

2022

PSU – Pre-Bid Meeting Notes & Clarifications
Russ Hall 112 Office Consolidation and University House Improvements

General Agenda for 10AM Pre-Bid Meeting, 2/18/22

Introductions of all personnel associated with the project; Attendance List -- Attached

Architect/Engineer shall review the following:

1. Announce the **bid opening date: 3/1/22, 2PM**
2. Inform contractors that **bids are opened by PSU Purchasing Office: No Public Bid Opening.**
3. Note the time frame for award of contract and discuss the amount of time to get a fully signed contract: **Intention is to award contract immediately after successful bid and allow work to start upon completion of required paperwork.**
4. Questions concerning **bid bonds, performance bonds, public works bonds insurance, etc.** are directed to Purchasing Office
5. Bid Form: Describe **Base, add alternates, and allowances**
6. **Substitutions:** All requests to approve equivalent products must be submitted to the architect/engineer no later than **Noon, 2/23/22**. All approvals will be released via addendum.
7. Tax Clearance requirements as on RFP
8. **Last addendum will be out on 2/23/22 originally (now 2/24/22 as shared w/ attendees)**
9. Review sales tax; insurance requirements: **see RFP**
10. Land Surveyor – paid for by contractor or the state? - NA
11. Open the meeting up for **discussion and questions:**
 - a. **PSU is a Tobacco Free Campus**
 - b. **Use of a pod near Russ will be allowed if needed; PSU will allow use of adjacent restrooms provided there is no abuse.**
 - c. **Use of University House garage will be allowed; PSU will allow use of adjacent restroom provided there is no abuse; existing floor protection will remain in place but contractor is to maintain or add additional as needed.**
 - d. **Schedule priority is University House.**
 - e. **Projects will require campus observations; Russ will also need OFPM inspections, coordinated by the contractor.**
 - f. **Liquidated damages will not be assessed.**
 - g. **PSU will provide paint or stain per PSU Standards for Russ; contractor will take delivery from PSU's vendor or PSU's Paint Shop. PSU will self-perform the painting for University House.**
 - h. **Two sets of hardcopy submittals and O&M's are to be provided at completion of project.**
12. **Additional Clarifications:**
 - a. Any PSU Standards referenced in drawing set may be found online at
 - i. <http://pittstate.edu/office/physical-plant/physical-plant-construction-standards.dot>

2.18.22

Prebid sign-in Russ 112 - University House

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