

Accounts Receivable Counter for Bay City Hall

Date: February 16, 2010

Subject: **Mandatory Pre-Bid Meeting**

Present: Dana Muscott, Susan Carmien, Tina Cooper, Tim Botzau, Bryce VanBuskirk and Kim Stevens-Len (Contractors: Doug Stewart, Dennis Stack, Rob Clements, Garth Bergman, Mark Milkowski, Ken Pawlak, Jeff Jezowski, Dave Kiel and Russ Smith)

Attachment: Sign-In Sheet
Addendum No. 1

Minutes of Meeting:

Susan Carmien reviewed the following:

1. This meeting is mandatory and no bids will be accepted by anyone who did not attend this meeting. Please be sure to sign-in.
2. This project is a prevailing wage project.
3. Acknowledgment of addenda must be included in the bid proposal.
4. Bids are due March 3, 2010 and must be received in before 2:00 PM in the Purchasing Office.
5. Questions are to be submitted in writing to the City of Bay City Purchasing Office by February 24, 2010. Questions not in writing and after that will not be answered.
6. Explained access to drawings and specifications.

Kim Stevens-Len introduced the City of Bay City staff in attendance at the meeting. Kim explained the following regarding the project.

1. Bids are due March 3, 2010 at 2:00 PM and are to be delivered to the Purchasing office. Bids will be publicly opened after 2:00 PM.
2. All work will be bid through the General Contractors.
3. The location of the space to be renovated is located on the lower level in the north east corner. A tour of the space and the crawl space will follow the meeting.
4. Questions will not be answered after February 24, 2010.
5. The Scope of Work is as follows:
 - a. Removal and replacement of carpet flooring.
 - b. Construct counter and wall with door.
 - c. Electrical work to service counter area.
 - d. The project has two alternates, one for additional carpet and one for bullet resistant fabric.

6. Return visits will be appointment only. Contact Susan Carmien in the Purchasing Office to schedule an appointment.
7. Building and electrical permits will be required, but there will be no fee charged for the permits.
8. The space will be vacant to allow construction. The contractor will be required to provide a schedule work and coordinate work with the Owner and Architect, to prevent prolonged disturbance of the space. Construction materials shall be ready and available before demolition work may commence.

During the tour the following items were explained.

1. The Owner will be responsible for the installation of the alarm and telephone systems. Work will be performed by the Owner's vendor.
2. The contractor will be responsible for measuring the spaces that are scheduled for the alternate carpet installation.
3. It was noted that the break room should not receive carpet. Only the passage between the two north offices will be part of the alternate. An addendum item will be issued.

During the tour of the space the following questions were asked and answered:

1. Who will provide and install the device covers for the telephone and data? The device plates will be provided and installed by the City's vendor that installs the telephone and data.
2. Will the electrical inspector require the removal of the existing miscellaneous low voltage cable in the crawl space? Bryce VanBuskirk will contact the inspector to discuss the existing condition. If a change is required an addendum will be issued.

END OF MINUTES

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review these items and advise the undersigned in writing of any errors or omissions.

**MANDATORY PRE-BID MEETING
ACCOUNTS RECEIVABLE COUNTER
FEBRUARY 16, 2010
10:00 A.M.**

NAME	FIRM NAME & ADDRESS	PHONE	FAX	E-MAIL
Donlo Stewart	ALLI CONSTRUCTION 9540 SWAFFET FRANKENMUTH Land Development Contractors	989-714-7999	989-871-4594	ALLIConstruction@NETDS.net
Davis Stack	2795 Harrison St., Sag. MI 48604 Clements Electric Inc.	989 239 4515	989 755 2657	dstack@ldemi.com
Rob Clements	204 S. Dean Street	989 892-4722	989-892-4779	clementselectric@charnet.net
GARTH BERGMAN	GERALD BERGMAN INC 515 N. WOODBRIDGE	754-6545	754-5775	
MARK MILKOWSKI	527 N WOODBRIDGE ST SAG. MI	952-1294	952-9535	
KEN PAWLAK	SERENUS JOHANSON CONST. 5178 KASEMEYER Rd. BAY CITY, MI 48706	989-686-1900	989-686-9970	KPAWLAK@SERENUSJOHANSON.COM
JEFF JEZOWSKI	ESSEXVILLE ELECTRIC 1460 WOODSIDE AVE. ESSEXVILLE MI 48732	989 893-4541	989 893 4542	JEFF@ESSEXVILLEELECTRIC.COM
DAVE KIEL	WIM BRAUNER + SON 393 LIST ST SUITE A FRANKENMUTH MI 48734	989 652-3229	652-3646	MATT@BRAUNERCONSTRUCTION
Bryce Van Buskirk	MAI	894 4300		bvanbuskirk@macmillan ASSOCIATES.COM
Russ Smith	MASTER ELECTRIC Gladwin, MI	426-9860	426-9862	russ@masterelectric inc.net
KIM STEVENS LEN	WTM ARCHITECTS	909-752-2107	909-752-3125	kstevens-len@wtmarchitects.com

ADDENDUM NO. 1

ACCOUNTS RECEIVABLE COUNTER FOR
BAY CITY HALL
BAY CITY, MICHIGAN

PROJECT NO. 2009082

February 19, 2010

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original drawings and specifications.

It shall be the responsibility of the contractor to notify their subcontractors and/or suppliers of the clarifications, modifications, and/or revisions included herein.

ARCHITECTURAL

Item No. A1: Reference Specification Section 09680 Carpet, Part 2.1 Item A.1. Revise to read:

- 1. Mannington Carthage 4-20 (basis of design).

Item No. A2: Reference Specification Section 09680 Carpet, Part 2.1, Item C. Revise to read:

C. Products: Subject to compliance with the following requirements:

- 1. Construction: Graphic Loop Pile.
- 2. Fiber Content: 100 % Antron Legacy nylon.
- 3. Tufted Yarn Weight: 20.0 oz/sq.yd.
- 5. Pile Thickness: .096 inches.
- 6. Gauge: 1/10.
- 7. Stitches per Inch: 10.
- 8. Primary Backing: 100% Synthetic
- 9. Secondary Backing: Integra HP.
- 10. Total Density: 150,000.
- 11. Width: 12 feet.
- 12. Dye Method: 63% Solution, 37% Yarn.
- a.) Color and Pattern: As selected from manufacturer's full range.

Item No. A3: Reference Specification Section 01230, Alternates, Alternate No. A2. Delete alternate work in Break Room. Alternate work shall include installing carpet in the passage to the far north between the two offices receiving carpet.

END OF ADDENDUM NO. 1

WIGEN TINCKNELL MEYER & ASSOCIATES, INC.

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