Pre-Bid Conference Notes

Attendees:
Trevor Jilbert – Facilities Planning & Engineering Specialist, LRCCD
Tania Walden – Interim, Director of General Services, LRCCD
Jennifer Alford – Purchasing Supervisor, LRCCD
Tanya Fralin – Senior Buyer/Contract Specialist 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 (provided to attendees).
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. Covered the bid opening date,
6. Request for information will be accepted until **12:00 PM, Friday, March 21, 2014**
7. Addenda will be issued due to the inclusion of partitions
8. The doors at the entrance of the east side and south side of the Student Services building will remain open.
9. A lot of underground work will be done during the summer.
10. The walkways near the Student Services building must be kept opened as much as possible. There is not much space for staging.
11. When material is brought in, the contractor must always have a spotter with them. Anytime the contractor’s fence is opened, they must have a spotter.
12. There a couple of items in the plans will be asked to bid as an alternate.
13. The building will be a single story wood construction.

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.