



240 Continental Drive, Suite 200  
Newark, DE 19713  
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## Addendum 01

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SCI Minimum Building – Domestic Hot Water System Replacement  
OMB/DFM/DOC Contract No: MC3804000053

Tt Project No. 200-26912-13018

Addendum No. 01  
to  
Drawings and Project Manual

October 1, 2014

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To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated September 25, 2014,

PROJECT MANUAL dated September 25, 2014, and

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) pages and the following:

### CHANGES TO PROJECT MANUAL

- 1.1 Section 00 11 13 Advertisement for Bid
  - A. 3<sup>rd</sup> Paragraph, last sentence, **ADD** "... as a Prime Contractor" to the end of the sentence.
- 1.2 Section 00 41 13 Bid Form, **DELETE** existing Bid Form and **REPLACE** with "Revised Bid Form" attached to this Addendum.
- 1.3 Section 00 73 13 Supplementary General Conditions, Article 3.11 Documents and Samples at the Site, Subparagraph 3.11.2 As-Built Drawings; **CLARIFICATION** - There are several sections throughout the Project Manual that further define the As-Built Requirements.
- 1.4 Specification Section 00 82 13 Additional General Contracting Requirements,
  - A. Article 1.8 Continuity of Services, Paragraph A, **ADD** "Fire Alarm" to the last sentence.
  - C. Article 1.18 Working at a Department of Correction Facility
    1. Paragraph J, **CHANGE** to read "Contractors shall not bring glass or metal containers into the facility; plastic only."
    2. Paragraph M, **CHANGE** "guards" to read "Correctional Officers."

- 1.5 Section 01 02 00 Department of Correction Security Measures
- A. Article 1.4 Work Restrictions, Paragraph A, On-Site Work Hours, Subparagraph 1; **CHANGE** the working hours from “8:00 am to 4:00 pm” to read, “7:00 am to 2:45 pm.”
  - B. Article 1.6 Working at a Department of Correction Facility
    - 1. Paragraph F; **CHANGE** the time to enter and leave the facility from “one-half” to read, “one hour.”
    - 2. Paragraph G; **CHANGE** the last sentence to read, “Allow one (1) hour to enter and one (1) hour to leave the Facility.”
  - C. Article 1.7 Security Procedures, Paragraph E, Site Security; **DELETE** all references to “Photo Identification Card.” There will be no Photo Identification Cards issued by the Department of Correction. Contractors will use their photo Driver’s Licenses as identification in order to enter the facility.
- 1.6 Section 01 31 00 Project Management and Coordination; General Comment; the Engineering Consultant shall schedule, conduct, and document all meetings.
- 1.7 Section 01 33 00 Submittal Procedures
- A. Article 2.2 Electronic Submittal Procedure; **ADD** the following paragraph in its entirety:

“L. Contractor must have a color copier in order to use the Electronic Submittal Procedure.”
  - B. Article 2.3 Non-Electronic Submittal Procedure, Paragraph 3, Item a; **CHANGE** “four (4) copies” to read “eight (8) copies.”
- 1.8 Section 22 12 23 Facility Indoor Potable Water Storage Tanks, **DELETE** Article 2.2 Steel, Pre-Charged, Potable Water Storage Tanks in its entirety.
- 1.9 Section 23 09 58 Sequence of Operation, Part 1 General, **DELETE** Section 1.01 in its entirety.

**NEW PROJECT MANUAL SECTIONS**

- 1.10 Section 01 21 00 Allowances, **ADD** the section attached to this Addendum in its entirety.

**CHANGES TO DRAWINGS**

NONE.

**END OF ADDENDUM 01**

Attachments:  
Section 00 41 31 Revised Bid Form  
Prebid Meeting Report  
Pre-bid Sign-in Sheet  
Bid Register

**DOMESTIC HOT WATER GENERATION & STORAGE SYSTEM REPLACEMENT  
MINIMUM SECURITY BUILDING  
SUSSEX CORRECTIONAL INSTITUTION  
DELAWARE DEPARTMENT OF CORRECTION  
GEORGETOWN, DELAWARE  
OMB/DFM/DOC Contract No.: MC3804000053**

**BID FORM**

**For Bids Due:** Thursday, October 30, 2014 @ 2:30 pm

**To:** State of Delaware  
Office of Management and Budget/  
Division of Facilities Management  
Thomas Collins Building, 3<sup>rd</sup> Floor, Suite 1  
540 S. DuPont Highway, Dover, DE 19901  
Phone: 302-739-5644 Fax: 302-739-6148

**Name of Bidder:** \_\_\_\_\_

**Delaware Business License No.:** \_\_\_\_\_ **Taxpayer ID No.:** \_\_\_\_\_

(A copy of Bidder's Delaware Business License must be attached to this form)

**(Other License Nos.):** \_\_\_\_\_

**Phone No.:** (        ) \_\_\_\_\_ - \_\_\_\_\_ **Fax No.:** (        ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

**PROJECT BASE BID**

Description: Replace the existing electric hot water heaters (4 total) with new gas-fired domestic hot water generation and storage system.

\$ \_\_\_\_\_

**UNIT PRICES**

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

UNIT PRICE No. 1: Lump sum unit price for DDC/ATC Controls (to be included in Base Bid)

\$ \_\_\_\_\_

**ALLOWANCE CERTIFICATIONS**

Allowance #1 Certification:

We/I confirm that an allowance in the amount of \$ 10,000.00 has been included in the Contractor's Base Bid price for the relocation of miscellaneous electrical devices.

\$ \_\_\_\_\_ (Date and initial)

**DOMESTIC HOT WATER GENERATION & STORAGE SYSTEM REPLACEMENT  
MINIMUM SECURITY BUILDING  
SUSSEX CORRECTIONAL INSTITUTION  
DELAWARE DEPARTMENT OF CORRECTION  
GEORGETOWN, DELAWARE  
OMB/DFM/DOC Contract No.: MC3804000053**

**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)

**DOMESTIC HOT WATER GENERATION & STORAGE SYSTEM REPLACEMENT**  
**MINIMUM SECURITY BUILDING**  
**SUSSEX CORRECTIONAL INSTITUTION**  
**DELAWARE DEPARTMENT OF CORRECTION**  
**GEORGETOWN, DELAWARE**  
**OMB/DFM/DOC Contract No.: MC3804000053**

**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. Mechanical/HVAC	_____	_____	_____
2. Electric	_____	_____	_____
3. DDC/ATC Controls	_____	_____	_____
4. Testing, Adjusting & Balancing	_____	_____	_____

**DOMESTIC HOT WATER GENERATION & STORAGE SYSTEM REPLACEMENT  
MINIMUM SECURITY BUILDING  
SUSSEX CORRECTIONAL INSTITUTION  
DELAWARE DEPARTMENT OF CORRECTION  
GEORGETOWN, DELAWARE  
OMB/DFM/DOC Contract No.: MC3804000053**

**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 Contract No.: MC3804000053 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.**

## Pre-Bid Meeting Record

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**Meeting Date:** Thursday, September 25, 2014 at 10:00 am

**Publication Date:** October 1, 2014

**Prepared By:** Scott D. Parlow, P.E.

**Tt Project No.:** 200-26912-13018

**Regarding:** Sussex Correctional Institution Minimum Security Building Domestic Hot Water Generation and Storage System Replacement  
 OMB/DFM/DOC Contract No: MC3804000053

### Attendees

Kerry Wareham	OMB/DFM/DOC Project Manager	302-739-5644	<a href="mailto:kerry.wareham@state.de.us">kerry.wareham@state.de.us</a>
Eric Smeltzer	DOC Capital Programs Admin	302-857-5261	<a href="mailto:eric.smeltzer@state.de.us">eric.smeltzer@state.de.us</a>
Ken Vandegrift	C + D Contractors	302-764-8013	<a href="mailto:kvandegrift.cd@verizon.net">kvandegrift.cd@verizon.net</a>
Cory Marshall	Schlosser & Associates, Inc.	302-738-7333	<a href="mailto:corym@schlosserandassociates.com">corym@schlosserandassociates.com</a>
Ken Vandegrift	C+D Contractors, Inc.	302-221-2709	<a href="mailto:kvandegrift.cd@verizon.net">kvandegrift.cd@verizon.net</a>
Larry Wall	Joseph T. Richardson Inc.	302-398-8101	<a href="mailto:larry@jtrmech.net">larry@jtrmech.net</a>
Gary Fowler	Diamond State Engineering	302-363-7361	<a href="mailto:gary@diamondstateengineering.com">gary@diamondstateengineering.com</a>
Jeff White	Joseph M. Zimmer, Inc.	410-546-5700	<a href="mailto:jeff_white@jnzinc.com">jeff_white@jnzinc.com</a>
Dave Shub	Flo Mechanical	302-588-4488	<a href="mailto:larrys@flomechanical.com">larrys@flomechanical.com</a>
David Allison	EMJAY	410-292-2000	<a href="mailto:mclaughlinb@emjaycons.com">mclaughlinb@emjaycons.com</a>
Scott D. Parlow PE	Tetra Tech, Inc.	302-738-7551	<a href="mailto:scott.parlow@tetratedch.com">scott.parlow@tetratedch.com</a>

### Additional Distribution

Greg Christian	DOC Facilities Maint. Manager	302-739-5601	<a href="mailto:greg.christian@state.de.us">greg.christian@state.de.us</a>
Ron Zawora	SCI Maintenance Superintendent	302-856-5265	<a href="mailto:ronald.zawora@state.de.us">ronald.zawora@state.de.us</a>
Chip Gruber	Schlosser & Associates, Inc.	302-738-7383	<a href="mailto:cjgruber@hotmail.com">cjgruber@hotmail.com</a>
Karen Hooks	Reed Construction Data		<a href="mailto:karen.hooks@reedbusiness.com">karen.hooks@reedbusiness.com</a>
Bill McLaughlin	EMJAY	410-292-2000	<a href="mailto:mclaughlinb@emjaycons.com">mclaughlinb@emjaycons.com</a>

### Item #

### Item

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the large conference room at the Division of Facilities Management Headquarters, 3<sup>rd</sup> Floor, Suite 1 of the Thomas Collins Building in Dover, Delaware on Thursday, September 25, 2014 at 10:00 am. Those in attendance are noted above.
2. Sealed bids for this project will be received by the State of Delaware, Office of Management & Budget, Division of Facilities Management, in the reception area of DFM at the Thomas Collins Building, 540 South DuPont Highway, Dover, Delaware, until 2:30 p.m. local time on Thursday, October 30, 2014, at which time

they will be publically opened, read aloud, and recorded. Bidders bear the risk of late delivery. Any bids received after the stated time will be returned unopened.

3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. A Site Walk Through has been scheduled for Thursday, October 23, 2014 at 10:00 am at the site. Contractors shall meet at the SCI Maintenance Building.
5. Contractors must submit background checks for those employees that wish to attend the Site Walk Through. Email the forms to Ronald Zawora at [Ronald.zawora@state.de.us](mailto:Ronald.zawora@state.de.us) by end of business on Friday, October 3, 2014.
6. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact Kerry Wareham, OMB/DFM/DOC Project Manager at [Kerry.Wareham@state.de.us](mailto:Kerry.Wareham@state.de.us).
7. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for Sussex County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale. The new Wage Rates should be issued later this week and will be added by addendum.
8. A general review of the Project Manual was performed. The following specification sections were reviewed.

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 11 13	--	Advertisement for Bids
00 21 13	1.1	Definitions
	1.10	Addenda
	1.14	Base Bid
	1.16	Unit Price
	2.0	Bidder's Representation
	2.1	Pre-Bid Meeting
	3.0	Bidding Documents
	3.1	Copies of Bid Documents
	3.2	Interpretation or Correction of Bidding Documents
	3.3	Substitutions
	3.4	Addenda
	4.0	Bidding Procedures
	4.1	Preparation of Bids
	4.2	Bid Security
	4.3	Subcontractor List
	4.5	Prevailing Wage Requirements
	4.6	Submission of Bids
	7.0	Performance Bond & Payment Bond
	7.1	Bond Requirements
00 22 13a	1.2	Qualifications of Bidders
	1.5	Contract Time
	1.6	Representation of Bidders
	1.7	Interpretations
00 22 13a	1.8	Substitutions
	1.9	Wage Rates
	1.10	Start of work



00 30 00	--	Bid Form
00 41 13	--	Bid Bond Form
00 52 13	AIA 101-2007	Standard Form of Agreement Between Owner & Contractor
00 61 13.13	--	Performance Bond Form
00 61 13.16	--	Payment Bond Form
00 62 76	AIA G702	Application & Certification for Payment
	AIA G703	Continuation Sheet
	AIA G701	Sample Change Order
	AIA G704	Sample Certificate of Substantial Completion
	AIA G706	Sample Contractor's Affidavit of Payment of Debts and Claims
	AIA G706A	Sample Contractor's Affidavit of Release of Liens
	AIA G707	Sample Consent of Surety to Final Payment
	AIA G710	Sample Architect's Supplemental Instructions
	AIA G714	Sample Construction Change Directive
00 72 13	AIA 201-2007	General Conditions for the Contract for Construction
00 73 13	1.2	Correlation and intent of the Contract Documents
	3.5	Warranty
	3.11	Documents and Samples at the Site
	9.2	Schedule of Values
	9.3	Applications for Payment
00 73 46	--	State of Delaware Wage Rate Schedule
00 81 13	1.1	Contract Documents
	3.1	Schedules of Values
	5.1	Subcontracting Requirements
	5.2	Penalty for Substitution of the Contract
	7.0	Changes in the Work
00 82 13	1.3	Work Included
	1.4	Work Not included
	1.5	Security
	1.7	Drawings & Specifications
	1.8	Continuity of Services
	1.10	Responsibility for Damage and Care of State Property
	1.16	Guarantee
	1.17	As-Built Drawings
	1.18	Working at a Department of Correction Facility
01 02 00	--	Department of Correction Security Measures Contraband/Tool Control
	1.2	Work Restrictions – General
	1.4	Work Restrictions
	1.6	Working at a Department of Correction Facility
	1.7	Security Procedures
	--	DOC Daily Contractor Tool & Equipment Inventory
	--	Bureau of Prisons Security Clearance Application
01 10 00	1.3	Work Covered by Contract Documents
	1.8	Owner's Occupancy Requirements
01 22 00	1.0	Unit Prices – General
	3.1	Schedule of Unit Prices
01 31 20	1.4	Payroll Reports

01 33 00	1.1	Submittal Procedures – General
	1.4	Submittal Schedule
	2.2	Electronic Submittal Procedures
	2.3	Non-electronic Submittal Procedures
01 74 19	1.0	Construction Waste Management – General
	1.3	Submittals
	1.6	Waste Management Plan
01 77 00	1.3	Substantial Completion
	1.4	Final Completion
	1.5	List of Incomplete Items (Punchlist)
	1.6	Project Record Documents
	3.3	Summary of Closeout Documents
22 12 23	1.1	Facility Indoor Potable Water Storage Tanks – General
	2.1	Insulated Steel Potable Water Storage Tank
22 35 00	1.0	Domestic Water Heaters
	2.1	Circulating, Domestic Water Heat Exchangers
23 00 00	1.0	General Requirements, Mechanical & Electrical
	1.10	Continuity of Services (Shutdown & Notifications)
	1.14	Overtime Work
	1.17	Guarantee
	1.19	As-Built Drawings
23 09 50	1.0	Building Automation System BAS – General
	1.3	Description of Work
23 09 58	1.0	Sequence of Operation – General
	3.1	MODBUS Interface
	3.6	Sequence of Operation

9. Only plan holders who purchased bid document sets from Tetra Tech will receive ADDENDA.
10. The following items were discussed in greater detail.
  - A. Contractors may copy the Bid Form; submit in triplicate (three (3) copies).
  - B. Contractors shall identify the time of construction in their Bid Form. It is the intent of the project to be completed within six (6) months.
  - C. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date (Friday, October 24, 2014).
  - D. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, October 20, 2014).
  - E. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
  - F. It was noted that for this Public Works Contracts, the Prime Contractor must perform at least 10% of the total bid price with their own forces, exclusive of administrative costs, purchasing of equipment, overhead or profit.
  - G. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required. As of now, there are no alternates.
  - H. Temporary heat should not be required on this project. A temporary domestic water generation system capable of producing 414.0 MBH output and 492 GPH recovery at 140 deg F of Domestic Hot Water.

- I. Facility restrooms are not available. Port-O-Sans will be required.
- J. Contractors shall submit a list of all proposed workers stating their social security number, driver's license number, age, sex, race and date of birth. List shall be used for a background check and shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors.
- K. Normal working hours are between 7:00 a.m. to 2:30 p.m., Monday thru Friday. Additional hours must be arranged in advance. Contractors must be at the Sally Port at 2:45. The Sally Port closes at 3:00 pm.
- L. No mingling with inmates.
- M. Contractors shall not bring glass or metal containers into the Facility; plastic only.
- N. Contractors are required to sign in at the Main Entrance each morning before driving through the gate. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow one (1) hour to enter and leave the Facility.
- O. Gang boxes will be allowed to be stored in designated areas at the job site.
- P. A list of tools must be supplied with each truck and/or gang box. Inventory shall be taken by the Contractors at the end of each work day. Correctional Officers reserve the right to inspect and inventory all trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
- Q. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
- R. All vehicles and tool boxes shall be locked at all times.
- S. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.
- T. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
- U. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
- V. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
- W. Cell phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone.
- X. The new State of Delaware Front End Specifications now requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
- Y. Under the new State of Delaware Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
- Z. Contractors are responsible for all permits.

11. The Project Manual was reviewed in further detail. The following items were discussed:
  - A. No Addenda will be issued later than four (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.
  - B. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
  - C. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
  - D. All utility shutdowns must be coordinated with DOC Maintenance.
  - E. Contract time was discussed. Project must be completed within six (6) months.
  - F. Contractors were advised that only limited movement will be permitted while inside the compound. Most of the work will be performed in the Mechanical Room.
12. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
  - A. All sheets were reviewed and briefly discussed.
  - B. Most of the work will be performed in the Mechanical Room.
13. A Site Review of the work area was not performed.
  - A. A site visit has been scheduled for Thursday, October 23, 2014 10:00 – 11:30 am. We'll meet at the SCI Maintenance Building.
  - B. Background checks must be submitted to Ronald Zawora at [Ronald.zawora@state.de.us](mailto:Ronald.zawora@state.de.us) by Friday, October 3, 2014 for those wishing to visit the site.
14. Job Site Requirements
  - A. A large portion of the work will be performed in the Mechanical Room. As such, there should be limited contact with the occupants.
15. Post Meeting Notes:
  - A. A temporary domestic hot water generation system, capable of producing 414.0 MBH of Domestic Hot Water with 492 GPH recovery at 140 deg F will be required. System will be located on the North side of the Activities Yard with a temporary 8-foot fence. Contractors are responsible for fuel and maintenance. The facility will be responsible for security.
  - B. An allowance in the amount of \$10,000.00 will be added to the project. Refer to the revised Bid Form included with Addendum 01.

End of Pre-Bid Meeting Report

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240 Continental Drive, Suite 200, Newark, Delaware 19713

MANDATORY PREBID MEETING SIGN-IN SHEET

Sussex Correctional Institution Minimum Security Building  
Domestic Hot Water System Replacement

TT PROJECT 200-26912-13018  
DATE: September 25, 2014

	Name	Company	Physical Address	Telephone	e-mail
1	Scott's Factor	Tetra Tech	240 Continental Drive	302-738-7551	Scott.Ambrose@tetratech.com
2	Kerry Wareham	OMBS/DFM	540 D'Arment House, Dover	302-222-7952	Kerry.Wareham@State.de.us
3	Larry Wall	JTR	105 Center St Harrington	(302) 398-8101	Larry@JTRmech.net
4	David Allison	EMSAJ	1706 White Hawk Rd	410-998-2000	mcloughlin@emsa.com
5	B.W. McLaughlin	EMSAJ	1706 White Hawk	410-298-9000	
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	Name	Company	Physical Address	Telephone	e-mail
14	Cory Marshall	Schlusser Assoc.	2047 Sunset Lake Rd. Newark De. 19713	302-738-7333	Cory.M@schlusserandassociates.com
15	Ken Vandegrift	C+D	14 E 40 <sup>th</sup> St 19002 Wilmington DE	302-764-2081	KVandegrift.col@verizon.net
16	Gary Fowler	DSE	3588 Peachtree Run 2225 Hawthwood Rd.	302-363-7361	gary@diamondstateengineering.com
17	JEFF WHITE	JOSEPH M. REMMEN SALES	1017 N 25 <sup>th</sup> St Wilmington DE	410-546-5700	JEFF.WHITE@JMRINC.COM
18	DAVE STUB	FLO MECHANICAL	19004 59 <sup>th</sup> St Wilmington DE	302-588-4488	LARRYSON@FLAMECHANICAL.COM
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**Sussex Correctional Institution - MMIN  
Domestic Hot Water System Replacement**

26912-13011

Bids Due: **2:00 p.m., Thurs, October 30, 2014 at  
Thomas Collins Building  
540 S. Dupont Highway, Third Floor  
Dover, DE**

**REGISTER OF BID DOCUMENTS  
PLEASE PRINT CLEARLY**

**\$ 100.00 per set**

<p>#01</p>	<p>Name of Company: Tetra Tech Office Copy</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: 9/25/2014</p> <p>E-Mail: _____</p>
<p>#02</p>	<p>Name of Company: <u>OMB/DFM</u></p> <p>Physical Address: <u>540 S. Dupont Highway</u> City, State: <u>Dover, DE 19901</u></p> <p>Contact: <u>Kerry Wareham</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>(302) 739-5644</u></p> <p>Fax: <u>(302) 739-6148</u> Date: <u>9/25/2014</u></p> <p>E-Mail: <u><a href="mailto:kerry.wareham@state.de.us">kerry.wareham@state.de.us</a></u></p>
<p>#03</p>	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

**Sussex Correctional Institution - MMIN**  
**Domestic Hot Water System Replacement**

26912-13011

Bids Due: **2:00 p.m., Thurs, October 30, 2014** at  
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<p>#04</p>	<p>Name of Company: <u>DOC - Eric Smeltzer</u></p> <p>Physical Address: _____  City, State: _____</p> <p>Contact: <u>Eric Smeltzer</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: <u>9/25/2014</u></p> <p>E-Mail: <a href="mailto:eric.smeltzer@state.de.us">eric.smeltzer@state.de.us</a></p>
<p>#05</p>	<p>Name of Company: <u>Joseph T. Richardson, Inc.</u></p> <p>Physical Address: <u>105 Center Street</u>  City, State: <u>Harrington, DE 19952</u></p> <p>Contact: <u>Larry Wall</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>(302) 398-8101</u></p> <p>Fax: _____ Date: <u>9/25/2014</u></p> <p>E-Mail: <a href="mailto:Larry@jtrmech.net">Larry@jtrmech.net</a></p>
<p>#06</p>	<p>Name of Company: <u>C &amp; D Contractors, Inc.</u></p> <p>Physical Address: <u>14 East 40th Street</u>  City, State: <u>Wilmington, DE 19802</u></p> <p>Contact: <u>Ken Vandergrift</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>(302) 764-8013</u></p> <p>Fax: _____ Date: <u>9/25/2014</u></p> <p>E-Mail: <a href="mailto:kvandegrift.cd@verizon.net">kvandegrift.cd@verizon.net</a></p>



**Sussex Correctional Institution - MMIN**  
**Domestic Hot Water System Replacement**

26912-13011

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#07	<p>Name of Company: <u>Reed Construction Data</u></p> <p>Physical Address: <u>30 Technology Parkway South, Ste 100</u>  City, State: <u>Norcross, GA 30092</u></p> <p>Contact: <u>Karen Hooks</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>(770) 209-3466</u></p> <p>Fax: <u>(800) 303-8629</u> Date: <u>9/26/2014</u></p> <p>E-Mail: <u><a href="mailto:karen.hooks@reedbusiness.com">karen.hooks@reedbusiness.com</a></u></p>
#08	<p>Name of Company: _____</p> <p>Physical Address: _____  City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
#09	<p>Name of Company: _____</p> <p>Physical Address: _____  City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>