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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

Name	Company	Phone	Fax	E-mail
Tom Brandenberger	DEDC	302-738-7172	302-738-7175	tbrandenberger@dedc-eng.com
Kerry Wareham	OMB/DFM	302-739-5644	302-739-6148	kerry.wareham@state.de.us
Eric Smeltzer	DOC/BMS	302-857-5261		eric.smeltzer@state.de.us
Dean Seely	OMB/DFM	302-739-5644	302-739-6148	joseph.seely@state.de.us
Wm. Kriss	Power Plus	302-736-5070	302-736-5120	wkriss@msn.com
Charles Hutchinson	Battaglia	302-218-0897		chutchinson@battag.com
John Falin	Battaglia	302-218-2227		jfalin@battag.com
Billy Brinn	Reuter Hanney	215-237-3427		bbrinn@reuterhanney.com
Joanna Foster	Blue Hen Utility Services	302-367-3167		jfoster@bhusinc.com
Katie Bleiler	Ener G Test	484-731-0200		kbleiler@energtest.com