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PRE-BID MEETING SUMMARY  
STATE OF DELAWARE – DELAWARE ARMY NATIONAL GUARD (DEARNG)  
BBTS HVAC UPGRADE  
OMB/DFM CONTRACT # MC7601000090  
FMO-DEARNF # 2017-001  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

The Mandatory Pre-bid meeting was held at Bethany Beach Training Site on August 9, 2017 at 10:30 am.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – August 25, 2017 at 11:00 am in the Biden National Guard/Reserve Center as described in the Invitation to Bid within the project manual.
2. Bid Opening – August 25, 2017 at 11:00 am.
3. Questions and substitution submission deadline – August 17, 2017 at 3:00 pm.
4. Last addendum – August 21, 2017.

B. Key topics

1. Bids
  - a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate
  - b. Make sure you identify the project name on the front of your envelope when you submit your bid.
  - c. The project contains a \$15,000 allowance.
  - d. The project contains an alternate. The alternate is to renovate the HVAC system in building 136.
2. Building Access
  - a. A walk thru was conducted on August 9, 2017 at 10:30 am.
  - b. A second walk through can be conducted on August 15 and 17. Contact Chief Conaway (302 326 7693) to schedule a minimum of 48 hours prior to arrival.
3. Clarifications
  - a. All questions must be submitted in writing and must be faxed to DEDC, llc, Attn: Ryan Malin and Michael Finamore, Fax 302 738-7175 or E-mailed to [rmalin@dedc-eng.com](mailto:rmalin@dedc-eng.com) and [mfinamore@dedc-eng.com](mailto:mfinamore@dedc-eng.com). Phone calls will not be accepted.
  - b. All permits required for this effort to be obtained by the contractor.
  - c. Contractor to have full time superintendent or working foreman.
  - d. Contractor shall not begin work until new units have arrived on site to minimize down time. Contractor shall fully complete one building before moving on to the next.



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e. This is a Prevailing Wage project.

C. Subcontractor Listing

1. There are now three subcontractor listings on this project: Mechanical, Carpentry, and Electrical. These Subcontractors are identified on the attached bid form.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.

D. Meetings

1. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kick off meeting.
2. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

E. Third Party Testing

1. There is no third party commissioning on this project.

F. Questions/Comments:

1. The hours of work shall be 7:30-3:30 Monday thru Friday.
2. The ceiling access panel to be installed in the mechanical room of buildings 132/137 and 136 shall be revised from 20x20 to the exiting access door size.
3. Contractor shall be responsible to cover, protect, and relocate furniture. DEARNG shall relocate computers. Rooms will not be fully cleared out. Furniture must stay within the room it is located in.
4. The entire wall in building 130 shall be removed and re-built. See dwgs MD-101 Rev-1 and M-101 Rev-1, see attached.
5. The existing fire alarm panels are Bosch.
6. All condensing units shall be 36" minimum away from the building.
7. The condensing units at building 132/137 and 136 latrine area shall be relocated per dwg M-102 Rev-1, M-103 Rev-1, and M-300 Rev-1, see attached.

G. Addendum #1

1. Pre-Bid Meeting Summary (this document)
2. Sign in sheet
3. MD-101 Rev-1
4. M-101 Rev-1
5. M-102 Rev-1
6. M-103 Rev-1
7. M-300 Rev-1

Summarized By: DEDC, llc  
Michael Finamore  
Date: August 10, 2017

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