



DELAWARE STATE UNIVERSITY

Office of Facilities

302.857.6124 Phone / 302.857.7244 Fax

hgibson@desu.edu Email

Minutes of Pre-Bid Meeting for Procurement of

University Village & Courtyard Cleaning Bid FM-FY16-003

The following personnel were present:

Ms. Rosetta Brickhouse, Director of Custodial & Grounds – Delaware State University
Mr. Howard Gibson, Associate Director of Custodial & Grounds – Delaware State University

Representatives of the following companies attended the Pre-Bid Conference:

Ms. Keri Simpler – Mid-Atlantic
Mr. Rahim El – MoorWay Property Management
Mr. Eric Cooper – R&C Janitorial LLC
Ms. Emily Henderson – R&C Janitorial LLC
Mr. Jamar Henry – Kingdom Building
Mr. Chip Grimes – Facility Services Group, Inc.
Mr. Joseph Barnhardt – Family First Cleaning & Janitorial services
Mr. Michael Pierce – Family First Cleaning & Janitorial services
Mr. Phillip Lewis – Servpro
Ms. Alexis Nunon – Servpro
Mr. Michael Barr – Puroclean

Greetings and Introductions:

All Representatives present were welcomed to the pre-bid for the Cleaning contracts for the University Village & Courtyard. An attendance sheet was circulated in which it was recommended that once signed that you attach your business card.

Bid Packet Overview:

Ms. Brickhouse gave a full overview of the bid packet and also informed all present that the point of contact for any further information/clarification was Mr. Zafar Chaudhry, Associate Vice President at (302) 857-6270 or email zchaudhry@desu.edu.

University Village & Courtyard Service Split:

Ms. Brickhouse reserves the right to separate the bids for both Residence halls.

Forthcoming Addendum:



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Ms. Brickhouse explained that Prevailing Wage, Performance Bond, Payment Bonds & Affidavit of Employee Drug testing program addenda would be forthcoming.


All Questions need to be submitted through email:

Ms. Brickhouse explained that all questions should be submitted via email to Mr. Zafar Chaundhry at zchaundhry@desu.edu. She also stressed the point of adhering to the deadlines in the bid package. Also mentioned was the statement "Absent Companies from this pre-bid will not be allowed to bid on this contract".


This meeting was ended at 10:23 am with thanks for all who attended.



After the meeting ended Keri Simpler (Mid-Atlantic) Inquired about a walk through, and was told no there wasn't a walk through today.

Attendee	Company Information	Attach Business Card
Printed Name: <u>Keri Simpler</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Mid-Atlantic Sue</u> Email: <u>Keri@Ateamcorp.com</u> Phone: <u>302-362-2166</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 <p>KERI SIMPLER SALES MANAGER KERI@ATEAMCORP.COM Cell 302.362.2166 Dover 302.734.3403 Seaford 302.628.3403 environmental service contractor</p>
Printed Name: <u>Rahim El</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>302-373-8982</u>	Company: <u>MoorWay Property Mgmt</u> Email: <u>rahimel@moorwaymanagement.co</u> Phone: <u>302-764-5002</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 <p>MOORWAY MANAGEMENT Suite 3037 N. Market Street Wilmington, Delaware 19802 Tel: 302.764.5002 Cell: 302.373.8982 Fax: 302.764.6673 E-mail: rahimel@moorwaymanagement.com www.moorwaymanagement.com Rahim El President Departments: General Contracting Services Property Management Maintenance Services Painting & Drywall Services</p>
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Eric Cooper</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Operations Manager</u>	Company: <u>R & C Janitorial LLC</u> Email: <u>familyjanitorial@gmail.com</u> Phone: <u>302-359-3679</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 <p>R & C Janitorial We clean with authority</p>
Printed Name: <u>Emily Henderson</u> Signature: _____ Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Curtis Riddick</u>	Company: <u>R & C Janitorial LLC</u> Email: <u>riddickmnch@aol.com</u> Phone: <u>302-399-4981</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<p>J. Riddick General Manager P.O. Box 235 Dover, De 19904 302-399-4981 cell 302-674-4105 fax riddickmnch@aol.com</p>
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Jamar Henry</u> Signature: <u>Jamar Henry</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Jamar Henry</u>	Company: <u>Kingdom Building</u> Email: <u>Kingdom Building Services @ 89hoo.com</u> Phone: <u>302-287-9109</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Chip Grimes</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>CHIP GRIMES</u>	Company: <u>FACILITY SERVICES GROUP</u> Email: <u>CGRIMES@FSGMAINTENANCE.COM</u> Phone: <u>610-389-3352</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<div> FACILITY SERVICES GROUP, INC. FLOOR CARE SPECIALISTS Chip Grimes President cgrimes@fsgmaintenance.com 610-389-3352 c 302-317-3029 t 302-322-4065 f 12 Penns Way New Castle, DE 19720 fsgmaintenance.com </div>
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Joseph Barnhardt</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Joseph Barnhardt</u>	Company: <u>Family First</u> Email: <u>Joseph@FamFrstcleaningservices.com</u> Phone: <u>302-746-2051 ext 101</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Michael Pierce</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Family First</u> Email: <u>info@FamFrstcleaningservices.com</u> Phone: <u>302-746-2051 Ext. 107</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Phillip Lewis</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Phillip Lewis</u> <u>(735-9940)</u>	Company: <u>Servpro of Dover/Middletown</u> Email: <u>plewis@servproofdoer-middletown.com</u> Phone: <u>(302) 735-9940</u> Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>Alexis Nunan</u> Signature: <u>A. Nunan</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>735-9940</u>	Company: <u>Servpro of Dover/Middletown</u> Email: <u>servpro9105@comcast.net</u> Phone: <u>(302) 735-9940</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Attendee	Company Information	Attach Business Card
Printed Name: <u>Michael Baer</u> Signature: <u>Michael E Baer</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Michael Baer</u>	Company: <u>Puroclean</u> Email: <u>mbarr@puroclean.com</u> Phone: <u>302-399-1596</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 Michael E Barr President <div style="text-align: right;"> OFFICE (302) 387-1124 TOLL FREE (855) 367-7876 CELL (302) 399-1596 FAX (866) 868-3030 MBarr@PuroClean.com </div> <hr/> 23 Cochran Rd Camden DE 19934 www.purocleande.com
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	