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PRE-BID MEETING SUMMARY
HUDSON STATE SERVICE CENTER
OUTSIDE AIR UNIT REPLACEMENT
OMB/DFM # MC3512000014
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held in the conference room at the Hudson State Service Center, 501 Ogletown Road, Newark, Delaware, on Wednesday July 11, 2018 at 9:00 AM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday July 31st, 2018 at 1:00 p.m. in the Thomas Collins building, 3rd floor reception area as described in the Invitation to Bid of the specifications.
2. Bid Opening – Tuesday July 31st, 2018 at 1:00 p.m. in the Thomas Collins building, 3rd floor Conference Room. Questions deadline is Friday, July 20th, 2018. All questions must be submitted in writing or must be faxed to DEDC, LLC, Attn: Matt Lano, Fax 302 738-7175 or E-mailed to mlano@dedc-eng.com. Phone calls will not be accepted.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual.
- b. Each bidder shall include in their bid a copy of a valid Delaware Business License.
- c. Each bidder shall include signed Affidavit(s) for the Bidder certifying compliance with OMB Regulation 4104 - “Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on “Large Public Works Projects.” “Large Public Works” is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Make sure you identify your project name & number (MC3512000014) on the front of your envelope when you submit your bid.
- e. There is a \$10,000 allowance to be included in the base bid for use upon the owner’s instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner’s written approval.

2. Building Access

- a. A walkthrough of the Hudson State Service Center was preformed immediately following the pre-bid meeting.
- b. Please email me by close of business Friday July 13, 2018 if you would like to complete an additional walkthrough.



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3. Clarifications

- a. All permits required for this effort to be obtained by the contractor.
- b. The General Contractor who is bidding the project shall have a full time superintendent or working foreman during the duration of construction.
- c. This is a Delaware Prevailing Wage project (New Castle County).
- d. There are (3) three subcontractor listings on this project: Mechanical, Electrical, and Controls. These Subcontractors are identified on the bid form.
- e. Be sure to list your company name if your company is performing this work.
- f. All companies listed must be registered in the State of Delaware to perform this work.
- g. All picking of the existing unit and new unit must be done on a Saturday when the building is unoccupied. Contractor to coordinate with City of Newark for any road shutdowns.
- h. All electrical shut downs to be coordinate a minimum of two weeks in advance and must occur on a Saturday.
- i. Contractor is responsible to contact gas utility to ensure meters are sized correctly for new load.
- j. Contractor is to deliver the existing unit to the Herman Holloway Campus.
- k. Work hours are to be 8:00 a.m. to 4:30 p.m.

C. 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 an updated overall project schedule and a 3 – week look ahead schedule at each meeting to indicate work areas and shut downs for each building.
3. The overall project schedule is to be broken down by specific building areas in order to coordinate with DHSS staff.

D. Items Discussed

1. No smoking is permitted on the property.
2. Parking shall be permitted in the parking lot behind the building.

E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign-In Sheet (1 pages)

Summarized By: DEDC, LLC
Matt Lano

Date: 07/11/18

