240 Continental Drive
Suite 200
Newark, Delaware 19713
Tel. (302) 738–7551
Fax (302) 454-5980

Addendum No. 1

Delaware Department of Correction
Morris Community Corrections Center - Admin Office Floor Repairs
Dover, Delaware
OMB/DFM Contract No.: MC3806000010

Tt Project No. 200-26912-17004

Addendum No. 01
to
Drawings and Project Manual
July 7, 2017

To: ALL BIDDERS

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

Original DRAWINGS dated July 6, 2017
PROJECT MANUAL dated July 6, 2017

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

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

GENERAL CLARIFICATIONS

ITEM 1-C-1: The Pre-Bid walk-through for this project is scheduled, see the attached Morris Floor - Pre-Bid Information-Agenda_07-06-17. The required State of Delaware Department of Corrections – 2017 Security Clearance Application has been attached. Cell phones, cameras, and tape measures will not be permitted.

CLARIFICATIONS FROM PRE-BID MEETING

ITEM 1-C-2: See the attached Pre-Bid Meeting Sign in Sheet for attendees.

ITEM 1-C-3: See the attached Bid Document Register for the list of Bidders who have purchased Construction Documents.

ITEM 1-C-4: The Bid Form – Subcontractor List from the Project Manual was reviewed and the seven (7) Sub-Contractor listed as follows: Carpentry, Doors & Windows, Mechanical, Fire Protection, Electrical, Plumbing and Concrete was agreed to by all attendees.

PROJECT MANUAL MODIFICATIONS

NONE

DRAWING MODIFICATIONS

NONE

ATTACHMENTS

MORRIS FLOOR – PRE-BID INFORMATION-AGENDA_07-06-17
SECURITY CLEARANCE APPLICATION – NEW CASTLE COUNTY COMMUNITY CORRECTIONS
PRE-BID MEETING SIGN IN SHEET
BID DOCUMENT REGISTER

END OF ADDENDUM

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TETRA TECH

Pre-Bid Information

Meeting Date: Thursday July 6, 2017 @ 10:30 a.m.

Prepared By: Jim Selinka

Tt Project No.: 200-26912-17004 Morris CCC Admin Office Floor Repairs / MC3806000010

Regarding:General Pre-Bid Information - Agenda

Item Number	Item
1.	Project involves the removal and reinstallation of the interior walls and floor system at the Morris Community Corrections Center in Dover, Delaware. New finishes will be provided as well as light fixtures and electrical outlets. The existing toilet room plumbing will be modified to accommodate the new toilet rooms. The project's approximate area is 1,340 square feet.
2.	This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance that are prequalified.
3.	Project documents can be purchased at Tetra Tech's office for a non-refundable handling fee of $100 per set.
4.	Sealed bids for this project will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:00 p.m. local time on Tuesday, August 1, 2017, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
5.	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. Change order requests will be based upon these rates and the actual number of hours required to complete the work.
6.	Only plan holders who purchased bid document sets from Tetra Tech will receive the ADDENDAS.
7.	All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office at least seven (7) days prior to bid due date, Tuesday, July 25, 2017. Submit e-mails to Jim Selinkas' attention at james.selinka@tetratech.com
8.	Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
9.	Contractor must list themselves as the Subcontractor for all work which they propose to accomplish. All subcontractors doing work on this project will need to be listed on the bid form.

10 A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.

11. 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.

12. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt of each addenda in the Bid in the appropriate space. List each Addendum individually on the Bid Form. Bidders are advised that all blanks in the bid form are to be filled in.

13. 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.

14. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.

15. The Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.

16. The 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.

17. All potential change orders need to be immediately brought to the attention of the Architect. Change orders must be approved prior to any work being done.

18. Facility restrooms are not available. Port-O-Sans will be required and shall be locked at all times.

19. Contractors shall submit a list of all proposed workers along with their completed DOC security clearance applications, which shall be submitted by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us. Same applies to all Subcontractors and manufacturers' representatives on the Project.

20. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays and Sundays.

21. Contractors are required to sign in each morning before starting work.

22. All vehicles and tool boxes shall be locked at all times. 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 and gang boxes. Report all missing tools immediately. Leave all unnecessary tools at the shop.

23. Contractors are advised that only limited movement will be permitted while inside the compound.

24. All utility shutdowns must be coordinated with DOC Maintenance.

25. 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.

26. The contingency allowance of $35,000.00 is to be included in your base bid.

27. Unit Pricing for gypsum wall board and metal furring shall be provided per requirements outlined in Specification Section 01 22 00-2.

28. The Pre-Bid walk-through for this project is scheduled for Thursday, July 20, 2017 at 9:00 a.m. It is requested that all contractors complete the form and must have their security clearance applications submitted by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us by Monday, July 10, 2017, close of business (COB), to allow time for the security clearance process. In addition, provide Jim Selinka james.selinka@tetratech.com and Dean Seely joseph.seely@state.de.us the list of employees you plan on having attend the site visit by Monday, July 10, 2017 COB. All contractors are to be at the site by 9:00 a.m. If you are not there by 9:00 a.m., you will not be permitted into the facility.

29. The Bid Form – Subcontractor List shall be reviewed, which list seven (7) Sub-Contractor as follows: Carpentry, Doors & Windows, Mechanical, Fire Protection, Electrical, Plumbing and Concrete. There were no comments from attendees at the Pre-bid Meeting with the proposed Subcontractor List as issued in the Project Manual.

30. Contractors are required by the State of Delaware, as of the beginning of 2016 to have a Drug Testing Program that must comply with the State of Delaware's requirements and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement. The Prime Contractor and all Sub-Contractor's shall be required to fill-out and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement.

31. Only the Prime Contractor is required to submit a copy of their Delaware Business License at the time of Bid Opening.

32. Joseph Dean Seely reviewed the following items:

    A. The Awarded Contractor's crew which needs access to the Project's site inside the facility shall be required to attend a short course on The Prison Rape Elimination Act (PREA) which will take approximately 30 minutes to complete.

    B. Morris Community Corrections Center (MCCC) is a work release center, so people will be coming and going from the facility most of the day.

    C. The Project area is currently vacant, so the Project should proceed immediately after the State of Delaware awards.

    D. Contractor's shall fill out the Bid Form completely, do not leave any blanks.

    E. On the Bid Form the Contractor shall list each Addendum separately (i.e.: 1, 2, and etc.).

    F. Contractor, all their Subcontractors and Manufacturer's Representatives shall follow all Department of Corrections (DOC) rules and regulations. While on site the Contractor shall follow all instructions provided by the DOC's Correctional Officer or Maintenance Department Escort.

    G. The Project is within the City of Dover for both Building Inspection and Fire Marshal. Tetra Tech has met with both agencies and they are aware of this Project.

    H. Contractor's shall be required to submit theirs and their Subcontractor's monthly Drug Testing information with their monthly Payment Application.

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

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, PLESE 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

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

MORRIS COMMUNITY CORRECTIONS CENTER ADMINISTRATIVE OFFICE FLOOR REPAIRS

Tt PROJECT NO.:200-26912-17004
DATE: July 6, 2017

	Name	Company	Physical Address	Telephone	Fax	e-mail
1	Jim Selika	Tetra Tech	240 Continental Dr	302-283-2259	302-454-5989	james.selika@tetratech.com
2	MARK REYNOLDS	TETRA TECH	240 CONTINENTAL DRIVE NEWARK, DE 19713	302-283-2259	302-454.5989	markreynolds@tetratech.com
3	CHUCK BOWDEN	KENT	BIZENFORD BUILDING 2 BIG OAK SMYRNA	302.653-6469	302.653-2108	WWW.KENTCONSTRACTION.com
4	Robin Schurman	BRS Consulting	293 Jackson Ditch Rd Harrington, DE 19952	302.786.2326	302.786.2079	robin@brsconinc.com
5	Ryan Jackson	Amakor Inc	72 Clinton STREET Delaware City DE 19706	302-834-8664	302-834-8681	Amakor@AOL.com
6	ERNEST Kulhanek	DOC JTVCC Maint	1181 PADDOCK Rd. Smyrna, DE 19977	302-270-6530 302-653-3437	302-653-3436	ernest.Kulhanek@state.de.us
7	Eric Smeltzer	DOC Admin	245 McKEE ROAD DOVER, DE 19904	302-857-5261	302-739-8224	eric.smeltzer@state.de.us
8	Dean Seely	DFM	540 SOUTH DUPONT HWY, SUITE 1, DOVER, DE 19901	302-739-5644	302-739-6148	joseph.seely@state.de.us
9						
10						
11						
12						
13						

Morris Commmunity Corrections Center **26912-17004**
Administrative Office Floor Repairs

Bids Due: **2:00 p.m., August 1, 2017 at**
State of Delaware OMB/DFM
540 S. DuPont Highway
Suite 1, Third Floor
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

$ 100.00 per set

#01	Name of Company: AMAKOR, INC. Physical Address: 72 CLINTON STREET City, State: DELAWARE CITY, DE 19706 Contact: RYAN JACKSON Phone: 302-834-8664 Fax: 302-834-8681 E-Mail: amakor@aol.com	GC: YES ☒ NO ☐ Date: 07-06-17	
#02	Name of Company: KENT CONSTRUCT CK# 133307 Physical Address: 2 BIG OAK ROAD City, State: SMYRNA, DE 19977 Contact: LARRY SCUSE Phone: 302-653-6469 Fax: 302-653-4044 E-Mail: estimator2@kentconstructionco.com	GC: YES ☒ NO ☐ Date: 07-06-17	
#03	Name of Company: DFM Physical Address: 540 SOUTH DUPONT HWY, SUITE 1 City, State: DOVER, DE 19901 Contact: JOSEPH DEAN SEELY Phone: 302-739-5644 Fax: 302-739-6148 E-Mail: joseph.seely@state.de.us	GC: YES ☐ NO ☒ Date: 07-06-17	