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PRE-BID MEETING SUMMARY
CSOB 12TH FLOOR HEAT PUMP REPLACEMENT
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 October 16th, 2017 at 9:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday October 31, 2017 at 1:00pm in the Thomas Collins Building as described in the Invitation to Bid.
2. Bid Opening – Tuesday October 31, 2017 at 1:00pm.
3. Questions and substitution submission deadline – Monday October 23, 2017.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate.
- 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 and each listed Subcontractor 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.



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2. Building Access

- a. A walk thru will be conducted on Friday October 20, 2017 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.

3. Clarifications

- a. All questions must be submitted in writing and must be faxed to DEDCC, 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.
- d. This is a Prevailing Wage project.
- e. The time frame for the phasing to be priced in Alternate #3 shall be identified in a future addendum.

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)

Summarized By: DEDCC, LLC

Matt Lano

Date: October 16, 2017

STATE OF DELAWARE
 CSOB 12th Floor Heat Pump Replacement
 October 16, 2017

| 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 |
| Kevin Burnell | Modern Controls | 302-325-6800 | | |
| Phillip Tarlton | Gaudelli Bros. | 856-825-0636 | | phillip@gaudellibros.com |
| Matt Bailey | Power Plus Electrical Contracting, Inc. | 302-736-5070 | 302-736-5120 | mattb337@gmail.com |
| Jose Waybright | East Coast Plumbing & HVAC, Inc. | 302-266-0530 | 302-266-0532 | jose@ecph.net |
| Shavonne White | Gov. Office | 302-577-8215 | 302-577-3118 | shavonne.white@state.de.us |
| Rob Vander Decker | Summit Mechanical, Inc. | 302-836-8814 | 302-836-8819 | rob@summitmechanical.org |
| 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 |
| Patrick Mullin | Robert Mullin HVAC | 302-893-7217 | 302-322-9007 | robertmullinHVAC@gmail.com |
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