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PRE-BID MEETING SUMMARY (RE-BID)  
JAMES T. VAUGHN CORRECTIONAL CENTER  
HIGH VOLTAGE LOOP REPAIRS  
OMB/DFM CONTRACT # MC3804000029  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held on May 28, 2013 at 10:00 a.m. at the Department of Correction Administration Building, Room 300.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – June 27, 2013 at 2:00 p.m. in the Thomas Collins Building, 3<sup>rd</sup> floor conference room as described in the Invitation to Bid within the project manual.
2. Bid Opening – June 27, 2013 at 2:00 p.m. in the Thomas Collins Building, 3<sup>rd</sup> floor conference room.
3. Questions and substitution submission deadline – 06/20/13

B. Key topics

1. Bids
  - a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate
  - b. Make sure you identify your project name on the front of your envelope when you submit your bid.
2. Background Checks/Contractor rules
  - a. A security clearance application needs to be filled out by any individual wanting access into the J. T. Vaughn Correctional site. Each individual needs to fill in their complete criminal background including any criminal convictions and/or arrest anywhere, underage offences, and traffic tickets. List your reason for clearance as “Construction Project” on the form. Please make sure the form is legible or it will be discarded and disapproved. **Background checks need to be faxed to the number on the form by the end of day May 31, 2013.** A copy of the security clearance application is attached to this addendum for reference.
  - b. A copy of the contractors guide to working within the fence line at JTVCC is included in this addendum for reference. The winning contractor will be given a more detailed set of site rules at the kick-off meeting.
3. Building Access
  - a. **A site visit for contractors that have completed a background check which has been approved by DOC can walk through the facility on June 18th at 10:00 a.m. to survey the existing conditions.** Contractors that have not had a

background check or have been denied by DOC will not be permitted to walk the site. DEDC will participate in this walk-thru.

#### 4. Clarifications

- a. All questions must be submitted in writing and must be faxed to Delaware Engineering and Design Corporation, Attn: John Farina, Fax 302 738-7175 or E-mailed to jfarina@dedc-eng.com. Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. Contractor to have a full time superintendent or working foreman during construction.
- d. This is a Delaware Prevailing Wage project (New Castle County).
- e. There will be a 5% retainage on this project which will be paid at the end of the project once all closeout items have been completed.
- f. Schedule of Values from the winning general contractor shall include a line for "Project Closeout Documents" in the amount of 1% of the contractors bid.
- g. Bid Bond shall be in the amount of 10%.
- h. Performance and Payment bonds are for (2) years.
- i. All warranties for contractor workmanship shall be a period of (2) years from substantial completion. Manufacturer warranties are carried out in accordance with the manufacturer's specifications.
- j. The unit pricing on the Revised Bid Form has been updated to include a Maintenance racking tool as detailed in the Summary spec section 01 10 00.

#### C. Subcontractor Listing

1. There are now (2) subcontractor listings on this project: Electrical & Electrical Testing Agency. These Subcontractors are identified on the attached bid form.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.

#### D. Meetings

1. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kick off meeting.
2. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

#### E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (3 pages)
2. Revised Bid form (5 pages)
3. Sign in sheet (2 pages)
4. Security Clearance Application (1 page)
5. Daily Contractor Tool & Equipment Inventory (3 page)
6. Contractor Guide to working within the fence line at JTVCC (2 pages)

#### F. Items Discussed

1. Normal working hours for this project will be 7:00 a.m. to 3:00 p.m.
2. All tools will be inventoried before entering the site and when leaving the site.
3. DOC employees will escort contractors while on site for the duration of the project.
4. Contractors will meet every morning at the Maintenance building at JTVCC.
5. DEDC to email list of people coming to the site for the walk thru.

Summarized By: DEDC, LLC  
David Barton  
Date: May 31, 2013



**UNIT PRICES**

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

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1: Provide a unit cost for replacing a stress cone on 1/0 Cu.	\$ _____	\$ _____
UNIT PRICE No. 2: Provide a unit cost for replacing a stress cone on 4/0 Cu.	\$ _____	\$ _____
UNIT PRICE No. 3: Provide a unit cost for replacing a 15kV 200 A LB elbow on 4/0 Cu.	\$ _____	\$ _____
UNIT PRICE No. 4: Provide a unit cost for replacing a 15kV 200 A LB elbow on 1/0 Cu.	\$ _____	\$ _____
UNIT PRICE No. 5: Provide a unit cost for resetting breakers or relays and testing a LV power circuit breaker with electronic trip.	\$ _____	\$ _____
UNIT PRICE No. 6: Provide a unit cost to replace an auto-transfer PMH-9 unit with (6) power fuses.	\$ _____	\$ _____
UNIT PRICE No. 7: Provide a unit cost to replace an auto-transfer PMH-6 unit with (3) power fuses.	\$ _____	\$ _____
UNIT PRICE No. 8: Provide a unit cost to replace a manual PMH-13 unit.	\$ _____	\$ _____
UNIT PRICE No. 9: Provide a Maintenance racking tool.	\$ _____	\$ _____

JAMES T. VAUGHN CORRECTIONAL CENTER HI VOLTAGE REPAIRS  
SMYRNA DELAWARE  
OMB/DFM# MC3804000029

**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)

JAMES T. VAUGHN CORRECTIONAL CENTER HI VOLTAGE REPAIRS  
 SMYRNA DELAWARE  
 OMB/DFM# MC3804000029

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, it is **required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. ELECTRICAL	_____	_____	_____
2. ELECTRICAL TESTING AGENCY	_____	_____	_____

JAMES T. VAUGHN CORRECTIONAL CENTER HI VOLTAGE REPAIRS  
SMYRNA DELAWARE  
OMB/DFM# MC380400029

**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 the Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of OMB/DFM# MC380400029 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.**



James T. Vaughn Correctional Center High Voltage Loop Repairs (Re-Bid)  
 Pre-Bid Meeting Sign-In Sheet  
 05/28/13

Name	Company	Phone	Fax	E-mail
David Barton	DEDC	302 738 7172	302 738 7175	<a href="mailto:dbarton@dedc-eng.com">dbarton@dedc-eng.com</a>
Beverly Bartlett	OMB/DFM	302 739 5644		<a href="mailto:beverly_bartlett@state.de.us">beverly_bartlett@state.de.us</a>
Carlton Coker	Current Solution	302-423-4521		
Gary Wolf	Current Solution	302-736-5210	302-734-2699	<a href="mailto:cursolinc@comcast.net">cursolinc@comcast.net</a>
Matt Bailey	Power Plus Electrical	302-736-5070	302-736-5120	<a href="mailto:mattb3@prodigy.net">mattb3@prodigy.net</a>
Geoff Reichett	Comstar Supply	302-841-8578		<a href="mailto:geoff@comstarsupply.com">geoff@comstarsupply.com</a>
Steve Hill	Diamond Electric	302-697-1328		<a href="mailto:shill@diamondelectric.org">shill@diamondelectric.org</a>
Chuck Arnott	Diamond Electric	302-697-1328		<a href="mailto:chuck@diamondelectric.org">chuck@diamondelectric.org</a>
Larry Anderson	East Coast Underground	410-310-9168		<a href="mailto:lranderson.ecu@gmail.com">lranderson.ecu@gmail.com</a>
Jose Espinosa	Energtest	484-731-0200	484-731-0209	<a href="mailto:jespinosa@energtest.com">jespinosa@energtest.com</a>
Greg Christian	DOC/BMS	302-857-5260		<a href="mailto:greg.christian@state.de.us">greg.christian@state.de.us</a>
Eric Smeltzer	DOC/BMS	302-857-5261		<a href="mailto:eric.smeltzer@state.de.us">eric.smeltzer@state.de.us</a>

**SECURITY CLEARANCE APPLICATION**  
**BUREAU OF PRISONS**  
**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:  
\_\_\_\_\_

DOB: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ SSN#: \_\_\_\_\_

SEX: MALE / FEMALE RACE: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ State: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME: (\_\_\_\_\_) \_\_\_\_\_ WORK: (\_\_\_\_\_) \_\_\_\_\_

**DO YOU HAVE A CRIMINAL CONVICTION AND/OR ARREST ANYWHERE, TO INCLUDE TRAFFIC TICKETS? NO/YES (IF YES, COMPLETE BELOW). HAVE YOU EVER BEEN ARRESTED ANYWHERE WHETHER CONVICTED/DISMISSED/NOLLE PROSSED OR PARDONED: NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE UTILIZE THE BACK OF THIS FORM.**

COUNTRY : \_\_\_\_\_ DATE: \_\_\_\_\_

OFFENSE: \_\_\_\_\_ SENTENCE: \_\_\_\_\_

**ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT):** \_\_\_\_\_

**ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY; NO/ YES**

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: \_\_\_\_\_

REASON FOR CLEARANCE: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_ COMPANY/  
ORGANIZATION \_\_\_\_\_

COMPANY/ORGANIZATION EMAIL ADDRESS: \_\_\_\_\_

**PLEASE READ AND SIGN:**

I understand that prison authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FAX BACK TO 302-653-2855**

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS \_\_\_\_\_ DELWARE CRIMINAL HISTORY \_\_\_\_\_

NCIC WANTS/WARRANTS \_\_\_\_\_ NCIC CRIMINAL HISTORY \_\_\_\_\_

DELJIS/NCIC  
INVESTIGATOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ APPROVAL EXPIRES ON: \_\_\_\_\_ IF DENIED, PLEASE INDICATE REASON BELOW:

DENIED \_\_\_\_\_ (1) Dishonest/incomplete application; (2) Active pending warrants/capiases; (3) Felony convictions or incarceration for a felony in past five years; (4) Misdemeanor convictions or incarceration for misdemeanor in past two years; (5) DUI conviction past two years; (6) Trafficking/delivery and/or possession of controlled substance conviction past ten years; (7) Other (See Investigation for info).

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

## DEPARTMENT OF CORRECTION DAILY CONTRACTOR TOOL & EQUIPMENT INVENTORY

The contractor tool/equipment form shall be completed and signed by all contractor personnel prior to entering a DOC facility. The following requirements apply:

1. A new tool & equipment inventory form shall be prepared, signed and dated each day.
2. This form shall serve as an inventory of all work and personal equipment carried into a Department of Correction facility and will serve to ensure that the inventoried equipment is removed from the facility at the end of the work day.
3. Each piece of work and personal equipment noted on this form shall be described in sufficient detail so that it can easily be identified and matched to the inventory by a Department of Correction staff.
4. Department of Correction strongly recommends that when work/personal equipment is to be carried into a Department of Correction facility on a repetitive basis, the equipment be marked with a unique identifier (e.g. personnel initials + number) so that it can be matched to the same unique identifier noted on the tool/equipment form.
5. Prior to entering and exiting secured areas of a Department of Correction facility, the daily tool/equipment inventory shall be reviewed and signed by the escorting officer.
6. If, prior to exiting a secured area, the preparer of this form determines that he or she cannot account for each piece of equipment, then he or she shall immediately notify the escorting officer.
7. If, prior to exiting a secure area, a Department of Correction staff cannot identify each tool or piece of equipment and reconcile it to the items inventoried on this form, then the Department of Correction staff will hold the group of contractor employees in the secure area until the discrepancy is resolved.
8. **All tools and equipment being brought into the institution will be inventoried. Every job box will have an exact inventory of all tool boxes and equipment stored in that box. The box must be lockable and remained locked when not in use. There are no exceptions to this rule.** List all tools for example hand tools (e.g. hammers, pliers, wrenches, and screwdrivers), electrical tools (e.g. measuring equipment, splicing equipment), power tools (e.g. drills, saws demolition equipment) and supplies (e.g. saw blades, drill bits). List all other equipment (e.g. two-way radios, writing pads, pens, pencils, etc). However, the list may be expanded to cover equipment specific to a scope of work or project. Fasteners will be inventoried prior to items entering the institution when deemed necessary by the Superintendent who must work in conjunction with the Warden's office on a project-by-project basis. Their decision will be based on any potential security risk if lost. For example type of: nails, tap cons, lag bolts (approximately by weight or by box refer to how the item is sold and purchased). No fasteners will be left on any jobsite unless they are secured in a locked job box and approved by security.
9. Items not permitted include, but are not limited to: firearms, medicines, pocket knives, leather man tools, tobacco, matches, lighters, gum, beer, alcohol of any kind, glass bottles or containers, aluminum cans, metal knives spoons or forks, music radios, i-Pods, newspapers, fliers, or magazines.
10. Laptop computers, cameras, cell phones, and pagers are restricted items and their use can only be approved in writing, in advance by the Warden or his designee. Failure to declare an item at the sally port will result in that item being confiscated.

Contractor Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_







State of Delaware  
Department of Corrections  
Mike Lenigan  
Physical Plant Maintenance Superintendent II  
1181 Paddock Road  
Smyrna, DE 19977  
Telephone (302) 739-4379  
Fax: (302) 653-3436

## CONTRACTORS GUIDE TO WORKING WITHIN THE FENCE LINE AT JTVCC

James T. Vaughn is a maximum security facility and working inside our fence line creates a different working environment with specific rules and regulations. While this list is not inclusive of those regulations it will provide you with an understanding of our expectations from you.

All contractors will be escorted at all times in our facility. There are no exceptions to this requirement. Contractors are expected to follow the directive of any security personnel. **Failure to comply with a directive will result in being escorted out of the institution and being banned from entering the institution until a Security Superintendent has reviewed the case.**

Contractors will not engage any inmate in a conversation, nor will they give or accept anything from an inmate. Contractors will not enter a cell while the inmate is present in the cell and only then under the direction of a security staff member.

All contractors will have a state issued ID and have been cleared by JTVCC security by filling out JTVCC's or DOC's security background information form and faxing it to the number on the form. This form is available by fax /email by contacting me.

**All tools being brought into JTVCC will be inventoried. There are no exceptions to this rule.** The following is an example of a tool inventory:

- 2- straight blade screw drivers
- 2- phillips screw drivers
- 1- saw-zaw with 6 blades
- 1- utility knife with 4 blades
- 1- 14 piece open/closed combination wrench set
- 1- 26 piece drill bit set
- 1- 14 piece 3/8 drive socket set
- 1- magnetic screw driver with 6 bits

Every tool box must have its own inventory sheet and that inventory must stay with that tool box. Every job box will have an exact inventory of all tool boxes and or tools stored in that job box and that job box must be lockable.

## CONTRACTORS GUIDE pg.2

All items brought into the institution will be searched and cleared by the sally port officer before gaining entry into the compound. **Failure to comply with a directive from the sally port officer will result in being escorted out of the sally port and being banned from entering the institution until a Security Superintendent has reviewed the case.**

Because this is a maximum security facility the following items are examples of items not permitted inside our fence line:

Pocket knives, leather man tools, tobacco, matches, lighters, coolers of any type, gum, beer, alcohol of any kind, glass bottles or containers, metal knives spoons or forks. iPods, radios, newspapers, fliers or magazines.

Lap top computers, cameras, cell phones, beepers and pagers are restricted items and their use inside the fence can only be approved in writing, in advance by the Warden or his designee. These items will be limited to 1 item per company and they must be declared at the sally port and to the escorting officer. Failure to declare an item at the sally port will result in that item being confiscated.

Contractor's vehicles are discouraged from entering the compound. While we realize this will happen on occasion only those vehicles needed will be allowed entry. The vehicle must be cleaned of all trash and any items not needed must be removed before entering the sally port. The vehicle must contain an inventory of all items being brought into the compound. Materials being used in the performance of your job, pipe nipples, wire, conduit, fasteners, screws, pipe clamps ect are not items that need to be inventoried.

Once a contractor is inside the fence line they will not be allowed to exit the compound until the end of their work day unless arraignments have been made with the Maintenance Superintendent. While we realize things come up during the day this should be the exception and not the norm.

There is NO vehicle traffic inside our compound from 10:30 am – 1:30 pm. All deliveries to your work site must be made either before 10 or after 1:30..

All contractors are expected to bring their lunch every day in a clear plastic bag. The contents of this bag will be searched every morning before entering the institution. Contractors will not be escorted outside the fence line to go into town to get their lunch.

The maintenance staff at JTVCC will be your escort and if you have any questions about movement seek advice from the mechanic assigned to you. In the event of a lock down there will be no movement in or out of the compound until the code has cleared. If an institutional Lock down is called follow the directives given to you by your escorting officer. You will be allowed to exit the institution when the code has cleared.

Our job is to ensure your safety, if you have any questions please consult your escort.