



315 S. Chapel St.
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PRE-BID MEETING SUMMARY
TROOP 2 – HVAC RENOVATIONS
OMB/DFM # MC1002000243
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at Delaware State Police Troop 2, 101 Lagrange Avenue, Newark, Delaware on Tuesday, March 1, 2016, at 9:00 AM.

ITEMS DISCUSSED:

B. Key dates

1. Bid Due – Thursday, March 24, 2016 at 2:30 PM, as described in the Invitation to Bid within the project manual.
2. Bid Opening – Thursday, March 24, 2016 at 2:30 PM.
3. Questions and substitution submission deadline – Monday, March 14, 2016.

C. Key topics

1. Bids
 - a. The contractor must use the bid bond and bid form supplied in this addendum. 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 immediately following the pre-bid meeting.
3. Clarifications
 - a. 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. Phone calls will not be accepted.
 - b. All permits required for this effort to be obtained by the contractor.
 - c. Contractor shall have full time superintendent or working foreman on site while work is being completed.
 - d. This is a Prevailing Wage project.

D. Subcontractor Listing

1. There are 5 subcontractor listings on this project: Mechanical, Plumbing, Controls, Testing and Balancing, and Electrical. These Subcontractors are identified on the 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.



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E. 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.

F. Additional Information

1. The hot water control valves are to be replaced and shall match the new coil flow requirements. The intent of this project as indicated in specification section 23 09 50 – 59 is that the BAS contractor shall provide the control valves to be installed by the mechanical contractor.
2. The existing concrete pad under pumps P-1 & P-2 is to be reused.
3. The existing strainer and flow control valves on the VAV boxes with new coils are to remain. New control valves are required for all new coils.
4. Roofing work is not required for this project as there are existing pipe curbs and caps (see photo below). The contractor shall replace the existing pipe curb cap as required to replace the split system units.
5. The new regulator on drawing P-102 shall be installed on the building side of the gas meter and shall be furnished and installed by the contractor. The contractor shall be responsible for coordination with the gas company.

G. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (1 page)
3. Revised Drawings M-101 and M-601

Summarized By: DEDC, LLC
Matt Lano

Date: March 1, 2016

STATE OF DELAWARE
Troop 2 - HVAC
March 1, 2016

Name	Company	Phone	Fax	E-mail
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DRAWINGS REDACTED