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PRE-BID MEETING SUMMARY
DELAWARE STATE POLICE FIRING RANGE HVAC UPGRADE – ERU PREPURCHASE
OMB/DFM CONTRACT #'S MJ1002000012
ADDENDUM #1

ATTENDEES: See attached sign in sheet.

GENERAL STATEMENT:

A. The Mandatory Pre-bid meeting was held at LOCATION on DATE at TIME.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Wednesday September 21, 2016 in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901.
2. Bid Opening – Wednesday September 21, 2016 at 3:00 p.m. local time.
3. Questions and substitution submission deadline – September 13, 2016

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual. The bid form must be submitted in triplicate. In addition to the bid form a full submittal shall be provided for the ERU.
- b. Make sure you identify your project name on the front of your envelope when you submit your bid.

2. Clarifications

- a. 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. Phone calls will not be accepted.
- b. This is a Prevailing Wage project.

C. Subcontractor Listing

1. There is no subcontractor listing on this project due to the nature of this bid. See revised bid form in this addendum.

D. Meetings

1. There will be 2 progress meetings on this project. One will be utilized to identify schedule and delivery times. The other meeting will be the factory witness testing.

E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (3 pages)
3. Updated Bid Form (5 Pages)

Summarized By: DEDC, LLC
John R. Farina, P.E.

Date: September 7, 2016

[illegible]

Name	Company	Phone	Fax	E-mail
John R. Farina, PE	DEDC	302 738 7172	302 738 7175	jfarina@dedc-eng.com
John Dunham	OMB/DFM	302-744-1185		john.dunham@state.de.us
Chip Gruber	Schlosser	302) 738-7333	302) 738-5692	chipgruber@hotmail.com
Jim O'Donnell	CARRIER	302-588-1991	302-610-8341-0380	JAMES O'DONNELL@CARRIER.UTC
GREG Thompson	Conventional Builders	302-422-2429	302-422-2135	conventionalbuilders@comcast.net
Brian Thompson	Conventional Builders Inc	302-422-2429	302-422-2135	conventionalbuilders@comcast.net
Larry Wall	Joseph T. Richardson	302 358-8101	302 358-5504	Larry J. JAMES (H. NAT)
Jim McRoy	H.P. Nye Company	215-801-0898	REPER TMI	JMcRoy@HCNyeCo.com
Nate Cope	Carrier	215-444-3673		nathaniel.cope@carrier.utc.com

DEDC # 16P008

BID FORM

To: Mr. John Dunham
Construction Projects Manager
State of Delaware
Office of Management and Budget
540 South DuPont Highway, Suite 1
Dover, Delaware 19901

Delaware Business License No.: _____ **Taxpayer ID No.:** _____
(A copy of Bidder's Delaware Business License must be attached to this form.)

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

\$()

Contractor shall include a \$10,000 ten thousand dollar allowance as part of the base bid for use upon the owner's instructions for any miscellaneous items found during construction.

DELAWARE STATE POLICE FIRING RANGE HVAC UPGRADE
SMYRNA, DELAWARE
OMB/DFM# MJ1002000012

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 thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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
Affidavit(s) of Employee Drug Testing Program
Bid Security
(Others as Required by Project Manuals)

DELAWARE STATE POLICE FIRING RANGE HVAC UPGRADE
SMYRNA, DELAWARE
OMB/DFM# MJ1002000012

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.** This form must be filled out completely with no additions or deletions. **Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.**

Subcontractor Category

Subcontractor

Address (City & State)

Subcontractors tax payer ID #
or Delaware Business license #

No Subcontractors are required to be listed.

DELAWARE STATE POLICE FIRING RANGE HVAC UPGRADE
SMYRNA, DELAWARE
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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# MJ1002000012 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.

DELAWARE STATE POLICE FIRING RANGE HVAC UPGRADE
SMYRNA, DELAWARE
OMB/DFM# MJ1002000012

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

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.