

**PRE-BID MEETING MINUTES
ADDENDUM NO. 1
BRICK STORAGE BUILDING NEW ELECTRIC SERVICE
HERMAN HOLLOWAY SR. CAMPUS
OMB/DFM PROJECT #: MC3501000081**

A Mandatory Pre-Bid Meeting for the referenced project was held in the DHSS Herman Holloway Campus, Main Building Annex Conference Room #011 on Tuesday, January 07, 2020, at 10:00 a.m. Those in attendance were:

Patrick McKenna	OMB/Division of Facilities Management
Daniel Episcopo	Director, DHSS/DMS/FO
Tim Read	DHSS/DMS/FO
Gerry Scannell	Carr & Duff, Inc.
Matt Bailey	Power Plus Electrical Contracting, Inc.
Bart Quick	PSC Contracting, Inc.
Gary Wolf	Current Solutions, Inc.
Jason Brown	Donaldson Electric, Inc.
Victor Rolli	Mid-Atlantic Electrical Services, Inc.
John Patton	Electrical Integrity, LLC
Brandon Ksiazek	Filec Services, LLC
Patty Arnn	Dvorak, LLC
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

Date of Report: January 8, 2020
FE&ES Comm. No.: 19-1374A

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated November 27, 2019 for the Brick Storage Building New Electric Service at the Herman Holloway Sr. Campus.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3501000081 – Holloway Campus - Storage Building New Electric Service, will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 1:00 p.m. local time on Wednesday, January 22, 2020, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
- 3.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to efayda@faydaees.com. Ensure the project title, contractor's



name and RFI # are in the subject line. (Example: DHSS Brick Storage Building – New Electric Service “Contractor Name”- RFI#1).

5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project has been determined by the Department of Labor and is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.

6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. **DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.** As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, business license, etc. is also included.

7.0 **The prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit included with the Bid Form. A copy for the prime bidder shall be included with the Bid.

8.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate. Only those registered plan holders will be sent future addenda.

9.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion.

10.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	---	Advertisement for Bids
00 21 13	3.3	Instructions to Bidders
00 41 13	---	Bid Form & Subcontractor Listing
00 81 14	---	Drug Testing Report Forms
01 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
26 05 70	---	Power System Study

11.0 The drawings were generally reviewed to present the intent of the contract documents.

12.0 The following items were discussed in detail:

- A. Working hours are 7:00 a.m. to 4:00 p.m. Monday through Friday. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted on weekends and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.

- B. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
 - C. Requests for substitutions must be submitted to the Engineers office by **2:00 p.m. on January 13, 2020**. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation. Refer specifically to Section 00 21 13- Article 3.3; no exceptions.
 - D. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **2:00 p.m. on January 17, 2020**.
 - E. Contractor will be responsible for the 3rd Party identification of underground utilities in the area of excavation. Any known utilities are approximately shown on the contract documents. Miss Utility shall be contacted for public utilities.
 - F. Contractor will be responsible for the 3rd Party testing and inspection.
 - G. Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control. DHSS will assist with providing area for materials storage; however, it may not be a secured area.
 - H. This is a tobacco free facility. No form of tobacco is permitted on site.
 - I. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
 - J. There are no liquidated damages on this project; however, under Title 29 of the Delaware Code, the contractor's retainage may be forfeited if they do not complete the project per the contract schedule.
 - K. Excavated materials may be temporarily stockpiled on site; however, materials may not remain at the project site and must be removed by the contractor.
 - L. The contractor shall identify the completion period on the bid form. We anticipate that this project should be completed in 180 calendar days.
- 13.0 Contractor shall provide temporary restroom facilities for the duration of the contract.
- 14.0 The successful contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. This foreman must be on-site whenever any sub-contractors are on-site.

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Brick Storage Building New Electric Service

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- 15.0 Reminder: For your bid to be deemed responsive, you need to include:
1. Bid Form- Fully executed, no blanks use the latest version published by Addenda.
 2. Bid Bond or Certified check in the amount of 10% of your bid.
 3. Bidders Business License
 4. Drug Testing Affidavit for prime contractor.
- 16.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **10:00 a.m. on Tuesday, January 14, 2020** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 prior to 12:00 p.m. on Monday, 1/13/20 to register for the walk- thru. If no one registers, the walk through will be cancelled.
- 17.0 Changes to Specifications
- 17.1 No Changes to Specifications
- 18.0 Changes to Drawings
- 18.1 No Changes to Drawings
- 19.0 Questions/Clarifications
- 19.1 No. Questions/Clarifications


Matthew Galinskie, C.E.A.

MG/mg

19-1374A Pre Bid Meeting Addendum #1 1.8.20

cc: All in Attendance
All Registered Plan Holders
P File



Pre-Bid Sign-In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY

Tuesday, January 7, 2020

PROJECT NAME: Holloway Campus – Brick Storage Building
New Electric Service
1901 N. DuPont Highway, New Castle, DE 19720

FE&ES Comm. No.: 19-1374A
 OMB/DFM Project No.: MC3501000081

PRE-BID MEETING: Tuesday, January 7, 2020 @ 10:00 a.m.

BIDS DUE: Wednesday, January 22, 2020 @ 1:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Matthew Galinskie	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	mgalinskie@faydaees.com
Carr & Duff	Gerry Scanuel	2100 ByBerm Rd Huntingdon Valley PA	215- 446 -1804 215-672-4000	GScanuel@carrduff.com
Power Plus Electrical Contracting, Inc	Matt Bailes	P.O. Box 195 Cheswold, DE 19936	302 736-5070 302 736-5120	Mattb337@gmail.com
PSC Contracting, Inc	Brian Quick	PO BOX 319 Delaware City, DE 19706	302-295-4199 302-838-2999	Brian@PSCContracting.com
Current Solutions	Gary Wolf	1160 Rosevalley Shoal Rd Dover De 19904	302 736-5210 302-_____	Cursolinc@Comcast.net
Patrick McPinnis	state of DE		302-900-1061	Patrick.McPinnis@delaware.gov
Tim Bead	DMS FAC-OPS		302-255-4488-P 302-255-4403-F	timothy.read@delaware.gov

Company Name	Representative	Address	Phone & Fax	Email
Donaldson Electric	Jason Brown	124 Middleboro Road Wilmington, 19804	302-660-7534	JBrown@Donaldson-Electric.com
MID-ATLANTIC ELECTRIC	VICTOR ROLLÉ	24556 BETTS POINT RD MILLSBORO, DE	934-7171	VROLLI@MAESI.COM
Electrical Integrity LLC	John Patton	117 JTM Drive New Castle, DE	302-388-3430	JPatt@ElecIntegrity.com JPatt@ElecIntegrity.com
Brandon Ksiarezk				
Filec Services LLC	Brandon Ksiarezk	680 Port Penn RD Middletown, DE 19709	302-328-7188	Brandon@Filecservices.com
Dvorak, LLC	Patty Ann	2700 North Point Blvd, Baltimore, MD 21222	443-503-6400	parnn@dvorakllc.com
Danny Episcopo	Miss Eric Ops			