



240 Continental Drive
Suite 200
Newark, Delaware 19713
Tel. (302) 738-7551
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Addendum

Delaware Department of Correction
James T. Vaughn Correctional Center E Building Roof Replacement
OMB/DFM Contract No.: MJ3804000028

Tt Project No. 143-16096-12020/200-01291-13019

Addendum No. 01
to
Drawings and Project Manual
April 27, 2015

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated April 2, 2015
PROJECT MANUAL dated April 2, 2015

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

This ADDENDUM consists of (1) page and the following:

ITEM 1-C-1: The Pre-Bid walk-through for this project is scheduled for Wednesday, May 20, 2015 at 10:00am. All contractors must have their security clearance applications submitted by email directly to Ann Downey at ann.downey@state.de.us by Tuesday, May 12th, close of business, to allow time for the security clearance process. In addition, provide Jim Selinka and Kerry Wareham the list of employees you plan on having attend the site visit. All contractors are to report to the Maintenance Building. If you are not there by 10:00am, you will not be permitted in.

ATTACHMENTS

PRE-BID SIGN IN SHEET
PRE-BID MEETING MINUTES
BID DOCUMENT REGISTER
SECURITY FORM

END OF ADDENDUM



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

VAUGHN CORRECTION CENTER

BUILDING "E" ROOF REPLACEMENT

Tt PROJECT NO.: 16096-12020

DATE: April 22, 2015

Name	Company	Physical Address	Telephone	Fax	e-mail
1 DANIEL FRISBY	Jottan Inc	61 Cathy Lane, Florence, SC 29505	1-609-449-1200	1-609-449-6206	SalesAdmin@Jottan-Com
2 MARK EVELAND	DA NOLT INC	53 CROSS KEYS RD BOWLING GREEN, OH 43402	856 753 9733	856 753 4963	MATTS@NOLT.COM
3 Buck High	TRI-STATE Pfg.	404 MECO DR DE 19824	302-995-7027	302-995-7527	blhigh@comcast.net
4 Kerry Wareba	CM3/DFM				
5 Joseph Adams	Wilkinson	1000 First State Blvd	302. 998. 6176	302. 998. 9719	jadam@wilkinson.com
6 Steve Serbu	Amakool, Inc.	72 Clinton St. Del. City, DE	302-834-8464	302-834-8681	Amakool@aol.com
7 Michael Cuoco	P.C. Postitz	35 South Gate Blvd New Castle, DE 19720	(302) 322-6767	(302) 322-8309	Michael@PCPostitzInc.com
8					
9					
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11					
12					
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14					



Pre-Bid Meeting Minutes

Meeting Date: Wednesday, April 22, 2015 @ 1:00 p.m.

Prepared By: Mark Reynolds / Jim Selinka

Tt Project No.: 143-16096-12020/200-11291-13019
Delaware Department of Correction
James T. Vaughn Correctional Center E Building Roofing Replacement /
OMB/DFM Contract No.: MJ3804000028

Regarding: General Pre-Bid Information - Agenda

Item Number

Item

1. Project consists of the following: Project consists of removing existing roofing systems to the deck, and installing insulation with a 2 ply modified mineral surfaced roof system. Install new perimeter and projection flashings, new edge metal and repair interior drains. Approximate roof area replacement is approximately 16,150 s.f.:
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance.
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, June 4, 2015, 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. Jim Selinka's attention at james.selinka@tetrattech.com
8. Insurance requirements are listed in Section 00 81 13 General Contract 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.

P:\16096\143-16096-12020\Docs\Addenda\Addendum #1\16096-13019 E building pre-bid Meeting Minutes_04-22-15.doc

**James T. Vaughn Correctional Center
Building "E" Roof Replacement**

16096-12020

Bids Due: **2:00 p.m., Thursday, June 4, 2015 at**
Facilities Management Office
Thomas Collins Building
540 S. DuPont Highway, Suite 1
Dover, DE 19901

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 100.00 per set

#01	<p>Name of Company: <u>OMB/DFM/DOC</u></p> <p>Physical Address: <u>Thomas Collins Bldg. 540 S. Dupont Hwy, 3rc</u> City, State: <u>Dover, De 19901</u></p> <p>Contact: <u>Kerry Wareham</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>302-744-1192</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: kerry.wareham@state.de.us</p>
#02	<p>Name of Company: <u>D.A Nolt, Inc.</u></p> <p>Physical Address: <u>53 Cross Keys Rd</u> City, State: <u>Berlin, NJ 08009</u></p> <p>Contact: <u>Mark Edward</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>856-753-4963</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: mark@danolt.com</p>
#03	<p>Name of Company: <u>(Tri-State) The Roofers, Inc.</u></p> <p>Physical Address: <u>404 Mecro 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"/></p> <p>Phone: <u>302-995-7027</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: bhigh01@comcast.net</p>

**James T. Vaughn Correctional Center
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16096-12020

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Dover, DE 19901

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\$ 100.00 per set

#04	<p>Name of Company: <u>Wilkinson Roofing & Siding, Inc.</u></p> <p>Physical Address: <u>1000 First State Blvd</u> City, State: <u>Wilmington, DE 19804</u></p> <p>Contact: <u>Joseph Adams</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-998-0176</u></p> <p>Fax: <u>302-998-9719</u> Date: _____</p> <p>E-Mail: jadams@wilkinsonroofing.com</p>
#05	<p>Name of Company: <u>Jottan, Inc.</u></p> <p>Physical Address: <u>61 Cathy Lane</u> City, State: <u>Florence, NJ 08519</u></p> <p>Contact: <u>Daniel Frisby</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>609-447-6200</u></p> <p>Fax: <u>609-447-6206</u> Date: _____</p> <p>E-Mail: salesadmin@jottan.com</p>
#06	<p>Name of Company: <u>CMD</u></p> <p>Physical Address: <u>30 Technology Parkway South, Ste 100</u> City, State: <u>Norcross, GA 30092</u></p> <p>Contact: <u>Karen Hooks</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>770-209-3466</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: karen.hooks@cmdgroup.com</p>

**James T. Vaughn Correctional Center
Building "E" Roof Replacement**

16096-12020

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Dover, DE 19901

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 100.00 per set

#07	<p>Name of Company: <u>Dodge Data & Analytics</u></p> <p>Physical Address: <u>3315 Central Ave</u> City, State: <u>Hot Springs. AZ 71913</u></p> <p>Contact: <u>Karen Chenevert</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>2258-752-6013</u></p> <p>Fax: _____ Date: _____</p> <p>E-Mail: karen.chenevert@mhfi.com</p>
#08	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
#09	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>

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 _____ DELWARE 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 _____