

**ADDENDUM NO. 3  
WASHER & DRYER REPLACEMENT AT SUSSEX CORRECTIONAL INSTITUTION  
DEPARTMENT OF CORRECTION  
OMB/DFM PROJECT NO. MC3804000111  
FE&ES COMM.: 19-1370B  
DATE OF ISSUE: APRIL 3, 2020**

- 1.0 This addendum, Addendum No. 3, shall be made part of the Project Manual and Drawings dated March 2020 for “The Washer - Dryer Replacement at The Sussex Correctional Institution for Delaware Department of Correction”.
- 2.0 Changes to Specifications
- 2.1 Advertisement for Bids: See attached revised Advertisement for Bids that identifies procedural changes for the Bid Opening. **There is no change to the bid due date/time.**
- 3.0 Changes to Drawings
- 3.1 There are no changes to the drawings.
- 4.0 Questions/Clarifications
- 4.1 Refer to the attached OMB/DFM Policy-Procedure changes for all DFM projects during the Governor’s declared State of Emergency. This document identifies changes to Pre-Bids, building walk-thru’s and Bid Openings. There are no exceptions to these policy decisions.
- 4.2 For those who are registered plan holders, a Dropbox invitation will be sent to view and download photographs of the site that were taken during the design portion of the project.
- 5.0 Changes to prior Addenda:
- 5.1 Addendum #1:  
A. Change deadline for questions from 2:00 p.m. on Wednesday April 8, 2020 to 11:00 a.m. on Tuesday April 7, 2020.  
B. Change deadline for final addendum from 3:00 p.m. on Friday, April 10, 2020 to 11:00 a.m. on Wednesday, April 8, 2020.
- 5.2 Addendum #2:  
A. Delete Article 2.0, replace with revised bidding procedures identified in 2.1 above.

**End of Addendum #3**

EF/ef  
19-1370B Addendum #3

Attachments: Revised Advertisement for Bids  
OMB/DFM Policy & Procedure changes

cc: Registered Plan Holders  
P-File



## ADVERTISEMENT FOR BIDS

Sealed bids for **OMB/DFM Contract No. MC3804000111 – Sussex Correctional Institution – Washer & Dryer Replacement** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, by either electronic mail or by mail as follows. Bid submissions submitted by electronic mail must be sent to [DFM-BID@delaware.gov](mailto:DFM-BID@delaware.gov) and a hard copy of the entire submission shall be sent by mail, but the hard copy does not have to arrive prior to bid submission

Sealed bids shall be mailed and addressed to the Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: **“OMB/DFM CONTRACT NO. MC3804000111 – Sussex Correctional Institution – Washer & Dryer Replacement - SEALED BID - DO NOT OPEN.”**

Bids will be accepted until 2:00 p.m. local time on Wednesday, April 15, 2020. Bids will be opened and read aloud at 2:30 p.m. local time on Wednesday, April 15, 2020. Bidder bears the risk of late delivery. Any bids received after the stated time whether by mail or electronic mail will be rejected and the mailed bids will be returned unopened. The bid opening will be held through electronic means to comply with the Governor’s State of Emergency. To attend the bid opening, the public may participate by joining the meeting at [Webex.com](https://www.webex.com), meeting number 710 300 391 and password FrpPfBe886. There will be no in-person meeting.

The project involves the replacement of commercial washer/extractors and commercial dryers in the laundry building at Sussex Correctional Institution.

A **MANDATORY** Pre-Bid Meeting was held on Tuesday, March 24, 2020, at 1:30 p.m. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Contract documents may be obtained at the office of Fayda Engineering & Energy Solutions, LLC, 801 W. Newport Pike, Wilmington, DE 19804, upon receipt of \$50.00 per electronic copy or \$100.00 printed copy, non-refundable. Checks are to be made payable to “Fayda Engineering & Energy Solutions, LLC.”.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein.

**END OF ADVERTISEMENT FOR BIDS**

Effective Date: March 30, 2020

To the Business Partners/Vendors of the State of Delaware:

The U.S. and Countries around the world are experiencing an unprecedented risk of exposure to CoViD19 (Corona Virus Disease). In order to ensure the highest level of safety to its business partners, the State of Delaware is implementing a virtual procurement process, replacing all of its "in person" encounters with "virtual experiences". We are here to keep your team connected on any internet-enabled device, maintaining the highest level of process integrity while mitigating your risk of exposure.

Effective today, the Team of the Office of Management and Budget (OMB), Government Support Services (GSS) and the Division of Facilities Management (DFM) will begin this new virtual procurement process on Monday, March 30, 2020. The following processes will be done by electronic means in lieu of in-person gatherings:

1. Pre-Bid meetings
2. Bid submissions
3. Bid Openings

### **Pre-Bid meetings**

Participation in pre-bid meetings will continue to be mandatory. Participants must download the WebEx application (this is free, can be downloaded to your phone or computer devices, and can be found at <https://www.webex.com/>).

The bid advertisement posted at [bids.delaware.gov](https://bids.delaware.gov) will identify the date and time for the pre-bid. Participants will be provided a meeting number to access the meeting at Webex.com. Both video & voice features will be available. "In-person" pre-bid attendance will not be available.

When the virtual meeting begins, participants will be required to state their *name, title* and *company name* at the beginning of the meeting and again at the end of the meeting.

Participants must remain for the duration of the entire meeting. If a participant becomes disconnected from WebEx, the participant will need to call back immediately and announce that they've returned to the meeting.

Prior to speaking to make observations or ask questions, the participant must identify themselves and their company name.

If a "walk through" is conducted, it will be scheduled by the Project Manager (PM) in groups of ten (10) or less participants and be strictly conducted under the Host Agency's (HA) visitation procedures. Participants will be informed of those procedures prior to the scheduled "walk through".

### **Bid submissions**

"In-person" bid/proposal submissions will no longer be accepted.

Bids must be sent by email to [DFM-BID@delaware.gov](mailto:DFM-BID@delaware.gov) and one (1) full hard copy by mail. The hard copy does not need to be received by the bid submission deadline, but the email bid submission must be received timely or the bid will be rejected.

Bid advertisements at [bids.delaware.gov](https://bids.delaware.gov) will indicate a bid submission due date and time as well as a bid opening date and time. ~~These~~ The bid opening dates/ and times must be met in order for the submission to be considered responsive.

### **Bid openings**

Interested parties can log to listen/watch by utilizing Webex.com and the meeting number associated. Guests **will not be admitted into a facility** for a bid opening. Bid openings will be recorded and posted to [bids.delaware.gov](https://bids.delaware.gov) as an addendum. A link and password will be provided at the bottom of the bid tabulation sheet.

### **Final Word**

Thank you for bearing with us during this change. As we move forward in this evolving environment, each of us will have to do our part to mitigate that transmission of COVID- 19. Please remember to:

- Follow Governor Carney's orders ( <https://governor.delaware.gov/health-soe/>)
- Wash your hands frequently
- Cover your cough with a tissue or inside of your elbow
- Disinfect surfaces frequently
- Stay home if you are sick
- Get your flu shot, if you haven't already.

If you have any questions concerning this change in process, please contact the Project Manager listed as the contact on the [bids.delaware.gov](https://bids.delaware.gov) website.

Best Regards,

OMB/DFM