



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES, PLANNING & CONSTRUCTION

1200 N. DuPont Highway
Dover, Delaware 19901-2277

Addendum # 01

Date: 3/31/2021
Project: Bank of America IT Fit-out
Contract: PC-20-002

The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

Clarifications:

1. None

Changes to Specifications:

1. N/A

Changes to Drawings:

1. N/A

General Information:

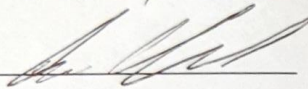
1. Pre-Bid Sign-in Sheet: Please see attached sheet for a list of the attendees at the optional pre-bid meeting. **See attached.**
2. Pre-Bid Meeting Minutes: These minutes are now integral to the bidding documents. **See attached.**

Questions and Answers:

1. **Question:**
Answer:

END

CONTRACT # PC-20-002- DSU - Bank of America IT Fit-out
 Pre-Bid Meeting Sign-in
 3/26/2021 at 10:00 AM Local time

| | | |
|--|--|--|
| Printed Name: <u>Anthony Lombardi</u> Signature: <u></u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: <u>Ryan Jackson</u> | Company: <u>Amkor Inc</u> Email: <u>Amkor@del.com</u> Phone: <u>302-834-8664</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____ | Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| | | |
|----------|---------------------|----------------------|
| Attendee | Company Information | Attach Business Card |
|----------|---------------------|----------------------|

CONTRACT # PC-20-002- DSU - Bank of America IT Fit-out
 Pre-Bid Meeting Sign-in
 3/26/2021 at 10:00 AM Local time

| Attendee | Company Information |
|--|---|
| Printed Name: <u>Ryne Johnson</u> Signature: <u><i>Ryne Johnson</i></u> Primary Contact: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____ | Company: <u>Advantech</u> Email: <u>ryne.johnson@advantechsecurity.net</u> Phone: <u>(302) 674 8405 x 102</u> Email Bid Updates: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| Printed Name: _____ Signature: _____ Primary Contact: <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Contact: _____ | Company: _____ Email: _____ Phone: _____ Email Bid Updates: <input type="checkbox"/> YES <input type="checkbox"/> NO |

Delaware State University

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 Email: Ryne.Johnson@advantechsecurity.net

Ryne Johnson

www.advantechsecurity.net

Bank of America Building
1200 N. DuPont Highway
Dover, Delaware 19901

Project: PC-20-002 - Bank Of America IT Office Fit-out

Pre-bid Meeting Minutes

MEETING DATE: 03/26/2021 **MEETING TIME:** 10:00 AM - 12:00 PM Eastern Time
(US & Canada)

MEETING LOCATION: Outside Facilities Building

OVERVIEW:

The pre-bid meeting serves the purpose to introduce the project to the prospective bidders, identify key components of the contract, and to discuss the bidding processes and procedures.

NOTES:

ATTACHMENTS:

ATTENDEES:

| Name | Company | Phone Number | Email | Attendance |
|---------------|-----------------------------|---------------------|----------------------------|-----------------------|
| Bernard Pratt | Delaware State University | Tel: (302) 857-6232 | bpratt@desu.edu | Present |
| Khalid Zerrad | Delaware State University | Tel: (302) 857-7085 | kzerrad@desu.edu | For Distribution Only |
| Ben Garvin | Fearn Clendaniel Architects | Tel: (302) 998-7615 | bengarvin@fcarchitects.net | Present |

Attendee Sign-In

| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
|--|----------------|---------------|------------|----------|----------|--------|
| 1.1 | 1 | Sign-In Sheet | | | | Open |
| Description: The pre-bid meeting is none mandatory. We will distribute the sign-in sheet via addendum. | | | | | | |

Responsible Parties

| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
|---|----------------|----------------------|------------|----------|----------|--------|
| 2.1 | 1 | Procurement Contacts | | | | Open |
| Description: 1. DSU Project Manager: Khalid Zerrad. Bernard Pratt 2. A/E of Record: Ben Garvin | | | | | | |

Project Explanation

| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
|-----|----------------|-------------------|------------|----------|----------|--------|
| 3.1 | 1 | Bid Advertisement | | | | Open |

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Bank of America Building if there are any discrepancies or questions with the content of these minutes.

| | |
|--|--|
| | <p>Description: As outlined in the Bid Advertisement. All documents can be obtained through the state bidding system at bids.delaware.gov Please contact ConstructionBid@desu.edu with any questions or concerns with obtaining bid documents.</p> |
|--|--|

| Project Requirements | | | | | | |
|--|----------------|-----------------------------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
| 4.1 | 1 | Bidding Laws | | | | Open |
| <p>Description: This project shall comply with all applicable State bid laws including, but is not limited to requirements for Bid Bonds, Payment Bonds, and Performance Bonds.</p> | | | | | | |
| 4.2 | 1 | Prevailing Wage Regulations | | | | Open |
| <p>Description: The State of Delaware Prevailing Wage Regulations apply to this project. Refer to the project manual for further information.</p> | | | | | | |

| Bid Form Review | | | | | | |
|---|----------------|------------------------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
| 5.1 | 1 | Bid Form | | | | Open |
| <p>Description:</p> <ul style="list-style-type: none"> The Bid Form was briefly outlined. It is essential that bid be submitted in its entirety including required forms & attachments, as indicated in the specifications. Submitted bid shall be lump sum. Submitted bid shall include pricing for each alternate and unit price (if applicable). | | | | | | |
| 5.2 | 1 | List of Subcontractors | | | | Open |
| <p>Description: Subcontractors List section of the bid form shall not be left blank for any reason. Noncompliance may result in a rejection of the submitted bid. If the bidding contractor is doing the work in the place of a subcontractor, indicate accordingly on said form. The subcontractor categories have been established and shall be reflected in each bid.</p> | | | | | | |

| Bid Submission | | | | | | |
|--|----------------|---------------------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
| 6.1 | 1 | Submission Deadline | | | | Open |
| <p>Description: Bids will be accepted until 4/15/2021, via email, refer to RFP.</p> | | | | | | |

| Document Interpretations and Questions | | | | | | |
|--|----------------|------------------------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
| 7.1 | 1 | Deadline for Questions | | | | Open |
| <p>Description: Submit all requests and questions, in writing via email, no later than 3/31/2021, refer to RFP.</p> | | | | | | |
| 7.2 | 1 | Inquiries | | | | Open |
| <p>Description:</p> | | | | | | |

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Bank of America Building if there are any discrepancies or questions with the content of these minutes.

All bidding-related questions should be submitted in writing to ConstructionBid@desu.edu. answers to questions and clarifications will be provided via addendum.

| Addenda | | | | | | |
|--|----------------|-----------------------------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |
| 8.1 | 1 | Deadline for Final Addendum | | | | Open |
| Description: All addendums will be published via State website @ bids.delaware.gov | | | | | | |

| Uncategorized Items | | | | | | |
|---------------------|----------------|-------|------------|----------|----------|--------|
| No | Meeting Origin | Title | Assignment | Due Date | Priority | Status |

| Uncategorized Items | | | | | | |
|---------------------|----------------|-------|------------|----------|----------|--------|
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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