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Newark, DE 19713
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Addendum

Delaware Department of Correction
James T Vaughn Correctional Center
V Building Roof Replacement
Smyrna, Delaware
OMB/DFM Contract No.: MJ3804000075

Tt Project No. 200-26912-14014

Addendum No. 1
to
Drawings and Project Manual

August 11, 2020

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated August 10, 2020,
PROJECT MANUAL dated August 10, 2020

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

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

REISSUED PROJECT MANUAL SECTIONS

ITEM 1-C-1 Refer to BID FORM

1. **DELETE** Bid Form in its entirety and **ADD** new Bid Form attached to this addendum.

PROJECT MANUAL MODIFICATIONS

ITEM 1-C-2 Spec Section 00 61 13.19 Affidavit of Craft Training Compliance.

1. This form has been removed from the BID Form and has become its own spec section. The Contractor is to submit this form prior to contract execution. Subcontractors must submit their information prior to contract execution as well.

DRAWING MODIFICATIONS

NONE

ATTACHMENTS

PRE-BID MEETING AGENDA
SECURITY CLEARANCE APPLICATION
PREA GUIDE
JTVCC GUIDELINES
BID FORM
AFFIDAVIT OF CRAFT TRAINING COMPLIANCE

END OF ADDENDUM



Pre-Bid Agenda

Meeting Date: Monday, August 10, 2020, 10:00am

Prepared By: Jim Selinka

Tt Project No.: 200-26912-14014 JTVCC V Building - Roof Replacement / MJ3804000075

Regarding: General Pre-Bid Information - Agenda

Item Number

Item

1. Project consists of removal of existing shingle roofing system in its entirety, including plywood decking. The roof area is approximately 20,550 square feet. New work consists of installing a new shingle roofing system on new plywood decking, and sealing off gable wall ends. The roofing warranty will be 30 years from the date of Substantial Completion, with the first five years being non-prorated. The work shall also include installation of new roof gutters, and metal flashing/trims. Provide new curbs and flashing as required for existing and new mechanical units.
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance that are prequalified.
3. Project documents on CD can be obtained by mailing a check to the office of Tetra Tech, 240 Continental Drive, Suite 200 Newark, DE 19713, Phone: 302 738-7551, email: ier.dedoc@tetrattech.com upon receipt of \$100 per set. Checks are to be made payable to Tetra Tech, Inc. A scanned copy of the check emailed to the address listed will be acceptable confirmation that you have sent the check.
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 10:00 a.m. local time on Thursday, September 3, 2020. Bids will be opened at 10:30a.m. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened. Electronic bid submissions are acceptable, but must not be sent delivery or read receipt as they will be moved to a junk folder. Send electronic bid submissions to DFM-BIDS@delaware.gov. All electronic bids must be followed up with a hard copy within 5 business days or bid will be rejected.
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 obtained bid documents from Tetra Tech will receive the ADDENDAS.
7. A non-mandatory site visit is scheduled for Monday, August 24, 2020 at 10:00 am. All attendees are to meet at the Maintenance Shop and bring photo ID. Security forms will need to be submitted by e-mail no later than Monday August 17, 2019 to Ernie Kulhanek, ernest.kulhanek@delaware.gov. Contractors will email OMB/DFM project manager Joseph Dean Seely, joseph.seely@delaware.gov with list of proposed site visit attendees by Thursday August 20, 2020 by 12:00p.m..
8. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office by 5:00p.m. Monday August 24, 2020. Submit e-mails to Jim Selinka's attention at ier.dedoc@tetrattech.com

9. Requests for substitutions must be made at least 10 days prior to the bid date and are due Monday August 24, 2020. Submit e-mails to Jim Selinka's attention at jer.dedoc@tetrattech.com
10. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
11. Contractors must list themselves as the Subcontractor for all work that they propose to perform. All subcontractors doing work on this project will need to be listed on the bid form.
12. Subcontractor listing will Roofing and Electrical, which was set at the pre-bid meeting.
13. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
14. 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. Last addenda, if required will be issued Friday August 28, 2020.
15. 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, (i.e. Addenda 1, 2, 3, etc.)
16. The Schedule of Values shall include a line item for the submission of project closeout documents. The value of this line item shall be no less than 1.5% of the initial contract amount.
17. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
18. The Front End Specifications requires a two (2) year installers Warranty and Guarantee Period after acceptance by the Owner.
19. The Front End Specifications require the Performance and Labor & Material Payment Bonds to be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
20. Changes in scope need to be approved by change order prior to the work being done. Any additional work done without a change order will not be approved after the fact and will therefore not be paid for.
21. Facility restrooms are not available onsite. A port-O-San will be required to be provided by the contractor and must remain locked when not in use..
22. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays, Sundays or State holidays.
23. Contractors are required to sign in each morning before entering through the service entrance. 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. A staging/lay-down area outside the fence line will be provided for the Contractor prior to the start of work. Location shall be determined by DOC Maintenance.
25. Contractors are required to sign in each morning. Trucks should be kept clean, trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
26. 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. A job box can be stored in the

mechanical room, if approved.

27. No mingling with inmates.
28. Contractors shall not bring glass or metal containers into the facility. All food shall be in clear plastic containers. Lunch breaks shall occur on the job site.
29. Cell phones are not allowed inside the fence line, unless special permission is requested and approved by DOC security.
30. All utility shutdowns must be coordinated with DOC Maintenance.
31. 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.
32. Allowances:
A contingency allowance of \$15,000.00 is to be included in your base bid.
A security camera removal and reinstallation allowance of \$1,000 is to be included in your base bid to contract the Owner's security contractor (Assurance Media) to remove and install the security cameras.
33. 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 shall be required to fill-out and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement.
34. Craft Training Affidavit is required prior to contract execution and is not required to be included with the bid. This training applies to the contractor and all applicable subcontractors.
35. Contractors are advised that they are not to leave any blank spaces on the Bid Forms. All spaces are to be filled in.
36. Only Prime Contractors are required to submit a copy of their Delaware Business license with their bid.
37. Contractors, their subs, manufacturer's representatives, etc. shall follow all Department of Correction rules and regulations. While on site the contractor shall follow all instructions provided by DOC personnel.
38. This project is in New Castle County and the contractor is responsible for all permits and inspections required by the authority having jurisdiction.
39. This is a tobacco free facility inside and outside the fence line on State property. No tobacco products will be allowed, including e-cigarettes and vapes.
40. Pre-Bid Meeting Attendees:

J. Dean Seely	OMB/DFM Project Manager	Joseph.seely@delaware.gov
Eric Smeltzer	DOC Capital Programs Administrator	Eric.smeltzer@delaware.gov
David Neeld	JTVCC	David.neeld@delaware.gov
James Selinka	Tetra Tech	James.selinka@tetrattech.com
Tabitha Heath	Tetra Tech	Tabi.heath@tetrattech.com
Stacy Bush	Amakor	amakor@aol.com
Angela	P&C Roofing	angela@pcroofinginc.com
Matt Papa	P& C Roofing	matt@pcroofinginc.com
Bill Booth	Commonwealth Cons.	bbooth@itscommonwealth.com
Melissa	D.A. Nolt	matt@danolt.com
Matt Tetrick	H.K. Griffith	matt@hkgriffith.com

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: 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, PLEASE 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.

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: _____





State of Delaware
Department of Correction
"Our Top Priority Is To Ensure Public Safety"

Guideline to working inside the fence line at JTVCC

James T. Vaughn Correctional Center (JTVCC) is a maximum security facility and working inside our fence line creates a different working environment with specific rules and regulations. While this list is not all inclusive of those regulations it will provide you with an understanding of our expectations from you and your employees.

All contractors and sub-contractors are to notify the JTVCC Maintenance Superintendent 24 hours prior to any work scheduled inside the fence line of JTVCC property. Contractors are expected to follow the directives of any DOC security personnel.

Firearms, alcohol, and drugs are prohibited while on the grounds of JTVCC. The use of all tobacco products is prohibited while on the grounds of JTVCC, this includes while operating equipment in a closed cab or inside personal vehicles.

All equipment and vehicles on the grounds must be locked or disabled while not in use. All tool boxes, job boxes and storage containers must be locked at all times.

No tools, power tools, hand tools, chains, straps, ladders, scaffolding will be left out and unsecured. If ladders and scaffolding must be stored or in the designated secured storage area it must be chained and padlocked secured to an unmovable object. All ladders stored on ladder racks on vehicles must be locked down or a chain and padlock securing the ladders to the vehicle.

Contractors are encouraged to don and wear a Hi-Visibility vest. Contractors are not permitted to wear solid white, yellow, red, and orange clothing. No camouflage material of any kind is permitted.

Contractors are to remain at the work site. Do not make any movement towards the fence line. If a contractor requires movement the JTVCC Maintenance escort, Foreman, or Superintendent must be notified and they will coordinate all movement.

A tool count will be conducted at the beginning of the work day and at the end of the work day. Any tools, saw blades, welding tips that become missing must be reported to the JTVCC

Maintenance Superintendent immediately. JTVCC maintenance personnel must be present during the tool counts.

Contractors are not permitted to block the service entrance or perimeter road around JTVCC.

Contractors will not engage any inmates in a conversation, nor will they give or accept anything from an inmate.

All persons and vehicles on JTVCC properties are subject to search by security staff.

The JTVCC maintenance staff will be your contact and if you have any questions seek the advice from JTVCC maintenance staff or JTVCC maintenance Foreman and Superintendent. In the event of an institutional lockdown, there will be no movement in or out of the institution. Follow the directives given to by security and maintenance personnel when an institutional lockdown is called. Depending on the situation contractor working inside the fence line may be asked to stop working, perform a tool count and leave JTVCC grounds, these occurrences are rare, but contractors are to comply with no questions asked in the event of an institutional lockdown.

No personal cooler are allowed inside the fence, lunches will be placed in clear plastic bags and 1 large cooler (contractor provided) will be allowed to enter with the contractors, No aluminum foil, aluminum cans, glass containers, glass bottles are permitted. No microwave ovens permitted. Clear plastic bottles and coffee cups with removable lids are authorized.

No cash over \$20.00 is allowed on your persons. No Cell phones, notepads, laptops, fit bits, cameras, or any personal electronic devices are allowed.

All contractor vehicles must have a tool inventory of all tools assigned to the vehicle, all tool boxes and compartments attached to the vehicle must have the ability to be locked.

When in doubt ALWAYS contact your JTVCC maintenance escort or the Maintenance foreman or Superintendent.

BID FORM

**“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075**

ALTERNATES (None used)

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

ADD

UNIT PRICE No. 1: Provide new wood boards to replace damaged fascia boards (LF) \$ _____

UNIT PRICE No. 2: Provide truss top chord repairs as shown on detail 13/A-501. Note, contractor Is to include six (6) repairs in their Base Bid. \$ _____

UNIT PRICE No. 3: Provide truss heel repairs as shown on detail 14/A-501. Note, contractor is to Include six (6) repairs in their Base Bid. \$ _____

BID FORM

**“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075**

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 of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

BID FORM

**“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075**

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor’s full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert “not applicable”, “N/A”, “self” or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Roofer	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Electrical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

BID FORM

“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075

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 MJ3804000075 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.

BID FORM

**“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075**

**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, including subcontractors, 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____.

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BID FORM

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AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
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**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor’s qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor 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 _____

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**“V” BUILDING ROOF REPLACEMENT
AT THE
JAMES T. VAUGHN CORRECTIONAL CENTER
SMYRNA, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000075**

**AFFIDAVIT OF
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as “an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor.”¹ A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at [https://det.delawareworks.com/apprenticeship/documents/Apprenticeship Occupation List for 29Del6962 Compliance.pdf](https://det.delawareworks.com/apprenticeship/documents/Apprenticeship_Occupation_List_for_29Del6962_Compliance.pdf)

If you have questions regarding craft training programs, please submit them in writing to the Delaware Department of Labor at: apprenticeship@delaware.gov. The Craft Training Compliance Affidavit must be submitted prior to contract execution. In addition to this Affidavit, all information pertaining to craft training for subcontractors must also be submitted prior to contract execution. Information to be provided is the craft, company name, registration number (indicate DE, US DOL or identify other state) or that craft training requirements do not apply and the reason.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

Craft(s) _____

Contractor Name: _____

Contractor Address: _____

**Contractor Program
Registration Number** _____

On this line also indicate whether DE, Other State (identify) or US Registration Number

Or

Craft Training requirements are not applicable because: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20_____.

My Commission expires _____. NOTARY PUBLIC _____.

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¹ Title 29, Chapter 69, Section 6902(7) of the Delaware Code.