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PRE-BID MEETING SUMMARY  
TERRY CHILDRENS CENTER  
CARD ACCESS SYSTEM INSTALLATION  
OMB/DFM # MC3705000027  
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held in the conference room at the Terry Children's Center, located in New Castle, Delaware, on Tuesday, March 23, 2015 at 10:00 a.m.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Tuesday, April 7, 2015 at 2:00 p.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room as described in the Invitation to Bid of the specifications.
2. Bid Opening – Tuesday, April 7, 2015 at 2:00 p.m. in the Thomas Collins building, 3<sup>rd</sup> floor Conference Room. Questions deadline is April 1, 2015. All questions must be submitted in writing and must be faxed to DEDC, LLC, Attn: Dave Barton, Fax 302 738-7175 or E-mailed to [dbarton@dedc-eng.com](mailto:dbarton@dedc-eng.com). Phone calls will not be accepted.

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 to include a copy of the Bidder's Delaware Business License when submitting your bid.
2. Building Access
  - a. An optional walk thru has been scheduled for March 30th at 10:00 a.m. Please call Bob Harrity at 302-250-3294 if you plan to do the optional walkthrough at the Terry Children's Center.
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 (4) subcontractor listings on this project: Security, Electrical, Door Hardware /Locksmith, and Fire Alarm. 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.



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

D. Items Discussed

1. Working hours: 7:30 a.m. to 3:30 p.m. Monday through Friday
2. No smoking is permitted on the campus.
3. Parking shall be permitted in the side parking lot for contractors.
4. The Prevailing Wage Rates for 2014 in the specifications that have been certified by the Department of Labor will be the labor rates used for bidding this project.

E. RFI Questions

1. I noticed a requirement in the Bid documents that states you must be a RCDD (Registered Communications Distribution Designer) in order to bid. Can you confirm this requirement?

Answer:

No, you do not have to be a RCDD in order to bid this project as the prime contractor.

F. Addendum #1

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

Summarized By: DEDC, LLC  
David Barton  
Date: 03/25/15

Terry Children's Center Card Access System Installation  
 OMB/DFM # MC3705000027  
 Pre-Bid Sign-in Sheet March 23, 2015

Name	Company	Phone	Fax	E-mail
David Barton	DEDC	302-738-7172	302-738-7175	<a href="mailto:dbarton@dedc-eng.com">dbarton@dedc-eng.com</a>
Dean Seely	OMB/DFM	302-739-5644		<a href="mailto:joseph.seely@state.de.us">joseph.seely@state.de.us</a>
Mike Barrett	Wayman	302-740-6253		<a href="mailto:m.barrett@waymanfireprotection.com">m.barrett@waymanfireprotection.com</a>
Matt Finkley	Superior Electric	302-658-5949		<a href="mailto:jimmie@superiorelectric.biz">jimmie@superiorelectric.biz</a>
Steven Schofield	PSX Inc.	610-444-8210	610-444-9646	<a href="mailto:steven.schofield@psxgroup.com">steven.schofield@psxgroup.com</a>
Steve Curson	Sound-N-Secure	302-632-9044		<a href="mailto:stevecsns@comcast.net">stevecsns@comcast.net</a>
Joe Mirolli	Assurance Media	302-648-2288	866-246-1153	<a href="mailto:jmirolli@assurancemedia.net">jmirolli@assurancemedia.net</a>
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