

Pre-Bid Meeting Record

Meeting Date: Tuesday, March 6, 2018 @ 9:00 a.m.

Publication Date: March 8, 2018

Prepared By: Pam Dennis

Tt Project No.: 200-26912-16018

Regarding: Morris Community Correctional Center
Boiler Replacement, Piping & Stack Modifications
OMB/DFM/DOC Contract No: MC3806000009

Attendees

J. Dean Seely	OMB/DFM/DOC Project Manager	302-739-5644	joseph.seely@state.de.us
Robert Minikel	OMB/DFM Building Support Engineer	302-739-5644	robert.minikel@state.de.us
Ernie Kulhanek	JTVCC, DOC Maintenance Superintendent	302-653-3437	ernest.kulhanek@state.de.us
John Dunbar	Joseph T. Richardson, Inc.	302-398-8101	john@jtrmech.net
Rob Rettig	Merit Mechanical, Inc.	302-366-8601	trrettig@meritmech.com
Michael McDaniel	C & D Contractors, Inc.	302-764-2020	kvandegrift.cd@verizon.net
David Vitalo	Collett and Sons, Inc.	302-376-1830	david@colletandsons.com
Rick Pearcy	Amakor, Inc.	302-834-8664	amakor@aol.com
Andy Baker	Schlosser & Associates, Inc.	302-738-7333	abakersa@hotmail.com
Pam Dennis	Tetra Tech, Inc.	302-738-7551	Pam.dennis@tetrattech.com

Additional Distribution

Greg Christian	DOC Facilities Maint. Manager	302-739-5601	greg.christian@state.de.us
Eric Smeltzer	DOC Capital Programs Admin	302-857-5261	eric.smeltzer@state.de.us
Clint Lasana	Tetra Tech, Inc.	302-738-7551	clint.lasana@tetrattech.com
Scott D. Parlow PE	Tetra Tech, Inc.	302-738-7551	scott.parlow@tetrattech.com

Item Number

Item

1. A Mandatory Pre-Bid Meeting for the above referenced project was held in the large conference room at the Division of Facilities Management Headquarters, 3rd Floor, Suite 1 of the Thomas Collins Building in Dover, Delaware on Tuesday, March 6, 2018 at 9:00 am. Those in attendance are noted above.
2. Sealed bids for this project will be received by the State of Delaware, Office of Management & Budget, Division of Facilities Management, in the reception area of DFM at the Thomas Collins Building, Suite 1 (3rd Floor), 540 South DuPont Highway, Dover, Delaware, until 2:00 p.m. local time on Thursday, March 29, 2018, at which time they will be publically opened, read aloud, and recorded. Bidders bear the risk of late delivery. Any bids received after the stated time will be returned unopened.
3. This is a mandatory Pre-Bid Meeting and Prime Bidders are limited to those in attendance.

4. A separate Site Walk Through has been scheduled for Tuesday, March 20, 2018 at 9:00 am at the site. We'll meet at the Main Gatehouse at the Front Entrance of the Facility.
5. Contractors must submit background checks for those employees that wish to attend the Site Walk Through. Email the forms to Ernie Kulhanek at Ernest.kulhanek@state.de.us by end of business on Tuesday, March 13, 2018. A copy of the background checklist has been attached to the addendum.
6. For further bidding information relating to the bid and signature forms, the Contractors are directed to contact J. Dean Seely, OMB/DFM/DOC Project Manager at joesph.seely@state.de.us.
7. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.
8. A general review of the Project Manual was performed. The following specification sections were reviewed.

<u>Section</u>	<u>Article</u>	<u>Title</u>
00 11 16	--	Advertisement for Bids
00 21 13	1.1	Definitions
	1.10	Addenda
	1.14	Base Bid
	1.15	Alternate Bid
	1.16	Unit Price
	2.0	Bidder's Representation
	2.1	Pre-Bid Meeting
	3.0	Bidding Documents
	3.1	Copies of Bid Documents
	3.2	Interpretation or Correction of Bidding Documents
	3.3	Substitutions
	3.4	Addenda
	4.0	Bidding Procedures
	4.1	Preparation of Bids
	4.2	Bid Security
	4.3	Subcontractor List
	4.5	Prevailing Wage Requirements
	4.6	Submission of Bids
	7.0	Performance Bond & Payment Bond
	7.1	Bond Requirements
00 22 13	1.02	Qualification of Bidders
	1.04	Bid Form
	1.05	Contract Time
	1.06	Representation of Bidders
	1.07	Interpretations
	1.08	Substitutions
00 41 13	--	Bid Form
00 43 13	--	Bid Bond Form
00 52 13	AIA 101-2007	Standard Form of Agreement Between Owner & Contractor
00 61 13.13	--	Performance Bond Form

00 61 13.16	--	Payment Bond Form
00 62 76	AIA G-701	Change Order Form
	AIA G-702	Application & Certification for Payment
	AIA G-703	Continuation Sheet
	AIA G-704	Certificate of Substantial Completion
	AIA G-706	Contractor's Affidavit of Payment of Debt and Claims
	AIA G-706A	Contractor's Affidavit of Release of Liens
	AIA G-707	Consent of Surety to Final Payment
00 72 13	AIA 201-2007	General Conditions for the Contract for Construction
00 73 13	3.5	Warranty
	3.11	Documents and Samples at the Site
	9.2	Schedule of Values
00 73 46	--	Certified State of Delaware Prevailing Wage Rate Schedule
00 81 13	5.1	Subcontracting Requirements
	7.0	Changes in the Work
08 81 14	1.0	Drug Testing Form
00 82 13	1.0	Additional General Contracting Requirements-General
	1.1	Work Included
	1.2	Work Not Included
	1.6	Continuity of Service
	1.10	Responsibility for Damage and Care of State Property
	1.16	Guarantee
	1.17	As-Built Drawings
01 10 00	1.7	Use of Premises
	1.9	Owner's Occupancy Requirements
01 21 00	1.0	Allowances – General
	1.7	Contingency Allowance
	3.3	Schedule of Allowances
01 23 00	1.0	Alternates – General
	3.3	Schedule of Alternates
01 31 00	1.0	Project Management and Coordination – General
	1.5	Project Meetings
01 31 20	1.0	Payroll Reports-General
	1.4	Payroll Reports
01 33 00	1.1	Submittal Procedures – General
	1.4	Submittal Administrative Requirements
	2.3	Electronic Submittal Procedures
01 35 53	1.3	Security Programs
	1.4	Entry Control
	1.5	Personnel Identification and Background Check
	1.6	General Requirements
	1.7	Special Requirements

	1.8	Site Security
	1.10	Responsibility for Damage and Care of State Property
	3.1	Contractor Tool and Equipment Inventory
01 74 19	1.0	Construction Waste Management – General
	1.8	Waste Management Plan
01 77 00	1.0	Closeout Procedures-General
	1.3	Substantial Completion
	1.4	Final Completion
	1.5	List of Incomplete Items (Punchlist)
	1.6	Project Record Documents
	3.3	Summary of Closeout Documents
01 80 00	1.0	Schedule of Special Inspections
	1.1	Structural Steel
23 00 00	1.10	Continuity of Services (Shutdown and Notifications)
	1.14	Overtime Work
	1.15	Instruction to Owners Personnel
	1.17	Guarantee
	1.20	As-Built Drawings
23 52 39	1.0	Fire-Tube Boilers

9. Only plan holders who purchased bid document sets from Tetra Tech will receive ADDENDA.

10. The following items were discussed in greater detail.

- A. Contractors may copy the Bid Form; submit in triplicate (three (3) copies). Only one (1) copy of the Affidavit of Employee Drug Testing program for the Contractor and each Subcontractor is required.
- B. Contractors shall identify the time of construction in their Bid Form which will be used at the duration of Construction in their Contract.
- C. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Engineers office at least seven (7) days prior to bid due date (Thursday, March 22, 2018 by COB). It is the intent to issue the last addendum on Monday, March 26, 2018.
- D. Submit all correspondences, questions or requests for clarifications to Scott D. Parlow, PE at scott.parlow@tetrattech.com.
- E. Requests for Substitutions must be submitted to the Engineer's Office at least ten (10) days prior to the bid due date (Monday, March 19, 2018 COB)
- F. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish.
- G. It was noted that for this Public Works Contracts, the Prime Contractor must perform at least 10% of the total bid price with their own forces, exclusive of purchasing of equipment, overhead or profit. It was decided after the meeting that administrative costs and general conditions can count towards the 10% guideline.
- H. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
- I. Temporary heat or utilities should not be required on this project.

- J. Facility restrooms are not available. Contractor shall provide a Port-o-sans.
- K. The successful Contractor will need to submit a list of all proposed workers stating their social security number, driver's license number, age, sex, race and date of birth. List shall be used for a background check and shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors.
- L. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. Additional hours must be arranged in advance. Contractors must enter the Facility at 7:00 am and be ready to exit the Facility by 2:45 pm.
- M. No mingling with inmates.
- N. Contractors shall not bring glass or metal containers into the Facility. Plastic Only.
- O. Contractors are required to sign in at the Main Entrance each morning before driving through the gate. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow 30 minutes to enter or leave the Facility.
- P. Gang boxes will be allowed to be stored in designated areas at the job site.
- Q. A list of tools must be supplied with each gang box. Inventory shall be taken by the Contractors at the end of each work day. Correctional Officers reserve the right to inspect and inventory all trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
- R. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
- S. All vehicles and tool boxes shall be locked at all times.
- T. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted.
- U. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
- V. The successful Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
- W. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site. Contractors can leave site for lunch, but they must do so as a group.
- X. Cells phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone or a lap top. Permission will be granted as necessary.
- Y. The State of Delaware Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
- Z. Under the State of Delaware Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
- AA. Contractors are responsible for all permits.

11. The Project Manual was reviewed in further detail. The following items were discussed:
- A. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
 - B. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
 - C. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
 - D. All utility shutdowns must be coordinated with DOC Maintenance. Provide five (5) days' notice.
 - E. Contract time was discussed. Contractor shall fill in the anticipated duration of Construction in their Bid Form which will be used as the basis of their Contract.
 - F. Contractors were advised that only limited movement will be permitted while inside the compound.
12. The drawings were generally reviewed to present the intent of the Contract Documents. The following items were discussed in greater detail:
- A. All sheets were reviewed and briefly discussed.
13. A Site Review of the work area was not performed.
- A. A separate site visit has been scheduled for Tuesday, March 20, 2018 @ 9:00 a.m, we'll meet at the Main Entrance.
 - B. Background checks must be submitted to Ernie Kulhanek at ernest.kulhanek@state.de.us by Tuesday, March 13, 2018, COB.
 - C. A copy of the Background Check Form has been attached to this addendum.
 - D. Contractors requesting access must present a valid Driver's License.
14. Job Site Requirements
- A. All sheets were reviewed and briefly discussed.
 - B. Contractors and Subcontractors must pass a background check before access to the Facility will be granted.
 - C. Refer to requirements previously noted.

Attachments:

Security Clearance Form
Pre-Bid Meeting Sign-In
Bid Register

End of Pre-Bid Meeting Report

J:\IER\26912\200-26912-16018\ProjMgmt\Meetings\Pre-Bid Meeting\26912-16018 MCCC Boiler Replacement Prebid Meeting Report.doc

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

Page 1 of 3

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

- i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
- ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
- iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

- (1) Attorneys
- (2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION: PERSONAL INFORMATION & CRIMINAL HISTORY

NAME: _____
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:

DOB: _____ PLACE OF BIRTH: _____ SSN#: _____

SEX: MALE / FEMALE RACE: _____ DRIVER'S LICENSE #: _____ STATE: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: (____) _____ WORK: (____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

PLEASE SELECT TYPE OF ACCESS REQUESTED

- ☐ Offender Visit
- ☐ One Time Access (i.e. single event) *No badge issued
- ☐ Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less) * No badge issued
- ☐ Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more) * You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief

DO YOU HAVE ANY ARRESTS FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ DATE: _____

OFFENSE: _____

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? NO / YES
(IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ **DATE:** _____

OFFENSE: _____ **SENTENCE:** _____

ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT): _____

ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY: NO/ YES

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST. DO NOT COMPLETE THIS SECTION IF
APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT,
ONLY ANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*).

***REASON FOR CLEARANCE:** _____

***DATE(S) OF ACTIVITY:** _____ ***ORGANIZATION:** _____

***PROGRAM NAME:** _____

***JOB TITLE:** _____ ***HOW LONG EMPLOYED/VOLUNTEERING:** _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN (INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

SECTION 3: PLEASE READ AND SIGN ALL APPLICANTS MUST COMPLETE THIS SECTION

I understand that DOC authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: _____ DATE: _____

DOC USE ONLY:

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS _____ DELWARE CRIMINAL HISTORY _____

NCIC WANTS/WARRANTS _____ NCIC CRIMINAL HISTORY _____

DELJIS/NCIC
INVESTIGATOR _____ SIGNATURE _____ DATE _____

APPROVED _____ APPROVAL EXPIRES ON: _____

DENIED _____

IF DENIED, PLEASE INDICATE REASON BELOW:

- (1) Dishonest/incomplete application;
- (2) Active pending charges/warrants/capiases;
- (3) Any criminal conviction within the past two years;
- (4) Any incarceration in a Delaware correctional facility within the past three years;
- (5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
- (6) Other (See Investigation for info).

REVIEWER'S SIGNATURE: _____ DATE: _____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, “staff” includes: contractors, vendors and volunteers of the DOC. An “offender” means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). As a DOC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states “consent” is not a defense to prosecution. Here are some factors to consider.

History of Victimization

Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times. Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject you to disrespect and manipulation from other offenders that may be aware of your situation. Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially acceptable conduct. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PRE-BID MEETING SIGN-IN SHEET

MORRIS COUNTY COMMUNITY CORRECTIONAL CENTER
BOILER REPLACEMENT, PIPING & STACK MODIFICATION

Tt PROJECT NO.: 26912-16018

DATE: March 6, 2018

Name	Company	Physical Address	Telephone	Fax	e-mail
1 John Dunbar	IT RICHARDSON	105 CENTER ST HARRISON DE	302 358 8101	302 398 9504	John.ITR@TETRA.NET
2 Rob Pettig merit		39 DIXIE DRIVE NEWARK	302-366-8601	367-4616	TRettig@merit meca.com
3 Michael McDaniel	C+D CONTRACTORS	14 E 40TH ST. WILM, DE	302 764 2080		KVANDEGRIFF.CO@VERIZON.NET
4 DAVID VITALO	COLLETT	370 N MAIN STREET	302 376 1830	302 376 1842	DAVID@COLLETTANDSONS.COM
5 Rick PEARCY	AMAKOP	72 CLINTON ST DE CITY	302-854-8164	302-834-8691	AMAKOP@aol.com
6 Dean Seely	OMB/DFM				joseph.seely@state.de.us
7 Bob Minikel	OMB/DFM				robert.minikel@state.de.us
8 Andy Barker	SCHLOSSER	2407 SUNSHINE LANE NEWARK, DE 19714	302 738-7333	302 739-5292	AAKENS@HARRISCA
9 ERNEST KULHANEK	DE DOC	JNCC MAINT. 1181 PADDOCK RD. SMYRNA, DE	302-653-3437	302-653-3436	ernest.kulhaneck@state.de.us
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11					
12					
13					
14					

Morris Community Corrections Center
Boiler Replacement, Piping & Stack Modification

26912-16018

Bids Due: **2:00 p.m., Thursday, March 29, 2018 at**
Office of Management & Budget/Division of Facilities Management
Thomas Collins Building
Conference Room
540 S. Dupont Hwy, Suite 1 (3rd Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#01	<p>Name of Company: <u>Joseph T. Richardson</u></p> <p>Physical Address: <u>105 Center St.</u> City, State: <u>Harrington, DE</u></p> <p>Contact: <u>John Dunbar</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-398-8101</u></p> <p>Fax: _____ Date: <u>3/6/2018</u></p> <p>E-Mail: <u>john@jtrmech.com</u></p>
#02	<p>Name of Company: <u>Schlosser & Associates</u></p> <p>Physical Address: <u>2407 Sunset Lake Road</u> City, State: <u>Newark, DE 19714</u></p> <p>Contact: <u>Andy Baker</u> GC: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: <u>302-738-7333</u></p> <p>Fax: _____ Date: <u>3/6/2018</u></p> <p>E-Mail: <u>abakersa@hotmail.com</u></p>
#03	<p>Name of Company: _____</p> <p>Physical Address: _____ City, State: _____</p> <p>Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Phone: _____</p> <p>Fax: _____ Date: _____</p> <p>E-Mail: _____</p>