Job Walk Notes

Attendees:
Charlie Uhlmeyer - Facilities Management, LRCCD
Jennifer Alford - Purchasing Supervisor, LRCCD
Kate Pankowski - Senior Buyer LRCCD
Attendees per sign in sheet

Location: American River College

Project review: Briefly discussed the project including but not limited to the following items:
1. Submittals, bid deadline, required bid documents, Board approval date, addendum postings, attached agenda items.
2. Attendees advised to refer to project manual.
3. It is not mandatory that the plans are purchased from ARC Document Solutions; however, ARC is the official reprographics, and all addenda are issued from ARC.
4. Procedures for handling questions and requests for information, and deadline to submit RFI's.
5. Covered the bid opening date,
6. Request for information will be accepted until 12:00 PM, Friday, November 14, 2014
7. Charlie Uhlmeyer can be contacted if additional sight tours are needed.

Items discussed:
1. Replacement of mobile furniture will take place during the 1st specified period (03/09/2015 – 03/27/2015 as listed in the Bid Manual and Job Walk Agenda)
2. Replacement of fixed/permanent furnishings will take place during 2nd specified period (06/29/2015 – 07/31/2015 as listed in the Bid Manual and Job Walk Agenda)
3. Store will be open to the public during the active construction phase of the project. Space will be determined and arrangements made to separate work area from the public with partitions, enclosures etc.
4. Arrangements will be made with Bookstore Manager Koue Vang in regards to set-up of tool storage / work place area.
5. Books and other items as well as existing furniture will be removed from the area by Los Rios CCD.

Meeting ended at approximately 10:30 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.