

*Michael R. Wigley, AIA, LEED®AP
Jason P. Loar, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA
Ring W. Lardner, P.E.*

**SUSSEX 3 WING NURSE STATION RENOVATIONS
KENT/SUSSEX BUILDING
HERMAN HOLLOWAY CAMPUS
NEW CASTLE, DELAWARE 19720
DBF #0586B035.F03 ❖ OMB/DFM# MC3501000043
JANUARY 3, 2018**

ADDENDUM NO. 1

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1 See attached Pre-Bid Meeting Minutes dated December 27, 2017

END OF ADDENDUM

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**PRE-BID MEETING MINUTES
SUSSEX 3 WING NURSE STATION RENOVATIONS
KENT/SUSSEX BUILDING
HERMAN HOLLOWAY CAMPUS
NEW CASTLE, DELAWARE 19720
DBF #0586B035.F03 ❖ OMB/DFM# MC3501000043
DECEMBER 27, 2017**

In Attendance

OMB/DFM: Pat McKenna

DMS/ FAC OPS: Tim Read

Davis, Bowen & Friedel, Inc.: Dan Ridgely Phone: 302-424-1441
Fax: 302-424-0430
Email: dsr@dbfinc.com

Contractor attendees: *See attached sign-in sheets*

Items Discussed

1. Project was advertised starting December 19, 2017 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email dsr@dbfinc.com. Please have requests for information or substitution to Dan by the end of business on Wednesday, January 10, 2018. No addenda will be issued 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.
4. **Bids will be due Tuesday January 16, 2018 at 2:00 p.m.**, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, Delaware 19901. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

5. Bid Forms, including subcontractor list, must be fully completed and on the forms provided in the Specification in order to submit a qualifying bid. The following documentation must be submitted in order to submit a qualifying bid:
 - One (1) original and two (2) copies of the Bid Forms.
 - One (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including any alternates.
 - One (1) copy of the General Contractor's State of Delaware Business License.
 - Affidavit of Employee Drug Testing Program for the General Contractor and all subcontractors.
6. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract.
7. All addendum must be individually acknowledged on the Bid Form (i.e.: Addendums numbered 1, 2, 3...).
8. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
9. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Wednesday January 3, 2018 at 10:00am.** Contractors to meet Tim Read at the Main Building Annex Conference Room at this time.
10. Normal work hours are 7:00 a.m. to 4:00 p.m. The contractor will be allowed to work during normal business hours.
11. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2017. A certified copy of the prevailing wage rates is included in the specification. The contractor will be responsible to send wage reports to the Department of Labor.
12. Submissions: The contractor will be responsible for building permit submission and fees to New Castle County. The Fire Marshal's Office has approved the drawings.
13. Scope: Work to be accomplished in accord with this contract includes renovation of an approximately 600 SF nurse station, miscellaneous door, hardware, toilet room, and finish upgrades throughout the Sussex 3 Wing at the Kent/Sussex Building on the Herman Holloway Campus. The scope of work also includes all related mechanical, electrical, and

Prebid Meeting Minutes
Sussex 3 Wing Nurse Station Renovations
Kent/Sussex Building
Herman Holloway Campus, New Castle, Delaware 19720
December 27, 2017
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other appurtenances as indicated in the bid documents.

14. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
15. The Owner will provide water and electrical service. A sufficient area for work and staging will be provided for the contractor.
16. Materials will need to be on site and work completed prior to request for payment for those materials by the contractor.
17. An asbestos report was provided by Harvard Environmental Group. No asbestos was detected within the area of work. Any abatement of asbestos containing materials would not be in the contractor's scope of work.
18. The Sussex 3 Wing will remain unoccupied during construction.
19. The contractor and all subcontractors working at this campus must complete the Interim Life Safety Measures in the Specifications prior to start of work.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Daniel S. Ridgely, AIA
Architect - Project Manager

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Enc.: Pre-bid sign-in sheet

Cc: All attendees
Danny Episcopo
Elliott Tatum
Denise Jenkins
Norm Vetter

SIGN-IN SHEET

MEETING: PREBID MEETING
PROJECT NAME: Sussex 3 Wing Nurse Station Renovations
LOCATION: Herman Holloway Campus
PROJECT NUMBER: DBF #0586B035.F03
DATE: December 27, 2017

NAME	ORGANIZATION	PHONE	E-MAIL
Bob Galloway	Keast	302-658-6469	esturgator2@kentconstructionco.com
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