

Michael R. Wigley, AIA, LEED®AP
Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Gerald G. Friedel, P.E.

**PRE-BID MEETING MINUTES
DHSS/DPC SUSSEX 1 STAFF AREA RENOVATIONS
HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE
DBF #586B031.FF2 ❖ OMB/DFM# MC350100023
JUNE 17, 2013**

In Attendance

OMB/DFM:	Beverly Bartlett	Phone:	302-739-5644
DHSS Fac Ops:	Dan Episcopo Elliott Tatum John McDermott	Phone:	302-255-9338
DPC:	Denise Jenkins	Phone:	302-255-2700
Davis, Bowen & Friedel, Inc.:	Dan Ridgely Mike Wheedleton	Phone: Fax:	302-424-1441 302-424-0430
Contractor attendees:	<i>See attached sign-in sheets</i>		

Items Discussed

1. Project was advertised starting June 9, 2014 on the State of Delaware website.
2. The sign-in sheet was distributed and is attached. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email dsr@dbfinc.com. Please have requests for information or substitution to Dan by the end of business on Thursday, June 26, 2014. No addenda will be issued 4 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which extends the time or changes the location for the opening of bids.
4. **Bids will be due Wednesday, July 2, 2014 at 2:00 p.m.**, in conference room 011 of the Main Administration Building Annex at the Herman Holloway Campus, 1901 N. duPont Highway, New Castle, Delaware 19720. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

5. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including any alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction schedules are required with the bid.
6. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must also be licensed in the State of Delaware prior to execution of the contract. List was discussed and revised and revision will be included in the first addendum.
7. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$50.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. Contractors who wish to visit again. A second site visit will be held on Tuesday, June 24, 2014 at 10:00 a.m.
9. The building will be not occupied during construction. Normal work hours are 7:00 a.m. to 5:00 p.m. The contractor will be allowed to work during normal business hours.
10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2014. A certified copy of the prevailing wage rates is included in the specification. The contractor will be responsible to send wage reports to the Department of Labor.
11. Submissions: Fire Marshal is currently reviewing the drawings. Approval form will be provided by Owner. The contractor will be responsible for building permit submission and fees to New Castle County.
12. Scope: Work to be accomplished in accord with this contract includes renovation of an approximately 600 SF staff area to include office area, communications room and staff data entry area. Construction includes installation of vinyl flooring, drywall, metal stud, interior windows, acoustical lay-in ceilings, countertops and recessed computer tables. Bathroom renovations include new partitions, toilet fixtures and similar finishes.

13. Owner will forward information regarding asbestos to A/E for inclusion in addendum.
14. A/E has estimated the length of construction at 120 calendar days from the notice to proceed.
15. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
16. The Owner will provide electric and water service. Existing toilet facilities can be used. An area adjacent to the east exit of the work area can be utilized by the contractor during construction for staging.
17. Materials will need to be on site prior to request for payment for those materials by the contractor.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Michael Wheedleton, AIA
Principal

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Enc.: Pre-bid sign-in sheets

cc: All attendees
David Hill (DHSS)

DELAWARE HEALTH & SOCIAL SERVICES
 SUSSEX STAFF AREA RENOVATIONS
 HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE
 OMB/DFM NO. # MC3501000023

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, it is **required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Mechanical	_____	_____	_____
2. Electrical	_____	_____	_____
3. Plumbing	_____	_____	_____
4. Carpentry	_____	_____	_____
5. Drywall	_____	_____	_____
6. Painting	_____	_____	_____
7. Glazing	_____	_____	_____
8. Acoustical Ceiling	_____	_____	_____
9. Flooring	_____	_____	_____
10. Casework	_____	_____	_____
11. Toilet Partitions	_____	_____	_____

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DBF #586B031.FF2
June 17, 2014

Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
Lee Smith	Centaur Const Co 122 W. Prescott W. Chester PA 19380	leesmith, RA @Gmail.com
W.L. Michelinie	Brandywine Contractors Inc. 34 Industrial Blvd New Castle, DE 19720	bmichelinie @bci-online.com
Stacey Bush	Amakor, Inc PO Box 636-72 Clinton St DE City DE 19706	Amakor @aol.com
Tony Ventresca	Ventresca Bros., Inc. 2300 N. DuPont Hwy. New Castle, DE 19720	Tony @VentrescaBros.com
Chelsea Schorman	Donald E. Reisinger 717 E. Washington St. West Chester, PA 19380	brianscottschorman @comcast.net
JOHN ROZICH	HARBOR STONE CONSTRUCTION 100 ELIZABETH WAY OXFORD, PA 19363 610-467-0872	jrozich @harborstonecc.com
Tom Kirk	ATR Electric middletown, DE	TKirk911 @Hotmail.com TKirk911 @Hotmail.com

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
John P McDermott	FAC. OPS John.McDermott@state. de.us	_____ @ _____
Brandon Mayfield	Quality Construction Brandon Mayfield 2608 Thatcher Ct Wilm De 19802	YBENVUS @ Hot :com
Jamie Boone	All state Electrical services, Inc. 820 Tracer Dr. Clayton De. 19938	_____ Jamie @ ASEJ1.com
Lou DeDeo	DELDEO BUILDERS 100 NARMANS RD INO SUITE 3F CLAYMONT, De 19703	loudeleo @COMCAST.NET 302-354-2930
BEVERLY BARTUETT	STATE OF DE- OMB INFORM	_____ @ _____
DENISE JENKINS	DPC - Hospital Administrator	denise.jenkins @ State. de.us
Elliott Tatum.	Fac OPS	Elliott.Tatum @state.de.us

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Name (Please Print)	Co. / Dept. Name & Address	Email (Please Print)
Bill Herold	J Vinton SCHAFFER Abingdon, MD	bherold @ JVINTONSCHAFFER.COM
David Byler	Byler Home Builders 3053 Bryants cr RD Hortly DE 19953	David dbyler @Gmail.com
		_____ @
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		_____ @