

Job Walk Notes

Attendees:

Paula Gordon – Purchasing, Los Rios CCD
Kim Carrillo – Purchasing, Los Rios CCD
Scott Battles – Facilities Management, Los Rios CCD
Joe Meyer – Facilities Management, Los Rios CCD

Additional attendees per sign in sheet

Location: Sacramento City 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 for details.
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, October 20, 2017.**

Items discussed:

1. Incumbent upon Contractor to read specifications and plans.
2. All RFIs are to be submitted in writing.
3. Pay attention to Division 1.
4. There two Additive Alternates.
5. Contingency Allowances are to be included in the base bid.
6. Schedule of Classes is for use by Contractor as a planning tool. No exception.
7. With regard to Mechanical Room and hallways, do we have to go by class schedule? No. Work in common area that does not disrupt class spaces can be done outside of class schedule as coordinated with Project Manager. Asbestos has been identified in the ceiling tiles. Refer to specifications.
8. Viewed L110; L111; L112; L216; L213; L212; L211; L206; Mechanical Penthouse and roof.

Meeting ended at approximately 10:36 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.