

*Michael R. Wigley, AIA, LEED®AP  
Jason P. Loar, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Ring W. Lardner, P.E.*

**DELAWARE STATE POLICE  
TROOP 9 HVAC RENOVATIONS - REBID  
ODESSA, DELAWARE  
DBF #0586B34.C06 OMB/DFM# MC4506000066  
NOVEMBER 5, 2018**

**ADDENDUM NO. 1**

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1      See attached Pre-Bid Meeting Minutes dated October 30, 2018

END OF ADDENDUM

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**PRE-BID MEETING MINUTES  
DELAWARE STATE POLICE  
TROOP 9 HVAC RENOVATIONS – RE-BID  
ODESSA, DELAWARE  
DBF #0586B34.C06 OMB/DFM# MC4506000066  
OCTOBER 30, 2018**

***In Attendance***

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OMB/DFM:	Chip Lieber	
DSP:	Bill Braswell	
Diamond State Eng.:	Ken Sichani Curtis James	
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430 Email: <a href="mailto:dsr@dbfinc.com">dsr@dbfinc.com</a>
Contractor attendees:	<i>See attached sign-in sheets</i>	

***Items Discussed***

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1. Project was advertised starting October 15, 2018 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email [dsr@dbfinc.com](mailto:dsr@dbfinc.com). Please have requests for information or substitution to Dan by the end of business on Thursday, November 8, 2018. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
4. **Bids will be due November 14, 2018 at 1:00 p.m.**, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901, Attn: Chip Lieber. If the bid date and time change, the revised date and time will be issued via written Addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

5. One (1) original of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications.
6. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and New Castle County at the time of execution of the contract.
7. General Contractors must also submit the following with their bid: (1) a copy of their current valid State of Delaware business license, and (2) an Affidavit of Employee Drug Testing Form for the General Contractor's firm only.
8. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
9. **A second, optional walkthrough will take place on Monday, November 5, 2018 at 9:30am.** Contractors interested in the second walkthrough are to meet Bill Braswell in the front Lobby at this date and time.
10. The building will remain occupied during construction. The Owner and contractor will coordinate moving DSP staff around to accommodate the contractors' work. Contractor shall secure all materials, tools, etc. in areas accessible to the public, and shall clean and maintain the areas of work.
11. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits effective March 15, 2018 for Building Construction. A certified copy of the prevailing wage rates is included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
12. Submissions: The contractor will be responsible for building permit, and the associated fees to New Castle County. The Fire Marshal's Office has approved the drawings, and does not require final inspection.
13. Scope: Work to be accomplished in accord with this contract includes the HVAC renovation of an existing approximately 6,000 sq.ft. Police troop building and adjacent maintenance building. The scope of work also includes all related architectural, mechanical, electrical, and other appurtenances as indicated in the bid documents.

14. Schedule: It is anticipated that the base bid of the project will be substantially complete within 145 calendar days from the notice to proceed.
15. Delaware Stat Police will provide an IP address for the controls system. All other controls work noted in the bid documents shall be part of the contract.
16. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
17. The Owner will provide electric and water service. Contractor shall provide their own toilet facilities. An area on site will be established for a contractor staging and material storage at the Pre-construction meeting.
18. In order to request payment for construction materials, the materials must be on site.
19. Working hours will be Monday – Friday, 7am – 4:00pm, except State holidays. Contractor shall coordinate their schedule with the occupants during the course of construction.
20. Valid background checks by SBI will be required for all workers on site.
21. The contractor shall provide a drug testing program that meets the State’s requirements for their own forces as well as all subcontractors within 18 days of contract award.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,  
*DAVIS, BOWEN & FRIEDEL, INC.*



Daniel S. Ridgely, AIA  
Architect - Project Manager

\\Arch Files\State of DE 586\586B034.C06 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheets

Cc: All attendees

# SIGN-IN SHEET

**MEETING:** PREBID MEETING  
**PROJECT NAME:** Delaware State Police - Troop 9 HVAC Renovations  
**LOCATION:** Odessa, Delaware  
**PROJECT NUMBER:** DBF# 0586B034.C06      OMB/DFM MC#4506000066  
**DATE:** October 30, 2018

NAME	ORGANIZATION	PHONE	E-MAIL
Grant Gaydosch	Radius Systems, LLC	610-806-2129	ggaydosch@radiusystemsllc.com
John Durbin	JT Richardson	302-398-8101	John@JTRWECTH.NET
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Chip Lieber	OMB - DFM	302-531-6025	chip.lieber@state.de.us
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