained, suffered, or incurred, make a written claim therefor to the Engineer. On or before the fifteenth (15th) day of the calendar month succeeding that in which such damages, losses, costs, and/or expenses shall have been sustained, suffered, or incurred, the Contractor shall file with the Engineer a written, itemized statement of the detailed amounts of each such claim or damage, loss, cost, and/or expense and unless such claim for such additional compensation shall be held and taken to be absolutely invalidated, and he shall not be entitled to any compensation on the account of each such alleged damage, loss, cost, and/or expense.

The provisions of this section shall be held and taken to constitute a condition precedent to the right of the Contractor to recover; they shall also apply to all claims by the Contractor in any way relating to the complete project; and even though the claims and/or work involved may be regarded as "outside the contract."

It is understood and agreed, however, that nothing in this section contained shall be held or taken to enlarge in any way the rights of the Contractor or the obligations of the City under these contract documents.

### **EXTRA WORK A PART OF THE CONTRACT**

No order for extra work nor the doing of any extra work, at any time or place, shall in any manner or to any extent relieve the Contractor from any of their obligations under the contract documents; all extra work orders being given and all extra work being done, under, and in accordance with the contract are to be considered a part of the same and subject to each and every one of the terms and requirements of the contract documents.

### **SCOPE OF PAYMENT**

The Contractor shall receive and accept the compensation, as provided in the Bid or Proposal, in full payment for furnishing all materials, labor, tools, and equipment and for performing all work contemplated and embraced under the contract. Also for all loss of damages arising out of the nature of the work, or from the action of the element or from any unforeseen difficulties or obstructions, which may arise or be encountered during the prosecution of the work, until its final acceptance by the City, and for risks of every description connected with the prosecution of the work, until its final acceptance by the City, and for all risks of every description connected with the prosecution of the work, also for all expenses incurred by, or in consequence of the suspension or discontinuance of the prosecution of the work as herein specified, and for any actual or alleged infringement of patent, trade name, or copyright and for completing the work and the whole thereof, in an acceptable manner according to the plans and specifications. The payment of any current or final estimate, or of any retained percentage, shall in no way or in a degree, prejudice, or affect the obligations of the Contractor, at his own cost and expense, to renew or replace any defects and imperfections in the construction of the work or in the strength of the quality of materials used in or about the construction of the work under contract and its appurtenances, as well as all damages due or attributable to such defects, which defects,

imperfections, or damages shall be discovered on or before the final inspection and acceptance of the work, and of which defects, imperfections, or damages, the Engineer shall be the judge, and the said Contractor shall be liable to the City for failure so to do.

### **PARTIAL PAYMENTS**

The Engineer will make current estimates in writing, once each month, of the materials in place complete, and the amount of work performed in accordance with the contract, during the preceding month or period, and the value thereof figured at the unit prices of the contract, and in case of lump sum items, figured on the basis of the schedule of values to be agreed upon, as therein after provided for.

For the total of the amounts so ascertained will be deducted an amount equivalent to ten percent (10%) of the whole to be retained by the City until after the completion of the entire contract, in an acceptable manner, and the balance or sum equivalent to ninety percent (90%) of the whole, shall be paid to the Contractor by the City.

Schedule of values of the various parts of work to be done under lump sum items shall be agreed upon by the Contractor and the Engineer, and such schedules shall be the basis for determining the amount allowed the Contractor on account of such lump sum items, partial estimates, or payment under the contract.

### **PAYMENTS MAY BE WITHHELD**

Payments may at any time be withheld if the work is not proceeding in accordance with the contract, or if, in the judgment of the Engineer, the Contractor is not complying with requirements of the contract documents.

### **CONDITIONAL ACCEPTANCE**

Whenever, in the opinion of the Engineer, the Contractor shall have completed the work in an acceptable manner in accordance with the terms of the contract, the Engineer shall make an inspection of the entire work, and upon inspection and acceptance, completion of all repairs and renewals which may appear at the time to be necessary, in the judgment of the Engineer, he shall certify to the owner in writing as to said completion, and as to the value thereof. The aforesaid certificate shall be held and taken to evidence the conditional acceptance of the entire work by the Owner as of the date thereof, and an additional five percent (5%) of the whole value of the work over and above any and all other reservations and/or deductions which the City is, by the terms of the contract documents or otherwise, entitled or required to make and obtain and shall hold said five percent (5%) for a period of three (3) months from and after the date of such certificate and conditional acceptance, and the City shall be authorized to apply the whole or any part of said five percent (5%) so retained to any and all costs of repairs and renewals of the work and appurtenances which may become necessary, in the judgment of the Engineer, during such period of three (3) months on account of any failure or defects in said work and appurtenances due to improper work done or materials furnished by the Contractor, if the Contractor shall fail to make such repairs or renewals within three (3) days after receiving notice from the City to do so.

### **FINAL ACCEPTANCE OF PAYMENT**

Upon the expiration of the aforesaid three (3) months from and after the date of certificate of conditional acceptance of the work, the Engineer shall make final inspection of the entire work, and upon confirmation of all repairs and renewals which may appear at that time to be necessary in the judgment of the Engineer, he shall certify to the Owner in writing as to the final acceptance of the entire project. The Owner, upon receipt and approval of said certificate, shall pay, or cause to be paid under the

contract, except such sums which have already been paid and except such sum or sums as may have been expended by the Owner under the provisions of the contract documents and less any other deductions the Owners may be otherwise entitled to make.

The last mentioned certificate issued by the Engineer shall be deemed and accepted by all of the parties hereto as evidencing the final completion and acceptance of the entire project, and the payment made by the Owner to the Contractor pursuant to the issuance of said certificate of final completion and acceptance shall be deemed to be accepted by all of the parties hereto as the final payment to be made by the Owner to the Contractor, all prior certificates or estimates upon which payments may have been made being partial estimates and subject to correction in said final payment.

#### **LAST PAYMENT TO TERMINATE LIABILITY OF THE OWNER**

The acceptance by the Contractor of the final payment shall operate as and be a release of the Owner and every agent thereof from all claims and liabilities to the Contractor for anything done or furnished or relating to the work, or for any act or neglect of the Owner or any persons relating to or affecting this work.

#### **NO LIMITATION OF LIABILITY**

It is understood and agreed that any and all duties, liabilities, and/or obligations imposed upon or assumed by the Contractor and the Surety, or either of them by or under the contract documents, shall be taken and construed to be cumulative, and that the mention of any specific duty, liability, or obligation imposed upon or assumed by the Contractor and/or Surety under the contract documents shall not be taken or construed as a limitation or restriction upon any or all of the other duties, liabilities and/or obligations imposed upon or assumed by the Contractor and/or Surety by or under the contract documents.

#### **REMEDIES CUMULATIVE**

All remedies provided in the contract documents shall be taken and construed to be cumulative; that is, in addition to any and all other remedies provided therein and to any remedies in law or equity which the City would have in any case.

#### **LEGAL ADDRESS**

The address given in the bid or proposal is hereby designated as the legal address of the Contractor. Such address may be changed at any time by notice in writing delivered to the Engineer. The delivering of such legal address or the depositing in any post office, in a postpaid, registered wrapper direct to the above-mentioned address of any notice, letter, other communication to the Contractor, shall be deemed to be a legal and sufficient service thereof upon the Contractor.

#### **CONTRACTOR'S EXPENSE**

All things required by the contract documents to be done, furnished, and/or installed shall be done, furnished and/or installed by the Contractor at his entire cost and expense, unless otherwise provided therein.

#### **NIGHT, WEEKEND, AND CITY HOLIDAY WORK**

No night work between the hours of 5:00 p.m. and 8:00 a.m., no work on Saturday, Sunday, and no work on any City Holiday shall be permitted except with written permission of the Engineer. If the Contractor decides to work on those above days, he shall reimburse the City for the salaries and wages of the City Construction Inspectors. Compensation shall include direct payroll cost and fringe benefits.

The Contractor shall notify the Engineer in writing at least two (2) days in advance of such days he desires to work.

### **STRIKES, ETC.**

The Contractor shall adjust all strikes, or other labor troubles, and no allowance will be made for such delays in the time limit herein named.

### **ACCESS TO WORK**

The Engineer may at any time enter upon the work and the premises used by the Contractor, and the Contractor shall provide proper and safe facilities by means of ladders or otherwise to secure convenient access to all parts of the work, and all other facilities necessary for inspection, as may be required by the Engineer.

### **GUARANTEE**

The Contractor hereby guarantees all work performed under this contract for a period of one (1) year from the date of the "Final Acceptance and Payment" thereof by the City as follows:

Against all faulty or imperfect materials and against all imperfect, careless, and/or unskilled workmanship.

That the work performed under this contract, including all mechanical and electrical equipment and appurtenances, and each and every part thereof, shall operate (with proper care and maintenance) in a satisfactory and efficient manner and in accordance with the requirements of these contract documents.

The Contractor agrees to replace with proper workmanship and materials, and to re-execute, correct, or repair, without cost to the City, any work which may be found to be improper or imperfect and/or which does not operate in a satisfactory manner or fails to perform as specified.

The guarantee obligations assumed by the Contractor under these contract documents shall not be held or taken to be in any way impaired because of the specifications, indication or approval by or on behalf of the City of any articles, materials, means, combinations, or things used or to be used in the construction, performance, and completion of the work or any part thereof.

No use or acceptance by the City of the work or any part thereof, nor any failure to use the same, nor any repairs, adjustments, replacements, or corrections made by the City due to the Contractor's failure to comply with any of his obligations under these contract documents, shall impair in any way with the guarantee obligations assumed by the Contractor under these contract documents.

### **HOURS OF LABOR**

Eight (8) hours shall constitute a day's work for all laborers, workmen, or mechanics directly employed by the Contractor and all subcontractors on the project, except in time of war or at other times of emergency when it may be necessary to work more than eight (8) hours in any one calendar day to protect or save human life or property, and the Contractor or any of his subcontractors shall not require or permit any laborer, workmen, or mechanics to work more than eight (8) hours in any one calendar day while engaged on the project, except at times hereinbefore specifically mentioned.

### **WAGES PAYABLE UNDER MUNICIPAL CONTRACTS, ETC.**

SECTION 2-1, Wilmington Code, Chapter 20, Article IV.

SECTION 20-44

Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- "City Work"** All building or construction work or projects of any kind or nature, including repair, alteration, and remodeling done on behalf of the City under any contract awarded by the City for building or constructing any building or structure, or the repair, alteration, and remodeling thereof or any other project subject to the determination by the Procurement and Records Division Manager and the State Department of Labor and Industrial Relations in accordance with the provisions of Sections 101 to 129 of Title 19 of the Delaware Code, involving the hourly wages for the respective occupational classifications within a given craft, trade, or industry for the City area.
- "Contractor"** Any employer who has been awarded any contract for the City work as defined herein.
- "Contracts"** Contracts for the performance of City work entered into by the City with contractors and all contracts entered into between such contractors and subcontractors involving or regarding such work.
- "Employee"** A workman or mechanic of the employer.
- "Employer"** Any person who is a party to a contract or subcontract for the performance of any City work as defined herein.
- "Occupational Classifications"** The specific categories of jobs within a given craft, trade, or an industry for which a separate hourly wage rate for the City area as is determined by the Procurement and Records Division Manager and the State Department of Labor and Industrial Relations in accordance with the provisions of Section 101-129 of Title 19 of the Delaware Code.
- "Prevailing Wages"** An aggregate of:
- 1) The hourly wages for the respective occupational classifications within a given craft, trade, or industry for the City area determined by the Procurement and Records Division Manager and the State Department of Labor and Industry Relations in accordance with the provisions of Sections 101-129 of Title 19 of the Delaware Code; provided, however, that during the period of any substantial work stoppage involving rates of wages in a given craft, trade, or industry, such wages for such craft, trade, or industry shall be those as last so determined by the Procurement and Records Division Manager prior to such work stoppage, and

- 2) The additional benefits, for which a monetary equivalent may be determined, and which are given employees pursuant to a bona fide collective bargaining agreement for their respective craft, trade, or industry in the City area, or the monetary equivalent of such benefits.

## SECTION 20-45

### Required Contract Provision

The specifications for all City work contracts shall contain a reference that the minimum wages paid for each occupation classification of employees shall be the prevailing wages as determined by the Procurement and Records Division Manager and the State Department of Labor and Industrial Relations. Each contract, as defined in this article, involving any City work shall contain a provision that all employees performing City work shall be paid at least the applicable prevailing wages. Every contract involving any City work shall contain a provision that the Contractor shall require all subcontractors to comply with and be bound by all of the provisions of this article.

As a condition precedent to awarding of any construction contract by the City, all bidders shall be compelled to agree and abide by any Federal, State, County, or municipal statutes, ordinances, or regulations thereof, pertaining to plans for the hiring of persons belonging to minority groups or to any reasonable plans or agreements formulated among the contractors, construction trade unions, and the various neighborhood civic groups concerned with the elimination of discriminatory hiring practices in the construction industry.

The awarding of any City construction contracts shall be made to the lowest responsible bidder who agrees to abide by all Federal, State, County or municipal statutes or ordinances, or rules or regulations which may prohibit the discriminatory hiring practices by a person's race, color, religion, national origin, or political opinion, and who further agrees to promptly comply with any reasonable plan to be formulated by the hiring of persons of minority groups that results from either Federal, State, County or City statutes, ordinances, rules and regulations, or agreements among the construction trade unions, the contractors, and the various neighborhood groups concerned with the elimination of discriminatory hiring practices.

The Finance Department's Division of Procurement and Records shall notify in writing, or include in all specifications, the pertinent provisions of this section, to apprise all bidders on City construction contracts of this requirement (Ordinance No. 70-055, Section 3).

## SECTION 20-46

### Affidavit of Compliance with Article Prerequisite to Payment by City; Monthly Payroll Report.

All contractors and subcontractors performing City work shall file with the Procurement and Records Division Manager, an affidavit upon each payment being made by the City to such contractors and subcontractors pursuant to a contract that the provisions of this article have been complied with prior to the City making any payment. The affidavit shall also provide that the contractor or subcontractor has posted in a conspicuous place on the job site a list of the prevailing wages for the respective occupational classifications; and he shall submit with the affidavit a monthly report stating the number of workers in each classification, and the total gross payroll paid by him to each classification (Ordinance No. 73-077, Section 1).



## **SECTION 20-47**

### **Violation of Article.**

The violation of this article shall be considered a substantial breach of contractor's obligation under the contract; provided, however, that this article shall not be deemed to have been violated where it is contended that a particular craft, trade or industry is not the appropriate one and the wages applicable to the craft, trade or industry working under the contract have been paid the prevailing wages as determined for the craft, trade or industry contract. No contract for City work shall be awarded to any contractor or subcontractor who has violated any provision of this section until five (5) years have elapsed from the date of determination of such violation, and shall be fined no more than five thousand dollars (\$5,000.00) for each violation (Ordinance No. 73-077, Section 2).

### **PLANS, ETC., TO BE FOLLOWED**

The approved plans attached to and made a part thereof will show the details and dimensions of the work contemplated, which shall be performed in strict accordance therewith and in accordance with the specifications. There shall be no deviation from the plans, specifications, etc., on account of the exigencies of construction, unless approved by the Engineer and authorized in writing.

### **INTERPRETATION OF PLANS, ETC.**

On all plans, drawings, etc., the following dimensions shall govern in the case of discrepancy between the scales and figures. The Contractor shall take no advantage of any error or omission in the plans or of any discrepancy between the plans and specifications, and the Engineer shall make such corrections and interpretations as may be deemed necessary for the fulfillment of the intent of the specifications and of the plans as construed by him. In all cases of doubt as to the true meaning of the specifications, plans and/or drawings, the decision of the Engineer will be final and conclusive.

### **ALTERATION OF PLANS OR OF CHARACTER OF WORK**

The Engineer reserves the right to make such alterations in the plans or in the character of the work as may be considered necessary or desirable from time to time to complete fully and perfectly the construction of the work, provided such alterations do not change materially the original plans and specifications of such alterations shall not be considered as a waiver of any condition of the contract nor to invalidate any of the provisions thereof. Should such alterations in the plans or in character of the work be productive of increased cost or result in decreased cost to the Contractor, a fair and equitable sum therefor to be agreed upon in writing by the Contractor and the Engineer, before such work is begun, shall be added to or deducted from the contract price, as the case may be. No allowance will be made for anticipated profits on the work omitted.

### **PLANS AND SPECIFICATIONS FURNISHED TO CONTRACTOR**

The Contractor will be supplied by the Engineer with a reasonable number of copies of the plans and specifications and he shall have available on the work at all times during the prosecution of the work, one (1) copy of said plans and specifications.

### **TEST OF SAMPLES OF MATERIALS**

All tests of materials will be made by the City in accordance with official approved methods as described or designated. The Contractor shall cooperate with and assist the Engineer in taking samples and packing them for shipment to a laboratory.



## **STORAGE OF MATERIALS**

Materials shall be stored so as to insure the preservation of their quality and fitness for the work. When considered necessary, they shall be placed on wooden platforms, or other hard, clean surfaces, and not on the ground, and shall be placed under cover when directed. Stored materials shall be located so as to facilitate prompt inspection. Lawns, grass plots, or other private property shall not be used for storage purposes without written permission of the owner or lessee.

## **QUALITY OF MATERIALS AND WORKMANSHIP**

All materials furnished and all work done in carrying out the contract shall be of the best quality and especially adapted to the services required. Wherever the characteristics of any materials are not particularly specified, such materials shall be used as is customary in first class work of the nature for which the material is employed. The source of supply and quality of each of the materials shall be approved by the Engineer before the delivery is started. Representative preliminary samples of the character and quality herein described shall be submitted by the Contractor when indicated or directed, for examination or test, and written approval of the quality of such samples shall be received by the Contractor prior to obtaining materials from the respective sources of supply. Only such materials as conform to the requirements of these specifications shall be used in the work. All materials proposed to be used may be inspected at any time during the progress of their preparation and use. All materials shall be approved before being incorporated in the work, and shall be new and unused.

Representative samples of all materials requiring laboratory tests shall be taken, and such materials shall be used only after written approval has been received by the representative of the Engineer in charge of the work, and only so long as the quality of said materials remains equal to requirements.

## **DIMENSIONS AND LEVELS**

The Contractor shall be solely responsible for construction of work at proper lines and elevations and no plans as to instructions or orders received from any source other than the information contained in the drawings or specifications, or in written orders of the Engineer, shall justify departure from the lines and elevations as shown on the plans.

## **MAINTENANCE, REPAIRS, ETC., AFTER COMPLETION**

The Contractor, at his entire cost and expense, shall maintain all portions of the work included in the contract to meet the requirements of these specifications for and during a period of three (3) months from and after the date of the conditional acceptance of the entire work by the City, and in addition, shall at his entire cost and expense, make all repairs and replacements of the work and appurtenances which may become necessary, in the judgment of the Engineer, at any time or times, during said three (3) months, on account of any failure or defects in said work and appurtenances due to improper work done or materials furnished by the Contractor.

## **DELINQUENT TAXES, ETC.**

The City shall have the right to set off against all monies due and payable under the provisions of this contract the sum representing the total amount of delinquent taxes and/or water sewer charges owed the City by the Contractor or any of its subcontractors. The monies so set off shall be credited to the amount shown by the tax and or water sewer records to be delinquent, said records shall be prima facie evidence of the true and correct amount of taxes and or water sewer charges due to the City.

The term "delinquent taxes" as used herein applies only to uncollected taxes, license fees, and penalties owed by the Contractor or subcontractor, a subsidiary, or principal owner thereof; "principal owner" as used herein is one which owns a majority share or otherwise maintains a controlling interest in the Contractor or subcontractor. The City shall notify the Contractor in writing of its intention to make the aforesaid set off. If the Contractor and the City cannot agree as to either the amount or propriety of the set off, a formal hearing shall be held. The scope of said hearing shall be limited to the Contractor's good faith objections as to the validity or propriety of the tax and/or water sewer assessment or contemplated set off. If the dispute remains extant, the amount subsequently set off shall be deemed paid under protest.



# **City of Wilmington DBE Program and Bidders Requirements**

## **DBE PROCUREMENT PROGRAM**

Responsibilities of the Equal Opportunity/Contract Compliance Office (EO/CCO) are assumed by the City of Wilmington's Small, Minority Business Enterprise Office (SMBEO) in the Mayor's Office of Economic Development. The City of Wilmington has established laws and procedures to increase accessibility of contracting opportunities for small and minority businesses. The EO/CCO authority derives from Chapter 35, Article IV of the Wilmington City Code. This section of the Code addresses Equal Opportunity in Employment and City Contracts.

Mayor's Office of Economic Development/SMBEO  
800 North French Street, 3<sup>rd</sup> Floor, Wilmington, DE 19801  
(302) 576-2121 (Office) • (302) 571-4326 (Fax)  
[www.wilmingtonde.gov](http://www.wilmingtonde.gov)

## **DISADVANTAGED BUSINESS PROGRAM**

In the performance of this contract, the contractor agrees to provide the information as described herein and to make its best efforts to include one or more types of disadvantaged businesses as subcontractors.

A Disadvantaged Business Enterprise means a business that is at least fifty-one percent (51%) owned and controlled by one or more socially disadvantaged individuals who, in fact, control the management and daily business operations of the business.

"Disadvantaged Individuals" are those who have been actual victims of discriminatory practices or individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged.

In determining the degree of diminished credit and capital opportunities, the City may consider, but shall not be limited to, reviewing the assets and net worth of disadvantaged individuals and disadvantaged businesses.

For purposes of determining the disadvantage in competing for City contracts, there shall be a presumption of economic disadvantage if an individual's net worth, exclusive of up to one hundred and fifty thousand dollars (\$150,000.00) of equity in his or her primary residence, is less than five hundred thousand dollars (\$500,000.00). The City may, in the administration of its programs, direct its assistance toward those economically disadvantaged individuals who are among the chronically unemployed and may identify demographic subgroups of disadvantaged individuals identified by race or national origin whenever current, verifiable local statistics confirm the existence of unemployment rates among such individuals that are more than fifty (50) percent above the prevailing overall unemployment rate statewide.

All contractors doing business with the City shall show good faith efforts to obtain minority and other disadvantaged subcontracting businesses' participation. Good faith efforts shall be evidenced by listing each disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection if the firm is not used, and estimated value of each subcontract, through completion of the City's Form DBE-1.

The federal set-aside program requirements for any applicable federally funded contract are fully applicable to the City of Wilmington, such that contractors will be subject to federal penalties of non-compliance if a contract or any subcontract awarded involves the federal set-aside program and the contractor fails to meet its requirements as to that program.

## **GOAL STATEMENT PROVISION FOR DISADVANTAGED BUSINESS PARTICIPATION**

In order to expand opportunities and insure fair participation for disadvantaged individuals and businesses in its construction, goods and services and professional service contracts, the City has set purchasing goals for its fiscal year 1991 in each of these three procurement categories. Except to the extent that the Director of the Minority Business Office determines otherwise, such as for utilities, telephone, etc., the City shall endeavor to achieve, and shall require evidence of good faith efforts by bidders and contractors to achieve the goals of contracting with disadvantaged individuals or disadvantaged businesses for the following percentages of the total dollar amount of each contract in these three purchasing categories:

1. A goal of 20% for all construction contracts;
2. A goal of 10% for all professional service contracts; and
3. A goal of 5% for all goods and other contracts.

### **Notes:**

1. If the contractor customarily performs the work required in any subcontracting category by workers regularly employed by the contractor in his own organization, the contractor does not have to try to subcontract such work to others solely to comply with the DBE requirements. In such cases, however, the contractor shall clearly note this fact on the applicable DBE form(s), and the burden of proof shall be on the contractor to demonstrate the accuracy thereof upon inquiry by the City.
2. Female-owned businesses do **not, per se**, qualify as DBEs.
3. Questions regarding the DBE program and directory should be directed to the City's EEO/Contractor Compliance Office at (302) 576-2121.

## **ADDITIONAL GOOD FAITH EFFORT (CHANGES TO Chapter 35 of the City Code)**

Ordinance No. 09-057, effective December 1, 2009, requires the following DBE changes within the "Good Faith Efforts" in bidding regarding disadvantaged business enterprises (DBE's).

### **Subcontractors Listing**

Identify all subcontractors that the bidder plans to utilize as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract

### **DBE Replacement**

Contractors are further required to make good faith efforts to replace any disadvantaged business enterprise ("DBE") that is terminated or has otherwise failed to complete its work on a contract. In such situations, the general contractor shall be required to notify immediately the City's DBE Office and provide reasonable documentation regarding any DBE's inability or unwillingness to perform the contracted work. The City's DBE Office shall require the general contractor to obtain prior approval for the DBE that will be used as a substitute, and the general contractor must provide copies of new or amended subcontracts along with documentation of the good faith efforts made in acquiring the substitute DBE.

### **DBE Payment**

General contractors shall pay all correct invoices for the completed work of any DBE subcontractor within 10 days of receipt by the prime contractor of payment by the City. Noncompliance with this section shall subject the general contractor to penalties as provided in Section 35-135(e).

The ordinance further provides administrative additional penalties for noncompliance in addition to the penalties already provided for in the Ordinance:

1. Suspension of contract;
2. Withholding of contract funds;
3. Termination of contract based on material breach;
4. Refusal to accept a future bid; and
5. Disqualification from eligibility for providing goods or services to the City for a period not to exceed 2 years.

## **DBE FORMS**

Contractors must file with the City, as applicable, the City's DBE Forms as follows:

1. **\*DBE-1:** A listing of the subcontractors included in the bid, by which a bidder acknowledges having read the DBE goal provisions in Attachment 1 and states that the bidder will expend a percentage of the dollar amount of the contract for DBE subcontractors, if any.
2. **\*DBE-2:** A listing of the subcontractors and other information to provide evidence of good faith efforts to include DBE's in subcontracts. This form must be completed and submitted with the bid, regardless of the level of DBE participation.
3. **\*DBE-3:** DBE verification form stating the ownership information regarding any business seeking to qualify as a City-certified DBE, if not listed in DBE Directory.
4. **DBE-4:** A DBE contract participation report requiring that the general contractor submit a report regarding DBE contract participation at the time the contract is entered into, when 50% and when 100% of each DBE subcontractor's portion of the construction project has been completed.
5. **\*DBE-5:** A listing of ***ALL subcontractors*** to be utilized on the contract. This form must be completed and submitted with the bid, regardless of the level of DBE participation.

### **FEDERAL Dollars involved in City Contracts:**

A DBE Utilization form(s), including reference to minority business enterprise participation if a federal program is involved, and an indication as to whether a disadvantaged business enterprise (DBE) status is claimed. These EPA (DBE Forms 6100-3 & 6100-4) forms are required by both the SRF and EPA Grant funding programs.

If you need additional information on the DBE Program or assistance completing the DBE Forms, please contact the office by one of the following methods:

Email: [smbeco@wilmingtonde.gov](mailto:smbeco@wilmingtonde.gov)

Phone: (302) 576-2121

Address: Small, Disadvantage Business Enterprise Office (SMBEO)  
Mayor's Office of Economic Development  
Louis L. Redding Building, 3<sup>rd</sup> Floor  
800 North French Street  
Wilmington, DE 19801  
[www.wilmingtonde.gov](http://www.wilmingtonde.gov)

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\*Mandatory to be submitted back with Bid Documents.

## **EFFORTS TO OBTAIN DBE SUBCONTRACTORS DBE FORM 1 – DBE FORM 2 EXPLANATION**

**[NOTE: DBE FORM-2 MUST BE COMPLETED BY ALL BIDDERS REGARDLESS OF THE LEVEL OF PARTICIPATION OF DBEs IN THE BID.]**

All contractors doing business with the City are required to show good faith efforts to obtain DBE subcontracting businesses' participation. The burden is on the bidder to evidence such good faith efforts by means of the information required on this page. Failure to complete this form and/or failure to make good faith efforts to obtain DBE participation are grounds for rejecting any bid. Further, bidders are expected to make such good faith efforts to obtain DBE participation in connection with each and every subcontract, if any. The City's goals for DBE participation are listed on Attachment 1 to this form. These goals are not set-aside requirements, but they are the overall goals which the City is endeavoring to achieve through the disadvantaged business program. Each person or firm who or which submits a bid for City contracts is expected to demonstrate good faith efforts by actively and aggressively seeking out DBE participation in the contract to the maximum extent, to meet the City's goals, given all relevant circumstances, and shall complete all forms and follow guidelines as required by the Minority Business Office. The following are examples of the kinds of efforts that may be taken but are not deemed to be exclusive or exhaustive and the City's Minority Business Office may consider other factors and types of efforts that may be relevant:

1. Efforts made to select part of the work to be performed by DBEs in order to increase the likelihood of achieving the City's goal for that type of contract. Selection of parts of the work should at least equal the City's goal for DBE participation in that type of contract.
2. Written notification, at least ten (10) days prior to the opening of a bid, soliciting individual DBEs interested in participation in the contract as a subcontractor and for specific items of work.
3. Efforts made to negotiate with DBEs for specific items of work as detailed below and whether initial contacts to solicit DBE participation were followed up to determine with certainty whether DBEs were interested. A description of information provided to DBEs regarding plans and specifications and estimated quantities for parts of the work to be performed. A statement of why additional agreements with DBEs were not reached. Documentation of each DBE contacted but rejected and the reasons for the rejection.
4. Documentation that DBEs are not available or not interested.
5. Advertisements in general circulation media, trade association publications, and DBE media of interest in utilizing DBEs and specific areas of interest.
  - a. Efforts to use effectively the services of organizations that provide assistance in recruitment and placement of DBEs.
  - b. Whether the bidder selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the bidder might otherwise perform these work items with its own forces.



## **DBE FORM 3 – DBE FORM 4 – DBE FORM 5 EXPLANATION**

### **DBE FORM 3**

**DBE-3:** DBE verification form stating the ownership information regarding any business seeking to qualify as a City-certified DBE.

- This form must be submitted back with the bid when the contractor is working with a company who they believe to be eligible for the City of Wilmington's DBE Program. The SMBEO Office reserves the right to determine the eligibility and verification of eligibility for the firm listed on DBE Form 3.
- The burden is on the bidder to evidence such good faith efforts by means of providing the contact information for the DBE firm listed on the DBE Form 3. If a firm is determined to be an eligible DBE firm, the total dollar value of the participation by the DBE will be counted toward the contract requirement. The total dollar value of participation by a certified DBE will be based upon the value of work actually performed by the DBE and the actual payments to DBE firms by the Contractor.
- Failure to complete the DBE 3 form and/or failure to make good faith efforts to obtain DBE participation are grounds for rejecting any bid.

### **DBE FORM 4**

**DBE-4: DISADVANTAGED BUSINESS ENTERPRISE – CONTRACT PARTICIPATION REPORT**

- The Contractor shall provide the DBE Office with an accounting of payments made to Disadvantaged Business Enterprise firms, including material suppliers, contractors at all levels (prime, subcontractor, or second tier subcontractor). This accounting shall be furnished to the DBE Office when the contract is entered into by the general contractor and the subcontractor, when 50% and when 100% of each DBE subcontractor's portion of a project has been completed. Failure to submit this information accordingly may result in the following action or other action as deemed by the City:
  1. Withholding of money due in the next partial pay estimate; or
  2. Contractor may be disqualified from further bidding for a period as designated.

### **DBE FORM 5**

**DBE-5 SUBCONTRACTORS' REPORT**

- The Contractor shall provide the DBE Office with a listing of ALL sub contractors to be entered into contract with this bid. DBE subcontractor(s) are not to be listed on this form but on form DBE #1 (Ord. 09-057).
- Failure to complete the required Subcontractor's form (DBE Form 5) will be grounds for the disqualification of such bid as being a responsive bid.

**To Be Submitted with Bid**

**CONTRACT:** \_\_\_\_\_

**FORM DBE-1  
(Rev. 10/09)**

***Failure to submit this completed form will be cause for rejection of your proposal***

Bidder acknowledges that he has read the D.B.E. goal provisions of the City for this fiscal year and that bidder will expend the dollar amount of the contract for D.B.E. subcontractors through the use of the following disadvantaged business enterprises, subject to the certification by the City, as subcontractors and that Bidder has made good faith efforts\* as evidenced by its listing of disadvantaged businesses that were contacted as detailed herein and on the following pages. (Must be completely filled out.)

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS ENTERPRISE ("D.B.E.")  
SUBCONTRACTOR LISTING**

<b>D.B.E. Firm Name IRS Number</b>	<b>Mailing Address &amp; Contact Number</b>	<b>Type of Service</b>	<b>Dollar Amount of Contract</b>
Total Dollar Amount to be Expended for Disadvantaged Business Enterprises			
Total Amount of Contract			
Percentage of Contract used for D.B.E.			

**Name of Authorized Official of Bidder** \_\_\_\_\_

**Title** \_\_\_\_\_

**Company** \_\_\_\_\_

\*Good faith efforts shall be evidenced by listing each and every disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection, and estimated value of subcontract.

**To Be Submitted with Bid**

CONTRACT: \_\_\_\_\_

FORM DBE-2  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

DBE Firm Name/Address	Contract Number(s) Event or Project Number	Dates Contracted Initially and in Future List Methods Used	Type of Subcontractor, plus Estimated Value	Reason for Rejection (If Firm Not Used) (If Bid "Too High" Also Indicate Value)
1.				
			\$	
2.				
			\$	
3.				
			\$	

Were advertisements placed in general circulation media, trade association publications, and DBE media interested in DBE participation? If so, state details of the advertisement. If not, state why not.

\_\_\_\_\_

What efforts were made to use the services of organizations that provide assistance in recruitment and placement of DBEs?

\_\_\_\_\_

The following are examples of actions that may **not** be used as justification by the contractor or bidder for failure to meet DBE participation goals:

1. Failure to contract with a DBE solely because the DBE was unable to provide performance and/or payment bonds.
2. Equipment idled by contract with DBE.
3. Rejection of a DBE because of its union or non-union status.

If more DBE firms have been contacted, please list with supplemental form(s) on additional pages.

**To Be Submitted with Bid if DBE is not listed in City DBE Directory**

CONTRACT: \_\_\_\_\_

FORM DBE-3  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS REGISTRATION VERIFICATION FORM**

1.	NAME:		
2.	ADDRESS:		
3.	PHONE:	PRODUCT OR SERVICE LINE:	
4.	TYPE OF FIRM: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		
5.	EMAIL:		
6.	DATE OF ORIGINATION OF FIRM:	EMAIL:	
7.	BUSINESS LICENSES HELD:	City:	State: Other:
8.	DISADVANTAGED OWNERSHIP OF FIRM:		
	<b>NAME</b>	<b>OWNERSHIP % OF FIRM</b>	<b>DISADVANTAGED BUSINESS</b>
a.			
b.			
c.			
d.			
e.			
f.			
9.	NON-DISADVANTAGED OWNERSHIP OF FIRM:		
	<b>NAME</b>	<b>OWNERSHIP % OF FIRM</b>	
a.			
b.			
c.			
d.			
e.			
f.			
8.	I hereby certify that the information above is true and complete to the best of my knowledge and belief, and that I have been duly authorized to make this certification on behalf of the firm.		

NAME (printed) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
INFORMATION VERIFIED: \_\_\_\_\_

The General Contractor is required to submit this Compliance Report to the Disadvantaged Business Development Officer, City/County Building, 3<sup>rd</sup> Floor, 800 French Street, Wilmington, Delaware 19801, when the contract is entered into by the general contractor and the subcontractor, when 50% and when 100% of each DBE subcontractor's portion of a construction project has been completed.

**DISADVANTAGED BUSINESS ENTERPRISE**  
**CONTRACT PARTICIPATION REPORT**

1. Contract No. \_\_\_\_\_ Amount of Contract \$ \_\_\_\_\_
2. Name of General Contractor: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. E-Mail Address: \_\_\_\_\_
5. The above-named contractor intends to fulfill its commitment to expend \$ \_\_\_\_\_  
(\_\_\_\_%), of its contract with Disadvantaged Business Enterprises ("DBEs"). The following year-to-date expenditure(s) has been made with a DBE Subcontractor(s):

Name/Address of DBE Subcontractor	Nature of Participation	Dollar Value/Percent of Participation	Dollar Amount Expended to Date
1.			
2.			
3.			

CONTRACT COMPLETION DATE: \_\_\_\_\_

General Contractor \_\_\_\_\_

Name of Authorized Officer \_\_\_\_\_

Date \_\_\_\_\_

DBE Subcontractor \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_

Date \_\_\_\_\_

<b>Office Use Only</b> <b>(Prime)</b>
<b>Payment Received:</b> _____ <b>Amount:</b> _____ <b>Date:</b> _____ <b>Payment Received:</b> _____ <b>Amount:</b> _____ <b>Date:</b> _____

City of Wilmington \_\_\_\_\_

Date \_\_\_\_\_

Contract Compliance Officer's Name \_\_\_\_\_

City of Wilmington \_\_\_\_\_

Date \_\_\_\_\_

Contract Compliance Officer's Signature \_\_\_\_\_

CONTRACT: \_\_\_\_\_

FORM DBE-5  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

**CITY OF WILMINGTON  
SUBCONTRACTOR LISTING**  
(Do not include DBE Firms to be utilized)

<b>Subcontractor Name IRS Numbers</b>	<b>Mailing Address Contact Number or Email</b>	<b>Type of Service</b>	<b>Dollar Amount of Contract</b>
Total Dollar Amount to Non-Disadvantaged Business Enterprises			
Total Amount of Contract			

Bidder acknowledges that he has identified all sub contractors that will be utilized as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract (use additional pages if necessary).

\_\_\_\_\_  
**Name of Authorized Official of Bidder**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Date**

STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF INDUSTRIAL AFFAIRS  
OFFICE OF LABOR LAW ENFORCEMENT  
PHONE: (302) 761-8200

Mailing Address:  
4425 North Market Street  
3rd Floor  
Wilmington, DE 19802

Located at:  
4425 North Market Street  
3rd Floor  
Wilmington, DE 19802

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 13, 2020

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	24.35	29.99	43.65
BOILERMAKERS	72.91	36.99	54.38
BRICKLAYERS	57.94	57.94	57.94
CARPENTERS	56.46	56.46	44.83
CEMENT FINISHERS	76.91	53.57	23.61
ELECTRICAL LINE WORKERS	48.43	41.53	31.66
ELECTRICIANS	72.49	72.49	72.49
ELEVATOR CONSTRUCTORS	99.43	68.69	34.03
GLAZIERS	77.25	77.25	60.35
INSULATORS	59.68	59.68	59.68
IRON WORKERS	67.70	67.70	67.70
LABORERS	49.20	49.20	49.20
MILLWRIGHTS	76.83	76.83	61.93
PAINTERS	53.71	53.71	53.71
PILEDRIERS	79.62	41.92	33.90
PLASTERERS	31.79	31.79	23.56
PLUMBERS/PIPEFITTERS/STEAMFITTERS	72.05	56.29	62.21
POWER EQUIPMENT OPERATORS	73.29	73.29	73.29
ROOFERS-COMPOSITION	25.58	25.24	23.05
ROOFERS-SHINGLE/SLATE/TILE	19.59	23.29	18.32
SHEET METAL WORKERS	75.03	75.03	75.03
SOFT FLOOR LAYERS	54.59	54.59	54.59
SPRINKLER FITTERS	61.83	61.83	61.83
TERRAZZO/MARBLE/TILE FNRS	66.75	66.75	66.75
TERRAZZO/MARBLE/TILE STRS	74.02	74.02	74.02
TRUCK DRIVERS	32.77	29.22	22.75

CERTIFIED: 03/13/2020

BY: 

ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

**NOTE:** THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 761-8200.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

THESE RATES ARE BEING PROVIDED IN ACCORDANCE WITH DELAWARE'S FREEDOM OF INFORMATION ACT.

THEY ARE NOT INTENDED TO APPLY TO ANY SPECIFIC PROJECT.

## **SECTION 1000**

### **SUMMARY OF WORK**

#### **PART 1 – GENERAL**

##### **1.01 GENERAL**

- A. The work of this Contract consists of furnishing, employing and installing all equipment, materials, and labor necessary to provide maintenance and repair of existing boilers and equipment included in Section 2000, Subsection 1.06, located at the following three sites:
- Brandywine Filtration Plant Complex
  - Porter Filtration Plant
  - Porter Gatehouse

##### **1.02 SCOPE OF WORK**

- A. Provide Scheduled Inspection and Maintenance Services over a twelve month period to perform inspections, and routine maintenance of the boilers and boiler feed systems and monthly inspections of the steam traps. A list of the boilers is included in Section 2000, Subsection 1.06. Payment for the scheduled services will be at the lump sum price bid.
- B. Provide Unscheduled (On-Call) Services during the twelve month period for the repair and or replacement of equipment. Such unscheduled services shall be performed only in response to specific requests by the City. The services should be performed within 24 hours of the request or as agreed upon at the time of the request. It should be assumed that work under unscheduled services would normally be performed during normal business hours (8:30-4:30). Payment for the unscheduled services will be at the hourly rate bid submitted with the proposal.
- C. Provide Emergency Services during the twelve month period for the repair and/or replacement of instrumentation that fails. Such emergency services shall be performed only in response to specific requests by the City within 6 hours of the request. It should be assumed that work under emergency services would normally be performed outside of normal business hours. Payment for the emergency services will be at the hourly rate submitted with the proposal.
- D. Spare parts used during the course of this Contract will be purchased separately under the spare parts allowance. The cost shown in the Proposal Form is an estimated amount only and does not obligate the City to purchase any spare parts under this Contract.

##### **1.03 GENERAL CONTRACTOR'S REQUIREMENTS**

- A. Please note that the City of Wilmington has a Board of Examining Engineers that oversees the



licensing of stationary engineers. For more information, please contact Ted Omlor, City of Wilmington, Board of Examining Engineers.

City of Wilmington  
Board of Examining Engineers  
City-County Building  
8th & French Streets  
Wilmington, DE 19801

**Proof of the Bidder's City of Wilmington Mechanical License must be submitted with the Bid.**

B. The Contractor shall have experience with boilers, feed water system, condensate return systems, heat exchangers, unit heaters and related heating and ventilating system maintenance and repair as summarized below:

1. Five years of maintenance and repair experience within the last seven years with the same type and size or larger equipment as currently installed at the City's facilities.
2. Own or have ready access to boiler testing and repair equipment.
3. Have certified welders on staff or through an identified subcontractor, including Federal R-Stamp and Boiler Certified by the State of Delaware. All certified welders intended to be used for this work, including subcontractors must be identified at the time of bid.
4. Have experience with burner rebuilding and refurbishing and replacing fire tubes and sections of a sectional boiler.
5. References from municipalities, authorities or private utility companies where the Contractor performed similar services on similar size and type equipment. The Contractor shall include in its references any employee training, improvement, and certification programs.
6. Some of the maintenance tests (those for safety valves and low water cut-offs, as well as any procedure requiring a person to enter the boiler shell, for example) can be dangerous. The Contractor shall be fully aware of all dangers and follow applicable Federal, State and Local Health and Safety regulations.

**1.04 CONTRACTOR PERSONNEL**

**A. Contractor Point of Contact**

The Contractor's Point of Contact shall work closely and cooperatively with the City's Contract Administrator on a regular basis and become the primary point of contact for all matters relating to the maintenance and upkeep of the City's equipment. As such, the Contractor's Point of Contact will have proven technical and managerial experience in the

inspection and repair of boilers and related heating and ventilating systems. The Contractor must present its nominee for Point of Contact during interviews with the City (should the Contractor be invited for an interview). The City reserves the right to reject any nominee that the Contractor puts forward for the position of Point of Contact.

#### **B. Selection of Personnel**

The Contractor will have the responsibility for selecting personnel to perform the services outlined in this Contract and for determining and providing wages, salaries, and benefits for its employees.

#### **C. Changes in Personnel**

1. The Contractor's Point of Contact will not be changed without prior consultations with the City, except that the Contractor Point of Contact may be dismissed without prior City approval for criminal activity or documented violations of company policies. Otherwise, the City must approve the timing of the change, and the specific individual who replaces the incumbent Point of Contact.
2. The City reserves the right to require the dismissal of any Contractor employee whose performance or actions are determined by the City to be detrimental to achieving the objectives set forth in this Contract.

#### **D. Availability of a Contact Person**

Due to the possible emergent nature of boiler emergencies, the Contractor must provide a manned telephone access that is available and manned 24 hours a day, 7 days a week, and 365 days of the year.

### **PART 2 – TERMS OF THE AGREEMENT**

#### **2.01 COMMENCEMENT OF OPERATIONS**

The Contractor shall commence performance of services under the terms of these specifications within thirty (30) days of contract execution.

#### **2.02 TERMS OF INITIAL AGREEMENT**

The term of the initial contract shall be a period of one (1) year from the start work date specified in the contract, or until June 30, 2021, whichever comes first.

The Contract term may be extended, at the City's discretion, for up to two (2) one-year terms after the completion of the initial term. In such case of a contract term extension, the costs for each of the bid items may be adjusted at contract renewal. Adjustment of the costs will be considered only in light of the following limitation:

- The change in all costs (labor rates and services) will not exceed the Consumer Price Index – Urban (CPI-U) for all urban consumers for all items in the Philadelphia/Wilmington Metropolitan Area for the prior year.

## **2.03 CONTINUITY OF SERVICE**

- A. The Contractor must recognize that the services to be provided are vital to the City and must be maintained without interruption and that upon expiration or termination of the contract, a successor will continue these services. Therefore, if the Contractor chooses not to pursue the renewal the next contract term upon contract expiration, the Contractor is required to provide the City a written notice of such intent at least three (3) months before the expiration of the contract. Should the Contractor fail to provide timely notice, the City reserves the right to require continued performance of the agreement by the Contractor under the terms of the contract for a period of up to six (6) months from receipt of a written notice of intent or from the date of expiration of the agreement, whichever is earlier.
- B. If upon expiration or termination of the contract, the Contractor is not chosen to continue or renew the agreement, the Contractor will upon written notification from the City, provide phase-in, phase-out services for up to sixty (60) days after the contract expires or is terminated. After notification, the Contractor will cooperate in good faith with a successor in determining the nature and extent of the services, subject to approval by the City. The Contractor will provide sufficient experienced personnel during the transition period to ensure that all services called for by the contract are maintained at the specified level of contract performance. The Contractor will be reimbursed for all reasonable costs pre-authorized by the City, which are incurred within the agreed period after agreement expiration or termination.

## **PART 3 – MANGEMENT OF THE AGREEMENT**

### **3.01 CONTRACT ADMINISTRATION**

The Commissioner of Public Works is authorized to act on behalf of the City in any and all matters relating to or resulting from this Contract. The Commissioner shall appoint a representative who will be designated as the Contract Administrator, and will be authorized to act on behalf of the Commissioner of Public Works. The Contract Administrator will resolve any and all questions which may arise as to the quality, quantity and character of service performed by the Contractor in the execution and day-to-day management of the agreement.

### **3.02 DISPUTE RESOLUTION**

In the event of any dispute between the Contract Administrator and the Contractor as to the Contractor's performance, or the Contract Administrator's decisions relative to the agreement, either party may submit the dispute to the Commissioner of Public Works. Each

party will be given the same opportunity to present their positions to the Commissioner, who shall render a decision within twenty (20) days. The decision of the Commissioner shall be final.

## **PART 4 – TOTAL CONTRACT COST AND INVOICING**

### **4.01 TOTAL CONTRACT COSTS**

- A. The Contractor's proposal shall contain the completed Proposal Form (Section PF) included as Attachment 1. This will establish the total contract cost.
- B. Scheduled Inspection and Maintenance costs are those costs incurred by the Contractor for scheduled inspection and maintenance services, as defined in Section 2000. The Contractor will develop an annual fixed price cost proposal for the provision of all scheduled inspection and maintenance that is inclusive of all small tools, equipment, lubricants, subcontractors, transportation and labor costs.
- C. Unscheduled and emergency service costs are those costs incurred by the Contractor to provide unscheduled and emergency maintenance and repair services as defined in Section 2000. The Contractor will develop a cost proposal that includes a labor rate for the various employee classifications and crews anticipated to perform the work inclusive of all small tools, transportation and labor costs. Such personnel may include technicians, helpers or laborers, welders, machinists, etc. An equipment list should also be submitted which provides a summary of all the maintenance and repair equipment expected to be required to perform the work and the cost, if any, for the use of this equipment. The equipment items may include welding machines, hoists, cranes, etc. The City will pay the agreed labor and equipment rates for all unscheduled and emergency services delivered that are approved by the City per the terms of this Contract. Parts, supplies, and materials delivered to the City, as part of unscheduled and emergency services, will be paid by the City as defined below.
- D. Costs for parts and rented equipment, shall be itemized and can include a 15% mark-up on invoiced charges. Invoices from vendors and subcontractors must be included with Contractor invoices. Subcontracted Services shall be itemized and can include a maximum 10% mark up on invoiced charges.
- E. The Contractor may petition the City for an adjustment to the Scheduled Service cost at reasonable times on the basis of unusual changes in the Contractor's cost of doing business. Unusual changes are items not covered by the agreement that occur as a result of external events and through no fault of the Contractor such as changes in local, state, or federal laws or regulations, natural catastrophes, civil disturbances, or similar extraordinary events. The term will not include price increases occurring in the ordinary course of doing business.
- F. The costs for each of the first nine bid items may be adjusted at contract renewal. Adjustment of the costs will be considered only in light of the following limitation:

- The change in all costs (labor rates and services) will not exceed the Consumer Price Index – Urban (CPI-U) for all urban consumers for all items in the Wilmington Metropolitan Area for the prior year.
- G. The scheduled inspection costs can be adjusted to correspond to changes in the equipment at the various locations. These adjustments may be negotiated after three months or four times during the contract year if changes in equipment occur.

#### **4.02 INVOICING POLICIES AND PROCEDURES**

##### **A. Frequency**

The City will accept three invoices per year in payment for Scheduled Inspection and Maintenance Services. In addition, the City will accept one invoice a month for costs incurred for unscheduled and emergency services provided during the preceding month or not previously invoiced.

##### **B. Format**

1. Unless the Contractor proposes and the City accepts a different schedule, the Contractor will bill the City 1/3 of the Scheduled Services contract amount after each of the three annual visits. The invoice must include a unit-by-unit summary of maintenance and repair activity for the prior visit.
2. All invoices for unscheduled and emergency service costs must be pre-approved by the City. Such costs will be actual net costs as paid by the Contractor and will be supported by detailed time and expense reports, including a copy of certified payroll or certified daily work sheets, and line item documentation of costs incurred (e.g.: hours, parts, subcontractor services, etc). Copies of all invoices for parts, subcontracted services, etc. must be included with the invoice.

##### **C. Certification and Payment**

1. The monthly invoices will each include a statement certifying that the charges billed to the City are true and accurate and were incurred in the performance of the terms of the contract. The Contractor's authorized representative will sign such statement.
2. The City will pay the Contractor within thirty (30) days of the City's receipt of an acceptable invoice. The City will pay the Contractor for all items invoiced over which there is no dispute so that payment for undisputed items is prompt. Payment for disputed items will be made when disputes are resolved.

##### **D. City's Rights to Review Billing Documentation**

The City reserves the right to request additional documentation from the Contractor prior to paying any disputed portion of the invoice. Such documentation may include, but is not

limited to invoices to the Contractor for parts or subcontracted services and payroll registers. The City reserves the right to audit the Contractor's records and books pertaining to this contract.

## **PART 5 – PREPARATION OF PROPOSAL**

- A. Bidders shall submit with their proposals evidence of experience in accordance with the requirements contained in herein, Section 1.03, entitled General Contractor's Requirements. Bidders may be requested to submit additional information, after the opening of bids if such additional information is considered necessary to properly evaluate a bidder's qualifications.

**Proof of the Bidder's City of Wilmington Mechanical License must be submitted with the Bid.**

- B. Item No. 1 of the Proposal is for Scheduled Services for a twelve-month period as described in Section 2000. Lump sum prices quoted shall include all travel and small tool costs. In addition, the lump sum price shall include the costs for normal equipment required for routine inspection and maintenance of the heating and ventilating equipment as described in Section 2000. Please note that only the on site hours actually spent can be charged. Bidders per hour rate should reflect all ancillary items.

Included in the lump sum fee proposed in Item No. 1, The City wishes to break out one item that may or may not be removed from the Contract. Bidders shall provide their costs, which are included in the Lump Sum of Item 1, for the monthly steam trap inspection.

- C. Item No. 2 and Item No. 3 of the Proposal is for Unscheduled Services for a twelve-month period as described in Section 2000. Unit prices per hour at the job site shall be quoted which shall include all travel and small tool costs involved. The number of hours shown in the Proposal under Item No. 2 and Item No. 3 are only for the purpose of extending the unit prices for use in determination of the low bidder. The number of hours actually used during the Contract will be that resulting from specific requests by the City for such services as required during the twelve-month period.
- D. Item No. 4 and Item No. 5 of the Proposal is for Emergency Services for a twelve-month period as described in Section 2000. Unit prices per hour at the job site shall be quoted which shall include all travel and small tool costs involved. The number of hours shown in the Proposal under Item No. 4 and Item No. 5 are only for the purpose of extending the unit prices for use in determination of the low bidder. The number of hours actually used during the Contract will be that resulting from specific requests by the City for such services as required during the twelve-month period.
- E. Item No. 6 and Item No. 7 of the Proposal is for Unscheduled Services for a twelve-month period as described in Section 2000. Unit prices per hour at the job site shall

be quoted which shall include all travel and small tool costs involved. The number of hours shown in the Proposal under Item No. 6 and Item No. 7 are only for the purpose of extending the unit prices for use in determination of the low bidder. The number of hours actually used during the Contract will be that resulting from specific requests by the City for such services as required during the twelve-month period.

- F. Item No. 8 and Item No. 9 of the Proposal is for Emergency Services for a twelve-month period as described in Section 2000. Unit prices per hour at the job site shall be quoted which shall include all travel and small tool costs involved. The number of hours shown in the Proposal under Item No. 8 and Item No. 9 are only for the purpose of extending the unit prices for use in determination of the low bidder. The number of hours actually used during the Contract will be that resulting from specific requests by the City for such services as required during the twelve-month period.
- G. Item No. 10 of the Proposal is for a Working Foreman's Rate. Should any work item described above require the use of more than four workers to complete the task, provisions for a single, working foreman will be considered above the stipulated work rates. This rate is limited to those instances when the crew size exceeds four persons (5 or more). The number of hours shown in the Proposal under Item No. 10 are only for the purpose of extending the unit prices for use in determination of the low bidder. The number of hours actually used during the Contract will be that resulting from specific requests by the City for such services as required during the twelve-month period.
- H. Item No. 11 of the Proposal is a stipulated material allowance for Spare Parts. The allowance shown on the bid form is for the purposes of establishing a budget for spare parts purchase. The actual Spare Parts will be that resulting from the specific requests by the City for the materials during the Contract period. Labor for installation shall be included under Items No. 2 through 9 as required.
- I. Item No. 12 of the Proposal is a stipulated Capital Line Item for work that is yet to be determined. Typical Capital Work can include boiler feed water system replacements, steam and condensate pipe replacements or other similar systems. Please note that this is not a prescriptive list, but only indicative of work that may be used under this Line Item. This allowance is for the purpose of establishing a separate line item that will be funded through the City's Capital Improvement funds and not through the maintenance funds for the rest of the Contract. This allowance will include all costs associated with the repairs and replacements described herein and will be full accessed after award of the Contract.
- J. Item No. 13 includes the cost to provide a certified welder should those services become necessary. It is noted that the basis of award will be made on Items 1 through 12 inclusive. Item No. 13 must be filled out in its entirety with either Item 13A or Item 13B depending on whether the Bidder had Certified Welders on staff or plans to use a subcontractor for those services.

END OF SECTION

## **SECTION 2000**

### **MAINTENANCE SERVICES**

#### **PART 1 – GENERAL**

##### **1.01 GENERAL**

- A. The Contractor shall furnish the City of Wilmington the following services for a twelve month period from the date of Authorization to Proceed for the existing boilers and equipment listed in the following schedules and located at three sites:
- Brandywine Filtration Plant Complex
  - Porter Filtration Plant
  - Porter Gatehouse

##### **1.02 SCHEDULED INSPECTION AND MAINTENANCE SERVICES**

- A. Provide qualified service technicians to visit the facilities two times per year, to perform inspection and maintenance on all the boilers, feed water systems and condensate return pump stations listed in Paragraph 1.06 in accordance with the approved Inspection and Maintenance Program to be developed by the Contractor and submitted to the City for approval.
- B. One principle service technician shall be designated as the primary technician for the work in this Contract. The primary technician shall preform all the work in this Contract as to the extent it is possible in order to maintain the Inspection and Maintenance Program. Another technician shall be designated as the back-up technician if the primary is unable to maintain the Inspection and Maintenance Program. All routine work in this Contract is not to be performed on holidays or weekends, unless under written approval by the City.
- C. The Contractor will maintain a maintenance schedule and log for every location and will describe how it will schedule inspections and maintenance and monitor for maintenance program compliance.
- D. Provide written reports within 2 weeks of each of the two annual visits to the City representative including the following information:
1. Identification of each piece of equipment inspected, serviced and/or calibrated;
  2. Calibration data, giving adjustment of each boiler before and after each calibration;



3. If applicable, the reason for an observed need for adjustment;
  4. Description of service performed on each boiler or piece of equipment;
  5. Description of repairs made and identification of parts replaced; and
  6. Recommendations, with estimated costs, for any additional repair work or maintenance on the equipment which the City has not requested;
  7. Recommendations regarding operations and maintenance procedures to be performed by City personnel.
- E. Provide a decal on each equipment serviced/calibrated which shows the following:  
(NOTE: Certified Welding stamps are only required if welding was actually performed on the equipment)
1. Date serviced/calibrated.
  2. Name of technician.
  3. Description of service.
  4. Certified welding stamp on boilers.
- F. Personnel providing the services shall contact the designated City Representative upon arriving at the site and upon leaving the site.
- G. The Contractor's Inspection and Maintenance Program shall include all work recommended by the manufacturer(s) of the equipment and the following number of visits and inspection and maintenance tasks at a minimum. Not all of the tasks apply to the boiler at the Porter Gatehouse.

**Off-season (Summer) Services:**

1. Conduct major inspection and maintenance work on boilers once per year during the off-season (summer) including:
  - Clean heavy grease, dirt, and oil from boiler and auxiliary equipment.
  - Lubricate blower motor.
  - Check blower for proper alignment; realign if required.
  - Inspect and clean blower vanes and air intake regulator.
  - Inspect and change fuel oil pump filter as required.
  - Perform annual internal inspection.
  - Perform external inspection.
  - Check sheaves for V-belt and check alignment; adjust as required.
  - Check tension and condition of V-belts and pulleys; adjust as required.
  - Check boiler feed water pump couplings for damage or defects.
  - Lubricate feed water pumps inboard and outboard bearings.
  - Clean combustion by-products from fireside surfaces.

- Inspect the burner. While the boiler is open, inspect the burner components including shutter, damper, oil nozzle, and/or diffuser.
  - Remove hand holes and manholes and flush out all sludge and sediment from chamber and tubes. Remove sludge and sediment above tubes as required.
  - Dismantle low water fuel cut-off; clean float chamber, test for proper operation.
  - Inspect insulation on boiler and piping.
  - Manually lift both pressure relief valves to ensure proper operation.
  - Clean and check all electrical contacts for signs of pitting, burn or wear.
  - Check all electrical switches, bulbs, and wiring for wear, looseness and proper operation.
  - Check all solenoid valves for proper operation.
  - Check high and low water pressure switches for proper operation.
  - Check low water control switch for proper operation.
  - Check oil and air pressure pressure switches for proper operation.
  - Check all disconnects for tight fit, burning and pitting.
  - Inspect all electrical wiring for worn insulation and loose connections.
  - Inspect the flue and stack at the Porter Filtration Plant and the Porter Gatehouse.
2. Conduct major inspection and maintenance work on boiler feed water systems twice per year including:
- Inspect the boiler feed pumps and motors for mechanical and electrical operation.
  - Verify that feedwater temperature is properly maintained. Make adjustments to the system as necessary.
  - Inspect discharge pressure gauge. Inspect all valves, suction shut-off valve, internal/external float make-up valve, supply and return headers and valves for evidence of leakage. Check each valve to ensure it is operating properly.
  - Inspect and test all of the electrical connections and safeties. Inspect the electrical connections for tightness, particularly on starters and mechanical relays.
  - Inspect the tank for corrosion and pitting. Clean as necessary.
  - Clean all Strainers prior to the start of the heating season.
3. Conduct major inspection and maintenance work on condensate return pump stations twice per year including:
- Conduct inspection to verify that the floats are set correctly. Make adjustments to the float, if necessary.
  - Check operation of valves and pumps.
  - Check electrical connections.
  - Clean pump stations as required.

**Start-up Services:**

1. Conduct inspection and maintenance work and assist with boiler start up at the start of the heating season. Date of work should be coordinated with the City's representative. At a minimum, the work includes:
  - Perform external inspection.
  - Clean heavy grease, dirt, and oil from boiler and auxilliary equipment.
  - Lubricate blower motor.
  - Inspect the controls. Test the flame safeguard controls.
  - Manually lift both pressure relief valves to ensure proper operation.
  - Clean and check all electrical contacts for signs of pitting, burn or wear.
  - Check all electrical switches, bulbs, and wiring for wear, looseness and proper operation.
  - Check all solenoid valves for proper operation.
  - Check high and low water pressure switches for proper operation.
  - Check low water control switch for proper operation.
  - Check oil and air pressure pressure switches for proper operation.
  - After the cleaning and inspection is complete, close the boiler and inspect the unit's operation. Fire the boiler. Monitor burner ignition and flame color carefully during boiler fire-up. Make adjustments to air-fuel linkages on burners or other modifications, as necessary.
  - Test flame failure and alarms while on low fire; clean flame detection lens as required.
  - Adjust burner fuel to air ratio to optimum setting.
  - Perform a test for boiler combustion efficiency for the boilers at the Brandywine Filtration Complex and boiler at the Porter Filtration Plants. Combustion testing equipment shall measure stack temperatures and the O and CO content of exhaust gases. Adjust burner fuel linkages for optimum performance.
  - Blow down the boiler according to the manufacturer's instructions, which will remove accumulations on the water surface.
  - Check continuous blow-down for proper settings.
  - Check Steam Traps and provide Infrared readings - NOTE: This item, while included in the Lump Sum Bid, should be separated in Line Item 1-A of the proposal form.
2. Inspect boiler feed water systems for proper operation.
3. Inspect condensate return pump stations for proper operation.

### **Heating Season (Winter) Services:**

1. Conduct inspection and maintenance work boilers once per year during the heating season (winter) including:
  - Perform external inspection.
  - Clean heavy grease dirt and oil from boiler and auxiliary equipment.
  - Lubricate blower motor.
  - Inspect and change fuel oil pump filter as required.
  - Check sheaves for V-belt and check alignment; adjust as required.
  - Lubricate feed water pumps inboard and outboard bearings.
  - Inspect the controls. Test the flame safeguard controls.
  - Manually lift both pressure relief valves to ensure proper operation.
  - Clean and check all electrical contacts for signs of pitting, burn or wear.
  - Check all electrical switches, bulbs, and wiring for wear, looseness and proper operation.
  - Check all solenoid valves for proper operation.
  - Check high and low water pressure switches for proper operation.
  - Check low water control switch for proper operation.
  - Check oil and air pressure switches for proper operation.
  - Test flame failure and alarms while on low fire; clean flame detection lens as required.
  - Adjust burner fuel to air ratio to optimum setting.
  - Blow down the boiler according to the manufacturer's instructions, which will remove accumulations on the water surface.
  - Check continuous blow-down for proper settings.
  - Check Steam Traps and provide Infrared readings (Steam Trap Inspections shall be performed monthly between November 1 and April 1. Inspections shall be performed in the first week of each month between and including November and April – See Reporting Requirements below for documentation requirements of these inspections). NOTE: This item, while included in the Lump Sum Bid, should be separated in Line Item 1-A of the proposal form.
2. Inspect boiler feed water systems for proper operation.
3. Inspect condensate return pump stations for proper operation.

### **Reporting Requirements:**

1. A detailed, written report of the actual start up services performed shall be submitted within 30 days of the completion of the start up services.
2. A detailed, written report of the monthly Steam Trap checks shall be submitted within the Seven (7) Days of the Steam Trap check. Infrared readings shall be provided with this

monthly report. The cost of the Steam Trap checks and reporting must be shown in Item 1-A of the Bid Form. The inspections of the steam traps shall be performed during the first week of each month, starting in November and ending in April.

3. Whenever a Unscheduled, Scheduled or Emergency Repair is performed on any boiler or its ancillary equipment, the Contract must, within two weeks of the service date, provide a written report to the City that includes a description of service performed on each boiler or piece of equipment with the dates of the service; description of repairs made and identification of parts replaced; and recommendations, with estimated costs, for any additional repair work or maintenance on the equipment which the City has not requested. Also include any recommendations regarding operations and maintenance procedures to be performed by City personnel.

### **1.03 UNSCHEDULED (ON-CALL) SERVICES**

- A. Provide qualified service technicians to visit the facilities for unscheduled maintenance and repair service, when requested by the City, to check, troubleshoot, and repair boilers, boiler feed water systems, condensate return pump stations, heat exchangers, unit heaters and other heating and ventilating equipment as requested by the City.
- B. The service shall be provided within one (1) working day of a request by the City. Whenever possible, service shall be performed on site during normal working hours (8 AM to 4 PM) and normal working days.
- C. Personnel that provide the services shall contact the designated City Representatives upon arriving at the site and upon leaving the site. Portal to portal time is not acceptable. The City will only pay for time spent onsite performing this work. No minimum charges submitted by the Contractor will be allowed nor will these charges be reimbursed by the City.
- D. Provide a written report to the City after completion of all Unscheduled Service visits including the following information:
  1. Date of request by City for service.
  2. Identification of equipment inspected.
  3. Description of work performed, repairs made and identification of parts replaced.
  4. Date and time the visit was made, number of personnel and total number of man-hours utilized.
  5. Description of any recommended follow-up actions.
  6. If the report recommends that follow-up repairs be made, an estimate or repair cost shall be provided by the Contractor. Repairs estimated to cost in excess of \$1,000 or

any repair where the cost is estimated to be more than the fair market value of the equipment, must be analyzed by the Contractor and the City to evaluate the repair's cost effectiveness, and be approved in advance by the City. In such cases, if the Contractor believes that equipment replacement appears to be more cost-effective than repairing; such recommendation shall be represented to the City. The City, however, will make the final repair versus replacement decision.

#### **1.04 EMERGENCY SERVICES**

- A. Provide emergency repair service, when requested by the City, to repair heating and ventilating equipment that fail.
- B. The service shall be provided within six (6) hours of a request by the City. It is expected that services shall be performed on-site outside of normal working hours and normal working days.
- C. Provide a written report to the City after completion of each Emergency Service visit including the following information:
  - 1. Date of request by City for service.
  - 2. Identification of equipment repaired.
  - 3. Description of work performed, repairs made and identification of parts replaced.
  - 4. Date and time that repair was made, number of personnel and total number of man-hours utilized.
- D. Personnel that provide the service shall contact the designated City Representatives upon arriving at the site and upon leaving the site. Portal to portal time is not acceptable. The City will only pay for time spent onsite performing this work. No minimum charges submitted by the Contractor will be allowed nor will these charges be reimbursed by the City.

#### **1.05 SPARE PARTS ALLOWANCE**

- A. The Contractor will provide new and replacement units and repair components necessary for new, repair components and equipment that fail. The Contractor will procure and furnish all parts, materials, supplies, and fluids required for the maintenance and repair tasks assigned by the City in accordance with generally accepted parts management practice, and that will ensure meeting all relevant standards of performance.
- B. Spare parts used during the course of this Contract will be purchased separately under the spare parts allowance pricing.
- C. The City will make available space at the Water Treatment Plants for storage of the

Contractor's stock of spare parts and tools if required. The Contractor shall provide all necessary locks, and shall be solely responsible for any loss through damage or theft of the stored parts.

- D. The allowable mark-up for all repair parts and other equipment requested by the City and supplied by the Contractor shall not exceed fifteen percent (15%) of the invoiced price. The invoices to the City from the Contractor shall indicate documentation that the mark-up taken does not exceed 15 percent of the purchase price. Invoices shall include photostatic copies of the manufacturer's or supplier's original invoices showing the purchase price. Mark-up on Subcontractors is limited to 10% (See Section 1000, 4.01.D).
- E. Parts used to maintain and repair the equipment will, at a minimum, meet or exceed the quality of the parts furnished originally for the equipment (OEM equivalent). Rebuilt/remanufactured parts must conform to the manufacturer's reconditioning tolerances. If more than one grade of product is available that meets the requirements of this section, the City will designate which grade will be made available for use. If during the term of any agreement resulting from this Contract, the City reserves the right to require a specific substitute to be used. The City will, additionally, specifically approve all product lines or changes to product lines before they are introduced for use.
- F. Notwithstanding inspection and acceptance by the City, products supplied under this Contract will be warranted by the Contractor for one year, or the length of time of any warranty given by the manufacturer or rebuilder/remanufacturer, whichever is greater, after acceptance by the City.

#### **1.06 SCHEDULE OF EQUIPMENT**

The Contractor shall be responsible for Scheduled Service to all equipment listed in this section as part of the lump sum bid for scheduled services.

#### **EQUIPMENT**

##### **Brandywine Filtration Complex**

##### **Equipment & Locations**

Boiler No. 1

Cleaver Brooks, Model No. CB 200-200-15ST  
S/N T4771-1-1, 200 hp fire tube boiler. Year: 2015.  
Input: 8,165,000 BTU/hr. No. 2 fuel oil, 58.3 gph of  
oil, or 8 Therms of Natural Gas. Oil pump motor  
115V/60 Hz, 1 phase, 7 A. Blower motor 10 hp (also  
air compressor). UL listed S984401

Boiler No. 2

Cleaver Brooks, Model No. CB 200-200-15ST  
S/N T4345-1-1, 200 hp fire tube boiler. Year: 2014.  
Input: 8,165,000 BTU/hr. No. 2 fuel oil, 58.3 gph of

**Attachment 1  
Proposal Form**



**SECTION PF**

**PROPOSAL FORM**

DATE: \_\_\_\_\_

Contract 21005 WD

TO: Manager, Division of Procurement and Records  
City/County Building – Fifth Floor  
800 French Street  
Wilmington, DE 19801

FOR: Department of Public Works

Gentlemen:

Having carefully examined the Request for Proposal entitled “Boiler Inspection and Maintenance Services, Contract No. 21005 WD,” and having become familiarized with their requirements and having visited the sites of the work and noted all conditions affecting the work, the undersigned hereby proposes to furnish the services described in the Request for Proposal for the following prices:

ITEM-1: Scheduled Inspection and Maintenance Services for a  
twelve month Period - Lump Sum = \$ \_\_\_\_\_

ITEM 1-A: Included in the Lump Sum Price in Item 1 is the following cost for  
performing and reporting all specified testing of steam traps.  
Frequency of inspections are listed in documents.  
The City may remove this item from the Lump Sum Bid shown  
in Item 1 above for a lump sum deduction of \$ \_\_\_\_\_

ITEM-2: Unscheduled On-call Maintenance and Repair Services  
consisting of on-site man hours for a technician in response  
to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 100 hrs. = \$ \_\_\_\_\_

ITEM-3: Unscheduled On-call Maintenance and Repair Services  
consisting of on-site man hours for a crew of two technicians or mechanics  
in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_

ITEM-4: Emergency Services consisting of on-site man hours for a  
technician in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_

- ITEM-5: Emergency Services consisting of on-site man hours for a crew of two technician and/or mechanics in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_
- ITEM-6: Unscheduled On-call Maintenance and Repair Services consisting of on-site man hours for a Pipe or Steam Fitter in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_
- ITEM-7: Unscheduled On-call Maintenance and Repair Services consisting of on-site man hours for a crew of two pipe or steam fitters in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 75 hrs. = \$ \_\_\_\_\_
- ITEM-8: Emergency Services consisting of on-site man hours for a Pipe or steam fitter in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_
- ITEM-9: Emergency Services consisting of on-site man hours for a crew of two pipe or steam fitters in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 50 hrs. = \$ \_\_\_\_\_
- ITEM-10: Working Foreman's Rate consisting of on-site man hours for a Single foreman when crew size exceeds four pipe or steam fitters in response to specific requests by the City  
\$ \_\_\_\_\_ per hr. x 20 hrs. = \$ \_\_\_\_\_
- ITEM 11: Spare Parts Allowance \$15,000
- ITEM 12: Capital Improvement Allowance \$200,000
- TOTAL OF ITEMS 1 through 12 inclusive \$ \_\_\_\_\_

**NOTE:** The Basis of Award shall be made on Items 1 through 12 inclusive. However, Item No. 13 below must be completed with this proposal form and will be included in the Contract.

ITEM-13: Certified Welder: Choose 13A or 13B, but not both. Enter "\$-0-" for the item not used in Item No. 13:

ITEM -13A: Cost to provide the certified welder on your own staff  
\$ \_\_\_\_\_/Hr x 100 hours = \$ \_\_\_\_\_

ITEM -13B\*: Cost to provide a subcontracted certified welder, exclusive  
of the 10% markup \$\_\_\_\_\_/Hr x 100 hours = \$\_\_\_\_\_

\*It is noted that the cost presented in ITEM 13B is subject to the 10% markup allowable in the Contract for subcontracted services. For the basis of comparison, however, the cost presented in ITEM 13B should not have any markup included.

Work under this Contract shall be completed with 365 days from award of the Contract.

The BIDDER acknowledges receipt of Addendum and or Addenda No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_, prior to submitting a proposal on this Contract.

The BIDDER also agrees that all work required under this Contract is covered by the prices stated hereinbefore and that no other payments will be allowed. The BIDDER further states that his official address for receiving communications is as shown at the beginning of this Proposal.

**Submission of Bid must include proof of the Bidder's City of Wilmington Mechanical License from the City of Wilmington.**

FIRM:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY OF WILMINGTON  
MECHANICAL  
LICENSE NO.

\_\_\_\_\_

CITY OF WILMINGTON  
BUSINESS LICENSE NO:  
ATTEST:

\_\_\_\_\_

\_\_\_\_\_

FEDERAL I.D. NO.:

\_\_\_\_\_

PER:

\_\_\_\_\_

Name (typed or printed)

TITLE:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

TELEPHONE NO:

\_\_\_\_\_

FAX NO:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

**Contractor/Subcontractor**  
**Responsibility Certification**

**Contractors:**

The City of Wilmington Division of Procurement and Records must receive this executed form not later than at the time of bid submission. It may be submitted prior to bid submission for review.

**Subcontractors:**

Must submit this form to requesting contractor.

**CONTRACTOR/SUBCONTRACTOR RESPONSIBILITY CERTIFICATION  
FOR DEPARTMENT OF PUBLIC WORKS CONTRACTS  
VALUED AT MORE THAN \$100,000**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract/Project Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

As a condition of performing "City work" (all building or construction work or projects of any kind or nature as provided in City Code Sec. 2-651) for the City of Wilmington, Delaware, contractors and subcontractors (hereinafter referred to as "Bidders") must meet certain responsible contractor requirements and qualifications specified in the Wilmington City Code, Chapter 2, Article VI, Division 6, Subdivision III (Sec. 2-561 et seq.). Pursuant thereto, the Company named above certifies the following:

**PLEASE INITIAL EACH ITEM TO INDICATE COMPLIANCE**  
**(Xs and check marks are *not* acceptable)**

\_\_\_\_\_ 1. The Bidder and its employees have all valid, effective licenses, registrations, or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to:

- a. do business in the City of Wilmington and the State of Delaware; and
- b. perform the contract work, including, but not limited to, licenses, registrations or certificates for any type of construction or maintenance trade work or specialty work which the Bidder proposes to self-perform.

\_\_\_\_\_ 2. The Bidder meets all:

- a. bonding requirements as required by the applicable law or contract specifications; and
- b. insurance requirements per applicable law or contract specifications, including general liability insurance, workers' compensation insurance, and unemployment insurance.

\_\_\_\_\_ 3. The Bidder has a satisfactory record of integrity in accordance with Sec. 2-537(4) of the City Code, which further states as follows:

The following provisions, while not exclusive, shall be sufficient to justify a finding of nonresponsibility:

- a. failure to pay taxes and fees due and owing to the City;
- b. a conviction of the contractor or a principal officer thereof for commission of a criminal offense, as incident to obtaining or attempting to obtain a public contract or in the performance of such contract;
- c. a conviction, of the contractor or principal officer thereof, under state or federal statutes, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a city contractor.

\_\_\_\_\_ 4. The Bidder has a satisfactory record of timely performance of City contracts in accordance with Sec. 2-537(3) of the City Code, which further states as follows:

Contractors who are seriously deficient in current contract performance, when the number of contracts and the extent of deficiency of each are considered, shall, in the absence of evidence to the contrary or circumstances properly beyond the control of the contractor, be presumed to be unable to meet this requirement. Past unsatisfactory performance due to failure to apply necessary

tenacity, or perseverance to do an acceptable job, shall be sufficient to justify a finding of nonresponsibility.

\_\_\_\_ 5. The Bidder has a satisfactory record of performance of contractual provisions in accordance with Sec. 2-537(5) of the City Code, which further states as follows:

Violation of contract provisions of a character which justify a finding of nonresponsibility include:

- a. deliberate failure without good cause to perform in accordance with the specifications provided in the contract;
- b. a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts;
- c. in particular, failure to comply with prevailing wage and related federal, state, and city requirements;

provided, however, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for a finding of nonresponsibility.

\_\_\_\_ 6. The Bidder has a satisfactory record of good faith efforts to achieve disadvantaged business enterprise participation in accordance with Sec. 2-537(8) of the City Code.

\_\_\_\_ 7. The Bidder has not been debarred or suspended by any federal, state or local government agency or authority in the past three years.

\_\_\_\_ 8. The Bidder has not defaulted on any project in the past three years.

\_\_\_\_ 9. The Bidder has not had any type of business, contracting or trade license, registration, or other certification revoked or suspended in the past three years.

\_\_\_\_ 10. The Bidder and its owners have not been convicted of any crime relating to the contracting business in the past ten years.

\_\_\_\_ 11. The Bidder has not at any time been found in violation of any federal, state or local prevailing wage law.

\_\_\_\_ 12. The Bidder has not within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, environmental laws or others, where the result of such violation was the payment

of a fine, back pay damages or any other type of penalty in the amount of \$1,000 or more.

\_\_\_\_\_ 13. The Bidder will pay all craft employees that it employs on the project the current wage rates and fringe benefits as required under applicable federal, state or local wage laws.

\_\_\_\_\_ 14. All craft labor that will be employed by the Bidder for the project have completed at least the OSHA 10 hour training course for safety established by the U. S. Department of Labor, Occupational Safety & Health Administration.

\_\_\_\_\_ 15. The Bidder will employ craft employees in all classifications and individual trades required to successfully perform the work related to the project.

\_\_\_\_\_ 16. The Bidder has participated in a Class A Apprenticeship Program for the past twelve months, at a minimum, for each separate trade or classification in which it employs craft employees and shall continue to participate in such program or programs for the duration of the project. The twelve month participation requirement may be waived during the first year of implementation of this Ordinance, provided that the firm is participating in a Class A Apprenticeship Program at the time it submits its bid and submits information showing that the construction craft workers it plans to use have adequate skills to successfully perform the project. Once the Ordinance has been in effect for twelve months, i.e., September 4, 2013, a waiver of this requirement will no longer be available.

a. for purposes of this section, a Class A Apprenticeship Program is an apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journey person status for at least three of the past five years;

b. to ensure compliance with this section, the Bidder shall provide, with this certification, a list of all trades or classifications of craft employees it will employ on the project and documentation verifying it participates in a Class A Apprenticeship Program for each trade or classification listed;

c. in order to enhance the training of its workforce and to comply with this subsection, the firm must enroll a new person in a Class A Apprenticeship Program for each bid submitted to the City.

\_\_\_\_\_ 17. The Bidder shall make all reasonable best efforts to ensure that fifteen percent (15%) of the workforce hired for the project, especially with respect to new workers recruited and hired for the project, includes City of Wilmington residents. To ensure compliance with this section, the Bidder will also make residency information on its workforce available to the City upon request.



\_\_\_\_\_ 18. The Bidder has all other technical qualifications and resources, including equipment, personnel and financial resources, to perform the referenced contract, or will obtain same through the use of qualified, responsible contractors.

\_\_\_\_\_ 19. The Bidder acknowledges that within seven (7) calendar days following the date of receipt of Notice of Intent to Award Contract, it will provide a list of subcontractors it plans to utilize for services in the performance of the contract. The list must include a brief description of the subcontractor's scope of work. In addition, each subcontractor providing services equaling or exceeding \$100,000 must provide executed Subcontractor Responsibility Certifications containing information equivalent to that required for the Bidder in the Contractor Responsibility Certification. Note: Bidder must initial this item regardless of the value of the subcontract services.

\_\_\_\_\_ 20. If at any time during the past five (5) years the Bidder has controlled or has been controlled by another corporation, partnership or other business entity operating in the construction industry, it will disclose such facts by attaching a detailed statement to its Contractor Responsibility Certification explaining the nature of the relationship.

\_\_\_\_\_ 21. The Bidder acknowledges that it shall be required to provide appropriate documentation of the conditions specified in this Contractor/Subcontractor Responsibility Certification. The Bidder also understands that the City of Wilmington may request additional information or documents at any time as the City of Wilmington deems necessary to evaluate the responsibility of Bidder. Bidder agrees to provide such additional information or supporting documentation for this Certification.

\_\_\_\_\_ 22. If a Bidder fails to provide the Contractor Responsibility Certification required by this section, the Bidder shall be disqualified from bidding the contract. If a Bidder fails to provide other information or documentation required by the City of Wilmington, it may be disqualified from being awarded the contract.

\_\_\_\_\_ 23. The Bidder shall notify the City within seven days of any material changes to all matters attested to in this certification.

Under the penalty of perjury, the Bidder's authorized representative hereby certifies that all information included in the Contractor Responsibility Certification or otherwise submitted for purposes of determining the Bidder's status as a responsible contractor is true, complete and accurate and that he/she has knowledge and authority to verify the information in this certification or otherwise submitted on behalf of the Bidder by his or her signature below.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

PLEASE SUBMIT **SIGNED ORIGINAL** VERSION OF THIS FORM TO:

**CITY OF WILMINGTON  
DEPARTMENT OF FINANCE, DIVISION OF PROCUREMENT  
LOUIS REDDING CITY COUNTY BUILDING  
800 N. FRENCH STREET, 5<sup>TH</sup> FLOOR  
WILMINGTON, DE019801**

Questions regarding the this form can be sent to  
[procurement@wilmingtonde.gov](mailto:procurement@wilmingtonde.gov) or call 302.576.2423

**SECTION PF**  
**PROPOSAL FORM**

DATE: 5/11/2020

Contract 21005 WD

TO: Manager, Division of Procurement and Records  
City/County Building – Fifth Floor  
800 French Street  
Wilmington, DE 19801

FOR: Department of Public Works

Gentlemen:

Having carefully examined the Request for Proposal entitled “Boiler Inspection and Maintenance Services, Contract No. 21005 WD,” and having become familiarized with their requirements and having visited the sites of the work and noted all conditions affecting the work, the undersigned hereby proposes to furnish the services described in the Request for Proposal for the following prices:

ITEM-1:	Scheduled Inspection and Maintenance Services for a twelve month Period - Lump Sum =	\$ <u>21,735.00</u>
ITEM 1-A:	Included in the Lump Sum Price in Item 1 is the following cost for performing and reporting all specified testing of steam traps. Frequency of inspections are listed in documents. The City may remove this item from the Lump Sum Bid shown in Item 1 above for a lump sum deduction of	\$ <u>9,315.00</u>
ITEM-2:	Unscheduled On-call Maintenance and Repair Services consisting of <u>on-site</u> man hours for a technician in response to specific requests by the City \$ <u>85.00</u> per hr. x 100 hrs. =	\$ <u>8,500.00</u>
ITEM-3:	Unscheduled On-call Maintenance and Repair Services consisting of <u>on-site</u> man hours for a crew of two technicians or mechanics in response to specific requests by the City \$ <u>170.00</u> per hr. x 50 hrs. =	\$ <u>8,500.00</u>
ITEM-4:	Emergency Services consisting of <u>on-site</u> man hours for a technician in response to specific requests by the City \$ <u>142.25</u> per hr. x 50 hrs. =	\$ <u>7,112.50</u>

ITEM-5:	Emergency Services consisting of <u>on-site</u> man hours for a crew of two technician and/or mechanics in response to specific requests by the City \$ <u>284.50</u> per hr. x 50 hrs. =	\$ <u>14,225.00</u>
ITEM-6:	Unscheduled On-call Maintenance and Repair Services consisting of <u>on-site</u> man hours for a Pipe or Steam Fitter in response to specific requests by the City \$ <u>85.00</u> per hr. x 50 hrs. =	\$ <u>4,250.00</u>
ITEM-7:	Unscheduled On-call Maintenance and Repair Services consisting of <u>on-site</u> man hours for a crew of two pipe or steam fitters in response to specific requests by the City \$ <u>170.00</u> per hr. x 75 hrs. =	\$ <u>12,750.00</u>
ITEM-8:	Emergency Services consisting of <u>on-site</u> man hours for a Pipe or steam fitter in response to specific requests by the City \$ <u>142.25</u> per hr. x 50 hrs. =	\$ <u>7,112.50</u>
ITEM-9:	Emergency Services consisting of <u>on-site</u> man hours for a crew of two pipe or steam fitters in response to specific requests by the City \$ <u>284.50</u> per hr. x 50 hrs. =	\$ <u>14,225.00</u>
ITEM-10:	Working Foreman's Rate consisting of <u>on-site</u> man hours for a Single foreman when crew size exceeds four pipe or steam fitters in response to specific requests by the City \$ <u>87.00</u> per hr. x 20 hrs. =	\$ <u>1,740.00</u>
ITEM 11:	Spare Parts Allowance	\$15,000
ITEM 12:	Capital Improvement Allowance	\$200,000
TOTAL OF ITEMS 1 through 12 inclusive		\$ <u>324,465.00</u>

**NOTE:** The Basis of Award shall be made on Items 1 through 12 inclusive. However, Item No. 13 below must be completed with this proposal form and will be included in the Contract.

ITEM-13:	Certified Welder: Choose 13A or 13B, but not both. Enter "\$-0-" for the item not used in Item No. 13:	
ITEM -13A:	Cost to provide the certified welder on <u>your own staff</u> \$ <u>87.00</u> /Hr x 100 hours =	\$ <u>8,700.00</u>

ITEM -13B\*: Cost to provide a subcontracted certified welder, exclusive  
of the 10% markup \$ \_\_\_\_/Hr x 100 hours =

\$ 0

\*It is noted that the cost presented in ITEM 13B is subject to the 10% markup allowable in the Contract for subcontracted services. For the basis of comparison, however, the cost presented in ITEM 13B should not have any markup included.

Work under this Contract shall be completed with 365 days from award of the Contract.

The BIDDER acknowledges receipt of Addendum and or Addenda No. 1, No. 2,  
No. \_\_\_\_\_, prior to submitting a proposal on this Contract.

The BIDDER also agrees that all work required under this Contract is covered by the prices stated hereinbefore and that no other payments will be allowed. The BIDDER further states that his official address for receiving communications is as shown at the beginning of this Proposal.

**Submission of Bid must include proof of the Bidder's City of Wilmington Mechanical License from the City of Wilmington.**

FIRM: I.D. Griffith, Inc.  
ADDRESS: 735 S. Market St.  
CITY OF WILMINGTON  
MECHANICAL  
LICENSE NO. 56688  
CITY OF WILMINGTON  
BUSINESS LICENSE NO: 8896  
ATTEST:  
FEDERAL I.D. NO.: 510060238  
PER: PATRICK T JENNINGS  
Name (typed or printed)  
Service Manager  
TITLE:  
SIGNATURE:  
TELEPHONE NO: 302-656-8253  
FAX NO: 302-656-8268  
EMAIL: pjennings@idgriffith.com

**Contractor/Subcontractor  
Responsibility Certification**

**Contractors:**

The City of Wilmington Division of Procurement and Records must receive this executed form not later than at the time of bid submission. It may be submitted prior to bid submission for review.

**Subcontractors:**

Must submit this form to requesting contractor.

**CONTRACTOR/SUBCONTRACTOR RESPONSIBILITY CERTIFICATION  
FOR DEPARTMENT OF PUBLIC WORKS CONTRACTS  
VALUED AT MORE THAN \$100,000**

Name of Company: I.D. Griffith, Inc.

Address: 735 S. Market St. Wilmington, DE 19801

\_\_\_\_\_

\_\_\_\_\_

Contract/Project Name: \_\_\_\_\_

Contract Number: 21005WD

As a condition of performing "City work" (all building or construction work or projects of any kind or nature as provided in City Code Sec. 2-651) for the City of Wilmington, Delaware, contractors and subcontractors (hereinafter referred to as "Bidders") must meet certain responsible contractor requirements and qualifications specified in the Wilmington City Code, Chapter 2, Article VI, Division 6, Subdivision III (Sec. 2-561 et seq.). Pursuant thereto, the Company named above certifies the following:

**PLEASE INITIAL EACH ITEM TO INDICATE COMPLIANCE  
(Xs and check marks are *not* acceptable)**

PJS

1. The Bidder and its employees have all valid, effective licenses, registrations, or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to:

- a. do business in the City of Wilmington and the State of Delaware; and
- b. perform the contract work, including, but not limited to, licenses, registrations or certificates for any type of construction or maintenance trade work or specialty work which the Bidder proposes to self-perform.

PJS

2. The Bidder meets all:

- a. bonding requirements as required by the applicable law or contract specifications; and
- b. insurance requirements per applicable law or contract specifications, including general liability insurance, workers' compensation insurance, and unemployment insurance.

PJS

3. The Bidder has a satisfactory record of integrity in accordance with Sec. 2-537(4) of the City Code, which further states as follows:

The following provisions, while not exclusive, shall be sufficient to justify a finding of nonresponsibility:

- a. failure to pay taxes and fees due and owing to the City;
- b. a conviction of the contractor or a principal officer thereof for commission of a criminal offense, as incident to obtaining or attempting to obtain a public contract or in the performance of such contract;
- c. a conviction, of the contractor or principal officer thereof, under state or federal statutes, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a city contractor.

PJS

4. The Bidder has a satisfactory record of timely performance of City contracts in accordance with Sec. 2-537(3) of the City Code, which further states as follows:

Contractors who are seriously deficient in current contract performance, when the number of contracts and the extent of deficiency of each are considered, shall, in the absence of evidence to the contrary or circumstances properly beyond the control of the contractor, be presumed to be unable to meet this requirement. Past unsatisfactory performance due to failure to apply necessary



tenacity, or perseverance to do an acceptable job, shall be sufficient to justify a finding of nonresponsibility.

- PTJ 5. The Bidder has a satisfactory record of performance of contractual provisions in accordance with Sec. 2-537(5) of the City Code, which further states as follows:

Violation of contract provisions of a character which justify a finding of nonresponsibility include:

- a. deliberate failure without good cause to perform in accordance with the specifications provided in the contract;
- b. a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts;
- c. in particular, failure to comply with prevailing wage and related federal, state, and city requirements;

provided, however, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for a finding of nonresponsibility.

- PTJ 6. The Bidder has a satisfactory record of good faith efforts to achieve disadvantaged business enterprise participation in accordance with Sec. 2-537(8) of the City Code.

- PTJ 7. The Bidder has not been debarred or suspended by any federal, state or local government agency or authority in the past three years.

- PTJ 8. The Bidder has not defaulted on any project in the past three years.

- PTJ 9. The Bidder has not had any type of business, contracting or trade license, registration, or other certification revoked or suspended in the past three years.

- PTJ 10. The Bidder and its owners have not been convicted of any crime relating to the contracting business in the past ten years.

- PTJ 11. The Bidder has not at any time been found in violation of any federal, state or local prevailing wage law.

- PTJ 12. The Bidder has not within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, environmental laws or others, where the result of such violation was the payment

of a fine, back pay damages or any other type of penalty in the amount of \$1,000 or more.

PJS 13. The Bidder will pay all craft employees that it employs on the project the current wage rates and fringe benefits as required under applicable federal, state or local wage laws.

PJS 14. All craft labor that will be employed by the Bidder for the project have completed at least the OSHA 10 hour training course for safety established by the U. S. Department of Labor, Occupational Safety & Health Administration.

PJS 15. The Bidder will employ craft employees in all classifications and individual trades required to successfully perform the work related to the project.

PJS 16. The Bidder has participated in a Class A Apprenticeship Program for the past twelve months, at a minimum, for each separate trade or classification in which it employs craft employees and shall continue to participate in such program or programs for the duration of the project. The twelve month participation requirement may be waived during the first year of implementation of this Ordinance, provided that the firm is participating in a Class A Apprenticeship Program at the time it submits its bid and submits information showing that the construction craft workers it plans to use have adequate skills to successfully perform the project. Once the Ordinance has been in effect for twelve months, i.e., September 4, 2013, a waiver of this requirement will no longer be available.

- a. for purposes of this section, a Class A Apprenticeship Program is an apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journey person status for at least three of the past five years;
- b. to ensure compliance with this section, the Bidder shall provide, with this certification, a list of all trades or classifications of craft employees it will employ on the project and documentation verifying it participates in a Class A Apprenticeship Program for each trade or classification listed;
- c. in order to enhance the training of its workforce and to comply with this subsection, the firm must enroll a new person in a Class A Apprenticeship Program for each bid submitted to the City.

PJS 17. The Bidder shall make all reasonable best efforts to ensure that fifteen percent (15%) of the workforce hired for the project, especially with respect to new workers recruited and hired for the project, includes City of Wilmington residents. To ensure compliance with this section, the Bidder will also make residency information on its workforce available to the City upon request.

PTJ 18. The Bidder has all other technical qualifications and resources, including equipment, personnel and financial resources, to perform the referenced contract, or will obtain same through the use of qualified, responsible contractors.

PTJ 19. The Bidder acknowledges that within seven (7) calendar days following the date of receipt of Notice of Intent to Award Contract, it will provide a list of subcontractors it plans to utilize for services in the performance of the contract. The list must include a brief description of the subcontractor's scope of work. In addition, each subcontractor providing services equaling or exceeding \$100,000 must provide executed Subcontractor Responsibility Certifications containing information equivalent to that required for the Bidder in the Contractor Responsibility Certification. Note: Bidder must initial this item regardless of the value of the subcontract services.

PTJ 20. If at any time during the past five (5) years the Bidder has controlled or has been controlled by another corporation, partnership or other business entity operating in the construction industry, it will disclose such facts by attaching a detailed statement to its Contractor Responsibility Certification explaining the nature of the relationship.

PTJ 21. The Bidder acknowledges that it shall be required to provide appropriate documentation of the conditions specified in this Contractor/Subcontractor Responsibility Certification. The Bidder also understands that the City of Wilmington may request additional information or documents at any time as the City of Wilmington deems necessary to evaluate the responsibility of Bidder. Bidder agrees to provide such additional information or supporting documentation for this Certification.

PTJ 22. If a Bidder fails to provide the Contractor Responsibility Certification required by this section, the Bidder shall be disqualified from bidding the contract. If a Bidder fails to provide other information or documentation required by the City of Wilmington, it may be disqualified from being awarded the contract.

PTJ 23. The Bidder shall notify the City within seven days of any material changes to all matters attested to in this certification.

Under the penalty of perjury, the Bidder's authorized representative hereby certifies that all information included in the Contractor Responsibility Certification or otherwise submitted for purposes of determining the Bidder's status as a responsible contractor is true, complete and accurate and that he/she has knowledge and authority to verify the information in this certification or otherwise submitted on behalf of the Bidder by his or her signature below.

  
Authorized Signature

5-12-2020  
Date

Patrick T Jean ml 3  
Print Name

SERVICE MANAGER  
Title

  
Witness Signature

5/12/2020  
Date

PLEASE SUBMIT **SIGNED ORIGINAL** VERSION OF THIS FORM TO:

CITY OF WILMINGTON  
DEPARTMENT OF FINANCE, DIVISION OF PROCUREMENT  
LOUIS REDDING CITY COUNTY BUILDING  
800 N. FRENCH STREET, 5<sup>TH</sup> FLOOR  
WILMINGTON, DE019801

Questions regarding the this form can be sent to  
[procurement@wilmingtonde.gov](mailto:procurement@wilmingtonde.gov) or call 302.576.2423

## To Be Submitted with Bid

CONTRACT: 21005WD

FORM DBE-1  
(Rev. 10/09)

***Failure to submit this completed form will be cause for rejection of your proposal***

Bidder acknowledges that he has read the D.B.E. goal provisions of the City for this fiscal year and that bidder will expend the dollar amount of the contract for D.B.E. subcontractors through the use of the following disadvantaged business enterprises, subject to the certification by the City, as subcontractors and that Bidder has made good faith efforts\* as evidenced by its listing of disadvantaged businesses that were contacted as detailed herein and on the following pages. (Must be completely filled out.)

### CITY OF WILMINGTON DISADVANTAGED BUSINESS ENTERPRISE ("D.B.E.") SUBCONTRACTOR LISTING

D.B.E. Firm Name IRS Numbers	Mailing Address & Contact Number	Type of Service	Dollar Amount of Contract
Bristol Industrial Corporation	1010 River Rd, New Castle, DE 19720 302-322-1100	Material supply/ Electrical	**Contact did not get a quote back in time
JHP Industrial Supply Co., Inc	321 W Taylor St, Syracuse, NY 13202 315-422-0050	Industrial Equipment/ Product sales	** Contact did not respond to emails or return last message
Minority Contractors, inc.	2345 Bethel Ave, Pennsauken, NJ 08109 856-296-1647	Whole sale supplier	**Contact did not return phone calls
Total Dollar Amount to be Expended for Disadvantaged Business Enterprises	\$0		
Total Amount of Contract	\$324,465.00		
Percentage of Contract used for D.B.E.	0%		

 \_\_\_\_\_  
Name of Authorized Official of Bidder

 \_\_\_\_\_  
Title

I.D. Griffith, Inc.

Company

\*Good faith efforts shall be evidenced by listing each and every disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection, and estimated value of subcontract.

## To Be Submitted with Bid

CONTRACT: 21005WD

FORM DBE-2  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

DBE Firm Name/Address	Contact Person(s) Email or Phone Number	Dates Contacted Initially and in Follow Up Methods Used	Type of Subcontractor plus Estimated Value	Reason for Rejection (If Firm Not Used) (If Bid "Too High" Also Indicate Value)
1. Bristol Industrial Corporation 1010 River Rd, New Castle, DE 19720	Felicia Enuha 302-322-1100 fenuha@bristol-indcorp.com	5/6 2:28 pm Called 5/8 10:15am called 5/8 10:20am emailed 5/11 10:39am emailed	\$	**Felicia Enuha did state via email that they do not supply material needed. She did state that they could sub it out. Requested a cost but did not get a response.
2. JHP Industrial Supply Co., Inc 321 W Taylor St, Syracuse, NY 13202	Emanuel Henderson 315-422-0050 emo405@aol.com	5/6 3:44pm called 5/7 11:00am called 5/7 11:03am emailed 5/8 10:15am emailed	\$	**Contact did not respond to emails or return last message
3. Minority Contractors, Inc. 2345 Bethel Ave, Pennsauken, NJ 08109	Chris Gillis 856-296-1647	5/6 2:26pm called 5/8 10:21am called *Left voicemails. Did not receive a call back.	\$	**Contact did not return phone calls

Were advertisements placed in general circulation media, trade association publications, and DBE media interested in DBE participation? If so, state details of the advertisement. If not, state why not.

No due to time restraints

What efforts were made to use the services of organizations that provide assistance in recruitment and placement of DBEs?

Phone calls and emails were made to vendors on the DBE list.

We are also a self performing company.

The following are examples of actions that may not be used as justification by the contractor or bidder for failure to meet DBE participation goals:

1. Failure to contract with a DBE solely because the DBE was unable to provide performance and/or payment bonds.
2. Equipment idled by contract with DBE.
3. Rejection of a DBE because of its union or non-union status.

If more DBE firms have been contacted, please list with supplemental form(s) on additional pages.

Mayor's Office of Economic Development – SMBEO/DBE Office 12/2016

**To Be Submitted with Bid if DBE is not listed in City DBE Directory**

CONTRACT: 21005WD

FORM DBE-3  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS REGISTRATION VERIFICATION FORM**

1.	NAME: ** N/A - we did not contact a DBE vendor that was not on the City's DBE directory.**		
2.	ADDRESS:		
3.	PHONE:	PRODUCT OR SERVICE LINE:	
4.	TYPE OF FIRM: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		
5.	EMAIL:		
6.	DATE OF ORIGATION OF FIRM:	EMAIL:	
7.	BUSINESS LICENSES HELD:	City:	State: Other:
8.	DISADVANTAGED OWNERSHIP OF FIRM:		
	NAME	OWNERSHIP % OF FIRM	DISADVANTAGED BUSINESS
a.			
b.			
c.			
d.			
e.			
f.			
9.	NON-DISADVANTAGED OWNERSHIP OF FIRM:		
	NAME	OWNERSHIP % OF FIRM	
a.			
b.			
c.			
d.			
e.			
f.			
8.	I hereby certify that the information above is true and complete to the best of my knowledge and belief, and that I have been duly authorized to make this certification on behalf of the firm.		

Harold T Jenkins  
NAME (printed)  
5-12-20  
DATE

[Signature]  
SIGNATURE  
Service Manager  
TITLE

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
INFORMATION VERIFIED: \_\_\_\_\_

CONTRACT: 21005WD

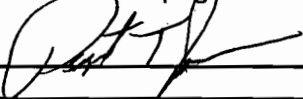
FORM DBE-5  
(Rev. 10/09)

*Failure to submit this completed form will be cause for rejection of your proposal*

**CITY OF WILMINGTON  
SUBCONTRACTOR LISTING**  
(Do not include DBE Firms to be utilized)

Subcontractor Name IRS Numbers	Mailing Address Contact Number or Email	Type of Service	Dollar Amount of Contract
No subcontractor needed			
Total Dollar Amount to Non-Disadvantaged Business Enterprises	\$0		
Total Amount of Contract	\$324,465.00		

Bidder acknowledges that he has identified all sub contractors that will be utilized as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract (use additional pages if necessary).



Name of Authorized Official of Bidder

I.D. Griffith, Inc.

Company

Service Manager

Title

5-12-20

Date



# CITY OF WILMINGTON - TRADE LICENSE

SEQUENCE NO.  
L910295

LICENSE NO.  
56688

CODE  
L007 - MECHANICAL

FEE PAID  
\$75.00

**2020**

EXPIRES: 12/31/2020

ISSUED BY

*Jeffrey J. Starkey*

DURYSKI, EDWARD D T/A ID GRIFFITH, INC.  
MECH 446  
130 LANDIS WAY NORTH  
WILMINGTON, DE 19803

COMMISSIONER  
DEPARTMENT OF LICENSES & INSPECTIONS

THIS LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE

LICENSE NO. **HM-0000294**

**STATE OF DELAWARE**  
DIVISION OF PROFESSIONAL REGULATION  
861 Silver Lake Blvd.  
Cannon Building, Suite 203  
Dover, DE 19904-2467

NOT TRANSFERABLE

PROFESSION: **Master HVACR**

EXPIRATION DATE: **10/31/2020**

ISSUED TO: **Jay F. Atkinson**

MAILING ADDRESS

**Jay F. Atkinson  
105 Fox Brook Dr.  
Landenberg PA 19350**

**PROFESSIONAL LICENSE**

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSEE SIGNATURE

**611970**



*Department of State*  
**Division of Professional Regulation**  
*Our mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare.*

**Online Services**

The Division of Professional Regulation is proud of our professional and responsive customer service. Visit our web site at [www.dpr.delaware.gov](http://www.dpr.delaware.gov) for essential reference information and 24/7 access to online license services.

To sign up for online license services, you will need this Registration Code.

Your Registration Code is: **51572472**

To receive renewal notices and other critical information, be sure to keep your professional license contact information up-to-date. Go to [www.dpr.delaware.gov](http://www.dpr.delaware.gov) and click Online Services for Licensees.

Can't find what you need online? Send an email to [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) and let us know what you need.

**STATE OF DELAWARE**  
DIVISION OF PROFESSIONAL REGULATION  
**PROFESSIONAL LICENSE**

FESSION: **Master HVACR**  
NSE NO. **HM-0000294**  
RATION DATE: **10/31/2020**  
ED TO: **Jay F. Atkinson**

**THIS IS YOUR LICENSE CARD.**  
← **CUT THIS PORTION TO**  
**FIT IN YOUR WALLET.**

SEE SIGNATURE

NOT TRANSFERABLE

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

S04244-02 1/03

LICENSE NO. **HM-0000294**

**STATE OF DELAWARE**  
DIVISION OF PROFESSIONAL REGULATION  
861 Silver Lake Blvd.  
Cannon Building, Suite 203  
Dover, DE 19904-2467

NOT TRANSFERABLE

PROFESSION: **Master HVACR**

EXPIRATION DATE: **10/31/2020**

ISSUED TO: **Jay F. Atkinson**

MAILING ADDRESS

**Jay F. Atkinson  
105 Fox Brook Dr.  
Landenberg PA 19350**

**PROFESSIONAL LICENSE**

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS DOCUMENT IS ONLY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSEE SIGNATURE

**611970**



*Department of State*  
**Division of Professional Regulation**

*Our mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare.*

**Online Services**

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**STATE OF DELAWARE**  
DIVISION OF PROFESSIONAL REGULATION  
**PROFESSIONAL LICENSE**

FESSION: **Master HVACR**  
NSE NO. **HM-0000294**  
RATION DATE: **10/31/2020**  
ED TO: **Jay F. Atkinson**

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SEE SIGNATURE

NOT TRANSFERABLE

IS CERTIFIED THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS DOCUMENT IS ONLY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

S04244-02 1/03

January 8, 2020

I D GRIFFITH INC  
735 S MARKET ST  
WILMINGTON, DE 19801-5238

**New Castle County**  
**Department of Land Use - Licensing Division**  
87 Reads Way  
New Castle, DE 19720

This certifies that the company named is  
licensed as a contractor under the laws  
of New Castle County.



Issued To: I D GRIFFITH INC

**License Expires December 31, 2020**

**License No. JATKIN**

**CONTRACTOR LICENSE WITH PERMIT ENDORSEMENT**

This license holder has obtained a permit contractor endorsement in the category of Utility Contractor to perform work where a permit may be required.

**New Castle County**  
**Department of Land Use - Licensing Division**  
**CONTRACTOR LICENSE WITH PERMIT ENDORSEMENT**

License No. **JATKIN**

Expiration Date: **December 31, 2020**

Issued To: **I D GRIFFITH INC**



This license holder has obtained a permit contractor  
endorsement in the category of Utility Contractor to  
perform work where a permit may be required.

**THIS IS YOUR LICENSE CARD.**  
**CUT THIS PORTION TO FIT IN**  
**YOUR WALLET.**

PLEASE NOTE: With the adoption of the 2018 International Codes, additional amendments were made to Chapter Six of the New Castle County Code. Specifically, Section 6.03.001(A)(7) now requires all licensed contractors to indicate the license type and number on their service vehicles in lettering at least three inches tall. For more information, a copy of Chapter Six can be obtained from the Department of Land Use and also accessed at [www.nccdelu.org](http://www.nccdelu.org).

LICENSE NO.

PL-0002149

STATE OF DELAWARE

DIVISION OF PROFESSIONAL REGULATION

861 Silver Lake Blvd.  
Cannon Building, Suite 203  
Dover, DE 19904-2467

NOT TRANSFERABLE

PROFESSION: Master Plumber

EXPIRATION DATE: 10/31/2020

ISSUED TO: Jay F. Atkinson

MAILING ADDRESS

Jay F. Atkinson  
105 Fox Brook Dr.  
Landenberg PA 19350

PROFESSIONAL LICENSE

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO  
CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS  
DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSEE SIGNATURE

611908



Department of State  
Division of Professional Regulation

*Our mission is to credential qualified professionals to ensure the protection of  
the public's health, safety, and welfare.*

Online Services

The Division of Professional Regulation is proud of our professional and responsive customer service. Visit our web site at [www.dpr.delaware.gov](http://www.dpr.delaware.gov) for essential reference information and 24/7 access to online license services.

To sign up for online license services, you will need this Registration Code.

Your Registration Code is: 5L572472

To receive renewal notices and other critical information, be sure to keep your professional license contact information up-to-date. Go to [www.dpr.delaware.gov](http://www.dpr.delaware.gov) and click Online Services for Licensees.

Can't find what you need online? Send an email to [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) and let us know what you need.

STATE OF DELAWARE  
DIVISION OF PROFESSIONAL REGULATION  
PROFESSIONAL LICENSE

PROFESSION: Master Plumber  
LICENSE NO. PL-0002149  
EXPIRATION DATE: 10/31/2020  
ISSUED TO: Jay F. Atkinson

THIS IS YOUR LICENSE CARD.  
CUT THIS PORTION TO  
FIT IN YOUR WALLET.

LICENSEE SIGNATURE

NOT TRANSFERABLE

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION  
INDICATED ABOVE. THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

S04244-02 1/03



**DEPARTMENT OF PUBLIC WORKS**  
**WATER DIVISION**

**MEMORANDUM**

**TO:** Phil Ceresini  
Purchasing Agent  
Division of Procurement and Records

**FROM:** Samuel A. Baise Jr.  
Contracts & Maintenance Supervisor  
Public Works Department

**DATE:** June 5, 2020

**Re:** Contract 21005WD – Boiler Inspection and Maintenance Services  
Recommendation of Award

We have reviewed the proposals for the subject specification and tabulate them as follows:

<u>Bidder</u>	<u>Grand Total</u>
I.D. Griffith, Inc.	\$ 324,465.00
Bradley-Sciocchetti, Inc.	\$ 330,010.00
Diamond Mechanical, Inc.	\$ 335,115.00
Summit Mechanical, Inc.	\$ 340,600.00

Our recommendation is to award this contract to the apparent low bidder, I.D. Griffith, Inc. for the amount shown above. We have reviewed their response to the RFP for Contract 21005WD, and they appear to meet the specification.

**APPROVED:**

A handwritten signature in black ink, appearing to be "Kelly Williams", is written over a horizontal line.

For Kelly Williams  
COMMISSIONER OF PUBLIC WORKS

cc: Vince Carroccia, Deputy Commissioner  
Chris Oh, Water Services Director  
Joe Dellose, Contracts & Maintenance Supervisor  
Manuel Parada, Parada Construction Services, LLC

## CERTIFICATE OF AWARD OF CONTRACT

I hereby certify that Contract No. 21005WD is on this 5th of June 2020 awarded to I.D. Griffith, Inc in the amount of \$324,465.00 as per Proposal dated 5/11/20 and that this award is made in compliance with Wilm. Code (Charter), Section 8-200, to wit:

1. Plans and specifications for the work, supplies, or materials were filed with the Department of Finance, Division of Procurement and Records for public inspection on 3/24/20.
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 3/24/20 & 3/31/20 stated that bids would be opened at 3:00 p.m. on 4/21/20\*
3. All sealed bids received were publicly opened in the office of the Department of Finance, Division of Procurement and Records in the presence of the City Auditor and Department not represented desiring to make the purchase at 3:00 p.m. on 5/12/20. Other persons present at the opening of the bids were: Phil Ceresini & Tamara Thompson
4. Bids were submitted by the following contractors in the following amounts:

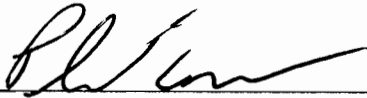
Contractor	Address	Date of Bid	Amount
I.D. Griffith, Inc	Wilmington DE	5/12/20	\$324,465.00
Bradley-Sciocchetti, Inc	Merchantville, NJ	5/12/20	\$330,010.00
Diamond Mechanical, Inc	Dover, DE	5/12/20	\$335,115.00
Summit Mechanical, Inc	Bear, DE	5/12/20	\$340,600.00

\*Date changed 5/12/20 per Addendum 2

5. City License Number \_\_\_\_\_

6. Upon recommendation of Department of Public Works and after due consideration, I determined that the contractor to whom this award is made was the lowest responsible bidder. In support of this determination I have received the following written recommendations, which are on file at my office:

<u>Author</u>	<u>Employment Position</u>	<u>Date</u>
Kelly Williams	Commissioner of Public Works	6/5/20

  
\_\_\_\_\_  
Department of Finance, Division of Procurement

I.D. Griffith, Inc.

Certified Copy of Resolutions

I, the undersigned, Secretary of I.D. Griffith, Inc. a Delaware Corporation, hereby certify that the following Resolutions excerpted from the Minutes of the Corporation were duly adopted by unanimous consent of the Board of Directors of the Corporation on the 30<sup>th</sup> day of June 2020.

Resolved, that the President, Vice President, Director of Operations, Treasurer and Secretary of this Corporation be and he hereby is authorized to execute and deliver on behalf of this Corporation a contract and other contract of Finance, 21005WD Boiler and Inspections and Maintenance Services for the contract price of \$324,465.00; and

Further resolved that the Secretary of this Corporation be and she hereby is authorized to attest to the said contract and other documents.

I, further certify that the foregoing Resolutions have not been rescinded or modified and remain in full force and effect.

I further certify that the following are the names of all officers qualified to sign for the Corporation:

President

David Zarrilli

Vice President

Treasurer

Richard Murphy

Secretary

Christine Lencki

Assistant Secretary

In witness whereof, I have hereunto set my hand and the seal of the Corporation this 1<sup>st</sup> day of July 2020

CKZ

Secretary Signature



# Delaware

The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY THAT "I. D. GRIFFITH, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE NOT HAVING BEEN CANCELLED OR DISSOLVED SO FAR AS THE RECORDS OF THIS OFFICE SHOW AND IS DULY AUTHORIZED TO TRANSACT BUSINESS.

THE FOLLOWING DOCUMENTS HAVE BEEN FILED:

CERTIFICATE OF INCORPORATION, FILED THE SECOND DAY OF JULY, A.D. 1947, AT 9 O'CLOCK A.M.

CERTIFICATE OF CHANGE OF REGISTERED AGENT, FILED THE TENTH DAY OF JANUARY, A.D. 1956, AT 9 O'CLOCK A.M.

CERTIFICATE OF AMENDMENT, FILED THE FOURTH DAY OF DECEMBER, A.D. 1969, AT 9 O'CLOCK A.M.

CERTIFICATE OF AMENDMENT, FILED THE SIXTH DAY OF FEBRUARY, A.D. 1973, AT 9 O'CLOCK A.M.

CERTIFICATE OF REVIVAL, FILED THE TWENTIETH DAY OF DECEMBER, A.D. 1983, AT 9 O'CLOCK A.M.

CERTIFICATE OF MERGER, FILED THE TWENTY-SIXTH DAY OF NOVEMBER, A.D. 1986, AT 9 O'CLOCK A.M.



414715 8310

SR# 20206303405

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

A handwritten signature in black ink, appearing to read "JBULLOCK", is written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Jeffrey W. Bullock, Secretary of State

Authentication: 203310292

Date: 07-20-20

# Delaware

The First State

Page 2

AND I DO HEREBY FURTHER CERTIFY THAT THE EFFECTIVE DATE OF THE AFORESAID CERTIFICATE OF MERGER IS THE FIRST DAY OF DECEMBER, A.D. 1986.

CERTIFICATE OF AMENDMENT, FILED THE FIFTH DAY OF OCTOBER, A.D. 2018, AT 3:09 O'CLOCK P.M.

AND I DO HEREBY FURTHER CERTIFY THAT THE AFORESAID CERTIFICATES ARE THE ONLY CERTIFICATES ON RECORD OF THE AFORESAID CORPORATION, "I. D. GRIFFITH, INC.".

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL REPORTS HAVE BEEN FILED TO DATE.

AND I DO HEREBY FURTHER CERTIFY THAT THE FRANCHISE TAXES HAVE BEEN PAID TO DATE.



414715 8310

SR# 20206303405

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

A handwritten signature in black ink, appearing to read "JBullock", is written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Authentication: 203310292

Date: 07-20-20



IDGRI-1

OP ID: AH

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> L & W Insurance Agency P.O. Box 918 Dover, DE 19903 David Sciortino		<b>302-674-3500</b>		<b>CONTACT NAME:</b> David Sciortino	
				<b>PHONE (A/C, No, Ext):</b> 302-674-3500	
				<b>FAX (A/C, No):</b> 302-674-2909	
				<b>E-MAIL ADDRESS:</b>	
				<b>INSURER(S) AFFORDING COVERAGE</b>	
				<b>INSURER A:</b> Cincinnati Insurance Companies	
				<b>INSURER B:</b> Berkley Assurance Co	
				<b>INSURER C:</b> Travelers	
				<b>INSURER D:</b>	
				<b>INSURER E:</b>	
				<b>INSURER F:</b>	

**INSURED**  
ID Griffith, Inc.  
735 S Market St  
Wilmington, DE 19801

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EPP0471906	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000
B	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			FEIECC18285-04	01/01/2020	01/01/2021	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Pollution Liab						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Pollution \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			EBA0471906	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			EPP0471906	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10000						\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			EW0454057	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	<input checked="" type="checkbox"/> Equipment Floater			EPP0471906	01/01/2020	01/01/2021	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> Fidelity/Crime			106345324	01/01/2020	01/01/2021	Leased Eq 475,000
							Fidelity 1,000,000

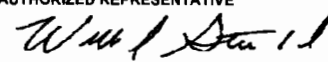
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 21005WD Boiler Inspection & Maintenance Services

City of Wilmington is an additional insured as their interests may appear with respect to commercial general liability.

## CERTIFICATE HOLDER

## CANCELLATION

<b>CITYO-3</b>  City of Wilmington 800 French St Wilmington, DE 19801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

ACORD 25 (2016/03)

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--- - - C O N T R A C T -----

THIS AGREEMENT made the 30th day of June in the year **Two Thousand Twenty** and between the City of Wilmington, a municipal corporation of the State of Delaware, acting through the agency of the Department of Finance, Division of Procurement and Records, party of the first part (hereinafter designated the Owner), and **I.D. Griffith, Inc** party of the second part (hereinafter designated the Contractors)

**WITNESSETH**, that the Contractor, in consideration of agreements herein made by the Owner, agrees with the Owner as follows:

Article 1. The Contractor shall and will furnish and deliver per specifications, on contract **21005WD "BOILER INSPECTION & MAINTENANCE SERVICES"** for the **Department of Public Works** in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date **3/24/20 & 3/31/20** and specifications identified as Contract No. **21005WD** and by the signatures of the parties hereto, are, together with the said Advertisement for Bids, Instructions to Bidders, Forms of Proposal, and/or other documents pertinent thereto, hereby acknowledge and incorporated into these presents and are to be taken as a part of this Contract.

Article 2. It is understood and agreed by and between the parties hereto that the amount of this Contract is in the amount of **Three Hundred Twenty-Four Thousand, Four Hundred Sixty-Five---Dollars and 00/100 (\$324,465.00)** as per Proposal dated **5/11/20** to the Department of Finance, Division of Procurement and Records.

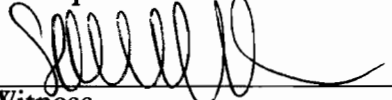
Article 3. In the performance of this Contract, the parties agree that they shall not discriminate or harass, or permit discrimination or harassment, against any person because of age sex, marital status, race, religion, color, national origin or sexual orientation.

Article 4. This Agreement shall bind the heirs, executors, administrators, successors and assigns to the respective parties hereto.

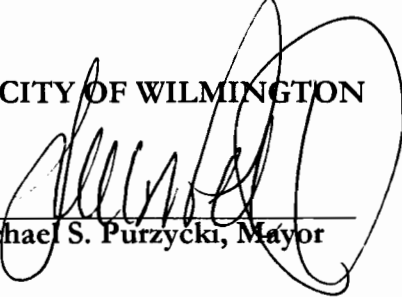
In witness whereof the party of the first part has, by recommendation of the **Commissioner of Public Works**, caused the hand of **Michael S. Purzycki**, Mayor, and the corporate seal of the City of Wilmington, attested by the City Clerk, to be hereunto affixed; and the party of the second part has caused the hand of its' President, (or his authorized representative) and its' corporate seal, attested by the Secretary or assistant Secretary, to be hereunto affixed.

Dated the day and year first above written in the City of Wilmington, County of New Castle, State of Delaware.

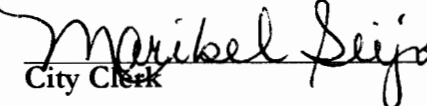
Signed, Sealed and delivered  
in the presence of:

  
Witness

THE CITY OF WILMINGTON


By:   
Michael S. Purzycki, Mayor

ATTEST:

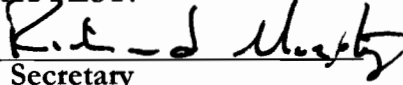
  
City Clerk

I.D. Griffith, Inc

  
Witness

By:   
President (Seal)  
Director of Operations

ATTEST:

  
Secretary