

PRE-BID MEETING MINUTES

Project Number: 22-310-1444.01
Project: 1444.01 – Family Rec. Center HVAC Reno.
Meeting Number: 1444.01 – 002
Date: 01/24/2023
Prepared by: Charli Johnsos

Time: 11:00 a.m.
Location: Family Rec. Cen. / Canterbury

Items in **Blue** text below are meeting minutes from the meeting. Items in **Red** text require action by the indicated party.

Item Number: 1444.01 – 002 - 1.
Topic: **TEAM MEMBERS AND INTRODUCTIONS**

1. General Information
 - a. Owner: Oak Brook Park District
 - b. Address: 1450 Forest Gate Road
 - c. Kluber Project No. 22-310-1444
2. Dave Thommes
 - a. Dave Thommes, Deputy Director, (630) 645-9534; dthommes@obparks.org
 - i. Dave will be the primary contact and authorized to act on behalf of the Oak Brook Park District.
3. Kluber, Inc.
 - a. Charli Johnsos, Project Manager, (630) 406-1213; cjohnsos@kluberinc.com
 - i. Charli will be the primary contact and authorized to act on behalf of Kluber, Inc.
 - ii. Carbon Copy Monica Ragusa mragusa@kluberinc.com

contacts were introduced.

Item Number: 1444.01 – 002 - 2.
Topic: **ADVERTISEMENT FOR BIDS – Section 00 11 13**

1. The Owner will receive bids for the construction of replacement of the pool HVAC unit. The Work will include demolition of the existing unit, roof top HVAC unit and associated electrical work, roofing work, roof curbs and rails.
2. A pre-bid meeting shall be held on **Tuesday, January 25, 2023, at 11 a.m.** Prospective bidders are requested to attend.
3. Sealed bids for all Contracts will be received by the Owner until ~~10:00~~ **11:00 a.m. on Tuesday, February 7, 2023**, in a sealed envelope addressed with the name of the Bidder, Owner, name and number of Contact, and the date and time of the Bid. Deliver to Dave Thommes Oak Brook Park District Family Recreation Center, the Deputy Director, 1450 Forest Gate Road, Oak Brook, IL 60523. Bids will be publicly opened at that time. Late bids will not be considered. Bids will be opened and reviewed by Owner and Architect. Bidders will be notified of any questions and of the final selection (award) via email.
4. Bidding Documents consist of:
 - a. Project Manual
 - b. One full set of Drawings

The above was reviewed. The time for bids was corrected. It should be 11:00 am.

Item Number: 1444.01 – 002 - 3.
Topic: **SUPPLEMENTARY INSTRUCTIONS TO BIDDERS – Section 00 22 13**

1. Questions regarding the bids are to be sent to Charli Johnsos, Kluber, Inc., Project Manager.
 - a. Owner is tax-exempt. Do not include taxes as part of bid. Provisions for Owner's Tax Exemption are set forth in the Supplementary Conditions.

The above was reviewed. Contractors were reminded that the owner is tax-exempt.

Item Number: 1444.01 – 002 - 4.

Topic: PRELIMINARY SCHEDULE

1. Award of Contract: **February 2023**
2. Commencement of Construction: **Schedule as determined by Equipment.**
3. Substantial Completion: **To be determined.**

The above schedule was reviewed. The Work is dependent on the delivery of the units. The contractors will need to provide a schedule upon aware outlining the expected delivery and the durations of work.

Item Number: 1444.01 – 002 - 5.

Topic: BID FORM AND SUPPLEMENTS

1. Section 00 41 13 – Bid Form – Stipulated Sum
2. Section 00 45 13 – Bidders Qualifications
3. Section 00 45 46.01 – Contractor's Certification of Legal Eligibility for Bidding
4. Section 00 45 46.02 – Contractor's Drug-Free Workplace Certification
5. Section 01 23 00 – Alternates
 - a. Alternate #1 –HVAC controls.

The above was reviewed. The Alternate was discussed.

Item Number: 1444.01 – 002 - 6.

Topic: AGREEMENT FORM – Section 00 52 00

1. The contract will be by Owner and is referenced in the specifications.
2. Certificate of Insurance Information is provided.
 - a. Certificate Holder: Owner.
 - b. Additional Insured: Kluber, Inc.

Kluber stated that the owner and Kluber should be named additionally incurred.

Item Number: 1444.01 – 002 - 7.

Topic: SUPPLEMENTARY CONDITIONS – Section 00 73 00

1. Insurance and Bonds
 - a. Contractor's Liability Insurance: Contractor is required to carry liability insurance for the limits indicated.
 - b. Contractor shall purchase and maintain insurance covering Owner's contingent liability for claims arising from operation under the Contract, including claims arising from the Work of Subcontracts.
 - c. Property Insurance: By Owner.
 - d. Performance and Payment Bond: Contractor to furnish a Performance and Payment Bond and a Labor and Material Bond equal to 100% of the full amount of the contract.
 - e. Additional Insured: Owner, Architect.

Bonds are required. 10% bid bond must be included as well.

Item Number: 1444.01 – 002 - 8.

Topic: **LABOR AND WAGE REQUIREMENTS – Section 00 73 40**

1. Wage Determination Schedule: Contact Illinois Department of Labor for the most recent prevailing rate of wages.
2. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records.
3. The Owner does not have a wage agreement with a union, but the work must be performed at prevailing wages.
4. Owner is tax exempt. Do not include taxes in the bid price.

The Park District does not require union labor, but they will require proof that prevailing wages were paid.

Item Number: 1444.01 – 002 - 9.

Topic: **CONTRACTOR QUESTIONS & ADDENDA**

1. When required, addenda will be posted on the Oak Brook Park District Website.
2. Final Addendum to be issued no later than: **Thursday, February 2, 2023 at 12 p.m.**
Note: Vendors are responsible for checking Addendum postings on the purchasing website.
3. Only changes indicated by Addendum will be binding. Oral and other interpretations or clarification will be without legal effect.
4. The last day questions will be considered: **Wednesday, February 1, 2023 at 5 p.m.**
 - a. All correspondence concerning this bid should be directed in writing to Charli Johnsos and Monica Ragusa, mragusa@kluberinc.com.
 - b. Direct calls by Bidders to Kluber, Inc. offices will not be accepted. If questions arise that materially affect bids or the content of the invitation to bid, a summary of the questions and a clarification response or Addenda will be distributed to each known Bidder for their consideration.

Kluber will accept questions up to Wednesday, February 1, 2023 at 5 pm.

Item Number: 1444.01 – 002 - 10.

Topic: **SUMMARY – Section 01 10 00**

1. Description of Work
2. The Owner will receive bids for the construction of replacement of the pool HVAC unit. The Work will include: demolition of the existing unit, roof top HVAC unit and associated electrical work, roofing work, roof curbs and rails.
3. Work by Owner
 - a. None
4. Owner Occupancy
 - a. Owner intends to continue to occupy the rest of the Park District Family Recreation Center.
 - b. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
 - c. Schedule the Work to accommodate Owner occupancy.
5. Contractor use of Site and Premises
 - a. Arrange use of site and premises to allow:
 - i. Owner occupancy.
 - ii. Use of site and premises by the public.
 - b. Provide access to and from site as required by law and by Owner:
 - i. Emergency Building Exists During Construction: Keep all exits required by code open during construction period; provide temporary signs if exit routes are temporarily altered.

The scope was discussed and that the owner will occupy the facility during the entire scope of the work.

Item Number: 1444.01 – 002 - 11.

Topic: **ADMINISTRATIVE REQUIREMENTS– Section 01 30 00**

1. Contractor to schedule, administer and prepare minutes for progress meetings and pre-installation meetings, this will begin after the pre-construction meeting.

Once construction starts the contractor will be responsible for the meeting minutes.

Item Number: 1444.01 – 002 - 12.

Topic: PRICE AND PAYMENT PROCEDURES – Section 01 20 00

1. Pay applications will be processed through Kluber, Inc.
2. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records.
3. Submit Schedule of Values to Architect/Engineer at earliest possible date, but no later than 14 days prior to first Pay Request.

Contractors should use prevailing wage.

Item Number: 1444.01 – 002 - 13.

Topic: TEMPORARY FACILITIES AND CONTROLS – Section 01 50 00

1. Telecommunication
2. Sanitary Facilities
3. Interior Enclosures
4. Security
5. Parking
6. Waste Removal

Locations and specifics for site controls will be reviewed after award.

Item Number: 1444.01 – 002 - 14.

Topic: PRODUCT REQUIREMENTS – Section 01 60 00

1. Substitution Requests:
 - a. Last day requests will be considered will be **Wednesday, February 1, 2023 at 5 p.m.**
 - b. Substitution requests received after this date will not be considered.
 - c. Follow procedures and fill out form included in Specification Section 01 60 00. If procedures and form not followed, request will be rejected.

No substitutions will be reviewed after the award.

Item Number: 1444.01 – 002 - 15.

Topic: COMMENTS/QUESTIONS

Is the bid bond 10%. Yes

Is the contact information for the roofer in the documents. Yes.

Is the electrical large enough for the larger unit. Yes

Item Number: 1444.01 – 002 - 16.

Topic: SITE WALK THROUGH

All information reported on this document is assumed to be accurate and correct. The information on the document will remain on record unless changes are reported in writing within seven (7) days of this report to the Kluber, Inc. office.

MANDATORY PREBID MEETING ATTENDANCE SHEET
Family Aquatic Center HVAC Project
 January 24, 2023

Contractors, please complete the information below to record your attendance at this meeting. If available, please provide your business card to Dave Thommes, Deputy Director.

Name	Company Name	Phone Number	Email
Katie Klepek	MGT Mechanical	815-344-9450	Estimating@mgtmechanical.net
Ray Baltruweit	Getlin Plumbing	815 546-3216	RBaltruweit@gatlinPlumbing.com
Marc A. Rangel	OAKK Construction	708-594-9363	MarcAR@OAKK.cc.com
Anthony Acitelli	C. Acitelli	630-832-4645	cacitelli@acitelli.com
DAVE TABEL	AMBER MECH.	708/597-9700	ESTIMATING@AMBERMECH.COM
Kevin Sullivan	Oak Brook Mechanical	630-941-3555	kevins@omshvac.com
MARCUS TORPIN	Quality Mechanical	708-774-1527	marcus@qmshvac.com
Matt Voris	Voris Mechanical	630-469-7800	Mjvoris@vorismechanical.com

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• COMMERCIAL

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