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PRE-BID MEETING SUMMARY
SUPREME COURT BUILDING SPRINKLER SYSTEM INSTALLATION
OMB/DFM CONTRACT #'S MC1002000170
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Supreme Court Building, The Green, Dover, DE on Thursday May 16, 2013 at 1:00 p.m.

ITEMS DISCUSSED:

A. Key dates

1. **Bid Due – Thursday, June 6th at 3:00 p.m.** in the Thomas Collins building, 3rd floor Conference Room as described in the Invitation to Bid within the project manual.
2. **Bid Opening – Thursday, June 6th at 3:00 p.m.** in the Thomas Collins building, 3rd floor Conference Room. **Questions and substitution submission deadline is May 30th, 2013.** All questions must be submitted in writing and must be faxed to DEDC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to jfarina@dedc-eng.com. Phone calls will not be accepted.
- 3.

B. Key topics

1. Bids
 - a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate
 - b. Make sure you identify your project name on the front of your envelope when you submit your bid.
2. Building Access
 - a. A walk thru was conducted after the pre-bid meeting. **An optional second walk thru will be on Friday May 24th at 10:00 a.m.** Subcontractors can also participate in the walk thru.
3. Clarifications
 - a. All permits required for this effort to be obtained by the contractor.
 - b. Contractor to have full time superintendent or working foreman during the duration of the project.
 - c. This is a Delaware Prevailing Wage project (Kent County).

C. Subcontractor Listing



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1. There are now (3) subcontractor listings on this project: Sprinkler, Electrical, and Fire Alarm. These Subcontractors are identified on the attached bid form.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.

D. Meetings

1. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kick off meeting.
2. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

E. Items Discussed

1. Working hours: 4:30 p.m. to 1:30 a.m. Monday thru Friday, 6:00 p.m. starting time for work on the 2nd floor only.
2. Badges will be issued to the winning contractor. Anyone that will be on site during construction shall submit a photocopy of their drivers license to receive a badge.
3. All asbestos abatement has been completed in the building.
4. No background checks will be required for this building.

F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (2 pages)

Summarized By: DEDC, LLC
David Barton

Date: 05/20/13

Supreme Court Building Sprinkler System Installation - Kick Off Meeting
 Sign-in Sheet May 16, 2013

Name	Company	Phone	Fax	E-mail
David Barton	DEDC	302-738-7172	302-738-7175	dbarton@dedc-eng.com
Dawn Bessette	OMB/DFM	302-744-1180	302-739-6148	dawn.bessette@state.de.us
Ethel Pew	Bear Industries	302-368-1311	302-368-9217	epew@bearindustries.com
C.G. Ware	Kent Construction	302-653-6469	302-653-2108	cjohnston@bearindustries.com
Chip Gruber	Schlosser & Associates	302-738-7333	302-738-5692	lynn@kentconstructionco.com
Andrea Sebastiani	ABJ Sprinkler	856-881-8068	856-881-1605	cigruber@hotmail.com
A. J. Sebastiani	ABJ Sprinkler	856-881-8068	856-881-1605	estimating@abisprinkler.com
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