



Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #:20009

DELCASTLE HIGH SCHOOL WELDING LAB VENTILATION SYSTEM REPLACEMENT

PRE-BID MEETING

HELD FRIDAY, MAY 1, 2020 at 9:00 AM

LOCATION: DELCASTLE HIGH SCHOOL, 1417 NEWPORT ROAD, WILMINGTON, DE, 19804

<i>Attendance</i>	<i>Representing</i>	<i>Telephone Number</i>	<i>E-Mail Address</i>	<i>In Attendance?</i>
R. Adam Kegan	Gipe Associates, Inc.	410-822-8688	akegan@gipe.net	Yes
Zach Duphily	New Castle County Vocational Technical School District	302-383-0021	zachary.duphily@nccvt.k12.de.us	Yes
John Riley	Riley Electrical Service	302-250-2053	rileyelectricalservice@yahoo.com	Yes
Jose Waybright	East Coast Plumbing & HVAC	302-266-0530	jose@ecph.net	Yes
Daniel Degli Obizzi	Ralph G. Degli Obizzi & Sons	302-354-573	daniel@degli.com	Yes

DISTRIBUTION

All Attendees, David R. Hoffman, Gipe Associates, Inc., Al Schrum Jr. and Sean Sokolowski, New Castle County Vocational Technical School District

THE FOLLOWING TOPICS WERE DISCUSSED:

A. Project Representatives

1. Individual Introductions:
 - a) Owner: Al Schrum and Sean Sokolowski, New Castle County Vocational Technical School District
 - b) Engineer: R. Adam Kegan, Gipe Associates, Inc.
 - d) Everyone else in the room introduced themselves.

B. Project Introductions

1. The project consists of the complete replacement of the welding lab ventilation systems, associated HVAC systems, and supporting electrical work.

C. Allowable Prime Bidders:

1. General Contractors and Mechanical 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 \$50.00 per electronic set and/or \$75.00 per hardcopy set.
2. Bid Documents may be obtained from Gipe Associates, Inc. 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, Inc.

E. Owner's Representatives

1. The Bidders may arrange site visits to the Delcastle High School Welding Lab site by contacting Al Schrum at (302) 683-3647 and Zach Duphily at (302) 383-0021

F. Confirmation of Bid Date & Procedures:

1. Current Bid Date: May 22, 2020 @ 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 with Bidder's name and license number shown, 1703 School Lane, Wilmington, DE, 19808
 - b). Bids must be held for 30 days. Must submit within (1) one hour of bid opening a list of subcontractors as indicated.

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 five (5) 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. Substitutions after the bid date are allowable, but discouraged because acceptance is fully at the discretion of Engineer.
3. 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 (AIA-A310)
2. Completed Bid Form including all Alternates, Acknowledgement of Addendums, and Allowances.
3. Subcontractors Listing Form.
4. Affidavit I Non-Collusion Certificate.
5. Affidavit of Employee Drug Testing Program.

J. Last Date for Addendums:

1. Last date for Addendums will be May 17 @ 5:00 PM

K. Allowances

1. Include \$10,000.00 for Contingency Allowance in Base Bid

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: CLAMP TYPE WELDING EXHAUST DUCTWORK

- A. Add Alternate No. 1: Provide additional costs, if any, for clamp type welding exhaust ductwork as manufactured by US Duct in lieu of the Base Bid conventional stainless steel ductwork.

M. Bonds

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

N. Building Permits:

1. All trade permits shall be provided by the 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. The Owner desires substantial completion of total project to be no later than 120 calendar days from Notice to Proceed and final completion thirty days thereafter (total contract time is one hundred fifty (150) days. This provision is of the essence.

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. Wage Scale

1. This project does have Delaware Wage Scale rates. See schedule in project manual.

The meeting was adjourned at 9:30 AM with a visit to the construction site.

Author: Respectfully Submitted,

A handwritten signature in black ink that reads "R. Adam Kegan". The signature is written in a cursive style and is positioned above a horizontal line.

R. Adam Kegan, P.E., C.P.D., LEED AP
RAK/pvm

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