

# DEDC

Delaware Engineering and Design Corporation  
315 South Chapel Street  
Newark, Delaware 19711

Phone: (302) 738-7172  
Fax: (302) 738-7175  
www.dedc-eng.com

## PRE-BID MEETING SUMMARY

### GEORGE MASSEY STATION -- HVAC RENOVATION OMB/DFM # MC1002000107

#### ADDENDUM #1

MEETING DATE: March 16, 2011

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held in the second floor conference room at the Massey Station Building in Dover, DE at 10:00 am. A walk-through of the building followed the meeting.

ITEMS DISCUSSED:

- 1) Drawing Review
  - a. A review of the contract drawings took place with a brief explanation of the project.
  
- 2) Key dates
  - a. Bid Due – Thursday March 31, 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
  - b. Bid Opening – Thursday March 31, 2011 at 2:00 p.m.
  - c. Questions and substitution submission deadline – Wednesday March 23, 2011
  - d. A second walk thru will be conducted on Tuesday March 22, 2011 at 10:00 am.
  
- 3) Key topics
  - a. Bids
    - i. The contractor must use the bid bond and bid form supplied in the project manual. The bid form must be submitted in triplicate.
    - ii. Make sure you identify your project name on the front of your envelope when you submit your bid.

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- b. Drawings and specs can be purchased at DEDC's office for a non-refundable \$75.00. Please call (302) 738-7172 and ask for Dana or Donna to verify sets are available as we only hold so many on hand.
  - c. Bid Questions and Clarifications
    - i. All questions must be submitted in writing and must be faxed to Delaware Engineering and Design Corporation, Attn: John Farina, Fax (302) 738-7175 or E-mailed to [jfarina@dedc-eng.com](mailto:jfarina@dedc-eng.com). Phone calls will not be accepted.
    - ii. All permits required for this effort are to be obtained by the contractor.
    - iii. Contractor to have full time superintendent or working foreman.
    - iv. This is a Delaware prevailing wage rate project. These rates are supplied in the project manual.
  - d. Subcontractor Listing
    - i. The Subcontractors are identified on the bid form supplied in the project manual (mechanical, electrical, controls, roof ing, plaster repair, and testing and balancing).
    - ii. Be sure to list your company name if your company is performing this work.
    - iii. All companies listed must be registered in the State of Delaware to perform this work.
  - e. Meetings
    - i. 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.
    - ii. Contractors shall provide a 3-week look ahead schedule at each meeting to indicate work areas and shut downs.
- 4) Third Party Testing
- a. The State has hired a commissioning agent to perform commissioning on this project.
- 5) General
- a. During the walk thru the contractor asked if the building had asbestos. ***This building has been tested and none is present.***
  - b. During the walk thru the contractors asked if there was a warranty on the roof. ***There is no warranty on the roof.***
  - c. ***The building will be occupied during construction. People will be temporarily relocated to the 2<sup>nd</sup> floor conference room. However office furniture will be left in the work space. Contractor shall provide furniture protection and will be***

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*required to relocate "Loose" furniture as required to perform work. Loose furniture would include tables chairs free standing shelves etc.*

- 6) Allowance
  - a. Provide a \$10,000 allowance in the bid for plaster repair. This repair will be required on the ceiling of the 2<sup>nd</sup> floor conference room.
  
- 7) Addendum #1
  - a. Pre-Bid Meeting Summary (this document) (3 pages)
  - b. Bid Form Updated (4 pages)
  - c. Sign in sheet (2 pages)

If you have any comments or questions regarding these minutes please let us know within five working days.

Summarized By: Delaware Engineering and Design Corporation  
John Farina, PE  
Date: March 17, 2011



GEORGE MASSEY STATION HVAC RENOVATIONS  
DOVER, DE  
OMB/DFM# MC1002000107

BID FORM

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for \_\_\_\_\_ days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_ calendar days of the Notice to Proceed. In addition, we will complete this project in \_\_\_\_\_ working days using \_\_\_\_\_ workers each day.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)  
\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_ By: \_\_\_\_\_  
(SEAL) ( Authorized Signature )  
\_\_\_\_\_  
( Title )  
Date: \_\_\_\_\_

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)

GEORGE MASSEY STATION HVAC RENOVATIONS  
DOVER, DE  
OMB/DFM# MC1002000107

**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 &amp; State)</u>
1. Mechanical	_____	_____
2. Electrical	_____	_____
3. Controls	_____	_____
4. Testing & Balancing	_____	_____
5. Roofing	_____	_____
6. Plaster Repair	_____	_____

**BID FORM**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of *OMB.DFM# MC1002000107* have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_, NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

STATE OF DELAWARE  
 Massey Station HVAC Renovations  
 PRE-BID MEETING  
 3/16/2011

NAME	COMPANY	PHONE	FAX	EMAIL
John Farina	DEDC	302-738-7172	302-732-7175	ifarina@dcdc-eng.com
Elrita Annett	OMB/DFM	302-739-4611	302-739-6148	elrita_annett@state.de.us
Mike Hecker	Radius Systems	610-388-9940	610-388-9945	mhecker@radiusystemsllc.com
Bill Kriss	Power Plus	302-736-5070	302-736-5120	wkriss@msn.com
Mary Clark	Schlosser Associates	302-738-7333	302-738-5692	cigruber@hotmail.com
Dale Graham	Superior Electric Service	302-658-5949	302-658-5983	scott@superiorelectric.biz
Larry Marschesani	Building Systems	302-996-0900	302-996-0999	lmarchesani@bssinc.net
Stanley Griffiths	C&D Contractors	302-764-8013	302-764-7585	kmcdaniel.cd@verizon.net
Jose Waybright	East Coast HVAC	302-266-0531	302-266-0532	Jose@ecph.net
Rob Rettig	Merit Mechanical Co., Inc.	302-366-8601	302-368-3392	trrettig@meritmech.com
Jennifer Donahue	Worth & Company	302-659-1200	302-659-0540	jdonahue@worthandcompany.com
Vinnie D'Angelo	Modern Controls	302-325-6800	302-325-6808	vdangelo@moderncontrols.com
Larry Wall	Joseph T. Richardson	302-398-8101	302-398-9504	larry@ltrmech.net
Phillip Tarlton	Gaudelli Bros., Inc.	856-825-0636	856-327-8864	mimi@gaudellibros.com
Wade McCorkel	Seiberlich Trane	302-395-0200	302-395-0700	wade.mccorkel@seiberlich.com
Carlo Fasano	Sens Mechanical	410-629-0777	410-629-0778	carlf@sensinc.com
Rob Kempiski	MNS Enterprises Electrical Cont	302-607-5740	302-544-5543	rob@mnsenterprisesllc.com
Michael Sparco	Ducts Unlimited, Inc.	302-653-8448	302-653-0864	mjsparco@ductsunlimitedde.com
Richard W. Arndt	H&A Electric	302-678-8252	302-678-5610	richa.handa@comcast.net
Jesse Williams	1st Electric	410-835-8437	410-835-8439	jwilliams@1stelectricinc.com
Lisa Hiott	Hiott HVAC	302-697-3050	302-697-2802	lisahiott@hiotthvacr.com
Bill Braswell	Honya Associates Inc.	302-398-8171	302-398-3066	drystone@comcast.net
Burt Rayne	1st Electric	410-835-8437	410-835-8439	brayne@1stelectricinc.com
Scott Capaldi	Tuscan Construction	302-588-4406	302-644-7092	scott@tuscanconstruction.com
Dave Lauser	Christiana Mechanical	302-378-7738	302-378-7308	dlauser@christianamechanical.com
Jeff White	Joseph M. Zimmer	410-546-5700	410-546-1328	jeff.white@jmzinc.com
Dave Reisinger	Donald E. Reisinger	610-696-6921	610-696-4211	terriderinc@aol.com
Nancy Handlin	Delaware Contractor's Assoc			nhandlin@e-dca.org

2 '16-11  
 MASSEY STATION  
 Prec-BID MTG.

Name	Company	Phone	Fax	E-mail
John Farina	DEDC	302 738 7172	302 738 7175	ifarina@dedc-eng.com
Mike Hecker	Radius Systems	610-388-9940	610-388-9945	mhecker@radiusystemsllc.com
Bill Kriss	Powerc Plus	302-736-5070	736-5120	WKRISS@MSN.COM
Mary Clark	Schlusser+Associates	302-738-7333	302-738-5692	Cjgruber@hotmail.com
Dale Graham	Superior elec.	302.658.5949	302.658.5983	scotte@superiorelectric.biz
Larry Richardson	Building Systems	302 976 0900	302 976 0999	larryr@bssinc.net
Stanley Griffith	CTD Contractors	302 764 8013	7585	KMCDANIEL-CD@Verizon.net
JOSE WYMBALITT	EAST COAST HVAC	302-266-0531	0532	JOSE@ECPH.NET
Rob Retting	Meritmech	302-366-8621	302-366-4610	TRETTY@meritmech.com
Jennifer Dondiw	Worthy Co.	(302) 659-1200	302-659-0540	jdonahue@northardcompany.com
Vinnie D'Angelo	Modern Controls	(302) 568-5555	(302) 325-6808	Vdangelo@moderncontrols.com
Larry Wall	Joseph Richardson	(302) 395-8111	(302) 398-7599	LARRY@JTAMECH.NET
PHILIP TAREION	Ginsbell Bros	856-825-0026	856-327-8864	phillip@gawdellibros.com
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Carlo Fasano	Sens mech.	410-629-0777	410-629-0778	carlf@sensinc.com
Rob Kempski	MMS Enterprises	302-543-5889	302-543-5887	rob@mmsempresesllc.com
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