



September 29, 2015 & October 1, 2015

Re: Sullivan Correctional Facility  
Project No. 44803-E  
Replace Perimeter Fences, Perimeter Systems & Redirect Drainage

Meeting Minutes for the mandatory pre-bid meeting and site visits at 10:00am on Tuesday, September 29, 2015 and Thursday October 1, 2015:

1. Introduction of OGS key personnel for the project and welcoming of the contractors that attendee the mandatory pre-bid walk-through.
2. OGS informed the contractors that all questions must be issued formally in writing to the OGS public website. Pre-bid inquiries answered by means other than Addenda will not be binding. All Addenda will be posted on the OGS Public Website. OGS reiterated to the contractors that they should review the contract drawing and specifications.
3. OGS reminded the contractors that bids are due October 14, 2015 at 2:00pm in Albany. OGS stated that only contractors attending the mandatory walk-through will be allowed to submit bids.
4. OGS stated that the contract duration is 450 days after the Agreement is approved by the Comptroller. Physical Completion is required within 90 days after the established Substantial Completion Date. OGS instructed contractors to review specifications for liquidated damages for delays in achieving the above requirements.
5. Specific project requirements for this project include restricted work periods for Paving, Asbestos Abatement, and Seeding as per section 011000.
6. OGS instructed contractors as per the bid documents, phasing work shall be phased to maintain perimeter security at current levels while new systems are being installed. Contractors where instructed to review phasing outline on contract drawing NO. G-002.
7. Contractors were instructed to review sections 013000, 013119 and 013200 for scheduling requirements.
8. It was explained that the overview of Project Scope includes providing replacement of existing perimeter security fences and security systems with new perimeter fences and security systems including meeting DOCCS's current standard for Maximum Security Facilities.
9. OGS recommended that contractors read insurance requirements including recent changes (builders risk, OCP and special hazardous materials insurance requirements as applicable and further recommended that all contractors read Article 19 for a better understanding of the requirements.



10. Contractors were instructed to review Spec. Section 002219 Supplementary Instructions to Bidders – Qualifications Of Bidders and Mandatory Pre-Award Submittal Requirements. This requires the contractor to submit a Pre-Award Submittal Package to the Regional Supervisor within 5 days of bid opening; otherwise, the bidder can be deemed non-responsive.

Section 002219 also includes Mandatory Pre-Award Submittals for critical systems as specified in sections: 281603, 281604, 281605, 281607, and 282301.

11. OGS instructed contractors to read and review Contractor Award Submittal Requirements in Spec. Sections 013300, 011000, 013000, 013113 and 013200. There is a \$75.00 per day Liquidated Damages for delays in these submittals.
12. OGS stated that competent supervision is to be furnished by the contractor as required in the General Conditions of the contract specifications. Review level of expected supervision, as described in Article 6.1 of the General Conditions
13. Contractors were instructed to review Spec. Sections: 015000, 015633 and 015634 for Specific Project Requirements and Facility Rules and Regulations. All work shall be phased in accordance with the Contract Documents. All work shall be performed in accordance to an approved Work Plan and Work Schedule.
14. Contractors were told that on Contract Drawing No. G-001 there are “Notice to Bidders” information and “General Notes” which provide additional information on Bidding and Project Requirements.
15. Contractors were told that on Contract Drawing No. G-002 there is the “Phasing Outline” which provides guidance in the order the work is to be performed.
16. Contractors were told that on Contract Drawing No. C-102 there is the “Overall Construction Phasing & Key Plan” which provides direction to other Drawings in the Drawing Set for site work (grading, fence work, etc.). Drawings such as Drawing E-101 and E-201 provide similar direction to basic electrical work (Conduit Routing, Lighting, etc.). Drawings such as Drawing E-601 and E-701 provide similar direction to security electronics Work (Zone Layout, Camera Layout, etc.).
17. Contractors were told that drawing C-103 shows typical cross sections of the perimeter thru different phases of the work.
18. The contractors visited the control room and electrical/mechanical room inside the facility and walked the perimeter fence area of the facility.