

*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.*

**PRICKETT WINDOW REPLACEMENT  
PHASE III  
AT  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
SMYRNA, DELAWARE 19977  
CONTRACT #MC3514000075  
DBF #0586B037.Z02**

**JUNE 20, 2023**

**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 No. 1      The prebid meeting minutes from the June 6, 2023, meeting are attached.
- Item No. 2      A second mandatory prebid meeting has been scheduled to take place on July 5, 2023, at 10:00 AM. For any contractor who did not attend the first meeting and is not on the prebid register from June 6, 2023. The meeting will take place in the Maintenance Building Conference Room at the Delaware Hospital for the Chronically Ill (DHCI).
- Item No. 3      Bids will be due at the Division of Facilities Management (DFM) on the third floor of the Thomas Collins Building in Dover on July 24, 2023, at 1:00 PM.

**END OF ADDENDUM**

*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.*

**PRE-BID MEETING MINUTES  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
PRICKETT WINDOW REPLACEMENT – PHASE III  
SMYRNA, DELAWARE  
DBF #586B037.Z02 ❖ OMB/DFM #MC3514000075  
JUNE 6, 2023**

***In Attendance***

---

OMB/DFM:	Patrick McKenna	patrick.mckenna@delaware.gov
DMS/FO:	Isaac Henry	isaac.henry@delaware.gov
Davis, Bowen & Friedel, Inc.:	Michael Bauman	mpb@dbfinc.com

***Contractor attendees:***

See attached sign-in sheet

***Items Discussed***

---

1. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email mpb@dbfinc.com or fax (302) 424-0430. Please have requests for information or substitution to Michael by the end of business on August 18, 2021. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due June 22, 2023, at 1:00 p.m.** Bids will be received in the reception area of the Facilities Management Office on the 3<sup>rd</sup> floor of the Thomas Collins Building, Suite 1, 540 S. DuPont Highway, Dover, DE 19901, to the attention of Patrick McKenna. If the bid date or time changes the revised 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 accepted.
4. The last day for questions will be close of business on June 16, 2023. They must be submitted to Michael Bauman in writing at mpb@dbfinc.com. No addenda will be issued 2 days prior to bid unless it is to extend the bid date.
5. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates, if applicable. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The prime bidder must submit a copy of their Delaware Business License with their

bids. Failure to do so will cause a bid to be rejected.

5. General Contractors who wish to receive addenda directly and be on the bidders list must purchase an electronic copy of the bid documents from Davis, Bowen & Friedel, Inc. for \$50.00. A link to access the documents will be emailed.
6. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware at the time of execution of the contract.
7. The contractor shall not alter the Bid Form; this will cause a bid to be rejected. The proposed subcontractor list is as follows: 1) Sealants, 2) Carpentry. If additional subcontractors need to be added, email mpb@dbfinc.com and a new Bid Form will be issued via addendum. The contractor shall note the projected contract duration on the bid form. Contract duration is from the date a purchase order is issued to substantial completion.
8. Working hours will be Monday – Friday, 7 a.m. – 4 p.m.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
10. Submissions: A building permit will be required. The GC is responsible for obtaining the permit and paying all permit fees.
11. The contractor will be responsible for having a supervisor on-site at all times during the work of any subcontractors or their own forces, including punch-list work.
12. The Owner will provide electric and water service. An area on site will be established for a contractor staging, portable toilets, and material storage trailer. No inside storage of building materials will be permitted.
13. Criminal background checks are not required.
14. This is a smoke-free facility. All smokers must go off grounds to smoke.
15. A walk-through will take place after the meeting.

Pre-Bid Meeting Minutes  
Prickett Window Replacement – Phase III  
June 6, 2023  
Page 3

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.

A handwritten signature in black ink, appearing to read "Michael Bauman". The signature is fluid and cursive.

Michael Bauman, AIA  
Associate

cc: All attendees  
Christopher Hall

# SIGN-IN SHEET

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

MEETING: Pre-Bid Meeting

PROJECT NAME: Prickett Window Replacement Phase III

LOCATION: Smyrna, Delaware

PROJECT NUMBER: MC3514000075

DATE: June 6, 2023

START TIME: 9:00 a.m.	STOP TIME:
-----------------------	------------

PLEASE PRINT

NAME	COMPANY	E-MAIL	TIME IN	TIME OUT
Michael Baum	DBF	mpb@dbfinc.com	8:55	9:15
Patrick McKenna	DFM	Patrick.mckenna@delaware.gov	8:55	↓
Isaac Henry	DMS	Isaac.Henry@delaware.gov	8:55	
Brian Thompson	Conventional Builders Inc.	conventionalbuilders@comcast.net	8:58	
BILL BOOTH	COMMONWEALTH CONSTR. Co.	bbooth@itscommonwealth.com	8:57	
Rick Pistone	AMAKOE FWC.	AMAKOE@AOL.COM	8:55	
Paul Sreenock	DHSS	Paul.Sreenock@delaware.gov	9:00	