

Pre-Bid Meeting Record

Meeting Date: Tuesday, October 23, 2018, @ 9:00 a.m.

Publication Date: October 26, 2018

Prepared By: Scott D. Parlow, P.E.

Tt Project No.: 200-26912-18001

Regarding: DHSS Lewis Bldg. – Cooling Tower and Pump Replacement
Herman M. Holloway DHSS Campus
New Castle, DE.
OMB/DFM/DHSS Contract No: MC350100061

Attendees

Patrick McKenna	OMB/DFM/DHSS Project Manager	302-739-5644	patrick.mckenna@state.de.us
Tim Reed	DHSS Maintenance Superintendent	302-255-4488	timothy.reed@state.de.us
Daniel Espicopo	DHSS Facility Operations	302-255-9238	daniel.episcopo@state.de.us
Anthony Testa	I.D. Griffith, Inc.	302-388-3110	atesta@idgriffith.com
Mimi Allen	Gaudelli Bros, Inc.	856-825-0636	ruth@gaudellibros.com
Rob Rettig	Merit Mechanical, Inc.	302-366-8601	trrettig@meritmech.com
Andrea DiFabio	GEM Mechanical, Inc.	610-361-9667	andrea@gemmsi.com
Fred Fisher	First State Electrical, Inc.	302-322-0140	fredf@firststateelectric.com
David Ragolia	Cherokee Nation, LLC	302-883-3104	David.ragolia@cherokee-cnccs.com
Ken Vandegrift	C & D Contractors, Inc.	302-764-2020	Kvandegrift.cd@verizon.net
Hayley Bolden	Summit Mechanical, Inc.	302-836-8814	hayley@summitmechanical.org
Robert Stewart	Statewide Mechanical, Inc.	302-376-6117	rstewart@statewide-hvac.com
Pam Dennis	Tetra Tech, Inc.	302-738-7551	pam.dennis@tetrattech.com

Additional Distribution

Elliott Tatum	DMS Facilities Operation	302-255-9797	elliott.tatum@state.de.us
Scott D. Parlow, PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetrattech.com

Item Number

Item

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the Main Building Annex Facilities Conference Room at the Herman M. Holloway DHSS Campus in New Castle, Delaware on Tuesday, October 23, 2018@ 9:00 a.m. Those in attendance are noted above.
2. Sealed bids for this project will be received by the State of Delaware, Office of Management & Budget, Division of Facilities Management, in the reception area of DFM at the Thomas Collins Building, 540 South DuPont Highway, Dover, Delaware, until 1:30 p.m. local time on Thursday, November 8, 2018, at which time they will be publically opened, read aloud, and recorded. Bidders bear the risk of late delivery. Any bids received after the stated time will be returned unopened.

3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. An Additional Site Walk Through has been scheduled for Tuesday, October 30, 2018 at 9:00 am. Contractors shall meet at the Maintenance Wing of the Main/Annex Building.
5. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact Patrick McKenna, OMB/DFM/DHSS Project Manager at patrick.mckenna@state.de.us.
6. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.
7. A general review of the Project Manual was performed. The following specification sections were reviewed.

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 11 13	--	Advertisement for Bids
00 21 13	1.10	Addenda
	2.0	Bidder's Representation
	2.1	Pre-Bid Meeting
	3.0	Bidding Documents
	3.1	Copies of Bid Documents
	3.2	Interpretation or Correction of Bidding Documents
	3.3	Substitutions
	3.4	Addenda
	4.0	Bidding Procedures
	4.1	Preparation of Bids
	4.2	Bid Security
	4.3	Subcontractor List
	4.5	Prevailing Wage Requirements
	4.6	Submission of Bids
	7.0	Performance Bond & Payment Bond
	7.1	Bond Requirements
00 22 13	1.2	Qualification of Bidders
	1.4	Bid Form
	1.5	Contract Time
	1.6	Representation of Bidders
	1.7	Interpretations
	1.8	Substitutions
	1.9	Wage Rates
	1.10	Start of Work
00 41 13	--	Bid Form
00 43 13	--	Bid Bond Form
00 52 13	AIA 101-2007	Standard Form of Agreement Between Owner & Contractor
00 61 13.13	--	Performance Bond Form
00 61 13.16	--	Payment Bond Form

23 00 00	1.0	General Requirements Mechanical and Electrical
	1.10	Continuity of Services (Shutdown and Notification)
	1.14	Overtime Work
	1.15	Instructing Owner's Personnel
	1.20	As-Built Drawings
23 21 23	1.0	Hydronic Pumps – General
	2.1	Closed-Coupled End Suction Centrifugal Pumps
23 52 39		Closed-Circuit, Induced-Draft Counter-Flow Cooling Tower

8. Only plan holders who purchased bid document sets from Tetra Tech will receive ADDENDA.
9. The following items were discussed in greater detail.
 - A. Contractors may copy the Bid Form; submit in triplicate (three (3) copies).
 - B. Only one (1) copy of the Drug Testing Affidavit from each Contractor or Subcontractor is required.
 - C. Contractors shall identify the time of construction in their Bid Form. This will be the time duration of their contract.
 - D. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date (Thursday, November 1, 2018 by COB). Last Addendum will be issued on Monday, November 5, 2018.
 - E. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, October 29, 2018 COB)
 - F. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
 - G. It was noted that for this Public Works Contracts, the Prime Contractor must perform at least 10% of the total bid price with their own forces, exclusive of administrative costs, purchasing of equipment, overhead or profit.
 - H. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
 - I. Facility restrooms are not available. Provide Port-o-Sans.
 - J. Normal working hours are between 7:00 a.m. to 4:00 p.m., Monday thru Friday. Additional hours must be arranged in advance.
 - K. Gang boxes will be allowed to be stored in designated areas at the job site.
 - L. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.
 - M. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. All removed equipment shall be returned to the Owner. Contractor shall relocate items per the direction of DHSS Maintenance. All recyclable items can be turned over to the Owner for disposal.
 - N. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
 - O. The State of Delaware Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
 - P. Under the State of Delaware Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
 - Q. Contractors are responsible for all permits.
 - R. The successful Contractor must read and sign the DHSS "Interim Life Safety Measures".

Priority to the Start of Construction.

10. The Project Manual was reviewed in further detail. The following items were discussed:
 - A. No Addenda will be issued later than four (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. It is anticipated that the last technical addendum will be issued on Monday, November 5, 2018.
 - B. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued and shall acknowledge their receipt in the Bid in the appropriate space.
 - C. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
 - D. All utility shutdowns must be coordinated with DHSS Maintenance. Provide two (2) weeks' notice in advance of all Shutdowns.
 - E. The indicated cost for the BAS Controls Allowance will be revised.
11. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
 - A. All sheets were reviewed and briefly discussed.
 - B. The Cooling Tower shall be up and running by June 1, 2018.
12. A Site Review of the work area was performed.
 - A. An additional site visit has been scheduled for Tuesday, October 30, 2018 at 9:00 am. Meet at the Facilities Maintenance Office side of the Annex.
 - B. This is a Secured Facility. DHSS Maintenance to provide access to the basement.

Attachments

Pre-Bid Meeting Sign In
Bid Register

End of Pre-Bid Meeting Report

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Delaware Health & Social Service (DHSS)
DHSS Lewis Building - Cooling Tower Replacement

200-26912-18001

Bids Due: **1:30 p.m.** **Thursday, November 8, 2018**
Office of Management & Budget, Division of Facilities Management
Thomas Collins Building
540 South Dupont Hwy, Suite 1 (Third Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 75.00 per set

#01	Name of Company: <u>Gaudelli Bros</u> Physical Address: <u>202 S. Wade Blvd</u> City, State: <u>Millville, NJ 08332</u> Contact: <u>Ruth</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>856-825-0636</u> Fax: _____ Date: <u>10/23/2018</u> E-Mail: ruth@gaudellibros.com
#02	Name of Company: <u>GEM Mechanical</u> Physical Address: <u>5101 Birney Hwy</u> City, State: <u>Aston, PA</u> Contact: <u>Andrea DiFabio</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Phone: <u>610-361-9667</u> Fax: _____ Date: <u>10/23/2018</u> E-Mail: andrea@gemmsi.com
#03	Name of Company: <u>I.D. Griffith, Inc</u> Physical Address: <u>135 Market Street</u> City, State: <u>Wilmington, DE</u> Contact: <u>Anthony Testa</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>302-304-4104</u> Fax: _____ Date: <u>10/23/2018</u> E-Mail: atesta@idgriffith.com

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\$ 75.00 per set

#04	<p>Name of Company: <u>C & D Contractors</u></p> <p>Physical Address: <u>14 E. 40th Street</u> City, State: <u>Wilmington, De</u></p> <p>Contact: <u>Ken Vandegrift</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-764-8013</u></p> <p>Fax: _____ Date: <u>10/23/2018</u></p> <p>E-Mail: kvandegriftcd@verizon.net</p>
#05	<p>Name of Company: <u>Summit Mechanical</u></p> <p>Physical Address: <u>304 Carson Drive</u> City, State: <u>Bear, DE</u></p> <p>Contact: <u>Hayley Bolden</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-836-8814</u></p> <p>Fax: _____ Date: <u>10/23/2018</u></p> <p>E-Mail: hayley@summitmechanical.org</p>
#06	<p>Name of Company: <u>Cherokee Nation</u></p> <p>Physical Address: <u>509 Hatchery Road</u> City, State: <u>Dover, DE 19901</u></p> <p>Contact: <u>Dave Ragolia</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-883-3104</u></p> <p>Fax: _____ Date: <u>10/23/2018</u></p> <p>E-Mail: david.ragolia@cherokee-cnccs.com</p>

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\$ 75.00 per set

#07	<p>Name of Company: <u>Statewide Mechanical Inc.</u></p> <p>Physical Address: <u>3295 Harris Road</u></p> <p>City, State: <u>Townsend, DE</u></p> <p>Contact: <u>Robert Stewart</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-376-6117</u></p> <p>Fax: _____ Date: <u>10/26/2018</u></p> <p>E-Mail: <u>r-stewart@statewide-hvac.com</u></p>
#08	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>
#09	<p>Name of Company: _____</p> <p>Physical Address: _____</p> <p>City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

Delaware Health & Social Services

Tt PROJECT NO.: 200-26912-18001

DHSS - Lewis Bldg. Cooling Tower Replacement

DATE: October 23, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 <u>Sam Dennis</u>	<u>TetraTech</u>				
2 <u>Anthony Testa</u>	<u>ID GRIFFIN</u>	<u>735 MARKET STREET</u> <u>DOVER DE</u>	<u>302-304-4104</u>		<u>A TESTA @ ID GRIFFIN</u> <u>CO.</u>
3 <u>Mimi Allen</u>	<u>Gaudelli Bros. Inc.</u>	<u>202 S. Wade Blvd.</u> <u>PAITHEVILLE, MD</u>	<u>856-855-0236</u> <u>856-337-8864</u>		<u>ruth@gaudellibros</u> <u>com</u>
4 <u>Rob Rethig</u>	<u>Mert Mech</u>	<u>39013a DUNE</u>	<u>366-8601</u>	<u>368-4676</u>	<u>TRethig@meritmechan</u> <u>com</u>
5 <u>ANDREA DiFABIO</u>	<u>GEM MECHANICAL</u>	<u>5101 BIRNEY HALL AFRANCA</u>	<u>610 361-9667</u>		<u>ANDREA@GEMSI.COM</u>
6 <u>Freddie Fisher</u>	<u>FIRST STATE ELECTRIC</u>	<u>25 Kings Ct NC, DE 19720</u>	<u>302-322-0140</u>	<u>302-322-1146</u>	<u>fred.f@firststateelectric</u> <u>DAVID.NAGOLIA@FSC</u> <u>CHANDLER-CNCs.COM</u> <u>KVANDERGRAD@FSC</u> <u>VERIGN.NET</u>
7 <u>DAVE OLSON</u>	<u>CHANDLER MECH</u>	<u>DOVER 19901</u> <u>509 HATCHMAN RD</u>	<u>302-883-3164</u>	<u>302-883-3194</u>	
8 <u>Ken Vandegrift</u>	<u>C+D</u>	<u>14 E 40th W. Lm Rd</u>	<u>302-764-8013</u>	<u>764-7535</u>	
9 <u>DAVE KOSKOFF</u>	<u>DHSS</u>	<u>William Longenecker</u>	<u>255-9238</u>		<u>dave.koskoff@state.de</u> <u>gov</u>
10 <u>Robert Stewart</u>	<u>SMI</u>	<u>HANCOCK ROAD TOWNECO</u>	<u>302-376-6117</u>	<u>302-376-6127</u>	<u>R.Stewart@statewv.com</u>
11 <u>Hayley Bolden</u>	<u>Summit Mechanical</u>	<u>304 Carson Drive</u>	<u>302-836-8814</u>	<u>302-836-8819</u>	<u>hayley@summitmechanical</u> <u>com</u>
12 <u>Jim Read</u>	<u>DHSS - DMS</u>	<u>1901 W. Dupont Hwy NE</u>	<u>302-255-4488</u>	<u>302-255-4403</u>	<u>JimRead@state.de</u> <u>gov</u>
13 <u>David McNamee</u>	<u>DEM/omb</u>		<u>302-900-1061</u>		<u>David.K.McNamee@state.de</u> <u>gov</u>