

MANDATORY PRE-BID CONFERENCE AGENDA

ITB # DASPS- 1575-19

Executive Building Elevator Upgrade

Meeting Date: October 28, 2019

Time: 10:30 AM (Pacific)

Location: Executive Building, 155 Cottage St. NE, Salem, OR, Conference Room A



ITEM	INFORMATION
I. INTRODUCTIONS [Yulia Niece]	<ul style="list-style-type: none">• Welcome: You are here for the Mandatory Pre-Bid Conference for the Executive Building Elevator Upgrade project.• Please be sure to sign-in. BIDDERS OR THEIR REPRESENTATIVE ARE REQUIRED TO ATTEND THIS MANDATORY PRE-BID CONFERENCE. BIDS WILL ONLY BE EVALUATED FROM BIDDERS OR THEIR REPRESENTATIVE WHO REGISTERED AND ATTENDED THE MANDATORY PRE-BID CONFERENCE, AND ALL OTHER BIDS WILL BE CONSIDERED NON-RESPONSIVE.• Any statements made at this conference will not change the Plans, Specifications or other Contract Documents unless an Addendum has been issued from DAS and advertised on the ORPIN System.• Introductions of Key Project Team members:<ul style="list-style-type: none">○ Yulia Niece, Procurement Contract Specialist, DAS State Procurement Office○ Joe Gill – DAS EAM Construction Project Manager○ Melissa Moshofsky – DAS EAM Construction Project Manager○ Nate Carter (and team) – Solarc Architecture (and sub-consultants)• The purpose of the ITB is to establish a Contract for the Executive Building Elevator Upgrade for the benefit of Department of Administrative Services, Enterprise Asset Management. The Work contemplated under this Contract includes all labor, materials, transportation, equipment and services for, and incidental to, the completion of all construction Work in connection with the project described in the Contract Documents.• Please, hold all your questions until the end when we will have time for questions and answers.
II. IMPORTANT POINTS [Yulia Niece]	<ul style="list-style-type: none">• Point[s] of Contact: The single contact point for questions regarding the ITB, forms, Specifications, Plans, bidding process, change, clarification, the award process, protests and any other issues that may arise, is Yulia Niece, Procurement Contract Specialist. The contact point for requests for brand approval, or substitution requests is Joe Gill. Contact info is in the ITB documents.• All requests shall be submitted in writing.• Solicitation Document Availability: The ITB, its attachments and exhibits, and addenda are posted on ORPIN. ORPIN is the official site for parties to obtain all documents and communications regarding this solicitation.• Addenda: Check ORPIN regularly for Addenda.• Only manual bids are allowed.• Read all the solicitation and Contract documents carefully prior to submitting your bids.
III. IMPORTANT DATES [Yulia Niece]	<ul style="list-style-type: none">• Site Walk through: Site walk through will be offered immediately following this conference. This is the only opportunity to view the site.• Deadline: Requests for brand approval, requests for substitution, requests for clarification, requests for change, questions and Bid protests: 2:00 PM (Pacific) on November 1, 2019.• Addendum (if necessary) will be posted around November 12, 2019.

	<ul style="list-style-type: none"> • Bid Close – Thursday, November 19, 2019 @ 2:00PM [Public bid opening will be held immediately following Bid Close] • Anticipated Intent to Award (ITA) – approximately November 26, 2019 • Anticipated Notice to Proceed (NTP) – approximately December 4, 2019 • PROJECT START DATE: 2 weeks from issuance of NTP • SUBSTANTIAL COMPLETION: 5 months from issuance of NTP • FINAL COMPLETION: 7 months from issuance of NTP
IV. BID SUBMITTAL DOCUMENTS (ITB C.4.4) [Yulia Niece]	<ul style="list-style-type: none"> • Pricing Submittal Form, Exhibit 1; • Bid Security Requirements as per Section D; • CCB Registration Requirements; Asbestos Abatement Licensing Requirements, & Joint Venture - Partnership Declaration, Section G; • Addenda Acknowledgement; Section H; • Responsibility Inquiry & Offeror References; ESB Utilization, Section I; • Residency Information, Section K; • Signature of Bidder's Duly Authorized Representative, Section O; • Addenda (If required); and • Electrical Power Requirements confirmation sheet as per Specifications, Section 14 24 00, subsection 1.4 A. 6. <p><i>The following must be submitted either with the Bid or within two (2) working hours after the Closing:</i></p> <ul style="list-style-type: none"> • First Tier Subcontractor Disclosure Form, Section F
V. PROJECT OVERVIEW [Joe Gill, Nate Carter, Yulia Niece]	<p>Brief overview of the Project:</p> <ul style="list-style-type: none"> • Executive Building Elevator Upgrade includes but is not limited to replacing two (2) five-stop hydraulic passenger elevators, bringing the machine room up to current code requirements, installation of a mini-split unit in the machine room along with associated electrical and piping connections, providing lighting upgrades to the space immediately adjacent the elevator doors, installation of a one-hour fire rated suspended ceiling system in the machine room along with relocation of fire sprinkler heads, smoke detector, and other ceiling mounting elements, and related interior patching and repair work for wall and ceiling installations. • General Conditions – Exhibit 6; Supplemental General Conditions – Exhibit 7 • Drawings and Specifications – Attachments A and B
VI. PROJECT NUANCES [Yulia Niece]	<ul style="list-style-type: none"> • Contract is with the State of Oregon, Department of Administrative Services (DAS) • Enterprise Asset Management (DAS EAM) will be managing this project. • This is a Public Improvement Project; this is a Public Works Project and BOLI Prevailing Wages (PWR) apply. • Each contractor/sub-contractor employee on this project will be required to complete a Criminal Record Check (CRC)/ background check prior to access for onsite work
VII. QUESTIONS & ANSWERS	Open Forum
VIII. CLOSING	Thank you for your interest in our project. Please join us for a site walk.

NOTES:
