Pre-Bid Conference Notes

Attendees:  
Trevor Gilbert – Facilities Planning & Engineering Specialist, LRCCD  
Jennifer Alford – Purchasing Supervisor, LRCCD  
Tanya Fralin – Senior Buyer/Contract Specialist LRCCD  
Adrienne Andrews – Supervisor, Educational Center  

Outside Attendees per sign in sheet  

Location: FLC El Dorado Center Student Services  

Project review: Briefly discussed the project including but not limited to the following 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. If the plans are purchased from another source, we do not guarantee you will be advised of any addenda.  
4. Procedures for handling questions and requests for information, and deadline to submit RFI’s.  
5. Covered the bid opening date, Board approval date, addendum postings, attached agenda items (provided to attendees).  
6. Campus Police will be relocated.  
7. A flagger is required at all times when the fence is open.  
8. ADA parking will be re-done and the entire parking lot with exception of where the dumpsters are located.  
9. Access to the garbage dumpsters must be maintained.  
10. The existing Student Services Building will require repainting.  
11. Request for information will be accepted until 12:00 PM, Friday, November 1, 2013

Questions:  
1. Where is the temporary power located?  
   • Answer: Information in reference to the location of the temporary power will be provided by Purchasing via clarification.  
2. What is the tentative start date?  
   • Answer: We are looking to start after the December board meeting. We shut down for 2 weeks. We are looking to get started in early January. The building will be used until the semester break. As soon as the successful bidder gets their paperwork in, we can get started. There are some breaks where you don’t have students but there may be administration.  
3. Do all of the trees stay? (attendee was referring to the trees behind the Student Services building, facing the parking lot):  
   • Answer: It’s all coming down.  
4. A question was asked about building material storage on the campus.  
   • Answer: No building material will be stored on campus. You can set a container or set up a job site trailer in the parking lot. The parking lot is your area.
Meeting ended at approximately 11:00 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.