



Kluber, Inc.
 10 S. Shumway Ave.
 Batavia, IL 60510
 Phone: (630) 406-1213

Meeting Minutes

Project # 19-130-1235
Project [1235] – City of Aurora – Fire Station #5 Emergency Generator
Meeting No. 1235 - 002

Subject Pre-Bid Meeting	Date 4/2/2019
Prepared By Rachel Whelan	Time 10:00 AM
	Location 730 Hill Avenue, Aurora, IL

First Name	Last Name	Company Name	Email	Attended
Dave	McCabe	City of Aurora	dmccabe@aurora-il.org	X
Jeff	Bruns	Kluber Architects + Engineers	jbruns@kluberinc.com	X
Craig	Mateski	Kluber Architects + Engineers	cmateski@aurora-il.org	

Item No. **Number - 001 - 1.**

Topic: TEAM MEMBERS AND INTRODUCTIONS

1. General Information
 - a. Client: City of Aurora
 - b. User: Aurora Fire Department
 - c. Address: Fire Station #5, 730 Hill Avenue, Aurora, IL
 - d. Kluber Project No.: 19-130-1235
2. Project Team
 - a. Owner: Aurora Fire Department
 - i. David McCabe, Assistant Chief, dmccabe@aurora-il.org
 - ii. Craig Mateski, Fire Chief, Station 5, cmateski@aurora-il.org
 - b. Kluber, Inc.
 - i. Jeff Bruns, Project Manager and Structural Engineer, jbruns@kluberinc.com
 1. He will be the primary contact and authorized to act on behalf of Kluber, Inc.

Discussed with no comment.

Item No. Number - 001 - 2.

Topic: ADVERTISEMENT FOR BIDS – Document 00 11 13

1. Description of project scope: “The proposed work consists of adding a new diesel generator on the exterior of the building, as recommended in an assessment conducted in 2014, Kluber, Inc. Project #14-130-873 (“Assessment”).”
2. A mandatory pre-bid meeting shall be held on Tuesday, April 2, 2019 at 10:00 AM at 730 Hill Avenue, Aurora, Illinois 60505.
3. Sealed bids will be received at the **office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507** until 2:00 PM, Wednesday, April 17, 2019.
4. A bid bond or certified check payable to the City of Aurora in the amount of 10% of the bid price is required with the bid presented.
5. 100% performance and payment bond will be required from successful bidder.
6. Bids must comply with the Illinois Prevailing Wage Act and the Prevailing Rate of Hourly Wages in the city of Aurora.
7. Specifications and other pertinent documents may be obtained at the Purchasing Office, 44 East Downer Place, Aurora, Illinois 60507 during normal business hours, by calling 630-256-3550 or online at <https://www.aurora-il.org/bids.aspx>.
8. Bidding documents may also be examined at the Architect’s office, Kluber, Inc., 10 S. Shumway Avenue in Batavia, IL 60510.

Discussed with no comment.

Item No. Number - 001 - 3.

Topic: INSTRUCTIONS and SUPPLEMENTARY INSTRUCTIONS TO BIDDERS – Documents 00 21 13 and 00 22 13

1. Questions regarding the bids are to be sent to the Director of Purchasing via email.
 - a. Contact: PurchasingDL@aurora-il.org
 - b. Do not contact Kluber directly – All correspondence to go through Owner.
 - c. The last day questions will be considered: Thursday, April 4, 2019 by 5:00 PM
2. The City of Aurora has a local preference ordinance that would apply to this contract.

Discussed with no comment.

Item No. Number - 001 - 4.

Topic: PRELIMINARY SCHEDULE – Document 00 31 13

1. Award of Contract: Anticipated May 28, 2019
2. Commence Construction: June 3, 2019
3. Substantial Completion: November 8, 2019 (pending generator lead time)

Discussed with no comment.

Item No. Number - 001 - 5.

Topic: BID FORM AND SUPPLEMENTS

1. Document 00 41 13 – Bid Form
 - a. Bid Form to be submitted in duplicate and must include minimum one copy of Bid Bond.
2. Document 00 43 13 – Bid Security Form
3. Document 00 43 14 – Bidder's Certification – City of Aurora's Bidder' Certification
4. Document 00 43 15 – Bidder's Tax Certification – City of Aurora's Tax Certification
5. Document 00 43 16 – Apprenticeship or Training Program Cert and Current Signatory Letters – City of Aurora Apprenticeship or Training Program Certification
6. Document 00 43 17 – City of Aurora Local Vendor Preference Application

Discussed with no comment.

Item No. Number - 001 - 6.

Topic: SUPPLEMENTARY CONDITIONS – 00 73 00

1. The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax. Any taxes for which the Owner is not exempt shall be paid by the Contractor.
2. 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.
3. Additional Insured: Owner, Architect.

Discussed with no comment.

Item No. Number - 001 - 7.

Topic: SUMMARY – Section 01 10 00

1. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion.
2. Owner will supply and install the following:
 - a. Re-fueling of generator set upon final acceptance of Work.

Discussed with no comment.

Item No. Number - 001 - 8.

Topic: ALLOWANCES – Section 01 21 00

1. Allowances do not include insurance, bonds, overhead or profit. Bidders must carry in their base bid, outside the allowances, insurance, bonds, overhead and profit on allowance amounts.
2. Funds will be drawn from the Contingency Allowance only by Change Order.
3. At Closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.
4. Allowance Schedule
 - a. Contingency Allowances: Include in the Base Bid the stipulated sum of \$7,500 for use upon Owner's instructions.

Discussed with no comment.

Item No. Number - 001 - 9.

Topic: TEMPORARY FACILITIES AND CONTROLS – 01 50 00

1. Owner will provide the following:
 - a. Electrical power and metering, consisting of connection to existing facilities.
2. Use of existing facilities is permitted.
3. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
4. Provide exterior and interior enclosures as required.
5. Coordinate parking and haul routes with Owner.
6. Provide waste removal facilities and services to maintain clean site.

Discussed with no comment.

Item No. Number - 001 - 10.

Topic: PRODUCT REQUIREMENTS – Section 01 60 00

1. Substitution Requests:
 - a. Last day requests will be considered will be April 10, 2019 .
 - 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

Discussed with no comment.

Item No. Number - 001 - 11.

Topic: MISCELLANEOUS

1. Documents have been submitted to the City of Aurora for Permit. Awarded Contractor will be responsible for providing final information and obtaining Permit.
2. Permit fees will be paid by Owner.
3. Addendum
 - a. Will be posted on Aurora's Website (<https://www.aurora-il.org/bids.aspx>).

Item No. Number - 001 - 11.

Topic: MISCELLANEOUS

- b. Last day to submit questions is Thursday, April 4, 2019 by 5:00 PM
- 4. Section 26 32 13 Engine Generators
 - a. Article 1.03.B. Illinois State Fire Marshal
 - i. Contractor is responsible for application and coordinating of permit and inspection process.
 - ii. Contractor is responsible for all costs and fees.

Discussed with no comment.

Item No. Number - 001 - 12.

Topic: COMMENTS/QUESTIONS

- **Discussion regarding the existing transformer work was raised. Contractors to submit formal questions for review and response.**

Item No. Number - 001 - 13.

Topic: SITE WALK THROUGH

- 1. Tour of space will be provided.

Tour was provided.

Attachments: **Pre-Bid Sign In Sheets and Business Cards of Attendees**

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.



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