



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

**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.

#### END OF MEETING MINUTES

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