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**ADAMS STATE SERVICE CENTER
WINDOW REPLACEMENT - PHASE 2
GEORGETOWN, DELAWARE
DBF #586B035.X03 ♦ DFM # MC3501000062**

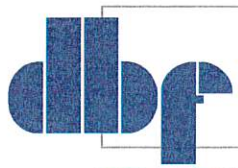
JUNE 11, 2019

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 The pre-bid meeting minutes with sign-in sheet are attached.
- Item No. 2 The general contractor shall take precautions not to damage the existing low roofs during window replacement. Any damage caused will be the responsibility of the GC to repair.
- Item No. 3 The general contractor shall remove the SAT & grid as needed adjacent to the windows, store and reinstall after new work is complete.

END OF ADDENDUM



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**PRE-BID MEETING MINUTES
ADAMS STATE SERVICE CENTER
WINDOW REPLACEMENT PHASE 2
BEDFORD STREET, GEORGETOWN 19947
DBF #586B035.X03 ❖ OMB/DFM #MC3501000062
JUNE 11, 2019**

In Attendance

OMB/DFM:	Terri McCall	terri.mccall@delaware.gov
Adams SCC:	John Fox	john.fox@delaware.gov
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com

Contractor attendees:

See attached sign-in sheet

Items Discussed

1. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email mpb@dbfinc.com or fax (302) 424-0430. Please have requests for information or substitution to Michael by the end of business on June 20, 2019. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due June 27, 2019 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, DE 19901, attention: Terri McCall. If the bid date and time change, the revised date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
4. **To submit a qualifying Bid:**

- a. GC shall complete the *Bid Form* in its entirety using the most current bid form.
 - b. GC shall submit a *Bid Bond* equal to 10% of the total bid price.
 - c. A copy of the GC's state business license shall be included.

- d. A completed *Affidavit of Employee Drug Testing Program* form for the GC only.
- e. The *Non-Collusion Statement* shall be completed and included.
- f. Fully completed subcontractor list.

- 5. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid.
- 6. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the Town of Georgetown at the time of execution of the contract.
- 7. The contractor shall not alter the Bid Form; this will cause a bid to be rejected. The subcontractor list was read out loud with no comments. If additional subcontractors need to be added, email mpb@dbfinc.com and a new bid form will be issued via addendum.
- 8. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
- 9. Working hours will be Monday – Friday, 7 a.m. – 6 p.m. Weekends may be available with 48 hours advanced notice. When working on the weekend, the site superintendent must sign in.
- 10. The area of work will be occupied during construction. The contractors shall be conscientious about their tools and not leave them unattended.
- 11. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general 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 the associated fees to the Town of Georgetown.
- 13. 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.
- 14. The Owner will provide electric and water service. An area on site will be established for a contractor staging, office trailer and material storage trailer. Not outside storage of building materials will be permitted.
- 15. Criminal background checks are not required.
- 16. This is a smoke free facility and campus. All smokers must go off grounds to smoke.

17. **An additional walk-through will take place June 18th at 10:00 a.m. All attendees are to meet in the front exterior entry area. Please confirm with DBF if you will be attending so arrangements can be made.**
18. Contractor to coordinate window removal with the abatement contractor. Abatement contractor will remove units and install plywood infill that is provided by the Contractor. The abatement contractor is under a separate contract.
19. Drug testing forms must be completed for the general contractor.
20. Contractor to remove debris, trash, and demolition materials daily.
21. It is assumed the abatement contractor will remove 6 windows per week.
22. If the general contractor intends to use a window manufacturer other than Pella, they are to inform DBF in writing with who they intend to use.

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.

Redacted - Original on File

Michael Bauman, AIA
Associate

Attachment

cc: All attendees

Adams State Service Center
Window Replacement
Pre-BID

<u>NAME</u>	<u>Company</u>	<u>EMAIL</u>
Greg Thompson	Conventional Builders inc	Conventional Builders @comcast.net
Steve Serbu	Amakor, Inc-	Amakor@aol.com
Jake Pfander	Specialty Finishes	gbennett@specialtyfinishesde.com
John A Fox	DHSS/DMS	John.Fox@STATE.DE.US
TERRI McCall	OMB/DEM	terri.mccall@delaware.gov
JAY STANISZEWSKI	DHSS/DMS	JAY.STANISZEWSKI@Delaware.gov
FRANK BRADY	KENT CONSTRUCTION Co.	frank@kentconstructionco.com
Jason Stallings	Quality Exteriors, Inc.	jason@qexteriorsinc.com