Pre-Bid Meeting Record

Meeting Date: November 10\textsuperscript{th}, 2016  
Host: Brian Kraft

Time: 2:00 PM  
Meeting Title: Pre bid Meeting

Location: Sunny Hill Nursing Home of Will County  
Project No.: 0161618.00

Participants:  
Brian Kraft, Janelle Payne, Annie Wesolowski – FGI  
Mike Miglorini, Rita Weiss – County of Will  
Becky Haldorson, Bill McFarland - SHNH

SUMMARY:

Brian Kraft opened the meeting by providing an overview of the project and by distributing the sign in sheet. The bid due date was noted as well as the requirement of the pre-bid meeting attendance. The following bulleted list summarizes the items discussed during the meeting and the walkthrough:

1. Patching and leveling is expected, although a minimal amount. The contractor is responsible for patching \leveling and accepting the condition of the substrate prior to installing any flooring product.
2. The owner will remove all the furniture and toilets and replace after the work is complete for all avenues.
3. 1\textsuperscript{st} Avenue will be done in one phase:
   a. There will be no resident or owner occupancy during construction and the contractor will have the entire avenue from start to finish.
   b. 1\textsuperscript{st} avenue needs to be completed prior to beginning work on 2\textsuperscript{nd} or 3\textsuperscript{rd} Avenue
4. 2\textsuperscript{nd} and 3\textsuperscript{rd} Avenue Construction
   a. The contractor will be given 4 resident rooms in each avenue (8 total)
   b. The contractor will need to leave half of the corridors accessible to residents and staff at all times
   c. The contractor must provide clear access to exits at occupied resident rooms at all times.
5. Dumpsters are to be provided by the contractor.
6. Work is expected to start the 2\textsuperscript{nd} week of January.
7. The contractor will be responsible for all dust control measures during the work.
8. Nurse stations at each of the 3 avenues will be added to the work as an alternate add and addressed in an addendum.
**PRE-BID ATTENDANCE SHEET**

**DEPARTMENT:** 2017-52 SUNNY HILL NURSING HOME – RENOVATIONS  
**DATE:** THURSDAY, NOVEMBER 10, 2016 - 2:00 P.M.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
<th>PHONE &amp; FAX #</th>
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| Pinnacle Flooring  
dave@pinnacleflooringcompany.com  
Dave | 18606 81st Ave.  
Tinley Park, IL | (708) 712-3410 |
| Kee Constr.  
Chris@kee2010.com  
-DID NOT STAY OR WALK THROUGH- | 1100 E. Whipple  
Chicago | 773 580 2457 |

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**Pinnacle Flooring Company**

**KEE CONSTRUCTION**

**CHRIS SALOMON**  
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Ann Wesolowski  
Brian Kraft  
Farnsworth  
Farnsworth

Janelle Payne - Farnsworth Group  
ED GARRETT - FARNSWORTH

Also Present: Mike Miglorini, Rita Weiss  
Bill