



315 S. Chapel St.
Newark, DE 19711
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PRE-BID MEETING SUMMARY
DELAWARE STATE POLICE CRIME LAB – HVAC UNIT REPLACEMENT
OMB/DFM # MC1002001114
ADDENDUM #1

ATTENDEES:

See attached sign in sheet.

GENERAL STATEMENT:

- A. The Mandatory Pre-bid meeting was held on Thursday September 24, 2026 at 10:00 a.m. at the Delaware State Police Crime Lab located at 1441 N DuPont Highway, Dover, DE 19901.

ITEMS DISCUSSED

A. Key dates

1. Bid Due – October 15th, 2026 at 1:00 PM by way of the Bonfire Portal or by hard copy delivered to the Haslet Armory as described in the Invitation to Bid.
2. Bid Opening – October 15th, 2026 at 2:00 PM in the Haslet Armory, 122 Martin Luther King Jr. Blvd. South, Dover, DE 19901.
3. Questions and substitution submission deadline – October 8th, 2026 at 4:00 p.m.

B. Key topics

1. Bids

- a. The contractor must use the bid bond and bid form supplied in project manual.
- b. Each bidder shall include a signed Affidavit for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.
- c. Contract documents may be obtained at the office of DEDC, LLC, 315 S. Chapel Street Newark, Delaware 19711, phone 302-738-7172, upon receipt of \$75.00 per paper set or \$ 25.00 per electronic set, both non-refundable. Checks are to be made payable to "DEDCC, LLC".
- d. There is a \$15,000 allowance to be included in the base bid for use upon the owner's instructions for any miscellaneous items found during construction. This allowance may only be billed against with the owner's written approval.



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2. Building Access

- a. A walkthrough will be conducted immediately following the pre-bid.
- b. Please email Matt Lano if you would like to attend a secondary walkthrough of the project areas. Time and date of walk through to be determined based on DSP/DFM availability.

3. Clarifications

- a. All questions must be submitted in writing and e-mailed to mlano@dedc-eng.com. Phone calls will not be accepted.
- b. All permits required for this effort to be obtained by the contractor.
- c. The Contractor who is bidding the project shall have a full time superintendent or working foreman during the duration of construction.
- d. This is a Delaware Prevailing Wage project (Kent County).
- e. There are (5) five subcontractor listings on this project: Mechanical, Electrical, Carpentry, Security, and BAS. These Subcontractors are identified on the revised bid form included with this addendum.
- f. Be sure to list your company name if your company is performing this work.
- g. All companies listed must be registered in the State of Delaware to perform this work.
- h. No tobacco use is permitted on the campus.
- i. Work hours are to be 8AM – 4:30PM. All system shutdowns are to be coordinated with DFM and DSP for approval.
- j. Contractors on this project are required to obtain a background check at their own expense. Please go to <https://uenroll.identogo.com> & provide the codes on the PDF included in this addendum to make an appointment. We recommend that the contractor take a copy of the PDF to the appointment. The contractor shall provide a list of names via word or excel of who will be getting checked to DFM/DSP with their company name. DSP will advise when the background check is complete and if the results of the background check will allow the individual contractor access to the site. Hard copies of the background check will not be given out per Federal law.
- k. There will be progress meetings on this project every 2 weeks on a specific day and time, to be determined at the kickoff meeting.
- l. Contractor to provide a full schedule before the project is to begin. It is the contractor's responsibility to ensure all equipment/material lead times meet the project schedule.
- m. Contractors shall provide 3 – week look ahead schedule at each meeting to indicate work areas and shutdowns.
- n. Any building systems shutdowns must be requested with at least 14 calendar days written request. The State will make every effort to coordinate a reasonable time for shutdowns based on coordination of manpower and critical State Agency activity schedules.



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C. Addendum #1

1. Pre-Bid Meeting Summary (this document) (3 pages)
2. Sign-In Sheet (2 pages)
3. DSP Background Check Information (1 page)
4. Revised Bid Form (8 pages)

Summarized By: DEDC, LLC
Matt Lano
Date: September 24, 2026

Delaware State Police Crime Lab - HVAC Unit Replacement
OMB/DFM# MC1002001114

Name	Company	Phone	E-mail
Matt Lano	DEDC, LLC	302-738-7172	mlano@dedc-eng.com
Glenn Lowman	OMB/DFM	302-739-5644	glenn.lowman@delaware.gov
Julie Willey	DSPCL	302-672-5390	julie.willey@delaware.gov
Ed Welch	Flo Mechanical	302 536-1030	JamesE@flomechanical.com
Brinn Matthews	BSS contractors	484 256 4986	BSmith@BSScontractor.com
Bobby Stewart	Statewide Mech. Inc	302-376-6117	bstewart@statewide-hvac.com
Anthony Lombardi	AmaKor	302-834-8664	AmaKor@aol.com
Vince Dubins	East Coast	302-743-6803	Vince@ECPH.NET
Schlusser Associates			
Chris Dennis	Schlusser Associates	302 738 7333	Chris@Schlusserandassociates.com
Robert Mullin	Robert Mullin HVAC	302-893-7217	RobertMullinHVAC@gmail.com
Jeff O'Connor	Radius Systems	484-832-5804	jocconnor@radiussystemsllc.com

Delaware State Police Crime Lab - HVAC Unit Replacement
OMB/DFM# MC1002001114

Name	Company	Phone	E-mail
Matt Lano	DEDC, LLC	302-738-7172	mlano@dedc-eng.com
Glenn Lowman	OMB/DFM	302-739-5644	glenn.lowman@delaware.gov
MARK ALFANO	RGI	302-383-7536	RALPH3@DEGLI.COM
Lance Mason	Sobierki Life Safety/Mechanical	302-287-5743	lmason@sobierkiinc.com / mkeenor@sobierkiinc.com
David Oleke	DK Construction Services	610-883-3133	cdike.dkconstructionservices.com davidameriva@globalgrp.com
Matt Haggarty	Energy Transfer Solutions	484-787-4331	mhaggarty@etsnae.com
Ashley Gonzalez	Gaudelli Bros Inc	856 825 0036	Ashley@gaudelli-bros.com
Kristian Griffith	I.D Griffith	302-593-0990	amccracken@idgriffith.com
Ryan Watkins	J.T. Richardson	302-398-8101	RWATJTR@icloud.com



Fingerprint Service Code Form

Criminal Justice Employee CIV -USE ONLY

Service Name: Criminal Justice Employment - Civilian

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

27S7K6

Service Code is unique to your hiring/licensing agency. ^{DSP} Do not use this code for another purpose.

When prompted, please enter the following:

ORI: **DEPD00048**

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)



Don't have access to the Internet? You can still schedule an appointment by calling 866.761.8069

BID FORM

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)

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. Mechanical			
A.			
B.			
C.			
2. Electrical			
A.			
B.			
C.			

BID FORM (Continued)

3.	Security			
	A.			
	B.			
	C.			
4.	Carpentry			
	A.			
	B.			
	C.			
5.	Building Automation System			
	A.			
	B.			
	C.			

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 Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of OMB/DFM# MC1002001114 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.

**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.

**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.