

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

**PRE-BID MEETING MINUTES
ADAMS STATE SERVICE CENTER
WINDOW REPLACEMENT PHASE 1
BEDFORD STREET, GEORGETOWN 19947
DBF #586B035.X02 ❖ OMB/DFM #MC351200015
AUGUST 10, 2017**

In Attendance

OMB/DFM:	Terri McCall	terri.mccall@state.de.us
Adams SCC:	Jay Staniszewski	jay.staniszewski@state.de.us
Davis, Bowen & Friedel, Inc.:	Mike Wheedleton	mwh@dbfinc.com

Contractor attendees:

Quality Exteriors, Inc.:	Michael Makdad	mike@qexteriorsinc.com
	Jason S	jason@qexteriorsinc.com
BRS Consulting, Inc.:	Robin Schurman	robin@brsconinc.com
Amakor, Inc.:	Steve Serbu	amakor@aol.com
Kent Construction, Inc.:	Chuck Bowden	estimator2@kentconstruction.com
Peter V. Pirozzi GC, LLC:	Thomas Pirozzi	tpirozzi@pvpgc.com
Richard Y. Johnson & Son:	Jesse Dixon	jdixon@ryjson.com

Items Discussed

1. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
2. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Michael Bauman, via email mpb@dbfinc.com or fax (302) 424-0430. Please have requests for information or substitution to Michael by the end of business on Wednesday, August 23, 2017. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
3. **Bids will be due August 29, 2017 at 10:00 a.m.** 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, attention: Terri McCall. If the bid date and time change, the revised

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date and time will be issued via written addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

4. One (1) original and one (1) copy of the bid must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including alternates, if applicable. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications. The prime bidder must submit a copy of their Delaware Business License with their bids. Failure to do so will cause a bid to be rejected.
5. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the Town of Georgetown at the time of execution of the contract.
6. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
7. Working hours will be Monday – Friday, 7 a.m. – 6 p.m. Weekends may be available with 48 hours advanced notice. When working on the weekend, the site superintendent must sign in.
8. The area of work will be occupied during construction. The contractors shall be conscientious about their tools and not leave them unattended.
9. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
10. Submissions: The contractor will be responsible for building permit submission and the associated fees to the Town of Georgetown. The Office of the Fire Marshal has approved the drawings for the project. Their comments will be attached to a later addendum.
11. The contractor will be responsible for having a supervisor on-site at all times during work of any subcontractors or their own forces, including punch-list work.
12. The Owner will provide electric and water service. An area on site will be established for a contractor staging, office trailer and material storage trailer. Not outside storage of building materials will be permitted.
13. Criminal background checks are not required.

14. This is a smoke free facility and campus. All smokers must go off grounds to smoke.
15. **An additional walk-through will take place August 22nd at 10:00 a.m. All attendees are to meet in the front exterior entry area. Please confirm with DBF if you will be attending so arrangements can be made.**
16. Contractor to bid on installation of windows in groups of 6 per phase. Abatement contractor will remove units and install plywood infill that is provided by the Contractor. Abatement report will be included in Addendum 1.
17. Drug testing forms must be completed for the general contractor and all subcontractors listed on the bid form.
18. With regard to the EIFS ceiling at the Bedford Street entry/exit area, only the lower ceiling area is to be replaced.
19. Owner will remove shrubbery to the left of the Bedford Street entry/exit.
20. Additional work will be added to Alternate 3, drawings to be included in Addendum 1.
21. Contractor to remove debris, trash, and demolition materials daily.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Michael Wheedleton, AIA
Principal

Attachment

cc: All attendees
Mike Sanders