

**PRE-BID MEETING MINUTES
ADDENDUM NO. 1
MAC CENTER HUMIDIFIER GAS CONVERSION
AT THE STOCKLEY CENTER
OMB/DFM PROJECT NO. MC3511000036**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Stockley Center Facility Operations Building Conference Room, 26351 Patriots Way, Georgetown, DE 19947 on Thursday, September 14, 2017, at 9:00 a.m. Those in attendance were:

Terri McCall	OMB/DFM
John Fox	Stockley Center/DMS/FO
Larry Wall	Joseph T. Richardson, Inc.
Doug Doherty	C&D Contractors, Inc.
David Ragolia	Cherokee Native Mechanical
Matthew Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC

Date of Report: September 15, 2017

FE&ES Comm. No.: 17-1268

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated September 1, 2017 for the MAC Center Humidifier Gas Conversion at the Stockley Center.
- 2.0 Sealed bids for OMB/DFM Project No. MC3511000036 – MAC Center Humidifier Gas Conversion at the Stockley Center, 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 10:00 a.m. local time on Tuesday, October 3, 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 Matthew Galinskie, C.E.A., 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 mgalinskie@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.

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 a mechanical contractor that will self-perform the electrical work, that you list your company on the Mechanical Subcontractor line on the bid form. Ensure your address, 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 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.

9.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 41 13	---	Bid Form
23 06 93	---	Testing, Adjusting and Balancing for HVAC
23 84 13	---	Humidifiers
26 05 70.13	---	Power System Study

10.0 Contractor shall acknowledge Allowance #1 for \$5,000.00 for miscellaneous costs not identified on the bid documents.

11.0 Engineer clarified that a two (2) year warranty is required on work and materials beginning on the date of substantial completion.

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. A site walkthrough was conducted immediately following the meeting. The MAC Center mechanical rooms were visited. A subsequent walk through is scheduled for 9/21/17 at 9:00 a.m. Contractors shall meet at the MAC Center rear entrance adjacent to the chiller yard.

B. Working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.

- C. 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.
 - D. Requests for substitutions must be submitted to the Engineers office by **10:00 a.m. on September 23, 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.
 - E. 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 **3:00 p.m. on 9/27/17**.
 - F. 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.
 - G. Contractor will be responsible for the 3rd Party testing and inspection.
 - H. 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.
 - 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.
- 14.0 Successful Contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. Project foreman shall sign in and out at the Security Office daily during the term of this contract. Only contractors on this log will be permitted on site.
- 15.0 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.
- 16.0 Contractor will be permitted to use the common area facility restrooms.

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MAC Center Humidifiers

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- 17.0 In order to ensure the safety of staff and patients, the rear entrance of the MAC Center must be closed during exterior construction. The Facility will be responsible for diverting traffic and access during this part of construction.
- 18.0 Terri McCall indicated that the successful contractor shall utilize a reputable roofing contractor to complete the required roof penetrations.
- 19.0 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.
- 20.0 Changes to Specifications
- 20.1 No Changes to Specifications
- 21.0 Changes to Drawings
- 21.1 No Changes to Drawings
- 22.0 Questions/Clarifications
- 22.1 No Questions/Clarifications



Matthew Galinskie, C.E.A.

MG/mg

17-1268 Pre Bid Meeting Addendum #1

Attachments: Pre-Bid Meeting Sign-in Sheet

cc: All in Attendance
Daniel Episcopo: DHSS/DMS/FO
Robert Doughty: Stockley Center/DMS/FO
Associated Builders & Contractors, Inc.
Delaware Contractors Association
P File

PLEASE FILL OUT COMPLETELY AND LEGIBLY

PROJECT NAME: MAC Center Humidifier Gas Conversion
DHSS Stockley Center Campus
26351 Patriots Way, Georgetown, DE 19947

FE&ES Comm. No.: 16-1268
 OMB/DFM Project No.: MC3511000036

PRE-BID MEETING: Thursday, September 14, 2017 @ 9:00 a.m.

BIDS DUE: Tuesday, October 03, 2017 @ 10:00 a.m.

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering	MATT GAUSKIE	801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 – P (302)999-1053 – F	MGauskie@FAYDAEZZ.COM
Joseph T. Richards Inc	Larry Wall	105 Center St Harrington, DE 19952	(302) 398-1101 (302) 398-9504 Fax	Larry@JTRMECH.NET
CAD Contractors	DOUG DOHERTY	14 EAST 40 th ST WILMINGTON DE 199802	302 764 - 8013	KVandegriff@CO @VERIZON.NET
John H Fox DMS/FAC ops			302 933-3363	John.Fox@State .DE.US
TERRI MCCALL OMB/DFM				
CNM	DAVE RAGOLIA	503 HATCHERY RD DOVER DE 19901	302-833-3104	DAVID.RAGOLIA@ CHEROKEE-CNC.COM