



240 Continental Drive, Suite 200  
Newark, DE 19713  
Tel: 302-738-7551  
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## **Addendum No. 1**

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Middle Building - Roof Replacement  
Plummer Community Correctional Center  
Wilmington, Delaware  
OMB/DFM Contract No.: M J3806000006  
Tt Project No.: 200-26912-16019

Addendum No. 1  
to  
Drawings and Project Manual

March 30, 2018

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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 March 23, 2018  
PROJECT MANUAL dated March 23, 2018 and

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

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

1.1 **CLARIFICATIONS**

- A. The attached Pre-bid Meeting Information Report was reviewed and the following information was discussed in the March 23, 2018 MANDATORY PRE-BID MEETING.
- B. See the attached Pre-Bid Meeting Sign in Sheet for attendees and the attached Register of Bid Documents for a list of Contractors whom have purchased sets.

1.2 **CHANGES TO PROJECT MANUAL**

- C. None at this time.

1.3 **CHANGES TO DRAWINGS**

- D. None at this time

**END OF ADDENDUM 01**

**Attachments:**

Pre-bid Information, dated 03-23-18 (3 pages)  
Pre-bid sign in sheet (1 page)  
Bid register (1 page)



## **Pre-Bid Bid Information Report**

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Meeting Date: Friday, March 23, 2018 @ 10:30 a.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-26912-16019 Plummer Community Corrections Center  
Middle Building - Roof Replacement / MJ3806000006

Regarding: General Pre-Bid Information Report

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### **Item Number**

### **Item**

1. Project involves work in three buildings of the Plummer Community Corrections Center located in Wilmington, Delaware: Cook, Middle and Todd's Lane. Cook and Middle buildings consist of replacement of the shingle roofing system, including plywood decking. Todd's Lane building consists of replacement of the shingle roofing system down to the existing plywood decking. Work also includes installation of new fascia, soffits, roof gutters, leaders and metal flashing/trim. Provide new curbs and flashing required for existing mechanical units indicated to remain. The roof area is approximately 9,152 square feet. This roofing system, along with all necessary accessories, will consider the particular requirements of the correctional facility. The roofing warranty will be 30 years from the date of Substantial Completion, with the first five years being non-prorated.
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance.
3. Project documents can be obtained from 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, April 19, 2018, 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 obtained bid documents from Tetra Tech will receive the ADDENDAS.
7. A site visit is scheduled for Thursday, April 12, 2018 at 10:30 am. Security forms will need to be submitted by e-mail no later than April 2, 2018 to Ramon DeJesus, [ramon.dejesus@state.de.us](mailto:ramon.dejesus@state.de.us). Contractors will email OMB/DFM project manager Joseph Dean Seely, [joseph.seely@state.de.us](mailto:joseph.seely@state.de.us) with list of proposed site visit

attendees.

8. 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, April 13, 2018. Submit e-mails to Mark Reynolds' attention at [mark.reynolds@tetrattech.com](mailto:mark.reynolds@tetrattech.com)
9. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
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, April 16, 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. List each Addendum individually on the Bid Form, (i.e. Addenda 1, 2, 3,etc.)
13. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
14. The Front End Specifications requires a two (2) year installers Warranty and Guarantee Period after acceptance by the Owner.
15. 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.
16. Facility restrooms are not available. Lockable Port-O-Sans shall be required.
17. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays and Sundays.
18. Contractors are required to sign in at the Main Entrance each morning before entering the facility. 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.
19. Trucks should be kept clean, trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
20. 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.
21. All utility shutdowns must be coordinated with DOC Maintenance.
22. 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. No dumpster will be allowed on site.
23. A contingency allowance of \$15,000.00 is to be included in your base bid.
24. The Bid Form – Subcontractor List shall be reviewed, which list five (5) Sub-

Contractor as follows: Roofing, Masonry, Carpentry, Mechanical, and Electrical. 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. Is everyone in agreement as to the Sub-list or are there any you want to add or delete? **Meeting Note: All persons in attendance Approved of the Sub-Contractor's List in the Bid Form.**

25. 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 both they and all their Sub-contractors have a program in place or will implement during the entire term of the Contract.**
26. Contractors are advised that they are not to leave any blank spaces on the Bid Forms. All spaces are to be filled in.
27. Only Prime Contractors are required to submit a copy of their Delaware Business license with their bid.
28. 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.
29. **Joseph Dean Seely noted that the work is at a prison facility, therefore all Contractor's employees shall follow DOC's rules and regulations.**
30. **Joseph Dean Seely noted all workers intending to go to the site and enter the facility must have security background forms with Prison Rape Elimination Act (PREA) filled out and Approved.**
31. **Joseph Dean Seely noted that there should be no delay in awarding the Project.**
32. **Joseph Dean Seely noted that there will be a Toilet Renovation project happening at the same time in the Middle Building which will have Contractors working below. The Cook and Todd's Lane Buildings will still have Offenders occupying the buildings. Contractor shall work with DOC to coordinate.**
33. **Joseph Dean Seely noted that Professional Roof Services, Inc. (PRS) will be on site daily full time.**
34. **Joseph Dean Seely noted that he has asked the facility if it will be ok for the Contractor's Foreman to have a cell phone while on site.**
35. **Joseph Dean Seely noted that all Contractor's employees shall eat lunch on the Project site and that limited movement will be allowed on site. No mingling with the Offenders.**



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

PLUMMER COMMUNITY CORRECTIONS CENTER  
MIDDLE BUILDING – ROOF REPLACEMENT

Tt PROJECT NO.: 200-26912-16016  
DATE: March 23, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Davin Malik	VBI	7300 N Dupont Hwy DC	302 678-6436		Tony@Venture.ca brox.
2 Rick Koster	Amaror	12 Clinton St	302 834-8664		Amaror@aol.com
3 Amy Cribb	CTA Roofing	91 Blue Hen Dr Newark	302 454-8551	302 454-8554	Mark@CTARoofing.c
4 Patrick Schutt	Commonwealth	Coast 215 Pinsky Linnier Ave	302 654-6611		BBooth@iiscommwealth
5 Rich Michel	D.A. Noll, Inc.	53 Cross Keys Rd. Berlin, DE	(856) 753-9333	753-4963	MATT@DANOLLT.COM
6 Dan Seely	OMB/DM				joseph.seely@state.de.us
7 Eric Smeltzer	DOC		857-5261		eric.smeltzer@state.de.us
8 Mark Reynolds	TETRA TECH	240 CONTINENTAL DRIVE NEWARK, DE 19713	302-738-7557	302	mark.reynolds@tetratech.com
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**Middle Building - Roof Replacement  
Plummer Community Corrections Center**

26912-16019

Bids Due: **2:30 p.m., Thursday, April 19, 2018 at**  
**Office of Management and Budget/Division of Facilities Management**  
**Thomas Collins Building - Conference Room**  
**540 S. Dupont Hwy, Ste 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>DA NOLT</u></p> <p>Physical Address: <u>53 CROSS KEYS ROAD</u>            City, State: <u>BERLIN, NJ. 08009</u></p> <p>Contact: <u>MATT OTT</u> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <u>PRIME</u></p> <p>Phone: <u>856-753-9333</u></p> <p>Fax: <u>856-753-4963</u> Date: <u>3-23-18</u></p> <p>E-Mail: <u>MATT@DANOLT.COM</u></p>
<p><b>#02</b></p>	<p>Name of Company: <u>C.T.A. ROOFING &amp; WATERPROOFING, INC.</u></p> <p>Physical Address: <u>91 BLUE HEN DRIVE</u>            City, State: <u>NEWARK, DE 19713</u></p> <p>Contact: <u>MARK CRIBB</u> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <u>PRIME</u></p> <p>Phone: <u>302-454-8551</u></p> <p>Fax: <u>302-454-8554</u> Date: <u>3-23-18</u></p> <p>E-Mail: <u>MARK@CTAROOFFING.COM</u></p>
<p><b>#03</b></p>	<p>Name of Company: <u>Commonwealth Construction Co.</u></p> <p>Physical Address: <u>PO Box 918</u>            City, State: <u>Wilmington, DE 19899</u></p> <p>Contact: <u>Dave McCarthy</u> GC: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Phone: <u>302-654-6611</u></p> <p>Fax: <u>302-654-2604</u> Date: <u>3/29/18</u></p> <p>E-Mail: <u>dmcCarthy@itscommonwealth.com</u></p>