

**Pre-Bid Meeting Agenda
Wright State University
New Standby Generator
Project Number WSU-088012
February 1, 2008**

1. Welcome and Introductions

- Wright State University – Assistant Director – Dr. Scott Moniaci
- Wright State University – Project Manager – Chris Gremling, PE

2. Scope of Work

- General scope description.
- Alternates – none.
- Allowances – See Bid Form
- Unit Prices – none.
- Addendum Information.

3. Drawings and Specifications

- General overview of documents.
- Note – new state front end.

4. Solicitation

- Bids Due: Thursday, February 14, 2008 at 2:00 PM, 386 University Hall.
- Bid Opening: Immediately following, 348 University Hall.
- Electrical Contractor is the Lead Contractor.
- Prevailing Wage Rates and Equal Employment Opportunity Requirements are applicable to this project.
- EDGE Participation Goal - 5%
- Electrical Permit – furnished by the WSU

5. Bidding Information

- Solicitation
- Instructions to Bidders
- General Conditions
- Supplementary Conditions
- Wage Rate Requirements

6. Bidding Documents

- Bid Form – including EDGE participation.
- Bid Security Form – Bid Guaranty and Contract Bond.
- Bidder's Qualifications.
- Power of Attorney of the Agent Signing for the Surety.
- Proof of enrolment in a Drug-Free Workplace Program (DFWB).
- Documentation of Outstanding payment issues with state contracts – if applicable.

7. Contract for Construction

- Contract Form.

8. Schedule / Work Hours

- Completion Date – 210 calendar days from Notice to Proceed.
- Work Hours – See General Project Notes on drawings.
- Work during the day deemed disruptive by the University will be shut down.

9. Use of the Site

- An executed dig permit application shall be in place prior to any excavation work.
- Lay down areas to be coordinated and authorized by WSU Project Manager.
- Trailer is not required, contractor's option, location to be coordinated and authorized by WSU Project Manager.
- The contractor's work shall not restrict or impede any ADA accessibility feature or device on the campus without permission from the University. The contractor shall provide alternative means for any restrictions.
- All materials required for the project shall enter buildings at loading docks, no exceptions.
- Parking Permits are required to park on all WSU property and are available through WSU Parking Services.
- Drug-Free Compliance – contractor to provide proof of a written policy.
- Smoking permitted in designated areas only – zero tolerance policy.
- Removal of debris to occur on a daily basis.

10. Questions

11. Walk-thru of Project Site

12. Adjournment