

**Addendum  
No. 2**

Meeting Date: March 28, 2018  
Addendum Date: March 29, 2018  
Project: Electrical Panel Replacement Phase 2 at  
The Carvel State Office Building  
DFM Project No: MC1002000396

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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**Clarifications / Pre-Bid Meeting Minutes:**

1. Introductions:
  - a. OMB/DFM Project Manager – Rob DelCampo ([robert.delcampo@state.de.us](mailto:robert.delcampo@state.de.us)) (302) 744-1178.
  - b. Studio JAED Project Manager – Dan Shurina ([shurinad@studiojaed.com](mailto:shurinad@studiojaed.com)) 302-832-1652.
2. See attached pre-bid sign in sheets for reference.
3. Review of Bidding Timeline:
  - a. The bid opening is to take place 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 at **2:00 p.m. local time on Thursday, April 12, 2018.**
  - b. Bidders are to submit questions in writing by email to Dan Shurina at the e-mail address noted above. Responses will be issued by addendum.
  - c. Bidder questions will be accepted until 4:00 p.m., Friday, April 6, 2018.
  - d. The last day for addenda will be Monday, April 9, 2018.
4. All drawings must be purchased through RCI as noted in the bid advertisement. All information / addenda will be released through RCI for this bid. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT RCI PRIOR TO THE BID DATE TO ENSURE THAT THEY HAVE RECEIVED ALL ADDENDA FOR THE PROJECT.
5. The project includes a \$10,000 allowance for unforeseen conditions which is to be included in contractor's base bid price and is to be used at the owner's discretion as project progresses. The allowance is not intended for any portion of work indicated in the bid documents. Any balance remaining in the allowance is to be returned to owner by credit change order at project conclusion.

6. Bid Form and Required Documents:
  - a. Bidders may not alter the bid form.
  - b. If bid form is reissued during the bidding process, the latest bid form is to be submitted.
  - c. Bidders are not to leave any blank lines on the bid form. Fill out bid form completely.
  - d. Bidders are to individually acknowledge receipt of each numbered addendum received on the bid form. Bidders must list themselves for any listed subcontractors scope of work if they intend to do the scope of work with their own work force.
  - e. Drug testing affidavits are to be submitted with bid.
  - f. Bidders are to include a copy of Delaware business license with bid form.
  - g. A bid bond is required to be submitted with the bid. Bidders are to use the state bid bond form, a copy of which is found in the project manual.
  
7. The contractor is responsible for obtaining all building permits. No drawings have been submitted for permitting at this time. Signed and sealed drawings will be provided to the successful contractor for this purpose.
  
8. The project requires as-built (red-line) drawings. The contractor is to note conductor material for each incoming and outgoing conductor on the as-built drawings (aluminum or copper) as part of base bid scope.
  
9. All shutdowns of any system are to be approved in advance by the owner, and work is to continue around the clock until the service is restored.
  
10. The rough-in work indicated in the parking garage level which does not require a shutdown may be performed during normal business hours.
  
11. The existing bus duct breakers have external handles.
  
12. For clarification, the drawings described as work on the 11-1/2 floor is on the 11<sup>th</sup> floor.
  
13. All tracing of circuits described in Add Alternate 1 is to take place during weekday off-hours between 6pm and 6am.
  
14. The anticipated project duration is 60 days between notice to proceed and substantial completion.
  
15. All new panel interiors are to include new ground bus bars and new neutral bus bars.

16. All new screws for front panels shall be 5/16" stainless steel, hex, self-tapping.
17. Any required wiring extensions are to be included in the contractor's base bid price.
18. Any missing grommets or bushings are to be provided in existing back boxes and is to be included in contractor's base bid price.
19. All panels are to be provided with UL-listed grounding wedge and grounding wire connected to ground bus for every conduit associated to panelboards.
20. All conduits shall have plastic bushing to prevent damage to existing wiring.

**Changes to Specifications:**

1. None.

**Changes to Drawings:**

1. *Drawing E9.1* – The new panel may be installed on the opposite side of the door at the location identified during the prebid meeting. The fire alarm panel does not require relocation, the boxes and conduits identified on 1/9.1 do not require removal. The existing strut rack is to be removed and the new panel is to be mounted on the wall. No sketch is issued to reflect this change.

**General Information:**

**Pre-Bid Sign-in Sheet:** Please see attached sheet for a list of the attendees at the mandatory pre-bid.

**Pre-Bid Meeting Minutes:** Please see above. These are now integral to the bidding documents.

END



HEADQUARTERS

2500 WRANGLE HILL ROAD  
FOX RUN OFFICE PLAZA, SUITE 110  
BEAR, DE 19701

302.832.1652 PHONE  
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ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: Carvel State Office Building  
Electrical Panel Replacement – Phase 2  
Project No.: MC1002000396 / 17068

Pre-Bid Meeting  
March 28, 2018

SIGN IN SHEET

ATTACH BUSINESS CARD

or

WRITE: Name, Firm, Phone, Fax, Email

Large empty rectangular box for attaching business cards.

Name:	Don Shurman
Firm:	Studio JAED
Phone:	
Fax:	
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Name:	Maurice Jenkins, Jr.
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Phone:	302-577-8441
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Name:	ROB DEL CAMPO
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**WESCOTT ELECTRIC CO.**  
CONSTRUCTION  
MAINTENANCE  
DESIGN

24 HR. SERVICE  
• INDUSTRIAL  
• COMMERCIAL  
• INSTITUTIONAL

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**JASON MARINO**  
Estimator

**ELECTRICAL INTEGRITY LLC**

Thomas W. Gargalas  
Master Electrician/Owner  
Licensed, Bonded, & Insured

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**POWER PLUS**  
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