

Job Walk Notes

Attendees:

Paula Gordon – Purchasing, Los Rios CCD

Kim Carrillo – Purchasing, Los Rios CCD

Charlie Uhlmeyer – Facilities Management, Los Rios CCD

Vince Montoya – Facilities Management, Los Rios CCD

Additional attendees per sign in sheet

**Location:** Sacramento City College

**Project review:** Briefly discussed the project including but not limited to the following items:

1. Submittals, bid deadline, required bid documents, Board approval date, addendum postings, attached agenda items.
2. Attendees advised to refer to project manual for details.
3. It is not mandatory that the plans are purchased from ARC Document Solutions; however, ARC is the official reprographics, and all addenda are issued from ARC.
4. Procedures for handling questions and requests for information, and deadline to submit RFI's.
5. Request for information will be accepted until **12:00 PM, Friday, March 31, 2017.**

**Items discussed:**

1. Viewed wheelchair lift at Hughes Stadium logs are kept in Campus Operations.
2. Viewed Student Services' traction elevator STS 149. Elevator logs are kept in machine room.
3. Reminder specifications call for electronic notification of services.
4. A 'call back' is not deemed a service and is not paid at overtime rate.
5. Does Los Rios have quality control tracking? That is the monthly electronic summarization.
6. Single bottom cylinders have been replaced at SCC.
7. At least one addendum will be issued.
8. Will the award be for a one year contract with one year extensions? Yes.

Meeting ended at approximately 10:20 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.