



mitzel + scroggs ARCHITECTS INC.
 23 SOUTH 4TH STREET • COLUMBIA, MISSOURI 65201 • TEL (573) 449-0951 •

DONALD C. MITZEL A.I.A. PRES. •
 STUART S. SCROGGS A.I.A. V.P. •

September 30, 2002

PRE-BID MEETING MINUTES

South Facility Addition
 Public Works Maintenance Building
 5551 Highway 63 South
 Columbia, MO 65201

OWNER: Boone County Commission
 Boone County Government Building, Suite 245
 801 E. Walnut Street
 Columbia, MO 65201

A. Attending the September 26, 2002 Pre-Bid Meeting were:

	<u>NAME</u>	<u>COMPANY</u>	<u>PHONE #</u>	<u>FAX #</u>	<u>E-Mail</u>
1.	David Nichols	Mgr., B.C. Design & Constr.	573-449-8515x236	573-449-1602	dnichols@boonecountymo.org
2.	David Mink	Dir. B.C. Public Work	573-449-8515	573-449-1602	dmink@boonecountymo.org
3.	Marlene Ridgway	Purchasing Dir., B.C.	573-886-4392	573-886-4390	mriddgway@boonecountymo.org
4.	Stuart Scroggs	Mitzel + Scroggs Architects	573-449-0951	573-449-0921	sscroggs@mitzelarch.com
5.	Jeremiah Strode	Randy Adams Construction	573-442-7436	573-875-6134	
6.	Joe Gruender	Little Dixie Construction	573-449-7200	573-449-7300	jgruender@ldconst.com
7.	Craig Simon	P.C.E.	573-442-1113	573-875-4478	csimon@pce-mo.com
8.	Derry Wiswall	Septagon Construction	573-442-6187	573-443-0986	dwiswall@septagon.com
9.	Wayne Huebert	Huebert Builders Inc.	573-449-4996	573-442-1072	hbi@huebertbuilders.com

B. Description of project by Architect and Owner.

C. Bids must be received no later than 1:15 p.m. CST, Thursday, October 3, 2002 at the Boone County Purchasing Office in the Boone County Johnson Building, 2nd Floor, 601 E. Walnut St., Columbia MO 65201. Bids will be publicly opened and read aloud at 1:30 p.m. CST, Thursday, October 3, 2002 in the Boone County Commission Chambers, Roger E. Wilson Government Center, 801 E. Walnut St., Columbia MO 65201.

D. The project is publicly bid.

E. 5% bid bond is required.

F. Bidders must complete and submit the Bid Response form, Statement of Bidders Qualifications, Form of Non-Collusive Affidavit and Performance Bond. Blank copies of the above were furnished loose with each project manual.

G. Completion time is 120 consecutive calendar days from dated notice to proceed.

H. There are two additive alternates;

1. Alternate No. 1 – Install a new storage loft in the new addition as shown on the plans.
2. Alternate No. 2 – Demolish the existing storage loft in the existing building.

I. Prevailing wage rates are required and enclosed in the specification.

J. Request for material substitutions must be received in writing by Monday, September 30, 2002 for inclusion on the final addendum.

- K. No bids shall be withdrawn for a period of 60 days.
- L. Liquidated damages of \$100.00 per day *ARE* a part of this contract.
- M. Communication Channel:
1. The Owners= representatives for this project shall be the Architect and David Nichols, Manager of Boone County Design and Construction, who reports to David Mink, Director of Boone County Public Works.
 2. Owners= Personnel: Distribution of Bidding Documents is done by Ms. Marlene Ridgway, Purchasing Dept., Boone County. Ms. Ridgway will also be responsible for soliciting and coordinating separate contracts necessary for this project. John Patton, Attorney for Boone County, will prepare the Construction Agreement between the Owner and the Contractor. Boone County Planning will inspect the project for code compliance.
 3. Mitzel + Scroggs Architects representative is Stuart Scroggs.
- O. Boone County Planning Department is reviewing the plans and specifications for the building permit.
- P. Separate Contracts by the Owner – None contemplated.
- Q. Pending Items for Addenda No. 1:
1. The existing exhaust fan on the existing west elevation will be relocated to the existing wall on the south elevation (instead of the new west elevation).
 2. Deepen the grade beam and pilaster footings adjacent and along the existing septic tanks.
 3. The collateral load needs to be specified.
 4. The accessories for the overhead door may need to be clarified.
- R. General Contractors and subcontractors may tour the building by calling 449-8515 and arrange to schedule a visit.
- S. Please note the Sales/Use Tax Exemption on page 12 of the General Project Requirements.
- T. Meeting Notes:
1. Boone County will remove all stored material and equipment from the project site and existing storage loft before construction begins.
 2. A construction staging area will be provided by the County adjacent to the project site.
 3. Contractors may bid alternate pre-engineered systems and components, i.e., roofing and wall panels on an approved equal basis.
 4. The exterior 3'x7' hollow metal door and frame will be provided separately from the pre-engineered building company and installed by the contractor.

cc: All Planholders