



PRE-BID MEETING MINUTES-ADDENDUM NO. 1
STOCKLEY CENTER CAMPUS – WILLIAMS COTTAGES ELECTRIC RELOCATION
OMB/DFM PROJECT #: MC3511000030

A Mandatory Pre-Bid Meeting was held in the Stockley Center, Facility Operations, Conference Room on Thursday, August 24, 2017, at 11:00 a.m. Those in attendance were:

Terri McCall	OMB/Division of Facilities Management
Robert Doughty	Stockley Center
Mike Hines	BW Electric, Inc.
Brandon Prang	Filec Services
Jeff Blancheld	Tudor Electric
Matt Bailey	Power Plus Electrical Services, Inc.
Jeff Pratt	Mid Shore Electrical Serv., Inc.
Neil Faulkner	Tri-M Group, Inc.
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: August 25, 2017
FE&ES Comm. No.: 16-1278

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated August 14, 2017 for the Williams Cottages Electric Relocation at the Stockley Center.
- 2.0 Sealed bids for OMB/DFM Contract No. MC3511000030 – Stockley Center Campus – Williams Cottages Electric Relocation, 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 10:30 a.m. local time on Tuesday, September 12, 2017, 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 Mitchell Building "Contractor Name"- RFI #1)
- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Sussex County, Heavy Construction Classification**. A certified copy of the prevailing wage



rates for this specific project 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 and all listed subcontractors shall be included with the Bid.

8.0 Project Summary

A. Project scope:

Base Bid:

1. All work shown on the contract documents.

Alternates:

1. There are two (2) Alternates.

Allowances:

1. There is one (1) Allowance.

9.0 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.

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

11.0 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
01 23 00	1.03	Alternates

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

13.0 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 **10:30 a.m. on September 2, 2017**. 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 **5:00 p.m. on 9/6/17**.
- 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 but it is known that all public utilities stop at the property line.
- 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. Contractors will be permitted to use facility restrooms at the Maintenance Shop only.
- I. This is a tobacco free facility. No form of tobacco is permitted on site.
- J. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
- K. 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.
- L. The contractor shall identify the completion period on the bid form. We anticipate that this project should be completed in 120 calendar days.
- M. There is a project that is running concurrently to this project that includes the demolition of three (3) Cottages. They are Williams W2, W3 and W4; the pre bid was just held. The buildings currently fed from the current distribution system will be razed. This contractor shall coordinate demolition and de-energization of services for that project, under this 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.
- 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 and all subcontractors.
- 16.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **11:00 a.m. on Thursday, August 31, 2017** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 prior to 12:00 p.m. on Monday, 8/28/17 to register for the walk-thru. If no one registers, the walk through will be cancelled.
- 17.0 Changes to Specifications
- 17.1 Specification Section 00 73 46 Wage Rate Schedule
1. **Add** DE Dept. of Labor Debarment List of contractors. If any prime contractor lists one of the debarred contractors as their sub-contractor, it is immediate grounds for rejection of their bid.
- 18.0 Changes to Drawings
- 18.1 Drawing E-1:
1. On Detail 3/E-1, there is an abandoned chiller shown. Contractor shall remove this chiller as part of the project.
 2. There are two (2)-2.5" copper pipes in front of the new switchboard. Relocate both existing pipes at least 36" from the front of the new switchboard, approximately 10' in length and reinsulate with fiberglass insulation. These pipes are used for chilled water.
- 19.0 Questions/Clarifications
- 19.1 There are no Questions/Clarifications.

ORIGINAL ON FILE

Edward Fayda, P.E.

EF/ef
16-1278 Pre-Bid Meeting Minutes-Addendum #1

Attachments: Pre-Bid Meeting Sign-In Sheet
DOL list of debarred contractors

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cc: All in Attendance
All Registered Plan Holders
John Fox: Stockley Center
P-File

PREVAILING WAGE DEBARMENT LIST

The following contractors have been debarred for violations of the prevailing wage law 29Del.C. §6960 or other applicable State statutes.

Therefore, no public construction contract in this State shall be bid on, awarded to, or received by contractors and individuals on this list for a period of (3) three years from the date of the judgment or as deemed by a court of competent jurisdiction.

Contractor	Address	Date of Debarment
Mullen Brothers, Inc. and Daniel Mullen, individually	3375 Garnett Road, Boothwyn, PA 19060	Indefinite/ Civil Contempt
MMR Associates DBA Peninsula Glass and Michael Rooney, individually	679 Horse Pond Road, Dover, DE 19901	1/20/2015
Site Work Safety Supplies, Inc. and Peter Coker, individually	4020 Seven Hickories Road Dover, DE 19904	1/12/2016
Green Granite and Jason Green, individually	604 Heatherbrooke Court Avondale, PA 19311	Indefinite/ Civil Contempt
Pro Image Landscaping, Inc. and Owner(s) individually	23 Commerce Street Wilmington, DE 19801 and/or 2 Cameo Road Claymont, DE 19703	Indefinite/19 Del.C. §108 & 10 Del.C. 542(c)
Liberty Mechanical, LLC and Owner(s), individually	2032 Duncan Road Wilmington, DE 19801	Indefinite/ 19 Del.C. 2374(f)
Integrated Mechanical and Fire Systems Inc. and Allison Sheldon, individually	4601 Governor Printz Boulevard Wilmington, DE 19809	Indefinite/19 Del.C. §108 & 10 Del.C. 542(c)

Updated: May 11, 2017

PLEASE FILL OUT COMPLETELY AND LEGIBLY

PROJECT NAME: Williams Cottages Demolition - Electric Relocation
DHSS Stockley Center Campus
26351 Patriots Way, Georgetown, DE 19947

FE&ES Comm. No.: 17-1278
 OMB/DFM Project No.: MC3511000030

PRE-BID MEETING: Thursday, August 24, 2017 @ 11:00 a.m.

BIDS DUE: Tuesday, September 12, 2017 @ 10:30 a.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	Edward Faria, P.E.	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	eFayda@faydaees.com
BW Electric	Mike Hines	15342 S. DuPont Hwy Harrington DE 19952	302-566-6248	MHines.bwELECTRICAL @gmail.com
Filec Services	Brandon Prang	1308 pole Bridge Rd Middletown DE 19709	302-803-2303	bcprang@gmail.com
TUDOR ELECTRIC	JEFF BUNKHARD	801 OTIS DRIVE DOVER, DEL 19903	302-736-1444	TUDOR ELECTRIC @ COMCAST.NET
Power Plus Electrical Contracting, Inc	Matt Bailey	10 Janis Drive Dover, DE 19901	302 736-5070	Matt6337@gmail.com
Mid-Shore Electrical Services, Inc.	Jeff Pratt	24870 Rivers Edge Rd Millsboro, De. 19966	(302)945-2555	jpratt@midshoreelectrical.com
TRI-M Group Neil Faulkner	Neil Faulkner	1050 Industrial RD Middletown, DE 19709	610-299-5629	nfaulkner@trimgroup.com

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