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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 Friday, February 18th, 2016, at 9 a.m.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Monday, March 7th, 2016 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 – Monday, March 7th, 2016 at 2:00 p.m. in the Thomas Collins building, 3rd floor Conference Room. Questions deadline is Monday, February 29th, 2016. 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 Tuesday, February 23rd, 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 a 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 2016 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 normal 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 all of the ductwork in the attic called out on the drawings as being removed by the asbestos contract.
5. Pre-purchased equipment specified on the drawings is the contractor's responsibility to coordinate delivery and storage. The contractor shall purchase the warranties from the Carrier for the equipment and include this pricing in the base bid (\$6,191) and alternate (\$7,150) pricing.

F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (2 pages)
3. Drawing Revisions to reflect Carrier equipment.

Summarized By: DEDC, LLC

Matt Lano

Date: 2/19/16

Herman Holloway Campus Admin - HVAC Renovation
 OMB/DFM # MC3501000021
 Pre-Bid Sign-in Sheet February 19, 2015

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302-738-7172	302-738-7175	mlano@dedc-eng.com
Dean Seely	DFM	302-739-5644	302-739-6148	joseph.seely@state.de.us
Tim Read	DHSS	302-255-9797	302-255-4403	Timothy.Read@state.de.us
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Mimi Allen	Gaudelli Bros, Inc.	856-825-0636	856-327-8864	mimi@gaudellibros.com
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James O'Donnell	Carrier	302-598-1981	860-998-2943	James.O'donnell@carrier.utc.com
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