Job Walk Notes

Attendees:
Jennifer Alford – Purchasing Supervisor, LRCCD
Kate Pankowski - Senior Buyer LRCCD
Michael Goodrich - Facilities Management, 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 such complete insurance packet, Board approval date and addendum postings.
2. Information about new SB 584 DIR registration process prior to award of any public project that is over $1,000.00.
3. Attendees advised to refer to project manual for all other details.
4. 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.
5. Procedures for handling questions and requests for information, and deadline to submit RFI's.
6. Request for information will be accepted until 12:00 PM, Friday, March 20, 2015

Items discussed:
1. The project is to replace existing 30 year old chiller.
2. Piping and pumps are good. There is no need to replace those; test them only after chiller is placed.
3. Aleksey Demchuk is Honeywell Representative.
4. Controls work will be coordinated with Eric – the Los Rios CCD employee at the campus.
5. Question asked about any downtime: it was suggested to use that time to prep.
6. Question asked about staging / parking area: Los Rios CCD will coordinate that for the Contractor.
7. Question asked about time constraints: work can be done whenever needed but Contractor shall take into consideration that second part of August there will be increased traffic at the campus due to Fall semester starting.

Meeting ended at approximately 10:55 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.