



## **AGENDA**

MEETING DATE: June 26, 2018

LOCATION: Delaware State University  
Facilities Management Building

SUBJECT: Mandatory Pre-Bid Meeting for  
Landscaping Bid Packet FM-18-002

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1. Greeting, Introductions and Sign-In Sheet
  - a. All participants in the room introduced themselves and signed in for the meeting. Copy of the attendance sheet is attached. All participants were given an agenda, and a list of addresses for the University Satellite sites.
2. Bid Packet Overview
  - a. Bid Packet Overview consisted of identifying areas on campus and the satellites sites. In addition, the mention of the bio retention ponds and dry & wet ponds. In addition, mention that in this meeting there will be no entertaining of questions and that must be submitted via email to Associate Vice President of Contracts & Data Administration, Mr. Zafar Chaudhry.
3. Retention Ponds, OSCAR Building & RT 13 Landscaping strip Overview
  - a. Informed the vendors that the retention ponds are outlined in the RFP and that maintenance of these areas must comply with DNREC regulations. The OSCAR building was pointed out to have the same type of vegetation that needs to be maintained. The Route 13 Landscape was mentioned to inform the contractor the type of vegetation planted must be maintained but will require creativity of maintenance given the type that was received by the University. The stretch of Route 13 starts at the sidewalk by Produce Junction and extends to College Road.

4. Questions **will only be accepted if submitted via email** to [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu) by the proposed deadline in the RFP. The answers to all questions will be posted on the State of Delaware website as an addendum to this bid.
  - a. Re-emphasized that all questions must be submitted to Mr. Zafar Chaudhry. At the conclusion of the portion there was a tour of the following areas:
    - i. Living Learning Commons/ECHS
    - ii. Sports Annex
    - iii. University Courtyard
    - iv. Capitol Park
    - v. President's House
  - b. During the tour the Agriculture lot was made a point of reference for services also. It was recommended that all vendors familiarize themselves with the Wilmington Site and that an aerial view was included in the RFP.
5. Thank you for participating in the Pre-Bid Meeting

Attendee	Company Information	Attach Business Card
Printed Name: <u>Joann Crouse</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Rich Crouse</u>	Company: <u>Grass Busters Landscaping</u> Email: <u>Crouse935@comcast.net</u> Phone: <u>302-292-1166</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<p>Grass Busters Landscaping            935 Rahway Drive            Newark, Delaware 19711</p> <p>302-292-1166 Business            302-685-0809 cell            302-685-0970 cell</p>
Printed Name: <u>Shannon Moody</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>Nathan Johnson</u>	Company: <u>Creative Visions</u> Email: <u>Nate-johnson@aol.com</u> Phone: <u>302-544-2086</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<p>Creative Visions Landscaping            935 Rahway Drive            Newark, DE 19711</p> <p>302-544-2086</p>
Printed Name: <u>Isaac Howell</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Acacia Commercial</u> Email: <u>ihowell@acaciacommercial.com</u> Phone: <u>855-522-2242</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 <p>ISAAC HOWELL            Chief Executive Officer            T 855.522.2242 ext. 1111            D 610.209.5753            ihowell@acaciacommercial.com            P.O. Box 413            Southeastern, PA 19399            www.acaciacommercial.com</p>



Attendee \_\_\_\_\_ Company Information \_\_\_\_\_

<p>Printed Name: <u>Paul Coppola</u>                  Signature: <u>[Signature]</u>                  Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                  Primary Contact: <u>Paul Coppola</u></p>	<p>Company: <u>BrightView</u>                  Email: <u>paul.coppola@brightview.com</u>                  Phone: <u>610 587 0656</u>                  Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Atta</p>
<p>Printed Name: <u>Shawn Kerrigan</u>                  Signature: <u>[Signature]</u>                  Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                  Primary Contact: _____</p>	<p>Company: <u>Kerrigan Construction Inc</u>                  Email: <u>KerriganConstructionInc@gmail.com</u>                  Phone: <u>302-233-5888</u>                  Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>Printed Name: <u>Joel Sullivan</u>                  Signature: <u>[Signature]</u>                  Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                  Primary Contact: <u>Joel Sullivan</u></p>	<p>Company: _____                  Email: _____                  Phone: _____                  Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

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Attendee	Company Information	Attach Business Card
Printed Name: <u>Matt Honeyman</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>MOON LANDSCAPING INC.</u> Email: <u>MATTHEYMAN@MOONLANDSCAPING.COM</u> Phone: <u>215-970-4938</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>ROBERT FAUVILLE (BJ)</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>MOON LANDSCAPING INC.</u> Email: <u>BJFAUVILLE@MOONLANDSCAPING.COM</u> Phone: <u>215-932-1875</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	