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PRE-BID MEETING SUMMARY
SUSSEX CORRECTIONAL INSTITUTION
MEDIUM SECURITY BUILDING
HOT WATER HEATER REPLACEMENT
OMB/DFM # MC3804000060
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Facilities Management conference room in the Thomas Collins Building in Dover, Delaware on Monday, February 27, 2017, at 10:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday, March 21, 2017 at 2:00 p.m., as described in the Invitation to Bid.
2. Bid Opening – Tuesday, March 21, 2017 at 2:00 p.m.
3. Questions and substitution submission deadline – Tuesday, March 14, 2017.

B. Key topics

1. Bids

- a. The contractor must use the bid form supplied in the specifications. 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.
- c. Include all drug affidavits with the bids including subcontractors.
- d. Provide a copy of the prime contractors Delaware Business License with the bid.

2. Building Access

- a. A site visit of the facility has been scheduled on March 13, at 10:00 AM. Contractors to meet at the SCI Maintenance shop. Contractors will need to have a background check filled out and approved before March 6, 2107 if they would like to visit the site. The background checks should be sent to Rick Ward at richardw.ward@state.de.us or Ron Zawora at ronald.zawora@state.de.us. Please list all violations including criminal and traffic violations or your application will be denied. The security clearance application has been attached to this addendum.
- a. All questions must be submitted in writing and must be faxed to DEDC, LLC, 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. Escorts will be provided for the contractors while on site.
- d. PREA training will be required for contractors on site after the project is awarded.



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- e. Contractor shall have full time superintendent or working foreman on site while work is being completed.
 - f. The building will be fully occupied during the construction of this project.
 - g. A **\$10,000 ten thousand dollar allowance** shall be provided as part of the base bid to cover miscellaneous items found during construction.
 - h. Background checks will be required for any contractors who will be on site after the project is awarded.
 - i. This is a Prevailing Wage project (Sussex County).
1. Subcontractor Listing: There are (3) subcontractor listings on this project: Plumbing, Mechanical, and Electrical. 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.

C. 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.

D. Items Discussed

1. Working hours for this project will be 7:00 a.m. to 3:00 p.m. Monday thru Friday.
2. There will be a designated area for storage on site to be determined at a later date.
3. Parking when on site will be discussed with the winning contractor at the preconstruction meeting.
4. Site Rules will be discussed with the winning contractor at the preconstruction meeting.
5. Contractors will need to do a tool inventory each day.
6. (1) cell phone will be permitted for the foreman of the general contractor. Subcontractors are not permitted to have cell phone while on site.
7. It was noted by the Owner that there is asbestos testing being performed in the existing Mechanical room housing the hot water heaters and the storage tanks. General Contractor shall coordinate with Harvard Environmental on areas of the existing walls or ceiling they will be penetrating. Harvard will abate these areas if necessary before construction begins.
8. DEDC to send a formal request to Ron Zawora to have a camera be available during the contractor site visit on March 13, at 10 AM. During the site visit a member of the SCI staff will take pictures as needed to document existing conditions. These photos will be sent to Dave Barton (DEDC) at dbarton@dedc-eng.com for distribution to the contractors.
9. Contractors should plan on needing between 30 to 60 minutes to enter the facility, and 30 to 60 minutes to exit the facility each day. This will leave around 5 to 6 hrs a day actually working in the facility assuming they take a 60 minute lunch.



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10. Contractors shall limit a hot water shutdown to no longer than an 8 hour period. Contractor shall limit a domestic cold water shutdown to no longer than 2 hours. All hot and cold water services must be up and running after each shift is completed.
11. The new hot water heater (B-1) which is being temporarily located outside in phases 2 thru 5 is rated for outdoor use and will not need to be protected from the outdoor weather.

E. Scope of work

1. The purpose of this project is to replace the existing domestic hot water heaters in the Medium Security Building at the Sussex Correctional Institution in Georgetown, Delaware.
2. The project shall include the replacement of the two (2) existing gas fired storage type hot water heaters, circulator pump, and venting with two (2) new hot water boilers dedicated for domestic water use. Automated control for the new equipment shall be an extension of the existing Siemens building management system.
3. Alternate #1: Contractor shall provide pricing for complete demolition and removal of existing hot water storage tanks ST-1,2,3, as well as pricing to furnish and install new insulated hot water storage tanks equal to existing.

F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (2 pages)

Summarized By: DEDC, LLC
David Barton
Date: February 27, 2017

| Name | Company | Phone | Fax | E-mail |
|---------------|------------------------|--------------|--------------|---------------------------|
| David Barton | DEDC | 302-738-7172 | 302-738-7175 | dbarton@dedc-eng.com |
| Dean Seely | OMB/DFM | 302-739-5644 | | joseph.seely@state.de.us |
| John Dunbar | J.T. Richardson | 302-398-8101 | 302-398-9504 | john@jtrmech.net |
| Andy Baker | Schlosser & Associates | 302-738-7333 | 302-738-5692 | abakersa@hotmail.com |
| Rob Rettig | Merit Mechanical | 302-366-8601 | 302-368-4616 | trettig@meritmech.com |
| Eric Smeltzer | DOC | 302-857-5261 | | eric.smeltzer@state.de.us |
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SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

Page 1 of 3

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

- i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
- ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
- iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

- (1) Attorneys
- (2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION 1: PERSONAL INFORMATION & CRIMINAL HISTORY

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: (____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

PLEASE SELECT TYPE OF ACCESS REQUESTED

- Offender Visit
 One Time Access (i.e. single event) *No badge issued
 Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less) * No badge issued
 Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more) * You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief

DO YOU HAVE ANY ARRESTS FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ DATE: _____

OFFENSE: _____

HAVE YOU EVER BEEN *CONVICTED* OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? NO /YES
(IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

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: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST *DO NOT COMPLETE THIS SECTION IF APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT, ONLY ANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*).*

*REASON FOR CLEARANCE: _____

*DATE(S) OF ACTIVITY: _____ *ORGANIZATION: _____

*PROGRAM NAME: _____

*JOB TITLE: _____ *HOW LONG EMPLOYED/VOLUNTEERING: _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN
(INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

SECTION 3: PLEASE READ AND SIGN ALL APPLICANTS MUST COMPLETE THIS SECTION

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

SIGNATURE: _____ DATE: _____

DOC USE ONLY:

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: _____

DENIED _____

IF DENIED, PLEASE INDICATE REASON BELOW:

- (1) Dishonest/incomplete application;
- (2) Active pending charges/warrants/capiases;
- (3) Any criminal conviction within the past two years;
- (4) Any incarceration in a Delaware correctional facility within the past three years;
- (5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
- (6) Other (See Investigation for info).

REVIEWER'S SIGNATURE: _____ DATE: _____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, "staff" includes: contractors, vendors and volunteers of the DOC. An "offender" means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). As a DOC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states "consent" is not a defense to prosecution. Here are some factors to consider.

History of Victimization

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Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times. Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject you to disrespect and manipulation from other offenders that may be aware of your situation. Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially acceptable conduct. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____
