

Michael R. Wigley, AIA, LEED®AP
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Michael E. Wheedleton, AIA
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Ring W. Lardner, P.E.

**PRE-BID MEETING MINUTES
DHSS HOLLOWAY CAMPUS - ADMINISTRATION BUILDING
CHIMNEY REPOINTING AND REPAIRS
NEW CASTLE, DELAWARE 19720
DBF #586B035.Y01 ❖ OMB/DFM# MC3501000045
MARCH 6, 2017**

In Attendance

OMB/DFM:	Dean Seely	joseph.seely@state.de.us
DHSS:	Danny Episcopo	daniel.episcopo@state.de.us
DMS/FAC OPS:	Tim Read	timothy.read@state.de.us
DMS/FAC OPS:	Elliott Tatum	elliott.tatum@state.de.us
Davis, Bowen & Friedel, Inc.:	Mike Wheedleton	Phone: 302-424-1441 Fax: 302-424-0430 mwh@dbfinc.com

Contractor attendees: *See attached sign-in sheets*

Items of Discussion

1. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
2. 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. Please have requests for information or substitution to Mike by 1:00 p.m. Friday, March 17, 2017. 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.
3. **Bids will be due Thursday, March 23, 2016 at 2:00 p.m.**, 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.
4. One (1) original and one (1) copy of the bid forms must be submitted along with one (1) original and one (1) copy of a Bid Bond equal to ten percent of the bid price. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. Performance and Payment Bonds equal to 100 percent of the contract

amount must also be posted upon execution of the contract.

5. 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.
6. A walkthrough of the areas of work took place directly after this prebid meeting. If the contractor would like to walk the property again contact Elliott Tatum at elliott.tatum@state.de.us.
7. The building will be 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.
8. 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, 2016. A certified copy of the prevailing wage rates is included in the specifications. The contractor will be responsible to send wage reports to the Department of Labor.
9. Contractor will contact New Castle County regarding plan review and building permits and is responsible for any permits required from New Castle County.
10. Base bid includes raking out loose mortar and repointing 100% of the 6 chimneys and replacement of the 6 chimney caps along with replacement of 60 bricks total.
11. Contractor is required to take before and after pictures of each side of each chimney.
12. Bidders will note their estimated number of calendar days for construction on the bid form in the space provided.
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, no hoses will be provided. Toilet facilities will need to be provided by the contractor. An area adjacent to the facility can be utilized by the contractor during construction for staging. This area will be defined at the preconstruction meeting.
15. No construction vehicles/lifts are permitted in the front area (east side) of the building.

16. Contractor must provide protection to adjacent elements from construction activities.
17. Cranes must be fenced off during off hours. Tools must be kept in a fenced in area at all times.
18. 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.
19. No construction activities are to take place from the roof area as the slate shingles are very fragile. Contractor may place a 3 or 6 mil poly drop cloth, but must take care not to disturb the shingles. Any shingles broken or dislodged must be replaced by the contractor.
20. Crane/lift placement/ground support areas must be approved by DHSS.
21. Any landscaping areas, sidewalks/brick walkways or chimneys damaged by the lifts or other construction activities will be replaced or repaired to previous condition.
22. The active chimney (Chimney 6) will be repaired last and any shutdown required must be coordinated with DHSS with 48 hours' notice.
23. The contractor and all subcontractors will be required to sign an interim life safety measures form prior to beginning work at the site. (The form is included in the specifications as Section 00 81 15).
24. Contractor will be required to submit drug testing report forms for the general contractor and all subcontractors. (Forms are included in the specifications under Section 00 81 14)
25. Background check forms or information is not required.

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

SIGN-IN SHEET

PROJECT: PHSS ADMIN CHIMNEY
REPOINTING

DATE: 3/6/17

DBF # _____

NAME (Please Print)	COMPANY NAME	EMAIL ADDRESS	PHONE & FAX NOS.
Stacy Bush	Anakor, Inc.	Anakor@aol.com	302 834 8064 FX 8681
Eric Schneid	Schneider Restorations	SRT4900@HOTMATIC.COM	215-579-9151 215-579-9153
Rich Michel	D.A. Noll, Inc.	MATT@DANOLL.COM	856-753-9333 -4943
Deven Jones	Jones Masonry Restoration	jmrccorp1@verizon.net	717 233-8323 717 233-8150
Paul S.	Paul's Pointing Inc.	Paul@Paulspointing.com	610.633.2510
HENRY TROYER	H7 MASONRY LLC	H7MASONRY@AOL.COM	302-222-9046
Dea Seely	OMB/DFM	joseph.seely@state.de.us	409. 5106 215- 887 - 9483
Steve Lykens	MABA RESTORATION	SLYKENS@MABA-RESTORATION	PH 302-791-0243 FAX 302-791-0245
Louis Deldeo	DelDeo Builders Inc.	louisdeldeo@comcast.net	

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SIGN-IN SHEET

DATE: _____

PROJECT: _____

DBF # _____

NAME (Please Print)	COMPANY NAME	EMAIL ADDRESS	PHONE & FAX NOS.
John Paul Cavalier	OTTO Restoration	jc@ottorestoration.com	856-397-4903
Tony Ventresca	Ventresca Bros., Inc.	tony@ventresca.bros.com	302-658-6436 302-658-2360
* Tim Bead	DMS FHC OPS		
* Elliott Tatum	DMS Inc Ops		
* DANNY EYSCOPE	OHSS	danny.eyscope@stano.com	303-255-9238