

Pre-Bid Meeting Minutes for T202053105.01

A Pre-Bid Meeting was held on March 25, 2020 at 10:00 AM for Contract No. T20253105.01 - Lower Beech Street Buildings 15 & 16 Fire Pump

Connie Ivins: Good morning everyone. It's now 10:00, so we are going to get started. My name is Connie Ivins, and I'm a contracts coordinator here with DelDOT.

As you may be aware, on Friday March 13 Governor Carney declared a State of Emergency due to the public health threat of COVID-19 and issued a proclamation authorizing all public meetings of executive branches be conducted electronically.

Therefore, the pre-bid meeting for T202053105.01, which is Lower Beech Street Buildings 15 & 16 Fire Pump, New Castle is being held telephonically. This meeting is being recorded. I would like everyone on the line to please state the name of the company they represent, then their name. In order to reduce confusion, let's go in alphabetical order of the Company name. Only one person may speak at a time. Go ahead and start.....

There are two main reasons for this particular meeting:

1. For the project manager to give you a little insight into the project.

2. To determine a list of subcontractor categories for the project.

If you have a question that does not relate to the issue discussed by the Project Manager, please send in your question to DOT-ask@delaware.gov. We will compile a list of questions and provide responses on the project's web site at bids.delaware.gov in the next few days.

If you must speak, please state your name and the company you represent before asking your question.

I will turn the meeting over to John Kotula, the Project Manager, to go through any project notes or comments he wants to make, and then we'll come back to me for the remainder of the meeting and I will go over the bid requirements and subcontractor categories.

John Kotula: This project is located at the DTC Beech Street Administration facility in Wilmington.

The work for the fire pump involves:

the installation of a new packaged fire pump,

excavation for new underground piping and connections

and new electrical connections for power and to the generator.

Abandon and cap existing fire loop and existing pump house connections in locations identified per plans.

Demo and abandon the incoming supply main at the Maryland Avenue side of the three-story Admin referred to as building 16.

Install new underground mains to re-feed fire service for the Power house and Beech Hose referred to as buildings 15 and building 16.

Modify sprinkler building risers and feed main piping to consolidate sprinkler service connection in building 16.

Update fire alarm systems serving buildings 15 and 16 to monitor new fire suppression equipment and accommodate modifications.

Backfill and pave all excavated areas.

The contractor is responsible for all insurance, permits and licensing requirements.

Since there is excavation involved, a site visit is recommended. I have excavated throughout the site and can explain the existing underground utilities.

Connie Ivins: Please email questions to DOT-ask@state.de.us.

I would like to go over a few of the Prospective Bidders Notes:

Note 1. - BIDDERS MUST BE REGISTERED with DelDOT. A link to the contractor registration is available on our website. For this project, completed registration forms may be e-mailed to DOT-ask@delaware.gov.

Note 2. **QUESTIONS** regarding this project are to be e-mailed to dot-ask@delaware.gov no less than six business days prior to the bid opening date in order to receive a response.

Note 5. - SURETY BOND - Each proposal must be accompanied by a deposit of either surety bond or security for a sum equal to at least 10% of the bid.

Note 6. DRUG TESTING - At bid submission - Each bidder must submit with the bid a single signed affidavit certifying that the bidder and its subcontractors has in place or will implement during the entire term of the contract a Mandatory Drug Testing Program that complies with the regulation.

Note 9 – You are required to submit a copy of your current Del Business License with your bid.

Note 11. The August 2016 Standard Specifications apply to this contract. Please be aware of any revisions and corrections.

Note 12. References Appendix A – Technical Specifications

Note 13. APPROVED EQUALS may be considered throughout the Technical Specifications in Appendix A, after award.

Bid Forms - Do not leave a bid amount blank. Do not enter a Unit Price of zero. If a bidder enters a unit price of zero or fails to provide a unit price for every pay item indicated, then that bid will be declared irregular and will be rejected. Remember all figures must be typewritten.

Affidavit of Employee Drug Testing Program – make sure it is filled out properly, signed, notarized and submitted with your Bid.

List of Subcontractors – This page will be replaced in an Addendum with a listing of the subcontractor categories. You must use the updated form when submitting your bid. Please fill it out completely. Do not alter the form in any way. If you are the successful bidder and you fail to utilize any or all of the subcontractors that you listed on this form a penalty of \$2,000 will be withheld for each occurrence.

Certification – Acknowledge all addendums, Enter the date of Final Questions and Answers, Affirmation. Make

sure it is filled out properly, signed, sealed and notarized and submitted with your bid.

The last page is the bid bond. Your bid must be accompanied by a deposit of either a surety bond or security for a sum equal to at least 10% of your bid.

Our final topic is determining what subcontractor categories are needed. These would be areas that you would not be self-performing and that you would be then required on your submittal to indicate who the subcontractor is going to be that for that work. So, for instance, if everyone accepts the categories that have been recommended, each bid would have to specify who they're using for that work. You are allowed to list your own company provided that it is recognized in the industry that you do perform the work.

The following questions were received and answered during the meeting:

Question: There are two generators, do we tie into both?

John Kotula: Per the plans, only the generator closest to the fire pump will be involved.

Question: How do we schedule a site visit?

John Kotula: I can be reached at my direct office number - 576-6093

Question: Should the site visit be a group visit and not individual?

John Kotula: Given the current status, individual appointments are preferred over group gatherings.

All other questions, were to be submitted to DOT-ask@delaware.gov and will appear on the website as part of the Questions and Answers.

Connie Ivins: Thank you. The meeting is adjourned.