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PRE-BID MEETING SUMMARY  
CARVEL STATE OFFICE BUILDING FREIGHT ELEVATOR UPGRADES  
OMB/DFM # MC1002000346  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held in Facilities Management conference room on the first floor of the Carvel State Office Building room in Wilmington, Delaware on Tuesday, July 12, 2016, at 9:00 AM.

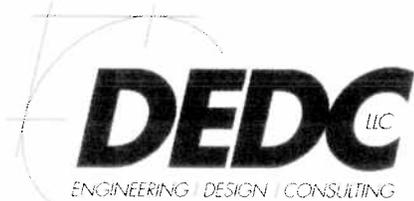
ITEMS DISCUSSED:

A. Key dates

1. Bid Due –July 28, 2016 at 2:00 p.m., as described in the Invitation to Bid.
2. Bid Opening –July 28, 2016 at 2:00 p.m.
3. Questions and substitution submission deadline – Thursday, July 21, 2016.
4. An optional secondary walk through has been scheduled for Tuesday, July 19, 2016 at 9:00 a.m. Contractors shall meet in the Facilities Management conference room and be escorted by Maintenance.

B. Key topics

1. 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.
    - c. Include all drug affidavits with the bid including subcontractors. Regulations for drug testing can be accessed at the following website:  
<http://dfm.delaware.gov/drug-testing/documents/regulations.pdf>
  - d. Provide a copy of the prime contractors Delaware Business License with the bid.
2. Building Access
  - a. A walk thru was conducted on July 12, 2016, at 9:00 AM.
3. General
  - a. 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.
  - b. All permits required for this effort to be obtained by the contractor.
  - c. Work hours shall be 7:00 a.m. to 4:00 p.m. Monday thru Friday for contractors on site.
  - d. No access cards will be given to the contractors. Escorts will be provided for the contractors to get into the secure areas.



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- e. Alternate #1: All work associated with the demolition and replacement of the existing Mitsubishi split system (AHU-3 & CU-3) including all refrigerant lines, thermostat, disconnect, etc. as shown on the drawings.
- f. It has been confirmed that an off hour delivery (Saturday or Sunday) for the new hoist and motor will be permitted. Contractor will need to coordinate with Maintenance.
- g. Contractor shall have full time superintendent or working foreman on site while work is being completed.
- h. The building will be fully occupied during the construction of this project.
- i. Background checks will be required for any contractors who will be on site after the project is awarded.
- j. This is a Prevailing Wage project (New Castle County).

C. Subcontractor Listing

- 1. There are (4) subcontractor listings on this project: Elevator, Mechanical, Electrical, and Controls. 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. Addendum #1

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

Summarized By: DEDC, LLC  
David Barton  
Date: July 13, 2016

Name	Company	Phone	Fax	E-mail
David Barton	DEDC	302-738-7172	302-738-7175	<a href="mailto:dbarton@dedc-eng.com">dbarton@dedc-eng.com</a>
Mel Pitt	Otis	856-466-6511		<a href="mailto:melvin.pitt@otis.com">melvin.pitt@otis.com</a>
Joseph Ritz	Otis	215-239-5957	860-353-3162	<a href="mailto:joseph.ritz@otis.com">joseph.ritz@otis.com</a>
Joe Quigley	Thyssen Krupp	610-721-2261	866-441-4233	<a href="mailto:joe.quigley@thyssenkrupp.com">joe.quigley@thyssenkrupp.com</a>
Nick Ryan	Action Elevator	410-250-7070	410-766-8140	<a href="mailto:nryan@actionelevator.com">nryan@actionelevator.com</a>
Ryan Jackson	Amakor Inc.	302-834-8664	302-834-8681	<a href="mailto:amakor@aol.com">amakor@aol.com</a>
Rob Del Campo Sr.	OMB/DFM	302-739-5644		<a href="mailto:robert.delcampo@state.de.us">robert.delcampo@state.de.us</a>
Rachel Vogel	Delaware Elevator	443-991-9799		<a href="mailto:rvogel@delawareelevator.com">rvogel@delawareelevator.com</a>
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