

Project:	City of Auburn, Maine – Auburn Public Works Highway Garage – Lighting System Upgrades Project	Date:	October 29, 2014
Project No.:	CCPG #856	Bid No.:	2015-009
Meeting:	Pre-Bid Meeting	Time:	10:00 a.m.
Location:	Public Works Facility, Auburn, Maine		

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	dboulanger@auburnmaine.gov
Mitch Daigle	Cordjia Capital Projects Group, LLC	mdaigle@cordjiacpg.com
Ben Sirois	ES Boulos	bsirois@esboulos.com
Kirk Gettig	Don's Electric	kgettig@donselectric.net
Dan Snow	Roy I Snow, Inc.	dansnow@roysnow.com
Steve McGuire	Electrical Systems of Maine	steve@electricalsystemsofmaine.com
Tony Reny	DeBlois Electric, Inc.	treny@debloiselectric.com

Copy of Meeting Minutes sent to: Attendees Names listed above.

1.	<p>Bid opening will be at 2:00 pm on November 13, 2014 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to 2:00 pm on November 13, 2014.</p> <p>All bid questions and RFI's must be submitted in writing to both Mr. Mitch Daigle of Cordjia Capital Projects Group ("Cordjia") and Mr. Derek Boulanger of the City of Auburn ("COA") prior to 9:00 am on November 6, 2013. Email is preferred, but it is the responsibility of the contractor to confirm that the email correspondence has been received.</p> <p>Addendums and clarifications will be issued to the contractor's email addresses that were provided on the pre-bid sign in sheet. The contractors should ensure that whoever this email address belongs to knows to distribute the addendums and clarifications to the correct person. Please allow read receipts for emails.</p> <p>The BID PROPOSAL FORM, is part of any addendum and will have the addendum number and date pre-filled on the form. This updated bid proposal form must be used when submitting a bid.</p>
2.	<p>Points of contact are as follows:</p> <p><u>Technical Inquiries:</u> Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: mdaigle@cordjiacpg.com</p> <p><u>Bidding Inquiries & Access to the Building:</u> Mr. Derek Boulanger – City of Auburn; Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p>
3.	<p>The selected contractor shall provide a copy of all certificates of insurance with limits pursuant to the City of Auburn's requirements prior to commencing the work.</p>

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4.	Permits are the contractor’s responsibility for their scope of work and shall be included in the bid. The Authority Having Jurisdiction (AHJ) shall be contacted for verification of any applicable permitting requirements and engineered designs.
5.	For contract awards greater than \$100,000.00 the successful Bidder will be required to furnish 100% contract Performance Bond and a 100% contract Payment Bond to cover the execution of the Work.
6.	The City of Auburn has adopted the 2014 National Electric Code (NEC). All electrical work completed under this contract shall be in compliance with NEC 2014.
7.	The selected contractor is expected to start the work once a notice of award has been issued and complete the work as soon as practical in order to satisfy the City’s needs. Each contractor shall include their anticipated commencement and completion dates in their bid package for review by the City of Auburn.
8.	This project is subject to compliance with all requirements of the Occupational Safety and Health Administration (OSHA), Volume 36, No. 105 of the Federal Register; U.S. Department of Labor published Saturday, May 29, 1971, as amended.
9.	Designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
10.	It will be the contractor’s responsibility for the proper legal disposal of all construction waste that is not acceptable for disposal in the City’s on-site dumpster for recyclable metals.
11.	The Owner reserves the right to salvage any existing equipment; however, the Owner does not anticipate requesting salvage of any equipment on this project.
12.	The only personnel that is authorized to approve a change to the bid documents is Mr. Derek Boulanger. If a condition arises that warrants a change order it must be pre-approved by Mr. Derek Boulanger. No exceptions.

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13.	The selected contractor shall submit as soon as possible to Cordjia and COA and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the items listed in each section of the specifications.
14.	The selected contractor will be responsible for direct coordination with Efficiency Maine for any and all components of the work that may qualify for Efficiency Maine incentives. The selected contractor will be responsible for any and all pre-approvals that may be required.
15.	After the project presentation meeting in the conference room, the contractors were allowed to tour the premises which included all project proximities both interior and exterior. The contractors were informed to call Mr. Derek Boulanger for arrangement of additional site visits.
16.	<p>Specific Work Conditions & Clarifications:</p> <ul style="list-style-type: none"> a. The contractor shall continuously maintain adequate protection of all work from damage and shall protect the property from injury or loss for the duration of this contract, and shall make good any such damage, injury or loss. b. The Owner's business operations must continue throughout the entire construction period. c. The selected contractor will be provided a building use/occupancy schedule prior to the start of construction. d. The selected contractor will be responsible to coordinate in advance with the City of Auburn and the Building Occupants for access to areas where operations must continue. Temporary lighting may be required if the contractor is unable to schedule accordingly. e. The Owner will remove all equipment and materials from the work area prior to the start of work. The contractor must notify the Owner that the work area needs to be cleared at least 72 hours in advance of the need to move furnishings, equipment, materials, etc. from the work area. f. The contractors were informed that storage of lift(s) will be allowed within the garage bays. The Owner reserves the right to revoke storage areas should any problems occur.

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	<p>g. Contractors will have access to the site between 7:00 AM and 4:30 PM (flexible). The Owner may provide special access on late weekdays, weekends, and holiday's by special request with a minimum of 48 hours advance notice and approval by the Owner.</p> <p>h. The selected contractor will be provided secure access to the work area. This will be discussed in further detail with the selected contractor prior to construction. The selected contractor will be responsible for their own jobsite security.</p> <p>i. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner.</p> <p>j. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project.</p> <p>k. Smoking and tobacco products are allowed on the building grounds provided it occurs at the designated smoking area. Waste must be properly disposed of or taken off-site.</p> <p>l. The selected contractor will be required to submit a construction schedule within 10 days of notice of award.</p> <p>m. The existing building siding in areas other than the brick Office/Locker area consists of 2" thick Kingspan Shadowline Metal Insulated Panels; Color: Dove Grey with a 26 GA galv. embossed exterior skin; The siding is under the warranty period with the installer, Hahnel Brothers.</p> <p>The Hahnel Brothers contact is as follows:</p> <p style="padding-left: 40px;">John A Ferland Hahnel Bros Co. Roofing Department Manager - Lewiston Division PO Box 1160 46 Strawberry Ave Lewiston, ME 04243-1160 P: 207-784-6477 ext 242 F: 207-782-9859 C: 207-754-6195 E: jferland@hahnelbroscos.com</p>
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	<ul style="list-style-type: none"> n. All exposed wiring shall be installed in EMT conduit which shall be painted to match the adjacent surface that it is fastened too. MC cable is acceptable above ceilings. o. The contractors were informed that they are to coordinate with the HVAC contractor as required to tie the operation of EF-1 which serves the first floor locker and restroom areas into the newly installed occupancy sensor circuit. It will be the responsibility of the selected contractor to coordinate this work will all involved parties.
17.	<p>The selected contractor shall request all scheduled inspections including the punch-list inspection in writing (email is acceptable) seven (7) days prior to the desired date.</p> <p>The punch-list inspection is to confirm that all equipment is in place and is functioning in accordance with the construction documents and should be cosmetic and minor in nature. It is NOT an additional site visit. If there are multiple page lists of deficiencies found during this inspection, the contractor will be responsible to provide funding for the cost of an additional punch-list inspection.</p>
18.	<p>The contractor shall submit closeout documentation (Redline Drawings and O&M Manuals) to Cordjia and COA with claim for final Application for Payment. Closeout procedures will be strictly enforced and the progress of closeout documentation will be checked at regular intervals during construction.</p>
19.	<p>An Addendum will be issued for this project which will consist of the following at a minimum:</p> <ul style="list-style-type: none"> 1. Ceiling mounted occupancy sensor control will be added to the carpentry and sign shops.
20.	<p>Attachments:</p> <p>Pre-Bid Meeting Sign-In Sheet.</p>



Mitch Daigle
VP & Senior Project Manager
Cordjia Capital Projects Group, LLC

Pre-Bid Meeting Sign-In

October 29, 2014

Time: 10:00 am

Client:	City of Auburn, Maine
Project:	Auburn Public Works Highway Garage, Lighting System Upgrades Project – Bid # 2015-009

	Name	Company Name	Email Address	Phone Number
1.	Derek Boulanger	City of Auburn, Facilities Manager	dboulanger@auburnmaine.gov	207-333-6601, ext. 1135
2.	Mitchell Daigle	Cordjia Capital Projects Group	mdaigle@cordjiacpg.com	207-236-9970
3.	Ben Sirois	ES Boulos	B Sirois @ESboulos.com	462-2115
4.	Kirk Gettig	Don's Electric	MJohnson@DonsElectric.net kgettig@DonsElectric.net	933-4500
5.	DAN SNOW	ROY I SNOW INC	dansnow@roysnow.com	782.3734
6.	Steve McGuire	ESM	steve@electricalsystemsofmaine.com	783-7126
7.	Tony Reny	DeBlois Electric, Inc.	TRENY@DEBLOISELECTRIC.COM	783-6512 x107
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