



Addendum #01

Electrical System Upgrades
Army Aviation Support Facility (AASF)
Delaware Army National Guard
New Castle, Delaware
Tt Project No.: 200-76984-13013
DEARNG Contract # 20-2103

Addendum No. 01
to
Drawings and Project Manual

September 2, 2014

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated August 18, 2014,
PROJECT MANUAL dated August 27, 2014.

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of one (1) page and attachments:

CHANGES TO PROJECT MANUAL

- 1.1 Section 00 11 13 Advertisement for Bid
 - A. 5th Paragraph, last sentence, **ADD** "... as a Prime Contractor" to the end of the sentence.
- 1.2 Section 01 10 00 Summary, Article 1.5 Construction Schedule, Paragraph A
 - A. Subparagraph 1, **CHANGE** Commencement of construction date to read, "Approximately October 1, 2014."
 - B. Subparagraph 2, **CHANGE** Substantial Completion date to read "150 days."
 - C. Subparagraph 3, **CHANGE** final completion date to read, "180 days."

CHANGES TO DRAWINGS

- 1.3 None to date

ATTACHMENTS

Pre-Bid Sign in Sheet
Pre-Bid Meeting Report
Bid Register (Plan Holder List)

END OF ADDENDUM 01



PREBID MEETING SIGN-IN SHEET

DEARNG AASF Electrical Upgrades

Tt PROJECT NO.: 200-76984-13013

DATE: September 17, 2014

Name	Company	Physical Address	Telephone	Fax	e-mail
1 WAYNE COMBES	DELOLO ELECT	236 BRACKERS DE 302 WILM. DE 19804	302-994-3400	302-995-1023	WAYNE@DELOLO.COM
2 Matt Bailey	Power Plus Electrical (contractors) Inc.	10 Janis Drive Dover, DE 19901	302 736-5070	302 736-5120	MatH6337@gmail.com
3 JIM ORGA	PREFERRED ELEC.	505 CHURCHMAN'S RD 19720	(302) 322-9568	302 322-5378	jorga@preferredinc.net
4 THOMAS GARGALAS	Electrical Integrity LLC	P.O. Box 1061 MIDDLETOWN, DE 19709	(302) 388-3430	(302) 678-4576	Tusgargalas@elecintegrity.com
5 JIMMIE FITZSIMMONS	SUPERIOR ELECTRICAL SERVICES CO.	26 GREEN DRIVE WILM, DE	(302) 658-5949	(302) 658-5983	JIMMIE@SUPERIORELECTRIC.BIZ
6 Bob Shirley	Nickle	14 Mill Pond Ct Newark	302-453-4000		bshirley@nickle.com
7 Ron Ruelas	AAA Construction	1424 Starbridge St Harristown Pe. 19401	484-213-8007		Kerry Adams@ore-at.com
8 William Tyler					
9					
10					
11					
12					
13					

	Name	Company	Physical Address	Telephone	Fax	e-mail
14						
15	William R. Davis	DEANG				
16	DAVID H. SLOVECKER	MID ATLANTIC ELECT SERVICE	24556 BETTS ROAD MILLBORO DE 19966	1-302-434 7171		
17	Victor Rolli	"	"	1-302-275- 2838		U. Rolli @ MAES 1, Com
18	Ron Aicks	ABA	Construction	484-213-8007		
19	LOLA NIKECHI	BRISTOL INDUSTRIAL	1010 RIVER ROAD NEW CASTLE DE	302 322 1100		
20	Scott Larson	ARA	Construction	484 213 8007		
21	Scott Larson	TetraTech	240 Continental Drive Christiana, DE 19714	302-283-2238		Scott Larson @tetratech.com
22	Clint Larson	TetraTech	"			Clint Larson @tetratech.com
23						
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Pre-Bid Meeting Record

Meeting Date: Wednesday, August 27, 2014 @11:00 a.m.

Publication Date: September 2, 2014

Prepared By: Scott D. Parlow, P.E.

Tt Project No.: 200-76984-13013

Regarding: AASF Electrical System Upgrades - DEARNG Contract No.: 20-2013

Attendees

William R. Davis	DEARNG	302-326-7131	william.r.davis534.nfg@mail.mil
Wayne Comegys	Delcollo Electric, Inc.	302-994-3400	wayne@delcollo.com
Matt Bailey	Power Plus Electrical Contractors, Inc.	302-736-5070	Mattb337@gmail.com
Jim Orga	Preferred Electric, Inc.	302-322-9568	jcorga@preferredinc.net
Thomas Gargalas	Electrical Integrity, LLC	302-388-3430	twgargalas@elecintegrity.com
Jimmie Fitzsimmons	Superior Electric Services Co.	302-658-5949	jimmie@superiorelec.biz
Bob Shirley	Nickle Electric, Inc.	302-453-4000	bshirley@nickleelectrical.com
Ron Ricks	ARA Construction, Inc.	484-213-8007	kerryadams@ara-dc.com
William Tyler	ARA Construction, Inc.	484-213-8007	kerryadams@ara-dc.com
David Slonecker	Mid Atlantic Electric Service, Inc.	302-934-7171	
Victor Rolli	Mid Atlantic Electric Service, Inc.	302-275-2838	v.rolli@maesi.com
Lola Nkechi	Bristol Industrial, Inc.	302-322-1100	mary@bristol-indcorp.com
Clint Lasana	Tetra Tech, Inc.	302-738-7551	Clint.lasana@tetrattech.com
Scott D. Parlow, PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetrattech.com

Additional Distribution

CW2 Chris Slicer	DEARNG	302-326-7217	christopher.l.slicer.mil@mail.mil
CW Luis Velazquez	DEARNG	302-326-7216	Lvelazq398@yahoo.com

Item

Item

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the DEARNG AASF Building Training Room in New Castle, Delaware on Wednesday, August 27, 2014 @ 11:00 am. Those in attendance are noted above.
2. Sealed bids shall be addressed to: Delaware Army National Guard, Armed Forces Reserve Center, 250 Airport Road, New Castle, DE 19808-2191; ATTENTION: William R. Davis. The outer envelope shall clearly indicate: **DEARNG CONTRACT NO. 20-2013 – DEARNG AASF Electrical System Upgrades – SEALED BID - DO NOT OPEN.**

3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. Bids Due at 2:00 p.m. local time on Wednesday, September 17, 2014.
5. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.
6. Only plan holders who received bid document sets from Tetra Tech, and that signed the Pre-Bid meeting sign-in sheet, will receive ADDENDA.
7. A general review of the Project Manual was performed. The following specification sections were reviewed.

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 11 13	--	Advertisement for Bids
00 21 13	1.1	Definitions
	2.1	Pre-Bid Meeting
	3.1	Copies of Bid Documents
	3.2	Interpretation or Correction of Bidding Documents
	3.3	Substitutions
	3.4	Addenda
	4.0	Bidding Procedures
	4.1	Preparation of Bids
	4.2	Bid Security
	4.3	Subcontractor List
	4.5	Prevailing Wage Requirements
	4.6	Submission of Bids
00 30 00	--	Bid Form
00 41 13	--	Bid Bond Form
		Standard Form of Agreement Between Owner and Contractor (sample AIA A101-2007)
		Change Order (sample AIA Document G701)
		Application of Payment (sample AIA G702 & G703)
		Certificate of Substantial Completion (sample AIA Document G704)
		Contractor's Affidavit of Payment of Debts and Claims (sample AIA Document G706)
		Contractor's Affidavit of Release of Liens (sample AIA Document G706a)
		Consent Of Surety Of Final Payment (sample AIA Document G707)
		Architect's Supplemental Instructions (sample AIA Document G710)
		Construction Change Directive (sample AIA Document G714)
		Certificate of Insurance (sample AIA G715)
		General Conditions of the Construction Contract (sample AIA A201)
00 73 13	3.5	Warranty
	9.2	Schedule of Values
00 73 46	--	State of Delaware Wage Rate Schedule
00 81 13	7.0	Changes in the Work
00 82 13	1.8	Continuity of Services
	1.10	Responsibility for Damage and Care of State Property
	1.16	Guarantee
	1.17	As-Built Drawings

01 10 00	1.4	Work Covered by Contract Documents
	1.5	Construction Schedule
26 24 13	1.0	Switchboards – General
	2.1	Switchboards – Products
26 24 16	1.0	Panelboards – General
	2.1	Distribution Panelboards

8. The following items were discussed in greater detail:
- A. Contractors may copy the Bid Form; submit single original.
 - B. Contractors shall identify the time of construction in their Bid Form. It is the intent of the project to be completed in one hundred eighty (180) days (end of March 2015).
 - C. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date (Wednesday, September 10, 2014).
 - D. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, September 8, 2014).
 - E. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
 - F. Failure to list a Subcontractor Category could be grounds for a bid to be considered non-responsive.
 - G. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid is required.
 - H. Temporary heat or utilities should not be required on this project. However, temporary connections to the electrical panels serving the Boilers and Heat Pumps must be provided. Further direction is forthcoming.
 - I. Facility restrooms are available.
 - J. It was stated that DEARNG staff will not be working every other Monday; from that date forward every other Monday will be considered as a non-working day for the Contractors and DEARNG staff.
 - 1. Normal working hours are between 7:00 a.m. to 4:00 p.m., Monday thru Friday.
Working hours for Fridays before off-Mondays are from 7:00 am to 3:00 pm.
 - 2. Additional hours must be arranged in advance.
 - K. All vehicles and tool boxes shall be locked at all times. The Contractor will be given one (1) parking space near the work area.
 - L. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the site daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
 - M. The Project Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
 - N. Under the Project's Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
 - O. Contractors are responsible for all permits.

- P. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
 - Q. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
 - R. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
 - S. All utility shutdowns must be coordinated with DEARNG Maintenance.
 - T. Delmarva Power electric costs will go directly to the Owner.
9. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
- A. All sheets were reviewed and briefly discussed.
 - B. Most of the work will be performed in the main Electrical Room and around the distribution panels.
 - C. Engineer to provide sizes of the temporary Emergency or Prime Power Generator.
10. Job Site Requirements
- A. Contractor is to confine work to area of Project. It is highly important for flight operation that there is no dust, rocks or debris outside the Project area. Contractor to clean up Project area multiple times daily.
 - B. Truck access to bring supplies to Project site is through the main gate and then to the AASF delivery door. All vehicles traveling to and from work area are to be inspected before each trip for potential foreign objects (rocks, debris, mud, etc.) that could potentially fall onto apron area. Personal vehicles will be parked near main gate at beginning of day. Movement of vehicles to and from project area to be coordinated with DEARNG staff.
 - C. Coordinate with DEARNG staff well in advance of any power interruptions.
 - D. Contractor must protect the grounds, inside and outside.
11. A Site Review and walk-through of the work area was performed. The following items were discussed:
- A. Dumpster will be allowed. It must be covered.
 - B. It cannot be emphasized enough that the Contractor is responsible to keep the adjacent areas clean and protected from debris, trash, rocks, mud, etc.
 - C. Contractors are responsible to fuel and service the existing emergency generators when in use.
 - D. The fuel capacity of the existing emergency generator serving the AASF is as follows:
 - 37.5 gallons at 100%
 - 25.0 gallons at 50%
 - E. As discussed, the building must have heat during the winter. Panels HPA (1st Floor Electric Room), HPB (2nd Floor Electric Room) need to be temporarily fed by connecting to a Prime Power Generator.
 - Panel PPE (serving the boilers) needs to be temporarily fed by connecting MDP4 to a Prime Power Generator.
 - Similarly, Panels HP1 and HP2 and the entire Avionic additions can be temporarily fed by connecting MDP5 to a Prime Power Generator.

12. Proposed power shutdown and sequence plan was discussed. The following is a summary of that discussion.
- A. Power interruptions must be kept to a minimum as such, scheduling and the use of temporary Prime Power Generators shall be necessary to maintain the facility operation for portions of this work. The onsite facility Emergency Generators may be used however fuel and servicing will be the responsibility of the Prime Contractor. All power interruptions shall be coordinated with the Owner.
 - B. The new Metal Clad Switchgear will be a long lead item; as such the following work shall be accomplished during that time.
 - 1. Install the two Combination Starters as shown and demolish the existing Motor Control Center.
 - 2. Install the new 300KVA Transformer and Panel MDP4. The transformer will have to have a temporary feed until the new Metal Clad Switchgear is installed.
 - 3. Intercept and extend the existing conduits and wiring to new Panel MDP4.
 - 4. Replace the existing panels and feeders as shown. Each panel and feeder needs to be changed out in one 8-hour day. For panels and feeders that will need more than eight (8) hours, the facility has extended work hours (7am to 9 pm) on Tuesdays and Wednesdays. Thus allowing a 12-hour day for those panels and feeders requiring more time. Panels and feeders shall not be replaced on Fridays.
 - C. Once the Switchgear arrives the following work shall commence. The facility requires this portion of the work to be completed in a two week period.
 - 1. Provide Prime Power Generator(s) and all temporary wiring and disconnect switches to serve the following:
 - a. The 800Amp breaker enclosure serving MDP5
 - b. The new 300 KVA transformer serving MDP4
 - 2. Coordinate with the Utility Co.to de-energize the 1000KVA transformer serving the Duncan Armory and the AASF Facility.
 - 3. Disconnect the existing feeders serving the AASF Facility and re-energize the transformer.
 - 4. Disconnect and remove the existing Metal Clad Switchgear as shown.
 - 5. Install the new Metal Clad Switchgear and feeders as shown.
 - 6. Coordinate with the Utility Co. to de-energize the 1000KVA transformer serving the Duncan Armory and the AASF Facility.
 - 7. Connect the new feeders and re-energize the transformer.
 - 8. Provide all equipment testing per the specifications.
13. Requests for additional site visits shall be arranged by calling Chris Slicer at 302-326-7217 or Luis Velazques at 302-326-7216. Please give adequate notice so that visits can be coordinated with building activity.

End of Pre-Bid Meeting Report

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Bids Due: **2:00 p.m., September 17, 2014** at
Main Lobby of
Armed Forces Reserve Center
250 Airport Road
New Castle, DE 19720

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 150.00 per set

<p>#01</p>	<p>Name of Company: <u>Tt Office Copy</u></p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#02</p>	<p>Name of Company: <u>Delaware Contractors Association</u></p> <p>Physical Address: <u>527 Stanton Christiana Road</u> City, State: <u>Newark, DE 19713</u></p> <p>Contact: <u>Nancy Handlin</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>(302) 994-7442</u></p> <p>Fax: _____ Date: <u>8/19/2014</u></p> <p>E-Mail: nhandlin@e-dca.org</p>
<p>#03</p>	<p>Name of Company: <u>Associated Builders and Contractors</u></p> <p>Physical Address: <u>31 Blevins Dr, Suite B, Airport Industrial Park</u> City, State: <u>New Castle, DE 19720</u></p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>(302) 328-1111</u></p> <p>Fax: _____ Date: <u>8/19/2014</u></p> <p>E-Mail: dsetting@abcdelaware.com</p>

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<p>#04</p>	<p>Name of Company: <u>Power Plus Electrical Contracting, Inc.</u></p> <p>Physical Address: <u>10 Janis Drive</u> City, State: <u>Dover, DE 19901</u></p> <p>Contact: <u>Matt Bailey</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>(302) 736-5070</u></p> <p>Fax: <u>(302) 736-5120</u> Date: <u>8/20/2014</u></p> <p>E-Mail: <u>Mattb6337@gmail.com</u></p>
<p>#05</p>	<p>Name of Company: <u>DEARNG</u></p> <p>Physical Address: <u>250 Airport Road</u> City, State: <u>New Castle, DE 19720</u></p> <p>Contact: <u>Bill Davis</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#06</p>	<p>Name of Company: <u>Preferred Electric</u></p> <p>Physical Address: <u>505 Churchmans Road</u> City, State: <u>New Castle DE 19720</u></p> <p>Contact: <u>Jim Orga</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-322-9568</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: <u>jcorga@preferredinc.net</u></p>

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<p>#07</p>	<p>Name of Company: <u>Superior Electric Services Co.</u></p> <p>Physical Address: <u>36 Germay Drive</u> City, State: <u>Wilmington DE 19805</u></p> <p>Contact: <u>Rob Sharp</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-658-5949</u></p> <p>Fax: _____ Date: <u>9/2/2014</u></p> <p>E-Mail: <u>Rob@superiorelectric.biz</u></p>
<p>#08</p>	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#09</p>	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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<p>#10</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#11</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#12</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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<p>#13</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#14</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#15</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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<p>#16</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#17</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#18</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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<p>#19</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#20</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#21</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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<p>#22</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#23</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
<p>#24</p>	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>