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PRE-BID MEETING SUMMARY  
ADDENDUM #1

**TERRY CHILDREN'S CENTER  
EMERGENCY GENERATOR REPLACEMENT  
OMB/DFM CONTRACT # MJ3705000003**

MEETING DATE: October 19, 2016 at 1:00pm  
ATTENDEES: See attached sign in sheet

1. DEDC described the scope of work. The subcontractors list was discussed.
2. Deadlines:
  - a. Site Visit – Wednesday October 19, 2016 (This was done after the pre-bid meeting)
  - b. Last date for questions – Friday October 28, 2016
  - c. Last date for substitutions – Friday October 28, 2016
  - d. Last date for addendums – Tuesday November 1, 2016
  - e. Bid opening – Thursday November 3, 2016 at 1:00pm
3. A second site visit is scheduled for Thursday October 27, 2016 at 9:00am. We will meet in the lobby.
4. The bid opening will be held at the Office of Management and Budget, Division of Facilities Management, at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor) Dover, Delaware 19901.
5. It was noted to use the bid form that is included in the specifications. Make sure the bid form is filled out completely. All subcontractors will be required to have one of the following listed on the bid form: Tax payer ID number, or Delaware Business License number. Bids must be submitted in triplicate.
  - a. Be sure to list your company name if your company is doing the work.
  - b. All companies listed must be registered in the State of Delaware to perform this work.
6. This is a prevailing wage rate for New Castle County.
7. Show on the Schedule of Values 1% of contract amount for project closeout.
8. The Performance Bond, and the Payment Bond are held for two years. Use the forms in the specifications.
9. The Retainage is 5%.
10. The Bid Bond is 10%.
11. All permits required for this project shall be obtained by the contractor.

12. The contactor shall have a full time superintendent or working foreman. Subcontractors cannot be on the job site without the prime contractor superintendent or working foreman being present.
13. All questions must be submitted in writing and must be faxed to DEDC, Attn: Tom Brandenberger, Fax 302-738-7175, or e-mailed to [tbrandenberger@dedc-eng.com](mailto:tbrandenberger@dedc-eng.com). Phone calls will not be accepted.
14. There will be a progress meeting on this project every two weeks. The day and time will be determined at the pre-construction meeting.
15. The contractor shall provide a 3 week look ahead schedule at each meeting to indicate work areas and shut downs.
16. The diesel fuel to fill up the tank and used for start-up and testing will be provided by the State of Delaware.
17. Duffield Associates will do soil and concrete testing for the State of Delaware.
18. DFM noted the facility is operated 24 hours a day, 7 days a week. Power is not to be disrupted at any time. The contractor will be responsible to provide temporary power at all times necessary. All cost associated with the temporary power will be by the contractor.
19. A list of equipment substitutions submitted, and whether they were approved or not approved will be provided in the next addendum.
20. The existing generator must remain in operation until the new generator is online and working. (Factory start-up and testing has been completed.)
21. Spec Section 26 32 13 - 1.08 - Delete line P.
22. Spec Section 26 32 13 - 1.08 - Line Q - should read "sound levels shall not exceed 72dBA @ 23 feet in free field environment".
23. Spec Section 26 32 13 - 2.08 - Line C-10 - should read "sound levels shall not exceed 72dBA @ 23 feet in free field environment".
24. Each contractor shall include in their bid \$5000.00 for pick-up, and transport of the boulders from the Ferris School site to the Terry Children's Center.
25. The contractor is responsible for removal and disposal of the existing 20kW natural gas generator. The existing ATS is to be removed and left in boiler room of the Terry Children's Center.
26. Employee background checks will not be required for this project.
27. The Terry Children's Center is a no smoking site.
28. The contractor shall provide a Porta-Potty for the project.
29. Proper PPE will be required at all times on this project.
30. The parking area adjacent to the new generator location will be used for the contractor staging area. Provide fencing per spec section 01 50 00.
31. Each contractor shall allow for 365 calendar days to complete the project. This shall be indicated on their bid form.
32. Work hours will be 8:00am-5:00pm.
33. Electronic copies of the drawings and specifications will be sent to the contractors that have paid for drawings and specifications. They will be sent in a separate e-mail. The other contractors can obtain electronic copies after they have paid the \$125.00 drawing and specification fee.

Summarized By: Tom Brandenberger – DEDC  
Date: October 20, 2016



