

*Michael R. Wigley, AIA, LEED®AP
Jason P. Loar, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Ring W. Lardner, P.E.*

**PRE-BID MEETING MINUTES
DELAWARE HOSPITAL FOR THE CHRONICALLY ILL
PRICKETT BUILDING SOUTH ELEVATOR UPGRADES
100 SUNNYSIDE ROAD
SMYRNA, DELAWARE 19977
DBF #0586B037.K01 □ OMB/DFM# MC3514000053
JANUARY 16, 2020**

In Attendance

OMB/DFM: Pat McKenna

DMS/ FAC OPS: Isaac Henry

Davis, Bowen & Friedel, Inc.: Dan Ridgely Phone: 302-424-1441
Fax: 302-424-0430
Email: dsr@dbfinc.com

Contractor attendees: *See attached sign-in sheets*

Items Discussed

1. Project was advertised January 8, 2020 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at this pre-bid meeting is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email dsr@dbfinc.com no later than close of business on Wednesday January 29, 2020. No addenda will be issued 4 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which extends the time or changes the location for the opening of bids.
4. Bids will be due **at 1:00pm on Tuesday February 4, 2020** in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, Delaware 19901. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.

5. One (1) original and two (2) copies of the bid forms must be submitted along with one (1) original of a Bid Bond equal to ten percent of the bid price including any alternates. All bid submission documents, including the bid bond, must be completed on the forms provided in the specifications. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. No construction schedules are required with the bid.
6. The subcontractor list must accompany the Bid Forms and be fully completed in order to submit a qualifying bid. All subcontractors must be licensed to practice their trade in the State of Delaware prior to execution of the contract. The prime general contractor must also be licensed in the State of Delaware prior to execution of the contract.
7. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
8. A walkthrough of the areas of work took place directly after this prebid meeting. An optional **second walk through will take place on Tuesday January 21, 2020 at 9am**. Interested contractors to meet Isaac Henry at the DHCI Maintenance Office at that time.
9. Normal work hours are 7:00 a.m. to 4:00 p.m. The contractor will be allowed to work during normal business hours.
10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits for Building Construction effective March 15, 2019. A certified copy of the prevailing wage rates is included in the specification. The contractor will be responsible to send wage reports to the Department of Labor.
11. Submissions: The contractor will be responsible for building permit submission and fees to the City of Smyrna, and third-party (QEI) elevator inspection. The Fire Marshal's Office has approved the drawings.
12. Scope: Work includes upgrading components of an existing 4 story basement traction passenger elevator. The scope of work also includes all related architectural, fire protection, electrical, and other appurtenances as indicated in the bid documents.
13. The contractor shall be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
14. The Owner will provide water and electrical service.

15. The Contractor shall provide their own material storage container on site. Materials will need to be on site and work completed prior to request for payment for those materials by the contractor.
16. Abatement of asbestos containing materials will not be in the contractor's scope of work. The Owner's vendor shall remove asbestos containing floor tile and mastic located in the areas of work. General contractor shall coordinate with Owner's vendor.
17. All materials must be on site **prior to start of work** in order to minimize elevator down time.
18. The building will remain occupied during construction.
19. The Contractor shall provide their own toilet facility.
20. The Contractor shall be responsible for the means and methods required in order to complete the scope of work.
21. The Drug Testing Affidavit, and a Delaware Business licensee, shall be required with the Bid from the prime general contractor only. All subcontractors' affidavits shall be required at the time of Contract. No monthly submissions required.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Daniel S. Ridgely, AIA
Architect - Project Manager

\\Arch Files\State of DE 586\B037.G01\586B037.K01 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheet

Cc: All attendees
Ed Fayda
Matt Galinskie
Eric Unterreiner
Joe McAnulty
Danny Episcopo

SIGN-IN SHEET

MEETING: MANDATORY Prebid Meeting
 PROJECT NAME: Prickett Building South Elevator Upgrades
 LOCATION: Delaware Hospital for the Chronically Ill
 PROJECT NUMBER: State No. MC3514000053 DBF No. 0586B037.K01
 DATE: January 16, 2020

PLEASE PRINT

NAME	ORGANIZATION	PHONE	E-MAIL
Isaac Henry	DMS	302-229-2926	Isaac.Henry@delaware.gov
DAN FIOGELY	DBF, INC	(302)424-1441	dfr@dbfinc.com
Greg Thompson	Conventional Builders	302-422-2429	Conventional Builders @comcast.net
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