Attendees:
Paula Gordon – Purchasing Supervisor, LRCCD
Kim Carrillo - Senior Buyer LRCCD
Kenneth Flores - Facilities Management, LRCCD
Greg Vivian – Facilities, LRCCD
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 such complete insurance packet, Board approval date and addendum postings.
2. Information about new SB 584 DIR registration process prior to award of any public project that is over $1,000.00.
3. Attendees advised to refer to project manual for all other details.
4. 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.
5. Procedures for handling questions and requests for information, and deadline to submit RFI's.
6. Request for information will be accepted until 12:00 PM, Friday, February 26, 2016

Items discussed:

1. Qualifications are in the project manual.
2. 100% of the smoke detectors need to be cleaned. Almost all panels are Silent Knight #5820, some are Simplex.
3. Refer to Gen. Req. Sec. 01: “any lifts, ladders, or other high reach equipment needed will be provided by the contractor.” This includes all sites, though in the past we have only needed them at FLC and CRC. Contractor may prefer to use them at other sites.
4. Refer to the bid documents for dates available for testing under General Requirements Sec. 09: “dates available for day work………” It list only three breaks. Winter break, Dec.-Jan, which is counted as two I did not included. December finishes one year’s testing and January starts the following year’s testing. We can test during the winter break but the contractor needs to account for graveyard hours as mentioned in Sec. 09 to ensure completion for that year’s testing and not solely rely on testing during regular hours.
5. One escort will be provided for each contractor’s two (2) or more crews to facilitate access.
6. Testing is cyclical by building with the exceptions of buildings with ongoing construction. For this contract there may be some remodeling in Rodda Hall at Sacramento City College. The awarded contractor will be provided a schedule.
7. The device count is in the contract.
8. Contract estimate includes Child Care Centers.
9. Sprinklers systems will be covered under a separate contract. Waterflow devices as listed on the bid documents are covered under this contract.
10. 1700 Tribute Road will require testing under this contract as we are still monitoring it through our monitoring company as required.
11. Western States has provided service for the past 3 years.

Meeting ended at approximately 10:17 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.