



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
NEW CASTLE COUNTY FACILITIES MANAGEMENT BUILDINGS
BACKFLOW PREVENTER REPLACEMENT
OMB/DFM CONTRACT #'S MC1002000435
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 June 14, 2020 at 10:00 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 August 12, 2020 at 11:00 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 August 12, 2020 at 11:30 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 126 161 1274 and password 4ucYyhHEc32. There will be no in-person meeting.
3. Questions and substitution submission deadline: 4:30 PM Tuesday August 4, 2020.

B. Key topics

1. Bids
 - a. The contractor must use the bid bond and bid form supplied in project manual.



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

- 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 (MC1002000435) 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.
 - f. Building Access
 1. Contractors are to email their availability to mlano@dedc-eng.com for a walkthrough the week of July 20th – July 24th.
 2. Masks will be mandatory during the walkthrough and there will be temperature checks required before entering certain buildings.
2. 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 a full time superintendent or working foreman on site while work is commencing.
 - d. This is a Prevailing Wage project.
 - e. As there is off hours work for this project, work hours will need to be coordinated.



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

3. Subcontractor Listing

- a. There are two subcontractors listed on this project: Plumbing and Fire Protection. This subcontractor is 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)

Summarized By: DEDC, LLC
Matt Lano
Date: July 15, 2020

Pre-Bid Meeting Sign In Sheet
New Castle County Buildings
Backflow Preventer Replacement
OMB/DFM Contract #'s MC1002000435

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302 738 7172	302 738 7175	mlano@dedc-eng.com
Mike Jacobs	OMB/DFM	302 577 8190		michael.jacobs@delaware.gov
Larry Via	Pro Works, Inc	302 221 4200		larry.vai@proworksinc.net
Robert Hill	Immix Fire Protection	302 293 6822		robert.hill@immixfp.com
Stanley Griffiths	Worth and Company	267 884 5737		stanley.griffiths@worthandcompany.com
Hayley Bolden	Summit Mechanical	302 836 8814		hayley@summitmechanical.org

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1: <u>Division of Forensics Fire Protection BFP</u>	\$ _____	\$ _____
UNIT PRICE No. 2: <u>NCC Fire Training Center Fire Protection BFP</u>	\$ _____	\$ _____
UNIT PRICE No. 3: <u>NCC Fire Marshall's Office Fire Protection BFP</u>	\$ _____	\$ _____
UNIT PRICE No. 4: <u>Governor Bacon Food Warehouse Fire Protection BFP</u>	\$ _____	\$ _____

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. Plumbing	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Fire Protection	_____	_____	_____
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# MC1002000435 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.

THIS PAGE INTENTIONALLY LEFT BLANK