



Addendum

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

Delaware Department of Correction
Howard R. Young Correctional Institution Roofing Replacement
OMB/DFM Contract No.: MJ3804000066 / MJ3804000068

Tt Project No. 200-26912-13024

Addendum No. 01
to
Drawings and Project Manual

April 6, 2015

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated March 3, 2015
PROJECT MANUAL dated March 3, 2015

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

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

CLARIFICATIONS FROM PRE-BID MEETING

1. Bidders are required to submit a copy of their business license with their bids.
2. There is a small amount of asbestos at some flashing areas. Abatement will be by a separate contractor hired by OMB/DFM. The successful bidder will need to coordinate their work with the abatement.
3. Although there are two separate State project numbers for this work, the project will be awarded based upon the total bid amount of both projects. Only a single contract will be awarded.
4. Security Clearance Applications (attached to this addenda) for the April 21st site visit need to be returned by April 17th. All applications are to be emailed directly to Ann Downey at ann.downey@state.de.us.
5. Contractors wishing to bid on this project must, in addition to all other requirements, be prequalified in the "roofing" classification for the appropriate total dollar value of these projects.

ATTACHMENTS

PRE-BID MEETING SIGN IN SHEET
PRE-BID INFORMATION - AGENDA
BID DOCUMENT REGISTER
SECURITY CLEARANCE APPLICATION

END OF ADDENDUM

O:\Projects\Ann Arbor\IER\26912\200-26912-13024\Docs\Addenda\Addendum 1\Addendum 1.doc



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

HOWARD YOUNG CORRECTIONAL INSTITUTION ROOF REPLACEMENT

Tt PROJECT NO.: 26912-13024

DATE: March 31, 2015

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Jim Selinka	Tetra Tech	240 Continental Dr.	302-283-2247	-	james.schick@tetra.tech
2 David Miller	Sottani	61 Cathy Dr Florence NJ	809 447 8200		ESTIMATE@SOTTANI.COM
3 Kerry Warchan	OMB/PM				
4 Buck High	TRI-STATE R&E	Wilbur D 404mco Dr	302-985-7021		bhigh@tri-state.com
5 Steve DERRICKSON	NASON Construction	3411 SILVERSTONE RD	302-650-8963		SDERRICKSON@NASONCONSTRUCT.COM
6 DAN DOWENS	HK GRIFFITH	115 Happy Lane	302-368-4635		DAN@HKGRIFFITH.COM
7 MARK EVELAND	OA NORT INC	53 CROSS KEYS RD BRISW NJ	856-757-9333	856-757-4963	MATT@DANOLTC.COM
8 Stephanie Blecker	Wilkinson	1000 First State Blvd	302-998-0176		Stephanie@Wilkinsonmbl.com
9 Michael Quocolo	P-C Roofing	35 South Gate Blvd	(302) 322-6767	(302) 322-9809	Michael@P-CRoofing.com
10 Chris Harrington	Tenckraft Roofing	1230 Kinkland Rd Raleigh NC	919-235-2042	919-882-2899	Chris.Harrington@tenckraft.com
11					
12					
13					



Pre-Bid Information

Meeting Date: Tuesday, March 31, 2015 @ 11:00 a.m.

Prepared By: Jim Selinka

Tt Project No.: 26912-13024 HYCC Roofing Replacement / MJ3804000066/MJ3804000068

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. Repair roof areas to remain. Approximate roof area replacement is 114,500 s.f.: approximately 82,000 s.f. in Western section and 32,500 s.f. in Eastern section.
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, May 7, 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.
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.
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. For bidding and invoicing project will be separated into Eastern and Western building sections.
34. Alternates; use of two-part adhesive in lieu of manufacturer's standard one part adhesive.
35. Allowances are included in your base bid and are broken out by eastern and western building sections. Allowance western roof area – coping, roof drains, contingency. Allowances for eastern roof area – urethane joint sealant, roof drains, contingency.
36. Unit Pricing needs to be provided for coping, urethane joint sealant and roof drains.

O:\Projects\Ann Arbor\IER\26912\200-26912-13024\Construction\BidSupport\26912-13024 HYCC pre-bid Agenda.doc

Howard Young Correctional Institution
Roof Replacement

26912-13024

Bids Due: **2:00 p.m., May 7, 2015 at**
Thomas Collins Building
540 S. Dupont Highway, Third Floor
Dover, DE

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#01	Name of Company: <u>State of Delaware OMB/DFM</u> Physical Address: _____ City, State: _____ Contact: <u>Kerry Wareham</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____
#02	Name of Company: <u>State of Delaware OMB/DFM</u> Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____
#03	Name of Company: <u>Jottan</u> Physical Address: <u>61 Cathy W</u> City, State: <u>Florence, Nj</u> Contact: <u>David Miller</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>609-447-6200</u> Fax: _____ Date: _____ E-Mail: <u>estimator1@jottan.com</u>

Howard Young Correctional Institution
Roof Replacement

26912-13024

Bids Due: **2:00 p.m., May 7, 2015 at**
Thomas Collins Building
540 S. Dupont Highway, Third Floor
Dover, DE

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#04	<p>Name of Company: <u>DA Nolt Inc</u></p> <p>Physical Address: <u>53 Cross Keys Rd</u> City, State: <u>Berlin, NJ</u></p> <p>Contact: <u>Matt Ott</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>856-753-9333</u></p> <p>Fax: <u>856-753-4963</u> Date: <u>3/31/2015</u></p> <p>E-Mail: <u>matt@danolt.com</u></p>
#05	<p>Name of Company: <u>H. K Griffith, Inc</u></p> <p>Physical Address: <u>115 Happy Lane</u> City, State: <u>Newark, DE 19711</u></p> <p>Contact: <u>Dan Dowens</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>302-368-4635</u></p> <p>Fax: <u>302-368-4624</u> Date: <u>3/31/2015</u></p> <p>E-Mail: <u>Dan@hkgriffith.com</u></p>
#06	<p>Name of Company: <u>TeamCraft Roofing</u></p> <p>Physical Address: <u>1230 Kirkland Lane</u> City, State: <u>Releigh, NC 27603</u></p> <p>Contact: <u>Chris Harrington</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>919-235-2042</u></p> <p>Fax: <u>919-882-9299</u> Date: <u>3/31/2015</u></p> <p>E-Mail: <u>Chris.Harrington@tcfrg.com</u></p>

Howard Young Correctional Institution
Roof Replacement

26912-13024

Bids Due: **2:00 p.m., May 7, 2015 at**
Thomas Collins Building
540 S. Dupont Highway, Third Floor
Dover, DE

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#07	<p>Name of Company: <u>Tetra Tech</u></p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: <u>Jim Selinka</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: James.Selinka@tetrattech.com</p>
#08	<p>Name of Company: <u>Dodge Data & Analytics</u></p> <p>Physical Address: <u>3315 Central Avenue</u></p> <p>City, State: <u>Hot Springs, AR 71913</u></p> <p>Contact: <u>Karen Chenevert</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Phone: <u>(225) 752-6013</u></p> <p>Fax: _____ Date: <u>4/6/2015</u></p> <p>E-Mail: karen.chenevert@construction.com</p>
#09	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>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 _____