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30 S. 17th Street  
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267.804.7286

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PRE-BID MEETING SUMMARY  
NEW CASTLE COUNTY BUILDINGS  
BACKFLOW PREVENTER REPLACEMENT  
OMB/DFM CONTRACT #'S MC1002000435  
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 17, 2019 at 9:00 AM.

ITEMS DISCUSSED:

B. Key dates

1. Bid Due – Thursday November 7, 2019 at 3:00 PM in the Thomas Collins Building as described in the Invitation to Bid issued in this addendum.
2. Bid Opening – Thursday November 7, 2019 at 3:00 PM.
3. Questions and substitution submission deadline: 4:30 PM Monday October 28, 2019.

C. 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 (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.

2. Building Access

- a. Please contact me by email ([theider@dedc-eng.com](mailto:theider@dedc-eng.com)) by end of day Tuesday October 22, 2019 if you would like to attend a walkthrough of the buildings. This will only be scheduled if bidders express interest in attending and if scheduled will be on Thursday October 24, 2019. If responding, please provide a list of buildings you would like to visit. A schedule of when the buildings will be available for walkthrough will be provided based on bidder responses.
- b. Available photos from previous surveys can be found at the link below:

<https://spaces.hightail.com/receive/APjHnCBrhy>



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### 3. Clarifications

- a. All questions must be submitted in writing and must be faxed to DEDC, LLC Attn: Tim Heider, Fax 302 738-7175 or E-mailed to [theider@dedc-eng.com](mailto:theider@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.

### D. Subcontractor Listing

1. There is 1 subcontractor listings on this project: Plumbing. This Subcontractor is 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.

### E. Work/Shutdown Scheduling

1. The contractor is responsible for scheduling all work and shutdowns with all parties including but not limited to DFM, Water Utility, and Hoopes Fire Prevention Inc.
2. Contractor shall contact utility for shut down. Once shutdown is scheduled, this schedule shall be provided to DFM so they can have personnel on site to give building access to the contractor as this will be after hours work.
3. Contractor is responsible for coordinating with the fire alarm contractor (Hoopes Fire Prevention Inc.) to disarm fire alarm during fire protection work.
4. Contractor is responsible for all draining, refilling, and testing of the systems.

### F. 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.

### G. 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 (6 pages)

Summarized By: DEDC, LLC  
Timothy Heider  
Date: October 17, 2019

**SECTION 00 11 16  
INVITATION TO BID**

Sealed bids for **OMB/DFM Contract No. MC1002000435 – New Castle County Facilities Management Buildings – Backflow Preventer Replacement** 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 3:00 p.m. local time on Thursday, November 7, 2019, 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.

The project involves the replacement of multiple backflow preventers in various Facilities Management buildings throughout New Castle County.

A **MANDATORY** Pre-Bid Meeting will be held on Thursday, October 17, 2019, at 9:00 a.m. in the Facilities Management conference room located on the first floor of the Carvel State Office Building, 820 N. French Street, Wilmington, Delaware, for the purpose of establishing the list 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, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: **“OMB/DFM CONTRACT NO. MC1002000435 – NEW CASTLE COUNTY FACILITIES MANAGEMENT BUILDINGS – BACKFLOW PREVENTER REPLACEMENT - SEALED BID - DO NOT OPEN.”**

Contract documents may be obtained at the office of DEDC, LLC, 315 S. Chapel Street, Newark, DE 19720, phone: (302) 738-7172, upon receipt of \$50.00 per paper set and/or \$25.00 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 \_\_\_\_\_ 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.

| <u>Subcontractor Category</u> | <u>Subcontractor</u> | <u>Address (City &amp; State)</u> | <u>Subcontractors tax payer ID #<br/>or Delaware Business license #</u> |
|-------------------------------|----------------------|-----------------------------------|---|
| 1. PLUMBING                   | _____                | _____                             | _____   |

**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.**

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

| Name          | Company                             | Phone        | Fax          | E-mail   |
|---------------|-------------------------------------|--------------|--------------|--|
| Tim Heider    | DEDC                                | 302 738 7172 | 302 738 7175 | <a href="mailto:theider@dedc-eng.com">theider@dedc-eng.com</a>                 |
| Mike Jacobs   | OMB/DFM                             |              |              | <a href="mailto:michael.jacobs@delaware.gov">michael.jacobs@delaware.gov</a>   |
| Mike Travers  | OMB/DFM                             | 302 270 8641 |              | <a href="mailto:michael.travers@delaware.gov">michael.travers@delaware.gov</a> |
| Dave Ankor    | Critical Design & Construction Corp | 610-938-7572 |              | <a href="mailto:danko@cdacorp.net">danko@cdacorp.net</a>                       |
| Scott Capaldi | Critical Design & Construction Corp | 302-588-4406 | 302-622-9222 | <a href="mailto:sacapaldi@cdacorp.net">sacapaldi@cdacorp.net</a>               |
| Brian Cochran | Cochran's                           | 302-652-6628 | 302-652-6660 | <a href="mailto:kelly@cochranexcavating.com">kelly@cochranexcavating.com</a>   |
| Ian Murphy    | Sobieski                            | 302-932-5704 | 302-993-0066 | <a href="mailto:imurphy@sobieskiinc.com">imurphy@sobieskiinc.com</a>           |
| Shaun Stamos  | Apex Piping Systems                 | 302-476-5176 |              | <a href="mailto:sstamos@apexpiping.com">sstamos@apexpiping.com</a>             |
| Mark Ferelli  | Schlosser & Associates              | 302-383-7839 |              | <a href="mailto:mferelli@saamci.com">mferelli@saamci.com</a>                   |
| Daniel Eaton  | Summit Mechanical                   | 302-836-8814 |              | <a href="mailto:hayley@summitmechanical.org">hayley@summitmechanical.org</a>   |
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