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PRE-BID MEETING SUMMARY
ABSALOM JONES COMMUNITY CENTER
INTERIOR LIGHT FIXTURE REPLACEMENT
OMB/DFM CONTRACT #'S MC1002000463
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 11, 2020 at 11:00 a.m. in compliance with the Governors State of Emergency. There was no in person meeting.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Thursday July 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.
2. Bid Opening – Thursday July 9, 2020 at 11:00 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 714 357 844 and password 5MZb47HpnQc. There will be no in-person meeting.
3. Questions and substitution submission deadline: 4:30 PM Tuesday June 30, 2020.

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.



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- d. Make sure you identify your project name & number (MC1002000463) 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. A walk thru will be conducted on Thursday June 18th at 11:00 a.m. Contractors are to meet at the rear entrance to the building next to the garage. Please contact Ashlie (302-531-5965) when you are onsite.
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.

C. Subcontractor Listing

1. There is one subcontractor listing on this project: Electrical. 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.

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 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 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: June 11, 2020

Pre-Bid Meeting Sign In Sheet
 Absalom Jones Interior Light Fixture Replacement
 OMB/DFM Contract #'s MC1002000463

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302 738 7172	302 738 7175	mlano@dedc-eng.com
Ashlie Stanley	OMB/DFM	302 744 1165		ashlie.stanley@delaware.gov
Tom Hutchinson	ATR Electric Services, Inc.	302 378 3708		thutchinson@atreelectricde.com
Fred Fisher	First State Electric Company	302 322 0140		fredf@firststateelectric.com
Deby Hyde-Doak	Letke Security Contractors Inc	443 463 2111		debyrain@hotmail.com
Jamie Biscoe	Superior Electric	302 658 5949		jamie@superiorelectric.biz
Patty Arnn	Dvorak, LLC	443 503 6400		parnn@dvorakllc.com
Matt Bailey	Power Plus	302 363 5069		mattb337@gamil.com
Thomas Gargalas	Electrical Integrity LLC	302 388 3430		twgargalas@elecintegrity.com
Frank Hartman	T-N-T Construction Group LLC	410 272 2002		fhartman.tntconstruction@outlook.com
Larry Buyarski	Preferred Electric Inc.	302 322 9568		lsbuyarski@preferredinc.net