



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

DSU Main Campus
LANDSCAPING
Contract: FM-FY16-002R
Mandatory Pre-bid Meeting
May 31, 2016
10:03 a.m.

MEETING MINUTES

Meeting Location: Delaware State University
Facilities Management Conference Room
FM-FY16-002R – LANDSCAPING
Dover, Delaware

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

1. **Attendee Sign-In:**
 - a. Sign-in sheet was circulated. All attendees signed in.
2. **Responsible Parties:**
 - a. DSU: Zafar Chaudhry, Associate VP of Finance
 - b. DSU: Rosetta Brickhouse, Director of Custodial & Grounds
 - c. DSU: Howard Gibson, Associate Director of Custodial & Grounds
3. **Explanation of the project:**
 - a. As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system.
 - b. Property Locations. Explanation of Hunn Property black top strip and the front of the main campus contractor strip.
 - c. Route 13 Strip of Landscaping will be added to this RFP October 2016 (Site Map Included)
 - d. OSCAR Building Wet Pond and landscape is included in this RFP(Site Map Included)
 - e. Contractors are welcomed to familiarize themselves with all DSU Properties covered in this RFP
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. This Bid is **NOT SUBJECT** to Prevailing Wage requirements
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.
6. **Document Interpretations or Questions:**
 - a. All bidding related questions should be submitted in writing via email to Zafar Chaudhry zchaudhry@desu.edu . Questions, answers to questions, and clarifications will be provided via addendum.
 - b. Submit all requests and questions, in writing via email.



Alex Pellefier

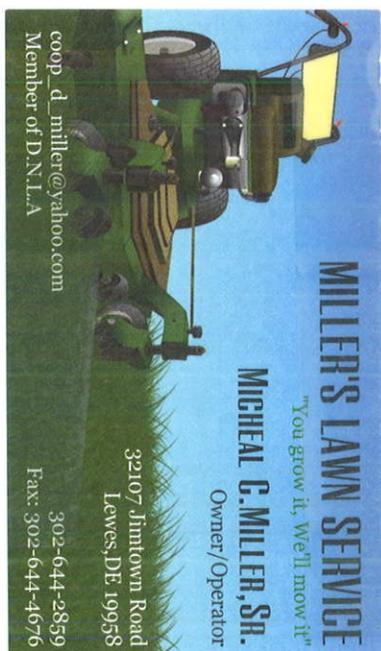
Owner

Office - 302.653.3714 Toll Free - 877.373.5296
 PO Box 1059, Clayton, DE 19938
 alex.pellefier@mail.groundsguys.com
 www.groundsguys.com

Attendee	Company Information	Attach Busine
Printed Name: <u>Ashley Pellefier</u> Signature: <u>Ashley Pellefier</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Alex Pellefier</u>	Company: <u>The Grounds Guys of Five Creek</u> Email: <u>alex.pellefier@ccmail.groundsguys.com</u> Phone: <u>(302) 453-3414</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>PETE GERARDI</u> Signature: <u>Pete Gerardi</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>SHANNON GERARDI</u>	Company: <u>GERARDI CONSTRUCTION INC</u> Email: <u>GERARDI.CONSTRUCTION@GMAIL.COM</u> Phone: <u>302-745-6252</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>BOB SENNER</u> Signature: <u>Bob Senner</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____ Primary Contact: _____	Company: <u>MOON LANDSCAPING, INC</u> Email: <u>BSENNER@MOONLANDSCAPING.COM</u> Phone: <u>267-229-6919</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Gerardi
 CONSTRUCTION INC
 Commercial & Residential • Licensed & Insured
 Shannon Gerardi, President
 404 Jarrell's Road
 302-745-6252
 Felton, DE 19943
 gerardiconstructioninc@gmail.com

Bob Senner
 Director of Sales
MOON
 LANDSCAPING
 1084 Taylorsville Road
 Washington Crossing, PA 18977
 Toll Free: 800.803.8733 Phone: 215.968.5071
 Mobile: 267.229.0919
 beenner@moonlandscaping.com
 www.moonlandscaping.com

Attendee	Company Information	Attach Business Card
Printed Name: <u>Mike Miller</u> Signature: <u>[Handwritten Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Mike Miller</u>	Company: <u>Millers Lawn Service</u> Email: <u>coop_d_miller@yahoo.com</u> Phone: <u>302-542-8142</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Ray Ward</u> Signature: <u>[Handwritten Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Ray Ward</u>	Company: <u>Wilcox Landscaping</u> Email: <u>Ray.Ward@wilcoxlandscaping.com</u> Phone: <u>302-322-3002 - 302-420-1362</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	



Attendee	Company Information	Attach Business:
Printed Name: <u>Ariana Rizzo</u> Signature: <u>Ariana Rizzo</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Ariana Rizzo</u>	Company: <u>Ruppert Landscaping</u> Email: <u>arizzo@ruppertcompanies.com</u> Phone: <u>302-598-8400</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Ariana Rizzo Business Developer (610) 925-2711 Mobile: (302) 598-8400 Fax: (610) 925-2701 arizzo@ruppertcompanies.com 249 Chambers Road Toughkenamon, PA 19374 www.ruppertlandscaping.com
Printed Name: <u>Billy Pipp</u> Signature: <u>Billy Pipp</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Amy Pacini</u>	Company: <u>GCA Services</u> Email: <u>wpipp@gcaservices.com</u> Phone: <u>804.704.2397</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 Regional Grounds Manager Billy Pipp Education Division 2916 Myster Macklin St P.O. Box 9408 Petersburg, VA 23806 www.gcaservices.com Call: 804-704-2397 wpipp@gcaservices.com
Printed Name: <u>Amy Pacini</u> Signature: <u>Amy Pacini</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>GCA Services</u> Email: <u>apacini@gcaservices.com</u> Phone: <u>215-4135-0019</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 Senior Sales Director Amy Pacini Education Division 2528 Quakertown Road Pottsville, PA 18073 www.gcaservices.com Tel: 215-435-0019 apacini@gcaservices.com

OWNER/DEVELOPER
DELAWARE STATE UNIVERSITY

1200 N. DUPONT HIGHWAY
DOVER, DELAWARE 19901
(302) 857-6060





AFFIDAVIT OF EMPLOYEE DRUG TESTING PROGRAM

OMB Regulation 4104 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.

For more information, please refer to the following link for the full regulation:
<http://regulations.delaware.gov/register/september2015/final/19%20DE%20Reg%20207%2009-01-15.pdf>

All the terms and conditions of *OMB Regulation 4104* have been thoroughly examined and are understood. 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 _____.

AN AFFIDAVIT SHALL BE PROVIDED BY THE BIDDER AND ALL SUBCONTRACTORS IDENTIFIED IN ATTACHED SUBCONTRACTOR LIST. STATEMENT(S) MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

BID BOND

TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____
_____ of _____ in the County of _____
and State of _____ as **Principal**, and _____
_____ of _____ in the County of _____ and State of _____
as **Surety**, legally authorized to do business in the State of Delaware (“**State**”), are held and firmly unto the **State**
in the sum of _____ Dollars (\$ _____),
or _____ percent not to exceed _____
_____ Dollars (\$ _____) of amount of bid on Contract No. _____, to be
paid to the **State** for the use and benefit of _____ (*insert State agency
name*) for which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors,
administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal** who has
submitted to the _____ (*insert State agency name*) a certain proposal to
enter into this contract for the furnishing of certain material and/or services within the **State**, shall be awarded this
Contract, and if said **Principal** shall well and truly enter into and execute this Contract as may be required by the
terms of this Contract and approved by the _____ (*insert State
agency name*) this Contract to be entered into within twenty days after the date of official notice of the award
thereof in accordance with the terms of said proposal, then this obligation shall be void or else to be and remain in
full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two
thousand and _____ (20____).

SEALED, AND DELIVERED IN THE
Presence of

Name of Bidder (Organization)

Corporate
Seal

By:

Authorized Signature

Attest _____

Title

Name of Surety

Witness: _____

By:

Title

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

PERFORMANCE BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal (“**Principal**”), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the _____ (“**Owner**”) (*insert State agency name*), in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. _____ dated the _____ day of _____, 20__ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____ (SEAL)

Name:

Title:

SURETY

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____ (SEAL)

Name:

Title:

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

PAYMENT BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal (“**Principal**”), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the _____ (“**Owner**”) (*insert State agency name*), in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. _____ dated the _____ day of _____, 20__ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly pay all and every person furnishing materials or performing labor or service in and about the performance of the work under the Contract, all and every sums of money due him, her, them or any of them, for all such materials, labor and service for which **Principal** is liable, shall make good and reimburse **Owner** sufficient funds to pay such costs in the completion of the Contract as **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omission or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

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IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title:

SURETY

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title: