

Project:	City of Auburn, Maine – Hasty Community Center Steam Boiler Replacement Project	Date:	October 24, 2013
Project No.:	CCPG #725	Bid No.:	2014-017
Meeting:	Pre-Bid Meeting	Time:	9:00 a.m.
Location:	Hasty Community Center, 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
Kurt Magnusson	Mechanical Systems Engineers	kurt@mechanicalsystemseng.com
Mark Morin	Nason Mechanical	mmorin@nasonmechanical.com
Mark Bouchard	Nason Mechanical	
Gary Perry	Sullivan & Merritt Constructors	gperry@sullivanandmerritt.com
Roger Berryment	Engineered Construction Services, Inc.	rberryment@ecsincorp.com
Travis Wheeler	Mechanical Services Inc.	twheeler@mechanicalservices.com

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

1.	<p>Bid opening will be at 2:00 pm on October 31, 2013 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to 2:00 pm on October 31, 2013.</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 October 29, 2013. Email will be accepted 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. It only has to be proven that it was received, and cannot be verified how it gets distributed after it is received. 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: 333-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p>

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3.	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.
4.	<p>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.</p> <p>If the bid proposal is less than \$100,000 then the line item for Bonds & Insurance on the Schedule of Values can be indicated as \$0.00 for Bonds.</p>
5.	Permits are the contractor’s responsibility for their scope of work and shall be included in the bid. The authority having jurisdiction shall be contacted for verification of any applicable permitting requirements and engineered designs.
6.	Designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
7.	<p>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.</p> <p>Each contractor shall include their anticipated commencement and completion dates in their bid package for review by the City of Auburn.</p>
8.	Submit with your bid a summary of your design including equipment manufacturers and existing equipment and material you intend to reuse.
9.	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.
10.	It will be the contractor’s responsibility for the proper disposal of all construction waste.
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.

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12.	<p>Work conditions & clarifications:</p> <p>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.</p> <p>The Owner's business operations must continue throughout the entire construction period.</p> <p>The selected contractor will be provided a building use/occupancy schedule prior to the start of construction.</p> <p>Contractors will have access to the site between 7:00 AM and 6:00 PM. The Owner may provide special access on late weekdays, weekends, and holiday's but this will be by special request with a minimum of 48 hours advance notice and approval by the Owner.</p> <p>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.</p> <p>No utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner.</p> <p>No construction debris not immediately contained in a proper disposal container will be tolerated at any time during the duration of this project.</p> <p>Smoking and tobacco products are allowed on the building grounds provided it occurs a minimum of 25 feet from the building. Waste must be properly disposed of and taken off-site.</p> <p>Heating must be provided to the building at the end of each work day.</p> <p>The new natural gas piping from the meter into the mechanical room shall be sized to allow for future conversion and connection of the existing 35 KW propane fired generator.</p> <p>The exhaust from the new domestic hot water heater can be ducted into the existing chimney flue if desired provided that the construction of the flue is per the manufacturers recommendations for this condition and the installation is pursuant to code.</p> <p>The contractor may select an appropriate location for the new domestic hot water heater provided that the location is per the manufacturer's recommendations and the installation is pursuant to code.</p>
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	<p>The new domestic hot water heater will require a new mixing valve and expansion tank that is installed pursuant to code.</p> <p>The existing motorized louver adjacent to the generator cooling damper shall be repaired as necessary and interlocked with the operation of the generator and the boiler burner.</p> <p>To facilitate the installation and allow for building heating during construction without the use of a temporary boiler, the new steam boiler may be relocated to an appropriate location as selected by the contractor provided it is installed per the manufacturer’s recommendations and the installation is pursuant to code.</p> <p>The insulated flue liner as prescribed in the performance specification shall be changed to a UL listed stainless steel liner with condensate and neutralizer as recommended and approved by the boiler manufacturer.</p>
13.	<p>Add Alternate:</p> <p>Each contractor shall (at their option) provide an add alternate to their schedule of values to connect and convert the existing propane fired generator to natural gas. This line item shall include conversion and start-up to be performed by a factory authorized representative of the generator manufacturer.</p>
14.	<p>Attachments:</p> <p>Pre-Bid Meeting Sign-In Sheet.</p>



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

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	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.	Travis Wheeler	Mechanical Services, Inc.	trishcehara@mechanicalservices.com	626-0822
4.	Rune Magnusson	M.S.E.	RUNE@MECHANICALSYSTEMS.FL6.COM	846-1441
5.	Robert Berry	E.C.S.	rberry@ecersincorp.com	603-828-2994
6.	Gary Perry	Sullivan and Merritt	gperry@sullivanandmerritt.com	207-745-3877
7.	Mark Mason	Nason Mechanical	mym@nasonmechanical.com	782-0727
8.	Mark Bouchard	Nason		782-0727
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