



PRE-BID MEETING
ANNE ARUNDEL COUNTY
DEPARTMENT OF PUBLIC WORKS

Project Number: C537800
CFSU Heritage Complex HVAC
Contract Number: C537896

Date: Feb 27, 2024

Time: 1:30 PM

Place: 2662 Riva Road, Annapolis MD

Distribution to Others

The items that were discussed at this meeting were as follows:

1. Joe Holoubek, introduced himself, Mike Davis of the AACO FMD, Randal Daugherty, DFI, and Michael Schillenberg of RMF.
2. Bids are due Tuesday, March 12, 2024 by 1:30 PM local time. Bids are to be submitted electronically through the County's PORT system. Bids will be opened and read publicly via ZOOM.com. All are welcome to join the bid opening using the ZOOM credentials provided in the Notice to Contractors provided in the solicitation.
3. Bidders must use Anne Arundel County forms and proposals as included in the Project Manual and must not alter the language.
4. The project has requirements for bid bond, material and labor bond, performance bond, and maintenance bond. If a maintenance bond is not provided, Anne Arundel County will retain 5 percent of the contract amount for one year.
5. The project construction is located in the Heritage Office Complex at 2660, 2662, 2664, 2666 Riva Road, Annapolis MD 21401.
6. The Work includes the following major items: The Work includes Replace the existing roof top units.
7. Contract period is 270 calendar days, with liquidated damages of \$500.00.
8. Notice to proceed will be given to the selected contractor in Jul-Aug 2024. Bids should reflect that time period.
9. Project must comply with all Contract Documents including Anne Arundel County Standard Specifications and Details, available at www.aacounty.org.
10. Period for payment by Anne Arundel County will normally be thirty (30) days from receipt of invoice.

11. Prevailing Wage and Local Hiring will be required on this Project.
12. The award of the project will be based on the lowest total bid.
13. Smoking is not permitted in the building.
14. Bidders should visit the site to become familiar with existing conditions relevant to the project.
15. The contractor, indoors or outdoors, must restore damage to any area. Anne Arundel County will be taking photographs prior to construction to document existing conditions.
16. Contractor must call for all inspections. Contractor is responsible for obtaining required trade permits.
17. The County will have an on-site inspector, DFI.
18. All work that requires a long term (more than one hour) shut down of the units will need to be on weekends or off hours. When removing the units, the units must be operational on next business day. For example, you will be able to start setting up cranes and disconnecting units a 5PM on Friday and unit must be operational Monday morning at 6AM.
19. All questions should be submitted in writing to Michael Schillenberg of RMF and carbon copies to Joe Holoubek. Questions will be accepted until March 4 at 12:00 PM. As deemed appropriate, responses will be provided in an addendum or a clarification.
20. Site visits was conducted after the meeting.
21. Michael Schillenberg Email; michael.schillenberg@rmf.com, Joe Holoubek's Phone: 410-222-7549, Email; PWHOLO10@aacounty.org.
22. Michael Schillenberg give a description of the work.
23. We have two Bid Alternates a Bipolar Ionization and UV Air Disinfection, these Alternates will be added to the Proposal page.

I believe that these minutes accurately reflect what transpired at this meeting. I will entertain any comments involving any difference in understanding of that which occurred. Please respond in writing with any differences or additions within five (5) days of issuance or these minutes will stand as written.

cc: File C537896(5)
Diary
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PRE-BID MEETING

ANNE ARUNDEL COUNTY DEPARTMENT OF PUBLIC WORKS

Project Number: C537800
CFSU Heritage Complex HVAC
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Name	Agency/Company	Phone	E-Mail
JOE HOLOUBEK	AACO OPW	410-222-7549	PWHOLOUB@AACounty.org
Bilal Diaby	Trane	9174362082	bilaldiaby@trane.com
Mike Laws	AACO FMD	410-891-3204	Fmlaws@AACounty.org
Aaron Chamberlain	Trane	4106030254	aaron.chamberlain@trane.com
Gina Sheehi	ACI	240-417-8796	gsheehi@aciindustries.com
Randall Daugherty	DFI	410-292-1930	rdaugherty@DFIengineering.com
KEVIN SHOOK	VARCONAC	240-674-1583	KEVIN.SHOOK@VARCONAC.COM
Ronald King	HUE	301-932-8510	rking@Unitedrigg.com
Tony ABERY	Embs HVAC	202-534-834	tony@embshvac.com
Greg Eberwein	Maryland mechanical	410-327-4760	Geberwein@marymec.com
Kevin Slifer	CBS	410-439-9883	KevinS@donohoe.com
Rob Bayer	WLGary Comp.	202-748-6648	Robb@WLGary.com
KEV WEDEKIND	UNITED CRANE	443-761-3678	KWEDEKIND@UNITEDCRANEANDRIGGING.com
Chris Wolfrey	Fresh Air Concepts	410-289-7800	Chris.wolfrey@fac.com
Amy Muck	AACO Purchasing	410-222-4092	amuck23@aacounty.org
Rich msniller	chilmer Corporation	410-426-5487	rich@chilmer.com
Michael Schillenberg	RMF	4105760505	michael.schillenberg@rmf.com