

Gerald G. Friedel, P.E.  
Michael R. Wigley, AIA, LEED®AP  
Randy B. Duplechain, P.E.  
Charles R. Woodward, Jr., LS  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA

**KENT/SUSSEX BUILDING  
DPC ADMISSIONS AREA RENOVATIONS  
HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE  
DBF #586B035.D02 □ OMB/DFM# MC3501000031  
OCTOBER 9, 2015**

**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 September 29, 2015
- Item No. 2      Refer to Drawing O1 FLOOR PLAN on Sheet A1
- See attached sketch A9.1. Add security glazing panels at existing side-lite openings of existing Corridor door.
- Item No. 3      See attached Specification Section 01 21 00 ALLOWANCES
- Add this section to the Specifications. Note that two allowances have been added to the contract.
- Item No. 4      Clarifications regarding Electrical scope of work
- Question: Regarding lighting fixtures, can Columbia be an alternate manufacturer to Lithonia on this project? *Response: Columbia is acceptable.*
  - Question: Need location of the emergency panel for the area. *Response: Emergency panel is within the treatment area that has limited access. Need to coordinate access with the owner. All emergency circuits are existing retained from demolition.*
  - Question: Fixture legend and prints do not match with types need direction. *Response: All 1x4's are type "B" and all 2x2's are type "C".*
- Item No. 5      Refer to Drawing E1.1 FIRE ALARM NOTES
- Add the following note: Simplex Grinnell shall provide the fire alarm system modifications as part of this contract.
- Item No. 6      CLARIFICATION: This portion of the Kent/Sussex Building is slab-on-grade.

END OF ADDENDUM

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**PRE-BID MEETING MINUTES  
DPC ADMISSIONS AREA RENOVATIONS  
HERMAN HOLLOWAY CAMPUS  
1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720  
DBF #586B035.D02 □ OMB/DFM# MC3501000031  
SEPTEMBER 29, 2015**

***In Attendance***

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OMB/DFM: Kerry Wareham

DMS/ FAC OPS: Elliott Tatum  
Jason Johnson

DPC: Denise Jenkins

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

Contractor attendees: *See attached sign-in sheets*

***Items Discussed***

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1. Project was advertised starting September 21, 2015 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](mailto:dsr@dbfinc.com). Please have requests for information or substitution to Dan by the end of business on Wednesday, October 7, 2015. 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 Thursday October 15, 2015 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. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including any alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction schedules are required with the bid.
6. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract.
7. The prime general contractor must be licensed in the State of Delaware. A copy of the contractor's business license must be submitted along with the bid.
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 \$75.00.
9. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Thursday October 1, 2015 at 10:00am.** Contractors to meet Jason Johnson at the entrance to the Admissions Wing at this time.
10. The area of work will not be occupied during construction. 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, 2015. 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 miscellaneous interior renovations to the Admissions wing of the Kent/Sussex building at Herman Holloway Campus. Scope of work includes complete renovation of existing bathrooms, new reception desk, consultation rooms, interior finishes, and other miscellaneous interior renovations.

Scope of work also includes all related plumbing, electrical, and other appurtenances indicated in the bidding 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. The contractor shall provide their own toilet facility.
16. A sufficient area for work and staging will be provided for the contractor.
17. Materials will need to be on site prior to request for payment for those materials by the contractor.
18. Any abatement of asbestos containing materials would not be in the contractor's scope of work. The State's vendor, Harvard Environmental, has provided an assessment, and determined no asbestos containing materials were present.

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

\\Arch Files\State of DE 586\B031M\586B035.D02 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheets

Cc: All attendees  
Danny Episcopo

**PREBID MEETING SIGN-IN SHEET**  
**DELAWARE PSYCHIATRIC CENTER**  
**ADMISSIONS AREA RENOVATIONS**  
**HERMAN HOLLOWAY CAMPUS**  
 1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720  
 DBF #586B035.D02 DFM #MC3501000031  
 SEPTEMBER 29, 2015

Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
LARRY SCUSE	Kent Const. Co	Estimator 2 @ Kent Construction @ Inc. Co
ROBERT SMITH, Jr.	VENUSCA BROS, Inc	robertvenusca@bros.com 302-658-4436 x103
Larry Bathon	LC Bathon Builders Inc.	abathon@aol.com 410-398-0800
JR Rhoades Scott Grimes	County Group	JR Rhoades @countygroup.com 302-322-8946-117
Louis DELDEO	DELDEO BUILDERS INC	loudeldeo@comcast.net Fax 302-291-0245
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**PREBID MEETING SIGN-IN SHEET**  
**DELAWARE PSYCHIATRIC CENTER**  
**ADMISSIONS AREA RENOVATIONS**  
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Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
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**PREBID MEETING SIGN-IN SHEET**  
**DELAWARE PSYCHIATRIC CENTER**  
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 SEPTEMBER 29, 2015

Name (Please Print)	Co. / Dept. Name	Email & Phone (Please Print)
DANIELLE DECORMIS	DTEC / CO-OP	<u>danielle.decormis@gmail.com</u>
JASON JOHNSON	Fac. ops / Ops	<u>JASON.Johnson@State.DE.US</u>
JOHN BOZICH	CAPITAL CONSTRUCTION SERVICES	<u>CAPSERV2@verizon.net</u> 610 314 3783
Rick Grimmerer	Advanced Power Control, Inc.	<u>rgrimmerer@adv-power.com</u>
		_____@_____
		_____@_____
		_____@_____

**DRAWING REDACTED**

## SECTION 01 21 00

### ALLOWANCES

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division- 1 Specification Sections, apply to this Section.

##### 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for Allowances.
- B. Types of Allowances may include the following (Refer to “Schedule of Allowances” include at the end of this Section):
  - 1. Lump-sum Allowances.
  - 2. Unit-cost Allowances.
- C. Selection and Purchase:
  - 1. Purchase products, systems and labor specifically selected (in writing) by the Owner and/or as indicated in the Schedule of Allowances.
- D. Submittals:
  - 1. Submit invoices or delivery slips to show the actual quantities of materials delivered to the site and labor executed for use in fulfillment of each Allowance.
- E. Coordinate Allowance work with related work to ensure that each selection is completely integrated and interfaced with related work.
- F. Lump-Sum Allowances and Unit-Cost Allowances:
  - 1. These Allowances shall cover the cost to the Contractor, less any applicable trade discount, of the materials, labor and equipment required by the Allowance delivered at the site, and all applicable taxes.
  - 2. The Contractor's costs for unloading and handling on the site, labor, installation costs, overhead, profit and other expenses contemplated for the original Allowance shall be included separately in the Contract Sum and not in the Allowance.
  - 3. Whenever the cost is more than or less than the Allowance, the Contract Sum shall be adjusted accordingly by Change Order.

- a. Change Order Mark-up: The amount of each change order resulting from final selection of products and systems covered by an Allowance shall be the difference between the Contractor's purchase price amount and the Allowance, and shall not include Contractor's mark-up (or subcontractor's mark-up) except to the extent clearly demonstrated (by Contractor) that either scope of installation or nature of work required was changed from that which could have been foreseen from description of Allowance and other information in contract documents. No mark-up is permitted for selection of higher or lower priced materials or systems, of same scope and nature as originally indicated.
- b. Change Order Data: Where applicable, include in each change order proposal both the quantities of products being purchased and unit costs, along with total amount of purchase to be made. Where requested, furnish survey-of-requirements data to substantiate quantities. Indicate applicable taxes, delivery charges, and amounts of applicable trade discounts.

G. Unused Materials:

- 1. Return unused materials to the manufacturer or supplier for credit to the Owner, after installation has been completed and accepted.
  - a. When requested by the Owner, prepare unused material for storage by Owner where it is not economically practical to return the material for credit. When directed by the Owner, deliver unused material to the Owner's storage space. Otherwise, disposal of unused material is the Contractor's responsibility.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an Allowance promptly upon delivery for damage or defects.

3.2 PREPARATION

- A. Coordinate materials and their installation for each Allowance with related materials and installations to ensure that each Allowance item is completely integrated and interfaced with related work. The general contractor shall be responsible for any necessary work that is not covered in each vendor's proposal indicated in the Schedule of Allowances.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Provide an allowance of \$5,000.00 for fire alarm system modifications.
- B. Allowance No. 2: Provide an allowance of \$ 5,000.00 for unforeseen conditions.

END OF SECTION