

Pre-Bid Meeting Record – Re-Bid

Meeting Date: Tuesday, November 7, 2017 @ 10:00 a.m.

Publication Date: November 9, 2017

Prepared By: Pamela A. Dennis

Tt Project No.: 200-26912-16015

Regarding: DHSS MAC Hot Water Conversion – Re-Bid
 Stockley Center Campus
 Georgetown, DE.
 OMB/DFM/DHSS Contract No: MC350100034

Attendees

| | | | |
|---------------|---|--------------|--|
| Terri McCall | OMB/DFM/DHSS Project Manager | 302-739-5644 | terri.mccall@state.de.us |
| Robert Dought | State DPS | | Robert.doughty@state.de.us |
| Larry Wall | Joseph T. Richardson, Inc. | 302-398-8104 | larry@jtrmech.net |
| Doug Doherty | C & D Construction, Inc. | 302-784-8013 | kvandegrift.cd@verizon.net |
| David Ragolia | Cherokee Nation Mechanical, LLC | 302-883-3104 | david.ragolia@cherokee-cnccs.com |
| David Vitalo | Collett & Son's Welding & Manufacturing, Inc. | 302-376-1830 | david@collettandsons.com |
| John Martin | Collett & Son's Welding & Manufacturing, Inc. | 302-376-1830 | david@collettandsons.com |
| Pam Dennis | Tetra Tech, Inc. | 302-738-7551 | pam.dennis@tetrattech.com |

Additional Distribution

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|---------------------|---------------------------------|--------------|--|
| John. A. Fox | DHSS Maintenance Superintendent | 302-933-3363 | John.fax@state.de.us |
| Scott D. Parlow, PE | Tetra Tech, Inc. | 302-738-7551 | scott.parlow@tetrattech.com |

Item Number

Item

1. A Mandatory Pre-Bid (Re-Bid for Contractors who previously purchased documents) Meeting for the above referenced project was held in the Facility Ops. Conference Room at the Stockley Campus in Georgetown, Delaware on Tuesday, November 7, 2017 @ 10:00 a.m. Those in attendance are noted above.
2. Sealed bids for this project will be received by the State of Delaware, Office of Management & Budget, Division of Facilities Management, in the reception area of DFM at the Thomas Collins, 540 S. Dupont Hwy, Dover, Delaware until 1:00 p.m., Tuesday, November 28, 2017, at which time they will be publically opened, read aloud, and recorded. Bidders bear the risk of late delivery. Any bids received after the stated time will be returned unopened.
3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.
4. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact Terri McCall, OMB/DFM/DHSS Project Manager at terri.mccall@state.de.us.
5. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most

current Wage Rate Scale.

6. A general review of the Project Manual was not performed. The same Contractors from the Original Pre-Bid Meeting were present. No additional Contractors attended.
7. Only plan holders who purchased bid document sets from Tetra Tech will receive ADDENDA.
8. The following items were discussed in greater detail.
 - A. Contractors may copy the Bid Form; submit in triplicate (three (3) copies).
 - B. Only one (1) copy of the Drug Testing Affidavit from each Contractor or Subcontractor is required.
 - C. Contractors shall identify the time of construction in their Bid Form. This will be the time duration of their contract.
 - D. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date (Friday, November 17, 2017 by COB). Last Addendum will be issued on Tuesday, November 22, 2017.)
 - E. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Wednesday, November 15, 2017 COB)
 - F. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
 - G. It was noted that for this Public Works Contracts, the Prime Contractor must perform at least 10% of the total bid price with their own forces, exclusive of administrative costs, purchasing of equipment, overhead or profit.
 - H. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required. As of now, there are no Alternates.
 - I. Facility restrooms are not available. Provide Port-o-Sans.
 - J. Normal working hours are between 7:30 a.m. to 4:00 p.m., Monday thru Friday. Additional hours must be arranged in advance.
 - K. Gang boxes will be allowed to be stored in designated areas at the job site.
 - L. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.
 - M. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. A small Dumpster may be brought in, the location to be coordinated at the Pre-Construction Meeting.
 - N. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
 - O. The State of Delaware Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
 - P. Under the State of Delaware Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
 - Q. Contractors are responsible for all permits.
9. The Project Manual and Drawings were not reviewed. The Drawings and Project Manual have been updated to include all items listed in the addenda's from the Original Bid.
 - A. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids. It is anticipated that the last technical addendum will be issued on Wednesday, November 22, 2017.

- B. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
 - C. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
 - D. All utility shutdowns must be coordinated with DHSS Maintenance. Provide two (2) weeks' notice in advance of all Shutdowns.
10. A Site Review of the work area was not performed.
11. Job Site Requirements
- A. All sheets were reviewed and briefly discussed.
 - B. General Contractor to have a Superintendent on site at all times when workers are present. Only the Superintendent is to sign in at the Guard Shack every morning.
12. Bid Forms:
- A. Terri McCall reminded all Contractors to:
 - 1. Do Not Modify Bid Forms in any manner. Changes need to be sent to the Architect for review and inclusion in revised forms as necessary.
 - 2. Fill out all forms completely, do not leave any blanks.
 - 3. Do not use "N/A" or "self" in any blank. If you are doing the work, put your name in.

End of Pre-Bid Meeting Report

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TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

DELAWARE HEALTH & SOCIAL SERVICES
STOCKLEY CENTER - MAC HOT WATER CONVERSION - REBID

PROJECT NO.: 200-26912-16015
DATE: November 7, 2017

| | Name | Company | Physical Address | Telephone | e-mail |
|----|------------------|-----------------|---|--------------|--------------------------------|
| 1 | Ram Dennis | Tetra Tech | | | |
| 2 | John Martin | COURET-SONS | Smymna DE 1465g 40th St Wilm DE 19809 | 376-1830 | |
| 3 | DOUG DOHERTY | CAD Contractors | 370 N MAIN STREET SMYRNA DE | 302-764-8013 | k.vandegrift, co @ VMSZOR.NET |
| 4 | DAVID WTAO | COUETT | 105 CE-TP- ST HARRINGTON DE | 302 376 1830 | DAVID@COUETTANDSONS.COM |
| 5 | Larry Wall | JTR | 500 Stockley Road Dover, DE 19901 | 302 358-8101 | Larry @ JTRMECH.NET |
| 6 | David Regolia | CNM | | 302-883-3104 | David.Regolia@cheekoe-curs.com |
| 7 | Tere, McCall | OWB/DFW | | | ferci.mccall@State.de.us |
| 8 | Robert Dougherty | STATE DBS | | | robert.dougherty@state.de.us |
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Stockley Center - MAC Hot Water Conversion - RE-BID
Delaware Health & Social Services

26912-16015

Bids Due: 1:00 p.m., November 28, 2017 at

Office of Management & Budget/Division of Facilities Management
Thomas Collins Building - Conference Room
540 S. Dupont Hwy, Suite 1 (3rd Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$75.00 per set

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|------------|---|
| <p>#01</p> | <p>Name of Company: <u>Tetra Tech, Inc.</u></p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: <u>Scott Parlow</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: scott.parlow@tetrattech.com</p> |
| <p>#02</p> | <p>Name of Company: <u>OMB/DFM</u></p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: <u>Terri McCall</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: terri.mccall@state.de.us</p> |
| <p>#03</p> | <p>Name of Company: <u>DHSS</u></p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: <u>John Fox</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: john.fox@state.de.us</p> |

Stockley Center - MAC Hot Water Conversion - RE-BID
Delaware Health & Social Services

26912-16015

Bids Due: **1:00 p.m., November 28, 2017** at
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Dover, DE 19901

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| <p>#04</p> | <p>Name of Company: <u>JT Richardson</u></p> <p>Physical Address: <u>105 Center Street</u> City, State: <u>Harrington, DE</u></p> <p>Contact: <u>Larry Wall</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: larry@jrtmech.net</p> |
| <p>#05</p> | <p>Name of Company: <u>C&D Contractors</u></p> <p>Physical Address: <u>14 East 40th Street</u> City, State: _____</p> <p>Contact: <u>Doug Doherty</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: kvandegrift@verizon.com</p> |
| <p>#06</p> | <p>Name of Company: <u>Cherokee Nation</u></p> <p>Physical Address: <u>509 Hatchery Road</u> City, State: <u>Dover, DE</u></p> <p>Contact: <u>David Ragolia</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: david.ragolia@cherokee-cnccs.com</p> |

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Office of Management & Budget/Division of Facilities Management
Thomas Collins Building - Conference Room
540 S. Dupont Hwy, Suite 1 (3rd Floor)
Dover, DE 19901

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PLEASE PRINT CLEARLY

\$75.00 per set

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| <p>#07</p> | <p>Name of Company: <u>Collett & Sons</u></p> <p>Physical Address: _____ City, State: <u>Smyrna, DE</u></p> <p>Contact: <u>John Martin</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: david@collettandsons.com</p> |
| <p>#08</p> | <p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p> |
| <p>#09</p> | <p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p> |