

# Meeting Agenda

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Client Name: Village of Tolono  
Date/Time: October 13, 2016 3:00pm  
Subject: Pre-Bid Meeting

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Location of Meeting: Tolono Village Hall  
RE: New Police Station

## **Points of Discussion:**

- 1) Introductions.
- 2) Invitation to Bid (Section 00 1116).
- 3) Project Description (Section 01 1000).
- 4) Instruction to Bidders
  - Bids due on Tuesday, October 25, 2016 at 2:00pm at Tolono Village Hall (220 N. Sheldon, Tolono, IL 61910).
  - Bid document procurement (FGI website).
  - Bid Security Required – 5% (Section 00 1116-2).
  - Bids held for 30 days subsequent to the Notice of Award (Section 00 1116-2).
  - Performance and Payment Bonds required by GC (Section 00 1116-2). Each to be 100% of contract price.
- 5) Bid Package Requirements:
  - Required bid documents (Section 00 4393):
    - Bid Form.
    - List of 10 projects completed by the bidder including Owner information.
    - Bid Bond.
    - Subcontractor Participation Schedule.
  - Substitutions, if any, to be included with bid (Refer to the bid forms & 01 2510).
  - Alternate Bids: 0 alternate bid (01 2300).
  - Unit Prices: 0 unit prices.
  - Allowances: 1 allowance (01 2100).
- 6) AIA Standard Contract (00 5200).
- 7) AIA Standard Forms – Pay Requests, Change Orders. (00 6000).
- 8) General/Supplemental Conditions (AIA A201, Section 00 7200 & 00 7300).
  - Tax Exempt.
  - Insurance Requirements (Refer to Section 00 7300).
- 9) Special Conditions:
  - Time of Completion: Completion by June 30, 2017.
  - Liquidated Damages - none.

- 10) Submittal Procedures (Refer to Section 01 3300 – Submittal Procedures)
  
- 11) Project Management/Coordination (Section 01 3100)
  - Coordination Drawings
  - Project Meeting Requirements
  - RFIs
  
- 12) Payment Procedures (Section 01 2900)
  
- 13) Addenda
  - No items at this time.
  
- 14) Questions