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**PRE-BID MEETING MINUTES
ODW/OPM BUILDING – INTERIOR RENOVATIONS
43 S. duPONT HIGHWAY, DOVER, DELAWARE
DBF #586B031.0C1 ♦ MC1002000106
JUNE 28, 2011**

In Attendance

OMB/DFM:	Rich Glazeski	Phone: 302-744-1178
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430
Contractor attendees:	<i>See attached sign-in sheets</i>	

Items Discussed

1. Project was advertised June 20 and 27, 2011 in the Delaware State News. The sign-in sheet was distributed.
2. Attendance at the pre-bid 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 Monday, March 14, 2011. No addenda will be issued 48 hours before the bid deadline, unless to extend the bid.
4. **Bids will be due July 15, 2011 at 2:00 p.m.**, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901, attn: Rich Glazeski. If the bid date and time change, the revised date and time will be issued via written Addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
5. One (1) original of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications.
6. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.

7. A walkthrough of the areas of work took place directly after this prebid meeting. **A second, optional walkthrough will take place on Friday, July 1, 2011 at 8am.** Contractors interested in the second walkthrough are to meet Rich Glazeski at the site at this date and time.
8. The building will be occupied during construction. Normal work hours are 7:00 a.m. to 5:00 p.m. for occupants of this building. The contractor will have the option to work off-hours to accommodate the occupants.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits effective March 15, 2011. 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.
10. Submissions: The contractor will be responsible for building permit and fire marshal submissions, their associated fees and impact fees to the City of Dover.
11. Scope: The scope of work will include the following:
 - A new sprinkler system and fire alarm system throughout the building.
 - Renovation of (4) toilet rooms for ADA accessibility.
 - Replacement of the built-up roof system system throughout the building.
 - Miscellaneous architectural renovations throughout the building.
 - Scope also includes all related electrical, mechanical, plumbing, and other appurtenances indicated in the bidding documents.
12. Phasing: The project will be done in (2) phases. The intent is for the building to remain occupied during construction. Occupants will coordinate with the contractor to relocate out of areas of work curing demolition and new construction. The delineation of the phases is indicated on the bid drawings. Contractors to assume 1-week down-time between phases.
13. All abatement of hazardous materials will not be in the contractor's scope of work. The bid documents have been coordinated with an assessment of hazardous materials. There will be some phase and construction coordination required between the general contractor and the abatement contractor. (See drawing D1).
14. All data, telephone, CA/TV, and electronic access systems will not be in the contractor's scope of work. There will be some phase and construction coordination required between the general contractor and the State's vendor(s) for these items.
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 subcontractor list must accompany the Bid Form 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 and the City of Dover. The prime general contractor must also be licensed in the State of Delaware.
17. All contractors and workers that will work in the facility are required to have criminal background checks done by the Delaware State Police or SBI online.
18. The Owner will provide electric and water service. The Contractor will be responsible for their temporary toilet facilities. A Room near the area of work may be utilized by the contractor during construction. An area on site will be established for a construction trailer and facilities at the Pre-construction meeting.
19. 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.



Daniel S. Ridgely, AIA
Architect - Project Manager

\\Arch Files\State of DE 586\586B031C\586B031C Prebid Minutes.doc

Enc.: Pre-bid sign-in sheets

Cc: All attendees

PRE-BID MEETING
ODW/OPM BUILDING - INTERIOR RENOVATIONS
43 S. duPONT HIGHWAY, DOVER, DELAWARE
DBF #586B031C
JUNE 20, 2011

Name (Please Print)	Company Name & Address	Phone / Fax Email
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Name (Please Print)	Company Name & Address	Phone / Fax Email
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Name (Please Print)	Company Name & Address	Phone / Fax Email
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