



240 Continental Drive, Suite 200  
Newark, DE 19713  
Tel: 302-738-7551  
Fax: 302-454-5989

## **Addendum**

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Delaware Department of Correction  
Sussex Correctional Institution  
Project Name: TOWER 5 – DECK ROOF REPLACEMENT  
OMB/DFM/DOC Contract No: MJ3804000089

Tt Project No.: 200-26912-15016

Addendum No. 01  
to  
Drawings and Project Manual

September 27, 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 dated September 22, 2016

PROJECT MANUAL dated September 22, 2016.

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

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

### **GENERAL CLARIFICATIONS**

NONE.

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

**ITEM 1-C-1:** The attached Pre-bid Information – Agenda was reviewed and the following changes to the information was discussed in the September 22, 2016 MANDATORY PRE-BID MEETING:

1. **DELETE** Pre-bid Information Item 2 sentence 2 “All bidders must be pre-qualified in order to bid on the project” as this is not applicable to this project.
2. **DELETE** Pre-bid Information Item 3 day and date referenced in sentence 1 “...until 2:00p.m. local time on Friday, July 29, 2016” and **CHANGE** to read “...until 2:00p.m. local time on Thursday, October 13, 2016”.
3. Pre-bid Information Item 9 The Bid Form – Subcontractor List was reviewed and agreed to by all in attendance.
4. **DELETE** Pre-bid Information Items 22, 26, 27, 28, 29, 30, 31, and 32 as they will pertain to Pre-Construction Meeting items which shall be reviewed with the winning bidder.
5. Pre-bid Information Item 33: The Project start date was reviewed with DOC and SCI facility stating they are looking to start the Project immediately after Project award.
6. **DELETE** Pre-bid Information Items 36, see note 3 above.

**ITEM 1-C-2:** See the attached Pre-Bid Meeting Sign in Sheet for attendees.

**ITEM 1-C-3:** The Pre-Bid walk-through for this project followed directly after the Pre-Bid Meeting which all Contractors had the opportunity to attend, but only Wilkinson Roofing and Siding, Inc. toured the site with Mark

Reynolds (Tt) and DOC/SCI Escort from Facility Maintenance. All questions at the site were to be held and submitted to Tetra Tech in writing for an official response in Addenda if required.

ITEM 1-C-4: The Project's Schedule of Values shall not be required at Bid submission, but shall be required by the winning Contractor as defined in the Project Manual.

ITEM 1-C-5: The winning Contractor shall be required to fill out the new version of the State of Delaware "Security Clearance Application – Delaware Department of Correction", which will be provided at the Pre-construction meeting. The Project's winning bidder will need to submit one form (all 6 pages) for each person (contractor's crew members, sub-contractors, manufacturer's representatives, etc.) who will need access to the Project site. This is a different form and it is recommended that everyone fill it out. All forms shall be submitted to Ronald Zawora ([ron.zawora@state.de.us](mailto:ron.zawora@state.de.us)) and Rick Ward ([richardw.ward@state.de.us](mailto:richardw.ward@state.de.us))

ITEM 1-C-6: Kerry Wareham (DFM) noted that Contractors must address all items on the Bid Form, do not leave any blanks. The Prime Contractor shall submit their Business License with their Bids.

ITEM 1-C-7: Contractors and each of their Sub-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. The Contractors and each of their Sub-contractors shall sign separate copies of the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement, which shall be submitted with the Bid Forms. Contractors shall make sure all blanks have been filled in completely.

### **CHANGES TO PROJECT MANUAL**

NONE.

### **CHANGES TO DRAWINGS**

ITEM 1-C-8: Drawing AD-101, Keyed Demolition Notes number 5:  
ADD the following sentence to the end of the existing note: "Remove the existing gypsum board ceiling system below each roof drain location as required for new roof drain installation."

ITEM 1-C-9: Drawing AD-101, Keyed Demolition Notes number 10:  
ADD new note 10 to read as follows: "Remove the existing gypsum board ceiling system and modify existing metal stud framing as required to install new ceiling access panel for future above ceiling inspections (typical one per side for a total of 2). Contractor shall coordinated final locations with DOC/SCI Facility."

ITEM 1-C-10: Drawing A-141, Keyed Roofing Notes number 2:  
ADD the following sentence to the end of the existing note: "Patch, trim and paint/finish existing gypsum board ceiling system as required to match existing conditions."

ITEM 1-C-11: Drawing A-141, Keyed Demolition Notes number 13:  
ADD new note 13 to read as follows: "Provide new 2'-0" by 2'-0" pre-finished metal ceiling access panel latching with continuous hinge (typical one per side for a total of 2). Color shall be white. Patch and paint/finish existing gypsum board ceiling system as required to match existing. Contractor shall coordinated final locations with DOC/SCI Facility. Provide a 2" x 6" metal plague mounted with blind rivets near latch side on access panel with the following statement: "Access hatch for visual inspection only, do not attempt to climb out onto surrounding ceiling's framing system."

### **ATTACHMENTS**

PRE-BID INFORMATION - AGENDA  
PRE-BID MEETING SIGN IN SHEET  
BID DOCUMENT REGISTER

**END OF ADDENDUM No. 01**



## Pre-Bid Information

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Meeting Date: Thursday, September 22, 2016 @ 10:00 a.m.

Prepared By: Mark Reynolds

Tt Project No.:200-26912-15012

DFM Contract No.: MJ3804000089

Project Name: **TOWER 5 DECK ROOF REPLACEMENT**

Regarding:General Pre-Bid Information - Agenda

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### **Item Number**

### **Item**

1. Project consists of the following:
  - A. Project consists of repair of the observation walkway area of tower 5 at SCI. This area has pavers over a roofing membrane. The existing pavers are to be removed and stored for reuse. The roofing system and roof drains are to be removed and replaced with new roofing and roof drains. Reinstall the existing pavers replacing only the cut pavers located at each roof drain location with different color pavers as selected by Architect from manufacturer's full range of colors. These repairs are being made to resolve an existing leakage issue.

The installation of new roof scuppers will also be included in the project, to provide overflow protection for the roofing system.
  - B. Type of Contract: 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. All bidders must be pre-qualified in order to bid on the project.
3. Sealed bids for **OMB/DFM Contract No. MJ3804000089 – Sussex Correctional Institution – Tower 5 Deck Roof Replacement** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:00 p.m. local time on Friday, July 29, 2016, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
4. Contract documents may be obtained at the office of Tetra Tech, Inc., 240 Continental Drive, Suite 200, Newark, DE 19713, phone (302) 738-7551, upon receipt of \$100.00 per set/nonrefundable. Checks are to be made payable to "Tetra Tech. Inc."
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.

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 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. Reviewed 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.
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 change orders need to be immediately brought to the attention of the Architect and site supervisor (PRS) 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 and location coordinated with the DOC / SCI facility Maintenance.
19. Contractors shall submit a list of all proposed workers stating their social security number, driver's license number, age, sex, race and date of birth. List shall be used for a background check and shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors and manufacturers' representatives. Refer to Specification Section 00 82 13 Additional General Contracting Requirements.
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. No alcohol or tobacco products in any form are allowed on the Project site. Guns or firearms are prohibited on the Project site and in what the facility considers its secure perimeter.
23. Contractors are required to sign in at the Maintenance Building each morning before driving through the gate. 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 are 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. Parking and vehicle access to the site will be reviewed at the Site Visit for Bidding purposes.
27. A list of tools must be supplied with each truck. Inventory shall be taken by the Contractors with DOC Maintenance Escort at the beginning and end of each work day. It is assumed there will be no need for a gang box. 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 matching 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. Start date shall be as directed by the State of Delaware Department of Corrections (DOC).
34. This Project shall be expected to adhere to the State of Delaware's Department of Correction's and the Sussex Correctional Institute's rules of conduct and instructions.
35. The Bid Forms must be filled out completely. Starting January 1, 2016, all Prime Contractors and all their Sub-Contractors shall each provide a separate completed Drug Testing Affidavit with the Bid Form to work on State of Delaware projects and shall be required to be drug tested. See Project Manual for additional information.
36. The Bid Form – Subcontractor List shall be reviewed, which list the following three Sub-Contractors: Roofing, Mechanical, and Plumbing.
37. Contractors shall be required to fill out the new version of the State of Delaware "Security Clearance Application – Delaware Department of Correction". The Project's winning bidder will need to submit one form for each person (contractor's crew members, sub-contractors, manufacturer's representatives, etc.) who will need access to the Project site. This is a different form and it is recommended that everyone fill it out. All forms shall be submitted to Ronald Zawora ([ron.zawora@state.de.us](mailto:ron.zawora@state.de.us)) and Rick Ward ([richardw.ward@state.de.us](mailto:richardw.ward@state.de.us))

38. 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.

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TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

SUSSEX CORRECTIONAL INSTITUTION  
TOWER 5 - DECK ROOF REPLACEMENT

Tt PROJECT NO.: 26912-15016  
DATE: September 22, 2016

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Robin Schurman	BRS Consulting	293 Socksonditch Rd Harrington DE 19952	302-786-2326	302-786-2079	robin@ biscaninc.com
2 MATTHEW OTT	D.A. NOIT, Inc.	53 Cross Keys Rd Berlin, NJ 08009	856-753-9333	856-753-4963	MATT@danot.com
3 Eric Smeltzer	Doc/Admin				eric.smeltzer@state.de
4 Ron Zawara	DOC/SCI				Ronald.Zawara@state
5 Ken Balaguer	Wilkinson Realty	1000 1st State Blvd Wilmington DE 19804	302-998-0176	302-998-9779	ken@wilkinsonrealty.com
6 Kerry Wareham	ORBI/DFM				
7 Jason Stallings	Quality Exteriors, Inc.	60 Hopkins Cemetery Rd., Harrington, DE 19952	302-396-9283	302-398-9290	jason@qexteriors.com
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Sussex Correctional Institution  
Tower 5 - Deck Roof Replacement

26912-15016

Bids Due: 2:00 p.m., October 13, 2016 at  
Office of Management and Budget  
Division of Facilities Management  
Thomas Collins Building  
540 S. Dupont Hwy, Suite 1 (3rd 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>QUALITY EXTERIORS INC</u> Physical Address: <u>60 HOPKINS CEMETERY ROAD</u> City, State: <u>HARRINGTON, DE 19952</u> Contact: <u>JASON STALLINGS</u> <sup>PRIME</sup> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>302-398-9283</u> Fax: <u>302-398-9290</u> Date: <u>9-22-16</u> E-Mail: <u>JASON@QEXTERIORSINC.COM</u></p>
<p><b>#02</b></p>	<p>Name of Company: <u>WILKINSON ROOFING &amp; SIDING INC</u> Physical Address: <u>1000 FIRST STATE BLVD</u> City, State: <u>WILMINGTON, DE 19804</u> Contact: <u>JIM MCKEEVER</u> <sup>PRIME</sup> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>302-998-0176</u> Fax: <u>302-998-9719</u> Date: <u>9-22-16</u> E-Mail: <u>JIM@WILKINSONROOFING.COM</u></p>
<p><b>#03</b></p>	<p>Name of Company: <u>D.A. NOLT</u> Physical Address: <u>53 Cross Keys Rd</u> City, State: <u>Berlin, NJ 08009</u> Contact: <u>Matthew Ott</u> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>856-753-9333</u> Fax: _____ Date: <u>9/26/16</u> E-Mail: <u>matt@danolt.com</u></p>