



# Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #:19096

## Pre-Bid Meeting Minutes

**Date:** Wednesday, February 19, 2020  
**Project:** Caesar Rodney School District – Postlethwait MS Chiller Replacement  
**Purpose:** Review and discuss important related topics pertaining to the bidding requirements of the project with perspective bidders.  
**Location:** Postlethwait Middle School  
**Time:**

A mandatory pre-bid meeting was held for the Caesar Rodney School District – Postlethwait MS Chiller Replacement project on February 19, 2020. The following items were reviewed and discussed:

### **A. Project Representatives**

1. Individual Introductions:
  - a) Owner: Mr. Kenneth Starke, Owner’s Representative.
  - b) Engineer: Gipe Associates (R. Adam Kegan).
  - c) Everyone else in room introduced themselves.

### **B. Project Introductions**

1. The project consists of replacing the existing chiller, modifying piping, controls, pumps, and supporting electrical work.

### **C. Allowable Prime Bidders:**

1. Mechanical Contractors

### **D. Cost and Availability Of Bidding Documents**

1. The cost of the Bidding Documents per set as defined in the Invitation to Bid is \$50.00 per electronic set or \$75.00 per hardcopy.
2. Bid Documents may be obtained from Gipe Associates, Inc. and examined at our office.
3. Only those Bidders on the Bidder Lists prepared by Gipe Associates shall be copied via addenda, clarifications or other bid revisions. Therefore, please purchase at least one set directly from Gipe Associates.

### **E. Owner's Representatives**

1. The Bidders may arrange site visits to the Postlethwait Middle School site by contacting Kenneth Starke at 302-697-4048.

### **F. Confirmation of Bid Date & Procedures:**

1. Current Bid Date: March 5, 2020 @ 1:30 P.M.

- a). Bid are to be delivered to Kenneth Starke at the Caesar Rodney School District's Facilities Management Office (7 Front Street, Wyoming, Delaware, 19934) with Bidder's name and license number shown.
- b). Bids must be held for 30 days.

**G. RFI's (Request for Interpretation)**

1. Direct all inquiries and requests for interpretation to Gipe Associates, 8719 Brooks Drive, Easton, Maryland 21601 no later than seven (7) days prior to bid due date.
2. Phone calls and verbal statements are not allowable and are not binding per the General Conditions.
3. E-mail all RFI's to [dhoffman@gipe.net](mailto:dhoffman@gipe.net) or [akegan@gipe.net](mailto:akegan@gipe.net).

**H. Substitutions**

1. Product substitutions during Bidding are defined in Division 01, Section 016000 Product Requirements.
2. Bidders must submit requests for substitutions ten (10) days prior to the bid date.
3. Substitutions after the bid date are allowable, but discouraged because acceptance is fully at the discretion of Engineer. Also, Engineer will charge for reviewing such substitutions.
4. Any approved substitutions during the bidding phase will be issued via Addendum.

**I. Bid Forms**

All of the following shall be submitted in a sealed envelope on or prior to the bid date.

1. Bid Bond (AIA-A310)
2. Completed Bid Form including all Alternates and Acknowledgement of Addendums.
3. Subcontractors Listing Form.
4. Affidavit I Non-Collusion Certificate.
5. Signed 4104 Regulations for Drug Testing Form
6. Valid Delaware Business License

**J. Last Date for Addendums:**

1. Last date will be Friday, February 28 @ 5:00 PM.

**K. Alternates**

1. The project does include 3 alternates as described on the Bid Form and in Division 1.
2. All alternates for this project are add alternates; therefore the amount will be added to the price of the Base Bid.
3. A brief summary of each alternate is listed below.
  - a. Alternate #1– Chilled Water Pumps and Associated Variable Frequency Drives.
    - 1) Alternate: Provide additional costs, if any, for all chilled water pumps and associated variable frequency drives replacement work as specified in Division 23. Work shall include pumps, bases, control integration,

spare pump seals, demolition of existing equipment, new variable frequency drives, associated power, and controls.

- b. Alternate #2– Chiller by TRANE.
  - 1) Alternate: Provide additional costs, if any, for chiller to be provided by TRANE as specified in Division 23.
- c. Alternate #3- New Inverter Duty Rated Motors and Variable Frequency Drives for Condenser Water Pumps.
  - 1) Alternate: Provide additional costs, if any, to remove existing condenser water pump #3 and #4 motors and replace with new inverter duty rated motors, variable frequency drives, controls, and power connections as indicated in Division 23, 26, and on Contract Drawings.

**L. Bonds**

- 1. Bid Bonds 10% of Base Bid amount plus all add alternates and submitted with Bid Form. Form provided.
- 2. Performance Bonds 100% of the Contract amount.
- 3. Payment Bonds 100% of the contract amount.

**M. Building Permits:**

- 1. All trade permits shall be the responsibility of the Contractor.

**N. Staging Area**

- 1. Reviewed locations on site where trailers, equipment, offices, and trucks may be stored and/or located.
- 2. The contractor shall provide temporary restroom facilities.

**O. Liquidated Damages**

- 1. Liquidated damages shall be assessed at \$300.00 per day.

**P. Time of Completion**

- 1. Substantial Completion as defined in the Instruction to Bidders as 120 calendar days from the Notice to Proceed.
- 2. Final completion as defined in the Instruction to Bidders as 150 calendar days from the Notice to Proceed.

**Q. Subcontractor List**

- 1. Currently includes the following:
  - a. Electrical
  - b. Insulation
  - c. Chiller

- d. HVAC Piping
- e. Pumps
- f. ATC Controls
- g. Testing and Balancing
- h. Concrete and Masonry

All parties agreed with current list.

**R. Questions / Answers:**

1. All questions up until the last date for Addendums must be submitted in writing. Only written Addendums become a part of the bidding documents.

**S. Visited The Site Of Construction:**

*These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within five (5) days.*

Author: Respectfully Submitted,



R. Adam Kegan, P.E., C.P.D., LEED AP

**Enclosure: (1) Pre-Bid Meeting Sign-in Sheet**

**END OF MEETING MINUTES**



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

W.O.# 19096

**Pre-Bid Meeting Sign-In Sheet**

**Caesar Rodney School District – Postlethwait Middle School  
Chiller Replacement  
Sign-In Sheet**

**Wednesday, February 19, 2020 at 10:00 AM**

<u>Name</u>	<u>Representing</u>	<u>Telephone Number</u>	<u>E-Mail Address</u>
R. Adam Kegan	Gipe Associates, Inc.	410-822-8688	akegan@gipe.net
Ed Welch	Flo Mechanical	302 588-4488	larrys@flomechanical.com
Rob Retting	Meert Mech	302-366-8601	TRetting@meertMech.com
KEN STARKE			
Carl Rifkin	Cherokee Mech	302-883-3104	carl.rifkin@cn-bus.com
Rich Amick	H+A Electric	302-678-8252	
Joe Waski	H+A Electric	" " "	jocw.handa@comcast.net
Greg Robertson	Diamond Mechanical	302 697 7094	groberson@diamondmechanical.net
Mark Feelli	Schlusser + associates	302-383-7839	MFeelli@SAAMCI.com
William Masten	Masten Electric	302 653 4300	office@mastenElectric.net



abakove saamci.com

Look  
to  
check