

**PRE-BID MEETING MINUTES  
ADDENDUM NO. 1  
SMYRNA HIGH SCHOOL AUDITORIUM RENOVATIONS  
500 DUCK CREEK PARKWAY, SMYRNA DE 19977  
FOR THE  
SMYRNA SCHOOL DISTRICT  
SSD PROJECT #: SSD-17-001-SHS AUDITORIUM**

A Mandatory Pre-Bid Meeting for the referenced project was held in the Smyrna High School Auditorium, on Tuesday, January 24, 2017, at 10:00 a.m. Those in attendance were:

Deborah Wicks	Superintendent, Smyrna School District
Patrik Williams	Assistant Superintendent, Smyrna School District
Jerry Gallagher	Finance Director, Smyrna School District
George Wicks	Supervisor, Facility Operations Smyrna School District
Marcus Deisem	Associate Principal, Smyrna High School
Bill Micheline	Brandywine Contractors, Inc.
Greg Thompson	Conventional Builders, Inc.
John DeMatties	Nickle Electric Companies
JR Rhoads	County Group
Mark Bennett	County Group
Tony Ventresca	Ventresca Brothers, Inc.
Matt Mitten	Mid-Atlantic Dismantlement Corp.
Karen Spacie	Barbizon Lighting Company
James Burke	B&B Music & Sound
Larry Poli	Troy Ventures Delmarva VOIP
Walter Mosetter	Philadelphia Sound Solutions, Inc
Dave McCarthy	Commonwealth Construction, Inc.
Victor Rolli	Mid-Atlantic Electrical
Gary Wolf	Wolf Electric
Keith Long	John L Briggs
Mike Hines	BW Electric, Inc.
Frank LaMartina	IPS Scaffold Services
Derek Fountain	NFC
Donald Wilson	NFC
Jason Brown	Superior Electric
Bobby Tudor	Tudor Electric, Inc.
Matt Bailey	Power Plus Electrical Contracting, Inc.
Rob Solloway	Kent Construction
Pete Ksenich	Kent Construction
Justin Horner	Willow Construction
Tony Vassalotti	Richard Y Johnson & Son
Steve Serbu	Amakor, Inc.
Derek Miller	Starlite Productions

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Mike Shaner	Starlite Productions
Sam Noel	Carpenters Local
Matt Greenlee	UnderComm, Inc.
Ryan Sarnecky	Tangent Cable Systems
Neal Williams	BSS Contractors
Ken Fearn, AIA	Fearn Clendaniel Architects, Inc.
Matt Galinskie, C.E.A.	Fayda Engineering & Energy Solutions, LLC
Edward Fayda, P.E.	Fayda Engineering & Energy Solutions, LLC

A copy of the sign-in sheet is attached herewith.

**Date of Report:** January 25, 2017

**FE&ES Comm. No.:** 16-1214

#### ITEMS OF DISCUSSION

1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated January 9, 2017 for the SMYRNA HIGH SCHOOL AUDITORIUM RENOVATIONS. Any provision in any of the Contract Documents which may be in conflict or be inconsistent with the contents of this Addendum shall be void to the extent of such conflicts or inconsistency.

2.0 Sealed bids for Smyrna School District Bid No. SSD-17-001-SHS Auditorium – Smyrna High School Auditorium Renovations will be received by the Smyrna School District, at the Smyrna School District Administrative Offices, 82 Monrovia Avenue, Smyrna, DE 19977 until **2:00 p.m. local time on Tuesday, Thursday, February 9, 2017**, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

At this time of year, weather often comes into play. In the event that the Governor declares an official State of Emergency, the bid date will be extended to the first full business day the Governor lifts the State of Emergency.

3.0 This is a mandatory pre-bid meeting and Prime Bidders are limited to those in attendance.

4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Edward Fayda, P.E., Project Manager at Fayda Engineering & Energy Solutions, LLC.. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to [efayda@faydaees.com](mailto:efayda@faydaees.com). Ensure the project title, contractor's name and RFI # are in the subject line. (Example: SSD Auditorium Ren. "Contractor Name"- RFI #1). No phone calls please.

5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **Kent County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project is included in the Project Manual. This approved scale of wages must be posted by the Contractor in a prominent and easily accessible place at the work site.

- 6.0 Contractors are reminded that if they are a recognized contractor that customarily performs the work of a given subcontractor classification; that they can list themselves on the line for that particular subcontractor category. DO NOT LEAVE ANY BLANKS ON THE BID FORM. DO NOT ADD ANY ADDITIONAL VERBIAGE OTHER THAN WHAT IS REQUESTED. FAILURE TO DO SO MAY DISQUALIFY YOUR BID. As an example, if you are an electrical contractor that will self-perform the electrical work, that you list your company on the Electrical Subcontractor line on the bid form. Ensure your address, business license, etc. is also included.
- 7.0 Effective 1/1/16, **the prime contractor and all listed subcontractors** must have a drug testing program in place for all contracts that exceed \$100,000. There is an Affidavit located with the Bid Form. Each subcontractor included with the contractor's bid shall have their affidavit included. Omitting any subcontractor affidavit is grounds for the rejection of the contractor's bid.
- 8.0 Contractor must be a registered plan holder in order to submit a bid. One (1) Copy of the Bid Form is required. Only those registered plan holders will be sent future addenda.
- 9.0 A two (2) year warranty is required on ALL work and materials beginning on the official Date of Substantial Completion. A five (5) year manufacturer's warranty is required on the LED House lighting fixtures.
- 10.0 The following sections of the specifications were reviewed:

<b><u>Section</u></b>	<b><u>Title</u></b>
	Advertisement for Bids
00 26 00	Procurement Substitution Procedures
00 41 13	Bid Form
00 10 00	Project Summary
01 23 00	Alternates
26 05 23	Control-Voltage Electrical Power Cables
26 09 61	Stage & House Lighting and Controls
26 51 19	LED Interior Lighting
27 51 20	Auditorium Sound Reinforcement System

- 11.0 The drawings were generally reviewed to present the intent of the contract documents.
- 12.0 The following items were discussed in detail:
- A. Working hours are generally 7:00 a.m. to 4:00 p.m. Monday through Friday except for State Holidays at which time the site will be closed. The contractor may work up to 12 hour days if advance notice is given during the summer months. Additional hours must be arranged with the Owner in advance. All shutdowns shall be conducted at the convenience of the owner. Shutdowns must be scheduled and approved by the owner a minimum of two weeks in advance.

- B. Contractors are to contact the Department of Labor if they have any questions with regard to the State Prevailing Wage Law or clarifications on payroll reporting. Telephone number is 302-451-3423.
- C. Requests for substitutions must be submitted to the Engineers office by **2:00 p.m. on Monday, January 30, 2017**. Instructions for requesting substitutions are very specific and are contained in the project manual. If the contractor does not follow the processes it is automatic grounds for rejection.
- D. All questions should be directed in writing to the Engineer. Contractors are encouraged to submit questions as soon as possible. All answers to questions not in addendum format will not be binding. In the case of a conflict between the specifications and drawings or within each not answered by addendum, the greater quantity or better quality shall be provided. The deadline for questions shall be **2:00 p.m. on 2/3/17. Final Addenda deadline is 2:00 p.m. on 2/6/17, except for an extension of the bid due date, which will be 2/7/17 at 2:00 p.m.**
- F. Billing for stored material will not be paid unless the material is on the jobsite and in a secure location under the contractor's control. SSD will assist with providing areas for materials storage; however it may not be a secured area.
- G. We have an aggressive summer 2017 schedule. All shop drawings shall be submitted, approved, material ordered and delivered by the 1<sup>st</sup> week of June. Contractor will be given the Auditorium for construction on June 12, 2017 and must be vacated by August 26, 2017.
- H. Immediately following the opening of the bids, the School Board will need to approve the project at their February Board Meeting. As a result, there will be no extensions granted on the date bids are due. Plan accordingly.
- I. Asbestos has been tested throughout the Auditorium. This includes ceilings, wall mounted acoustical panels, auditorium lighting fixtures and Stage lighting fixtures. The eighteen (18) multicolor border lights have been tested positive. This contract will disconnect the fixtures from the electrical distribution system and lower them to the stage floor for removal by the District's Asbestos Abatement contractor.
- J. It was requested that "Demolition" be added to the list of subcontractors. After subsequent discussion with the field of potential bidders at the meeting, the majority did not want to add this classification and therefore will not be added.
- K. Walls, ceilings and ceiling grid in the Storage Room located behind the Projection Room shall be white, not black. New PVC resilient flooring will be provided. Future addenda will provide product information.
- L. There was a question if the Telecommunication Contractor responsible for installation and termination or termination only of structured cabling? The telecommunication Contractor shall provide (furnish and install) all structured cabling. This does not include the low voltage, 0-10V dimming wiring. Attached to these minutes are the approved

contractors under contract GSS16441-DATA-CBL. It was noted that UnderComm, Inc. performs most of the existing structured cabling for the District.

- M. As part of the new lighting installation, removal of existing stair mounted fixtures in the balconies and new floor mounted fixtures will be installed in the aisles. This work will need to be closely coordinated with the District's carpet installer who will be installing carpet under a separate project.
  - N. A follow-up field survey is tentatively scheduled for Tuesday, January 31, 2017 at 10:00 a.m. Contact Matt Galinskie at 302-999-1060 or [mgalinskie@faydaees.com](mailto:mgalinskie@faydaees.com) to register. You must be registered to attend the walkthrough. If no one registers, the walkthrough will be cancelled.
  - O. Removal and re-installation of existing auditorium seating is the responsibility of the prime contractor.
  - P. This project has already been submitted to the State Fire Marshal, Architectural Accessibility Board and the Town of Smyrna. The Town of Smyrna will require a permit but there will not be any costs associated with the permit.
- 13.0 The successful contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. Only approved substitutions by the District will be permitted.
- 14.0 In accordance with the Supplementary General Conditions, an amount equal to 1% of the contract will be identified on the contractor's Schedule of Values for contract closeout documents. Note that this is not part of the 5% retainage.
- 15.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- Fully executed, no blanks use the latest version if published by Addenda.
  - 2. Bid Bond or Certified check in the amount of 10% of your bid.
  - 3. Bidders Business License
  - 4. Drug Testing Affidavit for prime and all subcontractors.
- AND
- 1. Be prepared to mobilize within 10 days after receipt of an official Letter of Intent and complete this project in 150 calendar days.
- 16.0 A site review of the project site was performed.
- 17.0 Changes to Specifications
- 17.1 Specification Section 27 51 20, Article 1.7.c. **Change** one (1) year warranty to two (2) year warranty.
- 18.0 Changes to Drawings
- 18.1 Drawing E11-02, Sheet Note 1: **Delete** existing note and **Replace** with the following:
    - 1. Provide four (4) new Plug Boxes as shown.

18.2 Drawing E30-01

A. Panel Schedule ECB: **Change** voltage from 480Y/277VAC to 208Y/120VAC.

B. **Add** eight (8) 1P-20A Circuit Breakers in Panel ECB and eight (8) 120V-20A circuits from Panel ECB to the Emergency Lighting Transfer System shown on Drawing E20-02.

19.0 Questions/Clarifications

19.1 Drawing E10-02: Does Removal Note 5 regarding patching apply only to the removed light fixtures with a square drawn around them or does it apply to all of them?

**Reply:** Note 5 addresses existing fixture locations where new fixtures will not be installed. It should be assumed that all ceiling mounted fixtures will require some form of cutting, patching and painting.

19.2 E20-02: Note 1 says control wiring by others. Is this not a part of the contract being bid now?

**Reply:** Yes, this work is included in the project and falls under the scope of work identified in Specification Section 26 05 23 CONTROL-VOLTAGE ELECTRICAL POWER CABLES.

19.3 Is the A/V contract a part of this bid? I see a projector, sound board rack, sound board, light board, speakers, sub-woofer, monitors, etc. and no spec for them.

**Reply:** Yes, this is included in Specification Section 27 51 20 Auditorium Sound Reinforcement System.

19.4 Can we get a spec on the theatrical equipment such as the battens and tormentor bars?

**Reply:** There is no separate specification for this equipment. It is included as part of Section 26 09 61 and on the drawings and will be part of the Lighting vendor/integrator to provide this information to the contractor.

19.5 Referring to 2&4/A10-01, can you explain what the projector box is and if it is part of the bid? If we are to include its cost, we would like to have more details of its construction.

**Reply:** It is included in the Bill of Material in Section 27 51 20; [Chief PG3A Security Cage](#). If you click the link or Google it, it will come right up. It is mounted on the brackets identified on Drawing E

19.6 We are inquiring about a listed piece of equipment for the Smyrna HS project. The Projector [Eiki EK-800U] has a custom lens associated with it. Is any more specific information available about this lens? This is a relatively high ticket item which could affect the quote price we submit.

**Reply:** This information is already on hand with the specified integrator. Other integrators must submit their substitution packages for consideration in order to submit a bid on this project.

19.7 Drawing E20-03 references several cable designations such as #291, #226, and #807X. Where can I find the information regarding these cables?

**Reply:** This is part of the Bill of Material in Section 27 51 20. Contact the representative identified in Article 1.6A for products in this specification and delegation of responsibilities.

19.8 Drawing plate E20-02 details (8) emergency circuits originating from panel ECB feeding the ELTS. The ECB panel schedule on E30-01 does not indicate these (8) 20A circuits. Please clarify.

**Reply:** Refer to Article 18.2 above for revisions to drawings to address this.

19.9 Are the (6) 18" rungs for light fixtures detailed on E11-02/2 side arms or part of the tormentor construction?

**Reply:** These are side arms. Refer to Specification Section 26 09 61 Article 2.13B.3.

19.10 Please confirm the four thern winches located stage right are not included in this scope of work.

**Reply:** There is currently no work identified on the contract documents related to the winches or battens supported by them.

19.11 Please confirm you are not requiring a stage rigging inspection for this contract.

**Reply:** A stage rigging inspection shall be part of this project and all modifications required to meet code shall be included in the contractors bid.

  
Edward Fayda, P.E.

EF/ef  
16-1214 Pre-Bid Meeting & Addendum #1

Attachments: Pre Bid Meeting Sign-In Sheet  
List of State of DE Approved Structured Cable (Telecommunications) vendors

cc: All in Attendance  
All Registered Plan Holders  
P-File



## Pre-Bid Sign In Log

### PLEASE FILL OUT COMPLETELY AND LEGIBLY

Tuesday, January 24, 2017

PROJECT NAME:

Smyrna High School  
Auditorium Renovations

500 Duck Creek Pkwy, Smyrna, DE 19977

PRE-BID MEETING:

Tuesday, January 24, 2017 @ 10:00am

BIDS DUE:

Tuesday, February 9, 2017 @ 2:00pm

FE&ES Comm. No.:

16-1214

SSD Project No.:

SSD-17-001-SHS AUDITORIUM

Company Name	Representative	Address	Phone & Fax	Email
Fayda Engineering		801 W. Newport Pike Wilmington, DE 19804	(302)999-1060 - P (302)999-1053 - F	
Brandywine Contractors Inc.	Bill Michelinie	34 Industrial Blvd. New Castle, DE 19720	302-325-2700 x104 302-325-2733	bmichelinie@ bci-online.com
Conventional Builders Inc	GREG Thompson	846 School St Houston DE 19954	302-422-2429 302-422-2135	Conventional builders comcast.net
Nickle ELECTRIC	John DeMatteis	14 Mill Pond Ct	302 453 4000	John DeMatteis, Email
County Group	JR Rhoades	461 New Churchmans Road New Castle, DE 19720	302-322-8946 x117 F 302-322-2894	JRhoades@countygrp.com
County Group	Mark Bennett	↗	302 420 0510	↗
Ventresca Bros, Inc.	Tony Ventresca	2300 N. DuPont Hwy. New Castle, DE 19720	302-658-6436 302-658-2360	tony@ventresca bros.com



Company Name	Representative	Address	Phone & Fax	Email
Mid Atlantic Dismanthement Corp	Mat M. Hen	P.O. Box 1192 Dover, DE 19903	(302) 678-9300 (302) 678-9304	madcorp@comcast.net matm.hen@madcorpde.com
Barbizon Lighting Company	Karen Spacie	64376-General Green Way, VA Alexandria, VA 22312	(703) 750-3900 750-9047 (Fax)	kspacie@ barbizon.com
B & B Music & Sound	James Burke	3443 S. Dual Hwy Camden, DE 19934	(302) 540-2401 cell (302) 697-2156	jim@bubmusic.cdm
Troy Venture Delmarva V.I.P.	Larry Poli	16557 Coastal High Lewes, DE 19958	302-703-9717 x601 cell 215-837-8174	larry@ DelmarvaVIP.com
Winter Mosier Philadelphia Sound Productions, Inc		4525 Spring Road P.O. Box 19143 Phila- PA 19143	215 382-2616 215 382-5758	Winter@ PhillySound.com
Commonwealth Const. Co.	DAVE McCarthy	P.O. Box 918 Wilmington DE 19849	302-654-6611 302-654-2604	Dmccarthy@ itsCommonwealth.com
MID-ATLANTIC ELECTRICAL	VICTOR ROLLI	24556 BETTS ROAD MILLSBORO, DE 19966	(302) 934-7171 (302) 934-7170	VR@ROLLI@MAESI, INC
Wolf Electric	Gary Wolf	1160 Foxvalley School RD Dover DE 19901	302-736-5210 302-734-2699	CURS@line@comcast.net

Company Name	Representative	Address	Phone & Fax	Email
John C Briggs	KENT LONG	106 E LAUREL ST 60480-1406	P 302-838-7033 F 302-838-7085	contact@jbriggs.com
BW Electric	MIKE HINES	15342 S Dupont Hwy Harrington DE	302 566 6248	Bwelectric@Bwelectric.com
IPS Scaffolding	FRANK LA MARTINA	6900 BOWLER AVE Bx 100 MD 21237	C. 609.381.7406 F 410.633.5800	flamartina@ipscontracting.com
NFC - Nationwide Flagging Corp.	Derek Fountain	209 W Division ST Dover DE 19901	302-363-8546	dFountain99e@outlook.com
NFC	Donald Wilson	209 W Division ST Dover DE	302-353-3619	wilson@nationwideflagging.com
Superior Electric	JASON BROWN	36 Germany Drive Wilmington DE	(302) 658-5949	SASO@Superior-Electric.biz



Company Name	Representative	Address	Phone & Fax	Email
TUDOR Electric Inc	Bobby Turare	801 OTIS DRIVE DARE, DE, 19901	302-736-1444 302 736-1443 FAX	hub@electric@comcast.net
Power Plus Electrical Contractors, Inc.	Matt Bailey	10 Janis Drive Dover, DE 19701	302 736-5070 302 736-5120	mt416337@gmail.com
Kent Construction	Rob Sullivan	2 Big Oak Rd Smyrna DE 19947	302-653-6469 302-653-4044	estimator2@ kentconstruction.com
Kent Construction	Pete Kgenich	2 Big Oak Rd Smyrna, DE 19977	302-653-6469 302-653-4044	estimator2@ KentConstruction.com
Willow Construction	Justin Hiner	400 Maryland Ave Easton, MD 21601	410-822-6000 410-820-7392	Justin@willowconstruction.com
Richard T. Johnson & Son	Tony Vassalotti	19404 Johnson Dr. Lincoln, DE 19960	302-422-3732 302-422-4696	tvassalotti@erj.com
Amakor, Inc.	Steve Seabou	P.O. Box 636 Delaware City, DE 19706	302-834-8664 302-834-8681	Amakor@aol.com
Starlite Productions	Derek Miller / Mike Shaner	4 Whittendale Drive Moorestown, NJ 08057	856-780-8000 x204 856-780-8001	derek-m@starlite.com Mike-S@STARLITE.COM
CARPENTERS local	SAM NOEL	626 Wilmington RD Newcastle DE 19726	302-410-0063 302-328-9461	S.noel@northwest carpenters.org
UnderComm Inc.	MATT GREENLEE	198 Mallet Run Milford, DE 19963	302-424-1554 302-424-4478	mgreenlee@ undercomm.com
Tangent Cable Systems	Ryan Sarnecky	3700 Washington Ave Wilmington, DE 19808	302-994-4104 302-229-9006 cell	rsarnecky@tangent Cable.com



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## Awarded Contracts Directory

# Awarded Contract Details

## Data and Voice Structured Cabling, Contract No. GSS16441-DATA\_CBL

### Agency Award Documents

[Award Notice](#) Effective: 01/01/2017

[Pricing Spreadsheet](#) Effective: 01/01/2017

[Addendum History](#)

Vendor Information	M/WBE	Vets/SDV	DE
<a href="#">Advantech Incorporated</a>			Y
<a href="#">Arugie Enterprises Corporation</a> <b>ARG Communications</b>		Y	Y
<a href="#">Assurance Media, LLC</a>	Y		Y
<a href="#">Digital Technologies</a> <b>DTI, Inc.</b>			Y
<a href="#">KCI Communications</a> <a href="#">Infrastructure</a>			
<a href="#">Skyline Network Engineering, LLC</a> <b>Skyline Technology Solutions</b>			
<a href="#">Tangent Cable Systems, Inc.</a>			Y
<a href="#">Troy Ventures, LLC</a>			Y
<a href="#">Under/Comm, Inc.</a>			Y

### Contract Usage Information

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[Total Aggregate Spend - FY 2012 and Prior](#)  
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<b>Vendor Bid Documents</b>
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|---|
| <ul style="list-style-type: none"><li>• <a href="#">RFP - Materiel and Nonprofessional Services</a></li><li>• <a href="#">Appendix C - Pricing</a></li><li>• <a href="#">Addendum 1</a></li><li>• <a href="#">Proposals Received List</a></li></ul> |
|---|

For more information on this contract, please contact [pamela.barr@state.de.us](mailto:pamela.barr@state.de.us).

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End of Addendum #1