

**Addendum
No. 1**

Date: July 22, 2026

Project: Archives Shingle Roof Replacement
DFM Project #MC1002001090

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.

Pre-Bid Meeting

1. The mandatory Pre-Bid Meeting was held on July 21, 2026. A copy of the Pre-bid Meeting Minutes and sign-in sheets are attached.

General Clarifications

1. 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

2. 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. Roofing
 - ii. Masonry
 - iii. Lightning Protection

Attachments

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

END

**Pre-Bid
Meeting
Minutes**

Date: July 21, 2026 @ 10:00 AM

Project: Archives Shingle Roof Replacement

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.

General

1. Project Identification:

DFM Project #MC1002001090
StudioJAED Project #25072
Archives Shingle Roof Replacement

2. Attendance at this meeting is a prerequisite for bidding on this contract.

Each individual must sign in for themselves and not for anyone that is not present. The sign-in sheet is attached to these minutes.

3. Sealed bids for **OMB/DFM Contract No. MC1002001090 Archives Shingle Roof Replacement** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, by way of the Bonfire Portal at <https://DFM.bonfirehub.com> until 1:30pm local time on Thursday August 6, 2026. Bidder bears the risk of late submission.

4. Bids will be opened and read aloud at 2:30pm local time on Thursday August 6, 2026 at the Haslet Armory, 122 Martin Luther King Blvd. S., Dover, DE 19901.

5. The deadline for requests for substitutions to StudioJAED is **Friday July 24, 2026 at 5:00 pm.**6. The deadline for requests for information to StudioJAED is **Friday July 31, 2026 at 5:00 pm.**

7. All bidders' requests and questions are to be submitted via email to Dan Ridgely at StudioJAED.

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.

8. 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.

9. General Project Scope Review

- a. Removal of existing asphaltic and ballasted roof systems and installation of new TPO roof system at low slope roof areas.
- b. Removal of existing wood shingle roof system and installation of new synthetic slate roof system at steep slope roof areas.

- c. Removal and replacement of flat seamed metal roofing and shingles at sidewalls of (4) arched dormers.
- d. Removal, replacement, and recertification of existing lightning protection system within the areas of work.
- e. Installation of new roof hatch with guardrail system, ladder, and structural steel support posts for the ladder.
- f. Removal and replacement of metal louvers and associated sealants and flashing.
- g. Masonry repairs at chimney.
- h. Associated demolition and construction.

10. 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 Closeout.
- 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.
- h. If Contractor is self-performing work, the Contractor must list their company name on the sub-contractor list.
- i. Do not abbreviate company names on the subcontractor list.

11. Sub-Contractor List Review

- a. It is suggested that the following trades will be included as listed contractors:
 - i. Roofing
 - ii. Masonry
 - iii. Lightning Protection

12. There are no Alternates.

13. 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-five thousand dollars (\$ 25,000.00)

14. Prevailing Wage Project

- a. 2026 wage rates for building construction apply. These are included on the Bid Solicitation Directory and are included in the bid documents.

15. 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.

16. Contractor Use of Premises

- a. Work Hours:
 - i. Work hours are between 8:00 am to 4:30 pm, Monday through Friday. Alternate hours will only be considered on a special-need basis.
- b. Owner Use and Occupancy:
 - i. Buildings and site will remain occupied throughout construction.
 - ii. Keep all entrances and exits open during construction.
 - iii. Provide overhead protection at entrances and exits.
 - iv. Do not obstruct roadways, sidewalks, or other public ways without permit.
- c. Use of Premises:
 - i. Existing building spaces may not be used for storage.
 - ii. A designated area will be provided for laydown and storage. Contractor shall provide secure fencing with lockable gate.
 - iii. Parking is not available on site. Contractor is responsible for securing and paying for parking in town.
 - iv. Contractor shall provide secure portable restroom.
 - v. Contractor shall provide access to the roof. Contractor access through the buildings will not be permitted.
- 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.
 - iv. Contractor is responsible for making connections and for distribution to the work area and for maintaining building security.

17. Permitting

- a. All construction permit submissions and fees shall be by the contractor.
- b. A City of Dover building permit will be required.

18. 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.

19. Site Walk Through

- a. Submission of your bid indicates that you have visited the site and are familiar with the conditions of the project.
- b. An optional contractor walk through at the roof was conducted at the end of the meeting.
- c. Existing conditions photographs are available to plan holders upon request.

END

Project: 25072/ Archives Shingle Roof Replacement
Project No.: OMB / DFM Contract Project No. MC1002001090 Start Time: 10:00am
Time and Date: 10:00 AM / July 21, 2026 End Time: 10:45am

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

REPRESENTATIVE	FIRM / PHONE / FAX / EMAIL	TIME SIGNED
1. <u>Micah Megaw</u>	<u>D. A. Noft, Inc.</u> (FIRM) 609 856-753-9333 (PHONE) <u>matt@danolt.com</u> (EMAIL)	In: <u>10:00</u> Out: _____
2. <u>Spiros Cassinos</u>	<u>Firstline CONTRACTOR</u> (FIRM) 718 721 0080 (PHONE) <u>OFFICE@firstlinegc.com</u> (EMAIL)	In: <u>10:00</u> Out: _____
3. <u>Matt Reoli</u>	<u>Detwiler Roofing</u> (FIRM) 717-200-4000 (PHONE) <u>bids@detwilerroofing.com</u> (EMAIL)	In: <u>10:00</u> Out: _____
4. <u>Lynne Kreis</u>	<u>WINCHESTER ROOFING CORPORATION</u> (FIRM) 215. 917. 9443 (PHONE) <u>LYNNE@WINCHESTERNT.COM</u> (EMAIL)	In: <u>10:00</u> Out: _____
5. <u>Don Campanese</u>	<u>Domar Roofing</u> (FIRM) 610 636 5879 (PHONE) <u>DomarContracting@AOL.com</u> (EMAIL)	In: <u>10:00</u> Out: _____

Project: 25072/ Archives Shingle Roof Replacement
Project No.: OMB / DFM Contract Project No. MC1002001090 Start Time:
Time and Date: 10:00 AM / July 21, 2026 End Time: _____

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

REPRESENTATIVE	FIRM / PHONE / FAX / EMAIL	TIME SIGNED
6. <u>Ryan Jackson</u>	<u>Amako Inc</u> (FIRM) <u>302-593-3311 834-8664</u> (PHONE) <u>Amako@AOL.com</u> (EMAIL)	In: <u>10:00</u> Out: _____
7. <u>CLIVE DIAZ</u>	<u>STRATIFIED</u> (FIRM) <u>202-360-193</u> (PHONE) <u>estimating@stratified.us</u> (EMAIL) <u>cdiaz@stratified.us</u>	In: <u>10:00</u> Out: _____
8. <u>DAN RIDGELY</u>	<u>STUDIO JAED</u> (FIRM) <u>(302) 832-1652</u> (PHONE) <u>ridgelyd@studiojaed.com</u> (EMAIL)	In: <u>9:45a</u> Out: _____
9. _____	_____ (FIRM) _____ (PHONE) _____ (EMAIL)	In: _____ Out: _____
10. _____	_____ (FIRM) _____ (PHONE) _____ (EMAIL)	In: _____ Out: _____

Archives Shingle Roof Replacement
OMB/DFM Contract No. MC1002001090

BID FORM

To: OMB/ Division of Facilities Management
122 Martin Luther King Jr. Blvd S.
Dover, DE 19901

Delaware Public Archives Building – Archives Shingle Roof Replacement
Delaware Public Archives, 121 Martin Luther King, Jr. Boulevard Dover, DE 19901
Contract No. MC1002001090

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
Affidavit of Craft Training Compliance
Bid Security
(Others as Required by Project Manuals)

Delaware Public Archives Building – Archives Shingle Roof Replacement
Delaware Public Archives, 121 Martin Luther King, Jr. Boulevard Dover, DE 19901
Contract No. MC1002001090

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 & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Roofing			
A.			
B.			
C.			
2. Masonry			
A.			
B.			
C.			

3. Lightning Protection

A.

B.

C.

Delaware Public Archives Building – Archives Shingle Roof Replacement
Delaware Public Archives, 121 Martin Luther King, Jr. Boulevard Dover, DE 19901
Contract No. MC1002001090

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 (*Contract Number MC1002001090*) 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.

Delaware Public Archives Building – Archives Shingle Roof Replacement
Delaware Public Archives, 121 Martin Luther King, Jr. Boulevard Dover, DE 19901
Contract No. MC1002001090

**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.