

*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
THOMAS COLLINS BUILDING ELEVATORS UPGRADES
540 S DUPONT HIGHWAY
DOVER, DELAWARE 19901
DBF #0586B045.B01 □ OMB/DFM# MC1002000770
JUNE 6, 2023**

ADDENDUM NO. 1

The following items shall become a part of the contract documents. Contractor must acknowledge receipt of this addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Item No. 1 See attached Pre-Bid Meeting Minutes dated June 5, 2023

Item No. 2 Refer to Specification Section 00 41 13 BID FORM

- Replace this Section in its entirety with the attached. The SUBCONTRACTOR LIST has been updated per the list discussed at the Pre-Bid Meeting.

END OF ADDENDUM

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JUNE 5, 2023**

In Attendance

OMB/DFM: Pat McKenna

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

Contractor attendees: *See attached sign-in sheets*

Items Discussed

1. Project was advertised May 18, 2023, 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, email dsr@dbfinc.com no later than close of business on Wednesday June 14, 2023. 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 2:00pm on Wednesday June 21, 2023**, 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 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. The contract duration must be noted in the Bid

- Forms. The contract duration begins when the Purchase Order is issued and ends at substantial completion.
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. As discussed at this Pre-Bid meeting, the Subcontractor List shall include the following trades: Carpentry, Elevators, Flooring, Electrical, Plumbing, HVAC, and Sprinklers.
 7. General Contractors who wish to receive addenda directly and be on the approved bidders list must purchase one (1) set of bid documents from Davis, Bowen & Friedel, Inc. A hard copy and electronic set of bid documents can be purchased for \$100.00. An electronic copy only can be purchased for \$50.00.
 8. An optional **walk through** of the areas of work may take place on **Tuesday June 13, 2023, at 9:00am**. Interested contractors to email Dan Ridgely no later than close of business Friday June 9, 2023.
 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 except work within the hoist way. All work within the hoist way must be completed during off-hours (nights and weekends).
 10. Project Phasing: Once all equipment has been delivered to the site. Project phasing shall be performed as follows: Phase 1 shall be work associated with Elevator #2, Phase 2 shall be work associated with Elevator #1. There shall be a 1-week trial period before the start of Phase 2.
 11. 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, 2023. 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.
 12. Submissions: The contractor will be responsible for building permit submission and fees to the City of Dover, and third-party (QEI) elevator inspection.
 13. Scope: Work includes upgrading components of (2) existing 4 story hydraulic passenger elevators. The scope of work also includes all related architectural, fire protection, electrical, and other appurtenances as indicated in the bid documents.
 14. The contractor shall be responsible for having a supervisor on site at all times during the work of any subcontractors or their own forces, including punch-list work.

15. The Owner will provide toilet facilities, water, and electrical service.
16. 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.
17. 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 to test the elevator doors for asbestos after removal.
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 be responsible for the means and methods required in order to complete the scope of work.
20. The Affidavits for Contractor Qualifications and Drug Testing 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\586B045.B01 Prebid Minutes.doc

Enc.: Pre-bid sign-in sheet

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

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
DIVISION OF FACILITIES MANAGEMENT
CONTRACT #MC1002000770
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DOVER, DELAWARE 19901

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)

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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. Carpentry	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Elevator	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

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3.	Electrical	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
4.	Flooring	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
5.	Plumbing	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

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6.	HVAC	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
7.	Sprinkler	_____	_____	_____
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____

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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 MC1002000770 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.

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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.

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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.