Attendees:
Jennifer Alford – Purchasing Supervisor, LRCCD
Kate Pankowski - Senior Buyer, LRCCD
Ron Friend - 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, 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, July 3, 2015

Items discussed:
1. This project is to add card readers and connecting to Imron system as well as add control buttons for sliding door
2. No video cameras are attached to the system
3. Visited Electrical/ IT Room in Student Services Building

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.