



Pennsylvania
Duane Morris Plaza
30 S. 17th Street
Suite 830
Philadelphia, PA 19103
Phone
267.804.7286

Delaware
315 S. Chapel Street
Newark, DE 19711
Phone
302.738.7172
Fax
302.738.7175
www.dedc-eng.com

PRE-BID MEETING SUMMARY
CSOB 12TH FLOOR CORE HVAC
OMB/DFM CONTRACT #'S MC1002000378
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Carvel State Office Building on January 30, 2018 at 9:30 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Monday February 19, 2018 at 1:00pm in the Thomas Collins Building as described in the Invitation to Bid.
2. Bid Opening – Monday February 19, 2018 at 1:00pm.
3. Questions and substitution submission deadline – February 9, 2018.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual.
- 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. Make sure you identify your project name & number (MC1002000378) on the front of your envelope when you submit your bid.
- e. There is a \$10,000 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.

2. Building Access

- a. A walk thru will be conducted on Thursday February 1st at 9:00 AM. Please email Matt Lano (mlano@dedc-eng.com) if you will be attending. We will meet at the Maintenance Office on the second floor and then be escorted up.



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3. Clarifications

- a. All questions must be submitted in writing and must be faxed to DEDC,LLC Attn: Matt Lano, Fax 302 738-7175 or 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 full time superintendent or working foreman on site while work is commencing.
- d. This is a Prevailing Wage project.
- e. Work hours are to be 8:00 am to 4:30 pm.
- f. The project substantial completion shall be 120 calendar days after the Notice To Proceed.
- g. A revised specification section 00 11 16 0 - INVITATION TO BID is included in this addendum.
- h. A revised specification section 00 41 13 - BID FORM is included in this addendum.
- i. The correct name for this project is "CSOB 12th FLOOR CORE HVAC". We are not issuing a revised cover sheet for this minor clerical error.
- j. There is a commission specification. Specification 01 91 13 details the scope of work associated with commissioning. This work must be done prior to Substantial Completion.
- k. Controls work is to be performed and completed prior to substantial completion.

C. Subcontractor Listing

1. There are 4 subcontractor listings on this project: Mechanical, Electrical, Controls, and Testing & Balancing. 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. Contractor to provide a full schedule before the project is to begin. It is the contractor's responsibility to ensure all equipment lead times meet the project schedule.
3. 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 (1 page)
3. Specifications
 - a. 00 11 16 - Invitation to Bid (2 pages)
 - b. 00 41 13 - Bid Form (5 pages)



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Summarized By: DEDC, LLC
Matt Lano
Date: January 30, 2018

STATE OF DELAWARE
 CSOB 12th Floor Core HVAC
 January 30, 2018

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302-738-7172	302-738-7175	mlano@dedc-eng.com
Chip Lieber	DFM	302-744-1163	30-739-6148	chip.lieber@state.de.us
Chase Lockard	Modern Controls	302-325-6800		clockard@moderncontrols.com
Anthony Gaudelli	Gaudelli Bros.	856-825-0636		anthony@gaudellibros.com
Hayley Bolden	Summit Mechanical, Inc.	302-836-8814	302-836-8819	hayley@summitmechanical.org
Lisa Matthews	AA Duckett / Elliot Lewis	215-783-2470		lmatthews@elliottlewis.com
Kyle Contino	GEM Mechanical	610-361-9667	610-361-9677	kyle@gemmsi.com
Maurice Jenkins, Jr.	DFM	302-577-8441	302-577-2773	maurice.jenkins@state.de.us

INVITATION TO BID

Sealed bids for OMB/DFM Contract No. OMB/DFM# MC1002000378 "CSOB 12TH Floor Core HVAC Project", will be received by 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 S. DuPont Highway, Suite 1 (third Floor), Dover, DE 19901 until 1:00 p.m. local time on Monday February 19, 2018, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves the replacement of heat pumps at the Carvel State Office building with a VAV system.

A **MANDATORY** Pre-Bid Meeting will be held on Tuesday January 30, 2018, at 9:30 a.m. at the Carvel 1st Floor DFM Conference Room for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Division of Facilities Management, 540 S. DuPont Highway, Suite 1 (third Floor), Dover, DE 19901.

The outer envelope should clearly indicate: "**OMB/DFM CONTRACT NO. MC1002000378 - SEALED BID - DO NOT OPEN.**"

Contract documents may be obtained at the office of DEDC, LLC, upon receipt of \$75 per paper set or \$25 per electronic set, both non-refundable. Checks are to be made payable to "DEDC, LLC".

Construction documents will be available for review at the following locations: DEDC, LLC; Delaware Contractors Association; Associated Builders and Contractors.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

END OF INVITATION TO BID

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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 120 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 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**. This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this 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	_____	_____	_____
2. ELECTRICAL	_____	_____	_____
3. CONTROLS	_____	_____	_____
4. TESTING & BALANCE	_____	_____	_____

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# MC1002000378 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 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.