



315 S. Chapel St.  
Newark, DE 19711  
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PRE-BID MEETING SUMMARY  
LEGISLATIVE HALL HEAT PUMP REPLACEMENT  
OMB/DFM CONTRACT # S MJ1002000007  
ADDENDUM #1

A. General

1. The Mandatory Pre-bid meeting was held at Legislative Hall on March 29, 2013 at 9:00 am.

B. Dates and Deadlines:

1. Key dates
  - a. Bid Due – Monday April 15, 2013 at 2:30 as described in the Invitation to Bid within the project manual.
  - b. Bid Opening – Monday April 15, 2013 at 2:30.
  - c. Questions and substitution submission deadline – Wednesday April 10, 2013.

2. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate
- b. Make sure you identify your project name on the front of your envelope when you submit your bid.

C. Building Access

1. A walk thru was conducted during the pre-bid meeting.
2. A second walk thru will be scheduled for Friday April 5<sup>th</sup> at 8:00 am.

D. Clarifications

1. All questions must be submitted in writing and must be faxed to Delaware Engineering and Design Corporation, Attn: John Farina, Fax 302 738-7175 or E-mailed to [jfarina@dedc-eng.com](mailto:jfarina@dedc-eng.com). Phone calls will not be accepted.
2. All permits required for this effort to be obtained by the contractor.
3. Contractor to have full time superintendent or working foreman.
4. This is a Prevailing Wage project.

E. Subcontractor Listing

1. There are now 5 subcontractor listings on this project: Mechanical, Controls, Testing and Balancing, Ceiling and Electrical. These Subcontractors are identified on the attached bid form.
2. Be sure to list your company name if your company is performing this work.
3. All companies listed must be registered in the State of Delaware to perform this work.



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F. 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.

G. Special Considerations:

1. The two wings will be unoccupied but the remaining of the building will be occupied.
2. Work to be completed in the occupied areas of the building will be done after hours.
3. This project will be commissioned.
4. Please review the Waste management section of the specifications. This information will be required at the end of the project.
5. Staging area will be in the Capital police parking lot.

H. Whiting-Turner's Role in this project:

1. Whiting-Turner is the Construction Manager hired by the State of Delaware to follow the construction effort and assure that the project remains on schedule. This is not a typical CM relationship. Whiting-Turner has no construction responsibilities on this project except to manage and follow the construction effort. The prime contractor shall include all items necessary to complete all of the work shown on the drawings and detailed on in the specifications much like a General Contractor. This includes but not limited to things like temporary barriers, floor and wall protection, sanitary facilities, dumpsters, clean up laborers, scaffolding and final cleaning.
2. Whiting Turner will have a full time superintendent on site. This does not alleviate the successful contractor from having a full time superintendent or working foreman.

End of Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (2 pages)
3. Whiting-Turner Schedule (1 page)
4. Updated Bid Form (4 pages)

Summarized By: Delaware Engineering and Design Corporation

John R. Farina, PE

Date: March 29, 2013

12P223

Legislative Hall - Heat Pump Replacement

PRE-BID MEETING

Fri., March 29, 2013

NAME	COMPANY	PHONE	FAX	EMAIL
John Farina	DEDC	302-738-7172	302-738-7175	<a href="mailto:jfarina@dedc-eng.com">jfarina@dedc-eng.com</a>
John Dunham	DFM	302 739 5644		<a href="mailto:john.dunham@state.de.us">john.dunham@state.de.us</a>
Stanley Griffiths	Worth & Company	302 221 2709	302 221 2665	<a href="mailto:sgriffiths@worthandcompany.com">sgriffiths@worthandcompany.com</a>
Rob Rettig	Merit Mechanical	302 366 8601	302 368 4616	<a href="mailto:rob@meritmech.com">rob@meritmech.com</a>
Richard Reynolds	ID Griffith	302 656 8253	302 656 8268	<a href="mailto:rmurphy@idgriffith.com">rmurphy@idgriffith.com</a>
Mike Van Horn	MNS Enterprises	302 545 8198	302-659-0540	<a href="mailto:mike@mnsenterprisesllc.com">mike@mnsenterprisesllc.com</a>
Anne Jennings	Radius Systems LLC	484 844 3323	302-744-6180	<a href="mailto:ajennings@radiusystemsllc.com">ajennings@radiusystemsllc.com</a>
Ken Kozma	Radius Systems LLC	484 832 7847		<a href="mailto:kkozma@radiusystemsllc.com">kkozma@radiusystemsllc.com</a>
Nels Petersen	Gaudelli Brothers	856 825 0636	856-327-8864	<a href="mailto:mimi@gaudellibros.com">mimi@gaudellibros.com</a>
Mike Willis	William G. Day Co.	302 427 3708	302 427 3755	<a href="mailto:mikewillis2@verizon.net">mikewillis2@verizon.net</a>
Steve Serbu	Amakor, Inc,	302 834 8664	302 834 8681	<a href="mailto:amakor@aol.com">amakor@aol.com</a>
Chip Gruber	Schlosser	302 738 7333	302-738-5692	<a href="mailto:cjgruber@hotmail.com">cjgruber@hotmail.com</a>
Jose Wainbright	East Coast HVAC, Inc.	302 266 0530	302 266 0532	<a href="mailto:jose@ecph.net">jose@ecph.net</a>
Ted Lambert	Modern Controls	302 325 6800	302 325 6808	<a href="mailto:tlambert@moderncontrols.com">tlambert@moderncontrols.com</a>

12P223

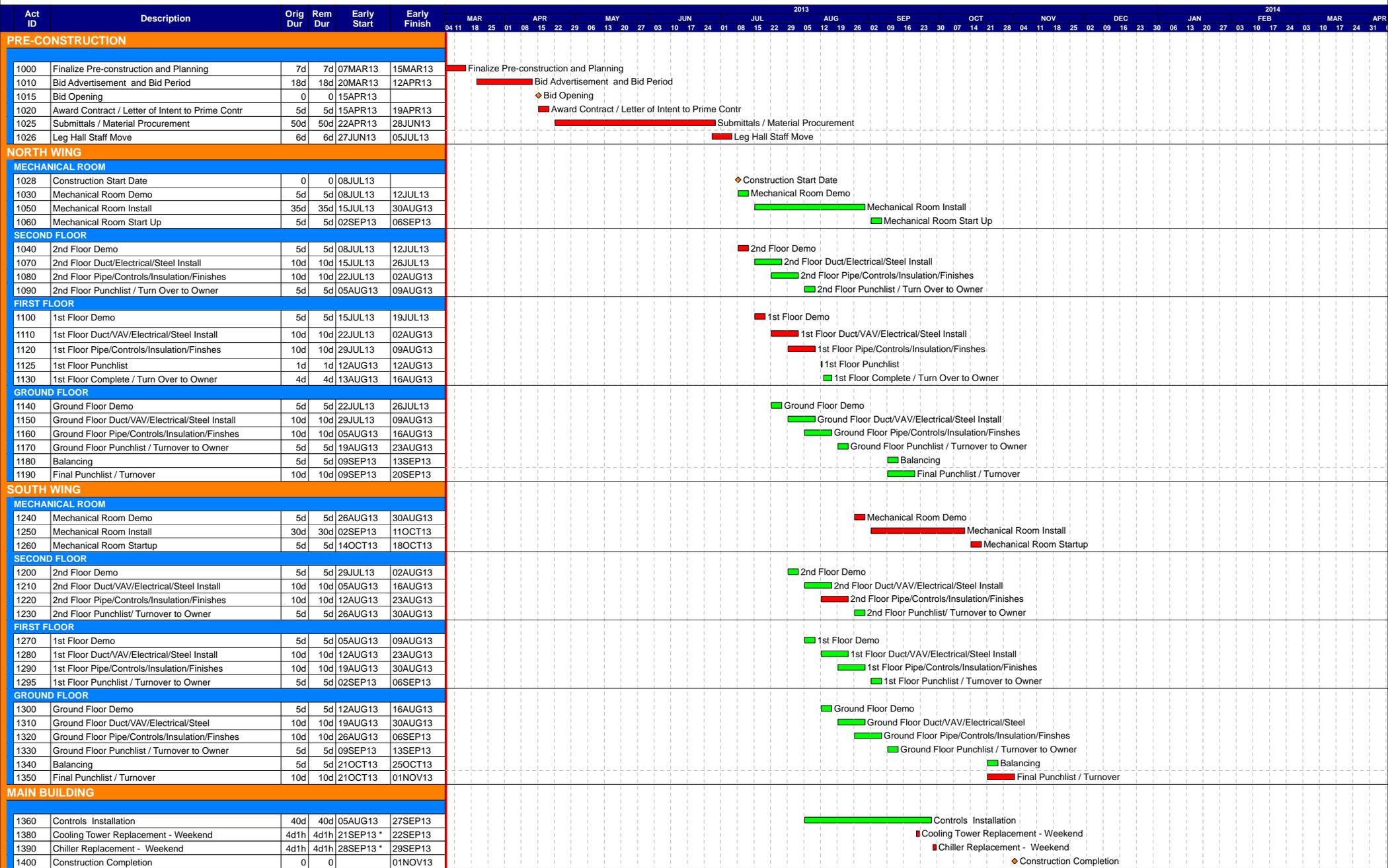
Legislative Hall - Heat Pump Replacement

PRE-BID MEETING

Fri., March 29, 2013

NAME	COMPANY	PHONE	FAX	EMAIL
Fred Fisher	First State Electrical	302 322 0140	302 322 1146	<a href="mailto:fredf@firststateelectric.com">fredf@firststateelectric.com</a>
Steve Piech	Diamond State Engineering	302 697 3293	302 697 1328	<a href="mailto:spiech@diamondelectric.org">spiech@diamondelectric.org</a>
Pete Kramer	J.S. Kramer, Inc.	302 422 3900	302 422 4850	<a href="mailto:jskramergc@aol.com">jskramergc@aol.com</a>
Larry Wall	Joseph T Richardson	302 398 8101	302 358 9504	<a href="mailto:larry@jtrmech.net">larry@jtrmech.net</a>
Edward Welch	Flo Mechanical	302-239-7299	856-327-8864	<a href="mailto:larrys@flomechanical.com">larrys@flomechanical.com</a>
Matt Bailey	Power Plus Electrical	302 736 5070	302 736 5120	<a href="mailto:mattb3@prodigy.net">mattb3@prodigy.net</a>
Michael McDaniel	C&D Contractors	302 764 8013		<a href="mailto:kvandegrift.cd@verizon.net">kvandegrift.cd@verizon.net</a>
C.G. Ware	Kent Construction	302 653 6469	302 653 2168	<a href="mailto:lynn@kentconstruction.com">lynn@kentconstruction.com</a>
Jim Huffine	H&A Electric	302 678 8252		<a href="mailto:joew.handa@comcast.net">joew.handa@comcast.net</a>
Lisa Hiott	Hiott Refrig & A/C	302 697 3050	302 697 2802	<a href="mailto:lisahiott@hiotthvacr.com">lisahiott@hiotthvacr.com</a>
Bryan Warren	B.W. Electric, Inc	302 491 6154	302 491 6155	<a href="mailto:bwelectric@comcast.net">bwelectric@comcast.net</a>

# LEGISLATIVE HALL HEAT PUMP REPLACEMENT MASTER CONSTRUCTION SCHEDULE



Start date 07MAR13  
 Finish date 01NOV13  
 Data date 07MAR13  
 Run date 11MAR13  
 Page number 1A



THE WHITING-TURNER CONTRACTING CO



- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



LEGISLATIVE HALL HEAT PUMP REPLACEMENT  
DOVER, DELAWARE  
OMB/DFM# MJ1002000007

**BID FORM**

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)  
\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(SEAL) ( Authorized Signature )  
\_\_\_\_\_  
( Title )  
**Date:** \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)

LEGISLATIVE HALL HEAT PUMP REPLACEMENT  
DOVER, DELAWARE  
OMB/DFM# MJ1002000007

**BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. ELECTRICAL	_____	_____	_____
2. MECHANICAL	_____	_____	_____
1. CONTROLS	_____	_____	_____
2. TESTING & BALANCING	_____	_____	_____
3. CEILING	_____	_____	_____

LEGISLATIVE HALL HEAT PUMP REPLACEMENT  
DOVER, DELAWARE  
OMB/DFM# MJ1002000007

**BID FORM**  
**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of OMB/DFM# MJ1002000007 have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE  
(SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**