

315 S. Chapel St.  
Newark, DE 19711  
Phone  
302.738.7172  
Fax  
302.738.7175  
[www.dedc-eng.com](http://www.dedc-eng.com)

PRE-BID MEETING SUMMARY  
MARGARET O'NEILL BUILDING  
NEW OUTSIDE AIR SYSTEM  
OMB/DFM # MC1002000241  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Margaret O'Neill Building, in Dover, Delaware on Wednesday, May 13, 2015 at 11:00 a.m.

ITEMS DISCUSSED:

B. Key dates

1. **Bid Due – Friday, May 29th, 2015 at 2:00 p.m.** in the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 South DuPont Highway, Suite 1 (Third Floor). Dover, DE 19901 as described in the Invitation to Bid of the specifications.
2. **Bid Opening – Friday, May 29th, 2015 at 2:00 p.m.** in the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 South DuPont Highway, Suite 1 (Third Floor). Dover, DE 19901 as described in the Invitation to Bid of the specifications. **Questions deadline is Thursday, May 21st, 2015.** 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](mailto:jfarina@dedc-eng.com). Phone calls will not be accepted.

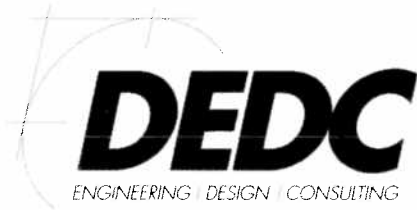
1. Key topics

2. Bids

- a. The contractor must use the bid form supplied in the specifications. 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.

3. Building Access

- a. An optional walk thru has been scheduled on Wednesday, May 20<sup>th</sup>, 2015 at 9:00 a.m. If you would like to attend the optional walk thru call John Dunham at 302-744-1185 or email to [john.dunham@state.de.us](mailto:john.dunham@state.de.us) to let him know you are coming to the site.



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#### 4. Clarifications

- a. All permits required for this effort to be obtained by the contractor.
- b. Contractor shall have a 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

1. There are now (4) subcontractor listings on this project: Mechanical, Electrical, Roofing, and Testing and Balancing. These Subcontractors are identified on the Revised bid form which is attached to this addendum. The Electrician on this project shall be licensed in Delaware.
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. Contractors shall provide a copy of their Delaware Business License when submitting their bids.
2. The expected duration of this project should be 120 days from letter of award to substantial completion.
3. Electronic copies of the specs and drawings will be distributed to all prospective bidders who purchased a hard copy of the drawings and specs.
4. The existing building automation system (BAS) in the Margaret O'Neill building is an automated logic system installed by Radius Systems.
5. The existing roof warranty is held by J&K Contracting Inc. in Capitol Heights, Maryland.
6. This project shall be completed during normal daytime working hours.
7. The existing ceiling tile model number will be given to the winning bidder if needed for replacement of any broken tiles during construction.
8. There are no duct detectors required since the unit is under 2,000 cfm.
9. The ERV unit weighs 1158 pounds. The condensing unit is 419 pounds.

#### F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (3 pages)
3. Revised Bid Form

Summarized By: DEDC, LLC  
David Barton  
Date: 05/14/15









O'NEILL BUILDING NEW OUTSIDE AIR SYSTEM  
DOVER, DE  
OMB/DFM # MC1002000241

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 sixty (60) 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.

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)

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**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>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. MECHANICAL	_____	_____	_____
2. ELECTRICAL	_____	_____	_____
3. ROOFING	_____	_____	_____
4. TESTING & BALANCING	_____	_____	_____



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**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 MC1002000241 have been thoroughly examined and are understood.

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

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

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

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

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

**E-MAIL:** \_\_\_\_\_

**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.**