

# **FACILITIES DEPARTMENT**

**SUWANNEE COUNTY SCHOOL BOARD**

**Mark A. Carver, Director**

## **M E M O R A N D U M**

**Summary of mandatory pre-bid SMS HVAC Bid #12-201, held Feb. 17, 2012.  
A copy of the attendees sign in sheet is provided.**

### **Items discussed:**

- ✓ **Date (Feb. 17, 2012) of Mandatory Pre-Bid accurate in advertisement**
- ✓ **Tight schedule, but “can be done”**
- ✓ **Issues – discrepancies in location, measurements, locations of pipes, locations of electrical, are close but may be off – “DEAL WITH IT.” “NO CHANGE ORDERS.” Schedule does not allow for resolutions to bounce back and forth. Project must be completed on date.**
- ✓ **Base bid – Detailed Schedule of Values**
- ✓ **The School District may choose to Direct Purchase equipment for tax savings, and any appropriate % markup associated with equipment cost.**

### **Dates:**

- **Last day for questions – Feb. 28, 2012**
- **Bid opening 3:00 pm, March 1, 2012 at District School Board office**
- **Will seek approval at the regular meeting on Mar. 27, 2012**
- **Last student day, June 8, 2012. Start ceiling removal on June 9, 2012.**
- **Air conditioning system can’t be shut down until after June 13, 2012**
- **Substantial completion by Aug. 6, 2012. Liquidated damages apply after that date.**
- ✓ **Will provide recommended bidder time to tour the building to measure and plan, after awarded.**

**Best Bidder will be recommended, “Best Bidder”**

- **Experience in time restrictive projects, manpower, financial strength, references good, bonding capabilities, best pricing and all above, etc.**



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