

Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #:19003

Pre-Bid Meeting Minutes

Date: September 12, 2019
Project: DelCastle High School Chiller/Cooling Tower Refurbishment
Purpose: Review and discuss important related topics pertaining to the bidding requirements of the project with perspective bidders.
Location: DelCastle High School
Time: 9:00 am to 10:00 am

A mandatory pre-bid meeting was held for the DelCastle High School Chiller/Cooling Tower Refurbishment project on September 12, 2019. The following items were reviewed and discussed:

A. Project Representatives

1. Individual Introductions:
 - a) Owner: Al Schrum – New Castle County Vo-Tech School District
 - b) Engineer: Gipe Associates (David R. Hoffman and R. Adam Kegan)
 - d) Everyone else in room to introduced themselves. See attached sign in sheet.

B. Project Introductions

1. The project consists of the refurbishment of existing water cooled chiller and cooling tower, replacement of condenser water pump, new refrigerant monitor and relief fan controls, and associated electrical work. Refer to project alternates for a description of the same.

C. Allowable Prime Bidders:

1. General & Mechanical Contractors

D. Cost And Availability Of Bidding Documents

1. Bid Documents must be obtained from Gipe Associates, and examined at our office.
2. Only those Bidders on the Bidder Lists prepared by Gipe Associates shall be copied via addenda, clarifications or other bid revisions. Therefore, please request a set of drawings from Gipe Associates. All bidders requiring drawings noted the same on the sign in sheet.
3. State of Delaware “MyMarketplace” documents are not to be used for bidding.
4. Gipe will issue all bid documents to prospective bidders.

E. Owner's Representatives

1. The Bidders may arrange site visits to the DelCastle High School site by contacting Al Schrum with New Castle County Votech School District at (302) -299-9106.

F. Confirmation Of Bid Date & Procedures:

1. Current Bid Date: September 30, 2019 @ 1:30 P.M.
 - a). Bid are to be delivered to Mr. Al Schrum, Jr. at the New Castle County Vocational Technical School District's Facilities Management Office, at **1703, School Lane, Wilmington, Delaware 19808** until 1:30 pm local time on September 30, 2019.
 - b). Bids must be held for 30 days. Must submit within (1) one hour of bid opening a list of subcontractors as indicated.
 - c). It was discussed during the meeting if the Bids shall be received at the District Offices (1417 Newport Rd, Wilmington, DE). **However, the bids shall be delivered to 1703 School Lane (Marshallton School), Wilmington, DE as noted in the Invitation to Bid.**

G. RFI's (Request for Interpretation)

1. Direct all inquiries and requests for interpretation to Gipe Associates, 8719 Brooks Drive, Easton, Maryland 21601/ dhoffman@gipe.net / akegan@gipe.net ; 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. Bid Bond
2. Completed Bid Form including all Alternates, Acknowledgement of Addendums and Allowances.
3. Subcontractors Listing Form.
4. Completed Affidavit of Qualification to Bid Form.
5. Affidavit I Non-Collusion Certificate.
6. Affidavit of Employee Drug Testing Program

J. Last Date For Addendums :

1. Last date will be September 24, 2019 @ 5:00 PM

K. Allowances

1. Include specified amount for cash allowances in Base Bid (\$20,000 Contingency).

L. Alternates

1. The project does include one (1) alternate as described on the Bid Form and in Division 1.
2. All alternates for this project are add alternates; therefore, the amount will be added to the price of the Base Bid.
3. A brief summary of the alternate is listed below.

**ALTERNATE NO. 1: COOLING TOWER REFURBISHMENT AND
CONDENSER WATER PUMP REPLACEMENT**

- A. Alternate No. 1: Provide additional costs, if any, for all cooling tower refurbishment work as specified in Division 23. Work shall include cooling tower refurbishment, condenser water pump, tower fan variable frequency drive, piping, associated power, and controls.

M. 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.

N. Permits:

1. All trade permits shall be the responsibility of contractor.

O. Staging Area

1. Reviewed locations on site where trailers, equipment, and trucks may be stored and/or located.

P. Liquidated Damages

1. Liquidated damages shall be assessed at \$ 300.00 per day.

Q. Time Of Completion

1. Substantial Completion as defined in the Instruction to Bidders as 120 days from the Notice to Proceed.
2. Final completion as defined in the Instruction to Bidders at 30 days after substantial completion.
3. Work must be completed before cooling season starts. (April 2020).

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.
2. Reviewed sub-contractor listing with all bidders in attendance. Updated subcontractor list will be included with Addendum #1. The following is the list of approved Subcontractors to be listed:
 - a. Electrical
 - b. Insulation
 - c. Chiller Refurbishment
 - d. HVAC Piping
 - e. Cooling Tower Refurbishment
 - f. ATC Controls
 - g. Masonry and Concrete (was added)
 - h. Testing and Balancing

S. Visited the project site after the meeting:

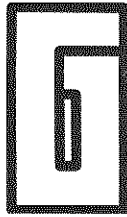
These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within five (5) days.

Author: Respectfully Submitted,
Redacted - Original on File

R. Adam Kegan, P.E., C.P.D., LEED AP

Enclosure: (1) Pre-Bid Meeting Sign-in Sheet

END OF MEETING MINUTES



8719 Brooks Drive
Easton, Maryland 21601
(410) 822-8688
(410) 822-6306-fax

Delcastle High School Chiller/Cooling Tower Refurb

WO#19003

Sign-In Sheet

Date of Meeting: 09/12/19, Time: 9 a.m. to 10 a.m.

<u>Name</u>	<u>Representing</u>	<u>Telephone Number</u>	<u>E-Mail</u>
R. Adam Kegan	Gipe Associates, Inc.	410-822-8688	akegan@gipe.net
Don Eaton	Summit Mechanical	302.836.8814	hayley@summitmechanical.org
Denny Sarno	Gaudelle Bros	856-825-0636	ruth@gaudellebros.com
Mike Monahan	Denver-Elek	443-617-8625	Estimating@denver-elek.com
Joe Giordano	FLO Mechanical	(302) 766-2999	Joe.G@FloMechanical.com
Steve Stelzer	CARRIER	267 634-4879	Stephen.F.Stelzer@Carrier.com
Chantene Aaelo	CARRIER	609-235-2839	Chantene.Aaelo@Carrier.com
Neal Williams	BSS contractors	484 256 4486	Bsmith@BSScontractor.com
Matt Beles	Power Plus Electrical Contracting	302 736-3070	Mattb337@gmail.com
JOSE WAMBRIGHT	ECPH	302-266-0530	JOSE@ECPH.NET
ANDREA DiFABIO	GEM MECHANICAL	610-361-9667	ANDREA@GEMMSI.COM
ZACH LUPHILY	NCCUT	302 528 2647	Z.luphily@NCCUT.K12.DE.US
EUGENE Senelle	NCCUT		
JOE Riccio	NCCUT		

Name

Email

Phone

Daniel DegliObizzi Daniel@Degli.com 302-354-5793

JOHN WALKER JOHN.B.WALKER@JCI.com 610-721-4112

Kevin Kelly Kevin.R.Kelly@jci.com 302-276-9384

Chase Lockard cllockard@moderncontrols.com 302-325-6800

CARL RIFINO CARL.RIFINO@CHEROKEE-CRC.COM 302 480 3557