

## Meeting Minutes – RFP 14-15 Air Conditioning Systems Replacement DIII & DIV

Date of Meeting: 5/8/15

Minutes Prepared By: Janice Wilder, Buyer

### 1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Escort potential bidders on site visit.

### 2. Attendance at Meeting

*See attached sign in sheet  
Attendance was mandatory.*

### 3. Meeting Notes, Decisions, Issues

All were requested to sign attendance sheet Contractors were asked leave business cards if available. Buyer, Janice Wilder, introduced herself and other HCSO personnel present including project manager Arnold Trueba and HVAC tech Steve Scrivens.

Ms. Wilder reviewed the following information from the bid documents:

- Deadline for submission is May 22, 2015 3:00 PM. If hand delivering at last minute leave time for checking in thru Access Control Center. Submissions will be date & time stamped. Any received after 3:00 PM will be returned unopened.
- Packages must be marked on the outside of the envelope as a bid document.
- Bid opening is open to the public
- Contractor employees or subs should not talk with Trusty inmates on work site. Report any attempts of Trusty to converse to site superintendent.
- All Contractor employees will undergo a background check by HCSO.
- All official information pertaining to the RFP will be posted on the website. The Buyer, as a convenience, will email the eligible bidders as well. Amendments must be signed in acknowledgement and included with proposal response.
- All questions must be presented to the Buyer in writing (email or fax). Questions and Answers (Q & A) will be posted and shared with eligible bidders. The deadline for questions will be Tuesday 5/19/15 at 3:00 PM.
- Proposal will be evaluated as described in RFP. A cover page for each evaluation section is provided which outlines what is expected. Be detailed. Show that you understand the SOW. Back up your equipment choices and other recommendations with thorough explanation, comparison, documentation etc. We will be looking for the best overall value.
- Pricing options will be as if award is split between vendors or awarded to a single vendor.
- Offices are staffed 24/7. Staging, parking etc. must be approved by site superintendent. Make every effort not to disrupt normal operations.

Site visit to the District IV facility is also mandatory. Maps to the DIV office noting the name

and cell phone number of site superintendant, Luis Bermudez, were distributed.

Steve Scrivens fielded questions regarding technical specifications and escorted attendees to the mechanical room and then to the outside equipment area. Some points raised or questions answered included:

- Both facilities have three air handlers of different sizes and all are housed in the same mechanical room together.
- Equipment is original to building...approximately 17 years old. Is inefficient and non-compliant.
- Project Manager will attempt to locate mechanical drawings of each building and post to website.
- Refrigerant lines will be replaced.
- Duct work is considered adequate in our estimate, but your proposal may address that.
- If electrical upgrades are required, the HCSO will provide at our expense. Note the requirement in your proposal but exclude the cost...or separate the cost.
- Provide a time line that will allow HCSO preparation time for temporary cooling area by area (HCSO has portable air units we will deploy).
- Smoke detectors on air handlers are not incorporated into an alarm system.
- Make appointment with Site Superintendent if further site visits are necessary. You must be escorted on site. Please be mindful of demand on superintendent's time.
- Bring wasp spray.

#### **4. Action Items**

Project Manager to provide mechanical drawings as soon as possible and red line post construction alterations.