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PRE-BID MEETING SUMMARY
HERMAN HOLLOWAY CAMPUS ADMINISTRATION BUILDING
HVAC RENOVATIONS
OMB/DFM # MC3501000021
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held in the conference room at the Administration Building Annex, Holloway Campus, 1901 North DuPont Highway, New Castle, Delaware, on Monday, November 02, 2015, at 10 a.m.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday, November 17, 2015 at 2:00 p.m. in the Thomas Collins building, 3rd floor Conference Room as described in the Invitation to Bid of the specifications.
2. Bid Opening – Tuesday, November 17, 2015 at 2:00 p.m. in the Thomas Collins building, 3rd floor Conference Room. Questions deadline is November 11, 2015. All questions must be submitted in writing and must be faxed to DEDC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to jfarina@dedc-eng.com. Phone calls will not be accepted.

B. Key topics

1. Bids
 - a. The contractor must use the bid form supplied in the specifications. The bid form must be submitted in triplicate.
 - b. Make sure to include a copy of the Bidder's Delaware Business License when submitting your bid.
2. Building Access
 - a. An optional walk thru has been scheduled for Thursday, November 5th, 2015, at 9:00 a.m. Contractors are to meet in the Administration Building Annex Conference room (same room as the Pre-bid meeting).
3. Clarifications
 - a. All permits required for this effort to be obtained by the contractor.
 - b. The General Contractor who is bidding the project shall have a full time superintendent or working foreman during the duration of construction.
 - c. This is a Delaware Prevailing Wage project (New Castle County).
 - d. There are (3) three subcontractor listings on this project: Mechanical, Electrical, and Controls. These Subcontractors are identified on the bid form.
 - e. Be sure to list your company name if your company is performing this work.
 - f. All companies listed must be registered in the State of Delaware to perform this work.



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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 kick off meeting.
2. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

D. Items Discussed

1. No smoking is permitted on the campus.
2. Parking shall be permitted in the lot behind the Administration building.
3. The Prevailing Wage Rates for 2015 in the specifications that have been certified by the Department of Labor will be the labor rates used for bidding this project.

E. Clarifications

1. All work shall be performed during off hours. Building is occupied Monday through Friday, from 8 a.m. unto 5 p.m.
2. All mechanical equipment is to be removed as whole as possible and moved to an approved location on campus. Refrigerant is to be re-claimed and also moved to an approved location.
3. DHSS participates in the responsible appliance disposal (RAD) program. This program will recycle and reclaim materials from existing appliances such as fan coil units, air handling units, compressors, lights, etc. The contractor shall not dispose of these appliances thru this contract but shall collect these appliances into a pile outside of the building. The contractor shall coordinate with DHSS (Jarod Fala 302-255-9282) the final location outside of the building. The RAD program will then recycle and reclaim materials from these appliances. Should any of these appliances contain refrigerant, the refrigerant shall be reclaimed, by the contractor, and turned over to DHSS.
4. There will be a separate asbestos abatement contract that will demolish a portion of the ductwork in the attic. The extent of this work is being determined at this time and will be issued as part of Addendum #2.

F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (2 pages)

Summarized By: DEDC, LLC
John Farina

Date: 11/3/15

Herman Holloway Campus Admin - HVAC Renovation
 OMB/DFM # MC3501
 Pre-Bid Sign-in Sheet November 2, 2015

Name	Company	Phone	Fax	E-mail
John Farina	DEDC	302-738-7172	302-738-7175	jfarina@dedc-eng.com
Matt Lano	DEDC	302-738-7172	302-738-7175	mlano@dedc-eng.com
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