

## MEETING MINUTES

**PROJECT:** Addition and Renovation to Norris Middle School

**ARCHITECT'S COMM NO.:** 210042.04

**DATE:** April 05, 2022

**TIME:** 10:00 a.m. to 11:00 a.m.

### MEMBERS PRESENT:

Company:	Name:	Email:	Phone:
GCE Construction	Emily Gaylor	<a href="mailto:emily@gceco.net">emily@gceco.net</a>	423-494-0343
GCE Construction	Donna Kadron	<a href="mailto:donna@gceco.net">donna@gceco.net</a>	865-776-6917
Path Construction	Paul Stacey	<a href="mailto:pstacey@pathcc.com">pstacey@pathcc.com</a>	872-400-1803
P & W Construction	Scott Wilson	<a href="mailto:sswilson@pwconstructionco.com">sswilson@pwconstructionco.com</a>	865-249-8904
Evans-Ailey Construction	Phillip Stiles	<a href="mailto:phillip@eacinc.net">phillip@eacinc.net</a>	865-498-0132
ACG Purchasing Department	Lydia Beckwith	<a href="mailto:lbeckwith@andersoncountyttn.gov">lbeckwith@andersoncountyttn.gov</a>	865-457-5400
Anderson County Schools	Clay McKamey	<a href="mailto:cmckamey@acs.ac">cmckamey@acs.ac</a>	865-388-7814
Norris Middle School, Principal	Rob Cummings		865-208-7126
MBI Companies, Inc. – Architectural	Kathryn Fuller	<a href="mailto:kathrynf@mbicompanies.com">kathrynf@mbicompanies.com</a>	865-584-0999
MBI Companies, Inc. - Mechanical	David Fernandez	<a href="mailto:dfernandez@mbicompanies.com">dfernandez@mbicompanies.com</a>	865-584-0999

### General:

1. A sign in sheet asking for Name, Company Name, Email, and Phone # from all in attendance was circulated. See attachment.
2. Contractors were instructed that the facility will be available for site visits by coordinating directly with Owners.
3. Contractors were instructed that anything covered during the pre-bid meeting or during the bidding process is not official unless it is issued in writing as an addendum or as part of the minutes of the pre-bid meeting.
4. Contractors were instructed to submit **hard copy bids** to Anderson County Purchasing Department by April 12, 2022 at 2:00 p.m. at which time they will be opened and read. **Contractors were informed that the clock in the Purchasing office is at least 5 minutes fast, so make sure the bids are delivered 15 minutes early.**
5. Contractors were informed the construction documents were updated per the State Fire Marshal's comments for Addendum #3 since the last bid date. MBI provided an overview of these changes.
6. Contractors were informed of the requirement of Bid Bond of 5% of the bid.
7. Contractors were informed of the requirement of 100% Performance and Payment Bonds for the successful bidder.
8. Contractors were informed that the liquidated damages are set at \$500.00 per calendar day.
9. Contractors were informed that the discretionary fund will be included in the base bid in an amount equal to \$100,000.
10. Contractors were informed that Davis-Bacon requirements apply to this project.
11. Contractors were informed of the requirement for them to bid number of days and that this will be a factor in the Owner's decision.
12. Contractors were informed of Add Alternate #1, which specifies replacing casework and countertops, and painting the walls, of two existing classrooms.
13. Contractors were informed that, if they need subsequent access to the site/building before bidding, to **call Rob Cummings at 865-208-7126.**
14. Contractors were encouraged to ask questions. (See contractors' questions below.)
15. Contractors opted not to tour the project site/building, as they were at the prebid meeting for the first bid.

**Contractors' Questions:**

1. Is there any chance of delaying this bid?

Answer: Owner is unable to change the bid date, due to the delay caused by the unsuccessful previous bid and the time needed to complete the project.

2. Will Electrical engineers provide an allowance for the Emergency Responder Radio Antenna Repeater System that may be needed per signal testing after the building is enclosed?

Answer: MBI will devise a solution to include a separate line item on the bid form to allow for the addition of this system, if needed, per signal testing.

All parties should review these minutes and report any discrepancies within 2 working days or these minutes will constitute the official record of the meeting.

Reported By:

**MBI Companies Inc.**



Kathryn E. Fuller, AIA, NCARB, CSI CDT  
Architect / Project Manager

**Addition and Renovation to: Norris Middle School**  
**5 Norris Square, Norris, TN 37828**  
**MBI #210042.04**  
**PreBid Meeting #2**



Attendees

April 5, 2022

Name	Company	Email Address	Phone
1. <u>Emily Gaylor</u>	<u>GCE Construction</u>	<u>emily@gceco.net</u>	<u>423-494-0343</u>
2. <u>Donna Kadron</u>	<u>GCE Construction</u>	<u>donna@gceco.net</u>	<u>865-776-6917</u>
3. <u>Paul Stacey</u>	<u>Path Construction</u>	<u><del>astacey</del> pstacey@pathcc.com</u>	<u>872-400-1803</u>
4. <u>Scott Wilson</u>	<u>P&amp;W Const</u>	<u>sswilson@pwcconstructionco.com</u>	<u>865-299-8964</u>
5. <u>Phillip Stiles</u>	<u>Evans-Ailey Const.</u>	<u>phillip@eacinc.net</u>	<u>865.498.0132</u>
6. <u>Ydia Beckwith</u>	<u>AC Purchasing Dept</u>	<u>ybeckwith@andersoncountyttn.gov</u>	
7. <u>Clay McKernan</u>	<u>ACBOE</u>		<u>865-388-7814</u>
8. <u>KATHERN FULLER</u>	<u>MBI COMPANIES</u>	<u>kathryn_f@mbicompanies.com</u>	<u>865-584-0999</u>
9. <u>David Fernandez</u>	<u>MBI Companies</u>	<u>dfernandez@mbicompanies.com</u>	<u>(865)-388-7851</u>
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11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
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