



## ADDENDUM 02 TO CONTRACT DOCUMENTS

**Date:** September 15, 2026

**To:** Bidders

**From:** Becker Morgan Group, Inc.

**Copies:** State of Delaware  
Office of Management & Budget  
Division of Facilities Management

**Project:** **Reith Hall Stained Glass Window Restoration**  
304 S Governors Ave, Dover, DE 19904

**Project Number:** BMG Project No. 2024082.00  
State Contract No. MC2006000214

**Subject:** **ADDENDUM No. 02**

**NOTICE:** Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the contract documents dated July 29, 2026 and any previously issued addenda, thereby incorporating these items into the contract.

### PRE-BID MEETING MINUTES:

| Item No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01     | <b>A MANDATORY Pre-Bid Meeting was held on Tuesday, September 01, 2026, at 2:00 p.m. in the Dover office of Becker Morgan Group and onsite at Reith Hall.</b> DFM and BMG conducted the meeting. Meeting concluded at approximately 2:45 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.02     | Project representatives were introduced: <ul style="list-style-type: none"><li>• Courtney Lynahan (DOS), <a href="mailto:courtney.lynahan@delaware.gov">courtney.lynahan@delaware.gov</a></li><li>• Chip Lieber (OMB), <a href="mailto:chip.lieber@delaware.gov">chip.lieber@delaware.gov</a></li><li>• Derek Dutton (Becker Morgan Group), <a href="mailto:ddutton@beckermorgan.com">ddutton@beckermorgan.com</a></li></ul>                                                                                                                                                                                                                                                                                       |
| 1.03     | A list of bidders was created. See pre-bid attendance sheet attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.04     | <b>Bids are due Wednesday, September 23, 2026 @ 1:00 pm, via the Bonfire Portal ONLY</b> <ul style="list-style-type: none"><li>• No bids will be accepted after this time. Bids will be opened at 2:00pm at Haslet Conf. 133</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.05     | Bid submissions should include proper bid documents as enclosed in the project manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.06     | All bond forms and requirements are outlined in the project manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.07     | Subcontractor lists should be included with bid as per the design manual. <ul style="list-style-type: none"><li>• All attending were made aware that ALL Subcontractors must be listed, if self-performing, the General Contractor must list themselves, no Subcontractor shall be left blank or listed as "NA".</li><li>• All attending was made aware the third-tier subcontractors MUST be listed on the Subcontractor List where indicated by line A, B &amp; C. If additional third-tier subcontractors are needed they should be penciled in and labeled as D, E, etc. If there are no third-tier subcontractor or less than the three indicated on the form, the lines are to be left "blank", no</li></ul> |

**Addendum 02**

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Dover, Delaware  
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|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <p>third-tier Subcontractor shall be listed as “NA”.</p> <ul style="list-style-type: none"> <li>All attending were made aware that no abbreviations shall be used when filling out subcontractor list. Entries must reflect full names as shown on the party’s business license.</li> <li><b>Failure to correctly fill out the subcontractor list may result in the bid being rejected.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                          |
| 1.08  | The project is a state project and will require State of Delaware current Prevailing Wage Rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.09  | <p>Bidder’s Requests for Information (RFI) may be submitted electronically to Becker Morgan Group and DFM; Attn: Derek Dutton (<a href="mailto:ddutton@beckermorgan.com">ddutton@beckermorgan.com</a>) and Chip Lieber (<a href="mailto:chip.lieber@delaware.gov">chip.lieber@delaware.gov</a>).</p> <ul style="list-style-type: none"> <li>RFI’s must be submitted via email.</li> <li><b>Submissions must be a separate .pdf file attachment on company letterhead and the contractor’s RFI number.</b></li> <li>RFI’s submitted in the body of the email will be returned unanswered with a request for proper submission format.</li> <li>RFI’s may <b>NOT</b> be submitted directly to project consultants. Any RFI’s submitted in this manner will be ignored.</li> </ul> |
| 1.10  | Any substitution requests should be submitted for architect’s approval per project manual instructions prior to use. Substitutions must comply with the physical and performance properties of the Basis of Design                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.11  | <p>Last date and time for RFI submission will be Sunday, September 20, 2026 @ 4:00 pm.<br/> Last addendum will be issued no later than Monday, September 21, 2026 @ 4:00 pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.12  | Contracting requirements are as outlined in the project manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.13  | Bidders should include a contingency allowance of \$10,000.00. Any requests for use of allowance funds must be completed via the State of Delaware’s Allowance Authorization Form, included in the project manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.14  | <p>Bid documents are available electronically at Becker Morgan Group, \$25.00 non-refundable, checks to be made out to <b>Becker Morgan Group, Inc.</b> Call or email in advance. Documents will be delivered via email.</p> <ul style="list-style-type: none"> <li>Payment may also be made electronically by visiting the bottom of the Becker Morgan Group website <a href="http://www.beckermorgan.com">www.beckermorgan.com</a>.</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| 1.15  | BMG/DFM reviewed the scope of the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.16  | All permitting required is the responsibility of the Contractor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.17  | All inspections required are the responsibility of the Contractor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.18  | Access to the facility and all work must be coordinated through DOS Historical & Cultural Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.19  | <p>Use of Site:</p> <ul style="list-style-type: none"> <li>There is very little area on-site for contractor staging area. No area will be designated, but daily staging can be made directly behind the building.</li> <li>There is no area on-site for contractor parking. Parking will need to be on-street and contractor will need to coordinate with City of Dover.</li> <li>Contractor must provide portable toilets. No use of building facilities shall be permitted.</li> <li>The area around the Hall is an active cemetery that is not owned by the State of Delaware. Absolutely no storage, staging, or work may be performed within the graveyard area.</li> </ul>                                                                                                |
| 1.120 | <p>Work Restrictions:</p> <ul style="list-style-type: none"> <li>Work hours per City of Dover requirements and facility staff coordination.</li> <li>Weekend or after hours work per City of Dover requirements and facility staff coordination.</li> <li>Drug screening is required for all workers on the site.</li> <li>No tobacco, alcohol, controlled substances, or weapons are permitted on site at any time.</li> <li>Additional security is at contractor discretion only.</li> </ul>                                                                                                                                                                                                                                                                                  |

**Addendum 01**

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**RFI's**

*(Italicized questions still pending)*

*(Shaded questions answered in previous Addenda)*

| Item | Description |
|------|-------------|
| 2.01 | <u>N/A</u>  |

**PROJECT MANUAL CHANGES:**

| Item | Description |
|------|-------------|
| 3.01 | N/A         |

**DRAWING CHANGES:**

| Item | Description |
|------|-------------|
| 4.01 | N/A         |

**LIST OF ATTACHMENTS**

| Item | Description                               |
|------|-------------------------------------------|
| 5.01 | OMB-MC2006000214-forms                    |
| 5.02 | OMB-MC2006000214-PreBidAttendanceComplete |

**END OF ADDENDUM 01**

# **BID FORM**

**To:** State of Delaware  
Office of Management and Budget  
Division of Facilities Management  
122 Martin Luther King, Jr. Blvd. South  
Dover, DE 19901

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

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

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

Contingency Allowance No. 1: Ten Thousand Dollars  
(\$ 10,000.00 )

Allowance Inclusion Acknowledged by: \_\_\_\_\_ (Bidder to Initial)

REITH HALL STAINED GLASS WINDOW RESTORATION  
DOVER, KENT COUNTY, DELAWARE  
MC2006000214

**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)

REITH HALL STAINED GLASS WINDOW RESTORATION  
DOVER, KENT COUNTY, DELAWARE  
MC2006000214

**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 #<br/>or Delaware Business license #</u> |
|-------------------------------|----------------------|-----------------------------------|-------------------------------------------------------------------------|
| 1. Stained Glass Restoration  | _____                | _____                             | _____                                                                   |
| A.                            | _____                | _____                             | _____                                                                   |
| B.                            | _____                | _____                             | _____                                                                   |
| C.                            | _____                | _____                             | _____                                                                   |
| 2.                            | _____                | _____                             | _____                                                                   |
| A.                            | _____                | _____                             | _____                                                                   |
| B.                            | _____                | _____                             | _____                                                                   |
| C.                            | _____                | _____                             | _____                                                                   |

REITH HALL STAINED GLASS WINDOW RESTORATION  
DOVER, KENT COUNTY, DELAWARE  
MC2006000214

**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 MC2006000214 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.**

REITH HALL STAINED GLASS WINDOW RESTORATION  
DOVER, KENT COUNTY, DELAWARE  
MC2006000214

**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.**

**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.**



ARCHITECTURE  
ENGINEERING

## Pre-Bid Meeting Attendance

Date: 09/01/2026

Time: 2:00 pm

Project: Reith Hall – Stained Glass Window Restoration

BMG Project #: 2024082.00

Location: 304 S. Governors Ave., Dover, Delaware 19901

Name

Company

Email

MATTHEW KENDALL

VINTAGE GLASS WORKS

MATTHEW@VINTAGEGLASSWORKS.COM

Nathaniel Berry

Vintage Glass Works

nate@vintageglassworks.com

LC Bathon

Lawrence C Bathon Builders

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