



MEETING ATTENDANCE RECORD

Date: May 8, 2019 Time: 2:00 pm
 Project Name: Avondale Schools Location: Administrative Offices
 2017 Technology Bond
 Large Format Video Systems
 RFP No. 1182
 Auburn Hills, Michigan
 IDS Project No.: 17254-1000 BP10 Reason for Meeting: Prebid Meeting

NAME (Please Print)	REPRESENTING	PHONE/EMAIL	
		Phone:	Email:
Bruce Roosen	Avondale Schools	(248) 537-6045	bruce.roosen@avondale.k12.mi.us
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PRE-BID MEETING NOTES NO. 1

Date: May 8, 2019

Present: Refer to attached Meeting Attendance Record

Project Name: Avondale Schools
2017 Technology Bond
Large Format Video Systems
RFP No. 1182
Auburn Hills, Michigan

IDS Project No.: 17254-1000 BP10

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

- 1.1 Drawings and Specifications may be downloaded from <http://www.avondale.k12.mi.us/departments/business-services/proposals-and-bids-1.com>. Bidders are responsible to check the website from time to time, to verify they have all addenda, requests for information and other documents related to the bid.
- 1.2 Bids are due at 2:00 PM on May 23, 2019, at the Avondale Schools Administrative offices located at 2940 Waukegan Street, Auburn Hills, MI 48326. Bids will be opened and publicly read immediately following.
- 1.3 Post bid interviews are tentatively scheduled for May 28, 2018.
- 1.4 Bidders need to submit one (1) original and Three (3) copies of the bid and retain a copy for themselves. Clearly label each copy submitted as either "original" or "copy", no electronic copies will be accepted.
- 1.5 Refer to Bid Specification Section 00 2113, Article "SUBMITTALS – BID REQUIREMENTS" for specific Bid Proposal submission requirements. Failure to provide the submittals specified as part of your bid submission may be considered as grounds for your bid being rejected for noncompliance.
- 1.6 Bid award is planned for the June 3, 2019, Board of Education meeting.
- 1.7 Questions will not be answered during this meeting. Please review the bid documents and any questions seeking clarification should be submitted in writing via the formal RFI process.
- 1.8 All questions must be submitted by 12:00 pm on Wednesday, May 15, 2019. Questions submitted after this date will not be answered.
- 1.9 Addenda and responses to requests for information will be posted to the aforementioned website by 5:00 pm on Thursday, May 16, 2019. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file.
- 1.10 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.

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- 1.11 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.
- 1.12 The following mandatory alternates are required as part of your bid submission:
 - A. Mandatory Alternate No. 1: Refer to Keynote No. 2 on Drawing T3.1. Provide cost to replace data cable in lieu of reuse existing.
- 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 Familial Disclosure form, Iran Economic Sanctions Act form, and the Affidavit of Bidder form should be completed and included with your bid submission. Failure to include these forms will result in your bid being rejected for noncompliance.
- 1.15 The contract will be awarded in the form of an executed AIA Standard Form of Agreement between the Owner and the Contractor for a Project of Limited Scope, AIA Document A107-2007. A sample copy of the Contract, including modifications, is contained within the Bid Specifications.

1.16 The construction schedule is as follows:

Task	Expected Completion
Anticipated Project Award	June 3, 2019
Contracts/Equipment Ordered	June 4 – June 7, 2019
Discovery/Staging/Equipment Delivery	June 10 – July 5, 2019
Installation	July 8 – August 16, 2019
Substantial Completion	August 16, 2019
Closeout Documentation	September 20, 2019

- 1.17 Installation during the summer shall occur during the regular business hours of 6:00 am – 4:00 pm.
- 1.18 Project Overview (refer to project manual and drawings for exact requirements):
 - A. Avondale High School Auditorium: Replace projector in auditorium. Existing screen to remain. Provide, install, configure and program a matrix video switcher, transmitters and receivers, touch panel for control, Blu-ray player, new AV rack, associated cabling, faceplates and related components. Touch panel interface shall be programmed to provide projector controls and input selection.
 - B. Avondale Middle School Cafeteria: Remove existing rear screen projector and existing rear projection screen. Provide new front screen projector and reuse existing front projection screen. Provide, install, configure and program a matrix video switcher, transmitters and receivers, touch panel for control, Blu-ray player, associated cabling, faceplates and related components. Touch panel interface shall be programmed to provide projector controls and input selection.
 - C. Administration Building Board Room: Replace two ceiling mounted projectors in Boardroom. Two existing screens to remain. Remove existing Crestron components. Provide, install, configure and program a matrix video switcher, relay expansion box, transmitters and receivers, touch panel for control, Blu-ray player, associated cabling, faceplates and related components. Touch panel interface shall be programmed to provide projector controls and input selection, audio controls and projection screen and window shade controls.
 - D. Any electrical line voltage work will be provided by the Owner.

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

Integrated Design Solutions, LLC



Scott Smith
Senior Associate

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ec: Attendees

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