



**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
EMERGENCY GENERATOR  
AT THE  
ELLENDALE CRISIS CENTER  
700 Main St. Ellendale, DE 19974  
FOR THE  
Delaware Department of Health & Social Services  
DHSS/DFM Project #: MC3506000007**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Stockley Center, Facility Operations Building Conference Room on Wednesday, July 16, at 10:00 a.m. Those in attendance were:

Terri McCall	OMB/DFM
Robert Doughty	Stockley Center
Stan Randall	Fidelity Power Systems
Lisa Nichols	Fidelity Power Systems
Jim Bailey	Midshore Electrical
Matt Bailey	Power Plus Electrical Contracting
Jeff Blanchfield	Tudor Electric
Mike Russell	Stroika Electric
Fred Fisher	First State Electric
Doug Doherty	C&D Contractors
Dan MacDonald	Willow Construction
Ken Adams	Pace Services
Richard Arndt	H&A Electric
Mike Hines	BW Electric
Steve Gargalas	Electrical Integrity, LLC
James Vanderslice	Nickle Electrical
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

**Date of Report:** July 21, 2014

**FE&ES Comm. No.:** 13-1113

**Items of Discussion:**

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated July 7, 2014 for the EMERGENCY GENERATOR AT THE ELLENDALE CRISIS CENTER, 700 Main St. Ellendale, DE 19974

- 2.0 Sealed bids for OMB/DFM Contract No. MC3506000007 – Ellendale Crisis Center – New Emergency Generator, 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 2:00 p.m. local time on Thursday, July 31, 2014, at which time they will be publicly opened and read aloud. 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. Requests for clarification or interpretation shall be delivered electronically (by email) to [efayda@faydaees.com](mailto:efayda@faydaees.com)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Sussex 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.
- 7.0 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, license, etc. is also included.
- 8.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	---	Advertisement for Bids
00 41 13	---	Bid Form
01 23 00	3.01	Schedule of Alternates
26 05 70	1.01	Power System Study
26 32 13	1.3	Emergency/Standby Generator
	1.5	Acceptable Manufacturers
	1.12	Warranty
26 36 00	2.01	Power Transfer Switch

- 9.0 Contractor must be a registered plan holder in order to submit a bid. Bid Form shall be submitted in triplicate.
- 10.0 Contractor must specify a concrete sub-contractor. Electrical Contractors will not be permitted to complete their own structural concrete (generator pad and sidewalk) work.

- 11.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion. However, the generator is required to have a five (5) year warranty.
- 12.0 The drawings were generally reviewed to present the intent of the contract documents.
- 14.0 The following items were discussed in detail:
- A. A site walkthrough was conducted immediately following the meeting today. A subsequent walk through is tentatively scheduled for Thursday, July 24, 2014 at 10:00 a.m. Anyone interested in attending shall register with Matt Galinskie by phone at 302-999-1060. Only those registered will be permitted to attend. If there are no registered attendees, the walkthrough will be cancelled.
  - C. 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 weekdays and at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.
  - D. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law.
  - E. Requests for substitutions must be submitted to the Engineers office by Monday, July 21, 2014 at 5:00 p.m. Such requests shall include a complete description of the proposed substitutes, along with sufficient documentation and information necessary for a complete evaluation.
  - F. 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 5:00pm, July 25, 2014.
  - G. Pre-approved Generator & Transfer Switch manufacturers shall submit the package they would like to be considered for approval within the 10 day prior requirement. This is to ensure that the bidding contractors are pricing an equivalent product to that specified. Being listed as a pre-approved equal does not automatically permit them to be used by a bidding contractor. All approved packages will be released to bidding contractors by addendum.
- 15.0 A site review of the project site was performed.
- 16.0 The contractor will provide a complete initial fill up of the fuel tank for the new generator.
- 18.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project.

- 19.0 The owner will independently hire a testing firm to conduct soils and concrete testing. All other tests and inspections shall be at the expense of the contractor. Contractors shall cooperate, assist and coordinate their work with the inspection firm at all times.
- 20.0 Contractor shall sign in and out at the Building during the term of this contract. Only contractors on this log will be permitted on site.
- 21.0 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.
- 22.0 In accordance with Specification Section 00 73 13, Article 9.2.2, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.
- 23.0 Changes to Specifications
  - 23.1 Specification Section 26 32 13-2.2.A: Change "Natural Gas" to "15PPM Diesel Fuel"
  - 23.2 Specification Section 26 32 13-2.8: Add the following new Article 2.8.
    - 2.8 Radiator Mounted Load Bank
      - 1. Provide and install a radiator Mount Style Load bank as manufactured by Avtron Manufacturing, Inc. It shall include the following:
        - A. 80 kW (80% rating of generator output resistive type radiator mount load bank @ 240 V
        - B. Automatic Load Dump
        - C. 20 kW Resolution Increments
        - D. Provide Nema3R control panel on side of Load Bank with lockable cover.
        - E. Extend Load Dump wiring to all components requiring interface with the load bank such that at no time can the load bank operate at the same time a transfer switch is called to start on a loss of power.
        - F. Load Bank Interrupting rating shall be no less than 30KAIC.
  - 23.3 Specification Section 26 36 00-2.1: Omit "Service Entrance Rated". Unit will continue to be Bypass Isolation but not Service Entrance Rated and therefore an input circuit breaker within the transfer switch and provided by the transfer switch manufacturer is not required.

24.0 Changes to Drawings

24.1 No Changes to Drawings

25.0 Questions/Clarifications

25.1 No Questions/Clarifications



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Edward Fayda, P.E.

EF/ef

13-1113Pre-Bid Meeting Minutes & Addendum No 1

Attachments: Pre Bid Meeting Sign-In Sheet

cc: All in Attendance  
Danny Episcopo: DHSS/DMS/FO  
Stephen King: DHSS/DMS/FO  
John Fox: Stockley Center  
Associated Builders & Contractors, Inc.  
Delaware Contractors Association  
P File



**PLEASE FILL OUT COMPLETELY AND LEGIBLY.**

July 16, 2014

PROJECT NAME: Emergency Generator at the Ellendale Crisis Center FE&ES/Comm No.: 13-1113

700 Main Street, Ellendale, DE 19974 OMB/DFM Contract No.: MC3506000007

PRE-BID MEETING: Wednesday, July 16, 2014 @ 10:00 a.m.

BIDS DUE: Thursday, July 31, 2014 @ 2:00 p.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering & Energy Solutions, LLC	Edward Fayda, P.E.	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	efayda@faydaees.com
Fayda Engineering & Energy Solutions, LLC	Matthew Galinskie, C.E.A.	801 W. Newport Pike Wilmington, DE 19804	P: 302-999-1060 F: 302-999-1053	mgalinskie@faydaees.com
Fidelity Power Systems	Stan Randall	260 Schilling Cir Kent Valley MD 21031	443 801 8538	Spandall@Fidelityengineering.com
MIDSHORE ELECTRICAL	JIM BAILEY	24870 RIVERS EDGE MILLSBORO, DE 19966	302-945-2555 302-945-2049	jbailey@midshoreelectrical.com
Power Plus Electrical Contracting, Inc	Math Bailey	10 Janis Drive Dover, DE 19901	302 736-5070 302 736-5120(F)	mathb337@gmail.com

TUDOR ELECTRIC	JEFF BLANCHARD	801 OTIS DRIVE DOVER, DEL 19903	302-736-1444 302-736-1445	TUDOR ELECTRIC VELEZ@TUDOR.NET
STROIKA Electric	MIKE RUSSELL	9748 STEPHAN DECATEN HWY. OCEAN CITY, MD 21842	443-373-3031	ANDREI@STROIKA.US
FIRST STATE Electric	FRED FISHER	25 KING CT NEW CASTLE, DE 19720	302 322 0140 302 322 1146	Fred@firststate electric.com
C&D CONTRACTORS	DOUG DOHERTY	14 <sup>th</sup> EAST 40 <sup>th</sup> ST WILMINGTON DE 19802-2381	302-764-8013	
WILLON CONSTRUCTION	DAN MAE DUNDE	400 MAPLE AVE EASTON MD 21601	302-604-8404	danmcdonald@willonconstruction.com
PACE SERVICES	KEN ADAMS	211 QUAIL HOLLOW MIDDLETOWN DE 19709	302-650-6530	Radams@Pace.de.com

HAA ELECTRIC	RICHARD W. ARNDT	59 ROOSEVELT AVE DOVER, DE 19901	302-678-5282 FAX 678-5610	RICHARD HANDA @ COMCAST.NET
BW ELECTRIC	MIKE HINES	15342 S. DUPONT HWY HARRINGTON DE 19952	302-566-6248 FAX 566-6251	BW ELECTRIC @ COMCAST.NET
ELECTRICAL INTEGRITY LLC	STEVE GARGALAS	P.O. BOX 1061 MIDDLETOWN, DE 19709	302-388-3430 302-678-4676 (FAX)	TwGargalas@ elecintegrity.com.
Fidelity Power Systems	Lisa Nichols	25 Loveton Circle Sparks, MD 21152	410-891-1535 410-891-1516 (F)	lnichols@ fidelityengineering.com
Nickle Electrical	James Vondras Nee	5405 Bedford St Georgetown, DE	302-856-1006	JamesVondras@ NickleElectrical.com