

Michael R. Wigley, AIA, LEED®AP  
Randy B. Duplechain, P.E.  
Charles R. Woodward, Jr., LS  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Gerald G. Friedel, P.E.

**PRE-BID MEETING MINUTES  
DHSS / BIGGS EXTERIOR WALL RENOVATIONS  
HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE  
DBF #586B031.HH1 ❖ OMB/DFM# MC3501000020  
AUGUST 26, 2014**

*In Attendance*

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OMB/DFM:	Beverly Bartlett	Phone:	302-739-5644
Davis, Bowen & Friedel, Inc.:	Mike Wheedleton	Phone:	302-424-1441
		Fax:	302-424-0430
Contractor attendees:	<i>See attached sign-in sheets</i>		

*Items Discussed*

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1. Project was advertised starting August 18, 2014 on the State of Delaware website.
2. The sign-in sheet was distributed and is attached. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Mike Wheedleton, fax 302-424-0430, or email [mwh@dbfinc.com](mailto:mwh@dbfinc.com). Please have requests for information or substitution to Dan by the end of business on Wednesday, September 3, 2014. No addenda will be issued 4 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which extends the time or changes the location for the opening of bids.
4. **Bids will be due Thursday, September 11, 2014 at 2:00 p.m.**, in conference room 011 of the Main Administration Building Annex at the Herman Holloway Campus, 1901 N. duPont Highway, New Castle, Delaware 19720. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
5. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including any alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction

schedules are required with the bid.

6. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must also be licensed in the State of Delaware prior to execution of the contract.
7. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$50.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. Contractors who wish to visit again may do so at their convenience. Contractors must contact campus security at 255-2700 to notify them of any site visit.
9. The building will be not occupied during construction. Normal work hours are 7:00 a.m. to 4:00 p.m. The contractor will be allowed to work during normal business hours and at other times as approved by DHSS with 48 hours notice. Contractor will not have access to the building interior.
10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2014. A certified copy of the prevailing wage rates is included in the specification. The contractor will be responsible to send wage reports to the Department of Labor.
11. Submissions: Fire Marshal is currently reviewing the drawings. Approval form will be provided by Owner. The contractor will be responsible for building permit submission and fees to New Castle County.
12. Scope: Work to be accomplished in accord with this contract includes renovation of approximately 39,000 sq. ft. of exterior wall on 38 elevations of the existing 1 story complex, power washing, removing loose areas of wall finish, repairing wall, sealing and skim coating, painting walls and doors. Window sealant removal and replacement is an alternate.
13. Owner will forward information regarding asbestos containing window sealant to A/E for inclusion in addendum. If the alternate is not accepted, unit price will be used for replacement.
14. A/E has estimated the length of construction at 60 calendar days from the notice to proceed. Bidders will note their estimate on the bid form.

15. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
16. The Owner will provide electric and water service by way of hose bids, water for pressure washing will need to be provided by the contractor. Toilet facilities will need to be provided by the contractor. An area adjacent to the facility and the north end of the parking lot area can be utilized by the contractor during construction for staging.
17. Spray painting is prohibited, brush or roller application only.
18. Contractor must provide protection to adjacent elements from paint and other construction activities.
19. Contractor will be required to cut the grass as needed at the building perimeter.
20. Five percent (5%) retainage is required on all payment applications. Contractor must include a line item in their schedule of values for closeout equal to one percent (1%) of the project value.
21. Contractor will be responsible for removing all signs and downspouts as needed to repair and refinish wall and reinstall each after completion. Downspouts will need to be reinstalled as soon as possible and at least temporarily each day if work is not yet completed.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,  
*DAVIS, BOWEN & FRIEDEL, INC.*



Michael Wheedleton, AIA  
Principal

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Enc.: Pre-bid sign-in sheets

cc: All attendees  
Dan Episcopo  
Elliott Tatum  
Steve King

# BIGGS EXTERIOR WALL

## SIGN IN SHEET

DATE: 8 / 26 / 14

Name (Please Print)	Company Name & Address	Phone / Fax or Email
Mark Meighan	Culbertson Restoration 600 A Synder Ave West Chester, PA	610-426-4455 mmeighan@CRLPA.com
Tony Ventresca	Ventresca Bros, Inc. # 2300 N. Dupont Hwy. New Castle, DE 19720	302-658-6436 302-658-2360 Tony@VentrescaBros.com
Brian McCabe	Concrete Protection & Restoration, Inc. 2811 Lord Baltimore Drive Baltimore, Maryland 21244	(410) 298-2669 P (410) 298-4086 F bmcabe@concretecpr.com
Louis DeLedeo	DELDEO BUILDERS INC 100 NAAMANS Rd Suite 315 Charmont, DE 19703	302-791-0243 302-791-0245 FAX loudedeo@comcast.net
Stacey Bush	Amakor, Inc 72 Clinton St. PO Box 636 Delaware City, DE 19706	302 8348664 -8681FX Amakor@aol.com
Ken Vandegrift	C+D Contractors 14 E 40th Street Wilm, De 19802	302-764-2020 P 764-7585 F KVandegrift.cd@verizon.net
Chelsea Schorman	BRS Consulting Inc. PO Box 237 Harrington DE 19452	302-786-2326 P 302-786-2079 F brian.scott.schorman@comcast.net
Tom Ruppert	KENT CONSTRUCTION Co. 2 Big Oak Rd SMYRNA - DE - 19977	302-653-6469 - P 302-653-4044 - F Estimator 2 @ KentConstructionCo.com
DEREK JONES	JONES MASONRY RESTORATION 6740 ALLENTOWN BLVD. HARRISBURG, PA 17112	717-233-8323 PH 717-233-8150 FAX JMRCCOAP1@VERIZON.NET