



**PRE-BID MEETING MINUTES-ADDENDUM NO. 1**  
**CHRISTIANA HIGH SCHOOL TRANSFORMER REPLACEMENT & GENERATOR**  
**FOR THE**  
**CHRISTINA SCHOOL DISTRICT**  
**CSD PROJECT NO. CHR-2018-05**

A Mandatory Pre-Bid Meeting was held in the Christiana High School Cafeteria on Tuesday, December 18, 2018, at 10:00 a.m. Those in attendance were:

Nicholas Vacirca	Christina School District
Thomas Dvorak	Dvorak, LLC
Colton Dvorak	Dvorak, LLC
John Cuthrie	Carr & Duff, Inc.
Matt Bailey	Power Plus Electrical Contracting, Inc.
Jason Marino	Wescott Electric, Inc.
Tom Hutchinson	ATR Electric
Brian Schaeffer	Philips Brothers Electrical Contracting, Inc.
Fred Fisher	First State Electric, Inc.
Eric Yin	Battaglia Electric, Inc.
Larry Buyarski	Preferred Electric, Inc.
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

**Date of Report:** December 19, 2018  
**FE&ES Comm. No.:** 18-1336

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated December 2018 for the CHRISTIANA HIGH SCHOOL TRANSFORMER REPLACEMENT & GENERATOR for the Christina School District.
- 2.0 Sealed bids for Christina School District Bid No. CHR-2018-05 – Christiana High School Transformer Replacement and Emergency Generator will be received by the Christina School District, at the Christina School District, Eden Support Services Center, 925 Bear-Corbitt Road, Bear, DE 19701 until 2:00 p.m. local time on **Thursday, January 10, 2019**, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and Prime Bidders are limited to those in attendance.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to [efayda@faydaees.com](mailto:efayda@faydaees.com). Ensure the project title, contractor's



name and RFI # are in the subject line. (Example: Christiana High School Transformer Replacement "Contractor Name"- RFI #1)

- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.
- 6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. **DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.** As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, business license, etc. is also included.
- 7.0 Effective 1/1/16, the prime contractor and all listed subcontractors must have a drug testing program in place. There is an Affidavit located with the Bid Form. Affidavits **from the prime and all subs** must be included with the contractor's bid.
- 8.0 Project Summary  
Base Bid:  
1. All work shown on the contract documents.  
Alternates:  
1. There are no Alternates.
- A. We have an aggressive schedule. The project must be completed between June 24 and August 9, 2019 (Summer 2019 Construction).
- B. There is a separate project for PCB transformer removal if the 3 existing transformers test positive for PCB's. Otherwise, contractor will be responsible for removal and disposal.
- C. There is a separate project for roof replacement over the corridor roof where the new conduits will be installed. This project must be complete before conduit roof work can begin.
- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.
- 10.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.
- 11.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	-----	Advertisement for Bids
00 21 13	3.3	Instructions to Bidders
00 41 13	-----	Bid Form & Subcontractor Listing

00 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
26 05 13	2.3	Medium Voltage Cable
26 05 70	1.02	PSS Project Overview
26 12 19	2.03	Products-Standard of Design (Pad Mounted Transformer)
26 24 13	2.01	Products-Standard of Design (Switchboard)

12.0 The drawings were reviewed to present the intent of the contract documents.

13.0 The following items were discussed in detail:

- A. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekends and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
- B. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
- C. Requests for substitutions must be submitted to the Engineers office by **2:00 p.m. on Monday, December 31, 2018**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
- D. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **2:00 p.m. on Wednesday 1/2/19. Final Addenda deadline is 2:00 p.m. on Sunday 1/6/19, except for an extension of the bid due date, which will be Tuesday, 1/8/19 at 2:00 p.m.**
- E. Contractor will be responsible for the 3<sup>rd</sup> Party identification of underground utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities.
- F. Contractor will be responsible for the 3<sup>rd</sup> Party testing and inspection by a NECA level 3 or NICET Level 3 accredited firm.
- G. Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control. Owner will assist with providing area for materials storage; however, it may not be a secured area.
- H. Contractors will be permitted to use facility restrooms.

- I. Excavated soils may not remain at the project site and must be removed by the contractor.
  - J. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
  - K. This is a tobacco free campus. No form of tobacco is permitted on site; including e-cigarettes.
  - L. Contractors are reminded that it will be unlikely that the bid due date will change.
  - M. All open trenches shall be provided with temporary fencing or backfilled daily.
  - N. The Power System Study is in the critical path. Any field work that requires de-energization of existing switchgear shall be performed on weekends and at the convenience of the District.
  - O. In order to maintain the project schedule, all critical path items should be submitted and approved before February 15, 2019. This includes the Power System Study, Switchboard, Pad Mounted Transformer, Generator, Automatic Transfer Switch, Primary Cable & live front and Loadbreak terminations.
  - P. 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.
  - Q. A copy of the school schedule was requested. It can be found by clicking the following link: [2018-2019 CSD School Calendar](#). This calendar also includes days the school will be closed from January to June 2019.
  - R. There was a question if there can be a low voltage electrical contractor and medium voltage electrical contractor on the bid form listing of sub-contractors. See revised bid form. This bid form must be used unless a re-issued bid form is released during a subsequent Addendum.
- 14.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks use the latest version published by Addenda.
  - 2. Bid Bond or Certified check in the amount of 10% of your bid.
  - 3. Bidders Qualification Statement (5 references)
  - 4. Bidders Business License
  - 5. Drug Testing Affidavit for prime and all subcontractors.
- AND
- 1. Be prepared to mobilize within 10 days after receipt of an official Christina School District Purchase Order and complete this project before August 9, 2019.
- 15.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for 10:00 a.m. on Thursday, December 27, 2018 for all registered attendees. Contact Matt Galinskie

at the Engineer's office at 302-999-1060 to register for the walk-thru. If no one registers, the walk through will be cancelled.

16.0 Changes to Specifications


16.1 Section 00 41 13 Bid Form. DELETE current bid form. REPLACE with new bid form attached.

17.0 Changes to Drawings

17.1 There are no changes to the drawings.

18.0 Questions/Clarifications

18.1 Based on our walkthrough of the boiler room, the dry type transformer may be moved to the corner of the room and secured to the existing concrete pad instead of installing a new pad as shown on detail 4/E13-13.

  
Edward Fayda, P.E.

EF/ef  
18-1336 Pre-Bid Meeting Minutes & Addendum #1

cc: All in Attendance  
P-File

CSD-CHRISTIANA HIGH SCHOOL  
DECEMBER 2018

TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

### **BID FORM**

**For Bids Due:** January 10, 2019 at 2:00 p.m.

**To:** Mr. Nicholas Koski-Vacirca  
Christina School District – Facilities Services  
Manager, Capital Projects  
925 Bear-Corbitt Rd  
Bear, De 19701

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

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

**(A copy of Bidder's Delaware Business License must be attached to this form.)**

**\*(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:

**BASE BID:** Provide all work identified on the Contract Documents.

Amount: \_\_\_\_\_ (\$ \_\_\_\_\_ )

### **ALTERNATES**

There are no Alternates.

### **ALLOWANCE ACKNOWLEDGEMENT**

ALLOWANCE #1: We have included an allowance amount equal to \$10,000.00 for miscellaneous costs not identified on the bid documents. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: \_\_\_\_\_

### **UNIT PRICES:**

There are no Unit Prices.

TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

CSD-CHRISTIANA HIGH SCHOOL  
DECEMBER 2018

**BID FORM**

I/We acknowledge Addenda numbered 1, \_\_\_\_\_ and the price(s) submitted includes 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(s) of Employee Drug Testing Program  
Bid Security  
Bidders Qualifications (Others as Required by Project Manuals)

CSD-CHRISTIANA HIGH SCHOOL  
DECEMBER 2018

TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

## **BID FORM**

### **SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Division of Facilities Management*, it is **REQUIRED** that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work. This form must be filled out completely with no additions or deletions.

<b><u>Subcontractor Category</u></b>	<b><u>Subcontractor</u></b>	<b><u>Address (City &amp; State)</u></b>	<b><u>Subcontractors tax payer ID # or Delaware Business license #</u></b>
1. <u>Electrical-Medium (12kV)</u>	_____	_____	_____
2. <u>Electrical-Low (600V) Voltage</u>	_____	_____	_____
3. <u>Asphalt Paving</u>	_____	_____	_____
4. <u>Concrete Paving</u>	_____	_____	_____
5. <u>Mechanical</u>	_____	_____	_____

**END OF SUBCONTRACTOR LISTING**



TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

CSD-CHRISTIANA HIGH SCHOOL  
DECEMBER 2018

**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 Christina School District.

All the terms and conditions of **CSD PROJECT: CHR-2018-05** have been thoroughly examined and are understood.

**NAME OF BIDDER:**

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):**

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):**

\_\_\_\_\_

**TITLE:**

\_\_\_\_\_

**ADDRESS OF BIDDER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**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.**

CSD-CHRISTIANA HIGH SCHOOL  
DECEMBER 2018

TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

**BID FORM**

**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 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.**

TRANSFORMER REPLACEMENT & EMERGENCY GENERATOR  
CSD PROJECT #: CHR-2018-05

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