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PRE-BID MEETING SUMMARY
JESSE COOPER BUILDING
CLOSED CIRCUIT COOLING TOWER REPLACEMENT
OMB/DFM CONTRACT # MC1002000370
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

- A. Participants of the pre-bid will need to state their name, title, and company name at the beginning of the meeting and again at the end of the meeting. Since there is no in person sign-in sheet, participants of the pre-bid shall send an email to Matt Lano at mlano@dedc-eng.com with the following information: Name, Company name, telephone number, and email address. These emails will be compiled and made into a sign-in sheet which will be distributed with addendum #1 for this project.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held via Webex on August 14, 2020 at 10:30 a.m. in compliance with the Governors State of Emergency. There was no in person meeting.

ITEMS DISCUSSED:

- A. Key dates
1. Bid Due – Wednesday September 9, 2020 at 10:00 a.m. as described in the invitation to bid. Bids must be sent by email to DFM-BID@delaware.gov. and a hard copy of the entire submission shall be sent by mail within (5) business days of the bid submission deadline. Only bids submitted to the “BIDS” mailbox or by hard copy to Thomas Collins are accepted. Contractors are not to request a read receipt it may send a bid to a quarantine mailbox and the read receipt will not be acknowledged either way. Bidders should not wait to the last minute to submit bids electronically – email is not instant. The bid mailbox is not monitored unless bids are due and the mailbox is not for any purpose other than bids. Bidders will receive an email acknowledgment that documents have been received – they are not to call the PM’s to ask – the PM’s do not have access to the Bid Mailbox.
 2. Bid Opening – Wednesday September 9, 2020 at 10:30 a.m. The bid opening will be held through electronic means to comply with the Governor’s State of Emergency. To attend the bid opening, the public may participate by joining the meeting at Webex.com, meeting number 129 896 7530 and password P3jHvMGkD68. There will be no in-person meeting.
 3. Substitution deadline is: 5:00 PM Thursday August 27, 2020.
 4. Questions deadline is: 5:00 PM Monday August 31, 2020.



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B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied.
- b. Each bidder shall include in their bid a copy of a valid Delaware Business License.
- c. Each bidder shall include signed Affidavit(s) for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Craft Training Affidavit is no longer required at bid time. The form is required prior to contract execution. The updated Bid Form and Craft Training Affidavit are attached to this addendum. Specification section 00 81 17 Craft Training Affidavit has been added to the project manual.
- e. Make sure you identify your project name & number (MC1002000370) on the front of your envelope when you submit your bid.
- f. There is a \$20,000 allowance to be included in the base bid for use upon the owner's instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner's written approval.
- g. Building Access
 1. Contractors are to email their availability to mlano@dedc-eng.com for a walkthrough the days of August 25th and 26th. Please also identify how many people from your company will be attending.
 2. Masks will be mandatory during the walkthrough and there will be temperature checks required before entering the building.
 3. The parking lot behind the building will be accessible at any time.

2. Clarifications

- a. All questions must be submitted in writing and must e-mailed to mlano@dedc-eng.com. Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. Contractor to have a full-time superintendent or working foreman on site while work is commencing.
- d. This is a Prevailing Wage project.
- e. The Jesse Cooper and Haslet buildings will be fully occupied during construction.



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3. Subcontractor Listing

- a. There are six subcontractors listed on this project: Mechanical, Electrical, Controls, Site Work, Roofing, and Masonry. These subcontractors are identified on the attached bid form.
- b. Be sure to list your company name if your company is performing this work.
- c. All companies listed must be registered in the State of Delaware to perform this work.

C. Meetings

1. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kickoff meeting.
2. Contractor to provide a full schedule before the project is to begin. It is the contractor's responsibility to ensure all material lead times meet the project schedule. This project schedule is to identify which areas of the building the contractor will be accessing on which dates.
3. Contractors shall provide a 3 – week look ahead schedule at each meeting to indicate work areas and shutdowns.

D. Addendum #1

1. Pre-Bid Meeting Summary (this document) (3 pages)
2. Sign in sheet (1 page)
3. Revised Bid Form (8 pages)
4. Craft Training Affidavit (2 pages)

Summarized By: DEDC, LLC
Matt Lano

Date: August 14, 2020

Pre-Bid Meeting Sign In Sheet
 Jesse Cooper Building
 Closed Circuit Cooler Replacement
 OMB/DFM Contract # MC1002000370

| Name | Company | Phone | Fax | E-mail |
|-------------------|--------------------------|--------------|--------------|--|
| Matt Lano | DEDC | 302 738 7172 | 302 738 7175 | mlano@dedc-eng.com |
| Dean Seely | OMB/DFM | 302 233 8203 | | joseph.seely@delaware.gov |
| Paul Guggenberger | StudioJAED | 302 832 1652 | | guggenbergerP@studiojaed.com |
| Stanley Griffiths | Worth & Company | 267 884 5736 | | stanley.griffiths@worthandcompany.com |
| John Dunbar | Joseph T. Richardson | 302 462 0362 | | john@jtrmech.net |
| Scott Macknis | Apex Mechanical | 302 442 0353 | | smacknis@apexpiping.com |
| Mark Ferelli | Schlosser and Associates | 302 383 7839 | | mferelli@saamci.com |
| Stacy Bush | Amakor | 302 834 8664 | | amakor@aol.com |
| Richard Murphy | I.D. Griffith | 302 656 8253 | | rmurphy@idgriffith.com |
| David Williamson | Radius Systems | 610 388 9940 | | dwilliamson@radiussystemsllc.com |
| Rick Cranford | United Constructors | 410 638 0341 | | rcranford@unitedconstructorsgroup.com |
| Travis Rettig | Merit Mechanical | 302 366 8601 | | trettig@meritmech.com |
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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 thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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
- Affidavit(s) of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

| <u>Subcontractor Category</u> | <u>Subcontractor</u> | <u>Address (City & State)</u> | <u>Subcontractors tax-payer ID # or Delaware Business license #</u> |
|-------------------------------|----------------------|-----------------------------------|---|
| 1. Mechanical | _____ | _____ | _____ |
| A. | _____ | _____ | _____ |
| B. | _____ | _____ | _____ |
| C. | _____ | _____ | _____ |
| 2. Electrical | _____ | _____ | _____ |
| A. | _____ | _____ | _____ |
| B. | _____ | _____ | _____ |
| C. | _____ | _____ | _____ |

BID FORM (Continued)

| | | | | |
|----|-----------|-------|-------|-------|
| 3. | Controls | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |
| 4. | Site Work | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |
| 5. | Roofing | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |
| 6. | Masonry | _____ | _____ | _____ |
| | A. | _____ | _____ | _____ |
| | B. | _____ | _____ | _____ |
| | C. | _____ | _____ | _____ |

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 Contract # MC1002000370 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.

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

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.

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

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.

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**AFFIDAVIT OF
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as “an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor.”¹ A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at https://det.delawareworks.com/apprenticeship/documents/Apprenticeship_Occupation_List_for_29Del6962_Compliance.pdf If you have questions regarding craft training programs, please submit them in writing to the Delaware Department of Labor at: apprenticeship@delaware.gov . The Craft Training Compliance Affidavit must be submitted prior to contract execution. In addition to this Affidavit, all information pertaining to craft training for subcontractors must also be submitted prior to contract execution. Information to be provided is the craft, company name, registration number (indicate DE, US DOL or identify other state) or that craft training requirements do not apply and the reason.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

Craft(s) _____

Contractor Name: _____

Contractor Address: _____

**Contractor Program
Registration Number** _____

On this line also indicate whether DE, Other State (identify) or US Registration Number

Or

Craft Training requirements are not applicable because: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____ NOTARY PUBLIC _____

THIS PAGE MUST BE SIGNED AND NOTARIZED TO BE CONSIDERED.

¹ Title 29, Chapter 69, Section 6902(7) of the Delaware Code.

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