Pre-Bid Conference Notes

Attendees:
Joseph Bardon – Facilities Management, LRCCD
Jennifer Alford – Purchasing Supervisor, LRCCD
Kate Pankowski – Senior Buyer/Contract Specialist LRCCD
Attendees per sign in sheet

Location: Cosumnes 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. Covered the bid opening date,
6. Request for information will be accepted until **12:00 PM, Friday, October 17, 2014**
7. Addenda will be issued due additional new hot water lines to be added to the project
8. Joseph Bardon can be contacted if additional sight tours are needed.
9. Pipes to be installed are located at the north side of the campus for visual inspection.

Rooms visited:
1. Central Utility Plant
2. Operations Building Mechanical Room
3. Technology Building Mechanical Room
4. Pump House
5. Learning Resources Center Mechanical Room
6. Library Mechanical Room
7. Business and Social Sciences Mechanical Room
8. Fine Arts Building Mechanical Room
9. Community & Athletic Center Mechanical Room
10. PE Mechanical Room

Meeting ended at approximately 12:10 P.M.

Note: These meeting minutes represent 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.