Job Walk Notes

Attendees:
Jennifer Alford – Purchasing Supervisor, LRCCD
Kate Pankowski - Senior Buyer LRCCD
Ron Friend - Facilities Management, LRCCD
Attendees per sign in sheet

Location: Cosumnes 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. Request for information will be accepted until 12:00 PM, Friday, May 29, 2015

Items discussed:
2. There is a separate battery box for each room.
3. Los Rios CCD is responsible for programming.
4. There are no alternates but there are Allowances. Please refer to Bid manual for more detailed information.

Rooms visited:
1. SCI-207 Data Room
2. LRC Bldg Utility Room
3. SCI-105 Electrical Room

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.