



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 (RE-BID)
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 Friday, July 8, 2016, at 9:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday, July 26, 2016 at 2:00 p.m., as described in the Invitation to Bid.
2. Bid Opening – Tuesday, July 26, 2016 at 2:00 p.m.
3. Questions and substitution submission deadline – Thursday, July 21, 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.
- c. Include all drug affidavits with the bids including subcontractors.
- d. It was noted that there are no liquidated damages for extending past the established substantial completion date.
- e. Provide a copy of the prime contractors Delaware Business License with the bid.

2. Building Access

- a. A walk thru was conducted on Friday, July 8, 2016, at 9:00 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. There is a unit price for smoke detector baffles. (60) installed baffles are to be included in the base bid.
- f. Work hours shall be 7:00 a.m. to 4:30 p.m. Monday thru Friday for contractors on site.
- g. No access cards will be given to the contractors. Escorts will be provided for the contractors to get into the secure areas.



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- h. Contractors will be required to cover delicate instruments as required throughout the building.
- i. Contractor shall have full time superintendent or working foreman on site while work is being completed.
- j. The building will be fully occupied during the construction of this project.
- k. Contractors will not be allowed to park in the lot in the rear of the building while on site.
- l. A **\$10,000 ten thousand dollar allowance** shall be provided as part of the base bid to cover miscellaneous items found during construction.
- m. Background checks will be required for any contractors who will be on site after the project is awarded.
- n. This is a Prevailing Wage project (New Castle County).
- o. The existing fire alarm panel in the Division of Forensic Science Building failed recently and was replaced with a new fire alarm panel. This panel will be disconnected by the contractor and turned over to the Owner for future use as part of the base bid of this contract.

C. Subcontractor Listing

- 1. There are (4) subcontractor listings on this project: Electrical, Fire alarm, Sprinkler, and Site Work. 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: July 8, 2016

| Name | Company | Phone | Fax | E-mail |
|---------------------|------------------------|--------------|--------------|--|
| David Barton | DEDC | 302-738-7172 | 302-738-7175 | dbarton@dedc-eng.com |
| Jason Brown | Superior Electric | 302-658-5949 | | jason@superiorelectric.biz |
| Charlie Johnston | Bear Industries | 302-368-1311 | 302-368-9217 | cjohnston@bearindustries.com |
| Paul Flannigan | Anaconda Protective | 302-834-1125 | 302-834-1159 | apc.paul@comcast.net |
| Joseph Trincia | Wayman Fire Protection | 302-218-9724 | | j.trincia@waymanfireprotection.com |
| Chris Currey | BFPE | 302-300-7951 | 302-346-4806 | ccurrey@bfpe.com |
| Matt Starrett | OMB | 302-893-0081 | | matt.starrett@state.de.us |
| Michael Travers Sr. | DFM | 302-270-8641 | | michael.travers@state.de.us |
| Dean Seely | OMB/DFM | 302-739-5644 | | joseph.seely@state.de.us |
| Rebecca Walker | DFS | 302-407-4862 | | rebecca.walker@state.de.us |
| Michael Wolf | DFS | 302-407-4661 | | michael.wolf@state.de.us |
| Don Welch | Oliver Fire | 610-277-1331 | 610-277-2837 | dwelch@oliverfps.com |
| Kyle Gregg | Sobieski Life Safety | 302-420-5473 | | kgregg@sobieskiinc.com |
| Scott Clouthier | Sobieski Life Safety | 302-932-5675 | | sclothier@sobieskiinc.com |
| Andy Baker | Schlosser & Associates | 302-738-7333 | 302-738-7692 | abakersa@hotmail.com |
| Maurice Jenkins | OMB/DFM | 302-577-8441 | | maurice.jenkins@state.de.us |
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| Name | Company | Phone | Fax | E-mail |
|--------------------|------------------------|---------------------|--------------|---|
| David Barton | DEDC | 302-738-7172 | 302-738-7175 | dbarton@dedc-eng.com |
| JASON BRON | Superior Electric | 302-658-5977 | | SASON@SuperiorElectric.biz |
| CHARLIE JOHNSTON | Bear Insurance | 302-368-1311 | 302-368-9217 | cjohnston@bearins.com |
| PAUL FARNINGHAM | ANACONDA PROTECTIVE | 302-834-1125 | 302-834-7159 | afarning@comcast.net |
| Joseph TRINCIA | Wayman Fire Protection | 302-218-9724 | | J.Trincia@waymanfireprotection.com |
| Chris Currey | BFFE | 302-300-7951 | 302-346-4806 | ccurrey@bffe.com |
| Matt Starrett | OMB | 302-893-0081 | | Matt Matt.Starrett@State.De.us |
| Michael Travers sr | PFM | 302-270-8647 (8641) | | michael.travers@State.DE.US |
| Dean Seely | PFM | | | |
| Rebecca Walker | DFS | 302-407-4662 | | rebecca.walker@state.de.us |
| Michael Wolf | DFS | 302-407-4661 | | Michael.wolf@state.de.us |
| DON WELCH | OLIVER FIRE | 610-277-1331 | 610-277-2837 | dwelch@oliverfire.com |
| Kyle Gregg | Sobieski Life Safety | 302-420-5173 | | kgregg@sobieski.com |
| SCOTT CURTIN | SOBIESKI LIFE SAFETY | 302-932-5675 | | SCOTT@SOBIESKI.COM |
| ANDY BAKER | SCHLOSSER + ASSOC. | 302-738-7333 | 302-738-7872 | ABAKER@schlosser.com |
| Maurice Jenkins | PFM/OMB | 302-577-8441 | | maurice.jenkins@state.de.us |
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