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PRE-BID MEETING SUMMARY
CARVEL STATE OFFICE BUILDING
HVAC & SPRINKLER UPGRADES
OMB/DFM CONTRACT #'S MJ1002000014
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held at the Carvel State Office Building on June 18, 2019 at 1:00 PM.

ITEMS DISCUSSED:

A. Key dates

1. Bid Due – Thursday August 8, 2019 at 1:00 PM in the Thomas Collins Building as described in the Invitation to Bid.
2. Bid Opening – Thursday August 8, 2019 at 1:00 PM.
3. Questions and substitution submission deadline: 4:30 PM Wednesday July 31, 2019.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual.
- b. Each bidder shall include in their bid a copy of a valid Delaware Business License.
- c. Each bidder shall include signed Affidavit(s) for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- d. Make sure you identify your project name & number (MCJ1002000014) on the front of your envelope when you submit your bid.
- e. There is a \$50,000 allowance to be included in the base bid for use upon the owner's instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner's written approval.

2. Building Access

- a. A walk thru will be conducted on **Wednesday July 24th at 11:00 AM**. Please email me (mlano@dedc-eng.com) if you will be attending. We will meet in the Lobby on the 9th Floor.



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3. Clarifications

- a. All questions must be submitted in writing and must be faxed to DEDC,LLC Attn: Matt Lano, Fax 302 738-7175 or E-mailed to mlano@dedc-eng.com. Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. Contractor to have a full time superintendent or working foreman on site while work is commencing.
- d. This is a Prevailing Wage project.
- e. As there is off hours work for this project, work hours will need to be coordinated.

C. Subcontractor Listing

1. There are 8 subcontractor listings on this project: Mechanical, Sprinkler, Electrical, Controls, Carpentry, Painting, Ceiling, & Flooring. 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.

D. 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. Contractor to provide a full schedule before the project is to begin. It is the contractor's responsibility to ensure all equipment lead times meet the project schedule.
3. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shut downs.

E. Addendum #1

1. Pre-Bid Meeting Summary (this document) (2 pages)
2. Sign in sheet (1 page)
3. Specifications
 - a. 00 41 13 - Bid Form (6 pages)

Summarized By: DEDC, LLC
Matt Lano
Date: July 19, 2019

Pre-Bid Meeting Sign In Sheet
CSOB HVAC Sprinkler Upgrade
OMB/DFM Contract #'s MJ1002000014

Name	Company	Phone	Fax	E-mail
Matt Lano	DEDC	302 738 7172	302 738 7175	mlano@dedc-eng.com
Aleena Ajmal	DEDC	302 738 7172	302 738 7175	aaajmal@dedc-eng.com
Rob Del Campo	OMB/DFM	302 739 5644		robert.delcampo@delaware.gov
Mike Travers	OMB/DFM	302 270 8641		michael.travers@delaware.gov
Tony Orga	Deldeo Builders	302 791 0243	302 791 0245	loudeldeo@comcast.net
Rick Pizarcy	Amakor	302 834 8664		amakor@aol.com
Kory Pringle	ID Griffith	302 668 4293		kpringle@idgriffith.com
Dan Eaton	Summit Mechanical	302 836 8814		hayley@summitmechanical.org
Mike Smith	Bancroft	302 655 3434		jane@bancroftusa.com
Patrick Mullin	Robert Mullin HVAC	302 893 7217		robertmullinhvac@gmail.com
Jose Waybright	ECPH	302 266 0530	302 266 0532	jose@ecph.net
David Pepper	GES	302 530 0502	302 834 1959	dpepper@gesoncall.com
Matt Bailey	Power Plus Electrical Contracing, Inc.	302 736 5070	302 736 5120	mattb337@gmail.com
Tony Vantresca	Ventresca Bros., Inc.	302 658 6436	302 658 2360	tony@ventrescabros.com
Donny Jones	Gaudelli Bros.	856 825 0636		jay@gaudellibros.com

BID FORM

BID FORM
00 41 13 - 1

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)

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.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Mechanical	<hr/>	<hr/>	<hr/>
2. Sprinkler	<hr/>	<hr/>	<hr/>
3. Electrical	<hr/>	<hr/>	<hr/>
4. Controls	<hr/>	<hr/>	<hr/>
5. Carpentry	<hr/>	<hr/>	<hr/>
6. Painting	<hr/>	<hr/>	<hr/>
7. Ceiling	<hr/>	<hr/>	<hr/>
8. Flooring	<hr/>	<hr/>	<hr/>

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 # MJ1002000014 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.

**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, including subcontractors 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.

END OF SECTION

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