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PRE-BID MEETING SUMMARY
ADDENDUM #1

**SUSSEX WORK RELEASE CENTER
GENERATOR UPGRADE
OMB/DFM CONTRACT # MC3804000028**

MEETING DATE: May 21, 2013 at 1:00pm
ATTENDEES: See attached sign in sheet

1. DEDIC described the scope of work. The subcontractors list was discussed.
2. Deadlines:
 - a. Security Background Forms - Friday May 24, 2013
 - b. Site Visit - Monday June 3, 2013
 - c. Last date for questions – Friday June 7, 2013
 - d. Last date for substitutions – Friday June 7, 2013
 - e. Last date for addendums – Monday June 10, 2013
 - f. Bid opening – **Friday June 14, 2013 @ 2:00pm** (note date change)
3. DFM discussed the Security Background Form. The form needs to be filled out completely.
4. The Security Background Form is required for the site visit.
5. Submit the Security Background Forms by e-mail to both Ron Zawora, and Rick Ward. Ronald.Zawora@state.de.us RichardW.Ward@state.de.us
6. A site visit is scheduled for Monday June 3, 2013 at 10:00am. We will meet in the Maintenance Building.
7. The site address is 24015 Dupont Blvd, Georgetown, Delaware 19947
8. The bid opening will be held at the Tom Collins Building, 540 S. Dupont Highway, Suite 1, Dover, Delaware 19901.
9. DFM noted that an updated Bid Form is being used. All subcontractors will be required to have one of the following listed on the bid form: Tax payer ID number, Delaware Business License number, or their Social Security Number.
10. DOC noted that to make the security check in and check out smoother and more efficient the contractor should remove all unnecessary items from their vehicles.
11. Allow 30-60 minutes for security check-in/check-out.
12. Lunches will be taken on site, inside of the compound.
13. Familiarize yourself with the security procedures in the specifications.

14. It is estimated that the project will take approximately 200 calendar days to complete.
15. This is a prevailing wage rate project for Sussex County.
16. Show on The Schedule of Values 1% of contract amount for project closeout.
17. Performance Bond, and Payment Bond are held for two years. Use the forms in the specifications.
18. The retainage is 5%.
19. The Bid Bond is 10%.

Summarized By: Tom Brandenberger – DEDC
Date: May, 22, 2013

Sussex Work Release Center
 Generator Upgrade
 OMB/DFM # MC3804000028
 Pre-Bid Meeting Sign-in Sheet
 May 21, 2013

Name	Company	Phone	Fax	E-mail
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Matt Bailey	Power Plus Electrical Conf. Inc.	302 736 5070	302 736 5120	Mattb3@prod.gy.net
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