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Jason P. Loar, P.E.  
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**DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
PRICKETT BUILDING NORTH ELEVATOR UPGRADES  
100 SUNNYSIDE ROAD  
SMYRNA, DELAWARE 19977  
DBF #0586B037.J01 ❖ OMB/DFM# MC3514000050  
AUGUST 31, 2020**

**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 August 20, 2020
- Item No. 2      Refer to Specification Section 00 41 13 BID FORM
- Replace this Section in its entirety with the attached. The SUBCONTRACTOR LIST has been updated per the list discussed at the Pre-Bid Meeting.
- Item No. 3      Refer to Specification Section 01 21 00 ALLOWANCES, Article 3.3 SCHEDULE OF ALLOWANCES, Paragraph A: Revise this paragraph to match Allowance No. 1 on the Bid Form, as follows:
- A. Allowance No. 1: Provide an allowance of \$15,000.00 for unforeseen conditions, and fire alarm system work indicated in the bid documents.
- Item No. 4      Refer to Specification Section 10 44 00 FIRE-PROTECTION SPECIALTIES:
- Delete this Section in its entirety. No new fire extinguishers are required.
- Item No. 5      The following bidders' questions have been received. The responses are in ***bold italic*** print below:
- 1) Please confirm the extent of painting on this project. Is it just the new drywall soffit? Does the machine room or pit ladder need to be painted? ***Painting is noted at the new drywall soffit, and CMU patching. Pit ladder should also be primed and painted.***
  - 2) The specs include a section for Fire Protection Specialties – 10 44 00, but I do not see any new fire extinguishers on the drawings. Please clarify. ***Delete this Section, per Item No. 3 above.***

- 3) Please confirm the that the Craft Training Affidavit is not required to be submitted with the bid proposal. ***Correct. As noted on the Craft Training Affidavit, the information must be submitted prior to Contract Execution.***
- 4) Allowance #1 includes sprinkler and fire alarm work. Are specific vendors required? Fire Protection is listed on the sub list specifically, and fire alarm could be listed as a third-tier contractor under the Electrical line item on the sub list. ***Allowance No. 1 is clarified per Item No. 2 above and does not include sprinkler work. Do not list a fire alarm contractor on the Subcontractor List. This work shall be provided by Owner's vendor.***
- 5) The bid form has \$15K allowance for unforeseen conditions & fire alarm work indicated in the bid documents. Drawing E1.1, E1.2, E2.1, E2.2 all have notes regarding the fire alarm system devices. Are we to disregard the notes on the drawings for now? Will this work be done through the allowance both material & labor? ***Refer to General Notes on the Electrical Drawings. All work by the fire alarm contractor shall be included in Allowance #1.***

Item No. 6 Refer to Drawings Sheet A1.2, Detail O1 PIT LADDER DETAIL: Revise note #2 to read as follows:

2. DHCI PRICKETT NORTH ELEVATOR PIT EXTENDS APPROXIMATELY 10'-10" BELOW THE FIRST FLOOR LEVEL LANDING.

END OF ADDENDUM

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

**PRE-BID MEETING MINUTES  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
PRICKETT BUILDING NORTH ELEVATOR UPGRADES  
100 SUNNYSIDE ROAD  
SMYRNA, DELAWARE 19977  
DBF #0586B037.J01 □ OMB/DFM# MC3514000050  
AUGUST 20, 2020**

***In Attendance (via WebEx)***

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OMB/DFM:	Pat McKenna	
DMS/ FAC OPS:	Al Kocenko Isaac Henry	
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430 Email: <a href="mailto:dsr@dbfinc.com">dsr@dbfinc.com</a>
Contractor attendees:	<i>See attached sign-in sheets</i>	

***Items Discussed***

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1. Project was advertised August 12, 2020 on the State of Delaware website.
2. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid. An attendance list is attached, and was created based on email confirmation from attendees to [dsr@dbfinc.com](mailto:dsr@dbfinc.com).
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) no later than close of business on Thursday September 3, 2020. 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 accepted until **11:00 a.m. local time on September 10, 2020**. Bids must be submitted by electronic mail sent to [DFM-BID@delaware.gov](mailto:DFM-BID@delaware.gov). Do not request a read receipt. Hard copies of the bid submission must also be sent by mail. The hard copy must be received

within five (5) business days of the bid submission deadline. Any bids received after the stated times whether by mail or electronic mail will be rejected and the mailed bids will be returned unopened.

5. Bids will be opened and read aloud at 11:30 a.m. local time on September 10, 2020. To attend the bid opening, the public may participate by joining the meeting at Webex.com, meeting number **129 820 0856** and password **bqYM8WHpq38**. There will be no in-person meeting.
6. One (1) original and two (2) copies of the bid forms must be mailed along with one (1) original 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.
7. The subcontractor list must accompany the Bid Forms and be fully completed to submit a qualifying bid. The Subcontractor List shall include the following trades: Elevator equipment, Carpentry, Flooring, Painting, HVAC, Plumbing, Electrical, and Fire Protection.
8. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must also be licensed in the State of Delaware prior to execution of the contract.
9. 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. A hard copy and electronic set of Bid Documents can be purchased for \$100.00. An electronic copy only can be purchased for \$50.00.
10. An optional **walk through** of the areas of work will take place on **Tuesday August 25, 2020 at 9am**. Interested contractors to meet Isaac Henry at the DHCI Maintenance Office parking lot at that time.
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, 2020. 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 the City of Smyrna, and third-party (QEI) elevator inspection. The Fire Marshal's Office has approved the drawings.

13. Scope: Work includes upgrading components of an existing 3-stop electric basement traction elevator. The scope of work also includes related architectural, fire protection, electrical, and other appurtenances as indicated in the bid documents.
14. The contractor shall 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. Normal business hours are 7:00 a.m. to 4:00 p.m., Monday through Friday, except State holidays. The contractor will be allowed to work during normal business hours.
16. The Owner will provide water and electrical service.
17. The Contractor shall provide their own material storage container on site. Materials will need to be on site and work completed prior to request for payment for those materials by the contractor.
18. Abatement of asbestos containing materials will not be in the contractor's scope of work. The Owner's vendor shall remove asbestos containing materials located in the areas of work. General contractor shall coordinate with Owner's vendor.
19. All materials must be on site **prior to start of work** to minimize elevator down time.
20. The building will remain occupied during construction.
21. The Contractor shall provide their own toilet facility.
22. The Contractor shall be responsible for the means and methods required to complete the scope of work.
23. The Drug Testing Affidavit, and a Delaware Business licensee, shall be required with the Bid from the prime general contractor only. All subcontractors' affidavits shall be required at the time of Contract. No monthly submissions required.
24. The Affidavit of Craft Training Compliance for the General Contractor and all Subcontractors shall be required prior to contract execution.

Prebid Meeting Minutes  
DHCI Prickett Building North – Elevator Upgrades  
August 20, 2020  
Page 4

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\B037.G01\586B037.J01 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheet

Cc: All attendees  
Ed Fayda  
Matt Galinskie  
Eric Unterreiner  
Joe McAnulty  
Danny Episcopo

# SIGN-IN SHEET

**MEETING:** Prebid Meeting  
**PROJECT NAME:** DHCI Prickett Building North Elevator Upgrades  
**LOCATION:** Delaware Hospital for the Chronically Ill, Smyrna, Delaware  
**PROJECT NUMBER:** MC #3514000050, DBF #0586B037.J01  
**DATE:** August 20, 2020

**PLEASE PRINT**

NAME	ORGANIZATION	PHONE	E-MAIL
Isaac Henry	DHSS/ DMS	(302)229-2926	<a href="mailto:isaac.henry@delaware.gov">isaac.henry@delaware.gov</a>
Al Kocenko	DHSS/ DMS		<a href="mailto:alan.kocenko@delaware.gov">alan.kocenko@delaware.gov</a>
Pat McKenna	OMB/ DFM	(302)744-1203	<a href="mailto:patrick.mckenna@delaware.gov">patrick.mckenna@delaware.gov</a>
Dan Ridgely (architect)	DBF, Inc.	(302) 424-1441	<a href="mailto:dsr@dbfinc.com">dsr@dbfinc.com</a>
Bill Booth	Commonwealth Construction Co.	(302)654-6611	<a href="mailto:bbooth@itscommonwealth.com">bbooth@itscommonwealth.com</a>
Tony Ventresca	Ventresca Bros, Inc.	(302)658-6436	<a href="mailto:tony@ventrescabros.com">tony@ventrescabros.com</a>
Andrea DiFabio	BSS Contractors, LLC	(610)345-1316	<a href="mailto:andrea@bsscontractor.com">andrea@bsscontractor.com</a>
Tim Gavidia	ATR Electrical Services, Inc.	(302)378-3708	<a href="mailto:tgavidia@atreelectricde.com">tgavidia@atreelectricde.com</a>
Greg Thompson	Conventional Builders, Inc.	(302)422-2429	<a href="mailto:conventionalbuilders@comcast.net">conventionalbuilders@comcast.net</a>
Chelsea Schurman	BRS Consulting, Inc.	(302)786-2326	<a href="mailto:robin@brsconinc.com">robin@brsconinc.com</a>
Stacey Bush	Amakor, Inc.	(302)834-8664	<a href="mailto:amakor@aol.com">amakor@aol.com</a>
Marc Wolfe	Deldeo Builders, Inc.	(302)354-2893	<a href="mailto:marcwolfe@me.com">marcwolfe@me.com</a>



STATE OF DELAWARE  
DEPARTMENT OF HEALTH & SOCIAL SERVICES  
CONTRACT #MC3514000050  
PRICKETT BUILDING NORTH ELEVATOR UPGRADES  
AT  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
100 SUNNYSIDE ROAD  
SMYRNA, DELAWARE 19977

**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 thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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
- Affidavit of Employee Drug Testing Program
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

STATE OF DELAWARE  
 DEPARTMENT OF HEALTH & SOCIAL SERVICES  
 CONTRACT #MC351400050  
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 AT  
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**BID FORM**

**SUBCONTRACTOR LIST**

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, notate 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.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax-payer ID #</u> <u>or Delaware Business license #</u>
1. Elevator Equipment	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Carpentry	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

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3.	Flooring		
	A.		
	B.		
	C.		
4.	Painting		
	A.		
	B.		
	C.		
5.	HVAC		
	A.		
	B.		
	C.		
6.	Plumbing		
	A.		
	B.		
	C.		

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7. Electrical

A.

B.

C.

8. Fire Protection

A.

B.

C.

**SECTION 00 81 15**

**AFFIDAVIT OF CRAFT TRAINING COMPLIANCE**

The Affidavit of Craft Training Compliance document is part of this project manual as included herein. The Craft Training Compliance Affidavit, as well as all information pertaining to craft training for subcontractors must be submitted prior to contract execution.

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**AFFIDAVIT OF  
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as “an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor.”<sup>1</sup> A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at

[https://det.delawareworks.com/apprenticeship/documents/Apprenticeship\\_Occupation\\_List\\_for\\_29Del6962\\_Compliance.pdf](https://det.delawareworks.com/apprenticeship/documents/Apprenticeship_Occupation_List_for_29Del6962_Compliance.pdf)

If you have questions regarding craft training programs, please submit them in writing to the Delaware Department of Labor at: [apprenticeship@delaware.gov](mailto:apprenticeship@delaware.gov). The Craft Training Compliance Affidavit must be submitted prior to contract execution. In addition to this Affidavit, all information pertaining to craft training for subcontractors must also be submitted prior to contract execution. Information to be provided is the craft, company name, registration number (indicate DE, US DOL or identify other state) or that craft training requirements do not apply and the reason.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

**Craft(s)** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Program** \_\_\_\_\_

**Registration Number** \_\_\_\_\_

On this line also indicate whether DE, Other State (identify) or US Registration Number

**Or**

**Craft Training requirements are not applicable because:** \_\_\_\_\_

**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 TO BE CONSIDERED.

<sup>1</sup> Title 29, Chapter 69, Section 6902(7) of the Delaware Code.