

*Michael R. Wigley, AIA, LEED®AP  
Jason P. Loar, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Ring W. Lardner, P.E.*

**DHSS HOLLOWAY ELEVATOR UPGRADES**

**LEWIS BUILDING**

**HOLLOWAY CAMPUS, NEW CASTLE, DELAWARE**

**DBF #0586B035.Z04 □ OMB/DFM# MC3501000036**

**JUNE 27, 2018**

**ADDENDUM NO. 1**

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1      See attached Pre-Bid Meeting Minutes dated June 26, 2018

**END OF ADDENDUM**

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**PRE-BID MEETING MINUTES  
HOLLOWAY CAMPUS – LEWIS BUILDING  
ELEVATOR UPGRADES  
1901 N. duPONT HIGHWAY, NEW CASTLE, DELAWARE 19720  
DBF #0586B035.Z04 □ OMB/DFM# MC3501000036  
JUNE 26, 2018**

***In Attendance***

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OMB/DFM:	Pat McKenna	
DMS/ FAC OPS:	Time Read Elliott Tatum Danny Episcopo	
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430 Email: <a href="mailto:dsr@dbfinc.com">dsr@dbfinc.com</a>
Contractor attendees:	<i>See attached sign-in sheets</i>	

***Items Discussed***

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1. Project was advertised June 18, 2018 on the State of Delaware website.
2. The sign-in sheet was distributed. 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: Dan Ridgely, fax 302-424-0430, or email [dsr@dbfinc.com](mailto:dsr@dbfinc.com) no later than close of business on July 5, 2018. 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 **at 1:00pm on Thursday July 12, 2018** in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, Delaware 19901. 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 \$75.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Friday June 29, 2018 at 10am.** Contractors to meet Tim Read at the Main Building Annex corridor at this time.
9. Normal work hours are 7:00 a.m. to 4:00 p.m. The contractor will be allowed to work during normal business hours.
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, 2018. 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: The contractor will be responsible for building permit submission and fees to New Castle County, and third-party (QEI) elevator inspection. The Fire Marshal's Office has approved the drawings.
12. Scope: Work includes replacing equipment of an existing 2-story **hydraulic** operated passenger/service elevator. The scope of work also includes all related architectural, mechanical, fire protection, electrical, plumbing and other appurtenances as indicated in the bid documents.
13. 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.

14. The Owner will provide water and electrical service. A sufficient area for work and staging will be provided for the contractor.
15. Materials will need to be on site and work completed prior to request for payment for those materials by the contractor.
16. Any abatement of asbestos containing materials would not be in the contractor's scope of work.
17. All materials must be on site **prior to start of work** in order to minimize elevator down time.
18. The building will remain occupied during construction.
19. The contractor and all subcontractors working at this campus must complete the Interim Life Safety Measures for prior to start of work.
20. The Drug Testing Affidavit, and a Delaware Business licensee, shall be required with the Bid from the prime general contractor only.

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.*



Daniel S. Ridgely, AIA  
Architect - Project Manager

\\Arch Files\\State of DE 586\\B031M\\586B035.Z04 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheet

Cc: All attendees  
Ed Fayda  
Matt Galinskie  
Eric Unterreiner  
Carl Stevens

**PRE BID SIGN IN SHEET**

Tuesday June 26, 2018

DHSS Holloway Campus, Lewis Building Elevator Upgrades

DBF #0586B035.Z04, State Contract No. MC3501000036

NAME	REPRESENTING	PHONE	EMAIL
Rich Arndt JR	H&A Electric	302-632-6459	RichA.HandA@comcast.net
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