



Delaware
315 S. Chapel Street
Newark, DE 19711
Phone
302.738.7172
Fax
302.738.7175

Pennsylvania
One Liberty Place
1650 Market Street
36th Floor
Philadelphia, PA 19103
Phone
267.386.4885
www.dedc-eng.com

PRE-BID MEETING SUMMARY
DIVISION OF FORENSIC SCIENCE FIRE ALARM / FIRE SUPPRESSION UPGRADES
OMB/DFM # MC3504000001
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Division of Forensic Science Building in Wilmington, Delaware on Monday, May 16th, 2016, at 10:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday, May 31st, 2016 at 2:00 p.m., as described in the Letter Bid.
2. Bid Opening – Tuesday, May 31st, 2016 at 2:00 p.m.
3. Questions and substitution submission deadline – Tuesday, May 24th, 2016.

B. Key topics

1. Bids
 - a. The contractor must use the bid form supplied in the specifications. The bid form must be submitted in triplicate
 - b. Make sure you identify your project name on the front of your envelope when you submit your bid.
2. Building Access
 - a. A walk thru was conducted on Monday, May 16th, 2016, at 10:00 AM.
3. General
 - a. All questions must be submitted in writing and must be faxed to DEDC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to jfarina@dedc-eng.com. Phone calls will not be accepted.
 - b. All permits required for this effort to be obtained by the contractor.
 - c. No food or drinks will be allowed on site by contractors.
 - d. Contractors will be required to submit a DNA swab once on site to go into any lab areas.
 - e. Contractor shall have full time superintendent or working foreman on site while work is being completed.
 - f. Contractors will not be allowed to park in the lot in the rear of the building while on site.
 - g. A **\$10,000 ten thousand dollar allowance** shall be provided as part of the base bid to cover miscellaneous items found during construction.
 - h. Background checks will be required for any contractors who will be on site after the project is awarded.
 - i. This is a Prevailing Wage project (New Castle County).



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C. Subcontractor Listing

1. There are (3) subcontractor listings on this project: Electrical, Fire alarm, and Sprinkler. These Subcontractors are identified on the attached bid form.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.

D. 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 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (2 pages)

Summarized By: DEDC, LLC
David Barton
Date: May 18, 2016

Name	Company	Phone	Fax	E-mail
David Barton	DEDC	302-738-7172	302-738-7175	dbarton@dedc-eng.com
Michael Travers Sr.	DFM	302-270-8641		michael.travers@state.de.us
Perry Myers	Wayman Fire	302-994-5757	302-994-5750	p.myers@waymanfireprotection.com
Wayne Comegys	Delcollo Electric	302-994-3400	302-995-1023	wayne@delcollo.com
Tom Gargalas	Electrical Integrity LLC	302-388-3430	302-678-4876	twgargalas@electricalintegrity.com
Matt Starrett	DFM	302-893-0081		matt.starrett@state.de.us
Alisha McCullough	DFM	302-739-5644		alisha.mccullough@state.de.us
Dean Seely	DFM	302-739-5644		joseph.seely@state.de.us
Mike Wolf	DFS			michael.wolf@state.de.us
Maurice Jenkins Jr.	DFM	302-650-0071		maurice.jenkins@state.de.us
Rebecca Walker	DFS	302-577-3420		rebecca.walker@state.de.us

