

**Addendum  
No. 1**

Date: December 17, 2024

Project: William Penn Building East Wing Restroom Renovations  
MC1002000826

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The information herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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**Pre-Bid Meeting**

1. The mandatory Pre-Bid Meeting was held on December 16, 2024. A copy of the Pre-bid Meeting Minutes and the sign-in sheet are attached.

**General Clarifications**

1. Drawings and specifications posted on the Bid Solicitation Directory are watermarked "NOT FOR BIDDING." Drawings and specifications for bid are available at RCI. Bidders must purchase the bid documents in order to be on the bidders' list.

**Changes to Specifications**

1. 00 41 12 – Bid Form
  - a. Replace the Bid Forms in their entirety with the attached.
  - b. Revised Subcontractor List to include the following:
    - i. Carpentry
    - ii. Tiling
    - iii. Plumbing
    - iv. Electrical
    - v. Painting
    - vi. Fire protection
    - vii. Fire Alarm

**Attachments**

1. Pre-bid Meeting Minutes.
2. Pre-Bid Sign-In Sheets.
3. 00 41 12 – Bid Forms.

END

## Pre-Bid Meeting Minutes

Date: December 16, 2024 @ 10:00 AM

Project: William Penn Bldg. East Wing Restroom Renovations

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The information herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time.

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### General

1. Project Identification:

**DFM Project #MC1002000826**

**StudioJAED Project #23118**

**William Penn Building East Wing Restroom Renovations**

2. Attendance at this meeting is a prerequisite for bidding on this contract. The pre-bid meeting sign-in sheets are attached to these minutes.

Each individual must sign in for themselves and not for anyone that is not present.

3. Sealed bids for **OMB/DFM Contract No. MC1002000826 – State of Delaware – William Penn Building East Wing Restroom Renovations**, will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management until **2:00 PM local time on Friday, January 3, 2025** at the Haslet Armory, 1<sup>st</sup> Floor, 122 Martin Luther King Blvd. South, Dover, DE 19901. Bidder bears the risk of late delivery. Any bids received after the stated time will not be considered. Bids will be publicly opened and read aloud in the Conference Room at 2:00pm on Friday, January 3, 2025.
4. The deadline for requests for substitutions to StudioJAED is **Tuesday December 24, 2024 at 2:00 pm.**
5. The deadline for requests for information to StudioJAED is **Monday December 30, 2024 at 5:00 pm.**
6. All bidders' requests and questions are to be submitted via email to Dan Ridgely at StudioJAED.

[ridgelyd@studiojaed.com](mailto:ridgelyd@studiojaed.com)

All responses will be issued via Addendum.

Verbal communication from A/E and Owner is non-official and non-binding. Only written communications are included as bid and contract documents.

7. Digital bid documents should be purchased at RCI Printing and Graphics. All addenda will be distributed by RCI or found on the State of Delaware Bid Solicitation Directory website.
8. General Project Scope Review
  - a. Renovation of first and second floor restrooms in the East Wing of the William Penn Building.
  - b. Associated mechanical, electrical, plumbing, and fire protection work.

#### 9. Bid Form Review

- a. Complete forms as presented via addenda or in the Specifications, do not edit or alter.
- b. Provide all information requested in full or bid will not be accepted.
- c. Acknowledge all addendums as individual items.
- d. Contract time shall indicate full contract time from Notice to Proceed through Substantial Completion.
- e. Include all attachments indicated on the Bid Form.
- f. Contractor to provide Affidavit of Employee Drug Testing Program with submission of bids. Subcontractor's Employee Drug Testing Forms will be required, post bid, from the successful bidder.
- g. List all Sub-contractors and any third-tier sub-contractors performing work. If Contractor is self-performing work, the Contractor must list their company name on the sub-contractor list. Do not abbreviate company names on the subcontractor list.
- h. Receipt of all addenda must be listed on the Bid Form as 1, 2, 3, etc., not as 1-3.

#### 10. Sub-Contractor List Review

- a. It is suggested that the following trades will be included as listed contractors:
  - i. Carpentry
  - ii. Tiling
  - iii. Plumbing
  - iv. Electrical
  - v. Painting
  - vi. Fire protection
  - vii. Fire Alarm

#### 11. There are (3) Alternates:

1. Provide and install wall tile and grout as indicated in the Bid Documents.
2. Provide and install automatic door opening systems and associated electrical work as indicated in the Bid Documents.
3. Provide various toilet accessories listed as indicated in the Bid Documents.

#### 12. Allowances Review

- a. Allowance No. 1: Owner's Contingency – For general contingencies and repairs, the remaining balance of which is to be returned to the Owner by credit change order at project conclusion. Twenty thousand dollars (\$ 20,000.00)

#### 13. Prevailing Wage Project

- a. 2024 wage rates for building construction apply. These are included on the Bid Solicitation Directory and are included in the bid documents.

#### 14. Schedule

- a. The Owner anticipates Contract award within approximately (30) days of the bid opening. The successful Contractor will be required to execute the Contract and provide associated bonds and insurance certificates within 20 days of Notice of Award.

#### 15. Contractor Use of Premises

- a. Work Hours:
  - i. Work hours are between 7:00 am to 3:00 pm, Monday through Friday. Alternate hours will be considered on a special-need basis.
- b. Owner Use and Occupancy:
  - i. Buildings and site will remain occupied throughout construction.
  - ii. The building is a 24/7 operating facility.
- c. Use of Premises:
  - i. Background checks through SBI are required for all personnel that will be on site.
  - ii. Existing building spaces may not be used for storage.
  - iii. A designated area on the East side of the site will be provided for laydown and storage. Contractor shall provide secure fencing with lockable gate.
  - iv. Contractor parking shall be designated on the East side of the site.
  - v. Contractor shall provide their own secured portable restroom.
  - vi. Contractor shall not block corridors and shall maintain Corridor access to adjacent spaces and means of egress throughout the course of the renovations.
  - vii. Mondays and Tuesdays are preferred for operations that produce noise since most staff work from home those days.
  - viii. The superintendent will be required to receive an access badge at the beginning of each workday and to return the badge at the end of the workday.
- d. Utilities:
  - i. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7-day notice to Owner and authorities having jurisdiction.
  - ii. Prevent accidental disruption of utility services to other facilities. Do not disrupt power or water service without 7-day notice to Owner.
  - iii. Contractor may use power and water from the building. Contractor is responsible for making connections and for distribution to the work area and for maintaining building security.

#### 16. Permitting

- a. All construction permit submissions and fees shall be submitted and paid for by the contractor.
- b. No impact fees are anticipated.

#### 17. Contract Award

- a. The successful Bidder shall provide, at least two business days prior to contract execution, copies of Employee Drug Testing Programs for the Bidder and all listed Subcontractors as well as the Bidders Craft Training Affidavit. Contracts will not be distributed until these items are received, reviewed, and approved.
- b. The successful Bidder shall execute formal copies of the Contract (2 original hard copies), accompanied by the required Certificate of Insurance, State of Delaware Business Licenses for the Bidder and all Subcontractors, and good and sufficient Performance and Payment Bonds (original hard copies). Bond forms are included in the Specifications.

18. Site Walk Throughs

- a. Submission of your bid indicates that you have visited the site and are familiar with the conditions of the project.
- b. A second, optional contractor walk through is available on Monday December 23, 2024 at 10:00am. Interested contractors should meet Frank Masset in the William Penn Building Lobby at that time.

**END**

Project: 23118/William Penn Bldg E Wing Restroom Improvements  
 Project No.: OMB / DFM Contract Project No. MC1002000826 Start Time: 10:15am  
 Time and Date: 10:00 AM / December 16, 2024 End Time: 10:47am

**PRE-BID MEETING SIGN IN SHEET  
 (INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)**

REPRESENTATIVE	FIRM / PHONE / FAX / EMAIL	TIME SIGNED
1. <u>Larry Batton</u>	<u>Batton Builders</u> (FIRM) <u>410 398-0800</u> (PHONE) <u>kwilhelm@battonbuilders.com</u> (EMAIL)	In: <u>8:55</u> Out: _____

2. <u>SCOTT CAPALDI</u>	<u>CRITICAL DESIGN &amp; CONST</u> (FIRM) <u>302 588 4406</u> (PHONE) <u>BIDSE@CDACORP.NET</u> (EMAIL)	In: <u>9:50</u> Out: _____
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3. <u>Robin Schurman</u>	<u>BRS Consulting, Inc</u> (FIRM) <u>302-786-2326</u> (PHONE) <u>robin@brsconinc.com</u> (EMAIL)	In: <u>9:50</u> Out: _____
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4. <u>Brian Mathews</u>	<u>BSS contractors</u> (FIRM) <u>484 256 4986</u> (PHONE) <u>Bsmith@BSScontractor.com</u> (EMAIL)	In: <u>9:55</u> Out: _____
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5. <u>Jim Valentine</u>	<u>APPLE ELECTRIC</u> (FIRM) <u>302-645-5105</u> (PHONE) <u>jappleestimates@gmail.com</u> (EMAIL)	In: <u>9:55</u> Out: _____
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Jim Fox  
 DFM  
 302-922-1062  
 jim.fox@delaware.gov

Project: 23118/William Penn Bldg E Wing Restroom Improvements  
 Project No.: OMB / DFM Contract Project No. MC1002000826 Start Time:  
 Time and Date: 10:00 AM / December 16, 2024 End Time: \_\_\_\_\_

**PRE-BID MEETING SIGN IN SHEET  
 (INDIVIDUALS MAY ONLY SIGN IN FOR THEMSELVES)**

	REPRESENTATIVE	FIRM / PHONE / FAX / EMAIL	TIME SIGNED
6.	Frank Masset	DTI 739-9658 (FIRM) Frank.masset@delaware (PHONE) (EMAIL)	In: 1015 Out: _____
7.	CHRISTIAN PRESTIPINO	APPLE ELECTRIC (FIRM) (PHONE) (302) 645-5105 (EMAIL) N/A	In: 9:55 Out: _____
8.	Kevin O'Neal	conventional builders (FIRM) (PHONE) (302) 422-2429 (EMAIL) conventionalbuilders@info.com	In: _____ Out: _____
9.	Lisa Hott	J. Hott Refrig. A/C (FIRM) (PHONE) 302-697-3050 (EMAIL) Lisahott@HottHVAC.com	In: _____ Out: _____
10.	Buddy Messick	J & B Electrical (FIRM) (PHONE) 302-554-3678 (EMAIL) Buddy@jbelectrics.net	In: 9155 Out: _____

DAN RIDGELY, AIA

STUDIOJAED  
(302) 832-1652  
ridgelyd@studiojaed.com

JACK EBERT

DK CONSTRUCTION SERVICES  
610 883 3132

DKCONSTRUCTIONSERVICESLLC.COM

Greg Thompson

Conventional Builders Inc.  
Info@conventionalbuildersinc.com  
302-422-2429  
302-422-2135 - FAX

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302-738-7333

Michael Forgele

Trash Out Services  
MForgele@trashoutusa.com  
610-717-8830

Melissa Welsh

TRICON CONSTRUCTION MANAGEMENT  
mwelsh@TRICONTRISTATE.COM  
610-713-1289

**William Penn Building – East Wing Restroom Renovations**  
**801 Silver Lake Boulevard**  
**Dover, Delaware 19904**  
**OMB/DFM Contract #MC1002000826**

**BID FORM**

**For Bids Due:** \_\_\_\_\_ **To:** OMB/ Division of Facilities Management  
(Date) 122 Martin Luther King Jr Blvd South  
Dover, DE 19901

**Name of Bidder:** \_\_\_\_\_

**Delaware Business License No.:** \_\_\_\_\_ **Taxpayer ID No.:** \_\_\_\_\_

**(Other License Nos.):** \_\_\_\_\_

**Phone No.:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax No.:** ( ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

\$ \_\_\_\_\_  
( \$ )

**ALLOWANCES**

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

ALLOWANCE No. 1: Include an allowance entitled “General Owner’s Allowance” in the amount of \$20,000.00. This allowance will be utilized by the Owner for Owner-elected changes to the work. Any or all unused allowance monies shall be returned to the Owner via a credit change order at the end of the project. This allowance shall be carried as an individual line item on the Application for Payment.

Acknowledge / Initial: \_\_\_\_\_

**ALTERNATES**

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An “ADD” or “DEDUCT” amount is indicated by the crossed out part that does not apply.

ALTERNATE No. 1: Provide and install wall tile and grout as indicated in the Bid Documents.

Add / Deduct: \$ \_\_\_\_\_  
( \$ )

ALTERNATE No. 2: Provide and install automatic door opening systems and associated electrical work as indicated in the Bid Documents.

Add / Deduct: \$ \_\_\_\_\_  
( \$ \_\_\_\_\_ )

ALTERNATE No. 3: Provide various toilet accessories listed as indicated in the Bid Documents.

Add / Deduct: \$ \_\_\_\_\_  
( \$ \_\_\_\_\_ )

**William Penn Building – East Wing Restroom Renovations  
801 Silver Lake Boulevard  
Dover, Delaware 19904  
OMB/DFM Contract #MC1002000826**

**BID FORM**

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
- Affidavit of Contractor Qualifications
- Bid Security
- (Others as Required by Project Manuals)

**William Penn Building – East Wing Restroom Renovations**  
**801 Silver Lake Boulevard**  
**Dover, Delaware 19904**  
**OMB/DFM Contract #MC1002000826**

**BID FORM**

**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 &amp; State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Carpentry	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Tiling	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**William Penn Building – East Wing Restroom Renovations**  
**801 Silver Lake Boulevard**  
**Dover, Delaware 19904**  
**OMB/DFM Contract #MC1002000826**

**BID FORM (Continued)**

3.	Plumbing	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
4.	Electrical	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
5.	Painting	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

**William Penn Building – East Wing Restroom Renovations**  
**801 Silver Lake Boulevard**  
**Dover, Delaware 19904**  
**OMB/DFM Contract #MC1002000826**

**BID FORM (Continued)**

6.	Fire Protection	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
7.	Fire Alarm	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

**William Penn Building – East Wing Restroom Renovations  
801 Silver Lake Boulevard  
Dover, Delaware 19904  
OMB/DFM Contract #MC1002000826**

**BID FORM**

**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 William Penn Building – East Wing Restroom Renovations, 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.**

**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\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

**William Penn Building – East Wing Restroom Renovations  
801 Silver Lake Boulevard  
Dover, Delaware 19904  
OMB/DFM Contract #MC1002000826**

**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 \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**