



## **Addendum**

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### **JAMES T. VAUGHN CORRECTIONAL CENTER 'D' BUILDING SHOWER IMPROVEMENTS**

OMB/DFM/DOC Contract No.: MC3804000024  
Tt Project No. 26912-15005

#### **Addendum No. 1**

#### **PRE-MEETING RECORD NOTES**

September 16, 2015

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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 and PROJECT MANUAL dated Sept. 15, 2015

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

This ADDENDUM consists of three (4) pages, including the attachments:

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**The following items were discussed / reviewed in the PRE-BID MEETING conducted at OMB/DFM offices Sept 15, 2015**

1.0 General:

- 1.1 See Attached sign in sheet for attendees.
- 1.2 Bid Documents can be purchased at Tetra Tech office in Newark, DE. Digital/CD version can be picked up at any time, Call one day in advance for hard copy versions.
- 1.3 All addenda shall be issued via e-mail only, by Tetra Tech.
- 1.4 Addendum 1 shall be issued to all attendees. Subsequent Addenda shall be issued to purchasers of Bid Documents only.
- 1.5 All Bid questions shall be e-mailed to Chuck Dobbs at [chuck.dobbs@tetrattech.com](mailto:chuck.dobbs@tetrattech.com)

2.0 Critical Bid Period Dates:

- 2.1 Bid due Date – Unchanged from Advertisement – 2:00pm Thursday, October 8, 2015
- 2.2 Contractor Walk Thru – 11:00am Friday, September 30, 2015
- 2.3 Deadline for Questions – Close of Business Friday, October 1, 2015
- 2.4 Background check forms (for Walk Thru) – Thursday, September 17
- 2.5 List of Individuals submitted for Background check (for Walk Thru) – Friday, September 25, 2015

3.0 Contractor Walk Thru (see dates above):

- 3.1 All attendees must be cleared by JTVCC Security authority via a back ground check, which is initiated when the institution receives the Dept. of Correction Background review form (distributed in the Pre-Bid meeting) filled out with known law infractions and violation history.
- 3.2 The filled out forms shall be e-mailed to Ernest Kulhanek at [Ernest.Kulhanek@state.de.us](mailto:Ernest.Kulhanek@state.de.us). Make sure that the e-mail message to Mr. Kullhanek identifies the project and walk thru date. A list of the individuals that are submitting background check forms shall be e-mailed to Chuck Dobbs.

4.0 Work Rules:

- 4.1 The active on site hours are 7:00am to 3pm, and shall include time budgeting for one hour in the morning for entry, and one hour in the afternoon for exiting.
- 4.2 All individuals entering the institution shall have a an approved back ground check. Same process as described above for the Walk Thru.
- 4.3 All field mechanics shall not leave the institution during their daily shift except for emergencies, including their lunches and breaks.
- 4.4 A tool list shall be provided by all contractors entering the institution.

5.0 Document Scope Review:

- 5.1 C. Dobbs reviewed the scope of work laid out in the Bid Drawings.
- 5.2 K. Wareham noted that the roofing on the roof top duct chase is under warrantee, and that the contractor shall use a Mansville certified roofing contractor to reseal the temporary opening required to modify the ductwork.
- 5.3 Project timeframe – Substantial completion shall be achieved in 120 days and the punchlist and project closeout shall be completed 30 days after substantial completion.

6.0 Subcontractor List:

- 6.1 The Subcontractor list was reviewed. All in attendance agreed with the list, with the following adjustment/clarification (see Revised Sub Contractor List Form, to be submitted with Bid) .
- 6.2 DELETE - The Fire Protection and Fire Alarm will be deleted.
- 6.3 CLARIFICATION - DDC/ATC Controls for the institution are Honeywell

**ATTACHMENT LIST**

1. Attendee Sign in Sheet
2. Revised Bid Form Subcontractor's list.

Cc: All attendees, E. Kahhanek

**END OF ADDENDUM No. 1**

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**TETRA TECH**

240 Continental Drive, Suite 200, Newark, Delaware 19713

**PREBID MEETING SIGN-IN SHEET**

**VAUGHN CORRECTIONAL CENTER  
BUILDING "D" SHOWER IMPROVEMENTS**

**TT PROJECT NO.: 26912-15005**  
**DATE: September 15, 2015**

Name	Company	Physical Address	Telephone	Fax	e-mail
1 <u>Brian Smith</u>	<u>BSS Contractors</u>	<u>281 E. Englewood St.</u>	<u>610-345-1316</u>	<u>610-345-1318</u>	<u>bsmith@bsscontractors.com</u>
2 <u>Rob Rettig</u>	<u>Mech Mech</u>	<u>West Gate PA 19390</u>	<u>366-8601</u>	<u>368 4616</u>	<u>TRETTIG@MECHMECH.COM</u>
3 <u>Chy Gruber</u>	<u>Schlosser</u>	<u>39518 DINE NEWQU</u>	<u>302-238-7333</u>	<u>502 738 5692</u>	<u>ABAKERSA@outlook.com</u>
4 <u>Anthony Lombardi</u>	<u>Amekus Inc</u>	<u>1047 SUNSET LAKE RD.</u>	<u>302-834-8664</u>	<u>302-834-8681</u>	<u>Amekus@aol.com</u>
5 <u>E.C. WARE</u>	<u>Kend Const.</u>	<u>NEWARK, DE 19714</u>	<u>(502) 653-6469</u>	<u>502 653 2180</u>	<u>estimator2@kendconstruction.com</u>
6					
7 <u>Kerry Warchan</u>	<u>omb/DFM</u>				
8 <u>Eric Smeltzer</u>	<u>DOC</u>				<u>eric.smeltzer@state.de.us</u>
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“D” BUILDING SHOWER IMPROVEMENTS  
AT THE  
JAMES T. VAUGHN CORRECTIONAL CENTER  
NEW CASTLE COUNTY, DELAWARE  
OMB/DFM CONTRACT NO.: MC3804000024

**BID FORM**

**ADDENDUM no 1**

**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.**

<b><u>Subcontractor Category</u></b>	<b><u>Subcontractor</u></b>	<b><u>Address (City &amp; State)</u></b>	<b><u>Subcontractors tax payer ID # or Delaware Business license #</u></b>
1. Masonry			
2. HVAC			
3. Electric			
4. Plumbing			
5. Doors & Hardware			
6. DDC/ATC Automated Controls			