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RG A No. 25039

May 20, 2026

ADDENDUM NO. 1

STATE OF DELAWARE OMB/DFM
MC3701000092

DSCYF – Administration Building, Murphy Cottage & Annex Building Finishes Renovations

1825 Faulkland Road, Wilmington, DE 19805

R G Architects
200 West Main Street
Middletown, DE 19709
Phone: 302-376-8100 (phone)
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Email: jim@rgarchitects.net

BIDS DUE:

Wednesday, June 10, 2025, at 1:00 p.m.

Bids will be opened and read aloud.

LOCATION:

**Haslet Armory Building
Division of Facilities Management Office
122 Martin Luther King Jr. Blvd. South
Dover, Delaware 19901**

NOTICE TO ALL BIDDERS

1.0 GENERAL NOTES:

- 1.1 Bidders are hereby notified that this Addendum shall be and hereby becomes part of their Contract Documents and shall be attached to the Project Manual for this project.
- 1.2 The following items are intended to revise and clarify the Drawings and Project Manual and shall be included by the Bidder in their proposal.
- 1.3 Bidders shall verify that their Sub-bidders are in full receipt of the information contained herein.
- 1.4 The pre-bid sign-in sheet is attached to this Addendum.
- 1.5 All addenda will be sent out to the registered plan holders only, via email. Contractors are encouraged to keep an eye on their email accounts during the bidding period for such updates.

2.0 PREBID MEETING:

- 2.1 A **MANDATORY** Pre bid Meeting was held on Wednesday, May 20, 2026, at 10:00 a.m. at the Maintenance Shop on the Ferris Campus, 959 Centre Road, Wilmington, DE 19805. The following items were reviewed:
 - A. Project Description: A brief overview of the Project was discussed by RGA to review the project scope, viewing plans and details.
 - B. Project Schedule: The project tentative start date will be as soon as the winning

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- bidder has been selected and a DFM Purchase Order issued.
- C. Bid schedule is as follows:
1. The bids are due by **1:00 p.m. on Wednesday, June 10, 2026.**
 2. Bids will be opened and read aloud at **2:00 p.m. on Wednesday, June 10, 2026.**
 3. Substitution requests will be received until **4:00 p.m. on Friday, May 29, 2026.**
Instructions for requesting substitutions are very specific and are contained in the project manual. If the contractor does not follow the processes, it is automatic grounds for rejection.
 4. Questions regarding the bid documents will be received until **4:00 p.m. on Wednesday, June 3, 2026.**
All questions **must** be submitted **in writing** (via email, addressed to Jim Ament (jim@rgarchitects.net) to R G Architects. Neither R G Architects nor the Owner will answer questions verbally.
 5. The last day for addenda to be issued, if required, shall be **Monday, June 8, 2026.**
- D. Substitutions: If a specification lists one product manufacturer as well as listing “or equal”, the contractor is not obligated to submit for substitution prior to bid for that item. However, the contractor will still be responsible for meeting the requirements of that product during the review process as per the specifications. If the product substituted as an equal does not meet ALL the requirements of the specifications, as determined by the Architect, the Contractor is obligated to provide the specified product at no additional cost to the project.
- E. Subcontractors List: The subcontractors list was reviewed and agreed upon. The subcontractors are as follows:
1. Painter
 2. Flooring
 3. Electrical
- F. DFM noted that the project Craft Training Affidavit must be submitted during the project award phase. The Craft Training Affidavit is not required at the time of Bidding. The winning Bidder will submit the Craft Training Affidavit required paperwork during the contract awarding phase.
- G. DFM noted that the Bid form, in the project manual or updated via Addenda, is not to be altered in any way by the Bidder. The bid form is to be filled completely, and any Addenda is to be noted as 1,2,3 and not 1-3 as per issued addenda.
- H. The project has One (1) Allowance. The Allowance is noted on the Bid Form and in the Allowances specification section in the project manual.
- I. The project has Five (5) Alternates. The Alternates are noted on the Bid Form and in the Alternates specification section in the project manual.

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- J. The project is a Prevailing Wage project. The current wage rates are in the Project Manual. Contact the Department of Labor for any questions relating to rate classifications.
- K. The bidders attended a site visit immediately following the pre-bid meeting. **Bidders requesting a second site visit shall email Jim Ament (jim@rgarchitects.net) and Gene Dobrowolski – Chief of Maintenance, (eugene.dobrowolski@delaware.gov).** Security clearances will not be required for the site visit. A second site visit will be scheduled if needed.

No questions will be answered on site. All questions **must** be submitted **in writing** (via email, addressed to Jim Ament (jim@rgarchitects.net) to R G Architects. Neither R G Architects nor the Owner will answer questions verbally.

- L. Security Procedures: Contractors wishing to visit site for the Site Visit during Bidding will not be required to submit security clearance paperwork. Once the project is awarded the awarded contractor will be required to adhere to daily security operations as required by DSCYF.
- M. Drug Testing Policy: Contractors are to reference the Project Manual for additional policy procedures and Drug Testing Report Forms.
- N. Project working hours are 7:00 a.m. to 3:00 p.m. Monday through Friday. Working hours can be adjusted through coordination with DSCYF.

3.0 Revisions to the SPECIFICATIONS:

- 3.1 00 41 13 Bid Form – Updated Bid Form.

4.0 Revisions to the DRAWINGS:

- 4.1 None at this time.

5.0 QUESTIONS:

- 5.1 None at this time.

6.0 ATTACHMENT LIST:

- A. Pre-Bid Sign-In Sheet
- B. 00 41 13 Bid Form

End of Addendum No.1

DSCYF
ADMINISTRATION BUILDING, MURPHY COTTAGE & ANNEX BUILDING FINISHES RENOVATIONS
1825 FAULKLAND ROAD, WILMINGTON, DE 19805
CONTRACT #: MC3701000092

BID FORM

For Bids Due: June 10th, 2026 at 1:00 PM

To:

State of Delaware OMB/DFM

Haslet Armory Building

122 Martin Luther King Jr Blvd South

Dover, Delaware 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

The base bid above includes all allowances specified in the contract documents.

Allotment No. 1: Include an allotment entitled "General Owner's Allotment" in the amount of \$50,000.00. This allotment will be utilized by the owner for owner-elected changes to the work. Any or all unused allotment monies shall be returned to the owner via a credit change order at the end of the project. This allotment shall be carried as an individual line-item on the Application for Payment. Acknowledge/Initial:

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An “ADD” or “DEDUCT” amount is indicated by the crossed-out part that does not apply.

1. ALTERNATE No. 1: The cost to ADD the work associated with sanding and new stain of existing baseboard, stringers, railings, etc. in the Administration Building lobby stair as shown on A5.01.

Add/Deduct: _____
 (\$ _____)

2. ALTERNATE No. 2: The cost to ADD the work associated with the finish renovations in Stair 'A' and Stair 'B' as shown on drawing A6.01.

Add/Deduct: _____
(\$ _____)

3. ALTERNATE No. 3: The cost to ADD the work associated with the finish renovations in Stair 'C' and Stair 'D' as shown on drawing A6.02.

Add/Deduct: _____
(\$ _____)

4. ALTERNATE No. 4: The cost to ADD the work associated with the finish renovations in Stair 'E' as shown on drawing A6.02.

Add/Deduct: _____
(\$ _____)

5. ALTERNATE No. 5: The cost to ADD to replace the existing interior signage with new signage. Refer to drawing T1.2 and specifications for additional information.

Add/Deduct: _____
(\$ _____)

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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)

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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 & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Painter			
A.			
B.			
C.			
2. Flooring			
A.			
B.			
C.			

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BID FORM (Continued)

3.	Electrical			
	A.			
	B.			
	C.			
4.				
	A.			
	B.			
	C.			

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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 MC3701000092 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.

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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.

DSCYF
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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.