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PRE-BID MEETING SUMMARY  
PRICKETT BUILDING  
DOMESTIC WATER PIPING REPLACEMENT  
OMB/DFM# MC3514000054  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

- A. Participants of the pre-bid will need to state their name, title, and company name at the beginning of the meeting and again at the end of the meeting. Since there is no in person sign-in sheet, participants of the pre-bid shall send an email to Dave Barton at [dbarton@dedc-eng.com](mailto:dbarton@dedc-eng.com) with the following information: Name, Company name, telephone number, and email address. These emails will be compiled and made into a sign-in sheet which will be distributed with addendum #1 for this project.

GENERAL STATEMENT:

- A. The Pre-bid meeting was held via Webex.com on August 11, 2020 at 10:00 a.m. in compliance with the Governor's State of Emergency. There was no in person meeting.

ITEMS DISCUSSED:

- A. Key dates
1. Bid Due – Wednesday, August 26, 2020 at 12:45 p.m. Bids must be sent by email to DFM-BID@delaware.gov. and a hard copy of the entire submission shall be sent by mail within (5) business days of the bid submission deadline.
  2. Bid Opening – Wednesday, August 26, 2020 at 1:30 p.m. The bid opening will be held through electronic means to comply with the Governor's State of Emergency. To attend the bid opening, the public may participate by joining the meeting at Webex.com, meeting number 129 009 9050 and password CmEqRKiP757. There will be no in-person meeting.
  3. Questions and substitution submission deadline – August 20, 2020 at 3:00 p.m.
- 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 a signed Affidavit 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.



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- d. Make sure you identify the project name and number on the front of your envelope when you submit your bid.
- e. Attached is the updated Craft Training Affidavit. The form is no longer required at bid time, it is required prior to contract execution. Also required prior to contract execution is the subcontractor's information regarding craft training as outlined in the affidavit.
- f. Contract documents may be obtained at the office of DEDCC, LLC, 315 S. Chapel Street Newark, Delaware 19711, phone 302-738-7172, upon receipt of \$75.00 per paper set or \$ 25.00 per electronic set, both non-refundable. Checks are to be made payable to "DEDCC, LLC".

## 2. Clarifications

- a. All questions must be submitted in writing and must be faxed to DEDCC, LLC, Attn: John Farina, Fax 302 738-7175 or E-mailed to [jfarina@dedc-eng.com](mailto:jfarina@dedc-eng.com). Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. The General Contractor who is bidding the project shall have a full-time superintendent or working foreman.
- d. This is a Delaware Prevailing Wage project (Kent County).
- e. Work hours are 8:00 a.m. to 4:30 p.m.

## C. Subcontractor Listing

1. There are now (3) subcontractor listings on this project (Plumbing, Electrical, Carpentry). These Subcontractors are identified on the attached Revised bid form. Please use the attached revised bid form when submitting bids.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.

## D. Allowances

1. There is an allowance on this project that shall be included in the base bid. \$10,000 to cover miscellaneous items found during construction.

## E. 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 shutdowns.



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Addendum #1

3. Pre-Bid Meeting Summary (this document) (2 pages)
4. Sign in sheet (1 page)
5. Revised Bid Form (6 pages)
6. Updated Craft Training Affidavit (2 pages)

Summarized By: DEDC, LLC  
David Barton  
Date: August 13, 2020

**ATTENDANCE SHEET**

**PRE-BID MEETING – CONTRACT #MC3514000054**

**NAME: PRICKETT BUILDING – DOMESTIC WATER PIPING REPLACEMENT**

**DATE: AUGUST 11, 2020**

| <b>NAME</b>     | <b>AGENCY/COMPANY</b>  | <b>TELEPHONE</b> | <b>EMAIL</b>                 |
|-----------------|------------------------|------------------|------------------------------|
| DAVID BARTON    | DEDC, LLC              | 302-740-4905     | dbarton@dedc-eng.com         |
| JOHN DUNBAR     | JT RICHARDSON          | 302-398-8101     | john@jtrmech.net             |
| DANNY EPISCOPO  | DHSS                   | 302-255-9335     | daniel.episcopo@delaware.gov |
| PATRICK MCKENNA | OMB/DFM                | 302-900-1061     | patrick.mckenna@delaware.gov |
| IKE HENRY       | DHCI                   | 302-223-1586     | isaac.henry@delaware.gov     |
| JOHN MCGIRK     | MERIT MECHANICAL       | 302-650-1986     | jmcgirk@meritmech.com        |
| SCOTT MACKNIS   | APEX                   | 302-442-0353     | smacknis@apexpiping.com      |
| ALAN KOCENKO    | DHCI                   | 302-319-8413     | alan.kocenko@delaware.gov    |
| MARK FERELLI    | SCHLOSSER & ASSOCIATES | 302-383-7839     | mferelli@saamci.com          |
| STACEY BUSH     | AMAKOR INC.            | 302-834-8664     | amakor@aol.com               |
|                 |                        |                  |                              |
|                 |                        |                  |                              |
|                 |                        |                  |                              |
|                 |                        |                  |                              |
|                 |                        |                  |                              |



**BID FORM**

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include 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
- (Others as Required by Project Manuals)

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (\*) next to any additional third-tier contractors, and submit it with your bid.

| <u>Subcontractor Category</u> | <u>Subcontractor</u> | <u>Address (City &amp; State)</u> | <u>Subcontractors tax-payer ID #<br/>or Delaware Business license #</u> |
|-------------------------------|----------------------|-----------------------------------|---|
| 1. PLUMBING                   | _____                | _____                             | _____   |
| A.                            | _____                | _____                             | _____   |
| B.                            | _____                | _____                             | _____   |
| C.                            | _____                | _____                             | _____   |
| 2. ELECTRICAL                 | _____                | _____                             | _____   |
| A.                            | _____                | _____                             | _____   |
| B.                            | _____                | _____                             | _____   |
| C.                            | _____                | _____                             | _____   |

**BID FORM (Continued)**

|    |           |       |       |       |
|----|-----------|-------|-------|-------|
| 3. | CARPENTRY | _____ | _____ | _____ |
|    | A.        | _____ | _____ | _____ |
|    | B.        | _____ | _____ | _____ |
|    | C.        | _____ | _____ | _____ |

**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 MC3514000054 have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**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.**

**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, including subcontractors 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.**

**AFFIDAVIT  
OF  
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

**Contractor Name:** \_\_\_\_\_

**Contractor 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.**

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**AFFIDAVIT OF  
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training is defined as “an apprenticeship program approved by and registered with any State apprenticeship agency or the United States Department of Labor.”<sup>1</sup> A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at [https://det.delawareworks.com/apprenticeship/documents/Apprenticeship\\_Occupation\\_List\\_for\\_29Del6962\\_Compliance.pdf](https://det.delawareworks.com/apprenticeship/documents/Apprenticeship_Occupation_List_for_29Del6962_Compliance.pdf) If you have questions regarding craft training programs, please submit them in writing to the Delaware Department of Labor at: [apprenticeship@delaware.gov](mailto:apprenticeship@delaware.gov) . The Craft Training Compliance Affidavit must be submitted prior to contract execution. In addition to this Affidavit, all information pertaining to craft training for subcontractors must also be submitted prior to contract execution. Information to be provided is the craft, company name, registration number (indicate DE, US DOL or identify other state) or that craft training requirements do not apply and the reason.

In accordance with Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(d)(13) of the Delaware Code.

**Craft(s)** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Program  
Registration Number** \_\_\_\_\_

On this line also indicate whether DE, Other State (identify) or US Registration Number

**Or**

**Craft Training requirements are not applicable because:** \_\_\_\_\_

**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 TO BE CONSIDERED.**

<sup>1</sup> Title 29, Chapter 69, Section 6902(7) of the Delaware Code.

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