



BID #2016-017 Furnish & Install Air Conditioning Systems at Woodrow Wilson Middle School.

Meeting Minutes – **Wednesday, June 29, 2016 – 10:00 am**

Meeting Location: At Site – Woodrow Wilson Middle School, 370 Hunting Hill Ave

Project Name: Furnish & Install Air Conditioning Systems at WWMS

Re: Pre-Bid Meeting

Meeting Date/Time: Wednesday, June 22, 2016 at 10:00 am

Attendees: ****See Attendees list**

Donna Imme, Purchasing Supervisor, City of Middletown

Purchasing Supervisor, Donna Imme, CPPB, opened the meeting and discussed the following:

- Project Bid estimate is approx. \$130,000.00. Please refer to page 4 of Information for Bidders “Determination of Lowest Responsible Bidder/Award”, which explains the city’s intentions to award the project.
- State of Connecticut prevailing wage rates apply to this project as it is over \$100,000.00
- The Project is City Funded; therefore Local Bidder Acceptance applies to this project. (Please refer to page 11, Chapter 78 “Section 78-8 M Bid Preference for Local Vendors”, of our city ordinance. ******* Affidavit of Local Vendors form is on page 15 and shall be submitted with your bid only if applicable i.e. you are a “local vendor”.**
- **Various questions/concerns were raised regarding Asbestos, Insulation, and location of equipment placed on the roof. Attendees were instructed to submit such questions in writing to the Purchasing Supervisor. Once received, questions will be reviewed and addressed in a future addendum. All**

questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email purchase@middletownct.gov. The deadline for receipt of questions is Thursday, June 30, 2016 by Noon to be considered.

- All Addenda's, pre-bid meeting minutes, any additional information regarding the project shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and any/all addenda's prior to submitting their bid. All submittals shall acknowledge receipt of addenda(s) where indicated on the proposal pages. Website is www.middletownct.gov
- Bids are due **Monday, July 11, 2016 by 11:00 am**. Late bids will not be accepted. Bids will be opened publically in the Council Chambers of the Municipal Building, 245 DeKoven Drive, Middletown, CT.
- A list of required forms to be submitted (**with the exception of Affidavit of Local Vendor) are listed on page 33. Failure to submit required forms may result in rejection of such bid.
- Bid bond in the amount of 10% of the total bid is required with all bid submittals.
- The contract time is 45 calendar days to completion. It is the intent of both, The City of Middletown and BOE that this project is completed by September 1, 2016. This project shall be completed no later than September 15, 2016. Due to the scheduling constraints, all bid submittals will be reviewed, awarded, and NTP will be issued to meet the completion requirement set for 45 days accordingly. Contractors too, will need to be aware of our scheduling needs and plan accordingly as well.

The group proceeded on a walk-thru

Some areas were reiterated:

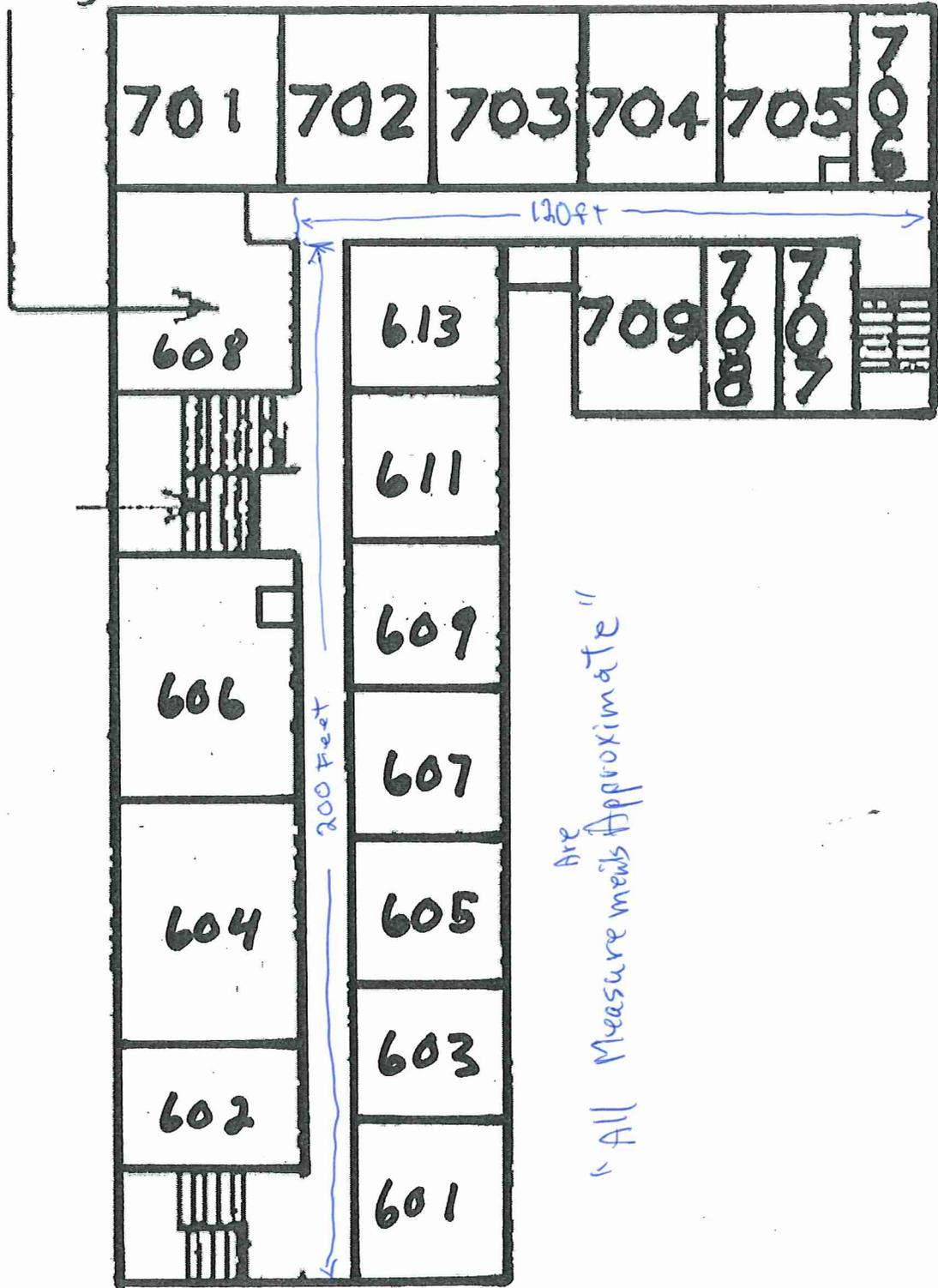
- Electrical work will be done by the City as stated in the bid document.
- The equipment will sit on the roof
- The Insulation will be installed by code.

Meeting Adjourned: 11:40 am

Sincerely,

Donna Imme, CPPB
City of Middletown
Purchasing Supervisor

Faculty Lounge



All Measurements Approximate

PREBID MEETING ATTENDANCE LIST

BID #2016-017 - FURNISH & INSTALL AIR CONDITIONING SYSTEMS AT WOODROW WILSON MIDDLE SCHOOL.

DATE: Wednesday June 22, 2016 at 10:00 AM

COMPANY NAME	TYPE (GC/SUB)	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
City of Middletown Purchasing Department		City of Middletown 245 DeKoven Drive Purchasing Department Middletown, CT	860-638-4895 Phone 860-638-1995 Fax	Donna L. Imme, CPPB Purchasing Supervisor purchase@middletownct.gov
COURTNEY WIDE MECHANICAL SERV.	GC	430 MIDDLE ST BRISTOL, CT 06030	860-818-3891 860-845-5384	CWMS06@6mail.com KEV BYRNE
Air Temp Mechanical	GC	360 Captain Lewis Dr Southington CT 06489	860-953-8888 860-953-5877	Steve Zagurski SteveZ@airtemp.com
ENVIRONMENTAL SYSTEMS CORP	GC	18 JAMESON COURT WEST HARTFORD CT 06110	860-953-8800 860-953-1094	FRANK WISH frankwish@escontrols.com
SAV-MOR	GC	231 Captain Lewis Dr Southington, CT 06489	860-621-9959 860-621-9919	Troy Forwood troy@savmorct.com

COMPANY NAME	TYPE (GC/SUB)	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
Masotti Elev.	S/S			Tim Douette
Ken Weddashi			860 258 2014	MPS
Edgar Cintas	Dir of Facilities	* See attached page with business cards	860 ~ 638 1408	MPS

COMPANY NAME	TYPE (GC/SUB)	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
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James Doucette - Service Mgr. Cell: 860-637-2914



Masotti, LLC
COMMERCIAL • INDUSTRIAL • RESIDENTIAL
ELECTRICAL CONTRACTORS
 ~ Since 1990 ~
 CT Lic. # 103882

120 Industrial Drive • Southington, CT 06489
 Phone: 860-276-0097 • Fax: 860-276-0179
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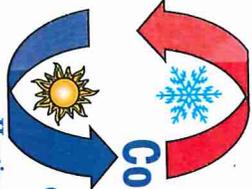
SALES • INSTALLATION • SERVICE
 HEAT PUMPS • FURNACES • SHEET METAL • AIR-CONDITIONING
TROY KARWOWSKI
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 SOUTHINGTON, CT 06489 (860) 621-9959 • FAX (860) 621-9919
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 Vice President

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Kenneth A. Byrne Jr.
 Managing Member



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 Office: 860.818.3891
 Cell: 860.436.7678
 Fax: 860.845.5354

PURCHASING DEPARTMENT

Donna L. Imme, CPPB
 SUPERVISOR OF PURCHASES



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 FAX 860-638-1995
 purchase@middletownct.gov
 MUNICIPAL BUILDING
 245 DEKOVEN DRIVE
 MIDDLETOWN, CT 06457