

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.

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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.

S. Jerd requested: END OF MEETING MINUTES and upgraves a distributed as the belockers ustaith.

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ARCHITECTS AND ENGINEERS ADDENDUM NO. 1

Florissant Justice Center 4575 Washington Street Florissant, Missouri

FURNITURE BID PACKAGE

Issued By:

Nova Group, Inc. and Standing Design, LLC

Project No. 215051-B

Date: February 22, 2018

The following items have been modified and are now a part of the contract documents for the above referenced project.

- 1. The Bid due date has been revised. The new Bid die date and time is: Wednesday, February 28, 2018, 2:00 p.m. CST All others aspects of the bid remain the same.
- 2. Performance Bonds will not be required for this bid.
- 3. See attached revision to Furniture Specifications.
- 4. This is the **final** addendum. No additional requests for information will be accepted.

END OF ADDENDUM

Attachment 215051-B;tst;proj;ad#2;02/22/18

City of Florissant Justice Center Florissant, MO Furniture Specification

Furniture Specification - Addendum #1

The following Equal Alternates have been submitted and approved for Items F18.0 and F19.0. Please feel free to submit your bid using these items below.

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City of Florissant Justice Center Florissant, MO

BERCO

cation	Rm 26, 32		
Location	Rm		
Model No./Description	5 #AN12496, Anyway Table	Formica "Frosty White" laminate #1573-60	Base Finish: Selected from standard paint card.
Qty.	9		
Key	F18.0 6		
Component Key Qty.	Training		
Group	Tables		

City of Florissant Justice Center Florissant, MO Furniture Specification

Landscape Forms

Location	Rm 8
Model No./Description	Parc View Backless Metal Bench, 6' wide, powder coated tubular & plate steel, surface mount. Base Finish: TBD
Qty.	00
Key Qty	F19.0
Component	ture Bench
Group	Site Furniture

SIGN-IN SHEET FLORISSANT JUSTICE CENTER

FURNITURE BIDDERS

Name	Company Name	E-Mail Address	Phone Number
Marisa Rodriguez	Office Essentials	mrodriguez@offess.com	314/915-3020
Anna Thies	Office Essentials	athies@offess.com	618/201-7541
Jerry Shaw	Office Essentials	jshaw@offess.com	314/393-5900
Dave Singer	World of Furniture	dsinger@stlwarehouse.com	314/534-5900
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