MEETING MINUTES

Please notify preparer in writing within 3 days if any discrepancies or omissions are noted.

Project: Gunston HVAC Modernization
Prepared by: Dan Hoffman
Location: Gunston MS Conference Room
Attendees: Refer to attendance sheet

**Date:** 3/1/2018  
**Time:** 1:00 PM

I. Pre-bid conference:
A. David Webb, Director of Purchasing for APS, reviewed the Invitation to Bid document and made the following points:

- Bids are due **before** 2:00PM Thursday, March 22. **Late bids will not be accepted.**
- Bids are to be turned in at the APS Purchasing Office, as indicated in the ITB.
- Bidders should completely fill out the informational part of the bid form that includes information about the bidder’s experience, etc. This information is mandatory but does not have to be included in the bid (Bid Item 2 – Pricing Breakdown for Base Bid) but must be received by the Purchasing Office no later than 4:00PM the following business day (March 23). Bidders are urged to do this even if they are not the apparent low bidder because, if the apparent low bidder is deemed unresponsive, the apparent next bidder may be offered the contract.
- Bids will be publicly opened immediately following Bid Closing. Bidders are invited to attend.
- Communications prior to award of bid will be only by means of posts on the APS website via the eVA system. Email will not be used for communications.
- A second site visit may be arranged by the Owner at the request of bidders.
- Award of contract has to be approved by the School Board, a preliminary decision to award will be made and a draft contract will be offered to the apparent successful bidder. On or about April 24 it is anticipated the School Board will ratify this decision. Once the School Board has approved the award a the contract will formally be issued. A Notice to Proceed will be issued once the contract has been signed by both parties and a purchase order has been issued.
- Liquidated damages will apply to Phase 1.1 and Phase 2 only.

B. Matt Williams discussed the Project in more detail:

- Primary work will be completed during the summer when school is not in session.
- The work of the first summer will consist mostly of “inside” work to replace heat pumps, fan coils, and rooftop exhaust fans.
- The work of the second summer will include the larger rooftop units.
- Bidders are advised that pre-bid RFI’s must be received no later than March 9.

C. Dan Hoffman discussed the Project as the Engineer-of-Record:

- Intent of the phasing timeline is to order and install items with short lead times during the first summer.

II. Walk-through of the Middle School: The attendees of the meeting conducted a walk-through of much of the school, including an 8th grade classroom, cooling tower yard, cooling tower mechanical room, and the roof.