



PRE-BID MEETING MINUTES - ADDENDUM NO. 1
ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT #: 2020-14

A Mandatory Pre-Bid Meeting for the referenced project was held in the 198th Readiness Center Conference Room on Monday, July 24, 2022, at 11:00 a.m. Those in attendance were:

1LT Brittney Poore	Delaware Army National Guard
Russ Camburn	Power Plus Electrical Contracting
Tony Ventresca	Ventresca Bros, Inc.
William Smith	Superior Electric
Mark Cribb	CTA Roofing
Mike Urban	DA Nolt
Jon Letizio	Munn Roofing Corp.
Joseph Cordrey	Roofing Resources, Inc.
Beau Butler	Roofing Resources, Inc.
Matthew Galinskie, AEE	Fayda Engineering & Energy Solutions, LLC

Date of Report: July 25, 2023
FE&ES Comm. No.: 23-1345D1

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated July 2023 for the "Roof Mounted PV System at the DE ARNG 198th Readiness Center".
- 2.0 Sealed bids for DEARNG 2020-14; ARNG 20014-198PVSOL – 198th RC Roof PV Solar Array will be received by the Delaware Army National Guard by mail or at the Security Officers Desk in the Main Lobby of the Biden National Guard/Reserve Center, 1 Vavala Way, New Castle, Delaware 19720 until **1:00 PM local time on Tuesday, August 15, 2023**, at which time they will be publicly read aloud in the Multi-Purpose Room.

Sealed bids shall be mailed and addressed to the Delaware Army National Guard, 1 Vavala Way, New Castle, Delaware 19720; ATTN: Brittney M. Poore, Business Manager. The outer envelope should clearly indicate: **"DEARNG Contract 2020-14; ARNG 20014-198PVSOL – 198th RC Roof PV Solar Array – SEALED BID – DO NOT OPEN."**

- 3.0 This is a mandatory pre-bid meeting and prime bidders are limited to those in attendance. A copy of the sign-in sheet is attached.
- 4.0 For further bidding information relating to the Project Manual and Drawings, the contractors are directed to contact Matthew Galinskie, AEE, Project Manager at Fayda Engineering & Energy Solutions, LLC at telephone: 302-999-1060. Contractor Requests for Clarification or Interpretation shall be delivered electronically (by email) to mgalinskie@faydaees.com with copy to



efayda@faydaees.com. Ensure the project title, contractor's name and RFI # are in the subject line. (Example: DE ARNG 198th RC – PV Solar "Contractor Name"- RFI#1).

- 5.0 The wage rates for this Project are Delaware Department of Labor and Division of Industrial Affairs for **New Castle County, Building Construction Classification**. A certified copy of the prevailing wage rates for this specific project has been determined by the Department of Labor and 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 **The prime contractor and all listed subcontractors** must have a drug testing program in place. There is an Affidavit included with the Bid Form.
- 8.0 Project Summary
Project scope: This project will provide a new roof mounted Photovoltaic Solar Array on the existing 198th Readiness Center and a new partial roof as shown on the plans.
Base Bid:
1. Provide all work shown on the contract documents.
Alternates:
1. DEDUCT ALTERNATE #1: Provide all Roof Replacement Work.
Unit Prices:
1. Unit Price No. 1: Metal Deck Replacement.
2. Unit Price No. 2: Wood Blocking Replacement.
3. Unit Price No. 3: Roof Drain Replacement.
Allowances:
Allowance #1: Include an allowance amount equal to \$50,000.00 in the Base Bid for miscellaneous costs not identified on the bid documents.
- 9.0 Contractor must be a registered plan holder in order to submit a bid. Only one (1) copy of the Bid Form is required to be submitted. Only those registered plan holders will be sent future addenda.
- 10.0 A two (2) year warranty is required on work and materials beginning on the date of substantial completion. Refer to Roofing and PV System Specifications for additional required manufacturer's warranties.

11.0 One of the purposes of the pre bid is to establish a list of subcontractors. The attached bid form will include all those to be included.

1. Electrical
2. PV Integrator
3. Roofer

Any subcontractors used but not specifically named must also be listed as a 3rd tier subcontractor under the listed subcontractor category. The omission of a required 3rd tier subcontractor may render your bid non-responsive. When in doubt, list it.

12.0 The following sections of the specifications were reviewed:

<u>Section</u>	<u>Article</u>	<u>Title</u>
	---	Advertisement for Bids
00 21 13	3.3	Instructions to Bidders
00 41 13	---	Bid Form & Subcontractor Listing
00 81 14	---	Drug Testing Report Forms
01 10 00	1.03	Project Summary
01 21 00	3.03	Allowances
01 23 00	---	Alternates
26 05 70	---	Power System Study
26 31 00	---	Photovoltaic System

13.0 The drawings were generally reviewed to present the intent of the contract documents.

14.0 The following items were discussed in detail:

A. Working Restrictions:

1. This is a Military Facility. Restricted access is required 24/7/365. Work shall only be performed during normal working hours and during DE ARNG operating hours; except for facility shutdowns. Shutdowns must be performed on Saturdays, Sundays and/or Holidays; and at the convenience of the DE ARNG.
2. Only staff that have submitted and received approval of a background check will be permitted on site.
3. On-Site Work Hours: Limit work at the facility to normal business working hours of 7:00 a.m. to 5:00 p.m.; Monday thru Thursday. Additional hours shall be coordinated with the owner in advance.

B. All materials and equipment must be in the contractor's possession prior to mobilization.

C. 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.

- D. Substitution Requests: A standard of design is identified in the specifications along with pre-approved equals. Any manufacturer other than the Standard of Design will be required to submit a complete submission for review for acceptance and posting via Addendum. **The deadline for substitutions is 10 days prior to receipt of bids, or 1:00 PM, on August 5, 2023.**
 - E. 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 **Wednesday, August 9, 2023 at 1:00 PM.**
 - F. Contractor will be responsible for the 3rd Party testing and inspection.
 - G. 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. DE ARNG will assist with providing an outdoor laydown area for materials storage; however, it may not be a secured area. Contractor will be permitted to provide storage containers/conex boxes for material storage at their discretion.
 - H. Contractor shall provide a portable toilet for use during the duration of on-site construction.
 - I. Vehicles & other equipment shall not be left unattended and shall be secured at all times.
 - J. The facility is tobacco free. No form of tobacco is permitted on site; including e-cigarettes.
 - K. Contractors are reminded that it will be unlikely that the bid due date will change.
- 15.0 The successful contractor shall designate one job foreman who will remain as the main point of contact throughout the duration of the project. This foreman must be on-site whenever any sub-contractors are on-site.
- 16.0 Reminder: For your bid to be deemed responsive, you need to include:
- 1. Bid Form- One (1) Original; fully executed, no blanks use the latest version published by Addenda.
 - 2. Bid Bond or Certified check in the amount of 10% of your bid.
 - 3. Drug Testing Affidavit for Prime Contractor.
 - 4. DE Business License for the Prime Contractor. This is a DE ARNG Requirement.
- DE ARNG recommends that bid submissions be hand delivered to the Facility due to potential delays within the mailing system.

Pre-Bid Meeting Minutes & Addendum No. 1

198th RC PV System

DE ARNG Project # 2020-14

Page 5 of 17

17.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **Monday, July 31 @11:00am** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 by 2:00pm on Friday, July 28 to register for the walk- thru. If no one registers, the walk through will be cancelled.

18.0 Changes to Specifications

18.1 Section 00 41 13 Bid Form:

- a. **Replace** Bid Form in project manual with one attached to these minutes. Unless a subsequent bid form is issued by addenda, this one will be the one to be used with the contractor's bid.

19.0 Changes to Drawings

19.1 No Changes to Drawings

20.0 Questions/Clarifications

20.1 Is the existing roof under warranty?

Reply: The existing roof warranty expires in July 2023.



Matthew Galinskie, AEE

MG/mg

22-1345D1 Pre Bid Meeting Minutes & Addendum #1

Attachments: 1. Pre-Bid Meeting Sign-In Sheet
2. Revised Bid Form
3. DE ARNG 2023 & 2024 Work Schedule

cc: All in Attendance
All Registered Plan Holders
P File



Pre-Bid Sign-In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY

Monday, July 24, 2023

PROJECT NAME: Roof Mounted PV System
DE ARNG 198th Readiness Center
1401 Newport Gap Pike, Wilmington DE 19804

FE&ES COMM. NO.: 22-1345D1
 DE ARNG PROJECT NO.: 2020-14

PRE-BID MEETING: Monday, July 24, 2023 @ 11:00am

BIDS DUE: Tuesday, August 15, 2023 @1:00pm
Main Lobby; Biden National Guard/Reserve Center
1 Vavala Way, New Castle DE 19720

MEETING START: 11:00am MEETING END: 11:35am

Company Name	Representative	Address	Phone & Fax	Email	Arrival Time
Fayda Engineering & Energy Solutions, LLC	Matthew Galinskie, AEE	801 W. Newport Pike, Wilmington DE 19804	302-999-1060 302-999-1053	mgalinskie@faydaees.com	10:45
Roofing Resources, Inc	BEAU BUTLER	423 McFarlan Rd Kennett Sq, PA	610 558 4000	bbutler@teamrri.com	10:45
Roofing Resources, Inc	Joseph Cordrey	423 McFarlan Road Kennett Square, PA 19348	610-558-4000	jcordrey@teamrri.com	10:45
Power Plus Electrical Contractors Inc	Russ Camburn	Po Box 199 Cheswold De 19936	302 736-5070	mattb337@gmail.com	10:45
Ventresca Bros., Inc.	Tony Ventresca	2300 N. DuPont Hwy. New Castle, DE 19720	302-658-6436 302-658-2360	tony@ventrescabros.com	10:55
Superior Electric	William Smith	36 Germain Dr Wilmington, DE 19804	302-658-5949	will@superiorelectric.biz	10:55
CTA ROOFING	MARK CRIBB	91 BLUE HED DR NEWARK, DE 19713	302 454 8551	mark@ctarofing.com	10:55

[illegible]

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

For Bids Due: Tuesday, August 15, 2023 @ 1:00 PM

To: 1LT Brittney Poore
Delaware Army National Guard
Biden National Guard/Reserve Center
1 Vavala Way.
New Castle, DE 19720

Name of Bidder: _____

Delaware Business License No.: _____ **Taxpayer ID No.:** _____

(Other License Nos.): _____

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

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

Base Bid: PROVIDE ALL WORK SHOWN ON THE CONTRACT DOCUMENTS.

Amount: _____ (\$ _____)

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

Deduct Alternate #1: PROVIDE ALL ROOF REPLACEMENT WORK.

DEDUCT: _____ (\$ _____)

ALLOWANCES:

ALLOWANCE #1: We have included an allowance amount equal to \$50,000.00 in the Base Bid for miscellaneous costs not identified on the bid documents. I/We have reviewed and familiarized ourselves with the requirements contained in Specification Section 01 21 00 Allowances.

Acknowledged by: _____

ROOF MOUNTED PV SYSTEM
DE ARNG PROJECT #: 2020-14

DE ARNG 198th READINESS CENTER

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

UNIT PRICE #1: Metal Deck Replacement

Amount: _____ (\$_____) / Per square foot of metal decking being replaced.

UNIT PRICE #2: Wood Blocking Replacement

Amount: _____ (\$_____) / Per linear foot of wood blocking replaced (1 layer).

UNIT PRICE #3: Roof Drain Replacement

Amount: _____ (\$_____) / Per each roof drain.

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

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 of Employee Drug Testing Program
Affidavit of Contractor Qualifications
Bid Security
(Others as Required by Project Manuals)

ROOF MOUNTED PV SYSTEM
DE ARNG PROJECT #: 2020-14

DE ARNG 198th READINESS CENTER

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Roofing			
A.			
B.			
C.			
2. Electrical			
A.			
B.			
C.			

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

3. PV Integrator			
A.			
B.			
C.			

ROOF MOUNTED PV SYSTEM
DE ARNG PROJECT #: 2020-14

DE ARNG 198th READINESS CENTER

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

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 Delaware Army National Guard)*.

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ If yes, please explain (use separate page and include with Bid Form.) YES, include with bid form.

All the terms and conditions of **DE ARNG PROJECT: 2020-14** 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.

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

**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.

ROOF MOUNTED PV SYSTEM
DE ARNG PROJECT #: 2020-14

DE ARNG 198th READINESS CENTER

**ROOF MOUNTED PV SYSTEM
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT#:2020-14**

BID FORM

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor 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.

2023 DELAWARE NATIONAL GUARD CALENDAR (4/10)

S M T W T F S

JANUARY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

LEGEND

FEDERAL HOLIDAY
FED HOLIDAY (OBS)
FTS REGULAR DAY OFF
AIR FED PAY
ARMY FED PAY
STATE MUTA
ARMY MUTA
AIR MUTA

PAY PERIODS BRACKETED

FEDERAL HOLIDAYS

JANUARY

- 1 - New Year's Day
- 2 - New Year's Day (OBS)
- 16 - MLK's Birthday

FEBRUARY

- 20 - Presidents' Day

MAY

- 29 - Memorial Day

JUNE

- 19 - Juneteenth

JULY

- 4 - Independence Day

SEPTEMBER

- 4 - Labor Day

OCTOBER

- 9 - Columbus Day

NOVEMBER

- 9 - Veterans Day (OBS)
- 11 - Veterans Day
- 23 - Thanksgiving Day

DECEMBER

- 25 - Christmas Day

State MUTA dates are in accordance with
 Appendix 16, Tab B to Annex C of OPOD
 GRIFFIN. Verify MUTA dates with your
 individual unit of assignment.

S M T W T F S

JULY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

* No Air Force MUTA *

AUGUST

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S M T W T F S

S M T W T F S

2024 DELAWARE NATIONAL GUARD CALENDAR (4/10)

S M T W T F S

JANUARY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEGEND

FEDERAL HOLIDAY
FTS REGULAR DAY OFF
AIR FED PAY
ARMY FED PAY
STATE MUTA
ARMY MUTA
AIR MUTA

PAY PERIODS BRACKETED

FEDERAL HOLIDAYS

JANUARY

1 - New Year's Day
 15 - Birthday of MLK, Jr.

FEBRUARY

19 - Washington's Birthday

MAY

27 - Memorial Day

JUNE

19 - Juneteenth Nat'l
 Independence Day

JULY

4 - Independence Day

SEPTEMBER

2 - Labor Day

OCTOBER

14 - Columbus Day

NOVEMBER

11 - Veterans Day
 28 - Thanksgiving Day

DECEMBER

25 - Christmas Day

State MUTA dates are in accordance with
 Appendix 16, Tab B to Annex C of OPORD
 GRIFFIN. Verify MUTA dates with your
 individual unit of assignment.

S M T W T F S

JULY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	* NO AF MUTA		

AUGUST

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S M T W T F S

S M T W T F S