



TETRA TECH

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Addendum

Delaware Department of Correction
James T. Vaughn Correctional Center
Project Name: JTVCC BUILDING "23" - ROOF REPLACEMENT
OMB/DFM/DOC Contract No: MJ3804000094

Tt Project No.: 200-26912-16013

Addendum No. 01
to
Drawings and Project Manual

October 3, 2018

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated September 21, 2018

PROJECT MANUAL dated September 21, 2018

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

This ADDENDUM consists of one (1) pages and the following:

GENERAL CLARIFICATIONS

NONE

CHANGES TO PROJECT MANUAL

NONE.

CHANGES TO DRAWINGS

NONE

ATTACHMENTS

PRE-BID INFORMATION – AGENDA

PRE-BID MEETING SIGN IN SHEET

BID REGISTER

JTVCC BUILDING 23 – EXISTING ROOF PHOTOGRAPHS

END OF ADDENDUM No. 01



Pre-Bid Bid Information

Meeting Date: Friday, September 21, 2018 @ 9:00 a.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-26912-16013 JT Vaughn Correctional Center Building "23" - Roof Replacement / MJ3804000094

Regarding: General Pre-Bid Information - Agenda

**Item
Number**

Item

1. Project involves replacement of the existing Building 23 (MHU) roof at the Vaughn Correctional Center located in Smyrna, Delaware, with new SBS modified system on new tapered insulation at center penthouse area. Small shingle roof areas in the center penthouse area are also part of the base bid. Flat roof area work shall include replacement of the metal flashing, providing new strainers, and new clamping rings for existing roof drains/overflow roof drains. Alternate work shall include new shingle roofing system on existing plywood decking over metal decking at the four (4) housing wings. The sloped roof housing wing area work shall also include the replacement of the metal flashing and roofing accessories as required to complete the roof replacements. 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 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, October 11, 2018, 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.
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, Friday, October 5, 2018. Submit e-mails to Mr. Jim Selinka attention at james.selinka@tetrattech.com

8. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
9. The Bid Form – Subcontractor List shall be reviewed, which list five (5) Sub-Contractor as follows: Roofing, Mechanical, Plumbing, Electrical, and Caulking. 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. Last addenda, if required will be issued Monday, October 8, 2018.
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. All addenda are to be listed separately on the Bid Form (i.e. Addenda 1, 2, 3,etc.)
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 and must be locked at all times.
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. 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. Trucks should be kept clean, trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles. Contractors should therefore expect to perform approximately 6 hours of

work per day.

22. 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. No glass or cans permitted.
23. Contractors are advised that only limited movement will be permitted while inside the compound. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
24. All utility shutdowns must be coordinated with DOC Maintenance at 24 hours in advance.
25. 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.
26. The contingency allowance \$20,000.00 is to be included in your base bid.
27. The Pre-Bid walk-through for this project is scheduled for Wednesday, October 3, 2018 at 9:00 a.m. at James T. Vaughn Correctional Center. Ernie Kulhanek from the DOC shall provide security forms by e-mail for James T. Vaughn Correctional Center. It was requested that all contractors complete the form and must have their security clearance applications submitted by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us by Tuesday, September 25, 2018, close of business (COB), to allow time for the security clearance process. In addition, provide Mark Reynolds mark.reynolds@tetrattech.com and Joseph Dean Seely joseph.seely@state.de.us 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 9:00 a.m., you will not be permitted into the facility. Due to the fact that no cameras are permitted to be brought into the facility, Tetra Tech will arrange for photos to be provided to the contractors upon request. If contractors would like to bring a tape measure, they will need to submit a list of tools with the submission of their security clearance form.
28. 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 that they and all their sub-contractors have a Program in place. The Prime Contractor shall submit the form with their bid.
29. Contractors are advised that they are not to leave any blank spaces on the Bid Forms. All spaces are to be filled in.
30. Only Prime Contractors are required to submit a copy of their Delaware Business license with their bid.
31. This is a prison facility and all contractors need to follow DOC rules.
32. It is anticipated that this project will start immediately after the completion of building 22, but that cannot be guaranteed. The DOC would like to see both projects completed by the end of the year.



PREBID MEETING SIGN-IN SHEET

James T. Vaughn Correctional Center
Building 23 Roof Replacement

Tt PROJECT NO.: 200-26912-16013
DATE: September 21, 2018

	<u>Name</u>	<u>Company</u>	<u>Physical Address</u>	<u>Telephone</u>	<u>Fax</u>	<u>e-mail</u>
1	Jim Seliske	Tetra Tech	240 Continental Drive	302-283-2222	_____	james.seliske@tetratech.com
2	Kelly Martinovitch	DA NOTT	53 CROSS KEYS Rd Berlin, NJ	856 753 9333	856 753 9963	matt@da.nott.com
3	Eric Smeltzer	DOE	_____	_____	_____	eric.smeltzer@state.de
4	Sean Seely	DFM	_____	_____	_____	^{US} joseph.seely@state.de.us
5	MARK REYNOLDS	TETRA TECH	_____	_____	_____	mark.reynolds@tetratech.com
6	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____	_____

**James T. Vaughn Correctional Center
Building 23 Roof Replacement**

200-26912-16013

Bids Due: **2:00 PM** **Thursday, October 11, 2018**

**State of DE OMB/DFM
Thomas Collins Bldg., 3rd Floor, Suite 1
540 S. DuPont Highway
Dover, DE 19901**

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 100.00 per set

#01	Name of Company: <u>DA NOLT</u> Physical Address: <u>53 CROSS KEYS ROAD</u> City, State: <u>BERLIN, NJ 08009</u> Contact: <u>MATT OTT</u> ^{PRIME} GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>(856) 753-9333</u> Fax: <u>(856) 753-4963</u> Date: <u>9-21-18</u> E-Mail: <u>MATT@DANOLT.COM</u>
#02	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: <input type="checkbox"/> YES <input type="checkbox"/> NO Phone: _____ Fax: _____ Date: _____ E-Mail: _____
#03	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: <input type="checkbox"/> YES <input type="checkbox"/> NO Phone: _____ Fax: _____ Date: _____ E-Mail: _____

Photos Redacted