

*Ring W. Lordner, 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**

**JULY 5, 2023**

**ADDENDUM NO. 2**

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 minutes to the second prebid meeting are attached.
- Item No. 2      The updated bid form with the subcontractor list is attached.
- Item No. 3      A second walk-through will take place on Tuesday, July 11, 2023, at 9:00 a.m. This is by request only. If you or your subs plan to attend, email Michael at [mpb@dbfinc.com](mailto:mpb@dbfinc.com) or call (302) 424-1441.

**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  
JULY 5, 2023**

***In Attendance***

OMB/DFM:	Patrick McKenna	patrick.mckenna@delaware.gov
DHSS:	Christopher Hall	christopher.hall@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 July 17, 2023.
3. **Bids will be due July 24, 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 July 19, 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](mailto: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. By request only a second walkthrough will take place on Tuesday, July 11, 2023 at 9:00 a.m.

Pre-Bid Meeting Minutes  
Prickett Window Replacement – Phase III  
July 5, 2023  
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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 cursive script, appearing to read "Michael Bauman".

Michael Bauman, AIA  
Associate

cc: All attendees

# SIGN-IN SHEET

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

<b>MEETING:</b>	Pre-Bid Meeting	
<b>PROJECT NAME:</b>	Prickett Window Replacement Phase 3	
<b>LOCATION:</b>	DHCI, Smyrna, DE	
<b>PROJECT NUMBER:</b>	MC3514000075	DBF #0586B037.Z02
<b>DATE:</b>	July 5, 2023	
	START TIME: 10:00 a.m.	STOP TIME: 10:07

**PLEASE PRINT**

[illegible]



# BID FORM

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET  
DIVISION OF FACILITIES MANAGEMENT  
CONTRACT #MC3514000075  
PRICKETT WINDOW REPLACEMENT – PHASE III  
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
SMYRNA, DELAWARE 19977

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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DELAWARE HOSPITAL FOR THE CHRONICALLY ILL  
SMYRNA, DELAWARE 19977

## 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. Sealants			
A.			
B.			
C.			
2. Carpentry			
A.			
B.			
C.			



STATE OF DELAWARE  
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SMYRNA, DELAWARE 19977

**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 MC3514000075 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  
OFFICE OF MANAGEMENT AND BUDGET  
DIVISION OF FACILITIES MANAGEMENT  
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**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.**

STATE OF DELAWARE  
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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.**