



ARCHITECTURE  
ENGINEERING

# ADDENDUM 01 TO CONTRACT DOCUMENTS

**Date:** January 25, 2024

**To:** Bidders

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

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

**Project:** **Office Renovations - Public Safety Building**  
Dover, Delaware

**Project Number:** BMG Project No. 2015093.05  
State Contract No. MC5511000040A

**Subject:** **ADDENDUM NO. #01**

**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 December 1, 2023, and any previously issued addenda, thereby incorporating these items into the contract.

### PRE-BID MEETING MINUTES:

Item No.	Description
01	<ol style="list-style-type: none"> <li>1. Mandatory pre-bid meeting commenced at 10:00 am on Wednesday, January 24, 2024 at the Public Safety Building, 303 Transportation Circle, Dover, DE, Second floor conference room.</li> <li>2. Becker Morgan Group, Inc. (BMG) ran the meeting and the project team introduced themselves:               <ol style="list-style-type: none"> <li>a. Wayne Sharp, BMG, <a href="mailto:wsharp@beckermorgan.com">wsharp@beckermorgan.com</a></li> <li>b. Ann Camper, BMG, <a href="mailto:acamper@beckermorgan.com">acamper@beckermorgan.com</a></li> <li>c. Jim Fox, DFM, <a href="mailto:jim.fox@delaware.gov">jim.fox@delaware.gov</a></li> <li>d. Steve Haass, DelDOT, <a href="mailto:steve.haass@delaware.gov">steve.haass@delaware.gov</a></li> <li>e. Jason Luff, DMV, <a href="mailto:jason.luff@delaware.gov">jason.luff@delaware.gov</a></li> </ol> </li> </ol>
02	<ol style="list-style-type: none"> <li>1. BMG provided an attendance sign-in sheet, see attached. Attendees were asked to sign the attendance list and note their time of arrival and the time of departure on the form.</li> </ol>
03	<ol style="list-style-type: none"> <li>1. BMG reviewed the bid documents:               <ol style="list-style-type: none"> <li>a. Use the forms in the Project manual for Bid form, Bid Bond, Payment, and Performance bonds.</li> <li>b. Use the Bid Form provided, which will be revised and reissued in Addendum 01, to reflect the selected Subcontractors list. The following subcontractor categories were discussed and approved:</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>i. Carpentry</li> <li>ii. Electrical/Alarms</li> <li>iii. HVAC/Controls</li> <li>iv. Flooring</li> <li>v. Ceilings</li> <li>vi. Drywall</li> <li>vii. Painting</li> <li>viii. Sprinkler</li> </ul> <ul style="list-style-type: none"> <li>c. When acknowledging Addendums, list out each Addendum, 1, 2, 3 and so on. Do not list 1 – 3.</li> <li>d. Be sure to fill out the subcontractor list and include any third-tier subcontractors.</li> <li>e. Contractor walk-through will be following the meeting, and a <b>second walk-through meeting is scheduled for 9:00 am, Wednesday, January 31, 2024.</b></li> </ul>
04	<p>1. Sealed bids will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Haslet Armory, 122 martin Luther King Jr. Blvd. South, Dover, DE 19901 until <b>2:00 p.m. local time on Thursday, February 8, 2024</b>, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.</p>
05	<p>1. BMG outlined the options for obtaining the Bidding Documents:</p> <ul style="list-style-type: none"> <li>a. Contract Documents may be obtained at Becker Morgan Group, Inc., please call in advance (302-734-7950) or email Ann Camper (<a href="mailto:acamper@beckermorgan.com">acamper@beckermorgan.com</a>) and Wayne Sharp (<a href="mailto:wsharp@beckermorgan.com">wsharp@beckermorgan.com</a>) in advance.</li> <li>b. Electronic (PDF) copy, \$25.00 per electronic copy set, non-refundable,</li> <li>c. To pay by check: make checks payable to “Becker Morgan Group, Inc.”, scan and email copy of check to BMG before mailing. Upon receipt of copy of the check BMG will email the electronic documents through BMG’s FTP system. Checks to be mailed to the attention of <b>Marcie Creighton</b>, payable to Becker Morgan Group, Inc., Port Exchange, 312 W. Main St., Suite 300, Salisbury, MD 21801, please note check for <b>2015093.05 Bid Documents</b>.</li> <li>d. To pay by credit card: contact <b>Marcie Creighton</b> at BMG at 410-546-9100 and reference <b>2015093.05 Bid Documents</b>. There is a service fee for this type of payment. Once completed Marcie will contact the project PM and have the electronic documents emailed through BMG’s FTP system.</li> </ul>
06	<ul style="list-style-type: none"> <li>1. Bidder’s Requests for Information (RFI) may be submitted as hard copies or electronically to Becker Morgan Group; Attn: Ann Camper (<a href="mailto:acamper@beckermorgan.com">acamper@beckermorgan.com</a>) Wayne Sharp (<a href="mailto:wsharp@beckermorgan.com">wsharp@beckermorgan.com</a>) . RFI’s should be submitted on company letterhead and numbered. If submitted electronically, RFI’s should be as a separate pdf file attachment and NOT part of the body of the email.</li> <li>2. Reminder – any questions asked at the pre-bid meeting not addressed in this addendum shall be submitted as an RFI for official response.</li> <li>3. Last date for RFI submission will be 7 days prior to Bid date/time (2:00 pm, Thursday, February 1, 2024), and the last addendum will be issued no later than 2 days prior to Bid date/time (2:00 pm, Tuesday, February 6, 2024).</li> </ul>

07	Contracting requirements are as outlined in the project manual.
08	Bidders should include Allowance 01 of \$20,000. Any requests for use of allowance funds must be done using the State of Delaware’s Allowance Authorization Form, included in the project manual.
09	<p>1. Work Restrictions:</p> <ul style="list-style-type: none"> <li>a. Review Section 011000 – Summary for details on Phasing and work restrictions.</li> <li>b. The customer service line and lobby area must remain fully operational during business hours throughout the construction.</li> <li>c. Operations hours for the facility are 8:00 am – 5:00 pm, Monday, Tuesday, Thursday and Friday and 11:00 am – 7:00 pm on Wednesday.</li> <li>d. No tobacco or controlled substances allowed on site.</li> <li>e. Drug testing will be required.</li> </ul>
10	Unit Prices for the project are as follows: None
11	Alternates for the project are as follows: None
12	<p>1. Project schedule:</p> <ul style="list-style-type: none"> <li>a. The proposed planning schedule was estimated at 365 days for the construction of the two (2) phases, with approximately an additional time for submittals, ordering, fabrication and delivery so once construction starts, there are no delays waiting for materials, and will also apply to the furniture and demountable partition vendors. Contractor to evaluate the scope of work and indicate their calendar days schedule on the bid form.</li> </ul>
13	<p>1. BMG provided a brief overview on the project scope and the proposed Phasing Plans. The awarded GC will be required to review the proposed phasing plan and compile their own phasing plan for submission and approval by the Owner/Architect.</p> <p>2. BMG outlined work that the Owner vendor will be providing:</p> <ul style="list-style-type: none"> <li>a. Access control, Advantech.</li> <li>b. HVAC Controls, Radius</li> <li>c. Fire Alarms, Hoopes</li> <li>d. Sprinkler, Any vendor on State Contract</li> <li>e. Structured cable, DTI.</li> <li>f. Furniture, GA Blanco</li> <li>g. Demountable partitions, Corbett, Inc.</li> </ul>
14	<p>Contractor Questions:</p> <p>All questions presented at the Pre-Bid meeting MUST also be submitted in writing, per the instructions for RFI submission.</p> <p>01 Question – Can you provide an estimated time for the owner’s move-in and move out for each phase? A: The following is an estimate of the owner’s move-in and move out time:</p> <ul style="list-style-type: none"> <li>o Phase 1 move-out would be approximately 1 week.</li> <li>o Phase 1 move-in and Phase 2 move-out would be approximately 3 weeks.</li> <li>o Phase 2 move-in would be approximately 1 week.</li> </ul>

**RFI's**

*(Italicized questions still pending)*

*(Shaded questions answered in previous Addenda)*

Item	Description	
1	None	

**PROJECT MANUAL CHANGES:**

Item	Description
1	Section 004113 – Bid Form: A. Delete Section 004113 – Bid Form in its entirety, Substitute the attached revised Section, dated 01/24/2024.

**DRAWING CHANGES:**

Item	Description
1	None

**CHANGES TO ADDENDA**

Item	Description
1	None

**LIST OF ATTACHMENTS**

Item	Description	
1	Pre-bid Sign-in sheet	01/24/2024
2	Section 004113 – Bid Form	01/25/2024

**END OF ADDENDUM # 01**

cc: All attendees

MC5511000040A\_Add01.doc



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## Meeting Attendance – Re-Bid Pre-Bid Conference

Date / Time : January 24, 2024 @ 10:00 am

Project Name: Office Renovations – Public Safety Building

Project No. / Contract No. : 2015093.05 / MC5511000040A

Location: Public Safety Building, 303 Transportation Circle, Dover, DE, Conference Room

Attendees (Please print legibly)

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL	FAX	In	Out
Bryan Hutchison	BMG	302-734-7950	bhutchison@beckermorgan.com	302-734-7965		
Wayne Sharp <i>WS</i>	BMG	302-734-7950	wsharp@beckermorgan.com	302-734-7965	9:30	10:34
Jim Fox <i>JF</i>	DFM	302-739-5644	Jim.fox@delaware.gov	302-739-3037	10:00	10:34
Vanessa Briddell	DMV	302-744-2543	Vanessa.mbriddell@delaware.gov	302-739-3152		
<i>JS</i> Jason Luff <i>9:43</i>	DMV		Jason.luff@delaware.gov			
Levi Fisher	DMV		Levi.fisher@delaware.gov			
Steve Haass	DelDOT	302-760-2300	Steve.haass@delaware.gov			
Alexis Catron	Ventresca Bros	302-658-6490	tony@ventrescabros.com		9:42	10:35
James Absher	Whayland ca.	302-396-0431	Steve@whayland.com		9:55	10:34
Kevin O'Neal	Conventional builders	302-922-2829	Conventionalbuilders@comcast.com		9:55	10:34
Joseph D. Campi	Joc-d Co. Interiors	484 213 0757	Jocandcointeriors@gmail.com		9:56	10:40
Brian Thalmann	ADVANTAGE BUILDING SUPPLY	302 490 7055	Brian@ADLUMBER.COM		9:56	10:35
Daniel Moltion	Bathon Builders	315-559-0613	dmoltion@bathonbuilders.com		9:48	10:35
Bill Booth	COMMONWEALTH CONSTRUCTION CO	302-654-0611	bbooth@itscommonwealth.com		9:48	10:34
Lou DeLdeo	DELDEO BUILDERS	302-791-0243	Loudeleo@GMEAST.NET		9:50	10:35
Brian Matthews	BSS CONTRACTORS	610 345 1316	BsmatA@BSScontractors.com		9:52	10:35
Joe Miralli	Assurance Medin	302-870-5041	jmiralli@AssuranceMedin.net		9:54	10:35
Corey Stricker	Willow Construction	410 822 6000	cstricker@willowconstruction.com		10:00	10:37

NAME	AGENCY/COMPANY	TELEPHONE	EMAIL	FAX	In	Out
Dan Lapp	Keller Brothers		DLapp@kellerbrothers.com		9:55	11-
Alex Fitzpatrick	" "	410-443-6301	afitzpatrick@kellerbrothers.com		"	"
Rick Smart	Delmarva Veteran Builders	302-396-4591	rick@delmarvaveteranbuilders.com		9:55	10:45
Rick Grimminger	Albireo Energy	302 554 4305	rgrimminger@alhireoenergy.com		9:59	10:37
Jacob Foy	Bausum & Duckett LLC	443 497 4577	JacobF@bdelec.net		9:59	10:36
Richard M. Middleton	CNS Contracting	302-382-4322	Cnjxa@aol.com		9:59	10:36
<del>DK Construction</del>						
Joe Wacki	H+A Electric	302-678-8252	joe.wacki@comcast.net	302-678-8210	9:50	10:37
Brent Greenfield	Generation Electrical	302-540-0397	info@generationelectricalservices.com		9:50	10:40
Ann M. Camper	Becker Morgan	734-7950	acamper@beckermorgan.com		1000	

## **BID FORM**

For Bids Due: \_\_\_\_\_ (DATE)

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

Name of Bidder: \_\_\_\_\_

Delaware Business License No.: \_\_\_\_\_ Taxpayer ID No.: \_\_\_\_\_

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

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

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

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

### **ALLOWANCES**

Allowance value(s) indicated are included in the Base Bid as indicated in the Bid Form, see Section 012100 – Allowances for more information.

ALLOWANCE No. 01: Contingency Allowance: Include a contingency allowance of \$20,000.00 for use according to Owner's written instructions.

Contingency Allowance No. 1: Twenty Thousand Dollars  
( \$ 20,000.00 )

**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: \_\_\_\_\_  
( Authorized Signature )

(SEAL)

\_\_\_\_\_  
( Title )

Date: \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Affidavit of Contractor Qualifications
- Affidavit of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)



## 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. Carpentry	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Drywall	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

3. Ceilings

A.

B.

C.

4. Flooring

A.

B.

C.

5. Painting

A.

B.

C.

6. Sprinkler

A.

B.

C.

7. HVAC/Controls

A.			
B.			
C.			

8. Electrical/Alarms

A.			
B.			
C.			

**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 MC5511000040A 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  
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.**