



September 24, 2018

**RE:** Pre-Bid Meeting Minutes  
Belleville BOE – Facility Upgrades:  
at Belleville High School

**D/R Project No. 3377**

**Meeting Date / Time**

September 17, 2018 @ 3: 00 p.m.

**Meeting Location**

Belleville High School  
102 Passaic Avenue  
Belleville, NJ 07109

**Attendees:**

\*Refer to the attached Meeting Sign-in Sheet

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1. The Owner (**Belleville Board of Education**) and the Architect (**DiCara Rubino Architects**) were introduced.
2. Please be advised that attendance at the Pre-Bid Meeting is strongly recommended for project review and bidder questions, but is not mandatory. The minutes to the Pre-Bid Meeting will become a part of the contract documents and will be attached to Addendum #1 which will be issued at a future date. A bidder may submit a bid without attending the Pre-Bid Meeting.
3. Addendums will not be issued within seven (7) business days prior to the Bid Date. As of the time of this meeting, the last day an Addendum can be issued is **Wednesday, October 03, 2018**.
4. Bids are due on **Friday, October 12, 2018 @ 3pm**, at the Belleville BOE, located at 102 Passaic Ave, Belleville, NJ. The Bids will be opened and read publicly shortly thereafter.
5. Bidders are to note the list of required documents to be submitted with the Bids (Bidder's Checklist), and the Bidders are asked to provide each of these documents, fully completed as part of their Bids. Bidders are also asked to complete every line item on the Bid Form, and associated documents. Omissions of the required bid documents or omissions of the requested information may result in the disqualification of a Bid.
6. Bidders are to note the list of **Allowances** listed in Specification Section **01020**. Bidders should also note the **Alternate Bids** listed in specification section **01030** for this project.
7. The working hours are Monday – Friday 3pm -11pm when school is in session and 7 am – 3 pm when school is out of session.



8. The Project Milestone Schedule and Project Completion date is located at the end of Specification Division 1 Section "Summary of Work".
9. The Architect reviewed the Scope of Work for the project with the Contractors present. The Work includes, but is not limited to:
  - A. Removal of existing windows and installation of new windows.
  - B. Infill of existing masonry openings with new brick veneer & CMU backup as indicated on the drawings.
  - C. Removal of existing light fixtures and installation of new LED fixtures
  - D. Removal of existing fire alarm system and installation of new fire alarm system.
  - E. Removal of existing emergency egress, exit, site and security lighting and installation of new.
  - F. Removal of existing steam heating system and installation of new hot water system with unit ventilators.
  - G. Removal & Replacement of existing flooring, ceilings, lights, HVAC, etc. as depicted in the drawings.
  - H. Installation of new HVAC units and associated wiring, controls, and plumbing lines as needed for a complete installation.
  - I. All other work described or shown in the drawings and specification, or necessary for a complete installation.
  - J. Abatement of existing floor tile by Owner.
  - K. Installation of new VCT floor tile to match existing by GC.
10. The Bidders must take into account of their bids that the existing building will be occupied by faculty, and staff, and that their bids should include all precautions in maintaining the safety of the same occupants. The Bidders should also take note that the school is located in a residential neighborhood and the Bidders will be responsible for policing their own work crews in respecting the school's neighborhood.
11. All questions regarding the Bids (RFI's) will be sent to the Architect on the RFI sheets provided to all Bidders. If questions need to be deferred to the Engineers, the Architect will forward the RFI's to the appropriate Engineer. This system will allow the Architect to monitor turnaround time of the responses to all RFI's.
12. It is the responsibility of the successful Bidder to fill out the permit applications / jackets and submit the drawings to the local building department for review. The successful Bidder will pull permits with the local municipality and any permit fees will be paid by the Board of Education. Refer to the General Conditions of the Contract for Construction.

The State Department of Education has signed off on the project.



13. If a Bidder wishes to visit the project site, they can contact the Board's representative, Mr. Richard Henry, Facilities Director, at telephone number 201 906 7561 to arrange for an appointment. A minimum of 48 hours notice is required.
14. The Board has on file an Asbestos Management Report for review by any Bidder wishing to go to the Board Office. The Owners consultant has advise the BOE that an Asbestos removal contractor is not required for roofing removal during a renovation. So no abatement is anticipated at this time.
15. The original installing contractor for the roof above the boiler room wing was Safeway Contracting, Inc., 136A Market Street, Kenilworth, NJ 07033. Phone: 908-598-08138 / Email: safeway@comcast.net.

If there are any discrepancies between the understanding of the attendees and these minutes, please notify our office within three (3) business days of receipt, to make any revisions to these minutes as necessary. If there are any additional comments or questions, please forward them to our attention.

Submitted by,

**DICARA | RUBINO ARCHITECTS**

Jeffrey M. Curry, RA LEED  
Senior Project Manager

JMC

cc: Matthew Paladino, Business Administrator, Belleville BOE