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PRE-BID MEETING SUMMARY
ADDENDUM #1

HOWARD R. YOUNG
CORRECTIONAL INSTITUTE
HIGH VOLTAGE PREVENTIVE MAINTENANCE
OMB/DFM CONTRACT # MC3804000071

MEETING DATE: February 2, 2016 at 10:00am
ATTENDEES: See attached sign in sheet

1. DEDC described the scope of work. The subcontractors list was discussed.
2. Deadlines:
 - a. Security Background Forms – **Friday February 5, 2016**
 - b. Site Visit - **Wednesday February 17, 2016 @ 10:00am**
 - c. Last date for questions – **Friday March 4, 2016 @ 12:00pm**
 - d. Last date for addendums – **Monday March 7, 2016**
 - e. Bid opening – **Thursday March 10, 2016 @ 2:00pm**
3. DFM discussed the Security Background Form. The form needs to be filled out completely.
4. The Security Background Form is required for the Pre-Bid site visit.
5. Submit the Security Background Forms by e-mail to Ann Downey.
ann.downey@state.de.us
6. A site visit is scheduled for Wednesday February 17, 2016 @ 10:00am.
7. The site address is 1301 E. 12th Street, Wilmington, Delaware
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. The Bid Form is to be filled out completely.
 - a. A copy of bidders Delaware Business License must be attached to the Bid Form.
 - b. All subcontractors will be required to have their Delaware Business License number on the Bid Form.
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. The normal work day hours will be Monday-Friday 7am-3pm. Allow up to 1 hour for security check-in and 1 hour for security check-out. For bidding purposes figure on working 6 hours each day.
12. Familiarize yourself with the security procedures in the specifications.
13. The Drug Testing Policy was discussed.
14. Shut downs will be coordinated with HRYCI Maintenance and Security personal.
15. E-mail all questions to Tom Brandenberger. tbrandenberger@dedc-eng.com. Phone calls will not be accepted.
16. This is a prevailing wage rate project for New Castle County.
17. Show on The Schedule of Values 1% of contract amount for project closeout.
18. Performance Bond, and Payment Bond are held for two years. Use the forms in the specifications.
19. The retainage is 5%.
20. The Bid Bond is 10%.

Summarized By: Tom Brandenberger – DEDC
Date: February 2, 2016

HRYCI HV Preventive Maintenance
OMB/DFM # MC3804000071
Pre-Bid Meeting
Sign-in Sheet - February 2, 2016

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