

## Addendum #1

Date: April 21, 2015  
Project: Baker Annex Two-Story Addition  
Contract: FD-14-009

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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### **General Information:**

1. Pre-Bid Sign-in Sheet: Please see attached sheet for a list of the attendees at the mandatory pre-bid. **See attached.**
2. Pre-Bid Meeting Minutes: These minutes are now integral to the bidding documents. **See attached.**

END



# DELAWARE STATE UNIVERSITY

## OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway  
Dover, Delaware 19901-2277

**DSU Main Campus**  
**Baker Annex Two-Story Addition**  
**Contract: FD-14-009**  
**Mandatory Pre-bid Meeting**  
**April 13, 2015 at 1:00pm**

## **MEETING MINUTES**

Meeting Location: Delaware State University  
FD-14-009 Baker Annex Two-Story Addition  
Dover, Delaware

Meeting Attendees:  
(Refer to attached Sign-In Sheet)

1. **Attendee Sign-In:**
  - a. Sign-in sheet was circulated. All attendees are signed in. Sign-in sheet will be distributed as part of Addendum #1.
2. **Responsible Parties:**
  - a. DSU: Jessica Wilson, Director of Purchasing
  - b. DSU: J.D. Bartlett, Director of Planning and Construction
  - c. DSU: Khalid Zerrad, Construction Project Manager
  - d. Tetra Tech: Tim Skibicki, Architect of Record
3. **Explanation of the project:**
  - a. Addition of approximately 3,800 SQFT.
  - b. General Design Summary:
    1. Structural Steel & Masonry
    2. Standing seam metal & EPDM roofing
    3. HVAC Includes a new roof top unit and new lab exhaust system
    4. Plumbing includes domestic HW, CW, sanitary and lab utility piping
    5. Electrical, Technology, Fire Alarm, Sprinkler to support new spaces
  - c. Addition Space Summary:
    1. (6) Office
    2. Conference Room
    3. Student Lounge
    4. Instrumentation Room
    5. Teaching Lab
    6. Research Lab
    7. Multiple Storage Areas
    8. Adjacent Toilet Room construction is NIC.
  - d. As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at [insert link from bids.delaware.gov]. Please contact [ConstructionBid@desu.edu](mailto:ConstructionBid@desu.edu) with any questions or concerns with obtaining bid documents.
  - e. Construction Schedule
    1. **Earliest Start of Construction Date – July 1, 2015**
    2. **Substantial Completion Date – March 31, 2016**
4. **Project Requirements:**

- a. This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds, Payment Bonds, and Performance Bonds.
  - b. The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.
5. **Bid Form Review:**
  - a. The Bid Form was briefly outlined. It is essential that bid be submitted in its entirety including required forms & attachments, as indicated in the specifications. Submitted bid shall be lump sum. Submitted bid shall include pricing for each alternate.
  - b. Subcontractors List section of the bid form shall not be left blank for any reason. Noncompliance may result in a rejection of submitted bid. If bidding contractor is doing the work in the place of a subcontractor, indicate accordingly on said form. The following subcontractor categories have been established and shall be reflected in each bid:
    1. Demolition
    2. General Trades
    3. Masonry
    4. Concrete
    5. Structural Steel
    6. Roofing
    7. Glazing
    8. HVAC & Plumbing
    9. Electrical
    10. IT Cabling
    11. Sprinkler System
    12. Fire Alarm
    13. Lab Casework
    14. Painting
    15. Sitework
6. **Bid Submission:**
  - a. Bids will be accepted until **May 8, 2015, 3pm**, at the Administration Building in Room 321 of the Delaware State University, Dover Campus. Bids will be publically opened and read immediately.
7. **Document Interpretations or Questions:**
  - a. All bidding related questions should be submitted in writing to [ConstructionBid@desu.edu](mailto:ConstructionBid@desu.edu). Questions, answers to questions, and clarifications will be provided via addendum.
  - b. Submit all requests and questions, in writing via email, no later than **May 5, 2015, 4pm**.
8. **Addenda**
  - a. The final addendum will be issued on, or before, **May 6, 2015**.
9. **Question and Answers**
  - a. **Question:** If a project start date and substantial completion date is provided, why is a schedule required to be submitted with the bid?  
**Answer:** The schedule is required so that the University can ensure that the bid has been developed in a responsible manner and reflective of adequate thought process related to the coordination of subcontractors.
  - b. **Question:** What is the existing fire alarm panel and will be required to use the same vendor?  
**Answer:** The existing fire alarm panel is a Silent Knight, Model IFP-1000. New devices must be compatible with the existing system.
  - c. **Question:** Since the building will remain partially occupied, will a secondary means of egress need to be provided during construction once the exterior stair is demolished?  
**Answer:** Egress during construction is not a problem, two stair exits will remain open from the second floor and there are at least two exits for the first floor that will remain open during construction.
  - d. **Question:** Is there an elevator that could be used to transport casework to the second floor?  
**Answer:** Yes, refer to plans. Interior cab dimensions are Length= 6'-9", Width= 4'-3" Height= 7'-4".

RE: FD-14-009 – Baker Annex Two-Story Addition  
Mandatory Pre-Bid Meeting Minutes  
Published: April 20, 2015

These notes represent the author's understanding of the issues discussed. Please contact the author with any discrepancies no later than three calendar days after receipt of these minutes. Otherwise, the contents of these minutes will be deemed accepted by all recipients.

/jdb

Enclosure(s): Pre-bid Sign-in Sheet

cc: All Attendees

Facilities Management File: N:\Planning and Construction\Projects\Baker Annex\FD-14-009 2 story addition-courtyard\03-Bidding\Pre-bid Meeting\Pre-bid Meeting Minutes.docx

Attendee	Company Information	Attach Business Card
Printed Name: <u>ED IDE</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>ED IDE</u>	Company: <u>isa lehi</u> Email: <u>ed@isa-llc.com</u> Phone: <u>(302) 659-9090</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>GEORGE ENGLAND</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>TONY VASSACOTTI</u>	Company: <u>Richard V Johnson &amp; Son</u> Email: <u>T VASSACOTTI@ryj-son.com</u> Phone: <u>302-422-3732</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>T VASSACOTTI@ryj-son.com</u> <u>djohnson@ryj-son.com</u>
Printed Name: <u>MATT CELATA</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>LARRY BYARSKI</u>	Company: <u>PREFERRED ELECTRIC</u> Email: <u>mcelata@preferredinc.net</u> Phone: <u>302-322-9568</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
<p>Printed Name: <u>Bill Booth</u></p> <p>Signature: <u>[Signature]</u></p> <p>Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Primary Contact: _____</p>	<p>Company: <u>COMMONWEALTH CONST Co.</u></p> <p>Email: <u>bbooth@1stCOMMONWEALTH.COM</u></p> <p>Phone: <u>302-654-6611</u></p> <p>Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>Printed Name: <u>Michael Bernhardt</u></p> <p>Signature: <u>[Signature]</u></p> <p>Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Primary Contact: <u>Tony Ventresca</u></p>	<p>Company: <u>Ventresca Bros. Inc</u></p> <p>Email: <u>Tony@Ventrescabros.com</u></p> <p>Phone: <u>302-658-6436</u></p> <p>Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>Printed Name: <u>RYAN JACKSON</u></p> <p>Signature: <u>[Signature]</u></p> <p>Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Primary Contact: <u>Steve Serbu</u></p>	<p>Company: <u>AMAKOR INC</u></p> <p>Email: <u>AMAKOR@AOL.COM</u></p> <p>Phone: <u>302-834-8664</u></p> <p>Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	



Attendee	Company Information	Attach Business Card
Printed Name: <u>MAT FINKLEY</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>JIMMIE FITZSIMMONS</u>	Company: <u>SUPERIOR ELECTRIC SERVICE CO.</u> Email: <u>JIMMIE@SUPERIORELECTRIC.BIZ</u> Phone: <u>302-658-5949</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Donna Mills</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Bob Coppins</u>	Company: <u>Nason Construction</u> Email: <u>rcoppins@nasonconstruction.com</u> Phone: <u>302-529-2800</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Peter McMANUS</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>ESI</u> Email: <u>pmcmanus@covintygrp.com</u> Phone: <u>302-379-4149</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>JR Rhoades</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>JR</u>	Company: <u>County Insulation Co.</u> Email: <u>JRhoades@COUNTYGRP.COM</u> Phone: <u>302-322-8946</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Tom Perry</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Thorpe Moreckel</u>	Company: <u>Wohlson Construction</u> Email: <u>tperry@wohlson.com</u> Phone: <u>302-324-9400</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Gerry Holmes</u> Signature: <u>Gerald S. Holmes</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>G2 Group Inc.</u> Email: <u>gerryholmes@comcast.net</u> Phone: <u>302-220-1561</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	



Attendee	Company Information	Attach Business Card
Printed Name: <u>LUKE DUBAS</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>WHITING-TURNER</u> Email: <u>LUKE.DUBAS@WHITING-TURNER.COM</u> Phone: <u>302-275-2679</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>L. Michelinie</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Bill Michelinie</u>	Company: <u>BCI</u> Email: <u>bmichelinie@bci-online.com</u> Phone: <u>302-325-2700</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>KEITH LONG</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>John L Briggs Co</u> Email: <u>JLBRIGGS@verizon.net</u> Phone: <u>302-856-7033</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	