



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

December 31, 2020

CONTRACT NO. 20-13
CITY OF NEWARK PARKS SIGNAGE REPLACEMENTS

ADDENDUM #1

PROJECT INFORMATION

- A. Name: Parks Signage Replacements
- B. Owner: City of Newark, Delaware
- C. Contract Number: 20-13
- D. Date of Addendum: December 31, 2020
- E. Date of Mandatory Pre-Bid Meeting: 11:00 a.m., January 6, 2021
- F. Request for Information Deadline: 5:00 p.m., January 15, 2021
- G. Bid Submission Deadline: 2:00 p.m., January 26, 2021

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this addendum with their submitted proposal.
- B. The date for questions and receipt of bids remains unchanged by this addendum.
- C. This addendum shall serve to answer questions received by Bidders to date.

RESPONSES TO QUESTIONS SUBMITTED VIA EMAIL

Question 1:	What is the breakdown of the number of signs in regard to: (1) 3'x5' Single Face, (2) 3'x5' Dual Face, (3) 2'x3' Single Face, and (4) 2'x3' Dual Face?
Response 1:	3' x 5' Single Face: +/- 26 3' x 5' Dual Face: +/- 2 2' x 3' Single Face: +/- 15 2' x 3' Dual Face: +/- 5
Question 2:	What height from the bottom of the sign to the ground?
Response 2:	Post should be installed 24"-30" in concrete; sign height from the ground will be discussed in greater details at the 1/6/21 pre-bid meeting.
Question 3:	Single Face carved and Dual Face carved often use different thickness panels. Can bidders use a thinner/appropriate panel for Single Face carved signs?
Response 3:	Yes, please provide thickness details in the bid.
Question 4:	How many colors are needed for paint and lettering?
Response 4:	Three colors for paint and lettering, which will be discussed between the City and awarded company during the design phase.

Question 5:	How will the panel be attached to the posts?
Response 5:	To be determined by the Bidder; the City will not instruct on proper sign attachment. Each Bidder shall be versed on proper sign installation and materials.
Question 6:	We require authorized/signed client renderings for every carved sign before we enter production. Is that permissible?
Response 6:	Yes.
Question 7:	Will there be separate permits for each sign to be installed? Will fees be charged for each?
Response 7:	Yes, permits will be required for each and the associated fees will be waived by the City.
Question 8:	Is bid award solely determined by lowest bid pricing or are other factors considered?
Response 8:	The City reviews bids holistically; price shall be among the primary factors considered, but not the only factor.
Question 9:	Is there a preferred order of which signs must be installed?
Response 9:	Two signs will have target dates to be complete; there will be no preferred order for the remaining signs.
Question 10:	Is a business license required?
Response 10:	Yes, a City of Newark business license is required.
Question 11:	From where can I get details about business licensing if required?
Response 11:	www.newarkde.us
Question 12:	Is this a Set-Aside opportunity?
Response 12:	No. This contract is available for any and all vendors to bid on.
Question 13:	Is this only for approved vendors/local vendors?
Response 13:	No.
Question 14:	Do we need to get registered with the Secretary of State?
Response 14:	State licensing and other requirements can be found at https://corp.delaware.gov/ or www.delaware.gov .
Question 15:	Do we need to install at all locations? Or does the City just need unit pricing?
Response 15:	Install option must be included as outlined in the contract documents.
Question 16:	It seems like there are 148 signs required across the 37 parks. Can you please advise if you have an exact quantity needed?
Response 16:	The City estimates about 45 signs, including 3-4 double sided and several smaller 2'x3' signs.
Question 17:	Should lead paint work be included in the proposal? Are there lead paint color details that can be shared?
Response 17:	No lead paint is in/on the signs that are being removed.

END OF ADDENDUM #1