



315 S. Chapel St.  
Newark, DE 19711  
Phone  
302.738.7172  
Fax  
302.738.7175  
[www.dedc-eng.com](http://www.dedc-eng.com)

PRE-BID MEETING SUMMARY  
HERMAN HOLLOWAY CAMPUS  
CONTROLS CONSOLIDATION PHASE III  
OMB/DFM # MC3501000079  
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 March 20, 2020 at 9:00 a.m.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Wednesday April 8, 2020 at 1:00 p.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 – Wednesday April 8, 2020 at 1:00 p.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room. Questions deadline is Wednesday, April 1, 2020. All questions must be submitted in writing or must be faxed to DEDC, LLC, Attn: Matt Lano, Fax 302 738-7175 or E-mailed to [mlano@dedc-eng.com](mailto:mlano@dedc-eng.com). Phone calls will not be accepted.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in the project manual.
- b. Each bidder shall include in their bid a copy of a valid Delaware Business License.
- c. Each bidder shall include signed Affidavit(s) for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Make sure you identify your project name & number (MC3501000079) on the front of your envelope when you submit your bid.
- e. There is a \$25,000 allowance to be included in the base bid for use upon the owner's instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner's written approval.

2. Building Access

- a. Please email me by the close of business April 1, 2020 if you would like to attend a walk through of the buildings. Time and date of walk through to be determined.



315 S. Chapel St.  
Newark, DE 19711  
Phone  
302.738.7172  
Fax  
302.738.7175  
[www.dedc-eng.com](http://www.dedc-eng.com)

### 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.
- g. Work hours are to be 8:00 am to 4:30 pm.

### 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 an updated overall project schedule and a 3 – week look ahead schedule at each meeting to indicate work areas and shut downs for each building.
3. The overall project schedule is to be broken down by specific building areas in order to coordinate with DHSS staff.

### D. Items Discussed

1. No tobacco use is permitted on the campus.
2. Parking for contractors will be discussed at the preconstruction meeting with the winning bidder.
3. Interim Life Safety Measures form must be signed by the general and all sub-contractors.
4. A Revised Bid Form is part of this addendum which includes the revised Subcontractor List paragraph from OMB/DFM. Please use this revised bid form when submitting bids.

### E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (1 pages)
3. Revised Bid Form (8 pages)

Summarized By: DEDC, LLC  
Dave Barton  
Date: March 23, 2020

Herman Holloway Campus - Controls Consolidation Phase III  
Pre-Bid Sign-in Sheet March 20, 2020

Name	Company	Phone	Fax	E-mail
Dave Barton	DEDC	302-738-7172	302-738-7175	<a href="mailto:dbarton@dedc-eng.com">dbarton@dedc-eng.com</a>
Patrick McKenna	SOD/DFM	302 744 1203		<a href="mailto:patrick.mckenna@delaware.gov">patrick.mckenna@delaware.gov</a>
Mike Helm	Radius Systems	610-388-9940	601-388-9945	<a href="mailto:mhelm@radiusystemsllc.com">mhelm@radiusystemsllc.com</a>
Mike Rapposelli	DMS/FAC OPS	302-358-0282		<a href="mailto:michael.rapposelli@delaware.gov">michael.rapposelli@delaware.gov</a>
Danny Episcopo	DMS/FAC OPS	302-255-9335		<a href="mailto:daniel.episcopo@delaware.gov">daniel.episcopo@delaware.gov</a>
Tim Read	DMS/FAC OPS	302-255-4488	302-255-4403	<a href="mailto:timothy.read@delaware.gov">timothy.read@delaware.gov</a>



**ALLOWANCE**

A \$25,000 twenty-five thousand dollar allowance shall be provided as part of the base bid of this project to cover miscellaneous items found during construction.

**BID FORM**

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)  
\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(SEAL) ( Authorized Signature )  
\_\_\_\_\_  
( Title )  
**Date:** \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Affidavit(s) of Employee Drug Testing Program
- Bid Security
- (Others as Required by Project Manuals)

## **BID FORM**

### **SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (\*) next to any additional third-tier contractors, and submit it with your bid.

<b><u>Subcontractor Category</u></b>	<b><u>Subcontractor</u></b>	<b><u>Address (City &amp; State)</u></b>	<b><u>Subcontractors tax-payer ID # or Delaware Business license #</u></b>
1. MECHANICAL	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. ELECTRICAL	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

3. CONTROLS

A.

B.

C.

---

---

---

---

---

---

---

---

---

---

---

---

**AFFIDAVIT  
OF  
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Representative (typed or printed):** \_\_\_\_\_

**Authorized Representative (signature):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

**BID FORM**  
**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of OMB/DFM# MC3501000079 have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_ . NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

**AFFIDAVIT  
OF  
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

**Contractor/Subcontractor Name:** \_\_\_\_\_

**Contractor/Subcontractor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Representative (typed or printed):** \_\_\_\_\_

**Authorized Representative (signature):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**