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PRE-BID MEETING SUMMARY
TILTON BUILDING
FAN COIL UNIT REPLACEMENT
OMB/DFM # MC3514000026
ADDENDUM #01

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at the Governor Bacon Health Center Maintenance Office, in Delaware City, Delaware on Monday July 17th, 2017 at 9:00 a.m.

ITEMS DISCUSSED:

A. Key dates

1. **Bid Due – Wednesday, August 2nd, 2017 at 2:00 p.m.** in 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 South DuPont Highway, Suite 1 (Third Floor). Dover, DE 19901, (Attn: Patrick McKenna) as described in the Invitation to Bid of the specifications.
2. Bid Opening – Wednesday, August 2nd, 2017 at 2:00 p.m.
3. Questions and substitution submission deadline – Tuesday July 25th, 2017.
4. An optional secondary walk through has been scheduled for Wednesday, July 19th, 2017 at 9:00 a.m. Contractors shall meet in the Lobby and be escorted by Maintenance.

B. Key topics

1. Bids
 - a. The contractor must use the bid form supplied in the specifications. The bid form must be submitted in triplicate
 - b. Make sure you identify your project name on the front of your envelope when you submit your bid.
 - c. Include all drug affidavits with the bid including subcontractors. Regulations for drug testing can be accessed at the following website:
<http://dfm.delaware.gov/drug-testing/documents/regulations.pdf>
 - d. Provide a copy of the prime contractors Delaware Business License with the bid.
2. Building Access
 - i. Use care while walking around the outside of the building as patients are allowed to exit the building.
 - ii. Contractor parking shall be behind the Tilton building in the designated contractor parking spaces.
 - iii. Contractors are permitted to use the public bathrooms in the Tilton building.



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3. General

- a. All questions must be submitted in writing and faxed to DEDC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to jfarina@dedc-eng.com and mlano@dedc-eng.com. Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. Work hours shall be 7 a.m. to 5 p.m.
- d. Contractor to have full time superintendent or working foreman.
- e. There are (3) subcontractor listings on this project: Mechanical, Electrical, and Controls. Be sure to list your company’s name if your company is performing the work.
 - All companies listed must be registered in the State of Delaware to perform this work.
- f. The building will be fully occupied during the construction of this project.
- g. All contractors, including subcontractors, must sign the drug affidavit form.
- h. Trash is to be disposed of everyday and cannot be stored in public walkways or patient areas.
- i. All materials are to be stored neatly in the mechanical room or securely outside the building. No materials are to be stored in public walkways or patient areas.
- j. This is a Prevailing Wage project (New Castle County).

C. Scope of Work and Allowance:

- 1. Scope of work is described as written on Sheet M-000 of Bidding Documents.
- 2. The allowance is described as written on Sheet M-000 of Bidding Documents.

D. 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 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

E. Addendum #01 Documents:

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

Summarized By: DEDC, LLC

Matt Lano

Date: July 17, 2017

STATE OF DELAWARE

Gov Bacon - Fan Coil

July 17th, 2017

Name	Company	Phone	Fax	E-mail
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Robert Stewart	Statewide Mechanical Inc.	302-376-6117	302-376-6127	rstewart@statewide-hvac.com
David Vitalo	Collet & Sons	302-376-1830	302-376-1842	david@collettandsons.com
Craig Platania	Gaudelli Bros.	856-825-0636	856-327-8864	craig@gaudellibros.com
John Pytel	Federal Mechanical	302-420-7491	302-654-4869	johnpytel@verizon.net
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