



# **Gipe Associates, Inc.**

CONSULTING ENGINEERS

W.O. #:14092

## **Pre-Bid Meeting Agenda & Minutes**

**Date:** June 5, 2018  
**Project:** DTCC Carter Center Fume Hood  
**Purpose:** Review and discuss important related topics pertaining to the bidding requirements of the project with perspective bidders.  
**Location:** Georgetown Campus

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**Agenda: 9:00 am to 10:30 am**

### **Topics for Discussion:**

|        |  |
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| Item A | Project Representatives                    |
| Item B | Project Introduction                       |
| Item C | Allowable Prime Bidders                    |
| Item D | Cost and Availability of Bidding Documents |
| Item E | Owner's Representatives                    |
| Item F | Confirmation of Bid Date and Procedures    |
| Item G | RFI's (Request for Interpretation)         |
| Item H | Substitutions                              |
| Item I | Bid Forms                                  |
| Item J | Last Date for Addendums                    |
| Item K | Bonds                                      |
| Item L | Building Permits                           |
| Item M | Staging Area                               |
| Item N | Liquidated Damages                         |
| Item O | Time of Completion                         |
| Item P | Questions and Answers                      |
| Item Q | Visit the Site of Construction             |

**A. Project Representatives**

1. Individual Introductions:
  - a) Owner: Scott Iseman, Director of Administrative Services
  - b) Owner's Consultant: Tony Vassalotti, Richard Y Johnson
  - c) Design Engineer: Ken Heesh, KLH Eastern Shore
  - d) Engineer of Record: David Hoffman, Gipe Associates, Inc.
  - d) Everyone else in room to introduced themselves

**B. Project Introductions**

1. The project consists of the removal and installation of fume hood exhaust fans, ceilings, roof work, terminal units, ductwork, supporting electrical work, supports, controls, insulation, and testing/balancing.

**C. Allowable Prime Bidders:**

1. Mechanical or General Contractors

**D. Cost And Availability Of Bidding Documents**

1. The cost of the Bidding Documents per set as defined in the Invitation to Bid is \$100.00 for a hardcopy and/or \$50 for an electronic copy.
2. Bid Documents may be obtained from Gipe Associates and examined at our office.
3. Only those Bidders on the Bidder Lists prepared by Gipe Associates shall be copied via addenda, clarifications or other bid revisions. Therefore, please purchase at least one set directly from Gipe Associates.

**E. Owner's Representatives**

1. The Bidders may arrange site visits to the Carter Center site by contacting Scott Iseman with Delaware Technical Community College at (302)-259-6230.

**F. Confirmation Of Bid Date & Procedures:**

1. Current Bid Date: June 21, 2018@ 1:00 P.M.
  - a). Bids are to be delivered to Delaware Technical Community College, c/o LeFeisha Cannon, Business Manager, 21179 College Drive, Georgetown, Delaware, 19947 with Bidder's name and license number shown.
  - b). Bids must be held for 90 days. Must submit within (1) one hour of bid opening a list of subcontractors as indicated.
3. Bid Withdrawal: Bids must be held open for 90 days.

**G. RFI's (Request for Interpretation)**

1. Direct all inquiries and requests for interpretation to Gipe Associates, 8719 Brooks Drive, Easton, Maryland 21601 no later than seven (7) days prior to bid due date.
2. Phone calls and verbal statements are not allowable and are not binding per the General Conditions.

**H. Substitutions**

1. Product substitutions during Bidding are defined in Division 01, Section 016000 Product Requirements.
2. Bidders must submit requests for substitutions ten (10) days prior to the bid date.
3. Substitutions after the bid date are allowable, but discouraged because acceptance is fully at the discretion of Engineer. Also, Engineer will charge for reviewing such substitutions.
4. Any approved substitutions during the bidding phase will be issued via Addendum.

**I. Bid Forms**

All of the following shall be submitted in a sealed envelope on or prior to the bid date.

1. Completed Bid Form including all Acknowledgement of Addendums.
2. Subcontractors Listing Form.
3. Completed Affidavit of Qualification to Bid Form.
4. Affidavit I Non-Collusion Certificate.
5. Affidavit II Disclosure of Interest by Persons.

**J. Last Date For Addendums :**

1. Last date will be **June 15, 2018 @5:00 PM**

**N. Bonds**

1. Bid Bonds 10% of Base Bid amount and submitted with Bid Form. Form provided.
2. Performance Bonds 100% of the Contract amount.
3. Payment Bonds 100% of the contract amount.

**O. Building Permits:**

1. Contractor to include all costs associated with permits in base bid.

**P. Liquidated Damages**

1. Liquidated damages shall be assessed at \$ 500.00 per day.

**Q. Time Of Completion**

1. Substantial Completion as defined in the Instruction to Bidders as 150 calendar days after the Notice to Proceed.
2. Final completion as defined in the Instruction to Bidders as 30 calendar days after Substantial Completion.

**R. Questions / Answers:**

1. All questions up until the last date for Addendums must be submitted in writing. Only written Addendums become a part of the bidding documents.

**S. Visit The Site Of Construction (Optional):**

- Enclosure:**
- (1) Pre-Bid Meeting Sign-in Sheet**
  - (2) Pre-Bid Meeting Agenda (for distribution to bidders)**