

ARCHITECTS AND ENGINEERS

MEETING MINUTES

TO: Attendees

Mark Kamp, Wachter, Inc. Phil Lum, City of Florissant Lou Jearls, City of Florissant FROM: Scott Fehl, Nova Group, Inc.

RE: Furniture Pre-Bid Meeting

Florissant Justice Center

litera de de la la la marcina de de la compansión de la compansión de la compansión de la compansión de la com

DATE: February 7, 2018 **PROJECT NO:** 215051-B

On February 6, 2018 at Florissant City Hall, a pre-bid meeting was held for the furniture bid package for the Florissant Justice Center located at 4575 Washington Street in the city of Florissant, Missouri, the following were in attendance:

Scott Fehl – Nova Group, Inc.
Jerri Standing – Standing Design, LLC
Marissa Rodriguez – Office Essentials
Anna Thies – Office Essentials
Jerry Shaw – Office Essentials
David Singer – Warehouse of Fixtures

The following items were discussed:

- 1. Jerri Standing reviewed the Alternates as listed in Section 1.7 of the Furniture Specification. Jerri indicated that efforts to follow these alternates to provide cost savings would be favorable; however, the alternates must be qualified and may need to be reviewed by the owner prior to allowing them to become a part of the project.
 - 2. Scott Fehl advised the group that the bid due date is Wednesday, February 28, 2018 at 2:00 p.m. CST. An addendum will be issued at a later date to confirm this. Bids will be opened publicly and it will take approximately one week to determine the successful bidder.
 - 3. David Singer noted that Global Industries has indicated a price increase may be forthcoming on March 1, 2018. Jerri asked if the bidders could inquire if Global would be willing to hold current prices.

6312 HAZELWEST COURT SUITE 102 HAZELWOOD, MISSOURI 63042 (314) 731-5353 Meeting Minutes February 6, 2018 Project No. 215051-B Page Two

- 4. Scott noted to the bidders the Liquidated Damages Clause in the bid documents. Currently the completion date for furniture is Wednesday, June 27, 2018. This date may be adjusted by the bidders due to delivery from suppliers but must be established prior to the contract for the work being executed.
- 5. Jerri requested a sample panel of the refurbished work stations be provided for review and approval prior to all work station being retrofitted. This was agreeable to the bidders present.
- 6. Jerri discussed the use of voluntary alternates and informed the bidders present that a great deal of research and trial had been performed to make the selections that are specified. Any voluntary alternate will need to be evaluated by Standing Design and the Owner prior to allowing it to become a part of the project. This review will not be figured into the completion date for the Liquidated Damages Clause.
- 7. Scott informed the bidders that the project site is open for inspection Monday thru Friday from 9:00 a.m. to 3:00 p.m. Hard hats and closed toe shoes are required to access the project site.

This is the summary of items discussed. If any party feels any item is stated in error or feels an item has been omitted, please respond in writing to Scott Fehl at Nova Group, Inc. for correction.

5. Farming agreement the service with the service of the service with the service of the service smil opporation to the west confirmation acts for it follows a quantity as the bidders December.

de l'Envi d<mark>icaussir</mark> le el cert e l'el factory dispositor est il disposit établist d'active c<mark>resses dust e</mark>

in adjusted by the fill four cluster delivery from a reflective maner be asserblished using to

215051-B;proj;corres;mm;02/07/18

Para manager from the ready of the contract of

projectres;mm;02/07/18 spectried. Any commany accounts all read to one allered by fitteding fleeling and the Owner unions allered by the beauties are not project. This review will not be

TIP XI. Special a femolic the building containing for the species for Loope state Manday thre Friday latificatific from an 1919 tang be but in the relation as I to be about some mention to excess the

This is the sametary of figure. Name of this course fall and the properties and the serial in ever explained.