

AN ORDINANCE TO AUTHORIZE AND APPROVE TWO ONE-YEAR EXTENSIONS OF CONTRACT 23001WD (HVAC & RELATED SYSTEMS INSPECTION AND MAINTENANCE) BETWEEN THE CITY OF WILMINGTON AND SUMMIT MECHANICAL, INC.

#0245

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 23001WD “HVAC & Related Systems Inspection and Maintenance” (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 Summit Mechanical, Inc., the lowest responsible bidder; and

WHEREAS, the term of the Contract is for the period from approximately July 1, 2022 through June 30, 2023, at an estimated price of One Hundred Four Thousand Five Hundred Sixty-Five Dollars (\$104,565.00), with the possibility of two (2) extensions of one (1) year thereafter at the City’s discretion, with a potential price adjustment for each extension based upon the Consumer Price Index for the Philadelphia/Wilmington Metropolitan Area; 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 23001WD “HVAC & Related Systems Inspection and Maintenance” between the City of Wilmington and Summit Mechanical, Inc., a copy of which Contract, in substantial form, is attached hereto as Exhibit “A”, at an estimated price of One Hundred Four Thousand Five Hundred Sixty-Five Dollars (\$104,565.00) per extension, with the possibility of a price adjustment for each extension based upon the Consumer Price Index for the Philadelphia/Wilmington Metropolitan Area, are hereby approved, and the Mayor, or his designee, is hereby authorized to exercise the City’s options, as well as to 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.....November 3, 2022
Second Reading.....November 3, 2022
Third Reading.....

Passed by City Council,

President of City Council

ATTEST: _____
City Clerk

Approved this ____ day of _____, 2022.

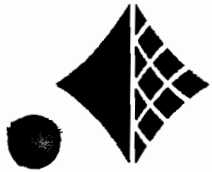
Mayor

SYNOPSIS: This Ordinance authorizes the City to exercise two (2) one-year extension options for Contract 23001WD “HVAC & Related Systems Inspection and Maintenance” with Summit Mechanical, Inc.

FISCAL IMPACT STATEMENT: The fiscal impact of this Ordinance is two (2) one-year contract extensions at an estimated price of One Hundred Four Thousand Five Hundred Sixty-Five Dollars (\$104,565.00) per extension, with the possibility of a price adjustment for each extension based upon the Consumer Price Index for the Philadelphia/Wilmington Metropolitan Area.

W0118934

EXHIBIT A



The News Journal
Media Group

A GANNETT COMPANY

Street Address:
950 West Basin Road
New Castle, DE 19720

(302) 324-2500
(800) 235-9100

Mailing Address:
P.O. Box 15505
Wilmington, DE 19850

Legal Desk:
(302) 324-2676
Legal Fax:
302 324-2249

SD CITY WILM PURCHASING DIV
800 N FRENCH ST FL 5

WILMINGTON, DE 19801

DE,

AFFIDAVIT OF PUBLICATION

State of Delaware

New Castle County

Personally appeared **The News Journal**

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

03/24/22, 03/31/22 A.D 2022

Melanie Altz

Sworn and subscribed before me, this 31 day of March,
2022

Linda Kennedy

Ad Number: 0005183702

Legal notification printed at larger size for affidavit.



Ad Number: 0005183702

Run Dates: 03/24/22, 03/31/22

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

23001WD – HVAC & RELATED SYSTEMS INSPECTION & MAINTENANCE

--and--

23002WD – BOILER INSPECTION & MAINTENANCE SERVICES

Bids Due: Thursday, April 14, 2022, at 3:00 p.m., to the Procurement Division, 5th Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801. **Bids can also be left in the drop box marked "PROCUREMENT" located on the first floor in front of the guard station.**

Bid opening: Zoom Meeting, Time: April 14, 2022, 3:00 PM
<https://zoom.us/j/93857744197?pwd=QUdJdDR1MU94ZzBnVGNxNHdkNEhiZz09>
Meeting ID: 938 5774 4197 Passcode: u5x6Jk

Plans and Specifications may be obtained by email to
procurement@wilmingtonde.gov

Philip Ceresini
Purchasing Agent II
Division of Procurement and Records
Department of Finance

pceresini@wilmingtonde.gov
www.wilmingtonde.gov

3/24, 3/31-NJ

0005183702-01

INSTRUCTIONS TO BIDDERS

1. Bids on **City Contract 23001WD – HVAC & RELATED SYSTEMS INSPECTION & MAINTENANCE** will be publicly opened and read aloud in the 5th Floor Finance Conference Room, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801 by **3:00 PM on April 14, 2022**. **Bids can also be left in the drop box marked “PROCUREMENT” located on the first floor in front of the guard station.**

The building is still closed to the public so the bid opening will be visible as a Zoom Meeting.

Link: <https://zoom.us/j/93857744197?pwd=QUdJdDR1MU94ZzBnVGNxNHdkNEhiZz09>

Meeting ID: 938 5774 4197 Passcode: u5x6Jk

2. Proposals must be in triplicate, sealed in an envelope, and the envelope endorsed "**Bid for City Contract 23001WD – HVAC & RELATED SYSTEMS INSPECTION & MAINTENANCE**" and addressed to the Department of Finance, Division of Procurement and Records, 5th 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.

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). 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. 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

**HVAC AND RELATED SYSTEMS INSPECTION AND
MAINTENANCE SERVICES**

CONTRACT NO. 23001 WD

MARCH 2022

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

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

for

**HVAC AND RELATED SYSTEMS INSPECTION AND
MAINTENANCE SERVICES**

CONTRACT NO. 23001 WD

MARCH 2022

Prepared by:

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

215-687-6219 - cell

**WILMINGTON, DELAWARE
DEPARTMENT OF PUBLIC WORKS**

HVAC AND RELATED SYSTEMS INSPECTION AND MAINTENANCE SERVICES

Contract No. 23001WD

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page</u>
<u>DIVISION 0 - CONTRACT CONDITIONS</u>		
BP	Bidding Procedures	BP-1 to BP-5
GC	General Conditions	GC-1 to GC-19
DB	Disadvantaged Business Program	1 to 11
	Prevailing Wage Rates	1
<u>DIVISION 1 – SUMMARY OF WORK</u>		
1000	Summary of Work	1000-1 to 1000-8
<u>DIVISION 2 – MAINTENANCE</u>		
2000	Maintenance Services	2000-1 to 2000-8
<u>ATTACHMENTS</u>		
Appendix A	List of Facilities and Equipment	
Attachment 1	Proposal Form	PF-1 to PF-3
	Responsible Contractor Certification	6 Pages

**Attachment 1
Proposal Form**

CITY OF WILMINGTON



**GENERAL CONDITIONS
FOR
CONSTRUCTION CONTRACTS**



INDEX

	<u>PAGE</u>
ACCESS TO WORK.....	GC-14
ALTERATION OF PLANS OR OF CHARACTER OF WORK.....	GC-17
ANNULMENT OF CONTRACT	GC-8
AUTHORITY AND DUTIES OF INSPECTORS	GC-7
AUTHORITY OF ENGINEER	GC-7
AVAILABILITY OF FUNDING.....	BP-5
AWARD AND EXECUTION OF CONTRACT	BP-5
AWARD AS AN ENTIRETY	BP-4
CLAIMS TO BE MADE PROMPTLY	GC-11
CLEANING UP	GC-8
COMMENCEMENT OF WORK	BP-4
COMPENSATION AND LIABILITY INSURANCE.....	GC-1
CONDITIONAL ACCEPTANCE.....	GC-12
CONTRACTOR'S EXPENSE	GC-13
CONTRACTOR'S RESPONSIBILITY FOR WORK	GC-6
COOPERATION OF CONTRACTOR AND REPRESENTATIVE	GC-5
DAMAGE TO UTILITIES	GC-6
DEFECTIVE MATERIALS AND WORK.....	GC-7
DEFINITIONS OF TERMS	BP-1
DELINQUENT TAXES, ETC.....	GC-18
DELIVERY AND OPENING OF PROPOSALS.....	BP-3
DIMENSIONS AND LEVELS.....	GC-18
EMPLOYEES AND EQUIPMENT.....	GC-4
ENGINEER MAY INCREASE OR DECREASE QUANTITIES	GC-2
ESTIMATED QUANTITIES.....	BP-1
EXECUTION OF CONTRACT.....	BP-4
EXTENSION OF TIME	GC-4
EXTRA WORK	GC-2
EXTRA WORK A PART OF THE CONTRACT.....	GC-11
FAILURE TO EXECUTE CONTRACT	BP-4
FAILURE TO REMOVE AND RENEW DEFECTIVE MATERIALS AND WORK	GC-8
FAMILIARITY WITH LAWS, ETC.	BP-2
FAMILIARITY WITH PROPOSED WORK.....	BP-2
FINAL ACCEPTANCE OF PAYMENT	GC-12
FORCE ACCOUNT WORK	GC-3
GUARANTEE	GC-14
HOURS OF LABOR	GC-14
INDEMNIFICATION OF THE CITY	GC-1
INSPECTION OF MATERIALS AND WORK.....	GC-7
INTERPRETATIONS OF ADDENDUM	BP-3
INTERPRETATION OF PLANS, ETC.....	GC-17
IRREGULAR PROPOSALS.....	BP-2
LAST PAYMENT TO TERMINATE LIABILITY OF THE OWNER.....	GC-13
LAWS TO BE OBSERVED.....	GC-5

	<u>PAGE</u>
LEGAL ADDRESS.....	GC-13
LIABILITY OF CONTRACTOR.....	GC-1
MAINTENANCE OF TRAFFIC.....	GC-6
MAINTENANCE, REPAIRS, ETC., AFTER COMPLETION.....	GC-18
MATERIAL SAMPLES.....	BP-4
MATERIALS AND WORK NOT PAID FOR BY THE CONTRACTOR.....	GC-9
MEASUREMENT OF QUANTITIES.....	GC-9
NIGHT, WEEKEND, AND CITY HOLIDAY WORK.....	GC-13
NO ESTOPPEL OR WAIVER OF LEGAL RIGHTS.....	GC-10
NO LIMITATION OF LIABILITY.....	GC-13
PARTIAL PAYMENT.....	GC-12
PATENTS.....	GC-2
PAYMENTS MAY BE WITHHELD.....	GC-12
PERMITS, LICENSES, CHARGES, AND NOTICES.....	GC-2
PLANS AND SPECIFICATIONS FURNISHED TO CONTRACTOR.....	GC-17
PLANS, ETC., TO BE FOLLOWED.....	GC-17
PROPOSAL FORM.....	BP-2
PROSECUTION OF WORK.....	GC-4
PUBLIC CONVENIENCE AND SAFETY.....	GC-5
QUALIFICATIONS FOR BIDDERS.....	BP-3
QUALITY OF MATERIALS AND WORKMANSHIP.....	GC-18
REMEDIES CUMULATIVE.....	GC-13
RIGHT TO REJECT BIDS.....	BP-3
SANITARY PROVISIONS.....	GC-5
SCOPE OF PAYMENT.....	GC-11
SCOPE OF WORK.....	GC-2
STORAGE OF MATERIALS.....	GC-18
STRIKES, ETC.....	GC-14
SUBCONTRACTORS.....	GC-10
SUPERVISION BY ENGINEER.....	GC-7
TEMPORARY SUSPENSION OF WORK.....	GC-8
TEST OF SAMPLES OF MATERIALS.....	GC-17
UNAUTHORIZED WORK.....	GC-4
UNRESPONSIVE OR UNBALANCED BIDS.....	BP-2
WAGES PAYABLE UNDER MUNICIPAL CONTRACTS, ETC.....	GC-15
WATER SUPPLY.....	GC-5
WITHDRAWAL OF PROPOSALS.....	BP-3

ATTACHMENTS

CITY OF WILMINGTON – DBE PROGRAM AND BIDDERS REQUIREMENTS

Mayor’s Office of Economic Development – SMBEO/DBE Office 1/2010..... 1 - 12

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:

"City"	The City of Wilmington
"Owner"	The City of Wilmington
"Director"	The Director or Commissioner of the Department of the "City" for which the work is being done or his duly authorized representative.
"Manager"	The Manager, Department of Finance, Division of Procurement and Records.
"Contractor"	Party of the second part of the contract, acting directly or through his agents or employees.
"Work"	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.
"Engineer"	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 or 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, 3rd Floor, Wilmington, DE 19801
(302) 576-2121 (Office) • (302) 571-4326 (Fax)
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: smbeo@wilmingtonde.gov

Phone: (302) 576-2121

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

*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**

D.B.E. Firm Name IRS Numbers	Mailing Address & Contact Number	Type of Service	Dollar Amount of Contract
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	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 "To 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 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.		

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, 3rd 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

Office Use Only (Prime) Payment Received: _____ Amount: _____ Date: _____ Payment Received: _____ Amount: _____ Date: _____
--

City of Wilmington
Contract Compliance Officer's Name

Date

City of Wilmington
Contract Compliance Officer's Signature

Date

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)

Subcontractor Name IRS Numbers	Mailing Address Contact Number or Email	Type of Service	Dollar Amount of Contract
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) 761-8327

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 15, 2022

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	25.81	31.79	46.27
BOILERMAKERS	77.28	39.21	57.64
BRICKLAYERS	61.64	61.64	61.64
CARPENTERS	58.31	58.31	46.55
CEMENT FINISHERS	81.52	57.97	25.02
ELECTRICAL LINE WORKERS	51.33	44.02	33.56
ELECTRICIANS	76.72	76.72	76.72
ELEVATOR CONSTRUCTORS	106.08	72.81	92.00
GLAZIERS	80.05	80.05	63.96
INSULATORS	63.53	63.53	63.53
IRON WORKERS	72.06	72.06	72.06
LABORERS	51.90	51.90	51.90
MILLWRIGHTS	80.13	80.13	64.33
PAINTERS	56.20	56.20	56.20
PILEDRIVERS	81.87	44.43	35.93
PLASTERERS	33.69	33.69	24.97
PLUMBERS/PIPEFITTERS/STEAMFITTERS	74.05	71.65	65.81
POWER EQUIPMENT OPERATORS	77.29	77.29	77.29
ROOFERS-COMPOSITION	27.98	28.10	27.25
ROOFERS-SHINGLE/SLATE/TILE	20.76	24.69	19.42
SHEET METAL WORKERS	80.03	80.03	80.03
SOFT FLOOR LAYERS	56.81	56.81	56.81
SPRINKLER FITTERS	65.57	65.57	65.57
TERRAZZO/MARBLE/TILE FNRS	69.16	69.16	70.74
TERRAZZO/MARBLE/TILE STRS	76.82	76.82	78.45
TRUCK DRIVERS	49.14	30.97	24.11

CERTIFIED: 03/15/2022

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) 761-8327.

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 heating, air conditioning, ventilation, and related systems such as hot water heaters and equipment included in Section 2000, Subsection 1.06, located at the following sites:

- Brandywine Filtration Plant Complex
- Brandywine Pumping Station
- Brandywine Screen House
- Waterworks Center
- Porter Filtration Plant
- Porter Meter Building
- Porter Sludge Building
- Porter Chemical Building
- Alapocas Pump Station
- Cool Spring Pump Station
- Cool Spring Gate House
- Cool Spring Fountain Pit
- Foulk Road Pump Station
- New Castle Ave Pump Station
- Kennett Pike Pump Station
- Hillcrest Pump Station
- Wills Pumping Station
- Hoopes Pumping Station

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 unit heaters, radiators, and related non-boiler systems; air conditioning units; heat pumps; ventilation; dehumidification equipment; hot water boilers and related equipment as described in Appendix A. 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

(7:00 Am – 4:00 PM). 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 Air Conditioning, Heating, Plumbing, and Mechanical Refrigeration Contractors must be licensed by the Chief Plumbing Inspector in the City's Department of Licenses and Inspections. Successful completion of a trade test is required prior to obtaining these licenses. **Proof of licensure must be submitted with Bid.**
- B. The Contractor shall have experience with steam and electric unit heaters, split unit heat pumps, air conditioning units, BAC systems, 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. Have experience with unit heater rebuilding and refurbishing.
 - 3. 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.

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 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.

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, 2023, 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 ten 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 of 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.

Wage Rates for the various trades will be paid for in accordance with the proposed rate shown on the Proposal Form (Items 2 through 7). However, all workers employed in the execution of this Contract are subject to the Current Prevailing Wage Rate Determination from the State of Delaware. It is noted that the prevailing wage rates are the minimum rates that must be paid to workers in each classification and may not necessarily be reflected in the Proposal Form since non-billable time may adjust the proposed pricing among other factors.

It is recognized that the Contractor shall apply the worker classification most appropriate to the worker employed in each task, such as Boilermakers, Electricians, Plumbers/Pipefitters/Steamfitters, or Sheet Metal Workers. Specific to the ATC Technician, the Steamfitter Journeyman rate shall be used as the minimum prevailing wage rate. Please note that all work is to be performed at the New Castle County Rates.

- 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 seven 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 (3) months or four (4) 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 per 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.
- 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, ventilating, air conditioning, and related equipment as described in Section 2000. Please note that only the on-site hours actually used can be charged. Bidders per hour rate should reflect all ancillary items. Deep Cleaning of air handlers and ductless systems using specialized cleaning kits is excluded from this line item and should be included in Item No. 8 on the Proposal Form.
- 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 specifically for ATC work. 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 of the Proposal is for the Deep Cleaning of the Air Handlers and Ductless Systems as described in Section 2000. The cleanings are to be performed on a three-year

rotating schedule as directed by the City's Representative. Specific Locations will be grouped but will be determined by the City's Representative. Unit Prices shall be provided for an individual cleaning and shall include all costs associated with the deep cleaning including the cleaning kits and the labor. The exact number of Deep Cleanings will vary by year but approximately eight (8) are anticipated. The Unit Price provided will be extended to each of the Deep Cleanings within a Group identified by the City's Representative. The Groups include seven deep cleanings at the Brandywine Complex; ten at the Porter Complex; and six at the Waterworks Center and Brandywine Pump Station.

- G. Item No. 9 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 5 as required.

- H. Item No. 10 of the Proposal is a stipulated Capital Line Item for work that is yet to be determined. Typical Capital Work can include unit heater replacement, steam pipe replacements, split unit heat pumps, air conditioning units, hot water heaters, and similar equipment. 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 fully accessed after award of the Contract.

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 (12) month period from the date of Authorization to Proceed for the existing HVAC and related equipment listed in the following schedules and located at these sites:

- Brandywine Filtration Plant Complex
- Brandywine Pumping Station
- Brandywine Screen House
- Waterworks Center
- Porter Filtration Plant
- Porter Meter Building
- Porter Sludge Building
- Porter Chemical Building
- Alapocas Pump Station
- Cool Spring Pump Station
- Cool Spring Gate House
- Cool Spring Fountain Pit
- Foulk Road Pump Station
- New Castle Ave Pump Station
- Kennett Pike Pump Station
- Hillcrest Pump Station
- Wills Pumping Station
- Hoopes Pumping Station

1.02 SCHEDULED INSPECTION AND MAINTENANCE SERVICES

A. Provide qualified service technicians to visit the facilities three times per year, to perform inspection and maintenance on all the heating, ventilation, air conditioning, hot water heaters, and related equipment listed in Paragraph 1.06, and shown in Appendix A in detail, 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 they will schedule inspections and maintenance and monitor for maintenance program compliance.
- D. Provide written reports within two (2) weeks of each of the three 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 unit, if applicable, before and after each calibration;
 3. If applicable, the reason for an observed need for adjustment;
 4. Description of service performed on each piece of equipment;
 5. Description of repairs made and identification of parts replaced;
 6. Recommendations, with estimated costs, for any additional repair work or maintenance on the equipment which the City has not requested; and
 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:
1. Date serviced/calibrated.
 2. Name of technician.
 3. Description of service.
- 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. Please Note that a total of Three (3) Inspections shall be performed. The First Inspection described is to be performed without regard to the heating or cooling season. The Second and Third Inspections shall be performed during the start up of the Heating and Cooling Seasons respectively. Coordination with the City's Representative is expected to schedule the Inspections. Please note that All Louvers are to be cleaned three times per year in four month intervals and could be coordinated to coincide with the three inspections.

First Inspection Services:

1. Conduct major inspection and maintenance work once per year including:
 - Clean heavy grease, dirt, and oil from HVAC units and auxilliary equipment.

- Lubricate all blower motors.
- Check blowers for proper alignment; realign if required.
- Inspect and clean blower vanes and air intake regulators.
- Perform external inspection.
- Check all belts and adjust as required. ***Replace all belts annually***
- Check tension and condition of all belts and pullys; adjust as required.
- Wash all outside coils once per year using water and brushes.
- Inspect insulation on units and adjacent piping.
- Clean all filters as required.
- Manually lift any 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 all disconnects for tight fit, burning, and pitting.
- Check all thermostat controls for proper operation.
- Inspect all electrical wiring for worn insulation and loose connections.
- Provide a deep cleaning of all air handlers and ductless systems including the use of the specialty designed cleaning kits for ductless systems. The City's Representative shall provide direction to the Group selected in a given Contract Year. The Deep Cleanings are grouped together as such: there are seven such system at Brandywine Membrane Plant; ten at Porter Filter Plant; six at Waterworks Center and one at the Brandywine Pump Station. On a rotating basis, the City Representative shall select which group to be cleaned such that the Contractor may be asked to perform Deep Cleaning on seven, six, or ten units on any given year. Refer to Item No. 8 in the Proposal Form for the Unit Price.

Second and Third Inspection Services:

1. Conduct inspection and maintenance work and assist with unit heaters start up at the start of the heating season and air conditioning units at the start of cooling season. Dates 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 units and auxilliary equipment.
 - Lubricate blower motors.
 - Inspect the controls.
 - Manually lift any 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.
 - Blow down all condenser coil and fins.

- Ensure tightness of all belts and pulleys.
- Replace filters annually.
- After the cleaning and inspection is complete inspect the unit's operation. Start the unit up and monitor its operation.
- Verify and record coil or element temperature after start up.
- Provide a cleaning of all air handlers and ductless systems that are not selected for the Deep Cleaning using Cleaning Kits as described above.
- Blow down and brush outside coils twice per year. Wash all coils once per year.
- Replace all Belts annually.

Reporting Requirements:

A detailed, written report of the actual start up services performed shall be submitted within two (2) weeks of the completion of the start up services.

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 all HVAC and related equipment as requested by the City.
- B. Provide software maintenance and reprogramming services of the Building Automation System and the Automatic Temperature Control Systems in the Waterworks Center Building. The BAS is comprised of a network of interoperable, stand-alone digital controllers, a computer system, graphical user interface software, portable operator terminals, printer, and network devices. The Distributed control system is a peer-to-peer networked, stand-alone system that integrated ANSI/ASHRAE Standard 135-1995 BACnet and LonWorks technology communication protocols in an open, interoperable system. The software employs Object-Oriented Technology (OOT). Network Area Controllers provide interface between the Local Area Network and the Wide Area Network. There is also a BAS at the newly refurbished Brandywine Membrane Plant. Contractor should utilize his own laptop to access BAS through Ethernet connection.
- C. 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 (7 AM to 4 PM) and normal working days.
- D. 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.
- E. 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, air conditioning, 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 fails. 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 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 ***purchased price***. The invoices to the City from the Contractor shall indicate documentation that the mark-up taken does not exceed fifteen 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 ten percent (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 (1) 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

Refer to Appendix A for a detailed listing of all equipment to be considered under this Contract.

Please note that there are THREE (3) BAS Systems within the scope of this Contract.

The BAS at the Brandywine Treatment Plant is described in Appendix A and below as follows:

BMP BAS System

System Components include:

1. Honeywell WEB-600 Main Processor with Ethernet Connection available for Laptop (in Operators Room)
2. Honeywell Spyder, Sylk Enhanced Panel in Electric Room
3. Honeywell Spyder Sylk Enhanced Controllers for Unit Heaters 6.1 to 6.8
4. Honeywell Spyder Sylk Enhanced Controllers for Exhaust Fans EF-1 to EF-4 and IF-4
5. Honeywell Spyder Sylk Enhanced Controllers for Air Handling Unit AH-1
6. Trane Electric Heater in Electrical Room

The BAS at the Waterworks Center is described in Appendix A and in more detail below:

Waterworks Center

The Waterworks Center Building, located adjacent to the Brandywine Filter Complex, utilizes a Building Automation System (BAS) and an Automatic Temperature Control (ATC) system to monitor and control all air handlers, fans, boilers, chiller, cooling tower, automatic valves, automatic dampers, and accessories.

System components in the Waterworks Center include:

1. Heating and air conditioning using variable refrigerant heat pump split system with indoor fan coils and outdoor compressorized condensers.
2. 100% fresh air feed using a roof top air handler
3. Laboratory exhaust fan
4. Building exhaust fan
5. Electric baseboard radiation
6. Electric Unit Heaters
7. Humidity Sensors
8. Space temperature sensors

The BAS at the Wills Pump Station is described in Appendix A and below as follows:

Wills BAS System

System Components include:

Three Variable Frequency Drive Units designed to modulate the air flow through the Exhaust fans.

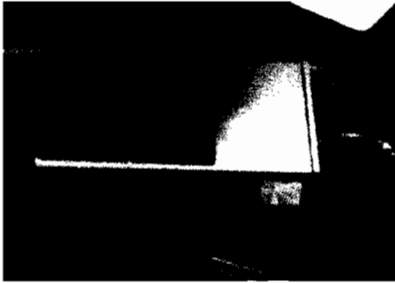
1.07 SITE CLEANLINESS

- 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

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Alapocas Pumping Station

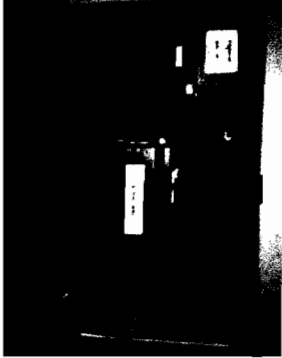


Electric Unit Heater
TPI Corporation
Model P3PUH10CA1
480 Volts, 10 KW, 3 phase, 12.3 Amps

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station:

Brandywine Membrane Plant - BAS Components



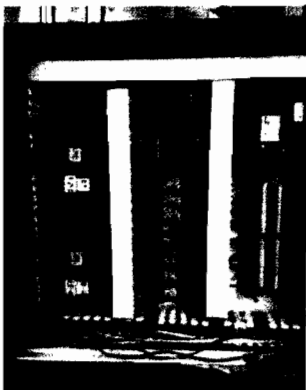
Honeywell WEB-600
Main Processor
Ethernet Connection Available for Laptop
Location: Operator Control Room



Honeywell Spyder
Syk Enhanced
Panel in Electric Room

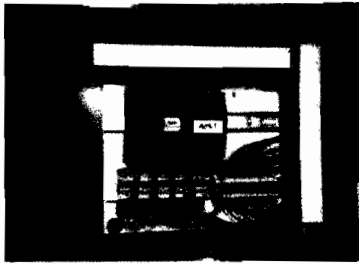


Honeywell Spyder
Syk Enhanced
Controls Unit Heaters:
6.1/6.2
6.3/6.4
6.5/6.6
6.7/6.8
Location: Electrical Room



Honeywell Spyder
Syk Enhanced
Exhaust Fan Controls:
EF-1, -2, -3
EF- 4
IF-4
Location: Electrical Room

BMP - BAS Components



Honeywell Spyder
Sylk Enhanced
Air Handler Controller AH-1
Location: Electrical Room



Trane Electric Heater
Model: TWE180E300AA
Serial No: 12204XCYWA
Date: 5/20/12
Location: Electrical Room

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Brandywine Membrane Complex

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.



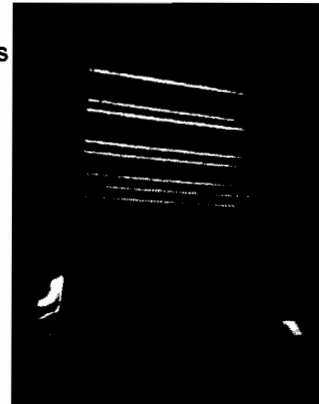
Duct Heat Exchanger - 24" x 42" Steam
Trane Coil Type NS Sigma Flo
Serial No. H12E04661
Order No. D2T823A B/L A
Air from a roof top unit
Location: Near rear entrance



Trane Unit Heater
Steam
Location: Near Rear Entrance



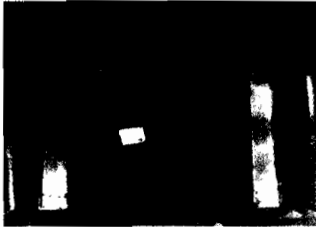
Eight (8) Actuated Louvers - Various Sizes
Belimo Model FSNF24US
Spring Return Actuator
70 in-lbs, 15S, 24 VAC
Location: Throughout Membrane Area



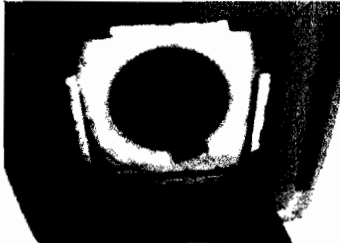
Automatic Electric Water Heater
AO Smith Model DSE120A
Serial No. 1301R000001
Item ID: 9500010810
120 Gals; 3 phase; 480 V; 7 Amp; 6000 Watt
Location: In Membrane Area



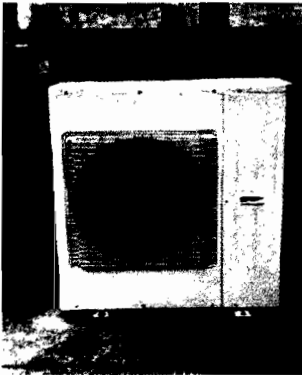
Duct Heater Heat Exchanger
Trane Coil Type: NS Sigma Flo
Serial No. H12E04662
Order No. D2T823A
Serv. Model No. DNSB12016GOAA064AADA00B0000
Coil Serial No. 122012060B
Location: Membrane floor, above air compressors -
(Photograph view from above)



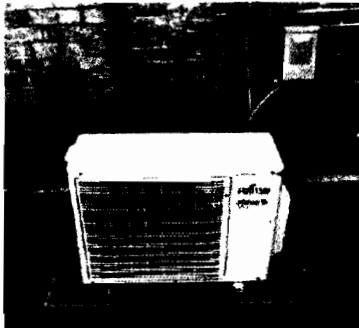
Duct Ventilator
Loren Cook Model 150SON 10D
Serial No 076SE49822-01/0005601
0.33 Hp; 800 CFM; 1075 RPM; 115 V; Single Phase



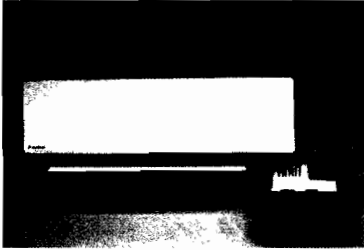
EMI Ductless Series Split Unit
Model No. S1HG2000D12
Serial No. 1-12-F-6919-24
208/240 V; Single Phase
Location: Control Room



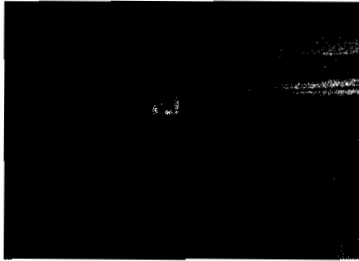
Johnson Controls Split Unit
Model No DHR36CSB21S
208 Volt, 20.5 Amp on Compressor, 2 A on Fan Motor
Manufacture Date: March, 2021



Fujitsu Split Unit
Model No AOU12RL2
Serial No EYN 044567
115 Volt, Single phase 11 Amps
12,000/14,000 BTU/Hr
Compressor 9.3 Amp
Fan Motor 0.7 Amp



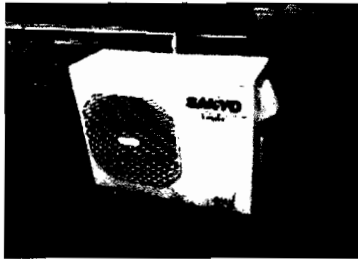
Daiken Wall Unit in Control Room
Model No FTX12AXVJU
208 Volt, Single Phase
38 Watt, 0.36 FLA Fan Motor
Date of Manufacture: August, 2021



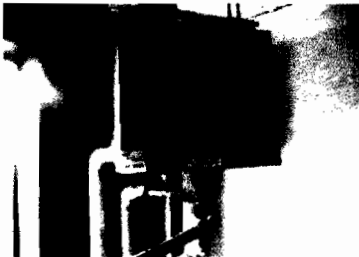
Sanyo Wall Unit A/C Split
Model No. KHS2472
Serial No. 0102612 (Indoor);
Serial No. CH2472 (Outdoor)
Control Room/Lab
Outdoor: 0096012
85221344654000



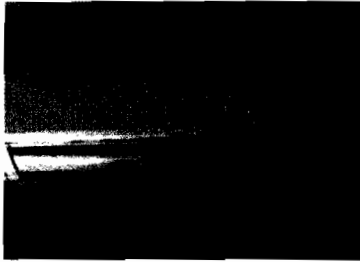
Trane Outdoor Unit
Model: TTA180E40RAA
Serial No. 12173JUDTA
460 Volt; 3 Phase



Sanyo Split Unit
Model No. CH0971
Serial No. 0105212
85221344550000
115 V, Single Phase
Plant Supv Office



Hydronic Unit Heater
Modine Model No HSB86501
Serial No. 38014008-1638
1/8 Hp; 115 V; 1 Phase; 2.3 Amp
Shop Area - 2nd Floor



Mitsubishi Electric Heat Pump, Split System
Model No MSZ-A17NA
Serial No. 6003457-T
208 V; 1 Phase
Location: 2nd Floor Shop Area



Steam Unit Heater
Modine Model HS47S01
Serial No. SP011996
Location: Tool Room



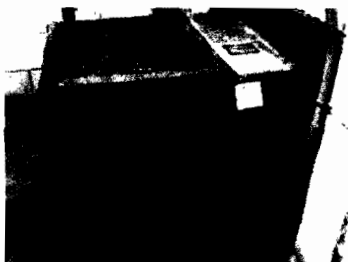
Steam Unit Heater
Modine Model No. HS33S01
Serial No. SP011996
Location: Old Generator Room



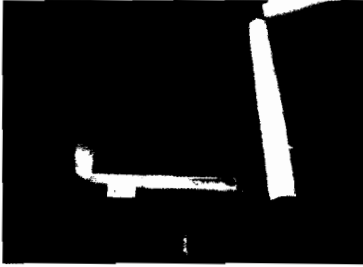
Mitsubishi Heat Pump, Split System
Model No. MSZ-A12NA
Serial No. 6004080-T
208 V; 1 Phase
Location: Foreman's Office



Steam Unit Heater
Modine Model No. HS33501
Serial No. SP0011996
Location: ACH Feed Room



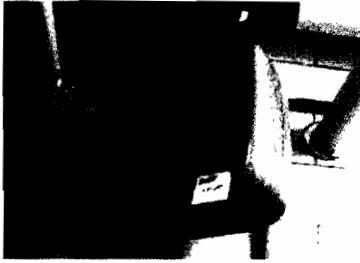
Cook Ventilator EF-4
Model No. 200XMW
Serial No. 076SE49822-00/0000701
0.5 Hp; 3100 CFM; ODP Motor 465 V; 1725 RPM
February, 2013
Sdesign SP: 0.38
Location: ACH Feed Room



Modine Steam Unit Heater
Model No. HS108S 01
Serial No. 0501039-5749
1/8 Hp; 115 V; 2.3 Amp
Location: Hypo Room



Ventilator
Penn Model SX125BC
Location: Hypo Room



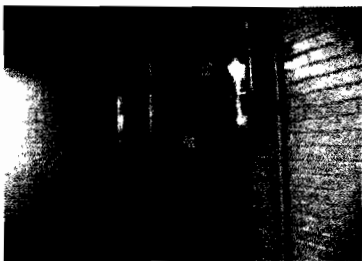
Modine Steam Unit Heater
No Data - Painted over
Location: Lavatory



Modine Steam Unit Heater
Model No. V139S 06
SerialNo. SP011996
Quantity: 2
Location: Locker Room/Sed Basin 8-10



Modine Steam Unit Heater
Model No. V139SB06SA
Serial No. 18014017-5060 (Year: 2018)
1/6 Hp; 115 Volt, 2.3 Amp
Location: Hallway near Carbon Room



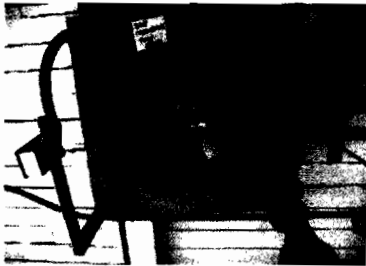
Louver Vent
2 Electric Actuators
60" x 72"
Honeywell MS811A1206
Serial No. 0941GZU2026
Serial No. 0947GZU3082
Location: Sed Basin 8-10



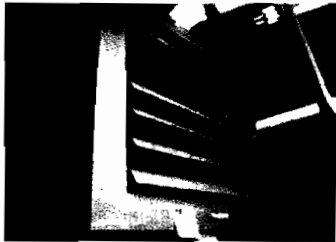
Trane Coil Type Heat Exchanger
Coil Type: NS Sigma Flo
Serial No. H12E04663
Order No. D2T823A
Location: Carbon Room



Steam Unit Heater
Trane Model UHPB0801TAA4000004B
Serial No. F12E32493
1200 CFM; 80,600 BTU/Hr Output
115 V; 1 Phase; 2.1 Amp
Location: Membrane Feed Pump Room



Steam Unit Heater
Trane Model UHPB0801TAA4000004B
Serial No. F12E32494
1200 CFM; 80,600 BTU/Hr Output
115 V; 1 Phase; 2.1 Amp
Location: Membrane Feed Pump Room



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104617-1192
1/3 Hp; 115 V; 4.2 Amp
Location: No. 10 Sed Basin - north



Two (2) Motorized Louvers
40" x 30"
No Data
Near No. 10 Sed Basin



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104517-1191
1/3 Hp; 115 V; 4.2 Amp
Location: No. 8 Sed Basin - north



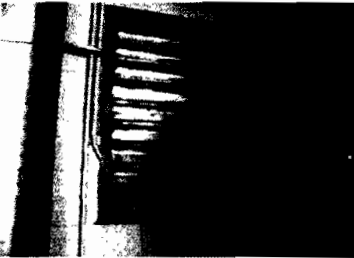
Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104517-1285
1/3 Hp; 115 V; 4.2 Amp
Location: No. 4 Sed Basin - north



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104517-1283
1/3 Hp; 115 V; 4.2 Amp
Location: No. 2 Sed Basin - north



Motorized Louvers - 40" x 30"
No Data
Near Sed Basin No. 1



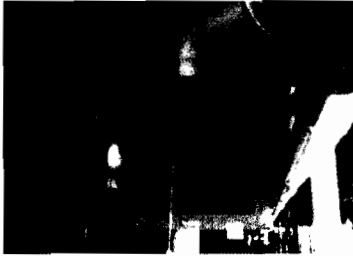
Motorized Louver
24" x 40"
No Data
Near Meter Shop



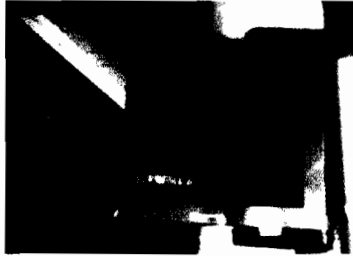
Mitsubishi Heat Pump Split System
Model MSZ-A09 NA
Serial No. 6003579
208 V; 1 Single
Location: Meter Shop



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104417-2303
1/3 Hp; 115 V; 4.2 Amp
Near Sed Basin No 1 South Side



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104417-2301
1/3 Hp; 115 V; 4.2 Amp
Near Sed Basin No 3 South Side

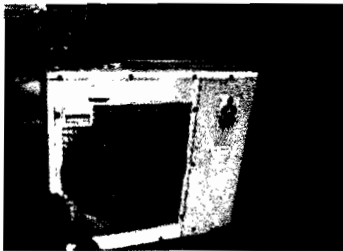


Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104417-2302
1/3 Hp; 115 V; 4.2 Amp
Near Sed Basin No 5 South Side



Hydronic Unit Heater
Modine Model No. HSB193SB01SA (Year: 2018)
Serial No. 43104517-1284
1/3 Hp; 115 V; 4.2 Amp
Near Sed Basin No 7 South Side

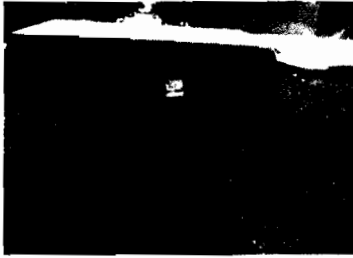
Motorized Louvers
40" x 30"
No Data
Near No. 7 Sed Basin, South Side



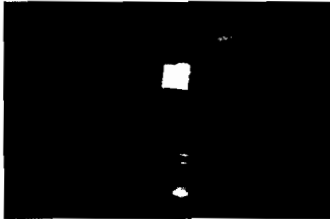
BMP - Rooftop Units
Mitsubishi R410A, Mr. Slim Split Unit
Matches to Foreman's Office
Model MXZ-3A30NA
208/230 V; 1 Phase
S/N: 61901162B



Direct Drive Vent
AO Smith
Model No. 323P672
115 V; 1.2 Amp
(Restroom Vent)



Fixed Louver
24" X 24"
ACH Feed Room



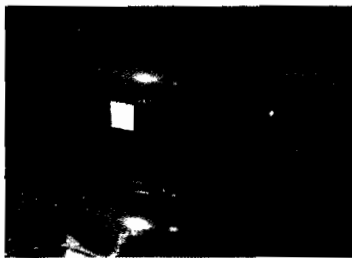
Cook Ventilation Unit
EF-7
Model No. 120ACE 120C3B
S/N: 076SE 49822-01/000-4401
0.25 Hp; 650 CFM; 115 V; 1 Phase
Jan-13



Cook Ventilation
IF-3
Model 120CVR S 120CVR SVP
S/N: 076SE49822-00/0003801
0.25 Hp; 650 CFM; 115 V; 1 Phase
Jan-13
Louvers to be cleaned annually



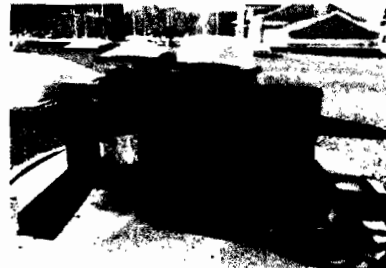
Cook Ventilator
EF-5
Model No. 245ACE 245C6B
S/N: 076SE49822-01/00020001
0.75 Hp; 5100 CFM; 460 V; 3 Phase
Jan-13

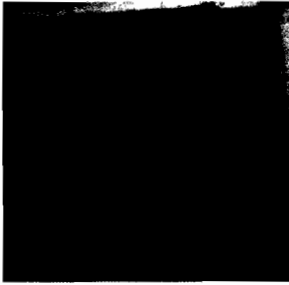


Cook Ventilator
EF-6
Model No. 135ACE 135C15D
S/N: 076SE49822-01/0003201
0.5 Hp; 2100 CFM; 115 V; 1 Phase
Jan-13

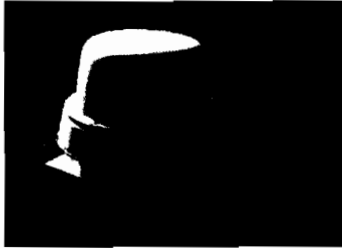


48" X 48" Fans - Two (2)
US Motor Cat # D3P2B
Model R333
3 Phase; 230/460 V; 7.8/3.9 A
Belt: A-60

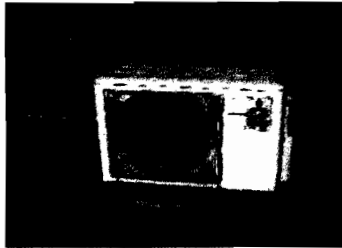




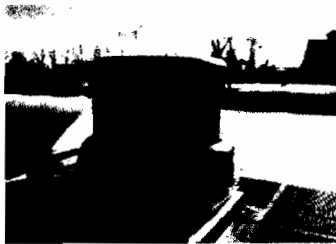
Interior louvers to be cleaned annually



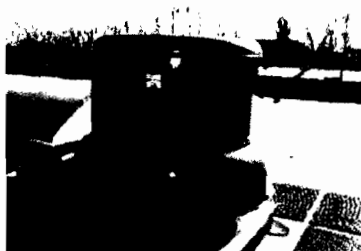
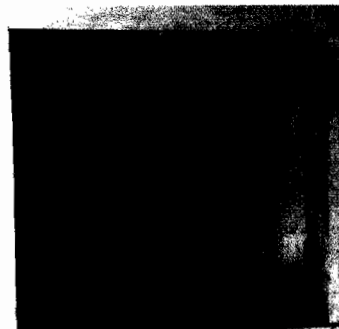
Westinghouse Fan
Matches to Meter Shop
3/4 Hp; 115/230 V; 13/6.5 A
S/N: 312P446
(Rarely Used)
Belt: 4L-320



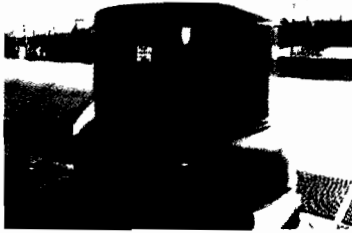
BMP - Rooftop Units
Mitsubishi R410A, Mr. Slim Split Unit
Matches to Meter Shop Office
Model MUZ-09NA
208/230 V; 1 Phase
S/N: 6003328



Cook Ventilator
EF-3
Model No. 330ACE 330C8B
S/N: 076SE49822-01/0000703
1.5 Hp; 8520 CFM; 460 V; 3 Phase
Jan-13
Belt: AX-39
Louvers to be cleaned annually



Cook Ventilator
EF-2
Model No. 330ACE 330C8B
S/N: 076SE49822-01/0000702
1.5 Hp; 8520 CFM; 460 V; 3 Phase
Jan-13
Belt: AX-39



Cook Ventilator
EF-1
Model No. 330ACE 330C8B
S/N: 076SE49822-01/0000701
1.5 Hp; 8520 CFM; 460 V; 3 Phase
Jan-13
Belt: AX-39



Cook Ventilator
IH-1
Model No. 240PR 24PR
S/N: 076SE49822-01/0006901
2650 CFM
Jan-13



Cook Ventilator
IH-2
Model No. 240PR 24PR
S/N: 076SE49822-01/0006902
2650 CFM
Jan-13



Hydronic Unit Heater
Modine Model No. HSB 86S01
Serial No. 38014208-2683
1/8 Hp; 115 Volt; 2.3 Amps
Location: Near Meter Shop

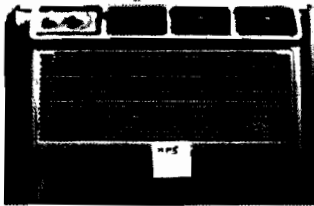


Non functional Fan and Louver
Electrical Store Room
To be cleaned annually

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Brandywine Pumping Station

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.



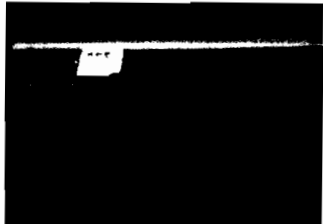
Whirlpool Air Conditioner
Window Unit
Location: Pump Station, Supervisor Office



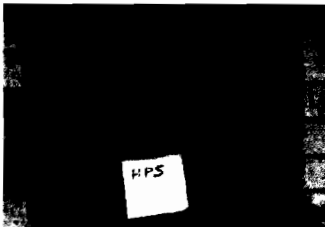
Exhaust Fans - Roof Top
Pump Station
Quantity: 5



View inside Exhaust Fan Enclosures
No Data available
Direct Drive



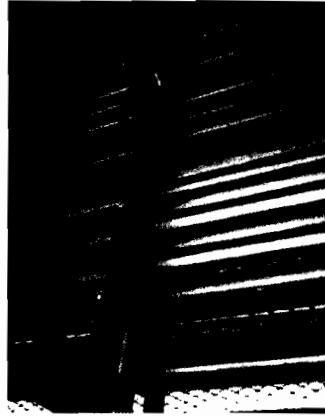
Fedders Air Conditioner
Window Unit
Location: SCADA Room in Pump Station



Exhaust Fan
Penn Ventilator Model P10V B2W
Location: Bathroom in Pump Station
Direct Drive



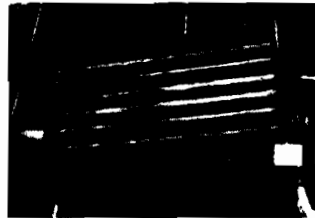
Siemens Actuated Louvers 7' X 4'
Quantity: 2
Pump Station Basement



Steam Unit Heater
Modine Hydronic Unit Heater Model No. HSB165S01
S/N: 30104407-3969
1/3 Hp; 115 V, 4.6 Amp
Location: Basement Near Old Pump 3A/3B



Steam Unit Heater
Trane Model UHSA 10058AAAE
Type 136-108-01
S/N: D82K4571
Location: BPS Basement near Old Pump 3A/3B



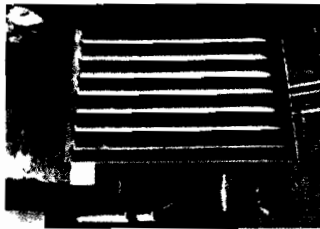
Steam Unit Heater
Trane Model UHSA 12658AAAE
Type 136-109-01
S/N: D83M03888
Location: Boiler Room



Steam Unit Heater
Trane Model UHSA 126S-8C-AAF
Type 136-109-01
S/N: D85G00902
Location: Boiler Room



Mitsubishi Split System Heat Pump
Model No. MSZ-A09NA
Serial No. 6003970
208/240 V; Single Phase
Maintenance Supervisor Office in Smoke Stack Building



Trane Unit Heater Model No. UHSA126S6AAA
Type: 136-109-01
Serial Number D83L03604
Location: Maintenance Shop above boilers

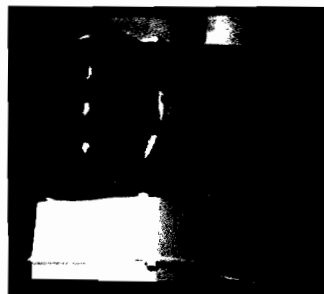


Electric Vent fan in office near Maintenance Shop
No Data
Maintenance Supervisor Office in Smoke Stack Building

BRANDYWINE SCREEN HOUSE



Screen House -
Chromalox Electric Unit Heater
Cat No. HD3D-500
S/N: 004-305492-010
240 V; 5 KW; 1 Phase



Screen House -
Marley Electric Unit Heater
Model No. QWD05212BT000
240 V; 5 KW; 1 Phase; 22.6Amps



Screen House -
Cook Ventilator Fan - Model 1240XW 12XW40D15
Installed in 2020
S/N: 076S150562-00/0000701
115 V; Single Phase; 1550 RPM; 1200 CFM
Date: November 2019

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Cool Spring Pumping Station

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.



Electric Unit Heater - EUH-1
Location: Hypo Room in Gate House
TPI Corporation Model No. P3P5507 43WD701
480 V; 7.5 KW



Electric Unit Heater - EUH-2
Location: Hypo Room in Gate House
TPI Corporation Model No. P3P5507 43WD701
480 V; 7.5 KW



Exhaust Fan - EF-1
Location: Hypo Room in Gate House
ILG Industries, Model No. SQBA12HE1231
Serial No. 081307M278410
Baldor Motor L3501 Cat No.
1/3 Hp; 115/230 V. 34C61-5507 Spec
Belt: 4L-400



Exhaust Fan - EF-2
Location: Hypo Room in Gate House
ILG Industries, Model No. SQBA08GE1831D2
Serial No. 081307M278450
Baldor Motor L34034 Cat No.
1/3 Hp; 115/230 V. 34C51-5506 Spec
Belt: 4L-400



Actuated Louver - No Data
Location: Hypo Room, in Gate House

COOL SPRING - Page 2



Electric Unit Heater - EUH-3
Location: Cool Spring Gate House
TPI Corporation Model No. P3P5515 43WD1501
480 V; 15 KW; 3 phase



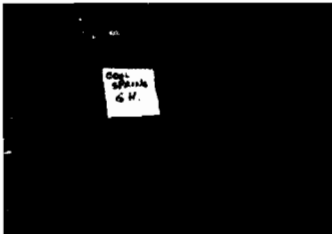
Electric Unit Heater - EUH-4
Location: Cool Spring Gate House
TPI Corporation Model No. P3P5515 43WD1501
480 V; 15 KW; 3 phase



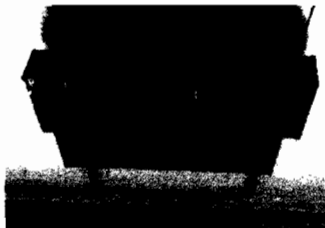
Electric Unit Heater - EUH-5
Location: Cool Spring Gate House
TPI Corporation Model No. P3P5505 43WD501
480 V; 5 KW; 3 phase



Exhaust Fan - EF-3
American Cool Air Model CBL/NBF 24SPUN
Serial No. 062907M236240
Location: Cool Spring Gate House
Belt: 4L-470



Exhaust Fan - EF-4
ILG Model No. 5508.SQDA08E16
Serial No. 081007M287820
Location: Cool Spring Gate House
Direct Drive



Motorized Louvers - No Data
Location: Cool Spring Gate House





Electric Unit Heater - EUH-1
Marley Electric Heater Model No. W75041A
MFG Code - L94
7.5 KW; 240 V; Single Phase
Location: Pump Station



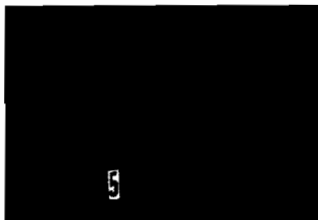
Electric Unit Heater - EUH-2
Marley Electric Heater Model No. W75041A
MFG Code - L94
7.5 KW; 240 V; Single Phase
Location: Pump Station



Electric Unit Heater - EUH-3
Marley Electric Heater Model No. W75041A
MFG Code - L94
7.5 KW; 240 V; Single Phase
Location: Pump Station



Electric Unit Heater - EUH-4
Marley Electric Heater Model No. W75041A
MFG Code - L94
7.5 KW; 240 V; Single Phase
Location: Pump Station

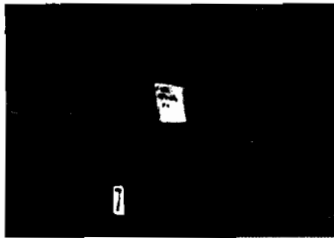


Electric Unit Heater - EUH-5
Marley Electric Heater Model No. W50041A
Corrosion Resistant/Washdown
MFG Code - L94
5 KW; 240 V; Single Phase
Location: Pump Station

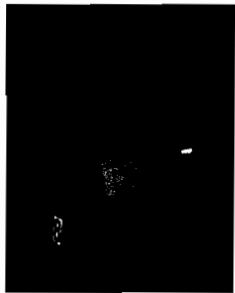
COOL SPRING - Page 4



Electric Unit Heater - EUH-6
Marley Electric Heater Model No. W75041A
Corrosion Resistent/Washdown
MFG Code - L94
7.5 KW; 240 V; Single Phase
Location: Pump Station



Electric Unit Heater - EUH-7
Marley Electric Heater Model No. W50041A
Corrosion Resistent/Washdown
MFG Code - L94
5 KW; 240 V; Single Phase
Location: Pump Station



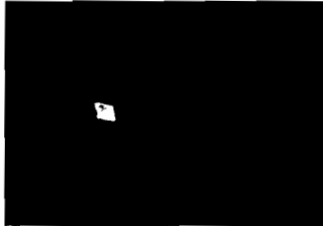
Electric Unit Heater - EUH-8
Marley Electric Heater Model No. W50041A
Corrosion Resistent/Washdown
MFG Code - L94
5 KW; 240 V; Single Phase
Location: Pump Station



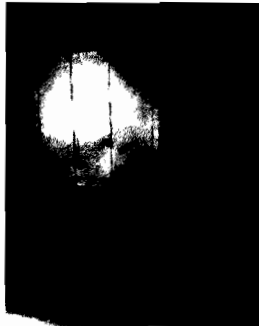
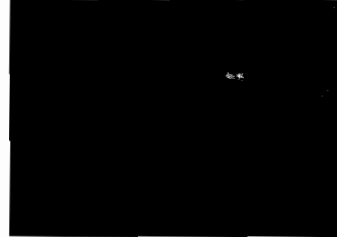
Electric Unit Heater - EUH-9
TPI Corporation Model No. H1HUH05003
240 V; 5.0 KW; Singl Phase
Location: Pump Station, near Overhead Door



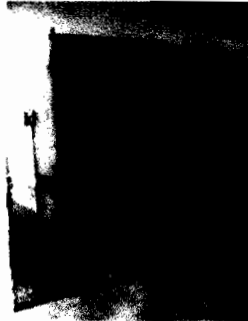
Exhaust Fan - EF-1
Twin City Corporation - No Data Available
Two motor dampner
Location: Pump Room
Belt: 4L-330



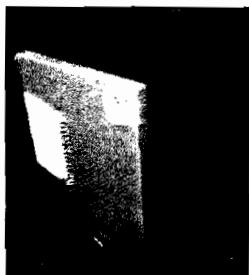
Exhaust Fan - EF-2
Twin City Fan and Blower
Size 182; Type: BCV
ARR. 10; Serial No. 7818612
With Actuated Damper
Belt: 4L-330



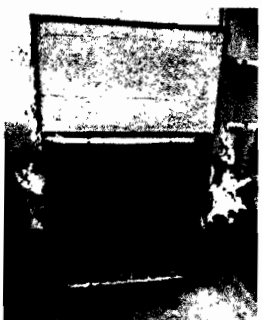
Damper No. 2 and 3
Motorized Wall Unit
Ducted to Basement
Location: Pump Room



Damper No. 6
Motorized Wall Unit
Location: Pump Room



Portable Dehumidifier
Dayton Model 2YV13
500 Watts
July, 2012
Location: Basement



Exhaust Fan
No data Available
Location: Former Chlorine Room in Pump Station



Dayton Electric Unit Heater
240 V; 3.3 KW
Location: Former Chlorine Room in Pump Station



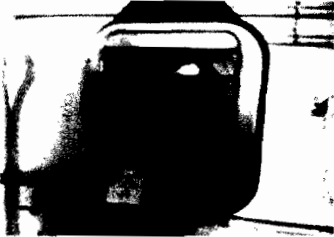
Blower
Dayton Model No. 1TDU2
1/2 Hp; 115/230 V
1320 RPM; 1202 CFM
Location: Fountain Pit near Park



Electric Radiator Heater
24" Long; 120 Volt
Model No. 3502-2861-000
207033541
Location: Fountain Pit Near Park

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Foulk Road Pumping Station



Marley Q-Mark Electric Unit Heater
Model No MUH 0521 - 3700 Watts
21 Amps; 208/240 V; - Heater
.25 Amp; 208/240 V - Motor



Loren Cook Ventilation Fan
High Temperature exhaust
Model: 10CV17D
20 A Breaker, 115 V; 1725 RPM; 1/6 HP
S/N: 289S647944000007010601



Dayton Blower
Model 2C940

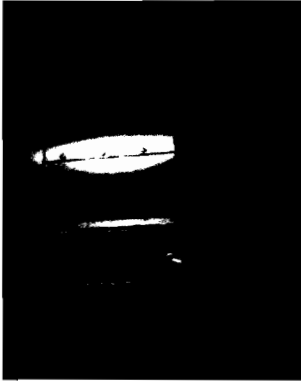


Ebac Triton Portable Dehumidifier

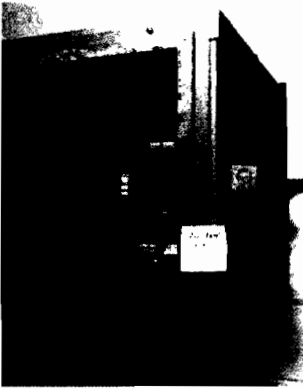
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.

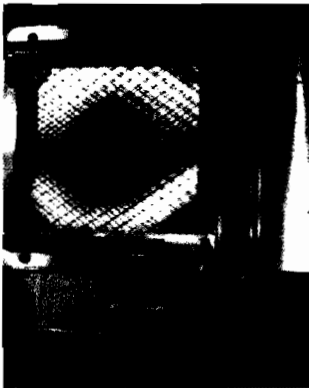
Pumping Station: Hillcrest Pumping Station



TPI Corporation
Model P3P5507T
Quantity: 1
480 V; 7.5 KW; 3 Phase,
Wall Mount Thermostat

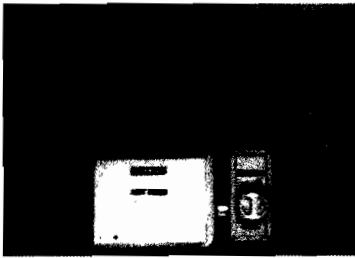


Exhaust Fan EF-1
Greenheck Model SE2-16-417-A3
16" Direct Drive
Serial No. 06H26234
Direct Drive



Exhaust Fan EF-2
Greenheck Model BSQ-70-4
12" Centrifugal Inline Fan
Serial No. 06H26876
Belt: 3L-360R

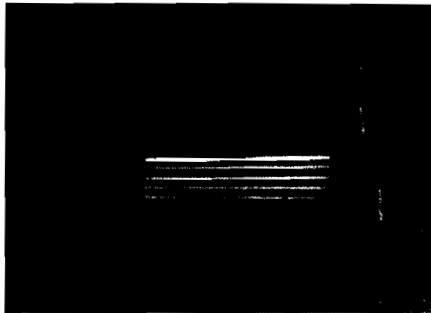
HILLCREST PS - PAGE 2



Chromolox Electric Unit Heater
Cat No. HD3D-500 004-305708-119
Quantity: 1
480 V; 5 KW; 3 Phase,
Wall Mount Thermostat
Location: Hypo Room



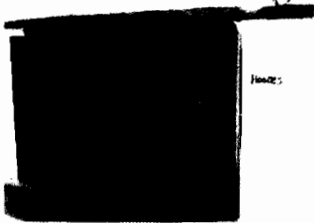
Exhaust Fan EF-3
Greenheck Model BSQ-70-4
12" Centrifugal Inline Fan
Serial No. 06H26915
Belt: 3L-370R
Location: Hypo Room



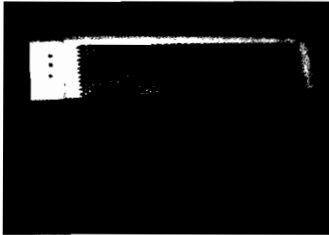
Two Louvers to be cleaned annually - Left is a gravity dampner in pump room,
On right is a fixed slot louver in chemical feed room

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

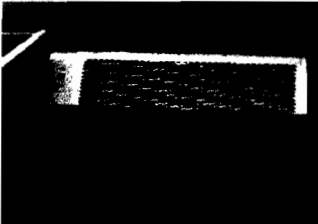
Pumping Station: Hoopes Pumping Station



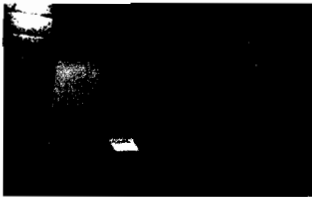
Supervisor's Office
Window Air Conditioning Unit
Amana Model 5P2MY
MFG No. P1162301R
S/N: 9211201937
5.2 Amp; 555 Watts



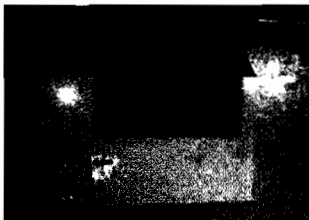
Chromalox Electric Unit Heater
Cat No. HCH-301M
277 V; 1 Phase; 3000 Watts
EF-1
Supervisor's Office



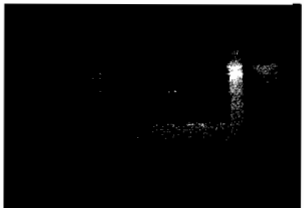
Chromalox Electric Unit Heater
Cat No. HCH-301M
277 V; 1 Phase; 3000 Watts
EF-2
Lab Room



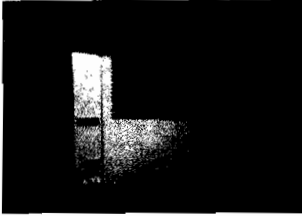
Chromalox Electric Unit Heater
Cat No. HCH-101M
277 V; 1 Phase; 1000 Watts
EF-3
Restroom



Chromalox Electric Unit Heater
Cat No. HCH-071M
277 V; 1 Phase; 750 Watts
EF-4
Lower Level



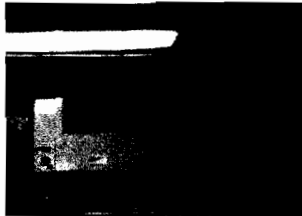
Chromalox Electric Unit Heater
Cat No. HCH-071M
277 V; 1 Phase; 750 Watts
EF-5
Lower Level - Pump 1 Valve area



Chromalox Electric Unit Heater
Cat No. HCH-051M
277 V; 1 Phase; 500 Watts
EF-6 Valve Nook - Lower Level



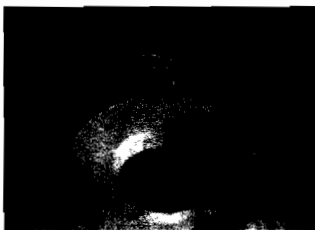
Chromalox Electric Unit Heater
Cat No. HCH-501M
277 V; 1 Phase; 5000 Watts
EF-7 - Lower Level Pump Area



Chromalox Electric Unit Heater
Cat No. HCH-501M
277 V; 1 Phase; 5000 Watts
EF-8 - Lower Level Pump Area



Chromalox Electric Unit Heater
Main Floor Ceiling
277 Volt; 1 Phase
VUH-1

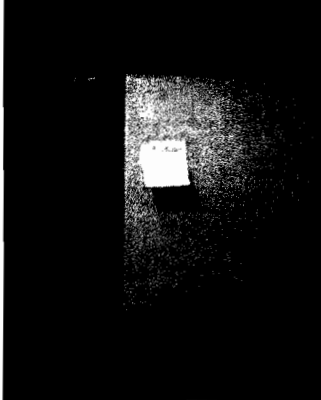


Chromalox Electric Unit Heater
Main Floor Ceiling
277 V; 1 Phase
VUH-2

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Kennett Pike Pumping Station

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.



Exhaust Fan EF-1
Location: Hypo Room
Greenheck Model No. BSQ-70-LMD
Serial No. 10824850070
Belt: A-36



Exhaust Fan EF-2
Location: Pump Room
Greenheck Model No. BSQ-80-3
Serial No. 06H26880
Belt: 4L-370R
Includes intake louvers



Exhaust Fan EF-3
Location: Pump Room
Greenheck Model No. SBE-1H20-3
Serial No. 06H26272
Belt: 4L-270
Includes intake louvers

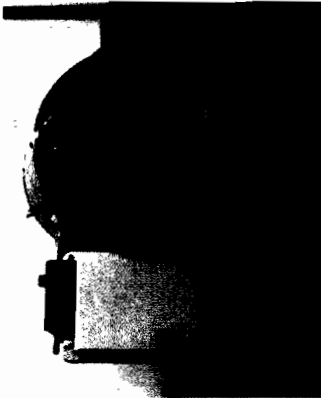


Gravity Dampner - to be cleaned annually
Located in Main Pump Room

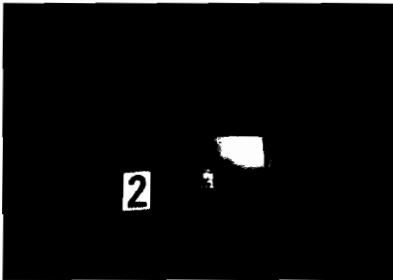
KENNETT PIKE PS - Page 2



Exhaust Fan EF-4
Greenheck Model No. BSQ-120-5
Serial No. 06H26870
Location: Pump Room
Belt: 4L-430
Includes Intake Louvers



Electric Unit Heater - EUH-1
Chromolox Model No. HD3D-2000
004-305496-022
480 V; 20 KW; 3 Phase
Location: Hypo Room



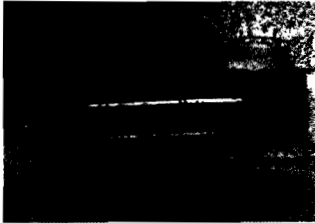
Electric Unit Heater - EUH-2
Chromolox Model No. HD3D-2000
004-305496-022
480 v; 20 KW; 3 phase
Location: Pump Room



Electric Unit Heater - EUH-3
Chromolox Model No. HD3D 500
004-305492-015
480V; 5 KW; 3 Phase
Location: Basement



Dehumidifier
Mobile DH
Dayton

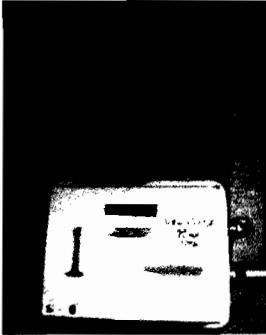


Fixed Slot Louver located in Chlorine Room.
To be cleaned annually

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.

Pumping Station: New Castle Pumping Station



Electric Unit Heater - EUH-1
Location: Pump Room
Chromoloz Model No. HD3D-750
Serial No. 004-305492-023
480 V; 7.5 KW; 3 Phase



Electric Unit Heater - EUH-2
Location: Pump Room
Chromoloz Model No. HD3D-750
Serial No. 004-305492-023
480 V; 7.5 KW; 3 Phase



Exhaust Fan - EF-1
Location: Pump Room
Greenheck Model No. SE2-16-417-A3
Serial No: 06100123
Direct Drive



Exhaust Fan - EF-2
Location: Pump Room
Greenheck Model No. BSQ-70-4
Serial No: 06H26878
Belt: 3L-360

NEW CASTLE AVE PS - Page 2



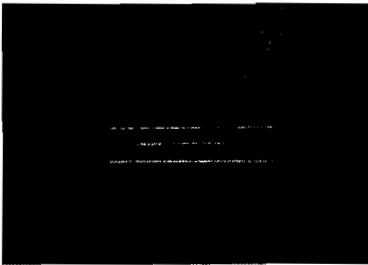
Gravity Louver
Location: Pump Room



Electric Unit Heater - EUH-3
Location: Hypo Room
Chromolox Model No. HD3D-500PS
Serial No. 004-305708-120
480 V; 5 KW; 3 Phase



Exhaust Fan - EF-3
Location: Hypo Room
Greenheck Model No. BSQ-70-4
Serial No. 06H026916
Belt: 3L-360



Fixed Slot Louver in Chlorine Room
To be cleaned annually

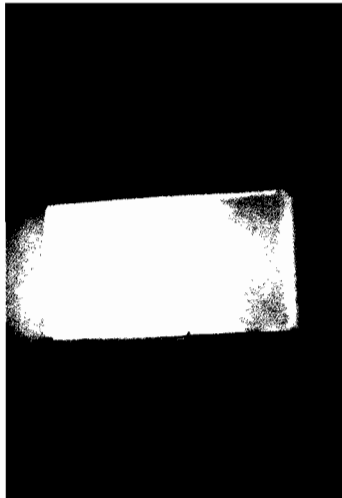
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

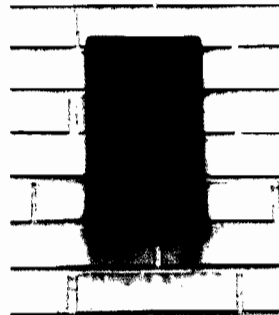
NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.



Modine Hydronic Unit Heater
Model: HSB 86SB01SA
S/N: 39011019-5335-
1/8 Hp, 115V 2.2 Amps
Typical of four on Third Floor
Washwater Tank Area



Carbon Locker Room
One Vent Fan in Men's Room
No Data

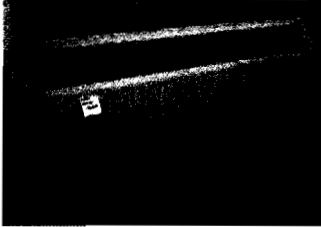


Outside Louver Associated
with Men's Room Fan
Clean annually

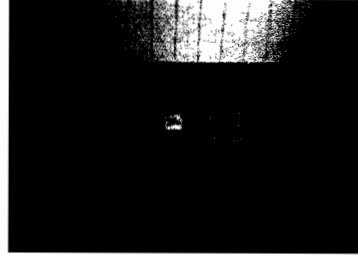
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

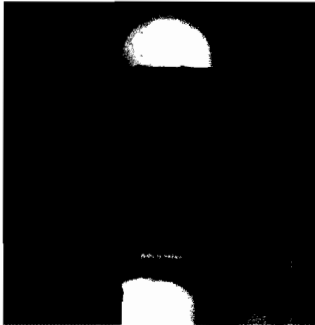
PPF - PAGE 2



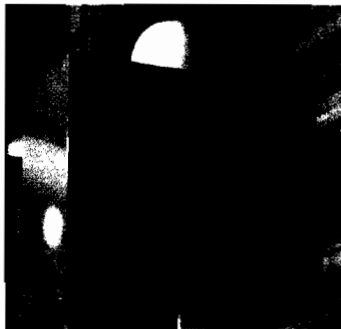
Carbon Locker Room
Two (2) Steam Wall Unit
Radiators
No Data



Dry Chemical Storage Area - 2nd Floor
Modine Unit Heater Model HSB 33SB01SA
1/25 HP; 115 V; 1.3 Amp
Serial Number 39011119-5250



Dry Chemical Storage Area - 2nd Floor
Modine Unit Heater Model HSB 33SB01SA
1/25 HP; 115 V; 1.3 Amp
Serial Number 39010619-5222



Dry Chemical Storage Area - 2nd Floor
Modine Unit Heater Model HSB 33SB06SA
1/6 HP; 115 V; 2.1 Amp
Serial Number 18101819-5025

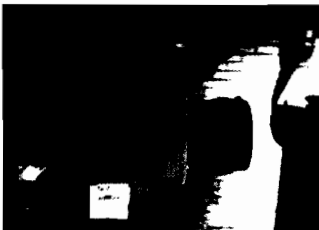
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

PPF - PAGE 3



Carbon Room
Modine Model HSB 33SB06SA
1/6 HP; 115 V; 2.1 Amp
S/N: 18101819-5024



Carbon Feed Room Blower
No Data

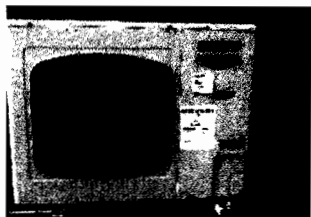
Carbon Room ductwork to be cleaned
Annually



Dry Chemical Storage area
Exhaust Fan



Split Unit on Roof
Sanyo R410A Model C2472
S/N: 0044012 85221344675000
230 V; 10.8 Amp; single phase
Date: 4/11

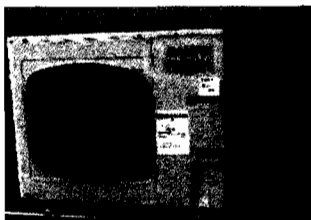


Split Unit on Roof
Sanyo R410A Model C3672R
S/N: 0015111
230 V; 13.8 Amp; single phase

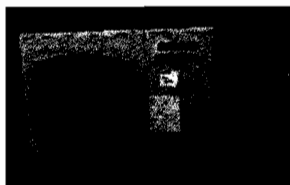
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

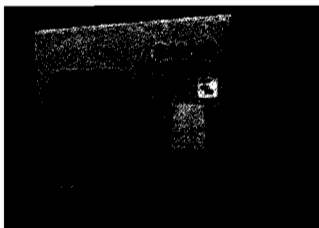
PPF - PAGE 4



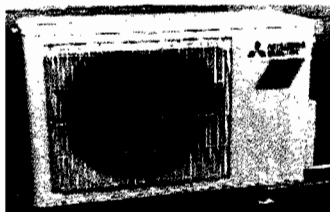
Split Unit on Roof
Sanyo R410A Model C3672R
S/N: 0020911
230 V; 13.8 Amp; single phase



Split Unit on Roof
Sanyo R410A Model C3672R
S/N: 0007092



Split Unit on Roof
Sanyo Flexi Multi Inverter Model CMH 3172
S/N: 0012193 85221344585002
230 V; single phase
Date: July 2009



Split Unit on Roof
Mitsubishi Model MUZ-FH09NA
230 V; 15 Amp
R410A Refrigerant



Control Room
Sanyo Model KMHS0972
S/N: 0084193 8522134476000
230 V; 0.15 A; One Phase
Tied to CWH3172
Sep-09



Control Room
Sanyo KHS3672R
S/N: 0057393
230 V; 0.5 A; 1 Phase
Tied to C3672R

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

PPF - PAGE 5



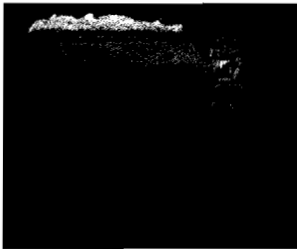
Control Room Closet
Loren Cook Duct Fan
Geminin Series 140 Sonebuster
115 V; 1.2 Amp



Porter Lab
Mitsubishi Split Unit
Model No. MSZ-FH09NA
208/230 Volt, Single Phase
Year: 2018



SCADA Room Near Lab
Mitsubishi Split Unit
Model No. MSZ-FH09NA
208/230 Volt, Single Phase
Year: 2018



Heat Pump for Lab and SCADA
Mitsubishi Split Unit
Model No. MSZ-2C20NAHZ2
Service Ref no: MXZ-2C20NAHZ2-U1
208/230 Volt, Single Phase, 40 Amp
Year: 2018
S/N: 79P03405



Porter MCC/Electric Room
Two (2) Wall Units
Steam Radiators
Direct Drive

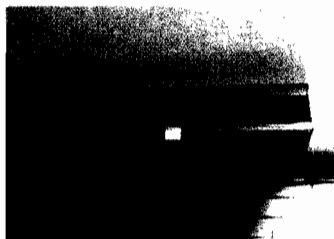


MCC/Electric Room
Sanyo Model THW3672R
S/N 0006512
230 V; 0.8 A; 1 Phase
Tied to C3672R

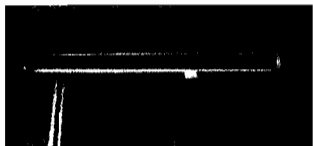
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

PFP - PAGE 6



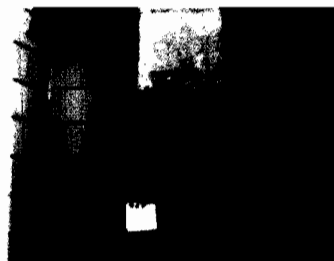
MCC/Electric Room
Three (3) Electric Unit Heaters
Ceiling Mounted
No Data
Direct Drive



MCC/Electric Room
Sanyo THW3672R
S/N 0006212
Tied to C3672R



Carbon Feed Room
Lower Level
New York Blower Junior Fan
Shop No K13827 100
Size: 75FC
With GE Motor
Model: 5KC37RN35H
1/2 Hp; 115V; 8.8 A; 1725 RPM



Old Lime Feed Room
Blower: Baldor Motor
Cat No. VMB B46
Spec No 846794X269
1 Hp; 208V; 3.7 A; 3 Phase; 1725 RPM



Ladies Rest Room
Wall Unit Steam Radiator
No Data

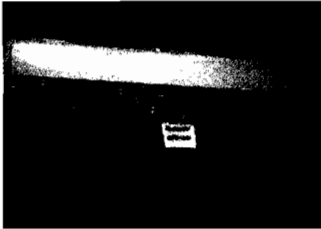


Supervisor's Office
Sanyo Model KMHS0972
S/N 0084393 85221344576000
230 V; 1 Phase
Date: Sept 2009
Tied to 3172

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

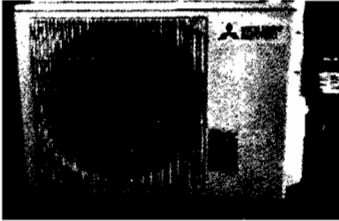
PPF - PAGE 7



Maintenance Supervisor's Office
Sanyo Model KMHS0972
S/N 0077593 85221344576000
230 V; 1 Phase
Date: Sept 2009
Tied to 3172



Maintenance Foreman's Office
Mitsubishi Model PKA-A12HA7
230 V; 15 Amp; Nov. 2018
S/N: 8YA11926A



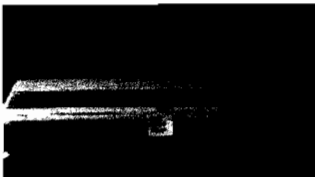
Outside, Wall Mounted Unit for Foreman's Office
Mitsubishi Model PUZ-A12NKA7
230 V; 15 Amp; R410A Refrigerant
Feb., 2019
S/N 82U05616B



Porter Vestibule
Two Wall Units
Steam Radiators
No Data



Porter Lobby
Two Duct Diffusers
3' X 1'



Break Room
Sanyo Model KS2472
S/N 0121912 85221344590000
230 V; 1 Phase
Date: April 2011
Tied to 2472

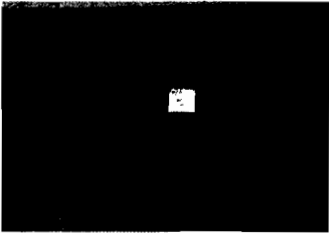
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

PF - Page 8



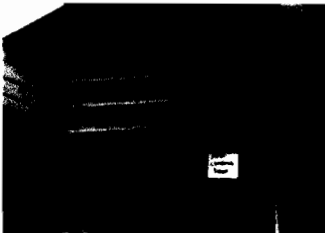
Break Room
Four (4) Steam Radiators
No Data



Men's Rest Room
Wall Unit - Steam Radiator
No Data



Locker Area Near Boiler
Trane Steam Unit Heater
Model No UHSA-038S-8C-AAC
S/N: D91H08892



Loading Dock, Near Elevator
Trane Steam Unit Heater
Model No UHSA-038S-8C-AAC
S/N: D91H08890



Odd Side Filter Area
Belt Driven Fan
3' X 3' Wall Unit to Outside
Extraction Air
Belt: 4L-290R



Even Side Filter Area
Belt Driven Fan
3' X 3' Wall Unit to Outside
Extraction Air
Belt: 4L-290R

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

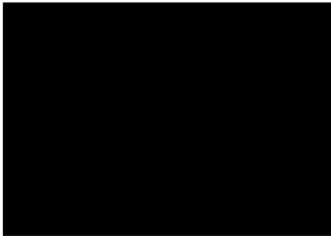
PFP - Page 9



Filter Deck
Trane Steam Unit Heater
Model No. UHSA-042-8C-AAC
S/N: Painted - No Data



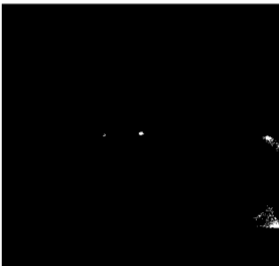
Filter Deck
Trane Steam Unit Heater
Model No. UHSA-042-8C-AAC
S/N: D91H08895



Filter Deck
Modine Hydronic Unit Heater
Model No. HSB 63S01
S/N: 39014909-9769
115 V; 1/12 Hp; 1.7 A; 1 Phase



PFP - Basement
Modine Hydronic Unit Heater
Model: V95S01
S/N: 39014512-1305
115V; 1/12 Hp; 2.7 A; 1 Phase
Near HS No. 1



PFP - Basement
Modine Steam Unit Heater
Unit No. V59SB01SA
S/N: 39013616-5261
115 V; 1 Phase; 1.4 A
Replaced in 2017
Near Stairs



PFP - Basement
Trane Unit Heater
Model No. UHPA-102P-4A-BAD
S/N: D911H08903
Near the Zinc Feed

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

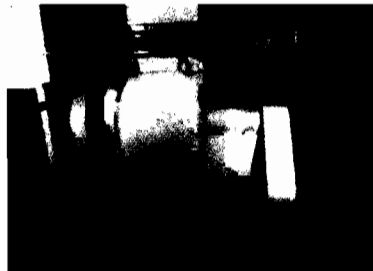
PFP - Page 10



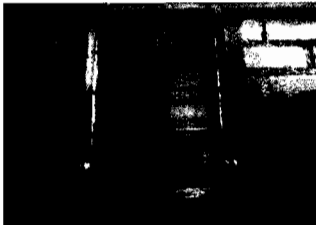
Filter Gallery
Steam Heat Exchanger
23 Tube
Replaced in 2018



Filter Gallery
Loren Cook Blower
Job No. 2 9 02991930 091
Model No. 245 CA SWSI
Mark 002 1725/0000-60--460
Belt: A-60



Magnatek Motor
Part No. 9-391183-60
Frame: 145T
2 Hp; 1755 RPM; 230/460 V
7.2/3.6 Amp



Metering Building
Gravity Damper - One
No Data



Metering Building
Greenheck Blower Fan, Ducted
Model No. SFD-S-SB-C4-TH
S/N: D4H23929
EF-1
Direct Drive



Metering Building
Unit Heater
Marley Electric Washdown/Corrosion Resistant
Model No. QWD 05212BT000
5.0 KW; 240 V; 1 Phase; 22.6 Amp
Installed in January 2017

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

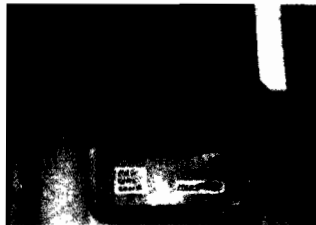
PFP - Page 11



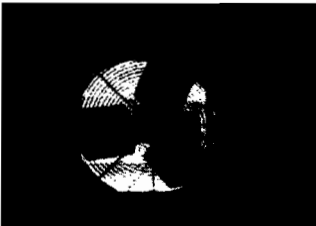
PFP - Garage
Trane Steam Unit Heater
Model No UHSA-060S-8C-AAE
S/N: D91H08896



PFP - Garage
Trane Steam Unit Heater
Model No UHSA-060S-8C-AAE
S/N: D91H08897



Lime Silo - Lower
Heatflo Unit Heater - Electric
No Data



Lime Silo - Lower
Dayton Fan Model 2C713B
1550 RPM; 1/20 Hp; 115 V; 1.8 Amp



Lime Silo - Upper
Dayton Fan Model 2C713B
1550 RPM; 1/20 Hp; 115 V; 1.8 Amp



Lime Silo - Upper
Dayton Unit Heater
Model No. (1) 2CJF9
480 V; 3 Phase; 0.45 Amp; 1/20 Hp Motor
Heater: 7.5 KW; 9.03 Amp

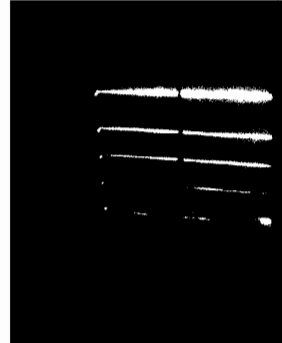
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

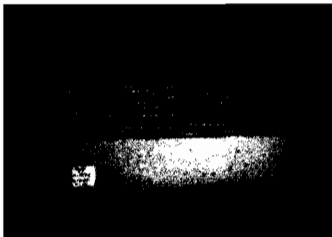
PFP - PAGE 12



Lime Silo - Upper (Left); Lower (right)
Motorized Louver/Shutter
Model No. 2C831B
120 V; 0.21 Amp



PFP - Sludge Building
Heatflo Unit Heater - Electric
Cat No. HLH-C-10-43-30-00
MFG Part No. 004-303380-503
10 KW; 480 V



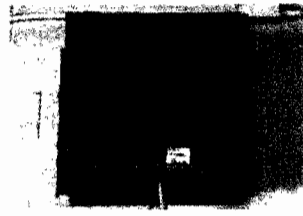
PFP - Sludge Building - Lower Floor
Chromalox HCH-501 172PP Electric Unit Heater
Wall Mount
480V; 5000 Watt; 3 Phase



PFP - Hypo Room
18-inch Exhaust Fan
No Data



PFP - Hypo Room
Motorized Louver
No Data



PFP - Fluoride Room
18-inch Exhaust Fan
No Data

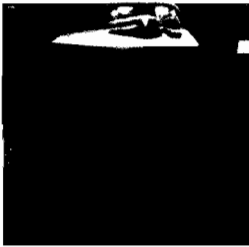
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

PF - Page 13



PF - Fluoride Room
Motorized Louver
No Data

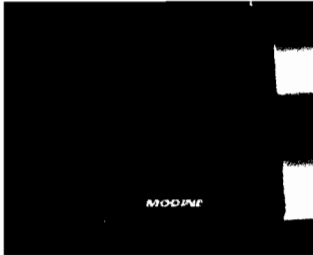


Ice Machine - Porter Operator's Area
Manitowoc - Installed June, 2021
Model UYF0140A- 161B
Serial No. 310574146
Refrigerant Charge: R404A - 6.77 Ounces
115 V; Single phase; 5 Amps



Two Hydronic Unit Heaters:
Modine Model HC 24SB01SA
1/25 Hp; 115 Volt; 1.3 Amp

Serial No. 39104018-5087
1st Floor of Gate House



Serial No. 39104018-5093
1st Floor of Gate House



One Hydronic Unit Heat in basement of Gate House
Modine Model No. 47SB01SA
Serial No. 39105018-5464
1/12 Hp; 115 volt; 1.7 Amp



Dayton Dehumidifier Unit
Located in Basement of Gate House

Six Hot Water Convectors located on Second Floor.

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Porter Complex

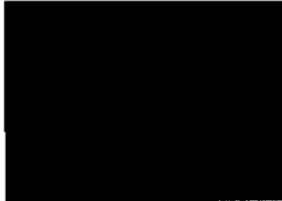
PFP - Page 14



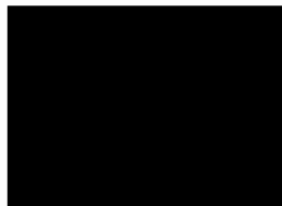
Low Lift Pump Station
Two Axiom High Efficiency Water Source
Heat Exchangers
Trane Model EXEH 0424
S/N: W11A01441 & W11A01442
Oder No. D6N433A- A&B
Compressor: 460 v; 3 phase; 11.3 Amp
Blower 265 v, 1 Phase, 3/4 HP
R410A Refrigerant, 61.5 Oz.

Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Station: Waterworks Center - BAS System



Water Quality Manager's Office
Split Unit



Cubicle Area
Ventilation Units



Water Division Director
Office
Split System



Oraginc Lab
Split Unit



Main Lab Area
Split Unit - Left



Micro Lab Area
Split Unit - Right



Vestibule
Floor Radiator

NOTE: A New Additional Split Unit will be added in 2022.

WATERWORKS CENTER - PAGE 2



Conference Room First Floor
Split Unit



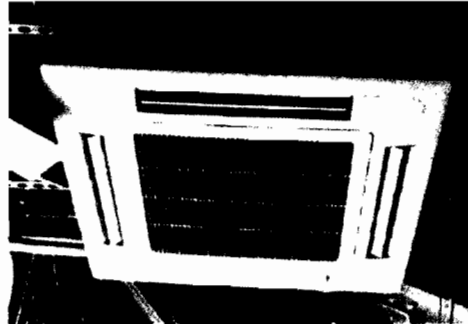
Conference Room First Floor
Floor Radiator



Staircase Split Unit



Second Floor Conference Room
Split Unit - Two Units



Utility Room
Second Floor
Berko Unit Heater

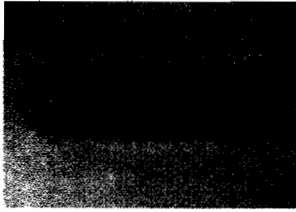


SCADA Room
Split Unit

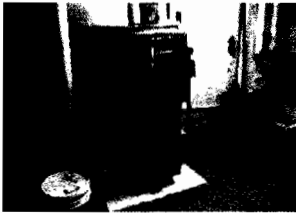
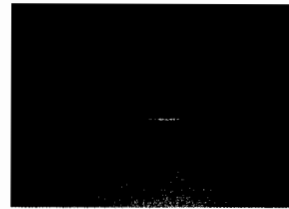
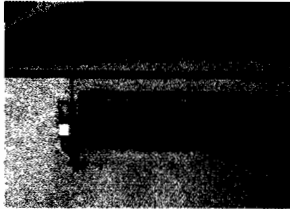


Basement Staircase
Floor Radiator

WATERWORKS CENTER - PAGE 3



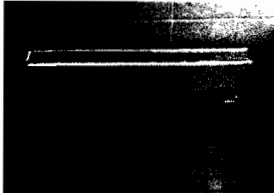
Lunchroom
Three Split Units



Water Heater
Bradford White
Model No. RE35056-INCWW
S/N: WK46754813
50 Gallons; 240 Volt; 4.5 KW



Berko Unit Heater
Model No HUHAA320
S/N: 1652482752
3 KW. Single Phase, 208 V, 0.25 Amp



Lower Level Restroom
Radiator



Koolaire Ice Machine
Model No: K400
Serial No. 1120456056
115 Volt; 12.7 Amp
Refrigerant: 410A



Scotsman Ice Machine Filter
REPLACE ANNUALLY
Replacement Part: EV9612-22

Not Shown in Photos, but included in Scope:
A/C Roof Top Units - 4 Filters, each 20" x 20" x 4"
Lab Fume Hood Exhaust: Belt No. 4L-260

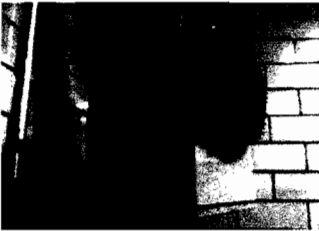
Appendix A
HVAC Equipment List
City of Wilmington
Department of Public Works

Pumping Station: Wills Pumping Station

NOTE: ALL LOUVERS (GRAVITY, ACTUATED, FIXED) MUST BE CLEANED ANNUALLY.
MCC ROOM



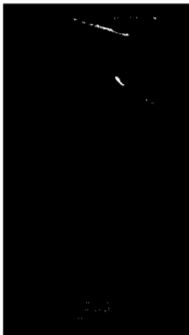
Chromolox Electric Unit Heater
Model: HD3-500
208 V; 5 KW; 3 phase; 0.6 Amp



Markel Electric Unit Heater
Quantity: 3
Model: F3F5505T
208 Volt; 5 KW; 3 Phase; 0.7 Amp



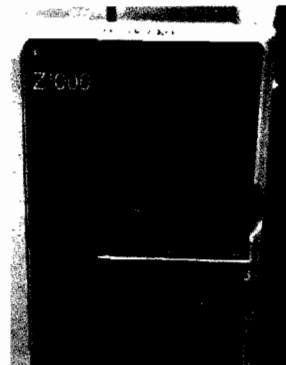
Actuated Louvers
Quantity: 4



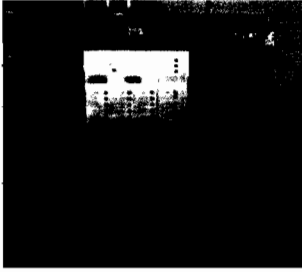
Belimo Actuator for Louvers
EFB120-S N4 Model
240 Volt
Typ of 4



Yaskawa VFD Controllers
Z1000 Model
VFD's control Louvers
200 V 10.6 Amp

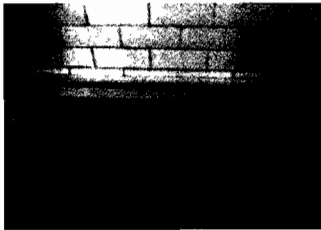


WILLS Pump Station - Page 2



Control Panel for VFD Controlled Exhaust Air EF-1, -2 and -3

CONTROL ROOM and BATHROOM



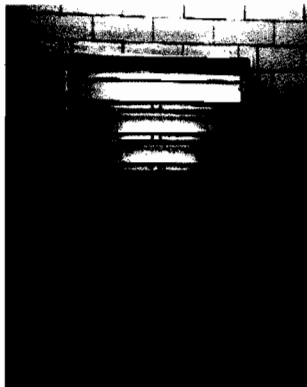
Electric Baseboard Heaters
Quantity: 2
110 V; 15 Amp



DUCT/MECHANICAL ROOM



New York Blower (2003)
Shop No. X01118100
24" FRP Fume Exhauster
3000 CFM; 240 Volt



Two Gravity Louvers
Located in Duct Room
To Be Cleaned Annually



SCREEN ROOM



Markel Electric Unit Heater
Quantity: 2
Model: F3F5505T
208 Volt; 5 KW; 3 Phase; 0.7 Amp

PUMP ROOM (BASEMENT)

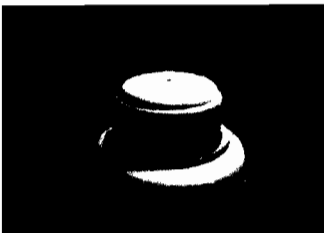
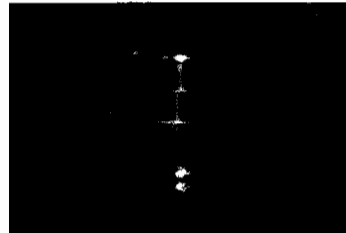


Indeco - Triad Unit Heater
Washdown - Corrosion Resistant
Model: 234-U11N-00500-3510
Quantity: 3
5 KW; 208 V; 3 Phase: 20 Amp

ROOF TOP UNITS



Loren Cook Exhaust fans (3)
Model: 402 ACRU 402R8B
208 V; 1.5 Hp; 1725 RPM;
10500 CFM - January 2019
S/N: 076SH90802-00/0000701
S/N: 076SH90802-00/0000702
S/N: 076SH90802-00/0000703



Penn Ventilator
No Data Available
Located over Screen Room
Belt: 4L-270



Air Intake Cupola
For Blower in Duct Room
Louvers should be cleaned.

**Attachment 1
Proposal Form**

SECTION PF

PROPOSAL FORM

DATE: 4/14/2022

Contract 23001 WD

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

FOR: Department of Public Works

Procurement Team:

Having carefully examined the Request for Proposal entitled “HVAC and Related Systems Inspection and Maintenance Services, Contract No. 23001 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 = \$ 28,000.⁰⁰
- ITEM-2: Unscheduled On-call Maintenance and Repair Services consisting of on-site man hours for a lead technician in response to specific requests by the City
\$ 95.⁰⁰ per hr. x 100 hrs. = \$ 9,500.⁰⁰
- ITEM-3: Unscheduled On-call Maintenance and Repair Services consisting of on-site man hours for a crew of two technicians and/or mechanics in response to specific requests by the City
\$ 165.⁰⁰ per hr. x 50 hrs. = \$ 8,250.⁰⁰
- ITEM-4: Emergency Services consisting of on-site man hours for a lead technician in response to specific requests by the City
\$ 142.⁰⁰ per hr. x 50 hrs. = \$ 7,125.⁰⁰
- ITEM-5: Emergency Services consisting of on-site man hours for a crew of two technicians and/or mechanics in response to specific requests by the City
\$ 247.⁰⁰ per hr. x 50 hrs. = \$ 12,375.⁰⁰

ITEM-6:	Unscheduled On-call Maintenance Services consisting of <u>on-site</u> man hours for a lead ATC technician in response to specific requests by the City \$ <u>95.00</u> per hr. x 50 hrs. =	\$ <u>4,750.00</u>
ITEM-7:	Unscheduled On-call Maintenance Services consisting of <u>on-site</u> man hours for a crew of one ATC technician and one helper in response to specific requests by the City \$ <u>165.00</u> per hr. x 25 hrs. =	\$ <u>4,125.00</u>
ITEM-8:	Deep Cleaning of Air Handlers and Ductless Systems using Specialized Cleaning Kits. Unit Price is inclusive of all labor, chemicals, materials and cleaning kits. Specific Group of Deep Cleanings will be determined by the City Representative. \$ <u>680.00</u> per Deep Cleaning x 8 Cleanings/year =	\$ <u>5,440.00</u>
ITEM 9:	Spare Parts Allowance	\$10,000
ITEM 10:	Capital Improvement Allowance	\$15,000
TOTAL OF ITEMS 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10		\$ <u>104,565.00</u>

Work under this Contract shall be completed within 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 their official address for receiving communications is as shown at the beginning of this Proposal.

FIRM: Summit Mechanical, Inc.

ADDRESS: 304 Carson Drive, Bear, DE 19701

CITY OF WILMINGTON
BUSINESS LICENSE NO: 56511

ATTEST: Robert W. Cole, III

FEDERAL I.D. NO.: 26-1290248

PER: Maurice Parson
Name (typed or printed)

TITLE: Maintenance Contract Coordinator

SIGNATURE: Maurice Parson

TELEPHONE NO: 302-836-8814

FAX NO: 302-836-8819

**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: Summit Mechanical, Inc.

Address: 304 Carson Drive
Bear, DE 19701

Contract/Project Name: HVAC And Related Systems Inspection And Maintenance

Contract Number: 23001 WD

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)**

MP 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.

MP 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.

MP 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.

MP 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.

MP 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.

MP 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.

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

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

MP 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.

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

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

MP 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.

MP 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.

MP 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.

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

MP 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 journeyman 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.

MP 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.

MP 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.

MP 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.

MP 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.

MP 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.

MP 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.

MP 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.

Maurice Parson
Authorized Signature

4/14/2022
Date

Maurice Parson
Print Name
Maintenance Contract Coordinator
Title

Robert W. Vahl, III
Witness Signature

4/14/2022
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, 6TH FLOOR
WILMINGTON, DE019801**

Questions regarding the this form can be sent to
procurement@wilmingtonde.gov or call 302.576.2423

To Be Submitted with Bid

CONTRACT: 23001 WD

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 (or Numbers)	Mailing Address & Contact Number	Value of Contract	Dollar Amount of Contract
All Maintenance Work To Be Performed In-House			
Total Dollar Amount to be Expended for Disadvantaged Business Enterprises			
Total Amount of Contract			
Percentage of Contract used for D.B.E.			

Maurice Parson / *Maurice Parson* Maintenance Contract Coordinator
Name of Authorized Official of Bidder **Title**

Summit Mechanical, 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: 23001 WD

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 Telephone	Type of Connection (If Bid, Indicate Value)	Reason for Rejection (If Firm Not Used) (If Bid, Indicate Value) (Indicate Value)
1. All Maintenance Work	To Be Performed	In-House	
			\$
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: 23001 WD

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: <u>Summit Mechanical, Inc.</u>		
2.	ADDRESS: <u>304 Carson Drive, Bear, DE 19701</u>		
3.	PHONE: <u>302-836-8814</u>	PRODUCT OR SERVICE LINE: <u>Mechanical Contractor</u>	
4.	TYPE OF FIRM: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		
5.	EMAIL: <u>Info@SummitMechanical.Org</u>		
6.	DATE OF ORIGATION OF FIRM: <u>2007</u>	EMAIL: <u>Info@SummitMechanical.Org</u>	
7.	BUSINESS LICENSES HELD:	City: <u>56511</u>	State: <u>2007604744</u> Other: <u>NCC: UT0982</u>
8.	DISADVANTAGED OWNERSHIP OF FIRM:		
	NAME	OWNERSHIP % OF FIRM	DISADVANTAGED BUSINESS
a.	<u>Edward Mendez</u>	<u>100%</u>	<u>Minority</u>
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.		

Maurice Parson
NAME (printed)
4/14/2022
DATE

Maurice Parson
SIGNATURE
Maintenance Contract Coordinator
TITLE

FOR OFFICE USE ONLY

DATE RECEIVED: _____
DATE APPROVED: _____
INFORMATION VERIFIED: _____

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
All Maintenance Work To Be Performed In-House			
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).

Maurice Parson / Maurice Parson

Maintenance Contract Coordinator

Name of Authorized Official of Bidder

Title

Summit Mechanical, Inc.

4/14/2022

Company

Date

State of Delaware
Office of Supplier Diversity
Division of Small Business
820 North French Street, 10th Floor
Wilmington, DE 19801
Telephone: 302-577-8477
Email: OSD@delaware.gov

Summit Mechanical, Inc

304 Carson Drive
Bear, DE 19701
OSD Certification Number: DE21036758

OSD Certification(s)
MBE

Shavonne H. White
Shavonne H. White
Director, Office of Supplier Diversity
OSD Certification Date: 03/19/2021
OSD Expiration Date: 03/18/2024

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: May 13, 2022

Re: Contract 23001WD – HVAC & Related Systems Inspection-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>
Summit Mechanical, Inc.	\$ 104,565.00
A.A. Duckett, Inc.	\$ 105,980.00
I.D. Griffith, Inc.	\$ 147,318.00
Diamond Mechanical, Inc.	\$ 152,968.00
McCloskey Mechanical, Inc.	\$ 173,128.00

Our recommendation is to award this contract to the apparent low bidder, Summit Mechanical, Inc. for the amount shown above. We have reviewed their response to the RFP for Contract 23001WD, and they appear to meet the specification.

APPROVED:



For Kelly Williams
COMMISSIONER OF PUBLIC WORKS

cc: Vince Carroccia, Deputy Commissioner
Chris Oh, Water Services Director
Kelly Slabicki, Assistant 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. 23001WD is on this 20th May 2022 awarded to **Summit Mechanical, Inc** in the amount of **\$104,565.00** as per Proposal dated 4/14/22 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 3/24/22.
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 3/24/22 & 3/31/22 stated that bids would be opened at 3:00 p.m. on 4/14/22
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 4/14/22. Other persons present at the opening of the bids were: Phil Ceresini, Mitchell Smith & Tamara Thompson
4. Bids were submitted by the following contractors in the following amounts for (Kirkwood Park):

Contractor	Address	Date of Bid	Amount
Summit Mechanical, Inc	Bear, DE	4/14/22	\$104,565.00
A.A. Duckett, Inc	Glassboro, NJ	4/14/22	\$105,980.00
I.D. Griffith, Inc	Wilmington, DE	4/14/22	\$147,318.00
Diamond Mechanical, Inc	Dover, DE	4/14/22	\$152,968.00
McCloskey Mechanical, Inc	Blackwood, NJ	4/14/22	\$173,128.00

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	5/13/22
Samuel A. Baise, Jr	Contracts & Maintenance Supervisor	5/13/22



Department of Finance, Division of Procurement

Delaware

Page 1

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "SUMMIT MECHANICAL, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE FIRST DAY OF JULY, A.D. 2022.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "SUMMIT MECHANICAL, INC." WAS INCORPORATED ON THE TWENTY-FOURTH DAY OF OCTOBER, A.D. 2007.




Jeffrey W. Bullock, Secretary of State

4446002 8300

SR# 20222851701

You may verify this certificate online at corp.delaware.gov/authver.shtml

Authentication: 203825223

Date: 07-01-22



P.O. Box 1398, Bear, DE 19701

Phone: 302-836-8814

Fax: 302-836-8819

E-Mail: Info@SummitMechanical.org

CERTIFIED COPY OF RESOLUTIONS

I, the undersigned, Secretary of Summit Mechanical, 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 14th day of July, 2022.

RESOLVED, that the President, Edward V. Mendez, of this Corporation be and he hereby is authorized to execute and deliver on behalf of this Corporation a contract and other contract documents by and between this Corporation and the City of Wilmington, Delaware, Department of Finance, Contract Number 23001WD "HVAC & Related Systems Inspection and Maintenance Services" for the Contract Price of \$104,565.00; and

FURTHER RESOLVED, that the Secretary of this Corporation be, and he hereby is authorized to attest to the said contract and other documents.

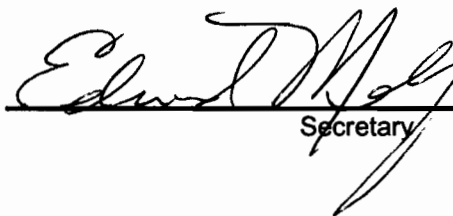
I further certify that the foregoing Resolutions have not been rescinded or modified and remain in full force and effect.

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

President: Edward V. Mendez

Secretary: Edward V. Mendez

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Corporation this 14th day of July, 2022.


Secretary



SUMMEC-01

EHOLGERSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2022

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).

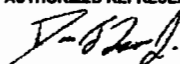
PRODUCER Lyons Insurance Agency, Inc. 501 Carr Road, Suite 301 Wilmington, DE 19809	CONTACT NAME: PHONE (A/C, No, Ext): (302) 658-5508		FAX (A/C, No): (302) 658-1253
	E-MAIL ADDRESS: lyons@lyonsinsurance.com		
INSURED Summit Mechanical, Inc. 304 Carson Drive Bear, DE 19701	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Atlantic States Insurance Company		22586
	INSURER B: Donegal Mutual Insurance Company		13692
	INSURER C: Southern Insurance Company of Virginia		26867
	INSURER D:		
	INSURER E:		

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		CPA9249972	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/POP AGG \$ 2,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAA9249972	9/30/2021	9/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CXL9249972	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		1000005417	9/30/2021	9/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER City of Wilmington Procurement Division 800 N. French St, 5th Floor Wilmington, DE 19801	CANCELLATION 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 
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CITY OF WILMINGTON - BUSINESS LICENSE

ACCOUNT NO. LICENSE NO. CODE
038629 8441 1000 AIR CONDITIONING

FEE PAID
\$0.00

BUSINESS SUMMIT MECHANICAL INC
608 LANDMARK LN
MIDDLETOWN, DE 19709

2022

Expires:12/31/2022

ISSUED BY

SUMMIT MECHANICAL INC
SUMMIT MECHANICAL INC
P O BOX 1398
BEAR, DE 19701

Jeffrey J. Starkey

COMMISSIONER
DEPARTMENT OF LICENSES & INSPECTIONS

THIS LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE

This is a corrected Business Certificate with the correct expiration date.
We apologize for the mistake.

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

THIS AGREEMENT made the 14th day of July in the year **Two Thousand Twenty-Two** 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 **Summit Mechanical, 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 **23001WD "HVAC & Related Systems Inspection and Maintenance"** for the **Department of Public Works** in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date **3/24/22 and 3/31/22** and specifications identified as Contract No. **23001WD** 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 **One Hundred Four Thousand, Five Hundred Sixty-Five Dollars and----- 00/100 (\$104,565.00)** as per Proposal dated **4/14/22** 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:

Arcadio Perudo
Witness

THE CITY OF WILMINGTON

By: *[Signature]*
Michael S. Purzycki, Mayor

ATTEST:

Deputy *Akia Grenada*
City Clerk

SUMMIT MECHANICAL, INC

Martin Lanson
Witness

By: *[Signature]*
President (Seal)

ATTEST:
[Signature]
Secretary