



240 Continental Drive  
Suite 200  
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Tel. (302) 738-7551  
Fax (302) 454-5980

## **Addendum**

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Delaware Department of Correction  
James T. Vaughn Correctional Center – “K” Building Roof Repair  
OMB/DFM Contract No.: MJ3804000021

Tt Project No. 143-16096-12016 / 200-01291-13015

Addendum No. 01  
to  
Drawings and Project Manual  
February 26, 2016

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To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:  
Original DRAWINGS and PROJECT MANUAL dated February 23, 2016

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

This ADDENDUM consists of two (2) pages (not including attachments) and the following:

### **CLARIFICATIONS FROM PRE-BID MEETING**

- ITEM 1-C-1:** The attached Pre-bid Information – Agenda was reviewed and the following information was discussed in the February 23, 2016 MANDATORY PRE-BID MEETING:
- ITEM 1-C-2:** See the attached Pre-Bid Sign in Sheet for attendees.
- ITEM 1-C-3:** The Bid Form – Subcontractor List was reviewed and a Roof Restoration Subcontractor shall be added. See attached new Bid Form – Subcontractor List page.
- ITEM 1-C-4:** The Pre-Bid walk-through for this project is scheduled for Thursday, March 10, 2016 at 10:00am. Kerry Wareham from the State of Delaware OMB/DFM provided security form for James T. Vaughn Correctional Center. It was 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](mailto:ernest.kulhanek@state.de.us) by Thursday, March 3rd, close of business, to allow time for the security clearance process. In addition, provide Mark Reynolds and Kerry Wareham the list of employees you plan on having attend the site visit by March 8th. All contractors are to report to the Maintenance Building. If you are not there by 10:00am, you will not be permitted in.
- ITEM 1-C-5:** The Base bid shall assume typical DOC construction project work hours are from 7am to 3 pm. Plan on using 6 hours of work per day with 1 hour to get in the facility and 1 hour to get out of the facility.
- ITEM 1-C-6:** Contractors are required by the State of Delaware, as of the beginning of this year 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.

- ITEM 1-C-7: The Project's anticipated start is about April/May of 2016, but this is subject to the Delaware Department of Corrections (DOC) Facilities' discretion.
- ITEM 1-C-8: All individuals requiring access into Delaware DOC facilities are now required to have Prison Rape Elimination Act (PREA) training.
- ITEM 1-C-9: In order for Contractors to be paid for stored materials the materials must be stored on site or the Contractor shall request approval from Kerry Wareham (OMB/DFM) which will require several forms of proof, including but not limited to, proof of insurance on materials, invoices for the materials, photographs with project labels, etc.

**ATTACHMENTS**

PRE-BID INFORMATION - AGENDA  
BID FORM  
SECURITY FORM  
PRE-BID SIGN IN SHEET  
BID DOCUMENT REGISTER

**END OF ADDENDUM No. 1**



## **Pre-Bid Information**

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Meeting Date: Tuesday, February 23, 2016 @ 10:00 a.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-01291-13015/16096-12016 JT Vaughn Correctional Center Building "K" - Roof Repair / MJ3804000021

Regarding: General Pre-Bid Information - Agenda

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<b>Item Number</b>	<b>Item</b>
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1. Project is a Roof Restoration to extend the useful life of the existing built-up roof system, approximately 13,500 square foot of roof area; remove and replace areas of wet insulation, repair gouges in roofing, and repair open flashings. Power wash and install reinforced white urethane coating. Project will be constructed under a single prime contract.
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 Thursday, March 24, 2016, 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. Submit e-mails to Mr. Mark Reynolds' attention at [mark.reynolds@tetrattech.com](mailto:mark.reynolds@tetrattech.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 in the Bid in the appropriate space. List each Addendum individually on the Bid Form.
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. Separate schedule of values is required for each roof project section.
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 and site supervisor (PRS). Change orders must be approved prior to any work being done. The work will be tracked by PRS for the amount of hours required to complete each task within the change order.
18. Facility restrooms are not available. Port-O-Sans will be required.
19. Contractors shall submit a list of all proposed workers along with their completed DOC security clearance applications. Same applies to all Subcontractors and manufacturers' representatives.
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. No mingling with inmates.
22. Contractors shall not bring glass containers into the Facility.
23. Contractors are required to sign in at the Main Entrance each morning before driving through the sally port. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow up to 1 hour to enter or leave the Facility.
24. All utility shutdowns must be coordinated with DOC Maintenance.
25. Contractors were advised that only limited movement will be permitted while inside the compound.
26. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.

27. 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.
28. All vehicles and tool boxes shall be locked at all times.
29. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted. Contractors are required to wear safety vests so they are easily distinguishable from inmates.
30. 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.
31. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
32. Cell phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone.
33. The contingency allowance is to be included in your base bid.



**“K” BUILDING ROOF REPAIR  
AT THE  
JAMES T. VAUGHN CORRECTIONAL CENTER  
SMYRNA, DELAWARE  
OMB/DFM CONTRACT NO.: MJ3804000021**

**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

**“K” BUILDING ROOF REPAIR  
AT THE  
JAMES T. VAUGHN CORRECTIONAL CENTER  
SMYRNA, DELAWARE  
OMB/DFM CONTRACT NO.: MJ3804000021**

**BID FORM**

**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 &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1.     Roofer	_____	_____	_____
2.     Roof Restoration	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

**“K” BUILDING ROOF REPAIR  
AT THE  
JAMES T. VAUGHN CORRECTIONAL CENTER  
SMYRNA, DELAWARE  
OMB/DFM CONTRACT NO.: MJ3804000021**

**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 (*Project or Contract Number*) 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.**

**“K” BUILDING ROOF REPAIR  
AT THE  
JAMES T. VAUGHN CORRECTIONAL CENTER  
SMYRNA, DELAWARE  
OMB/DFM CONTRACT NO.: MJ3804000021**

**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  
BUREAU OF PRISONS  
PLEASE PRINT CLEARLY**

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: (\_\_\_\_) \_\_\_\_\_

**DO YOU HAVE A CRIMINAL CONVICTION AND/OR ARREST ANYWHERE, TO INCLUDE TRAFFIC TICKETS? NO/YES (IF YES, COMPLETE BELOW). HAVE YOU EVER BEEN ARRESTED ANYWHERE WHETHER CONVICTED/DISMISSED/NOLLE PROSSED OR PARDONED: NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE UTILIZE THE BACK OF THIS FORM.**

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: \_\_\_\_\_

REASON FOR CLEARANCE: \_\_\_\_\_ DATE OF ACTIVITY: \_\_\_\_\_ COMPANY/  
ORGANIZATION \_\_\_\_\_

**COMPANY/ORGANIZATION EMAIL ADDRESS:** \_\_\_\_\_

**PLEASE READ AND SIGN:**

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS \_\_\_\_\_ DELAWARE CRIMINAL HISTORY \_\_\_\_\_

NCIC WANTS/WARRANTS \_\_\_\_\_ NCIC CRIMINAL HISTORY \_\_\_\_\_

DELJIS/NCIC INVESTIGATOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ APPROVAL EXPIRES ON: \_\_\_\_\_ IF DENIED, PLEASE INDICATE REASON BELOW:

DENIED \_\_\_\_\_ (1) Dishonest/incomplete application; (2) Active pending warrants/capiases; (3) Felony convictions or incarceration for a felony in past five years; (4) Misdemeanor convictions or incarceration for misdemeanor in past two years; (5) DUI conviction past two years; (6) Trafficking/delivery and/or possession of controlled substance conviction past ten years; (7) Other (See Investigation for info).

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

JAMES T. VAUGHN CORRECTIONAL CENTER  
BUILDING "K" ROOF REPAIR

PROJECT NO.: 16096-12016 / 200-01291-13015  
DATE: February 23, 2016

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Kerry Wareham	OMB/DFM	911 BLUE HEN DR NEWARK, DE 19713	302-454-8551	302-454-8554	mark@tetratech.com
2 MARK CRIBB	CIA				
3 Joseph Adams	Wilkinson Roofing	1000 First State Blvd 35 Southgate Blvd New Castle, DE 19720	998-0176	998-9474	jadams@wilkinsonroofing.com
4 Michael Coccolo	P-C Roofing	53 Cross Keys Rd Beverly NJ	322-6767	322-8809	Michael@pcroofing.com
5 MARK EVERAND	D.A. NOLT	61 CARTER LANE FRODORE NJ 08518	856-757-9337	856-753-4763	MATTS-DAN@NET.COM
6 CHARLES NOLT	JOTAN INC	404 Meadow Wilmington, DE 19804	609-947-6200	6206	SALES@ADMIN@JOTAN.COM
7 Steve Wilmington	Tri State the Roofers	240 CONTINENTAL DRIVE SUITE 200 NEWARK, DE 19713	302-995-7027	302-995-2527	bhigh01@comcast.net
8 MARK REYNOLDS	TETRA TECH		302-738-7551	302-454-5989	mark.reynolds@tetratech.com
9					
10					
11					
12					
13					

Bids Due: 2:00 p.m., March 24, 2016 at  
 Thomas Collins Building  
 540 S. DuPont Highway  
 Suite 1 (Third Floor)  
 Dover, DE 19901

REGISTER OF BID DOCUMENTS  
 PLEASE PRINT CLEARLY

\$ 100.00 per set

<p><b>#01</b></p>	<p>Name of Company: <u>TRISTATE TILE ROOFERS INC</u>            Physical Address: <u>404 MESSO DRIVE</u>            City, State: <u>WILMINGTON, DE 19804</u></p> <p>Contact: <u>BUCK HIGH</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/>            Phone: <u>302-995-7027</u>            Fax: <u>302-995-7527</u> Date: <u>2-23-16</u>            E-Mail: <u>b.high01@comcast.net</u></p>
<p><b>#02</b></p>	<p>Name of Company: <u>P&amp;C ROOFING INC</u>            Physical Address: <u>35 SOUTHGATE BLVD</u>            City, State: <u>NEW CASTLE, DE 19720</u></p> <p>Contact: <u>MICHAEL CUOCOLO</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/>            Phone: <u>302-322-6767</u>            Fax: <u>302-322-8809</u> Date: <u>2-23-16</u>            E-Mail: <u>michael@pcroofinginc.com</u></p>
<p><b>#03</b></p>	<p>Name of Company: <u>JOTTAN</u>            Physical Address: <u>61 CATHY LANE</u>            City, State: <u>BURLINGTON, NJ 08016</u></p> <p>Contact: <u>CHARLIE NOLT</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/>            Phone: <u>609-447-6200</u>            Fax: <u>609-447-6206</u> Date: <u>2-23-16</u>            E-Mail: <u>saleadmin@jottan.com</u></p>