

**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
ELECTRICAL IMPROVEMENTS AT THE DELAWARE ARMY NATIONAL GUARD  
198<sup>th</sup> Regimental Armory  
DEARNG CONTRACT NO. 12-2013**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Delaware Army National Guard 198<sup>th</sup> Regimental Armory Conference Room, 1401 Newport Gap Pike, Wilmington, Delaware 19804 on Wednesday, August 20, 2014, at 10:00 a.m. Those in attendance were:

William R. Davis	DE ARNG
Matt Bailey	Power Plus Electrical Contracting, Inc.
Brandon	Filec Services, Inc.
Bob Pollart	AJM Electric
Wayne Comegys	Delcollo Electric, Inc.
Thomas Lippa	Dvorak, LLC
Victor Rolli	Mid-Atlantic Electrical
Michele Reynolds	Shelly Sons Electrical
John McKee	Superior Electric Services Co.
Al Shields	Shields Electric
Bryon Warren	BW Electric, Inc.
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

**Date of Report:** August 22, 2014

**FE&ES Comm. No.:** 13-1100

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated August 11, 2014 for the Electrical Improvements at the Delaware Army National Guard 198<sup>th</sup> Regimental Armory.
- 2.0 Sealed bids for DEARNG Contract No. 12-2013 – 198th Readiness Center Electrical Upgrades, will be received by the Delaware Army National Guard at the Security Officers desk in the Main Lobby of the Armed Forces Reserve Center, 250 Airport Road, New Castle, Delaware, 19720 until **1:00 PM local time on September 16, 2014**, at which time they will be publicly opened and read aloud in the Multi-Purpose Room. Allow ample time to enter the facility since the site is secure and each vehicle entering the facility will need to pass through security.
- 3.0 Project will include the replacement of incoming electric service, main switchgear, panelboards, feeders and associated equipment; the installation of a new 150kW natural gas fired emergency generator & transfer switch and the preparation of a Power System Study for the facility. There are six (6) 30" x 42" drawings and one project manual for this project. If you have purchased a set of



documents electronically, be sure to print it out at full size or you may have a scaling problem. In the drawing titleblock, you will find a true 1" measurement. Make sure your plots are correctly sized.

- 4.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance.
- 5.0 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. 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: 198<sup>th</sup> Armory "Contractor Name"- RFI #1)
- 6.0 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 has been determined by the Department of Labor and 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.
- 7.0 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, license, etc. is also included.
- 8.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	---	Advertisement for Bids
00 15 40		Security Procedures
00 41 13	---	Bid Form
01 23 00	3.01	Schedule of Alternates
26 05 70	1.01	Power System Study
26 32 13	1.3	Emergency/Standby Generator
	1.5	Acceptable Manufacturers
	1.12	Warranty
26 36 00	2.01	Power Transfer Switch

- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate.
- 10.0 Contractor must specify a concrete sub-contractor. Electrical Contractors will not be permitted to complete their own structural concrete (generator pad and sidewalk) work.

- 11.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion. However, the generator and transfer switch is required to have a five (5) year warranty.
- 12.0 The drawings were generally reviewed to present the intent of the contract documents.
- 13.0 The following items were discussed in detail:
- A. A site walkthrough was conducted immediately following the meeting today. Contact Bill Davis at 302-326-7131 or CPT Bledsoe at 302-326-7134 to schedule any additional site visits.
  - C. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday except for the following Mondays when the facility is closed and the contractor will not be able to work in the building. For the next 6 months, they are: Oct 10, 13, 27; Nov 10, 11, 27, 28; Dec 8, 25, 26; Jan 1, 5, 16, 19; Feb 2, 13, 16; Mar 2, 16. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekdays and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
  - D. 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.
  - E. **Requests for substitutions** must be submitted to the Engineers office by **Friday, September 5, 2014 at 5:00 p.m.** Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. **Note this is a change from what was discussed at the Pre Bid Meeting.**
  - F. 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 **September 10, 2014 at 5:00 p.m. Note this is a change from what was discussed at the Pre Bid Meeting.**
  - G. Generator & Transfer Switch manufacturers who wish to be considered for approval (including pre-approved manufacturers) shall submit the package they would like to be considered for approval within the 10 day prior requirement. This is to ensure that the bidding contractors are pricing an equivalent product to that specified. Being listed as a

pre-approved equal does not automatically permit them to be used by a bidding contractor. All approved packages will be released to bidding contractors by addendum.

- H. The successful contractor, their employees and subcontractors who will be working on site shall complete and submit to the DE ARNG Contracting Officer, a request for criminal history record information. DE ARNG has the right to refuse access to the facility based on the results of the background checks. Refer specifically to Specification Section 00 15 40 for additional information.

14.0 A site review of the project site was performed.

15.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.

16.0 Contractor shall sign in and out at the Building during the term of this contract. Only contractors on this log will be permitted on site.

17.0 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.

18.0 In accordance with Specification Section 00 73 13, Article 9.2.2, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.

19.0 Changes to Specifications

19.1 Section 00 41 13 Bid Form: **Replace** the current bid form with the revised bid form which includes a revised Non-Collusion Page 4.

19.2 Section 00 81 13 General Requirements  
A. **Add** the following new Articles 13.7 & 13.8

13.7 REPORTING

13.7.1 Contractor who is awarded the contract must report contract amounts awarded to all listed subcontractors. Information to report is included in the chart below. If subcontractor is considered a minority, women or veteran owned business, please identify if they are registered with the State of Delaware, Office of Supplier Diversity.

SUBCONTRACTOR CATEGORY	SUBCONTRACTOR NAME	SUBCONTRACTOR CONTRACT AMOUNT	IS SUBCONTRACTOR MINORITY, WOMEN OR VETERAN OWNED?

#### 13.8 BUY AMERICAN ACT

13.8.1 This contract requires compliance with the Buy American Act (41 U.S.C. 10.) The Buy American Act gives preference to domestic end products and domestic construction material. To verify compliance with this Section, Contractor is required to provide proof, acceptable to the Owner, that all major equipment and material installed on the project was manufactured in the United States.

#### 19.3 Section 26 32 13 Emergency/Standby Generator

A. Article 3.08 Delete in its entirety. There will not be a maintenance contract as part of this project.

#### 20.0 Changes to Drawings

20.1 No Changes to Drawings

#### 21.0 Questions/Clarifications

21.1 No Questions/Clarifications



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Edward Fayda, P.E.

EF/ef

13-1116Pre-Bid Meeting Minutes & Addendum No 1

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance  
CPT. Bledsoe  
CPT. Reigner  
CPT. Gravino  
Construction Software Tech. iSqFt  
Associated Builders & Contractors, Inc.  
Delaware Contractors Association  
Reed Construction Data, Inc.  
P File

**ELECTRICAL IMPROVEMENTS  
DELAWARE ARMY NATIONAL GUARD  
198<sup>TH</sup> REGIMENTAL ARMORY  
1401 NEWPORT GAP PIKE, WILMINGTON, DE 19804  
DE ARNG Project # 12-2013**

**BID FORM**

**For Bids Due:** 1:00 p.m.; September 16, 2014

**To:** Mr. William R. Davis  
Delaware Army National Guard  
AFRC-DEARNG-FMO  
250 Airport Road  
New Castle, DE 19720

**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:

**BASE BID:** Provide new Secondary Feeders, Switchboards, Motor Controls and Distribution Equipment Modifications in Boiler Room.

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

**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.

Alternate No. 1: Provide feeder and branch circuit panel replacement throughout the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Armory Building.

Add: \_\_\_\_\_ (\$ \_\_\_\_\_ )

Alternate No. 2: Provide 150kW natural gas generator, transfer switch and associated appurtenances.

Add: \_\_\_\_\_ (\$ \_\_\_\_\_ )

**ALLOWANCE ACKNOWLEDGEMENT**

We have included an allowance amount equal to \$10,000.00 for utility company costs in our bid. In the event that the actual amount is less, or exceeds the amount charged by the utility, a credit or add will be taken for the difference. All markups are excluded from the Allowance.

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

**UNIT PRICES:** There Are No Unit Prices.

DE ARNG – 198<sup>th</sup> Regimental Armory  
Electrical Improvements

BID FORM  
00 41 13-1

13-1100

**ELECTRICAL IMPROVEMENTS  
DELAWARE ARMY NATIONAL GUARD  
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1401 NEWPORT GAP PIKE, WILMINGTON, DE 19804  
DE ARNG Project # 12-2013**

**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 30 days from the date of opening of bids, 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 Base Bid work within 180 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  
Bid Security  
(Others as Required by Project Manuals)



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**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 *Owner*, **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.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. <u>Electrical</u>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>
2. <u>Mechanical</u>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>
3. <u>Excavation</u>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>
4. <u>Concrete</u>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>
5. <hr/>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>
6. <hr/>	<hr/>	<hr/>	<hr/>
		<hr/>	<hr/>

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**BID FORM**

**NON-COLLUSION and EPLS DISCLOSURE 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 State of Delaware, Delaware Army National Guard.

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain (use separate page and include with Bid Form.)

All the terms and conditions of DEARNG CONTRACT NO. 12-2013 have been thoroughly examined and are understood.

**NAME OF BIDDER:**

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):**

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):**

\_\_\_\_\_

**TITLE:**

\_\_\_\_\_

**ADDRESS OF BIDDER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.**



**PLEASE FILL OUT COMPLETELY AND LEGIBLY.**

August 20, 2014

PROJECT NAME: Electrical Improvements at the DEARNG 198<sup>th</sup> Regimental Armory FE&ES/Comm No.: 13-1100

1401 Newport Gap Pike, Wilmington, DE 19804 DEARNG Project No.: 12-2013

PRE-BID MEETING: Wednesday, August 20, 2014 @ 10:00 a.m.

BIDS DUE: Tuesday, September 16, 2014 @ 1:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering & Energy Solutions, LLC	Edward Fayda, P.E.	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	efayda@faydaees.com
Fayda Engineering & Energy Solutions, LLC	Matthew Galinskie, CEA	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	mgalinskie@faydaees.com
Power Plus Electrical Contracting, Inc.	Matt Bailey	10 Janis Drive Dover, DE 19901	P: 302 736-5070 F 302 736-5120	matth337@gmail.com
Filec Services LLC	Brandon	501 W. Langollen Blvd F 302 328-7188	P 302-328-7188 F 302 328-7187	Brandon @ FilecServices.com
ATM Electric	Bob Pollars	2333 Concord Rd Chester PA 19013	610-494-5735 610-494-5736	BOB@ATMELECTRIC.NET

COMPANY	REPRESENTATIVE	ADDRESS	PHONE / FAX	EMAIL
DELLOLD ELECT	WAYNE D. COMEAU	2240 BROOKSIDE RD WILM DE 19604	302-994-3400 P 302-995-1023 F	WAYNE@DELLOLD.COM
Dvorak, LLC	Thomas Lipka	9001 F Yellow Brick Rd Baltimore, MD 21237	410-686-8727 P 410-686-8729 F	Tippee.dvorak@llc.com
MID-ATLANTIC ELECTRICAL	VICTOR ROLLI	24556 BETTS ROAD RD MILLSBORO, DE 19966	702 934 7171 1-11 7170	VROLLI@MAES1.COM
Shelly Sons Electric	Michel Reynoldr	18 E AIRB Drive Newark DE 19702	302 444-4595 302 444-4661 F	Micheler@shellyson.com
SUPERIOR ELECTRIC <del>SHAW</del> SERVICES CO.	JOHN MCKEE	36 GERMAY DR WILMINGTON, DE 19805	302-658-5949 302-658-5983	JOHN@superiorelectric.biz
SHIELDS ELECTRIC	AL SHIELDS	104 BECKER AVENUE WILMINGTON, DE 19804	302-384-8009 (P) 302-384-8024 (F)	ashields@electric @gmail.com
B.W. ELECTRIC INC	BRYON WARREN	15342 S. DUFONT HWY HARRINGTON DE 19952	302-566-6248 302-566-6257 FAX	B@electric Comcast.net