



ANDREW R. PARTAK, JR.  
ARCHITECT

**MEETING MINUTES**

Date: April 6, 2015 Pre-Bid Meeting

Project: Phase 1 Remodeling for  
New State's Attorney Office Facility  
57 N. Ottawa St. & 57 W. Jefferson Street

Project No.: R1307

Present: See Attached

Items Discussed:

1. Mr. Partak representing the Architect, opened the meeting and introduced representatives of the County of Will and the Engineers. He described the project and reminded the bidders to acknowledge receipt of all addenda and to include the Prime Contractor Certification Form and Bid Bond with their bids. He also reminded the bidders to review the County's Purchasing Ordinance regarding prevailing wages.
2. Ms. Rita Weiss, Director of Purchasing, outlined Will County's policies regarding bidding and reminded bidders of the bid due date and time.
3. Mr. Mike Miglorini stated that if the bidders wanted to arrange for sub-contractors to visit the site, they should contact him at 815-405-0395.
4. Mr. Partak stated that the project was tax exempt and exempt from the cost of municipal building permit fees and impact fees.
5. Mr. Miglorini stated that there may be times in the morning when excessive construction noise may need to be avoided on the occasion when court is in session on the floor below.
6. Mr. Partak stated that the entire 4<sup>th</sup> floor of the east portion of the building would be devoid of staff occupants during construction.
7. Mr. Miglorini stated that there would be no salvage associated with demolition delivered to the Owner.
8. Mr. Miglorini stated that the dumpster would be located just west of the overhead door in the alley. It would not be possible to utilize a chute to facilitate demolition disposal.
9. Mr. Miglorini stated that a crane for the replacement of the roof top HVAC unit can be located at the northwest corner of the building along the alley.
10. Delivery of gypsum wallboard to the fourth floor would need to be through a window that would be removed and replaced by the General Contractor.
11. Mr. Partak stated that there would be an Addendum clarifying the carpeting specification and HVAC work.

12. Ms. Weiss stated that all questions must be submitted before 4:00 pm on April 15, 2015 to be considered.
13. Mr. Miglorini stated that all correspondence must be through Rita Weiss during the bidding process to maintain proper coordination. It is anticipated that the contract will be awarded at the May 21, 2015 County Board Meeting with construction commencing the first part of June.
14. A tour of the site was then conducted following which the meeting adjourned.

The foregoing represents our understanding of the items discussed and the conclusions reached. Please respond with any additions or revisions within ten days of the receipt of these meeting minutes.