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PRE-BID MEETING SUMMARY  
STATE OF DELAWARE – DEALWARE ARMY NATIONAL GUARD (DEARNG)  
BBTS HVAC UPGRADES PHASE 3  
FMO-DEARNG # 27670  
DEARNG CONTRACT # 2018-05  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

The Mandatory Pre-bid meeting was held at Bethany Beach Training Site on June 21, 2018 at 10:30 am.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – July 10, 2018 at 2:00 pm in the Biden National Guard/Reserve Center as described in the Invitation to Bid within the project manual.
2. Bid Opening – July 10, 2018 at 2:00 pm.
3. Questions and substitution submission deadline – July 5, 2018 at 3:00 pm.
4. Last addendum – Close of business on July 6, 2018.

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 with one original complete bid form and one copy only.
  - b. Make sure you identify the project name on the front of your envelope when you submit your bid.
  - c. Change of date and time for bid due date shall occur no later than two days prior to currently established bid due date and time.
  - c. The project contains a \$15,000 allowance.
  - d. The project contains an alternate. The alternate is all work associated with building 163.
2. Building Access
  - a. A walk thru of buildings 117, 136, 151 & 163 was conducted on June 21, 2018 at 11:00 am.
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.



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- b. All permits required for this effort to be obtained by the contractor. Permits are to be pulled from Sussex County.
- 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.
- 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 subcontracting 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 a 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 7:00 am -4:30 pm Monday thru Friday.
- 2. Specification section 01 23 00 – Alternates – Part 1.04A is incorrect. Line should read Alternate No. 1 – all work associated with building 163.
- 3. The new walls for the expansion of the mechanical closet in building 136 billet area shall be centered around the existing doorway. New interior walls facing the billet area shall match the same finish of the existing walls.
- 4. Background checks are required for the contractor awarded the project contract and all associated working personnel on site.
- 5. The new BAS building controller in building 163 shall interface with the existing Siemens system for DEARNG on site with graphics and control points as described in specification section 23 09 50 and on drawing M-500.
- 6. 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.



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G. Addendum #1:

1. Pre-Bid Meeting Summary (this document)
2. Sign-in sheet

Summarized By: DEDC, llc  
Ryan Malin  
Date: June 22, 2018

**DATE: June 21, 2018**

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