

ADDENDUM #1

Central Fire Station, Lighting System Upgrades Project – Bid #2016-036

City of Auburn, Maine

29 June 2016

**Specification Items:**

Note: All changes to specification items will be in bold font and underlined.

1. Remove the Bid Cover Letter, and insert the enclosed Revised Bid Cover Letter. **Note: The revised Bid Cover Letter includes a change to the Bid Proposal due date of 2:00 p.m. Tuesday July, 19, 2016.**
2. Remove the Bid Proposal Form, and insert the enclosed Revised Bid Proposal Form. **Note: The revised form includes the change to the bid due date, the addition of an acknowledgement line for issued addendum numbers & addendum dates, and a note requiring submission of the Schedule of Values Form with the Bid Proposal Form.**
3. Remove the Schedule of Values Form, and insert the enclosed Revised Schedule of Values Form. **Note: The revised form includes the addition of an Estimated Efficiency Maine Incentive Amount line item.**
4. Remove Specification Section 26 00 00 – Electrical, and insert the enclosed Revised Specification Section 26 00 00 – Electrical. **Note: The revised form includes changes to Section 1.4 Efficiency Maine related to project start and completion.**

**NOTE: THE REVISED BID PROPOSAL FORM AND SCHEDULE OF VALUES FORM MUST BE USED WHEN SUBMITTING YOUR BIDS FOR THIS PROJECT AND ALL ADDENDUMS ISSUED MUST BE ACKNOWLEDGED.**

**Drawing Items:**

Not used.

**Clarification Items:**

1. The Bid Proposal due date has been extended to: **2:00 p.m. Tuesday July, 19, 2016.**
2. Due to change in Bid Proposal due date, the RFI and Questions deadline has been moved to **2:00 p.m. July 12, 2016** and the final addendum (if any) will be issued by **2:00 p.m. July 14, 2016.**

3. The basis of design fixtures shall be modified as necessary to utilize appropriate DLC Premium listed fixtures as prescribed by Efficiency Maine in order to qualify for the prescriptive incentives should it be deemed to be in the best economic interest of the City of Auburn, Maine.
4. Bidders may also submit their bids utilizing the basis of design fixtures (or similar) without Efficiency Maine incentives should it be deemed to be in the best economic interest of the City of Auburn, Maine.
5. The Selected Contractor shall be responsible to provide lighting engineering calculations as prescribed by Efficiency Maine after the project is awarded if incentives will be sought.

### **Attachments:**

1. Revised Bid Cover Letter
2. Revised Bid Proposal Form
3. Revised Schedule of Values Form
4. Revised Specification Section 26 00 00 – Electrical
5. Pre-Bid Meeting Minutes

**END OF ADDENDUM #1**

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



June 29, 2016

Dear Bidder:

The City of Auburn is accepting written proposals for the Central Fire Station for a **Lighting System Upgrades Project**, located at 550 Minot Avenue, Auburn, ME. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

A **mandatory** pre-bid meeting to review the work site is scheduled for Tuesday, June 21, 2016 at 9:00 a.m. at the Central Fire Station, 550 Minot Avenue, Auburn, ME. Please contact Derek Boulanger at [dboulanger@auburnmaine.gov](mailto:dboulanger@auburnmaine.gov) to confirm participation. Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly:

**"Central Fire Station, Lighting System Upgrades Project – Bid #2016-036."**

Questions regarding this Request for Proposals should be directed to Derek Boulanger, Facilities Manager/Purchasing Agent, at (207) 333-6601, ext. 1135.

Please submit your proposal to the City of Auburn by **2:00 p.m. TUESDAY, JULY 19, 2016**. Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, ME 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger  
Facilities Manager/  
Purchasing Agent

**BID PROPOSAL FORM**  
**Due Tuesday, July 19, 2016**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above **and as amended in Addendums # \_\_\_\_\_, dated \_\_\_\_\_.**

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

STATE OF MAINE  
\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_

**Bid Proposal Form must be accompanied with the Schedule of Values Form.**



## **SECTION 26 00 00**

### **GENERAL REQUIREMENTS FOR ELECTRICAL WORK**

#### **PART ONE: GENERAL**

##### **1.1 General Requirements**

###### **1.1.1 Definition of Work**

Conditions of the Contract, Specifications, Change Orders, Addenda and Drawings apply to work of this section.

###### **1.1.2 Provisions**

As used in this section, "provide" means "furnish and install", "furnish" means "to purchase and deliver to the project site complete with every necessary appurtenance and support and to store in a secure area in accordance with manufacturers instructions", and "install" means "to unload at the delivery point at the site or retrieve from storage, move to point of installation and perform every operation necessary to establish secure mounting and correct operation at the proper location in the project".

###### **1.1.3 Existing Site Conditions – Responsibilities Prior to Bid**

Before submitting a bid, Electrical Contractor is required to make a pre-bid site visit and carefully examine site to identify existing conditions and difficulties that may affect the work of this Section. No extra payment will be allowed for additional work caused by unfamiliarity with site conditions.

###### **1.1.4 Existing Site Conditions – Responsibilities Prior to Starting Work**

Before starting work in a particular area of the project, the Electrical Contractor shall examine the conditions under which work must be performed including preparatory work performed under other Sections of the Contract, or by the Owner and report conditions which might adversely affect the work in writing to the Engineer. Do not proceed with work until defects have been corrected and conditions are satisfactory. Commencement of work shall be construed as complete acceptance of existing conditions and preparatory work.

###### **1.1.5 Coordination of Work**

The Electrical Contractor shall coordinate the work of all trades and, with all other subcontractors to determine whether there will be any interference with the electrical work. If the electrical work is later found to interfere with the work of other subcontractors, then he shall make necessary changes, without additional cost to the Owner, to eliminate such interference.

## Central Fire Station

### Lighting System Upgrades Project – Bid #2016-036

#### 1.1.6 Project Conditions

Full Owner Occupancy: The Owner intends to occupy the project site during construction. The Electrical Contractor shall cooperate with the Owner to minimize conflicts with the Owner's operations.

#### 1.1.7 Discrepancies in Documents

Each bidder shall be responsible for examining the specifications carefully before submitting his bid, with particular attention to errors, omissions, conflicts with provisions of laws and codes imposed by authorities having jurisdiction, conflicts between portions of specifications, and ambiguous definition of the extent of coverage in the contract. Any such discrepancy discovered shall be brought to the immediate attention of the Engineer for correction. Should any of the aforementioned errors, omissions, conflicts or ambiguities exist in the specification, the Electrical Contractor shall have the same explained and adjusted in writing before signing the contract or proceeding with work. Failure to notify the Engineer in writing of such irregularities prior to signing the Contract will cause the Engineer's interpretation of the Contract Documents to be final. No additional compensation will be approved because of discrepancies thus resolved.

### 1.2 Applicable Codes and Standards

#### 1.2.1 Work

All work shall be in accordance with the laws, rules, codes, and regulations set forth by Local, State, and Federal authorities having jurisdiction. All products and materials shall be manufactured, installed and tested as specified, but not limited to the latest accepted edition of the following codes, standards and regulations:

NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Act
NEC	National Electrical Code (NFPA 70)
UL	Underwriters Laboratory
NESC	National Electrical Safety Code
FM	Factory Mutual Association
MBC	Maine Building Code
Local AHJ	Local and State building, electrical, fire and health department and public safety codes agencies.

#### 1.2.2 Code Conflicts

When requirements cited in this Paragraph conflict with each other or with Contract Documents, the most stringent requirements shall govern conduct of work. The Engineer may relax this requirement when such relaxation does not violate the ruling of authorities that have

jurisdiction. Approval for such relaxation shall be obtained in writing. Should the Electrical Contractor perform any work that does not comply with the requirements of the applicable building codes, state laws, and industry standards, he shall bear all costs arising in correcting these deficiencies.

### 1.3 Contract Documents

#### 1.3.1 Work to be Provided

Work to be provided under this division is shown on the Electrical Drawings, General Requirements, and in these Contract Specifications.

#### 1.3.2 Coordination of Work

The listing of electrical drawings does not limit the responsibility of determining the full extent of work that is required by these contract documents. The Electrical Contractor shall refer to the drawings and other specification sections included in the complete Contract Package, that indicate types of construction with which work of this section must be coordinated. The Electrical Contractor shall coordinate the work of all trades, with all other subcontractors to determine whether there will be any interference with the electrical work. If the electrical work is later found to interfere with the work of other subcontractors, then the Electrical Contractor shall make necessary changes, without additional cost to the Owner, to eliminate such interference.

#### 1.3.3 Intent of Design

Drawings are diagrammatic and indicate the general arrangement of systems and work to be included in the Contract. Information and components shown on riser diagrams or called for in the specifications but not shown on plans, and vice versa, shall apply and shall be provided as though required expressly by both. The contract documents are not intended to indicate and specify each component required, but do require that the components and materials be provided for a complete and operational installation.

#### 1.3.4 Discrepancies in Documents

Each bidder shall be responsible for examining the drawings and specifications carefully before submitting his bid, with particular attention to errors, omissions, conflicts with provisions of laws and codes imposed by authorities having jurisdiction, conflicts between portions of drawings, or between drawings and specifications, and ambiguous definition of the extent of coverage in the contract. Any such discrepancy discovered shall be brought to the immediate attention of the Engineer for correction. Should any of the aforementioned errors, omissions, conflicts or ambiguities exist in either or both the drawings and specifications, the Electrical Contractor shall have the same explained and adjusted in writing before signing the contract or proceeding with work. Failure to notify the Engineer in writing of such irregularities prior to signing the Contract will cause the Engineer's interpretation of the Contract Documents to be final. No additional compensation will be approved because of discrepancies thus resolved.

### 1.3.5 Conflicts with Codes and Regulations

The drawings and these specifications are intended to comply with all the above mentioned Codes, Rules and Regulations. If discrepancies occur, the Electrical Contractor shall immediately notify the Engineer in writing of said discrepancies and apply for an interpretation and, unless and interpretation is offered in writing by the Engineer prior to the execution of the contract, the applicable rules and regulations shall be complied with as a part of the contract.

## 1.4 Efficiency Maine

This project intends to pursue Efficiency Maine (EM) prescriptive and/or custom incentives where applicable. The Electrical Contractor shall coordinate the activities associated with Efficiency Maine incentive approval process including but not limited to; preparation and submission of all applicable incentive applications, receiving pre-approval when applicable, the tracking and submission of measure specific invoices to Efficiency Maine within 60 days **of the start of work, as prescribed by EM**, and follow-up as necessary until the City of Auburn receives the incentives.

### 1.4.1 The Electrical Contractor shall also:

- A. Become familiar with the Efficiency Maine Business Program including available incentives and the application and review process.
- B. Review the specifications and field conditions for compliance with Efficiency Maine standards for applicable systems and technologies.
- C. Review the specifications for any and all incentive opportunities, prescriptive and custom.

1.4.2 The project schedule shall reflect and accommodate the time required to achieve application preapproval from EM. No equipment shall be purchased until preapproval is received from EM, **as required**.

1.4.3 All invoices shall be forwarded to EM and the Owner within 60 days **of the start of work, as prescribed by EM**. This deliverable shall be shown on the project schedule as a milestone date and coordinated with all contractors to assure compliance with this requirement.

1.4.4 Efficiency Maine is available to assist in the application process and can be reached at 866-376-2463. Electrical Contractor must contact EM prior to submittals to review the project equipment and scope.

## PART TWO: SCOPE OF WORK

### 2.1 General Requirements

#### 2.1.1 General Scope

The work to be accomplished under these specifications includes providing all labor, materials, equipment, consumable items, supervision, administrative tasks, tests and documentation required to install complete and fully operational electrical lighting systems as described herein and shown on the Drawings.

#### 2.1.2 Administrative Responsibilities

The Electrical Contractor shall file plans, obtain permits and licenses, pay fees and obtain necessary inspections and approvals from authorities that have jurisdiction, as required to perform work in accordance with all legal requirements.

### 2.2 Work to be Provided Under this Division

#### 2.2.1 General Scope

The Work shall be complete from point of service to each outlet or device with all accessory construction and materials required to make each item of equipment or system complete and ready for operation. The work shall include but not be limited to the following. The Electrical Contractor shall provide:

- A. **Grounding System:** Furnish an equipment grounding conductor for each feeder and branch circuit.
- B. **Power Distribution Systems:** Provide power and lighting distribution systems for the areas, including breakers in existing panelboards (if required), receptacles, raceway, cable and wire.
- C. **Feeder and Branch Circuit Wiring:** Provide feeder and branch circuits and devices for power to equipment and convenience receptacles. This includes branch wiring to system control panels furnished under other sections.
- D. **Interior Lighting Systems:** Provide interior lighting system and devices including normal and emergency fixtures, exit signs, lamps, controls, trim and accessories.
- E. **Supports and Fittings:** Provide all support material and hardware for raceway, cable tray and electrical equipment.
- F. **Terminations:** Provide terminations of all cable and wire unless otherwise noted.
- G. **Penetrations:** Provide all building wall, floor and roof penetrations for raceway and cable tray.

## 2.4 General Equipment and Materials Requirements

### 2.4.1 General Requirements

All equipment and materials shall be new (with the exception of those lighting fixtures designated to be reused) and of the quality specified. All materials shall be free from defects at the time of installation. Materials or equipment damaged in shipment or otherwise damaged during construction shall not be repaired at the jobsite, but shall be replaced with new materials. Remove from job site and properly dispose of all materials that are not being reused. NOTE: OWNER HAS THE OPTION TO KEEP ANY OF THE REMOVED MATERIAL AND EQUIPMENT.

### 2.4.2 Representation of Equipment

All equipment installed on this project shall have local representation, local factory authorized service and a local stock of repair parts.

### 2.4.3 Warranties

No equipment or material shall be installed in such a manner as to void a manufacturer's warranty. The Electrical Contractor shall notify the Engineer of any discrepancies between the Contract Documents and manufacturer's recommendations prior to execution of the work. Provide Owner with a one year warranty on all parts and labor. Provide the Owner with any and all standard warranties from the manufacturer.

## 2.5 Shop Drawings

### 2.5.1 General Requirements

After the Contract is awarded, but prior to proceeding with the Work, the Electrical Contractor shall obtain complete shop drawings, product data and samples from manufacturers, suppliers, vendors, and Subcontractors for all materials and equipment specified herein, and submit data and details of such materials and equipment for review by the Engineer. Submission of such items shall follow the guidelines set in the General Section of the Specification Document. Prior to submission of the shop drawings and product data and samples to the Engineer, the Electrical Contractor shall review and certify that the shop drawings, product data and samples are in compliance with the Contract Documents. Further, the Electrical Contractor shall check all materials and equipment after their arrival on the jobsite and verify their compliance with the Contract Documents. A minimum period of ten working days, exclusive of transmittal time will be required in the Engineer's office each time shop drawings, product data and/or samples are submitted or resubmitted for review.

### 2.5.2 Information to be included in Submittal

The shop drawing submittal shall include all data necessary for interpretation as well as manufacturer's name and catalog number. Sizes, capacities, colors, etc., specified on the drawings shall be specifically noted or marked on the shop drawings.

### 2.5.3 Information Not to be included in Submittal

Submittals shall contain only information specific to systems, equipment and materials required by Contract Documents for this Project. Do not submit catalogs that describe products, models, options or accessories, other than those required, unless irrelevant information is marked out or unless relevant information is highlighted clearly. Marks on submittals, whether by Contractor, Subcontractor, manufacturer, etc., shall not be made in red ink. Red is reserved for review process.

### 2.5.4 Responsibility of Submitted Equipment

The Engineer's review of such drawings shall not relieve the Subcontractor of responsibility for deviations from the Contract, Drawings or Specifications, unless he has in writing called the attention of the Engineer to such deviations at the time of the submission. The Engineer's review shall not relieve the Contractor from responsibility for errors or omissions in such drawings.

### 2.5.5 Proposal of Other Equipment

If the Contractor proposes an item of equipment other than that specified or detailed on the drawings which requires any redesign of the wiring or any other part of the mechanical, electrical or architectural layout, the required changes shall be made at the expense of the trade furnishing the changed equipment at no cost to the Owner.

### 2.5.6 Substitution of Equipment of Equal Quality

Manufacturer's names are listed herein and on the drawings to establish a standard for quality and design. Where one manufacturer's name is mentioned, products of other manufacturers will be acceptable if, in the opinion of the Engineer the substitute material is of quality equal to or better than that of the material specified. Where two or more manufacturer's names are specified, material shall be by one of the named manufacturers only.

## 2.6 Record Drawings

### 2.6.1 General Requirements

As work progresses, and for duration of the Contract, the Contractor shall maintain a complete and separate set of prints of Contract Drawings at job site at all times and record work completed and all changes from original Contract. Drawings shall clearly and accurately include work installed as a modification or added to the original design. At completion of work and prior to final request for payment, the Contractor shall submit a complete set of reproducible record drawings showing all systems as actually installed.

### 2.6.2 Operation and Maintenance Data

Provide manufacturer's printed operating procedures to include start-up, break-in, routine and normal operation instructions; regulation control, stopping, shut-down, and emergency instructions. Provide copies of all warranties.

## 2.7 Equipment Specifications

2.7.1 Panelboards: The intent is to reuse existing panelboards and provide additional breakers as necessary.

- A. Circuit Breakers: Overcurrent devices shall be trip-free molded case, bolt-on, thermal magnetic circuit breakers. Main circuit breakers shall be individually mounted and bolted to bus assembly. Back-fed branch mounted circuit breakers are prohibited. Front faces of all circuit breakers shall be flush. Trip indication shall be clearly shown by the handle position between the ON and OFF positions. All connections shall be rated for 75°C copper conductors.

### 2.7.2 Grounding System

- A. A green equipment grounding conductor shall be run with each branch circuit. Grounding conductors shall be soft drawn bare copper.

### 2.7.3 Feeder and Branch Circuit Wiring:

- A. Provide feeder and branch circuits and devices for power to equipment and convenience receptacles. This includes branch wiring to system control panels furnished under other sections.
- B. All wiring shall be copper, minimum size #12 AWG. Conductors shall be 600V rated with THHN, THWN or XHHW insulation. A green equipment grounding conductor shall be run with each branch circuit.
- D. All exposed wiring shall be in EMT conduit. Wiring above acoustic ceiling tiles and in walls shall be part of an MC cable assembly.
- F. All conduits or penetrations in fire rated walls shall be furnished with fire stopping material to maintain the integrity of the rating.
- G. All conduits penetrating the roof or exterior walls shall be furnished with watertight seals.

### 2.7.4 Lighting Systems:

- A. Light fixtures shall be provided with housings, trims, ballasts, lamps, lamp holders, sockets, reflectors, wiring and other components required, as a factory-assembled unit for a complete installation. Provide electrical wiring within light fixtures suitable for connecting to branch circuit wiring in accordance with N.E.C. Article 410, Paragraph 25. Provide lighting fixtures of sizes, types and ratings indicated and specified in the Basis of Design Lighting Fixture Schedule on the Contract Drawings.

- B. Contractor shall communicate with and provide all rebate worksheets and corresponding equipment cut sheets to Efficiency Maine for approval prior to ordering the fixtures to ensure that the Owner can receive the full value of the rebate for providing high efficiency fixtures.
  
- C. Occupancy Sensors: Occupancy sensors of the type and model specified on the drawings shall be provided, installed and wired into the local lighting circuit in the area that the sensors are installed. The engineer will consider equipment of another equal manufacturer, where suitable coverage can be documented.
  - 1. Passive Infrared Wall-Mount Sensors: Wall mounted occupancy sensors shall be suitable for dual circuit operation as specified on the contract drawings.
  - 2. Passive Infrared Fixture-Mount Sensors: Fixture mounted digital passive infrared (PIR) occupancy sensor shall be specifically designed for On/Off control of high bay fixtures in warehouse, distribution centers and vehicle garage facilities.
  - 3. Ultrasonic/Infrared Ceiling-Mounted Sensors: Ceiling mounted occupancy sensors shall be self-calibrating type as specified on the contract drawings.
  - 4. Power Packs: Power packs shall be provided as required for each room provided with occupancy sensors as needed.
  - 5. Slave Relay Packs: Slave relay packs shall be provided in rooms with more than one lighting circuit controlled by the occupancy sensor.
  - 6. Installation Requirements: Provide all miscellaneous equipment and wiring for a complete installation.

### PART THREE: EXECUTION

#### 3.1 Wiring Methods

##### 3.1.1 General

Perform work by qualified journeymen of their respective trades who are employed by a firm that can demonstrate successful experience with work similar in type, quality and extent to the work required by this project.

##### 3.1.2 Requirements

Unless otherwise noted all wiring shall be installed in raceway as follows:

- A. **Power Distribution Indoors:** Unless otherwise noted, all other power distribution wiring including feeders and branch circuits shall be installed in electrical metallic tubing (EMT) when exposed and MC Cable when concealed.

### 3.2 Equipment Arrangement and Access

#### 3.2.1 Location of Equipment

Locate all equipment which must be serviced, operated or maintained in fully accessible positions. Minor deviations from the drawings may be made to allow for better accessibility at no additional cost to the Owner, but changes shall not be made without review by the Engineer. Minimum clearances in front of or around equipment shall conform to the latest applicable code requirements.

#### 3.3.2 Empty Conduits

All empty conduits shall have labels tied to the pull string at each end of each empty conduit, marked as to identification of each end. Junction boxes with circuits provided for future use shall be labeled with appropriate circuit designation.

#### 3.3.3 Panelboard Directories

Cardholders for panelboards shall be filled out with typewritten identification of each circuit, except that the word "spare" shall be written in soft pencil to identify all circuit breakers installed that are not used.

**END OF SECTION 26 00 00**

<b>Project:</b>	City of Auburn, Maine – Central Fire Station – Lighting System Upgrades Project	<b>Date:</b>	June 21, 2016
<b>Project No.</b>	CCPG #940	<b>Bid No.</b>	2016-036
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Central Fire Station, Auburn, Maine		

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	<a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a>
Mitch Daigle	Cordjia Capital Projects Group, LLC	<a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a>
Timothy Allen	Auburn Fire Department	<a href="mailto:tallen@auburnmaine.gov">tallen@auburnmaine.gov</a>
Denny Paradis	Roy I Snow, Inc.	<a href="mailto:dennis.paradis@roysnow.com">dennis.paradis@roysnow.com</a>
Steve McGuire	Electrical Systems of Maine	<a href="mailto:steve@electricalsystemsofmaine.com">steve@electricalsystemsofmaine.com</a>
Tony Reny	DeBlois Electric, Inc.	<a href="mailto:treny@debloiselectric.com">treny@debloiselectric.com</a>

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

1.	<p>Bid opening will be at 2:00 pm on July 12, 2016 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to the 2:00 pm deadline.</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 2:00 pm on July 5, 2016. 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. The final addendum (if any) will be issued by 2:00 pm on July 7, 2016.</p> <p>The submitted BID PROPOSAL FORM must acknowledge any issued addendums and have the addendum number(s) and date(s) indicated on the form.</p> <p>The submitted bid must include the SCHEDULE OF VALUES FORM and it is requested that the estimated Efficiency Maine incentive amount be written-in on this form.</p> <p>Performance and Payment Bonds will be required for this project.</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: <a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a></p> <p><u>Bidding Inquiries &amp; Access to the Building:</u> Mr. Derek Boulanger – City of Auburn; Office: 330-6601, ext. 1135; Email: <a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a></p>

<b>Project:</b>	City of Auburn, Maine – Central Fire Station – Lighting System Upgrades Project	<b>Date:</b>	June 21, 2016
<b>Project No.:</b>	CCPG #940	<b>Bid No.:</b>	2016-036
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Central Fire Station, Auburn, Maine		

ID	Discussion / Remark
3.	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.
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 fees. It is anticipated that any electrical permit fees will be waived; however it is the responsibility of the contractor to verify this with the AHJ.
5.	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.
6.	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 on the schedule of values form for review by the City of Auburn.
7.	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.
8.	There is adequate space at the project site and designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
9.	It will be the contractor’s responsibility for the proper legal disposal of all construction waste. Should PCB containing ballast’s be discovered; the legal disposal of the hazardous waste will be handled via change order.
10.	The Owner reserves the right to salvage any existing equipment; however, the Owner does not anticipate requesting salvage of any equipment on this project other than misc. metals in which the Owner anticipates providing a dumpster for metal salvage.
11.	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.

<b>Project:</b>	City of Auburn, Maine – Central Fire Station – Lighting System Upgrades Project	<b>Date:</b>	June 21, 2016
<b>Project No.:</b>	CCPG #940	<b>Bid No.:</b>	2016-036
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Central Fire Station, Auburn, Maine		

ID	Discussion / Remark
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12.	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 the contract documents.
13.	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 submissions and pre-approvals that may be required.
14.	After the project presentation meeting, the contractors were toured through 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.
15.	<p>Specific Work Conditions &amp; Clarifications:</p> <ul style="list-style-type: none"> <li>a. The basis-of-design fixtures may be changed as necessary with like fixtures in order to comply with Efficiency Maine timing and design parameters.</li> <li>b. 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.</li> <li>c. The Owner's business operations must continue throughout the entire construction period.</li> <li>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.</li> <li>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.</li> <li>f. Contractors will have access to the site between 7:00 AM and 6:00 PM (flexible). The Owner may provide special access on late weekdays, weekends, and holidays by special request with a minimum of 48 hours advance notice and approval by the Owner.</li> </ul>

<b>Project:</b>	City of Auburn, Maine – Central Fire Station – Lighting System Upgrades Project	<b>Date:</b>	June 21, 2016
<b>Project No.:</b>	CCPG #940	<b>Bid No.:</b>	2016-036
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Central Fire Station, Auburn, Maine		

ID	Discussion / Remark
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	<ul style="list-style-type: none"> <li>g. 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.</li> <li>h. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner.</li> <li>i. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project.</li> <li>j. Smoking and tobacco products are allowed on the building grounds provided it occurs at 20 feet away from the building. Waste must be properly disposed of or taken off-site.</li> <li>k. The selected contractor will be required to submit a construction schedule and a schedule of values within 10 days of notice of award.</li> <li>l. All exposed wiring shall be installed in EMT conduit which shall be painted to match the adjacent surface that it is fastened to as closely as possible. Where fixtures are removed the contractor will be responsible to paint under the removed fixture as applicable. The Owner may be able to provide leftover paint from the recent repainting for color matching use or use in repainting as necessary.</li> <li>m. The contractors were informed that they are to coordinate with any of the Owner’s other contractors. It is anticipated that the suspended acoustical ceiling tiles will be replaced by the Owner’s under a separate contract during the course of this project.</li> <li>n. The contractor will be responsible for any required ceiling grid rework.</li> <li>o. There is one Type B fixture replacement located in the side stairwell that is to be relocated to a closet on the opposite side of the apparatus bay to replace an existing fixture as discussed during the pre-bid meeting</li> </ul>
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16.	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. 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.
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<b>Project:</b>	City of Auburn, Maine – Central Fire Station – Lighting System Upgrades Project	<b>Date:</b>	June 21, 2016
<b>Project No.:</b>	CCPG #940	<b>Bid No.:</b>	2016-036
<b>Meeting:</b>	Pre-Bid Meeting	<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Central Fire Station, Auburn, Maine		

ID	Discussion / Remark
17.	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.
18.	Attachments: <ul style="list-style-type: none"> <li>a. Pre-Bid Meeting Sign-In Sheet.</li> <li>b. Available original construction drawings.</li> <li>c. AutoCAD file of proposed lighting upgrade plans.</li> </ul>




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

**Pre-Bid Meeting Sign-In**

**June 21, 2016**

**Time: 9:00 am**

<b>Client:</b>	<b>City of Auburn, Maine</b>
<b>Project:</b>	<b>Central Fire Station, Lighting System Upgrades Project – Bid # 2016-036</b>

	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.	Denny Paradis	Proy Snow Inc	dennis.paradis@roysnow.com	782-3734
4.	Steve McGuire	ESM	steve@electricalsystemsofmaine.com	783-7126
5.	Timothy Allen	Auburn fire	tallen@auburnmaine.gov	207-333-6633 ext 7
6.	Tony Renly	DEBLOIS ELEC. Inc.	TRENLY@DEBLOISELECTRIC.COM	207 576-3604
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