

Project:	City of Auburn, Maine – Auburn Public Works Facility - Heating System Upgrades Project	Date:	November 13, 2013
Project No.:	CCPG #724	Bid No.:	2014-019
Meeting:	Pre-Bid Meeting	Time:	9:00 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
Dana Becvar	Nason Mechanical	dbecvar@nasonmechanical.com
Shawn Henderson	ES Boulos	shenderson@esboulos.com
Gerry Langlais	Sullivan & Merritt Constructors	glanglais@sullivanandmerritt.com
Tim Davison	Engineered Construction Services, Inc.	tdavison@ecsincorp.com
Travis Wheeler	Mechanical Services Inc.	twheeler@mechanicalservices.com
Ken Spalding	ABM Mechanical, Inc.	kspalding@abmmechanical.com
Steve McGuire	Electrical Systems of Maine	steve@electricalsystemsofmaine.com

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

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| 1. | <p>Bid opening will be at 2:00 pm on November 21, 2013 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to 2:00 pm on November 21, 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 November 19, 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: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p> |

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3.	Contractor shall provide a Bid Bond with appropriate bid forms in the amount of 5% of the total contract value.
4.	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.
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.	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.
7.	Designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
8.	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.
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 that is not being disposed of in the City provided dumpster for precious metals as indicated in the drawings and specifications.
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 other than as indicated in the drawings and specifications.

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12.	<p>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. 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 holiday's but this will be by special request with a minimum of 48 hours advance notice and approval by the Owner. e. 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. f. No utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner. g. No construction debris not immediately contained in a proper disposal container will be tolerated at any time during the duration of this project. h. Smoking and tobacco products are allowed on the building grounds provided it occurs in a designated smoking area. Waste must be properly disposed of or taken off-site. i. The selected contractor will be required to submit a construction schedule within 10 days of notice of award. j. The existing building roofing over the office area consists of a Firestone fully adhered 60 mil black EPDM over approximately 1 ½ to 2 inches of rigid insulation. The existing building roofing over the remainder of the building consists of a Carlisle fully adhered 60 mil black EPDM over approximately 2 to 3 inches of rigid insulation. It is reported by the Owner that the existing roofing is no longer under warranty. Roof penetrations and appropriate penetration flashings must be conducted by a qualified roofing installer.
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	<p>k. The existing building siding 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>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@hahnelbroscoco.com</p>
13.	<p>Add Alternate:</p> <p>Each contractor shall (at their option) provide an add alternate to their schedule of values to demo the existing hydronic piping and unit heaters as indicated on sheet MD-100.</p>
14.	<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

November 13, 2013

Time: 9:00 am

Client:	City of Auburn, Maine
Project:	Auburn Public Works Facility Heating System Upgrades Project – Bid # 2014-019

	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.	TIM DAVISON	ECS	TDAVISON@ECSINCORP.COM	207-576-3745
4.	Shawn Henderson	ES Boulos	shenderson@esboulos.com	207 464 3706
5.	Travis Wheeler	Mechanical Services	twheeler@mechanicalservices.com	626-0822
6.	DANA BECWAR	NASON Mech.	dbecwar@NASONmechanical.com	212-9406
7.	Steve McGuire	Electrical systems of Maine	steve@electricalsystemsofmaine.com	783-7128
8.	KEN SPALDING	ABM MECH'L	KSPALDING@ABMMECHANICAL.COM	992-9250
9.	GERRY LANGLAIS	SULLIVAN & MERRITT	glanglais@sullivanandmerritt.com	749-9452
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