



*Ring W. Lardner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.*

**NORTHEAST STATE SERVICE CENTER  
REIMAGINING PROJECT  
1624 JESSUP STREET  
DBF #0586B042.N01 ❖ OMB/DFM #MC3512000045B  
OCTOBER 7, 2026**

**ADDENDUM NO. 1**

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item 1: The pre-bid meeting minutes are attached to this addendum.

Item 2: The Bid Form has been revised to include the subcontractor list and is attached to this addendum.

**END OF ADDENDUM**

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**PREBID MEETING MINUTES  
NORTHEAST STATE SERVICE CENTER REIMAGINING PROJECT  
WILMINGTON, DELAWARE  
DBF #0586B042.N01 ♦ OMB/DFM #MC3512000045B  
OCTOBER 7, 2026**

***In Attendance***

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|                               |                   |                                                                                      |
|-------------------------------|-------------------|--------------------------------------------------------------------------------------|
| OMB/DFM:                      | Chip Lieber       | <a href="mailto:chip.lieber@delaware.gov">chip.lieber@delaware.gov</a>               |
| DMS:                          | Mike Rapposelli   | <a href="mailto:Michael.rapposelli@delaware.gov">Michael.rapposelli@delaware.gov</a> |
|                               | Anthony Rachielle | <a href="mailto:Anthony.rachielle@delaware.gov">Anthony.rachielle@delaware.gov</a>   |
| Davis, Bowen & Friedel, Inc.: | Alicia Carter     | <a href="mailto:arc@dbfinc.com">arc@dbfinc.com</a>                                   |

*Contractor attendees:* See attached sign-in sheet.

***Items Discussed***

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1. Attendance at the pre-bid is mandatory for general contractors to submit a bid. An attendance list is attached. A brief project description was given by DBF.
2. Bids will be accepted until 1:30 p.m. local time on October 27, 2026, on Bonfire Portal. Bids may also be delivered in person to Haslet Armory, 122 Martin Luther King Jr. Blvd South, Dover, DE 19901 no later than the date and time indicated above. Bids will be read in the conference room at the Haslet Armory, 122 Martin Luther King Jr. Blvd South, Dover, DE 19901, at 2:30 p.m. If the bid date and time change, the revised bid date and time will be issued via written Addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email [mpb@dbfinc.com](mailto:mpb@dbfinc.com) no later than close of business on October 19, 2026. All substitution requests need to be submitted by October 15, 2026. No addenda will be issued 2 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.
4. Bid forms must be submitted along with a Bid Bond equal to ten percent of the bid price and all add alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. Performance and Payment Bonds equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bonds must also cover the allowance and alternates. No construction schedules are required with the bid.

5. Contractor shall note the projected contract duration on the Bid Form. Contract duration is the time from issuance of the Purchase Order to Substantial Completion.
6. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The subcontractor list shall include the following trades: carpentry, flooring, painting, mechanical, electrical, fire alarm, structured cabling.
7. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the City of Wilmington prior to execution of the contract.
8. General Contractors who wish to receive addenda directly and be on the bidders list must purchase one (1) set of bid documents from Davis, Bowen & Friedel, Inc. An electronic set can be purchased for \$25.00.
9. A walkthrough of the areas of work will take place after today's meeting.
10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2026. The contractor will be responsible for sending wage reports to the Department of Labor.
11. Submissions: All permits and costs are the responsibility of the contractor. The contractor is responsible to submit the plans to the City of Wilmington Fire Marshal.
12. The contractor will be responsible for having a supervisor on-site at all times during work of any subcontractors or their own forces, including punch-list work.
13. Normal business hours are 7:00 a.m. to 5:00 p.m., Monday through Friday, except State holidays. The contractor will be allowed to work during normal business hours.
14. The Owner will provide water service and power. Contractor shall provide their own toilet facility. (Location to be determined with successful bidder.)
15. The contractor shall be responsible for the means and methods required to complete the scope of work.
16. The Affidavit of Craft Training Compliance and the Affidavit of Employee Drug testing for the General Contractor and all Subcontractors shall be required prior to Contract execution.
17. The facility is going to be occupied during construction. Debris will need to be hauled away daily. Materials will need to be brought to the site daily; laydown area is extremely limited. Constraints apply to afterhours alternate also.

18. Working off hours shall be an add alternate to the base bid.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully submitted,  
DAVIS, BOWEN & FRIEDEL, INC.



Alicia R. Carter  
Architectural Designer

cc: All attendees  
Ike Henry  
Brian Bayley  
Patrick McKenna

# SIGN-IN SHEET

DO NOT SIGN IN INDIVIDUALS WHO ARE NOT PRESENT AT THIS MEETING.

|                 |                                                |            |
|-----------------|------------------------------------------------|------------|
| MEETING:        | Pre-Bid Meeting                                |            |
| PROJECT NAME:   | Northeast State Service Center - Renovations   |            |
| LOCATION:       | Northeast State Service Center, Wilmington, DE |            |
| PROJECT NUMBER: | MC3512000045B                                  |            |
| DATE:           | October 7, 2026                                |            |
|                 | START TIME: 9:00 a.m.                          | STOP TIME: |

PLEASE PRINT

[illegible]



STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET  
DIVISION OF FACILITIES MANAGEMENT  
CONTRACT #MC3512000045B  
NORTHEAST STATE SERVICE CENTER REIMAGINING PROJECT  
WILMINGTON, DELAWARE

**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)

STATE OF DELAWARE  
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WILMINGTON, DELAWARE

**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, note 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.

| <b><u>Subcontractor Category</u></b> | <b><u>Subcontractor</u></b> | <b><u>Address (City &amp; State)</u></b> | <b><u>Subcontractors tax-payer ID #<br/>or Delaware Business license #</u></b> |
|--------------------------------------|-----------------------------|------------------------------------------|--------------------------------------------------------------------------------|
| 1. Carpentry                         |                             |                                          |                                                                                |
| A.                                   |                             |                                          |                                                                                |
| B.                                   |                             |                                          |                                                                                |
| C.                                   |                             |                                          |                                                                                |
| 2. Flooring                          |                             |                                          |                                                                                |
| A.                                   |                             |                                          |                                                                                |
| B.                                   |                             |                                          |                                                                                |
| C.                                   |                             |                                          |                                                                                |

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WILMINGTON, DELAWARE

|    |            |  |  |  |
|----|------------|--|--|--|
| 3. | Painting   |  |  |  |
|    | A.         |  |  |  |
|    | B.         |  |  |  |
|    | C.         |  |  |  |
| 4. | Mechanical |  |  |  |
|    | A.         |  |  |  |
|    | B.         |  |  |  |
|    | C.         |  |  |  |
| 5. | Electrical |  |  |  |
|    | A.         |  |  |  |
|    | B.         |  |  |  |
|    | C.         |  |  |  |

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WILMINGTON, DELAWARE

|    |                    |  |  |
|----|--------------------|--|--|
| 6. | Fire Alarm         |  |  |
|    | A.                 |  |  |
|    | B.                 |  |  |
|    | C.                 |  |  |
| 7. | Structured Cabling |  |  |
|    | A.                 |  |  |
|    | B.                 |  |  |
|    | C.                 |  |  |

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WILMINGTON, DELAWARE

**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 #MC3512000045B 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.**

STATE OF DELAWARE  
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WILMINGTON, DELAWARE

**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.**

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**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.**