



DELAWARE STATE UNIVERSITY

DIVISION OF CAPITAL PLANNING & FACILITIES MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

AGENDA

MEETING DATE: October 2, 2018

LOCATION: Delaware State University
Facilities Management Building

SUBJECT: Mandatory Pre-Bid Meeting for
Snow Removal Services Packet FM-18-003

1. Greeting, Introductions and Sign-In Sheet
 - a. All contractors introduced themselves, attached business cards to the sign in sheet and the Facilities Management team introduced themselves. The Facilities Management team present was Rosetta Brickhouse and J.D. Bartlett
2. Bid Packet Overview
 - a. Snow services provided to the University shall include the removal of snow from the main campus and all satellite suites to include, University Courtyard Apartments, Sports Annex, Living & Learning Commons/ECHS, Capitol Park and Wilmington Site (Kirkwood Highway)
 - b. Communication is critical with this contract and Ms. Brickhouse must have a reliable way of communicating with the site manager for the contractor. Our information will be the determining factors as it pertains to University Operations
 - c. Introduction of the new AVP of Facilities Management, J.D. Bartlett, and he explained the possible usage of the State Awarded contract for Salt as a comparable option when submitting pricing and further information will be available in the first addendum to the RFP.
 - d. Submitting pricing for this contract is suggested to include a lump sum amount for Snow Removal and Time and Material pricing for ice/salt conditions.
3. Snow Services & Salt Overview
 - a. Snow Services will be performed based on a Pre-zoned outlay for the University and will assist with reporting to University Officials how effectively snow is being removed for operations to resume.
 - b. Salt Specifications will be provided in the Addendum

4. Questions **will only be accepted if submitted via email** to 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. Please hold all questions and submit them via email to the address above to ensure integrity in the bidding process

5. University site visit immediately followed after the meeting for the following sites:
 - a. Main Campus
 - b. University Courtyard
 - c. Living & Learning Commons
 - d. Capitol Park


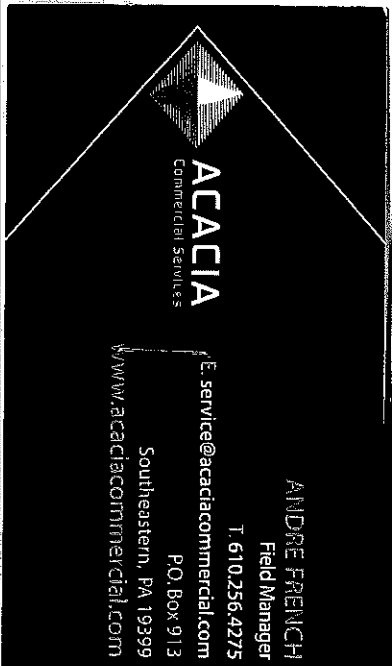
Site visit was performed and all contractors were given a tour of each property and specifics were spoken at each location about boundary lines.

6. Thank you for participating in the Pre-Bid Meeting
All vendors returned to the parking lot of the Facilities Management Building and gratitude was extended to all for participating in the Mandatory Pre-Bid meeting and the meeting was adjourned.



Attendee	Company Information	Address
Printed Name: <u>JOE NORTZ</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: _____	Company: <u>BRIGHTVIEW</u> Email: <u>JOE.NORTZ@BRIGHTVIEW.COM</u> Phone: <u>302-218-2960</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	H. Joseph Nortz Branch Snow Specialist 22 Brookhill Drive Newark, DE 19702 T. 302 731 4162 C. 302 218 2960 F. 302 731 4302 Joe.Nortz@brightview.com www.brightview.com <div style="text-align: right;"> </div>
Printed Name: <u>SCOTT SCHARALDI</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: <u>PAUL COPPOLA</u>	Company: <u>BRIGHTVIEW</u> Email: <u>SCOTT.SCHARALDI@BRIGHTVIEW.COM</u> Phone: <u>908-413-8025</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Scott Scharaldi Regional Snow Manager 1350 Liberty Avenue, Unit C, Bldg. 22 Hillside, NJ 07205 T. 908 688 4799 C. 908 413 8025 F. 908 810 1695 scott.scharaldi@brightview.com www.brightview.com <div style="text-align: right;"> </div>
Printed Name: <u>Paul Coppola</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>BRIGHTVIEW</u> Email: <u>paul.coppola@brightview.com</u> Phone: <u>610-27-0656</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Paul Coppola Business Developer 22 Brookhill Drive Newark, DE 19702 C. 610 587 0656 paul.coppola@brightview.com www.brightview.com <div style="text-align: right;"> </div>




Attendee	Company Information	Attach Business Card
Printed Name: <u>Anthony Armenia</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Brightview</u> Email: <u>Anthony.Armenia@brightview.com</u> Phone: <u>609.638.4845</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Anthony Armenia Branch Manager 22 Brookhill Drive, Newark, DE 19702 T. 302 731 4162 C. 609 638 4845 F. 302 731 4302 Anthony.Armenia@brightview.com www.brightview.com
Printed Name: <u>April Ruffin</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Acacia Commercial Services</u> Email: <u>aruffin@acaciacommercial.com</u> Phone: <u>855-522-2242</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 APRIL RUFFIN Senior Operations Manager T. 855.522.2242 ext. 1116 F. 484.560.1686 aruffin@acaciacommercial.com P.O. Box 913 Southeastern, PA 19399
Printed Name: <u>Andre French</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Acacia Commercial Services</u> Email: <u>service@acaciacommercial.com</u> Phone: <u>610-256-4275</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	 ANDRE FRENCH Field Manager T. 610.256.4275 E. service@acaciacommercial.com P.O. Box 913 Southeastern, PA 19399 www.acaciacommercial.com



Attendee	Company Information	A
Printed Name: <u>Pete Steil</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO Primary Contact: _____	Company: <u>Brightview</u> Email: <u>Pete.Steil@Brightview.com</u> Phone: <u>302-983-9999</u> Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO	Pete Steil Production Manager 22 Brookhill Drive Newark, DE 19702 T: 302 731 4162 C: 302 983 9999 F: 302 731 4302 Pete.Steil@brightview.com www.brightview.com
Printed Name: <u>Shannon Gerard</u> Signature: <u>[Signature]</u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>Gerard Construction Inc.</u> Email: <u>gerard.construction@gmail</u> Phone: <u>302-745-6252</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Printed Name: <u>ROBERT FAUVELLE (BS)</u> Signature: <u>[Signature]</u> Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____	Company: <u>MOON LANDSCAPING</u> Email: <u>BSFAUVELLE@MOONLANDSCAPING.COM</u> Phone: <u>215-932-1875</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Robert (B.J.) Fauvelle Account Manager 145 Maon Road Chesapeake City, MD 21915 Tel: 410-755-6600 Ext 2218 Fax: 410-755-6152 Cell: 215-932-1875 B.J.Fauvelle@moonlandscaping.com www.moonlandscaping.com



Attendee	Company Information	A
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>M.HONEYMAN@MOONLANDSCAPING.COM</u> Phone: <u>215-970-4338</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<div style="text-align: center;">  MOON LANDSCAPING </div> <p> Matt Honeyman Landscape Sales/ Project Manager 1084 Tyndersville Road Washington, Crossings, PA 18977 Toll Free: 1.800.803.8733 Ext. 3283 Mobile: 215.970.4338 mhoneyman@moonlandscaping.com www.moonlandscaping.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	
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	