



**NEW CASTLE COUNTY  
Department of Administration**

**Notice & Invitation to Bidders**

**Southern New Castle County Library – Bid Pack 5**

- Millwork and Casework, Contract 2020-08-08, Bid #20-2018**  
**Doors, Frames, and Hardware, Contract 2020-08-13, Bid #20-2023**  
**Tile, Contract 2020-08-16, Bid #20-2026**  
**Carpet and Resilient Flooring, Contract 2020-08-18, Bid #20-2028**  
**Painting and Wall Covering, Contract 2020-08-19, Bid #20-2029**  
**Access Flooring, Contract 2020-08-20, Bid #20-2030**  
**Landscaping, Contract 2020-08-02, Bid #20-2044**  
**Specialties Work, Contract 2020-08-21, Bid #20-2031**

Sealed bids are invited by New Castle County Department of Public Works for Southern New Castle County Library for the following contracts – **Millwork and Casework, Doors, Frames, and Hardware, Tile, Carpet and Resilient Flooring, Painting and Wall Covering, Access Flooring, Landscaping, and Specialties Work** including but not limited to complete Circulation desk, Help desks, casework, counters, wood panels, wood sills, wood base, bench seating, and miscellaneous trim, furnish and deliver doors, frames, and hardware, floor tile, wall tile, wall base, thresholds, transitions, crack suppression membrane, mortar, and grout, wall base, carpet tile, and transitions, painting of walls, ceilings, doors, frames, miscellaneous steel, and wall base, wall coverings, sealed concrete, polished concrete, access flooring, cutouts, pedestals, and accessories, plants, shrubs, trees, mulch, planting soil, seeding, and sod, toilet accessories, marker boards, wall protection, fire extinguishers and cabinets, and lockers. This includes all supervision, labor, tools, materials, and equipment necessary for the Southern New Castle County Library in accordance with the Contract Drawings and Specifications.

The Work is located at 204 East Main Street, Middletown, Delaware 19709

**Contractors proposing to submit a bid must acquire the Bid Package (Plans and Specifications) from Wohlsen Construction**

- 1. Bidder Document Access:** To access the Bidding Documents, Bidders must register with Wohlsen Construction by contacting Kim Heisler ([kheisler@wohlsen.com](mailto:kheisler@wohlsen.com)). Once registered, Bidders will receive a notice with an access code to download the documents at no cost. Bidding documents will be available on July 20, 2020.

Contact Jeff Coopersmith, Wohlsen Construction, at [jcoopersmith@wohlsen.com](mailto:jcoopersmith@wohlsen.com) (copy [kheisler@wohlsen.com](mailto:kheisler@wohlsen.com)) with any bidding related questions. Questions shall be in a written format. Bidders will be responsible for acquiring all Addenda. The last date/time for Bidder Questions to be submitted will be August 14, 2020, at 12:00 p.m.

Bids addressed to the New Castle County Purchasing Division will be received by the Purchasing Division, New Castle County Government Center, 87 Reads Way, New Castle, DE, 19720, (302-395-5250) until **2:00 p.m. on Tuesday, August 25, 2020**, when they will be opened and read publicly. No Bid will be accepted after that time. Bid envelopes shall carry a clear notation indicating the bid number and contract number, for example: **“Southern New Castle County Library – Millwork and Casework, Contract 2020-08-08, Bid No. 20-2018”**.

Bids shall be accompanied by a Bidder’s bond or certified check in an amount equal to 10 percent of the bid price, payable to New Castle County and conditioned to be forfeited to said County for failure to enter into a contract, if awarded.

Awards, if any, will be made to the lowest responsible qualified Bidder. The County reserves the right to reject any or all bids and to waive minor irregularities. Bidders are required to submit all Proposal pages with their Bid. The Proposal must be signed and sealed. A Bid bond must be included with the Proposal. The CRC Form, if not already submitted, must also be included with your submission. Any deviation from these instructions may result in the

rejection of your Bid. The successful Bidder will be required to give bond of a surety company, acceptable to the County, and licensed to do business in the State of Delaware, in the amount of the contract price.

### **CONTRACTOR RESPONSIBILITY CERTIFICATION**

Contractors proposing to submit a bid to New Castle County for a Public Works Contract expected to exceed \$500,000 are required to complete and submit a Contractor/Subcontractor Responsibility Certification (CRC) form.

This form should be submitted as soon as possible but in all cases must be received by the New Castle County Department of Public Works Contracts Officer no later than the advertised deadline for Bid Submittals. Failure to submit the form by this time will result in the County's inability to consider your Bid for award. Please be advised that failure to thoroughly and accurately complete the form may also result in the County's inability to consider your

Bid for award. The form is located after this Notice and Invitation for Bids and is also available at:

<http://www.nccde.org/documentcenter/view/78>

Please see New Castle County Code Sect. 2.05.303(D) for additional requirements and information. The certification must have original signatures; faxes will not be accepted.

### **PRE-BID MEETING**

There will be a non-mandatory Pre-Bid meeting at **2:00 p.m. on July 30, 2020** via Teams. All registered bidders will receive a Teams Meeting invitation for this meeting.

### **MBE/WBE PARTICIPATION**

Minority and Women Business Enterprises (M/WBE) will be afforded full opportunity to submit bids and will not be subject to discrimination on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in consideration of this award.

### **ALCOHOL & DRUG TESTING**

New Castle County Ordinances No. 18-112 and 19-025 require contractors and subcontractors to implement a mandatory alcohol & drug testing program for their employees who work pursuant to a Public Works contract. Included in the specifications for this project is an affidavit certifying compliance with the Ordinance. This affidavit must be executed and submitted with the bid. Failure to submit the affidavit by that time shall result in the County's inability to consider your bid for award. Forms submitted by facsimile will not be accepted.

Michael Hojnicky

Chief of Technology and Administrative Services

Bid #'s 20-2018, 20-2023, 20-2026, 20-2028, 20-2029, 20-2030, 20-2044, and 20-2031