



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

**NEW SECURE ENTRY  
AT  
STOCKLEY CENTER  
26351 PATRIOTS WAY  
GEORGETOWN, DELAWARE 19947  
DBF #586B035.GG1 ❖ DFM # MC3511000031**

**SEPTEMBER 7, 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      The pre-bid meeting minutes with sign-in sheet are attached.

**END OF ADDENDUM**

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**PRE-BID MEETING MINUTES  
STOCKLEY CENTER CAMPUS  
NEW SECURE ENTRY  
SUSSEX COUNTY, DELAWARE  
DBF #586B035.GG1 ❖ OMB/DFM# MC3511000031  
SEPTEMBER 6, 2018**

***In Attendance***

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OMB/DFM:	Terri McCall	terri.mccall@state.de.us
DHSS/FAC OPS:	John Fox Jay Staniszewski	john.fox@state.de.us jay.staniszewski@state.de.us
Davis, Bowen & Friedel, Inc.:	Michael Bauman Ashton McLaughlin	mpb@dbfinc.com anm@dbfinc.com

***Contractor attendees:***

See attached sign-in sheet.

***Items Discussed***

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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 to Michael by the end of business on Thursday, September 20, 2018. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due September 26, 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, 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:**

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| <ol style="list-style-type: none"><li>a. GC shall complete the <i>Bid Form</i> in its entirety using the <u>most current</u> bid form.</li><li>b. GC shall submit a <i>Bid Bond</i> equal to 10% of the total bid price.</li><li>c. A copy of the GC's business license shall be included.</li><li>d. A completed <i>Affidavit of Employee Drug Testing Program</i> form for the GC only.</li><li>e. The <i>Non-Collusion Statement</i> shall be completed and included.</li><li>f. Fully completed subcontractor list.</li></ol> |
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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 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](mailto: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. 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.
11. Submissions: DNREC & DelDOT have approved this project and a set of those drawings will be given to the awarded contractor. A building permit is not required on the Stockley Campus. Duffield Associates will be responsible to submit reports to DNREC. The Fire Marshal will require a new review should the contractor want to utilize a gate different than that specified. The review will be done at the contractor's expense.
12. 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.

13. The Owner will provide electric and water service. The contractor is responsible for toilet facilities.
14. Criminal background checks are not required.
15. This is a tobacco & smoke free facility and campus. All smokers must go off grounds to smoke.
16. If a contractor or subcontractor needs to visit the site, contact DBF at [mpb@dbfinc.com](mailto:mpb@dbfinc.com) at least 24 hours in advance.
17. The new entire guardhouse will be tied into the existing generator.
18. Contractor is responsible to install all conduits, including alternate electrical work conduits, in the base bid. The State will install data/comm wiring and hookups under a separate contract, the GC will coordinate with that contract.
19. Lane closures are only allowed between 8:30 a.m. and 2:30 p.m. while school is in session. Please refer to DelDOT notes on Sheet DD-03.

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.



Michael Bauman, AIA  
Project Architect

Attachment

cc: All attendees  
Danny Episcopo



