



Roy Cooper, Governor

Todd Ishee, Secretary

Columbus Correctional – Dormitory HVAC Pre-Bid Meeting Agenda

Project: 1255 Prison Camp Road, Whiteville, NC
 State Project ID Number: SCO # 22-26282-01A
 DAC Central Engineering Job Order # 4375

Date: 11/29/2023 | Location: Columbus Correctional Administration Conference Room, Whiteville, NC | Time 11:00 am

Issue	Action/Notes
Introduction	<ul style="list-style-type: none"> ▪ Brad Felts, Atlantec Engineers, Project Engineer ▪ Taylor Oldham, DAC, Project Manager ▪ Matthew Hayes, Columbus CI Maintenance ▪ Jason Nicholson, Columbus CI ▪ Faith Small, Columbus CI ▪ Pazavar Priest, Columbus CI ▪ See Attendee List for bidders in attendance.
Scope of work	<ul style="list-style-type: none"> ▪ Scope of work will be adding new cooling coils, condensing units to existing air-handling units in five dormitory buildings. A total of 20 air-handling units. ▪ New ground mounted packaged units and new air distribution will be added for Oak and Segregation Buildings. ▪ New controls to replace existing controls and incorporate new cooling and emergency purge operations. ▪ Electrical ductbank for new power for Segregation and Oak buildings. ▪ New concrete pads and 8’ tall fencing for outdoor units. ▪ New insulated ductwork and air distribution in each dormitory to replace existing. ▪ Project will be a State Construction project with a SCO monitor and all paperwork to be entered into Interscope. ▪ No local inspections but engineer of record and state electrical inspector to provide sign-in off on all required inspections of electrical and mechanical work. ▪ Base bid will be all work complete while one dormitory is empty, no offenders on in the building. Tools will need to be secured and daily check-ins and logs will be required. ▪ Alternate bid #1 will provide controls manufactured by Distech and installed by a qualified Distech installer.
Bid opening	<ul style="list-style-type: none"> ▪ Bid opening will be December 14, 2023, at 10:00 am at 2020 Yonkers Road, Raleigh, NC. Enter building at door #4. ▪ Bids may be mailed but please email Taylor Oldham so he can check the mail.

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Questions during bid	<ul style="list-style-type: none"> ▪ Questions during bidding should be sent to Brad Felts at brad@atlantecengineers.com. ▪ Additional site visits may be arranged with Mr. Taylor Oldham at Oldham, taylor.oldham@dac.nc.gov
Addenda (discuss issued addenda if any)	<ul style="list-style-type: none"> ▪ One addendum has been issued to date. ▪ Last day for questions will be December 6, 2023 at 4:00 pm ▪ Acknowledge addendum on bid form.
Schedule	<ul style="list-style-type: none"> ▪ Project allows for 360 days from Notice to proceed to complete project. ▪ Notice of intent of award may be issued if materials need to be ordered prior to notice to proceed to make this time period work.
Payment	<ul style="list-style-type: none"> ▪ Request for payment shall be made on AIA forms with sales tax and required MBE forms. No payment will be allowed for material stored offsite unless it is in bonded warehouse.
Logistic	<ul style="list-style-type: none"> ▪ Contractors may use water, power and toilet facilities. ▪ Lay down area inside the secure perimeter and will be further identified. ▪ Material may be stored inside mechanical room and dorm areas. ▪ Concrete will need to be placed with Georgia Buggies as concrete trucks will no be allowed inside the secure area.
Security	<ul style="list-style-type: none"> ▪ All contractors and subs will need to be background checked. The contractor will provide names to the warden for checks. Delivery drivers do not need to be background checked. ▪ Contractors will have to secure tools at end of day and keep log of tools for spot checks by guards. ▪ No smoking, vaping, weapons will be allowed on site. ▪ Proper dress shall be worn by contractors. ▪ Food and drinks can be brought into the site daily; all drinks must be sealed and unopened. ▪ Phone and other electronics will be limited to lead personnel for each contractor and sub.
Required Bid Submittals	<ul style="list-style-type: none"> ▪ A complete bid shall be submitted in a sealed envelope with the contractor's name, license number and name of project on the envelope. The contractor shall also note on the outside of the envelope if the bid bond is included inside. ▪ Bids must include <ul style="list-style-type: none"> ▪ Signed bid form with all blanks filled in. An open blank for a bid amount will be considered non-responsive. If the price is not money change for an alternate, then a \$0.00 must be shown. ▪ Bid Bond ▪ MBE Participation forms ▪ Acknowledgement of Addenda

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P&P Bond & Insurance Req.	<ul style="list-style-type: none"> ▪ Payment and Performance bonds will be required on this project.
Site Walk-through	<ul style="list-style-type: none"> ▪ Following the meeting a walk-thru was conducted of Gum, Hickory, Oak and Segregaton. Ductwork in the dormitory was observed. Outdoor unit location, electrical room and mechanical room were observed. Pictures from design team will be provided via a one drive link attached to the pre-bid minute distribution.
Preferred Alternate Bid #1	<ul style="list-style-type: none"> ▪ Prior to the walkthrough, a meeting to discuss the alternate #1 for controls as manufactured by Distech was held. The owner wishes to utilize these controls to standardize spare parts and operations. There were no objections raised to the preferred alternate.

The above summary is provided as a service to facilitate communication and understanding of the referenced meeting; we therefore welcome additional clarification should it be necessary. The foregoing conveys my understanding of items discussed and decisions reached during this meeting. We request any changes, additions or deletions be brought to our attention as soon as possible but no later than 7 days from the date of issuance for the minutes to be corrected and reissued. In the absence of any corrections, we assume the minutes to be correct and the final draft. Please contact the writer with questions or revisions.

Submitted by:

Bradley Felts, PE
Atlantec Engineers, PA
End of Minutes