

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

**MEDICAL BUILDING WINDOW REPLACEMENT  
AT  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
SMYRNA, DELAWARE 19977  
DBF #586B035.G02 ❖ DFM # MC3514000041**

**FEBRUARY 15, 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 are attached to this addendum.

**END OF ADDENDUM**

Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheelleton, AIA  
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**PRE-BID MEETING MINUTES  
MEDICAL BUILDING WINDOW REPLACEMENT  
AT  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
SMYRNA, DELAWARE 19977  
DBF #586B035.G02 ❖ OMB/DFM #MC3514000041  
FEBRUARY 15, 2018**

***In Attendance***

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OMB/DFM:	Patrick McKenna	patrick.mckenna@state.de.us
DHCI:	John Bell	John.bell@state.de.us
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com
<i>Contractor attendees:</i>	<i>See attached sign-in sheet.</i>	

***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 or substitution requests to Michael by the end of business on March 1, 2018. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due March 6, 2018 at 1:00 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: Patrick McKenna. 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. 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 including alternates, if applicable. 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. The Bid Bond must be submitted on the form shown in the specifications. The prime bidder must submit a copy of their Delaware Business License with their bids. Failure to do so will cause a bid to be rejected.

5. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the City of Smyrna at the time of execution of the contract.
6. 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.
7. Normal working hours will be Monday – Friday, 7 a.m. – 4 p.m. Weekends may be available with 48 hours advanced notice. The site superintendent must sign in all the workers at the DHCI lobby and pick up badges. When working on the weekend, the site superintendent must sign in with security.
8. The area of work will be occupied during construction.
9. 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.
10. The GC is required to obtain the building permit from the Town of Smyrna.
11. 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.
12. The Owner will provide electric, water service, and toilet facilities. An area on site will be established for a contractor staging and material storage at the pre-construction meeting. Contractor is required to have a storage trailer.
13. Criminal background checks are not required.
14. This is a smoke free facility and campus. All smokers must go off grounds at Sunnyside Road to smoke.
15. An additional walk-through will take place **February 22, 2018 at 10:00 a.m.** All attendees are to meet at the Maintenance Building (location of the pre-bid meeting).
16. The window removal by the abatement contractor will be performed off hours.
17. DHCI will remove all window air conditioning units. These units will not be reinstalled.
18. The GC will be the only person required to submit the drug affidavit with their bid.

Pre-Bid Meeting Minutes  
DHCI Medical Building Window Replacement  
February 15, 2018  
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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.

A handwritten signature in cursive script that reads "Michael Bauman".

Michael Bauman, AIA  
Project Architect

Attachment

cc: All attendees  
Dan Episcopo

# SIGN-IN SHEET

MEETING: PREBID MEETING

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PROJECT NAME: Medical Building Window Replacement at DHCI MC#351400041

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LOCATION: Smyrna, Delaware

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PROJECT NUMBER: DBF #0586B035.G02

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DATE: February 15, 2018

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NAME	ORGANIZATION	PHONE	E-MAIL
Goutham Das	navissa bldg co.	908-619-6137	adass@navissabldgco.com
Colleen Evans	Green Diamond Builders	3022841177	colleen@greendiamondbuilders.com
Mike Anthony	Harbor Stone Construction	484-332-302	JROZICH@Harborstone.com
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John Nelson	HomeRite of Baltimore	410-277-3545	jnelson@homekitemaryland.com
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Lou Filippone	GRABOYES	302-588-7640	Lou@GRABoyes.com
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