



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

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Delaware Department of Correction  
Sussex Correctional Institution  
Medium Security Roof Replacement  
Georgetown, Delaware  
OMB/DFM Contract No.: MJ3804000082

Tt Project No. 200-26912-14013

Addendum No. 01  
to  
Drawings and Project Manual

May 29, 2015

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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 dated May 26, 2015  
PROJECT MANUAL dated May 26, 2015

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

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

**PROJECT MANUAL MODIFICATIONS**

**ITEM 1-C-1:** Refer to ADVERTISEMENT FOR BID

1. First Paragraph, AMEND to read as follows:

“.....until **2:30** p.m. local time on Thursday, June 18, 2015....”

**CLARIFICATIONS FROM PRE-BID MEETING**

1. Security Clearance Applications (attached to this addenda) for the June 10<sup>th</sup> site visit need to be returned by June 2<sup>nd</sup>. All applications are to be emailed directly to Ron Zawora at [Ronald.Zawora@state.de.us](mailto:Ronald.Zawora@state.de.us).

**ATTACHMENTS**

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

**END OF ADDENDUM**

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TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

SUSSEX CORRECTIONAL INSTITUTION  
SCI MEDIUM SECURITY BUILDING-ROOF REPLACEMENT

TI PROJECT NO. 26912-14013  
DATE: May 26, 2015

	Name	Company	Physical Address	Telephone	Fax	e-mail
1	MARK REYNOLDS	TE	240 <del>CONTINENTAL DRIVE</del> CONTINENTAL DRIVE SUITE 200, NEWARK DE 19713	302-738-7551		mark.reynolds@ tetratech.com
2	JAMES SELINKA	TE	" " " "	302-738-7551		James.Selinka@ tetratech.com
3	John Chilleri	WAD.A. Noll	53 Crow - Keys Rd Berlin, NJ 08009 bi center lane	856-753-9333		mat @ wad.a.com
4	CHARLES NOLL	JOITAM	PLAZA W/ 0878 91 Blue Hill dr	609 447 6200	609 447 6206	charlie@joitam.com
5	FAYEL CRIBB	CTA ROOFING	NEWARK DE 19713 East School Street	302-954-2551	302-954-8534	MARK@CTARoofing.com
6	Brian Thompson	Conventional Builders Inc	847 Houston DE 19954	302-422-2429	302-422-2135	Brian.Thompson@convent.com
7	GREG CHASTON	DOC -	345 McCa Road	302-857-5200		greg.chaston@doc.de
8	Alisha McCullough	OMR/DFM	Deport Hwy, TE Bldg	302-744-1174		Alisha.mccullough@omr.de.us
9	Robert Robinson	DFM	Deport Hwy. TE Bldg.	302-944-1174		Robert.Robinson@dfm.de.us
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## **Pre-Bid Meeting**

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Meeting Date: Tuesday, May 26, 2015 @ 10:00 a.m.

Prepared By: Mark Reynolds / Jim Selinka

Tt Project No.: 200-26912-14013  
Delaware Department of Correction  
SCI Medium Security Roof Replacement  
OMB/DFM Contract No.: MJ3804000082

Regarding: General Pre-Bid Information - Agenda

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### **Item Number**

### **Item**

1. Project scope is as follows: Project consists of removing existing shingle roofing system and plywood deck, and installing a new 5/8" plywood deck and an architectural shingle roofing system. Install new flashing, gutters and leaders. Roof area replacement is approximately 9,300 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 2:30 p.m. local time on Thursday, June 18, 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 Sussex 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](mailto: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. Cells 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.
34. A site visit is scheduled for June 10, 2015 at 10:00 am. Security forms will need to be submitted no later than June 2, 2015 to Ron Zawora, [Ronald.Zawora@state.de.us](mailto:Ronald.Zawora@state.de.us) . Contractors will email OMB/DFM project manager Kerry Wareham, [kerry.wareham@state.de.us](mailto:kerry.wareham@state.de.us) with list of proposed site visit attendees.

**Sussex Correctional Institution  
 SCI Medium Security Roof Replacement**

26912-14013

Bids Due: **2:00pm; Thursday, June 18, 2015**  
**Thomas Collins Building**  
**540 South Dupont Highway, Suite 100 (3rd Floor)**  
**Dover, DE. 19901**

**REGISTER OF BID DOCUMENTS  
 PLEASE PRINT CLEARLY**

**\$ 100.00 per set**

<b>#01</b>	Name of Company: <u>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: _____
<b>#02</b>	Name of Company: <u>TE Office Copy</u> Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____
<b>#03</b>	Name of Company: <u>Dodge Data</u> Physical Address: <u>3315 Central Ave</u> City, State: <u>Hot Springs, AR 71913</u> Contact: <u>Lex Ann Thomas</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Phone: <u>850-656-3770</u> Fax: _____ Date: _____ E-Mail: <u>lex.ann.thomas@construction.com</u>

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**Dover, DE. 19901**

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 PLEASE PRINT CLEARLY**

**\$ 100.00 per set**

<b>#04</b>	Name of Company: <u>cmd</u> Physical Address: <u>30 Technology Parkway, Ste 100</u> City, State: <u>Norcross, NJ 30092</u> Contact: <u>Karen Hooks</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>770-209-3486</u> Fax: _____ Date: _____ E-Mail: <u>karen.hooks@cmdgroup.com</u>
<b>#05</b>	Name of Company: <u>Jottan, Inc.</u> Physical Address: <u>P.O. Box 146</u> City, State: <u>Florence, NJ 08538</u> Contact: <u>Deborah Manteverde</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: <u>Salesadmin@jottan.com</u>
<b>#06</b>	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____

**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 INLCUDE 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, PLESE 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 \_\_\_\_\_