



PRE-BID MEETING MINUTES-ADDENDUM NO. 1
ELECTRIC SERVICE REPLACEMENT AT DHSS-NORTHEAST STATE SERVICE CENTER
1624 JESSUP ST. WILMINGTON DE 19802
OMB/DFM PROJECT #: MC3512000018

A Mandatory Pre-Bid Meeting was held in the DHSS-Northeast State Service Center, Conference Room on Tuesday, July 11, 2017, at 10:00 a.m. Those in attendance were:

Patrick McKenna	OMB/Division of Facilities Management
Timothy Read	DHSS/DMS/FO
Dennis Bouchelle	DHSS/DMS/FO
Lisa Scoon	DHSS-Northeast State Service Center
Matt Bailey	Power Plus Electrical Contracting, Inc.
Jason Brown	Superior Electric
John Demmateis	Nickle Electrical
Preston Carden	PSC Contracting, Inc.
Tom Shields	Shields Electric, Inc.
Thomas Gargalas	Electrical Integrity, LLC.
Kevin Cahill	Cahill Contracting, Inc.
Korey Dishong	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

Date of Report: July 12, 2017
FE&ES Comm. No.: 16-1232

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated June 24, 2017 for the Electric Service Replacement at DHSS-Northeast State Service Center.
- 2.0 Sealed bids for OMB/DFM CONTRACT NO. MC3512000018 – Northeast State Service Center – Electric Service Replacement 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 **2:00 p.m. local time on Thursday, July 27, 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.

Sealed bids shall be addressed to the Division of Facilities Management, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: "OMB/DFM CONTRACT NO. MC3512000018 – NORTHEAST STATE SERVICE CENTER – ELECTRIC SERVICE REPLACEMENT – SEALED BID - DO NOT OPEN."

- 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 **New Castle County, Building 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.
- 8.0 Project Summary
A. Project scope:
Base Bid:
1. All work shown on the contract documents.
Alternates:
1. There are no Alternates.
- 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
00 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
26 05 70	1.02	Project Overview

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 **2:00 p.m. on Monday, July 17, 2016**. 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 7/19/17. Final Addenda deadline is 5:00 p.m. on 7/21/17, except for an extension of the bid due date, which will be 7/25/17 at 2:00 p.m.**
- 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.
- 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. This is a very tight site with considerable automobile and customer activity throughout the day. A designated contractor's parking area is not available. It is recommended that the contractor obtain a permit from the City of Wilmington to secure 2-3 spaces adjacent to the building, on Jessup St. for their vehicles and construction equipment. Permit/road closure fees are to be included with the contractor's bid.
- 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 After a review of the Subcontractor listing, the Masonry Contractor will be deleted. This will be reflected in the revised bid form attached.
- 16.0 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.
- 17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **10:00 a.m. on Tuesday, July 18, 2017** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 prior to 12:00 p.m. on Friday 7/14/17 to register for the walk-thru. If no one registers, the walk through will be cancelled.
- 18.0 Changes to Specifications
- 18.1 Specification Section 00 41 13 - Bid Form
A. Delete current Bid Form and Replace with new Bid Form attached.
- 19.0 Changes to Drawings
- 19.1 There are no changes to the drawings.
- 20.0 Questions/Clarifications
- 20.1 Can the sidewalk be sawcut to permit installation of just the new conduits?
- Reply: Drawing E11-01 identifies that the sidewalk between the curb and the building shall be sawcut and removed from control joint to control joint. Sidewalk shall be replaced in complete blocks as specified.

ORIGINAL ON FILE

Edward Fayda, P.E.

Attachments: Bid Form
Pre Bid Meeting Sign-In Sheet

cc: All in Attendance
All Registered Plan Holders
P-File

DHSS-NORTHEAST STATE SERVICE CENTER
JUNE 2017

ELECTRIC SERVICE REPLACEMENT
DFM PROJECT #:MC3512000018

**DELAWARE HEALTH & SOCIAL SERVICES
NORTHEAST STATE SERVICE CENTER
ELECTRIC SERVICE REPLACEMENT
OMB/DFM PROJECT NO.: MC3512000018**

BID FORM

For Bids Due: 2:00 p.m.; Thursday July 27, 2017

To: Mr. Patrick McKenna
OMB/Division of Facilities Management
Thomas Collins Building, Suite 1- 3rd Floor
540 South DuPont Highway
Dover, DE 19901

Name of Bidder: _____

Delaware Business License No.: _____ **Taxpayer ID No.:** _____

(A copy of Bidder's Delaware Business License must be attached to this form.)

***(Other License Nos.):** _____

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

BASE BID: Provide all work identified on the Contract Documents.

Amount: _____ (\$ _____)

ALTERNATES

There are No Alternates.

ALLOWANCE ACKNOWLEDGEMENT

ALLOWANCE #1: We have included an allowance amount equal to \$5,000.00 for miscellaneous costs not identified on the bid documents. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: _____

ALLOWANCE #2: We have included an allowance amount equal to \$30,000.00 for Utility Company costs I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: _____

UNIT PRICES:

There are no Unit Prices.

ELECTRIC SERVICE REPLACEMENT
DFM PROJECT #: MC3512000018

DHSS-NORTHEAST STATE SERVICE CENTER
JUNE 2017

BID FORM

I/We acknowledge Addenda numbered _____ and the price(s) submitted includes any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)

Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Affidavit(s) of Employee Drug Testing Program
Bid Security
Bidders Qualifications (Others as Required by Project Manuals)

DHSS-NORTHEAST STATE SERVICE CENTER
JUNE 2017

ELECTRIC SERVICE REPLACEMENT
DFM PROJECT #:MC3512000018

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Division of Facilities Management*, it is **REQUIRED** that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work. This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. <u>Electrical</u>	_____	_____	_____
2. <u>Concrete Paving</u>	_____	_____	_____
3. _____	_____	_____	_____

END OF SUBCONTRACTOR LISTING

ELECTRIC SERVICE REPLACEMENT
DFM PROJECT #: MC3512000018

DHSS-NORTHEAST STATE SERVICE CENTER
JUNE 2017

BID FORM
NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of **OMB/DFM PROJECT: MC3512000018** have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

EMAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

DHSS-NORTHEAST STATE SERVICE CENTER
JUNE 2017

ELECTRIC SERVICE REPLACEMENT
DFM PROJECT #:MC3512000018

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.



Pre-Bid Sign In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY

Tuesday, July 11, 2017

PROJECT NAME: NORTHEAST STATE SERVICE CENTER
ELECTRIC SERVICE REPLACEMENT
1624 JESSUP STREET, WILMINGTON, DE 19802
PRE-BID MEETING: TUESDAY, JULY 11, 2017 @ 10:00AM

FE&ES Comm. No.: 16-1232
OMB/DFM Project No.: MC3512000018

BIDS DUE: THURSDAY, JULY 27, 2017 @ 2:00PM

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering		801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 - P (302)999-1053 - F	
Power Plus Electrical Contracting, Inc	Math Bailes	10 Janis Drive Dover, DE 19901	302 736-5070 302 736-5120	Matth337@gmail.com
Superior Electric	Jason Brown	36 Germany Dr Wilmington, DE 19802	(302) 658-5949	Jason@Superior Electrk.biz
NICKLE ELECTRICAL	John DeMatteis	14 M, 11 Paul Ct	453 4000	DeMatteis@nickelectrical.com
PSC CONTRACTING	PURSTON CARDEN	PO BOX 319 Del City DE 19706	302-838-2998	PURSTON PSC CONTRACTING.COM
Shields Electric Inc.	Tam Shields	104 Becker Ave Wilmington, DE	302-384-8009 302-384-8024	ashields@shields-electric.com
Electrical Integrity LLC	Thomas W. Gargalas	P.O. Box 1061 Middletown, DE 19709	(302) 388-3430-C (302) 678-4876-F	TWGargalas@ electricalintegrity.com

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