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PRE-BID MEETING SUMMARY  
HERMAN HOLLOWAY CAMPUS  
CONTROLS CONSOLIDATION  
OMB/DFM # MC3501000027  
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 Tuesday August 2<sup>nd</sup>, 2016 at 11:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Thursday August 18<sup>th</sup>, 2016 at 10:00 a.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room as described in the Invitation to Bid of the specifications.
2. Bid Opening – Thursday August 18<sup>th</sup>, 2016 at 10:00 a.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room. Questions deadline is Friday, August 12<sup>th</sup>, 2016. All questions must be submitted in writing or must be faxed to DEDC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to [jfarina@dedc-eng.com](mailto: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, August 9<sup>h</sup>, 2016 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. Interim Life Safety Measures form must be signed by the general and all sub-contractors.

E. Clarifications

1. All work shall be performed during normal hours.

F. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (1 pages)
3. Interim Life Safety Measures (1 page)

Summarized By: DEDC, LLC  
Matt Lano  
Date: 8/04/16