

PRE-BID MEETING NOTES NO. 1

Date: May 9, 2019

Present: Refer to attached Meeting Attendance Record

Project Name: Avondale Schools
2017 Technology Bond
Classroom AV Systems
RFP No. 1181
Auburn Hills, Michigan

IDS Project No.: 17254-1000 BP-09

The following items were discussed and/or resolved at the above referenced meeting:

- 1.1 Drawings and Specifications are available at:
<http://www.avondale.k12.mi.us/departments/business-services/proposals-and-bids-1>
- 1.2 All questions must be submitted by 12:00 PM on Thursday, May 16, 2019. Questions submitted after this date will not be answered.
- 1.3 Addenda and responses to requests for information will be posted on the aforementioned website by 5:00 PM on May 17, 2019. Please be sure to check the website often for updates.
- 1.4 The Board will not consider or accept a bid received after the date and time specified for the bid submission. Bids are due and will be publicly opened at 2:00 PM on May 23, 2019 at the Administration Building located at 2940 Waukegan Street, Auburn Hills, Michigan 48326.
- 1.5 Bid security in the amount of 5% of the total bid in the form of a bid bond, certified check or cashier's check is a requirement of the bid submission. Bid security for unsuccessful Bidders will be returned in a timely manner. Bid security for the successful Bidder will be returned after a contract agreement has been executed and acceptance of the required bond and insurance is made.
- 1.6 The bid form needs to be filled out in its entirety. Pricing information should be filled out using both words and numbers. In the case of a discrepancy, the amount entered in words will take precedence.
- 1.7 The Affidavit of Bidder form and Affidavit of Compliance – Iran Economic Sanctions Act should be completed and included with your bid submission. Failure to include these forms will result in your bid proposal being rejected for non-compliance.
- 1.8 Refer to Bid Specification Section 00 2113, Article 7 for specific Bid Proposal submission requirements.
- 1.9 Bidders need to submit one (1) original and two (2) copies along with one (1) electronic copy on a USB key to the Owner and retain one (1) copy for the Bidder's records. Clearly label each copy submitted as either "original" or "copy."
- 1.10 Prevailing wage rates for State funded projects do not apply to this project.
- 1.11 Post bid interviews will be held in the afternoon on May 28, 2019.
- 1.12 Anticipated bid award is planned for the June 3, 2019, Board of Education meeting.

- 1.13 As a condition precedent to award of the contract, a satisfactory Performance and Labor and Material Payment Bond by a Treasury approved surety licensed to do business in the State of Michigan is required.
- 1.14 The contract will be awarded in the form of an executed AIA Standard Abbreviated Form of Agreement Between Owner and Contractor, AIA Document A104-2017. A sample copy of the Contract is contained within the Bid Specifications.
- 1.15 The construction schedule is as follows:

Task	Expected Completion
Anticipated Project Award	June 3, 2019
Installations at Meadows Learning Center	June 17 – August 15, 2019
Substantial Completion	August 15, 2019
Closeout Documentation	30 days after Substantial Completion

Refer to the Project Manual and Appendix for additional milestone dates and scheduling requirements.

- 1.16 In general, installation during the school year shall be performed Monday through Friday during the hours of 4:00 pm to 11:00 pm (or 15 minutes after class lets out to 15 minutes prior to custodian closing the building). Installation during the summer or other times the facilities are closed to normal operations shall be performed Monday through Friday during the hours of 6:00 am to 4:00 pm.

Contractors are expected to be flexible with their schedules to accommodate other Owner conflicts such as building construction projects, cleaning schedules, summer programs, open houses, and parent/teacher conferences.

- 1.17 Following this meeting, interested bidders shall tour Meadows Learning Center to familiarize themselves with existing conditions. Any additional walkthrough requests shall be coordinated with Shawn Tyburski of IDS.
- 1.18 Beyond what is contained in the base bid, this bid contains extended unit pricing to establish a blanket contract for future Classroom AV projects. The intent will be to use unit pricing in this bid to support future building renovation projects associated with the 2017 Capital Bond Program. If pricing is not favorable, the District may elect to rebid the future work scope.

- 1.19 Project Overview (refer to Project Manual for exact requirements):

- A. The District is installing new projection systems at Meadows Learning Center. The building will receive new projection systems, sound systems and document cameras as listed.
- B. All work shall be completed as specified. The successful Bidder shall work closely with and coordinate their construction schedules with the District's building schedules, Construction Manager schedule and the District's other contractors.
- C. This contract consists of providing demolition services, patching, installation services of the classroom AV systems including, but not limited to, cabling and associated peripheral equipment, installation services, projectors, local room audio systems and document cameras.
- D. Spaces throughout the building consist of various ceiling heights and conditions. The successful bidder shall work closely with the District's Electrical Contractor to locate blocking, raceways, and electrical and low voltage boxes according to the manufacturer's requirements. Audio/video inputs shall be located at the teacher's station as indicated on the drawings.
- E. All demolished equipment, with the exception of projectors shall be removed and disposed of lawfully off site. A certificate of proper disposal shall be provided as part of the closeout documentation. Projectors shall be turned over to the Owner.

- F. Before submitting Bids, examine the premises to determine existing conditions for performing the Work. No additional charges will be allowed because of failure to make this examination or to include all materials and labor to complete the Work.
- G. Provide and install wire and cable systems as required, and all material and equipment, including wire cable, connectors and lugs, fittings and wire and cable identification, as indicated or specified.
- H. Unless specifically indicated to be by others, provide and install raceway systems as required, and all equipment and material, including raceways, fittings and boxes, as indicated, specified or required.

1.20 Questions/Responses: None.

If you have any additions and/or corrections to the above notes, please contact the author.

Integrated Design Solutions, LLC

Shawn Tyburski, CTS, LEED AP
Associate
Technology Services

cc: File

ec: Attendees

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