



TETRA TECH

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Addendum No. 1

UPS System Replacement
Building #13
James T. Vaughn Correctional Center

OMB/DFM/DOC Contract No: MC3804000076

Tt Project No. 200-26912-16008

Addendum No. 1
to
Drawings and Project Manual

December 1, 2017

To: ALL BIDDERS

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

Original DRAWINGS dated November 28, 2017,
PROJECT MANUAL dated November 28, 2017 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:

1.0 CHANGES TO PROJECT MANUAL

A. Spec Section 00 22 13; Additional Instructions to Bidders:

1. Article 1.05; Contract Time:

a. Paragraph B; **DELETE** in its entirety and **REPLACE** with the following:

“B. Contractors shall determine the amount of time it will take them to complete the project and indicate in the appropriate space on the Bid Form.”

This will then be used as the Construction Time Duration for the AIA Contract for Construction

B. Spec Section 00 41 13; Bid Form

1. **REPLACE** Original Bid Form in its entirety, with the “Revised Bid Form” attached.

C. Spec Section 01 77 00; Closeout Procedures

1. Article 3.3; Summary of Closeout Documents:

- a. Paragraph N; **DELETE** paragraph and replace with the following:

“N. UPS System Start-up Reports.”

2.0 CHANGES TO DRAWINGS

A. Sheet M-102

1. Will be issued under the next Addendum.

END OF ADDENDUM 01

Attachments:

Pre-bid Meeting Report

00 41 13 Bid Form – Revised

Delaware DOC Background Checklist Form

Pre-bid sign in sheet

Bid register

Pre-Bid Meeting Record

Meeting Date: Tuesday, November 28, 2017 @ 10:00 a.m.

Publication Date: December 1, 2017

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

Tt Project No.: 200-26912-16008

Regarding: James T. Vaughn Correctional Center
UPS System Replacement
Building #13
OMB/DFM/DOC Contract No: MC3804000076

Attendees

J. Dean Seely	OMB/DFM/DOC Project Manager	302-739-5644	joseph.seely@state.de.us
James DeFrancesco	OMB/DFM Building Support Engineer	302-739-5644	James.defrancesco@state.de.us
Eric Smeltzer	DOC Capital Programs Admin	302-857-5261	eric.smeltzer@state.de.us
Bill Kriss	Power Plus, Inc.	302-736-5070	Mattb337@gmail.com
Brian Radcliffe	Anixter, Inc.	610-299-5210	Brian.radcliffe@anixter.com
Tom Hartley	Diamond Electric, Inc.	302-697-3296	thartley@diamondelectric.org
Michael Galante	Kimball Construction Co., Inc.	410-574-0800	mgalante@kimballcc.com
Richard W. Arndt	H & A Electric, Inc.	302-678-8252	Joew.handa@comcast.net
Bernard Ruzzo	Schneider Electric, Inc.	215-375-4910	Bernard.ruzzo@schneider-electric.com
Eduino Legros	TriStar Power Solutions, Inc.	952-233-2019	Eduino.legros@gmail.com
Clint Lasana	Tetra Tech, Inc.	302-738-7551	clint.lasana@tetrattech.com
Scott D. Parlow PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetrattech.com

Additional Distribution

Greg Christian	DOC Facilities Maint. Manager	302-739-5601	greg.christian@state.de.us
Ernie Kulhanek	JTVCC	302-739-4379	ernest.kulhanek@state.de.us

Item Number

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, 3rd Floor, Suite 1 of the Thomas Collins Building in Dover, Delaware on Tuesday, November 28, 2017 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, Suite 1 (3rd Floor), 540 South DuPont Highway, Dover, Delaware, until 2:30 p.m. local time on Thursday, December 21, 2017, 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 separate Site Walk Through has been scheduled for Tuesday, December 12, 2017 at 9:00 am at the site. We'll meet at the Main Gatehouse at the Front Entrance of the Facility.
5. Contractors must submit background checks for those employees that wish to attend the Site Walk Through. Email the forms to Ernie Kulhanek at Ernest.kulhanek@state.de.us by end of business on Tuesday, December 5, 2017. A copy of the background checklist has been attached to the addendum.
6. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact J. Dean Seely, OMB/DFM/DOC Project Manager at joesph.seely@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 New Castle 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.
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 16	--	Advertisement for Bids
00 21 13	1.1	Definitions
	1.10	Addenda
	1.14	Base Bid
	1.15	Alternate 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 13	1.02	Qualification of Bidders
	1.04	Bid Form
	1.05	Contract Time
	1.06	Representation of Bidders
	1.07	Interpretations
	1.08	Substitutions

00 41 13	--	Bid Form
00 43 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 G-701	Change Order Form
	AIA G-702	Application & Certification for Payment
	AIA G-703	Continuation Sheet
	AIA G-704	Certificate of Substantial Completion
	AIA G-706	Contractor's Affidavit of Payment of Debt and Claims
	AIA G-706A	Contractor's Affidavit of Release of Liens
	AIA G-707	Consent of Surety to Final Payment
00 72 13	AIA 201-2007	General Conditions for the Contract for Construction
00 73 13	3.5	Warranty
	3.11	Documents and Samples at the Site
	9.2	Schedule of Values
00 73 46	--	Certified State of Delaware Prevailing Wage Rate Schedule
00 81 13	5.1	Subcontracting Requirements
	7.0	Changes in the Work
08 81 14	1.0	Drug Testing Form
00 82 13	1.0	Additional General Contracting Requirements-General
	1.1	Work Included
	1.2	Work Not Included
	1.6	Continuity of Service
	1.10	Responsibility for Damage and Care of State Property
	1.16	Guarantee
	1.17	As-Built Drawings
01 10 00	1.7	Use of Premises
	1.9	Owner's Occupancy Requirements
01 21 00	1.0	Allowances – General
	1.7	Contingency Allowance
	3.3	Schedule of Allowances
01 23 00	1.0	Alternates – General
	3.3	Schedule of Alternates
01 31 00	1.0	Project Management and Coordination – General
	1.5	Project Meetings
01 31 20	1.0	Payroll Reports-General
	1.4	Payroll Reports
01 33 00	1.1	Submittal Procedures – General
	1.4	Submittal Administrative Requirements
	2.2	Electronic Submittal Procedures

01 35 53	1.03	Security Programs
	1.04	Entry Control
	1.05	Personnel Identification and Background Check
	1.06	General Requirements
	1.07	Special Requirements
	1.08	Site Security
	1.10	Responsibility for Damage and Care of State Property
01 74 19	3.01	Contractor Tool and Equipment Inventory
01 74 19	1.0	Construction Waste Management – General
	1.8	Waste Management Plan
01 77 00	1.0	Closeout Procedures-General
	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
01 80 00	1.0	Schedule of Special Inspections
	1.1	Structural Steel
23 00 00	1.10	Continuity of Services (Shutdown and Notifications)
	1.14	Overtime Work
	1.15	Instruction to Owners Personnel
	1.17	Guarantee
	1.20	As-Built Drawings
23 09 23.16	1.0	Gas Instruments - General
	2.1	Hydrogen Gas Sensors and Transmitters
23 34 23	1.0	HVAC Power Ventilators – General
	2.1	Upblast Centrifugal Exhaust Fan
23 81 26	1.0	Split-System Air Conditioners – General
	2.1	Manufacturer's
	2.2	Indoor Units
	2.3	Outdoor Units
26 24 16	1.0	Panelboards – General
	2.3	Power Panelboards
26 33 23.11	1.0	Central Battery Equipment for Emergency Lighting – General
	2.2	Interruptible (Slow Transfer) Central Battery Equipment
	2.2-1	Inverter
26 33 53	1.0	Static Uninterruptible Power Supply
	2.3	UPS Systems

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). Only one (1) copy of the Affidavit of Employee Drug Testing program for the Contractor and each Subcontractor is required.

- B. Contractors shall identify the time of construction in their Bid Form which will be used at the duration of Construction in their Contract.
- 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 (Thursday, December 14, 2017 by COB). It is the intent to issue the last addendum on Monday, December 18, 2017.
- D. Submit all correspondences, questions or requests for clarifications to Scott D. Parlow, PE at scott.parlow@tetrattech.com.
- E. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, December 11, 2017 COB)
- F. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
- G. 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 purchasing of equipment, overhead or profit. It was decided after the meeting that administrative costs and general conditions can count towards the 10% guideline.
- H. 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 two (2) Alternates.
- I. Temporary heat or utilities should not be required on this project.
- J. Facility restrooms are available. Contractor must keep them clean.
- K. The successful Contractor will need to 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.
- L. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. Additional hours must be arranged in advance. Contractors must enter the Facility at 7:00 am and be ready to exit the Facility by 2:45 pm.
- M. No mingling with inmates.
- N. Contractors shall not bring glass or metal containers into the Facility. Plastic Only.
- O. 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 30 minutes to one (1) hour to enter or leave the Facility.
- P. Gang boxes will be allowed to be stored in designated areas at the job site.
- Q. 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.
- R. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
- S. All vehicles and tool boxes shall be locked at all times.
- T. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.

- U. 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.
 - V. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
 - W. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
 - X. Cell phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone or a lap top. It is unlikely that permission will be granted at this Facility.
 - Y. The State of Delaware Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
 - Z. Under the 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.
 - AA. 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. Provide five (5) days' notice.
 - E. Contract time was discussed. Contractor shall fill in the anticipated duration of Construction in their Bid Form which will be used as the basis of their Contract.
 - F. Contractors were advised that only limited movement will be permitted while inside the compound.
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. Sheet M-102 will be issued under Addendum No. 2.
 - C. The Controls Work for this project needs to be an extension of the existing BAS System which is by Johnson Controls.
13. A Site Review of the work area was not performed.
- A. A separate site visit has been scheduled for Tuesday, December 12, 2017 @ 9:00 a.m, we'll meet at the Main Gatehouse.
 - B. Background checks must be submitted to Ernie Kulhanek at ernest.kulhanek@state.de.us by

Tuesday, December 5, 2017, COB.

C. A copy of the Background Check Form has been attached to this addendum.

D. Contractors requesting access must present a valid Driver's License.

14. Job Site Requirements

A. All sheets were reviewed and briefly discussed.

B. Contractors and Subcontractors must pass a background check before access to the Facility will be granted.

C. Refer to requirements previously noted.

15. Contractors asked some initial questions regarding the UPS Equipment:

Weight:

Physical Size

Does it come with Sections

Roof Access

Lead Time

Roof Load Capacity

Engineer to address under a future addendum.

End of Pre-Bid Meeting Report

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BLDG. #13 UPS SYSTEM REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
PADDOCK & SMYRNA LANDING ROADS
SMYRNA, DELAWARE
OMB/DFM CONTRACT MC3804000076

BID FORM

For Bids Due: December 21, 2017

To: State of Delaware
Office of Management and Budget/
Division of Facilities Management
Thomas Collins Building, 3rd 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:

\$ _____ (\$ _____)

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

ALTERNATE No. 1: Remote Monitoring of UPS at BAS Operator's Workstation.

Add/Deduct: _____ (\$ _____)

ALTERNATE No. 2: Remote Monitoring of Temperature and Humidity at Operator's Workstation.

Add/Deduct: _____ (\$ _____)

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SMYRNA, DELAWARE
OMB/DFM CONTRACT MC3804000076

ALLOWANCE CERTIFICATION

Allowance # 1 Certification

We/I confirm that an allowance in the amount of \$ 10,000.00 has been include in the Contractor's Base Bid price to bridle any loose electrical , data or communication cabling and removal of unused cabling.

\$ _____(Date and Initial)

BLDG. #13 UPS SYSTEM REPLACEMENT
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SMYRNA, DELAWARE
OMB/DFM CONTRACT MC3804000076

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(s) of Employee Drug Testing Program
Bid Security
(Others as Required by Project Manuals)

BLDG. #13 UPS SYSTEM REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
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SMYRNA, DELAWARE
OMB/DFM CONTRACT MC3804000076

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**. This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Electrical	<hr/>	<hr/>	<hr/>
2. HVAC Mechanical	<hr/>	<hr/>	<hr/>
3. DDC/BAS Controls	<hr/>	<hr/>	<hr/>
4. Structural	<hr/>	<hr/>	<hr/>
5.	<hr/>	<hr/>	<hr/>
6.	<hr/>	<hr/>	<hr/>
7.	<hr/>	<hr/>	<hr/>
8.	<hr/>	<hr/>	<hr/>

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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 Contract No. MC3804000076 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.

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SMYRNA, DELAWARE
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**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

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 FOR YOUR BID TO BE CONSIDERED.

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

Page 2 of 3

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: _____



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

JAMES T. VAUGHN CORRECTIONAL CENTER
BUILDING 13 - UPS SYSTEM REPLACEMENT

Tt PROJECT NO.: 200-26912-16008
DATE: November 28, 2017

	Name	Company	Physical Address	Telephone	Fax	e-mail
1	Bill KISS	POWER PLUS	4985 N. DUBOIST HWY	302-736-5070	302-736-5130	MAITTB337@gmail.com
2	Brian Radcliffe	Anixter	1400 N. Providence Rd Medley, PA 17063	610-299-5210	610-627-3527	brian.radcliffe@anixter.com
3	MICHAEL CHAMBERS					
4	Bernard Ruzzo	Schneider Elec.	21 Mill Farm Way Suedesboro, NJ 08035	215-375-4910		Bernard.Ruzzo@schneider-electric.com
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	Name	Company	Physical Address	Telephone	Fax	e-mail
15	Joe Seely	OMB/DEM				joseph.seely@state.de.us
16	Tom Hartley	Diamond	3566 Peachtree Dunwoody 19901	302 697 3296	687 1328	thartley@diamondelect
17	NECHAL GHARATE	Kimball Electronics	9615 PHILADELPHIA	410 574 0800	410 574 7850	MGHARATE@kimball.cc.ci
18	RICHARD W. ANDER	Kimball Electronics	1160 S. DUDMONT RD	302-678-8252	302-678-5510	LEEAN.HANDBA@COMCAST.I
19	Eric Smeltzer	DOC	245 McKee Rd, Dover, DE.	302 8857 5261		eric.smeltzer@state.de.us
20	Jim DeFavencese	OMB/DEM	540 S. DuPont Hwy	302-757-5644		james.defavencese@state.de.us
21	Eduino Legros	Tristar Power Solutions	Dover, De, 19901	952-233-2019		eduardo.legros@gmail.com
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Building 13 - UPS System Replacement
James T. Vaughn Correctional Center

26912-16008

Bids Due: **2:30 p.m., December 21, 2014 at**
Office of Management & Budget/Division of Facilities Management
Thomas Colins Building
540 S. Dupont Highway, Suite 1 (3rd Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#01	<p>Name of Company: <u>Tetra Tech, Inc</u></p> <p>Physical Address: <u>240 Continental Drive, Suite 200</u> City, State: <u>Newark, DE 19713</u></p> <p>Contact: <u>Scott Parlow, PE</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: scott.parlow@tetrattech.com</p>
#02	<p>Name of Company: <u>OMB/DFM</u></p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: <u>Dean Seely</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: joseph.seely@state.de.us</p>
#03	<p>Name of Company: <u>Diamond Electric</u></p> <p>Physical Address: <u>3566 Peachtree Run</u> City, State: <u>Dover, De</u></p> <p>Contact: <u>Steve Hill</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-697-3296</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: shill@diamondelectric.org</p>

Building 13 - UPS System Replacement
James T. Vaughn Correctional Center

26912-16008

Bids Due: **2:30 p.m., December 21, 2014 at**
Office of Management & Budget/Division of Facilities Management
Thomas Colins Building
540 S. Dupont Highway, Suite 1 (3rd Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#04	Name of Company: <u>Kimball Construction</u> Physical Address: <u>9615 Philadelphia Rd.</u> City, State: <u>Balitimore, MD</u> Contact: <u>Michael Galante</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>410-574-0800</u> Fax: _____ Date: _____ E-Mail: <u>mgalante@kimballcc.com</u>
#05	Name of Company: <u>H&A Electric</u> Physical Address: <u>1160 South Dupont Hwy.</u> City, State: <u>Dover De</u> Contact: <u>Richard W. Arndt</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: <u>joew.handa@comcast.net</u> Date: _____ E-Mail: _____
#06	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____