DATE: March 19, 2020

RE: Project No. 5722.GD
Pre-Bid Meeting Minutes/Addendum No. 1
DFM Contract # MC1002000458
Pavement Improvements
Delaware State Police Firing Range
Smyrna, Delaware

Time: 9:30 a.m.

Location: Delaware State Police Firing Range
391 Clark Farm Road
Smyrna, Delaware 19977

Subject: Mandatory Pre-Bid Meeting

Date of Meeting: March 17, 2020

Attendees: John Dunham – Delaware OMB/DFM
Bidders – see list attached

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

General

1. A list of attendees is attached.

2. The deadline for RFIs to Duffield Associates is Wednesday, March 25, 202 at 12:00 p.m. The last Addendum prior to bid submission will be issued by 5 p.m. March 27, 2020.

3. Contractors may visit the site during the bidding period.

4. **Bids are due on Wednesday, April 1, 2020** until 2:30 p.m. the at OMB/DFM, Facilities Management Office located in the Thomas Collins Building 540 S DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901.
RE: Project No. 5277.GD
March 18, 2020
Page 2

5. The Bid Form including changes to the “Subcontractor List Bid Form” has been revised as part of this Addendum No. 1. The appended Revised Bid Form is to be used for contractor bids.

6. RFI and questions are to be submitted to James Cloonan at jcloonan@duffinet.com

7. Contract documents are available from Duffield Associates in printed or digital format (CD or Flash Drive) at their offices in Dover and Wilmington, DE for a non-refundable fee of $25.00 per set.

Pre Bid Meeting Minutes

1. Introductions

2. Review Bid Forms
   a. Complete forms as presented.
   b. Provide all information requested in full or bid will not be accepted.
   c. Employee drug testing is required, including subcontractors.
   d. Acknowledge all addendum as individual items, by number.
   e. Include a copy of your business license, not just a number.
   f. Provide entry for trades listed on Subcontractors List. If work is to be self-performed, enter your company’s information.

3. Reviewed Subcontractor List. Should a bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder is to list that third-tier contractor’s full name and address (city and state), as well and taxpayer ID number or Delaware Business license number. The subcontractor needs to review the project specification section and drawings associated with the Subcontractor Category so that they would know to list a third tier contractors if needed.

4. Reviewed Alternatives

5. Prevailing Wage rates are include in specifications.

6. Reviewed overall project scope.
   a. Parking and entrance road bituminous concrete pavement rehabilitation.
   b. Replacement of concrete sidewalks, parking areas and storage garage apron.
   c. Drainage improvements.

7. Coordination - Facilities will be occupied. Contractor will need to coordinate work activities with Delaware State Police Firing Range facilities personnel (DSP). Contractor access to site, 7:00 a.m. to 4:30 P.M, Monday through Friday. Additional site hours will need to be approved by DSP. Contractor will need to provide Portable Toilet for their use.
8. Schedule – Substantial Completion within 30 days after mobilization. Anticipated Mobilization date May 1, 2020

9. The most recent DelDOT Delaware Posted Asphalt Price shall be utilized. Increases or decreases in the contract price based on the DelDOT Delaware Posted Asphalt Price. However, no adjustments will allowed within 60 days of bid submission.

10. Duffield Associates will provide construction review and materials testing services for general conformance with contract documents for OMB/DFM.

11. Attendees were invited to walk the site following the meeting.

It is Duffield Associates’ opinion that these minutes accurately reflect the discussions of the referenced meeting. By copy of these minutes, attendees are requested to carefully review this information and, if appropriate, provide comments, additions, and revisions to Duffield Associates as soon as possible. Should comments be received, Duffield Associates will modify these minutes, as appropriate. If comments are not received within two (2) calendar days following the issuance of these minutes, they will be assumed to accurately represent discussions at the meeting.

Enclosures:

   Pre-Bid Sign In Sheet
   Addendum No. 1 - Revised “Bid Form”
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Deptula</td>
<td>George-Lyn Ed, Inc</td>
<td><a href="mailto:JDEPTULA@GEDLYN.COM">JDEPTULA@GEDLYN.COM</a></td>
</tr>
<tr>
<td>Angel Munoz</td>
<td>Harmony</td>
<td><a href="mailto:OMUNOZ@HARMONYCANN.COM">OMUNOZ@HARMONYCANN.COM</a></td>
</tr>
<tr>
<td>Tim Gibson</td>
<td>Mountain Consulting Inc</td>
<td><a href="mailto:EGIbson@mountainconsultinginc.com">EGIbson@mountainconsultinginc.com</a></td>
</tr>
<tr>
<td>Matt Tana</td>
<td>C. E. S.</td>
<td><a href="mailto:MTANA@GESOMCC.COM">MTANA@GESOMCC.COM</a></td>
</tr>
<tr>
<td>Dan Hanna</td>
<td>A-Oel Construction</td>
<td><a href="mailto:ESTIMATES@AOEL.COM">ESTIMATES@AOEL.COM</a></td>
</tr>
<tr>
<td>Steve Newman</td>
<td>Reybold Construction</td>
<td><a href="mailto:SNEWMan@REYBOLD.COM">SNEWMan@REYBOLD.COM</a></td>
</tr>
<tr>
<td>Scott Cahill</td>
<td>Jerry's Paving</td>
<td><a href="mailto:SCAHILL@JERRYSPAVING.COM">SCAHILL@JERRYSPAVING.COM</a></td>
</tr>
<tr>
<td>Rob Galster</td>
<td>Diamond Hill Inc</td>
<td><a href="mailto:mglechane@diamonhdillnc.com">mglechane@diamonhdillnc.com</a></td>
</tr>
<tr>
<td>Bob Leboffe</td>
<td>Gessler Construction Co</td>
<td><a href="mailto:GESSlerCONSTRUCTION@CO.COM">GESSlerCONSTRUCTION@CO.COM</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>267-334-2067</td>
</tr>
</tbody>
</table>
PAVEMENT IMPROVEMENTS
DELAWARE STATE POLICE FIRING RANGE
SMYRNA, DELAWARE
OMB/DFM PROJECT NO. MC1002000458

BID FORM

For Bids Due: ______________________ To: State of Delaware
Office of Management and Budget
Division of Facilities Management
540 South DuPont Highway, Suite 1
Dover, DE 19901

Name of Bidder: ______________________

Delaware Business License No.: ______________________ Taxpayer ID No.: ______________________
(A copy of Bidder's Delaware Business License must be attached to this form.)

(Other License Nos.): ______________________

Phone No.: ( ) _______ - _______ Fax No.: ( ) _______ - _______

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the "lump sum" Base Bid itemized below:

$ ______________________

($ ______________________

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

ALTERNATE No. 1: DEDUCT: Entrance Road – Bituminous Concrete/Geotextile Pavement Overlay (TS-3 2100 SY) and Patching (TS-8, 300 SY)

Add/Deduct: ______________________

($ ______________________

BID FORM BF-1
### BID FORM

#### UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

<table>
<thead>
<tr>
<th>UNIT PRICE No.</th>
<th>Description</th>
<th>DEDUCT ($)</th>
<th>ADD ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Bituminous Concrete Pavement Patching (square yard)</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>No. 2</td>
<td>Undercutting (cubic yard)</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>No. 3</td>
<td>Regrading (square yard)</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>No. 4</td>
<td>Curb Removal &amp; Replacement (linear feet)</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>No. 5</td>
<td>6&quot; Sidewalk Remove &amp; Replace (square feet)</td>
<td>20.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>
PAVEMENT IMPROVEMENTS  
DELAWARE STATE POLICE FIRING RANGE  
SMYRNA, DELAWARE  
OMB/DFM PROJECT NO. MC1002000458

BID FORM

I/We acknowledge Addendums numbered ___________ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within __ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By ___________________________ Trading as _____________________________
(Individual’s / General Partner’s / Corporate Name)

(State of Corporation)

Business Address:

Witness: ___________________________ By: ___________________________
(SEAL) (Authorized Signature)

(Title)

Date: ___________________________

ATTACHMENTS
- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)
**BID FORM**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list in each category the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor’s full name and address (City & State). If the bidder intends to perform any category of work itself, it must list its full name and address. For clarification, if the bidder intends to perform the work themselves, the bidder may not insert “not applicable”, “N/A”, “self” or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, note the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<table>
<thead>
<tr>
<th>Subcontractor Category</th>
<th>Subcontractor</th>
<th>Address (City &amp; State)</th>
<th>Subcontractors tax-payer ID # or Delaware Business license #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bituminous Concrete Pavement/Geotextile Overlay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Concrete Sidewalk Reconstruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS

We hereby certify that we will abide by the contractor’s qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: __________________________

Contractor Address:

________________________________________
________________________________________
________________________________________

Authorized Representative (typed or printed): __________________________

Authorized Representative (signature): __________________________

Title: __________________________

Sworn to and Subscribed before me this __________ day of ______________ 20__.

My Commission expires ______________, NOTARY PUBLIC ______________

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.
PAVEMENT IMPROVEMENTS
DELAWARE STATE POLICE FIRING RANGE
SMYRNA, DELAWARE
OMB/DFM PROJECT NO. MC1002000458

BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to Division of Facilities Management.

All the terms and conditions of OMB/DFM Project No. MC1002000458 have been thoroughly examined and are understood.

NAME OF BIDDER: _____________________________

AUTHORIZED REPRESENTATIVE (TYPED): _____________________________

AUTHORIZED REPRESENTATIVE (SIGNATURE): _____________________________

TITLE: _____________________________

ADDRESS OF BIDDER: _____________________________

E-MAIL: _____________________________

PHONE NUMBER: _____________________________

Sworn to and Subscribed before me this _____________________________ day of _____________________________ 20___.

My Commission expires _____________________________.

NOTARY PUBLIC _____________________________

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.
AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: ________________________________
Contractor/Subcontractor Address: ________________________________

Authorized Representative (typed or printed): ________________________________
Authorized Representative (signature): ________________________________
Title: ________________________________

Sworn to and Subscribed before me this ____________ day of ________________ 20__.
My Commission expires ________________, NOTARY PUBLIC ____________________

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.