

A & S Building's AHU
& Miscellaneous HVAC Upgrades
Pre-Bid Agenda

Date: January 07, 2021

Time: 9:00a.m.

1. Sign-in sheet
 - Only the companies that have signed-in will be eligible to turn in a bid.
2. Introductions of JJC and A/E members
3. Drawings & specifications available on the JJC website
<http://www.jjc.edu/community/vendors/current-solicitations>
4. Project description and basic scope of work.
 - Bldg D add VAV near entrance
 - Bldg S & T destratification fans
 - Bldg H add radiant heat
 - Bldg A & S AHU replacement
 - Chiller piping insulation at roof
5. Site walk-thru

There will be a non-mandatory walk-thru of the project site, which will start in G bldg. on Monday, January 11, 2021. However, even though the walk-thru is not mandatory, the contractor will be responsible for all visible conditions in the spaces. No extra monies will be given for not accounting for project conditions that could be accounted for in a site visit. This walk through will require social distancing. Contractors will enter through G building on the southwest side of campus, temperature will be taken and masks must be worn. No access will be granted without a mask, JJC will not provide masks. -

 - **There will be a site walk-thru on January**
 - **8:00 a.m. for companies with names beginning with A thru H**
 - **9:30 a.m. for companies with names beginning with I thru P**
 - **11:00 a.m. for companies with names beginning with Q thru Z**
 - **To attend the site walk-thru on January 11, you must submit your intent to attend by noon on January 8, 2021 by emailing purchasing at Purchasing@JJC.edu January.**
6. Project Labor Agreements
 - Awarded contractor will be required to sign the PLA's
 - Prevailing wage project, certified payroll must be submitted
7. List base bid only on the bid form
 - Do not list any exceptions or clarifications on the bid form. Doing so may result in a disqualified bid.
 - Any clarifications needed for bidding should be directed in a question and addressed by addendum.

8. Bid bond requirement = 10%
Performance and Payment bond requirement = 110%
9. Bidding information:
- Respond with intent to attend site walk-thru: January 8, 2021 by noon.
 - Site Walk-thru: January 11, 2021 at 8:00a.m. (A thru H), 9:30a.m. (I thru P), 11:00a.m. Q thru Z)
 - Bid due date: January 22, 2021
 - Bid due time: 9:00 a.m.
 - Bid due location: Bids turned in electronically and will be read via Microsoft Teams, and posted to website.
10. Addendum information:
- Questions for addendum due by **End of day on Thursday, January 14**. DO NOT CONTACT JJC CONSTRUCTION MANAGER DIRECTLY.
 - Email all questions to purchasing@jjc.edu
 - JJC will not be responsible for addressing questions after the above addendum due date.
 - Addendum will be issued before the end of the business day on **Monday, January 18**.
 - Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.
11. Post-bid evaluation:
- Post bid evaluation will be performed via MS Teams at 10:30a.m. on January 22, 2021. Low bidder MUST be available at this time to discuss their bid, no alternate date/time will be provided.
 - The JJC CM will contact the lowest bidder to evaluate their bid and perform a scope review. Should the JJC CM and/or the engineer feel they do not have the complete scope covered with their bid; the next lowest bidder will be contacted.
 - Lowest qualified bidder will be recommended for JJC Board approval at the **February 17, 2021** board meeting. Upon JJC Board approval, contractor will be notified of contract award and will have 10 working days to submit the required performance bond and insurance requirements.
12. Preconstruction Conference Checklist:
- The bid documents contain a copy of the Preconstruction Conference Checklist. This document is to be reviewed by all bidders so that any costs associated with this document are included in contractors base bid (i.e. meeting time, creating a schedule, proper supervision, etc.).
 - This checklist does not have to be signed and turned in with the bid. It will be the document used in the preconstruction meeting with the lowest bidder, and will be required to be signed at that time.
13. Project Schedule:
- Feb 17 - B & G Approval
 - Feb 17 - BOT Approval
 - Feb 18-19 – Issue Contract
 - March 01 – Demo/construction start (excluding A & S AHU's)
 - May 17 – Demo/construction start of A & S AHU's
 - July 30 – Substantial completion*
 - Aug 6 – Punch List Complete
- * Should lead times of equipment cause the total completion of this project to go beyond August 13, 2021, all work affecting the A bldg. AHU replacement within the early childcare area will be required to be done during the hours of 5:00pm to 6:00a.m. Temporary cooling and heating will be provided by the contractor via change order. Under no conditions will contractor have access within the early childcare space when children are on site.

14. Contractor evaluation:

- Upon completion of the project JJC and/or the engineer will fill out a contractor evaluation form. The contractor must have a satisfactory report to stay in good standing with the college. A poor evaluation may result in the contractor not being recommended for award on future projects where they are low bidder.

15. Construction Contract:

- Sample contract included within bid documents.

16. Synopsis of Bid Document/Forms

- Business Enterprise Program (BEP)
- Sign and turn-in required Certificate of Contract/Bidder with bid
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act
- Bid Form
 - Part 1 – Offer
 - Part 2 – Acceptance
 - Part 3 – Contract Time
 - Part 4 – Contractor’s Fees For Changes
 - Part 5 – Addenda (must acknowledge ALL addendums)
 - Part 6 – Subcontractors
 - Part 7 – Related Work Experience
 - Part 8 - Bid Form Addition (Apprenticeship & Training)
 - Part 9 – Contractor Evaluation
 - Part 10 – Bid Form Signature (by an authorized officer of the company)

17. Site/Job walk-thru (if required.)

- No other bidders may join the pre-bid meeting at this time.