

MEETING ATTENDANCE RECORD

Date: April 8, 2020 Time: 2:00 PM
 Project Name: Avondale School District Technology Bond 2020 Secured Entries Auburn Hills, Michigan Avondale Project No. 1191 Location: Conference Call
 IDS Project No.: 17254-1000 BP-12 Reason for Meeting: Pre-Bid Conference

NAME (Please Print)	REPRESENTING	PHONE/EMAIL	
		Phone:	Email:
Mike Dombrowski	Integrated Design Solutions, LLC	Phone: 248 823 2158	Email: mdombrowski@ids-michigan.com
		Phone: 248 823 2100	Email: mmccarty@ids-michigan.com
Matt McCarty	Integrated design Solutions, LLC	Phone: 248 823 2100	Email: ssmith@ids-michigan.com
		Phone: 248 823 2100	Email: kbuchanan@dat-inc.us
Scott Smith	Integrated Design Solutions, LLC	Phone: 248 823 2100	Email: b.schick@securitydesigns.com
		Phone: 248 823 2100	Email: jtierney@convergeone.com
Kevin Buchanan	DAT	Phone:	Email: rick@interstate-security.com
		Phone:	
Bradley Schick	Security by Designs	Phone:	
		Phone:	
John Tierney	ConvergeOne	Phone:	
		Phone:	
Rick Mooney	Interstate Security	Phone:	
		Phone:	

cc: File

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5211 cascade road se, ste. 300
 grand rapids, mi 49546

1441 w. long lake road, ste. 200
 troy, mi 48098

248-823-2100 www.ids-troy.com

PRE-BID MEETING NOTES NO. 1

Date: April 8,2020

Present: Refer to attached Meeting Attendance Record

Project Name: Avondale School District
Technology Bond
2020 Secured Entries
Auburn Hills, Michigan
Avondale Project No. 1191

IDS Project No.: 17254-1000 BP-12

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

- 1.1 Specifications are available at the following website. The specifications only may be downloaded from: <http://www.avondale.k12.mi.us/departments/business-proposals-and-bids-1>. 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. Bidders wishing to obtain drawing files shall contact Mike Dombrowski, @ Integrated Designs Solutions, at (248) 823-2158 or mdombrowski@ids-michigan.com
- 1.2 Bids are due at 2:00 PM on April 21, 2020, at the Avondale Administrative Office located at 2940 Waukegan Street, Auburn Hills Mi, 48326. Bids will be opened and publicly read immediately following at 2:01 PM.
- 1.3 Post bid interviews are tentatively scheduled for April 24, 2020.
- 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 Contractor is required to check the Avondale website for bid posting updates. Currently Avondale is accepting hard copies of the bid. This requirement may change due to the statewide shut down extension.
- 1.7 Bid award is planned for the May 4, 2020, at the Board of Education meeting.
- 1.8 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.
- 1.9 All questions must be submitted by 12:00 PM on April 14, 2020. Questions submitted after this date will not be answered.
- 1.10 Addenda and responses to requests for information will be posted to the aforementioned website by 5:00 PM on April 16, 2020. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file.
- 1.11 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.

- 1.12 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.
- 1.13 There are no mandatory alternates as part of this bid.
- 1.14 Voluntary alternates are encouraged and will be reviewed during the post-bid interview.
- 1.15 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.
- 1.16 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 proposal being rejected for non-compliance.
- 1.17 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 A104-2017. A sample copy of the Contract, including modifications, is contained within the Bid Specifications.
- 1.18 The construction schedule is as follows:

Task	Expected Completion
Project Award	May 4, 2020
Contracts/Equipment Ordered	May 5 - June 5, 2020
Demolition	June 15 to 26, 2020
Installation and Implementation	August 3 - 14, 2020
Substantial completion	August 14, 2020
Closeout Documentation	September 11, 2020

- 1.19 Installation during the summer shall occur during the regular business hours of 6:00 AM – 4:00 PM. Installation during School hours range from 2:30 PM - 11:00 PM, depending on the building bell release schedule. It is the contractor's responsibility to check the District website for individual building schedules.
- 1.20 There will be multiple contractors working in the same spaces during this project, the awarded contractor is required to schedule and coordinate with all other trades and attend multi-discipline progress meetings to insure a successful project.
- 1.21 Project Overview (refer to project manual for exact requirements):
 - A. The current DSX panels are located within the MDF in each building. The existing system is running on the current version of the DSX software Win DSX SQL 6.0.25. This contract shall consist of adding new card readers, door control panel cards, cabling, terminations and all required programming for a complete access control system. All powered door hardware and power supplies will be supplied and installed by Architectural trades.
 - B. Each existing DSX 1048 intelligent control panel enclosures can control up to eight (8) doors. This contractor shall add new DSX 1042 intelligent controllers for every two (2) new doors shown on the contract drawings. Each DSX 1048 control panel has an existing 1040 main control board. This contractor shall upgrade the 1040 control boards within the buildings under this contract with the latest non-volatile communications control board (DSK-1040PNV).
 - C. Auburn Elementary: Relocate existing front entrance intercom, camera, and associated cabling to the new location and add new card reader on the exterior door. Vestibule door to have new intercom, camera, card reader door release button (hardware by others). Lobby door to have new card reader on lobby side and office side and door release button (hardware by others).

- D. Deerfield Elementary: Existing outside intercom and powered hardware to remain and new card reader added. Vestibule door to have new intercom, card reader and door release button (hardware by others). Lobby door to have new card reader on lobby side and office side and door release button (hardware by others). New network drops in main office (workstations, WAPS). Relocate existing site sign cabling from old office workstation to new workstation in the new main office.
- E. Woodland Elementary: Existing outside intercom and powered hardware to remain and new card reader added. Vestibule door to have new intercom, card reader and door release button (hardware by others). Lobby door to have new card reader on lobby side and office side and door release button (hardware by others).
- F. Meadows Academy/Gates: There are two separate entrances at this building. At each entrance the existing outside intercom and powered hardware are to remain and new card reader added. Vestibule door to have new intercom, card reader and door release button (hardware by others). Lobby door to have new card reader on lobby side and office side and door release button (hardware by others). New workstation network drops will be installed in the main office at Gates.
- G. Refer to Drawing T0.1 for door operation sequence.

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

Integrated Design Solutions, LLC



Mike Dombrowski
Technology

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