



PRE-BID MEETING MINUTES - ADDENDUM NO. 1
ROOF REPLACEMENT
DE ARNG 198th READINESS CENTER
DE ARNG PROJECT #: 2023-20

A Mandatory Pre-Bid Meeting for the referenced project was held at the 198th Readiness Center Conference Room on Wednesday, May 28, 2025, at 11:00 a.m. Those in attendance were:

Sean Vernon	Delaware Army National Guard
Larry Schrock	Delaware Army National Guard
Tim Layton	Delaware Army National Guard
John Peck	Garvey Roark, LLC
Frank Hartman	T-N-T Construction Group, LLC
Tim Loubach	Performance Roofing, Johns Manville
David Skupien	Alpha Omega
Spiros Cessimos	Firstline Contracting
Mark Cribb	CTA Roofing
Will Corbi	Jottan Roofing
Titus Detwiler	Detwiler Roofing, LLC
Sam Munn	Munn Roofing
Matt Reoli	DA Nolt
Michael Cuocole	P&C Roofing, Inc
V. Kistsekoglou	Dynamic General Contracting
Charlie Faque	H.K. Griffith
Tyler Rada	ABC Supply
Ryan Snyder	Capital Coating
Ian Franks	Capital Coating
Joe Cordrey	Roofing Resources, Inc.
Jason Speck	Roofing Resources, Inc.
Matthew Galinskie, AEE	Fayda Engineering & Energy Solutions, LLC

Date of Report: May 30, 2025
FE&ES Comm. No.: 23-1595

Items of Discussion:

- 1.0 These Pre-Bid Meeting Minutes, Addendum No. 1, shall be made part of the Project Manual and Drawings dated May 2025 for the "Roof Replacement at the DE ARNG 198th Readiness Center".
- 2.0 Sealed bids for ARNG2320-198RC1ROOF-198TH READINESS CENTER 1ST FLOOR ROOF REPLACEMENT will be received by the Delaware Army National Guard by mail 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 Monday, June 16, 2025**, 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: **“ARNG2320-198RC1ROOF; 198TH READINESS CENTER 1ST FLOOR ROOF REPLACEMENT – 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 – Roof Replacement “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 a roofing contractor that will self-perform the roofing work, that you list your company on the Roofing 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 includes the construction of partial roof replacement at the 198th Readiness Center, located at 1401 Newport Gap Pike, Wilmington, DE 19804.
- Base Bid:**
1. Provide all work shown on the contract documents.
- Alternates:**
1. There are no Alternates.
- Unit Prices:**
1. Unit Price #1: Concrete Deck Repair; \$/sf
 2. Unit Price #2: Metal Deck Replacement; \$/sf
 3. Unit Price #3: Wood Blocking Replacement; \$/sf
 4. Unit Price #4: Wet Insulation Replacement; \$/sf
- Allowances:**
- Allowance #1: Include an allowance amount equal to \$15,000.00 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. Bid Form shall be submitted in duplicate. 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 contract specifications for additional warranties required for roofing system.

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. Roofing

2. Plumbing

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

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.
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 June 6, 2025.**
 - 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 **Tuesday, June 10, 2025 at 2:00 PM.**
 - F. Contractor will be responsible for the 3rd Party testing and inspections as required by the contract specifications.
 - 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 area for materials storage; however, it may not be a secured area.
 - H. Contractors will not be given access to toilet facilities. Contractor shall include costs for a temporary toilet for 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 A copy of the DE ARNG 2025 Work Schedule is included for reference. Contractors are advised to review the schedule to identify which days the Facility will be closed and will not be accessible for work.

Pre-Bid Meeting Minutes & Addendum No. 1

198th RC Roof Replacement

DE ARNG Project # 2023-20

Page 5 of 16

17.0 Reminder: For your bid to be deemed responsive, you need to include:

1. Bid Form- One (1) Original & One (1) Copy; 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.

18.0 A site review of the project site was performed. A follow up walk-thru is tentatively scheduled for **June 4 @ 10:00am** for all registered attendees. Contact Matt at the Engineer's office at 302-999-1060 prior to **June 3 @ 2:00pm** to register for the walk- thru. If no one registers, the walk through will be cancelled.

19.0 Changes to Specifications

19.1 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.

20.0 Changes to Drawings

20.1 No Changes to Drawings

21.0 Questions/Clarifications

21.1 No. Questions/Clarifications

Matthew Galinskie, AEE

MG/mg

23-1595 Addendum #1- Pre-Bid Meeting Minutes #1

Attachments: 1. Pre-Bid Meeting Sign-In Sheet
2. Revised Bid Form
3. 2025 DE ARNG Work Schedule

cc: All in Attendance
All Registered Plan Holders
P File

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

BID FORM

For Bids Due: Monday, June 16, 2025 at 1:00 PM

To: CPT Brittney Poore, Business Manager
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.

There are No Alternates.

ALLOWANCES:

ALLOWANCE #1: We have included an allowance amount equal to \$15,000.00 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: _____

UNIT PRICES

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

Unit Price #1: Concrete Deck Repair.

\$ _____ /per Square Foot

DELAWARE ARMY NATIONAL GUARD
DE ARNG PROJECT #: 2023-20

198th READINESS CENTER-ROOF REPLACEMENT

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

BID FORM

Unit Price #2: Metal Deck Replacement.

\$ _____ /per Square Foot

Unit Price #3: Wood Blocking Replacement

\$ _____ /per Square Foot

Unit Price #4: Wet Insulation Replacement

\$ _____ /per Square Foot

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

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)

DELAWARE ARMY NATIONAL GUARD
DE ARNG PROJECT #: 2023-20

198th READINESS CENTER-ROOF REPLACEMENT

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

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. Plumbing			
A.			
B.			
C.			

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

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: 2023-20** 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.

DELAWARE ARMY NATIONAL GUARD
DE ARNG PROJECT #: 2023-20

198th READINESS CENTER-ROOF REPLACEMENT

**ROOF REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

**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 REPLACEMENT
198TH READINESS CENTER
1401 NEWPORT GAP PIKE, WILMINGTON DE 19804
DE ARNG PROJECT#: 2023-20**

**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.



Pre-Bid Sign-In Log

PLEASE FILL OUT COMPLETELY AND LEGIBLY

Wednesday, May 28, 2025

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

FE&ES COMM. NO.: 23-1595
DE ARNG PROJECT NO.: 2023-20

PRE-BID MEETING: Wednesday, May 28, 2025 @ 11:00am

BIDS DUE: Monday, June 16, 2025 @ 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
GARVEY ROARK, LLC	JOHN M. PECK	6003 SNYDER AVE WEST CHESTER PA 19382	(610) 738-4661 (610) 738-8376	jpeck@garveyroark.com	10:45 PM
T-N-T Construction Group LLC	FRANK HARTMAN	210 Research Blvd Aberdeen MD 21001	443-528-8156	fhartman.tntconstruction@outlook.com	10:45
Performance Pfy Johns Manville	Tom Laubach	93. West Devon Dr Exton, PA	610-594-6700	alexte@pearfy.com	10:45
Alpha Omega	David Skupien	243 Old Churchman Rd New Castle, DE 19720	917-459-0838	michael.aocgi.com	10:45
FirstLine Construction	Spiros Cassian	44 S 1 street New Hyde Park	718 757 8273	office@firstlinegc.com	10:45

Company Name	Representative	Address	Phone & Fax	Email	Arrival Time
CTA Roofing	MARK CRIBB	91 BLUE HEN DR NEWARK, DE 19713	302-585-5551 302-558-5554	mark@ctarroofing.com	10:50
Jottan Roofing	Will Corbi	1 Underwood Ct. Delran, NJ	609-288-0366	Nancy@jottan.com	10:50
RRI	Joe Cordrey	423 McFarlan Road Kennett Sq., PA 19348	610-558-4000	jcordrey@teamrri.com	10:50
RKI	Jason Speck	423 McFarlan Rd Kennett Sq PA 19026	610-558-4000	jspeck@teamrri.com	10:50
Detailer Roofing LLC	Titus Detailer	1528 M. Street East Earl PA 17519	717 200 4000	bits@DetailerRoofing.com	10:50
Munn Roofing	Sam Munn	3413 Unionville Pk Hatfield PA 19440	215 527 1843	sam@munnroofingcorp.com	10:50
DA Nolt	Matt Reoli	53 Berlin-Cross Keys Rd Berlin, NJ 08009	856-757-4353	matt@danolt.com	10:45
P-C Roofing, Inc	Michael Coovola	35 South Gate Blvd New Castle, DE 19720	(302) 322-6767	Michael@PCRoofing.com	10:50
Dynquic. General Contracting	V. Klotsekoglu	7202 Eastern Ave Baltimore MD 21224	240-360-6425	INFO.DYNAMICGeneral	10:50
H.K. GIBBS, Inc	Charlie Fague	115 Happy Ln Newark DE 19711	302 368 4635	charlie@hkgibbs.com	11:00
ABC Supply	Tyler Rada	1550 First Blvd Spartanburg SC	302 388 2790	Tyler.Rada@ABCsupply.com	

[illegible]

2025 DELAWARE NATIONAL GUARD CALENDAR (4/10)

CHANGES TO OFFICIAL SCHEDULE MUST BE APPROVED BY HRO

S M T W T F S

JANUARY

			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	

FEBRUARY

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APRIL

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MAY

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JUNE

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29	30					

LEGEND

FEDERAL HOLIDAY

FTS REGULAR DAY OFF

AIR FED PAY

ARMY FED PAY

ARMY & AIR DRILL

ARMY (ONLY) MUTA

AIR (ONLY) RSD

PAY PERIODS BRACKETED

FEDERAL HOLIDAYS

JANUARY

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

FEBRUARY

17 - Washington's Birthday

MAY

26 - Memorial Day

JUNE

19 - Juneteenth Nat'l
Independence Day

JULY

3 - Independence Day (obs)

SEPTEMBER

1 - Labor Day

OCTOBER

13 - Columbus Day

NOVEMBER

11 - Veterans Day
27 - Thanksgiving Day

DECEMBER

25 - Christmas Day

S M T W T F S

JULY

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27	28	29	30	31		

AUGUST

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31						

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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21	22	23	24	25	26	27
28	29	30	31			

S M T W T F S

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