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PRE-BID MEETING SUMMARY  
WILLIAM PENN BUILDING – COOLING TOWER REPLACEMENT  
OMB/DFM CONTRACT #'S MC1002000500  
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](mailto: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 Pre-bid meeting was held via Webex.com on October 13, 2020 at 9:30 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, October 28, 2020 at 1:30 P.m. 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, October 28, 2020 at 2:15 p.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 173 879 8152 and password N86KuRjSvh2. There will be no in-person meeting.
3. Questions and substitution submission deadline – October 21, 2020 at 5:00 p.m.

B. Key topics

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



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- b. Each bidder shall include a signed Affidavit 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.
- c. Make sure you identify the project name and number on the front of your envelope when you submit your bid.
- d. Contract documents may be obtained at the office of DEDC, LLC, 315 S. Chapel Street Newark, Delaware 19711, phone 302-738-7172, upon receipt of \$75.00 per paper set or \$ 25.00 per electronic set, both non-refundable. Checks are to be made payable to "DEDCC, LLC".
- e. Building Access
  - (i). Contractors are to email their availability to [mlano@dedc-eng.com](mailto:mlano@dedc-eng.com) for a walkthrough the day of October 19<sup>th</sup> at 10:00 am.
  - (ii). Masks will be mandatory during the walkthrough.

## 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](mailto:mlano@dedc-eng.com). Phone calls will not be accepted.
- b. All permits required for this effort are to be obtained by the contractor.
- c. The Contractor who is bidding the project shall have a full-time superintendent or working foreman onsite while work is being performed.
- d. This is a Delaware Prevailing Wage project (Kent County).
- e. Work hours are 8:00 a.m. to 4:30 p.m. during the week. Off hours during the week will need to be coordinated with DFM.

## C. Subcontractor Listing

1. There are now (3) subcontractor listings on this project (Mechanical, Electrical, and Controls). These Subcontractors are identified on the attached revised 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. Allowances

1. 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.

## E. Meetings/Scheduling/Shutdowns

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.



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3. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.
4. Any building systems shutdowns must be requested with at least 14 calendar days written request. The State will make every effort to coordinate a reasonable time for shutdowns based on coordination of manpower and critical State Agency activity schedules.
5. For the purpose of providing notice to building occupants, as the work progresses, at least 7 days written notice to the DFM Project Manager is required when the contractor intends to mobilize, re-mobilize, close any area of the building or access to any areas, and/or transition to and/or perform work in a new area of the building. The written notification must include details such as: When will the work start? Where/what areas of the building will be affected? How long will the area be affected? When will the work in this new area be complete?

F. Alternates

1. Alternate #1: Contractor shall provide temporary cooling as described in the specifications and on the drawings.

G. Additional Information Not Covered During Pre-Bid Meeting

1. The Craft Training Affidavits and Employee Drug Testing program documentation for the prime contractor and all sub-contractors shall be submitted to DFM following award. The AIA contracts will not be sent to the contractor until these are received and approved by DFM.
2. The contract duration has been identified as 100 calendar days on the Bid Form.

H. Addendum #1

1. Pre-Bid Meeting Summary (this document) (3 pages)
2. Sign in sheet (1 page)
3. Specifications
  - a. 00 41 13 – Bid Form (8 pages)

Summarized By: DEDC, LLC

Matt Lano

Date: October 13, 2020

Pre-Bid Meeting Sign In Sheet  
 William Penn Building Cooling Tower Replacement  
 OMB/DFM Contract # MC1002000500

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Fax</b>	<b>E-mail</b>
Matt Lano	DEDC	302 738 7172	302 738 7175	<a href="mailto:mlano@dedc-eng.com">mlano@dedc-eng.com</a>
John Dunham	OMB/DFM	302 744 1185		<a href="mailto:john.dunham@delaware.gov">john.dunham@delaware.gov</a>
Alwin Robles	DTI			<a href="mailto:alwin.robles@delaware.gov">alwin.robles@delaware.gov</a>
David Williamson	Radius Systems	610 388 9940		<a href="mailto:dwilliamson@radiussystemsllc.com">dwilliamson@radiussystemsllc.com</a>
Jose Waybright	East Coast Plumbing & HVAC	302 266 0531		<a href="mailto:jose@ecph.net">jose@ecph.net</a>
John Dunbar	Joseph T. Richardson	302 462 0362		<a href="mailto:john@jtrmech.net">john@jtrmech.net</a>
Scott Macknis	Apex Mechanical	302 442 0353		<a href="mailto:smacknis@apexpiping.com">smacknis@apexpiping.com</a>
Gerry Lamenzo	Merit Mechanical	302 366 8601		<a href="mailto:gerry@meritmech.com">gerry@meritmech.com</a>
Maurice Jenkins	DTI	302 739 9675		<a href="mailto:maurice.jenkins@delaware.gov">maurice.jenkins@delaware.gov</a>
Mark Ferelli	Schlosser and Associates	302 383 7839		<a href="mailto:mferelli@saamci.com">mferelli@saamci.com</a>
Rich Murphy	ID Griffith	302 656 8253		<a href="mailto:rmurphy@idgriffith.com">rmurphy@idgriffith.com</a>
Hayley Bolden	Summit Mechanical	302 836 8814		<a href="mailto:hayley@summitmechanical.org">hayley@summitmechanical.org</a>
Ruth Amor	Gaudelli Bros	856 825 0636		<a href="mailto:ruth@gaudellibros.com">ruth@gaudellibros.com</a>
Chase Lockard	Modern Controls	302 325 6800		<a href="mailto:clockard@moderncontrols.com">clockard@moderncontrols.com</a>



**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 100 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 of Employee Drug Testing Program
- Affidavit of Contractor Qualifications
- 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.

<b><u>Subcontractor Category</u></b>	<b><u>Subcontractor</u></b>	<b><u>Address (City &amp; State)</u></b>	<b><u>Subcontractors tax-payer ID # or Delaware Business license #</u></b>
1. Mechanical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Electrical	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**BID FORM (Continued)**

3. Controls

\_\_\_\_\_

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 MC1002000500 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.**

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