



Meeting Minutes

Project [16-183-1097] - 1097 - Village of North Aurora - LED Street Light Fixture Replacement **View Date** 4/20/2017

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

Meeting No. 16-183-1097-003

Meeting Type	Pre-Bid	Date	4/19/2017
Subject	Pre-Bid Meeting Agenda	Time	10:00 AM CT
Prepared By	Jeanne Aguirre	Location	Village of North Aurora

Meeting Attendance					
Company - Attendee	Required	Attended	Company - Attendee	Required	Attended
Kluber, Inc. - Aaron Reinhart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Village of North Aurora - Brian Richter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kluber, Inc. - Jeanne Aguirre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Village of North Aurora - John Laskowski	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kluber, Inc. - Jeff Bruns, S.E., LEED AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Village of North Aurora - Steve Bosco	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kluber, Inc. - Michael Kluber, P.E., LEED AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Ordered By Item No.

16-183-1097-003-001

Summary	INTRODUCTION	Originated
Desired Outcome	Understanding of project team.	Due
		Resolved
		Complete <input type="checkbox"/>

Discussion Details

1. General Information:
 - a. Project Name: LED Street Light Fixture Replacement
 - b. Address: Village of North Aurora, 25 E. State, North Aurora, IL 60542
 - c. Phone: 630-897-8258
 - d. Kluber Project No.: 16-183-1097
2. Project Team:
 - a. Village of North Aurora
 - i. Steve Bosco, Village Administrator
 1. Phone: 630-897-8258
 2. Email: sbosco@northaurora.org
 3. Steve Bosco will be the primary contact and authorized to act on behalf of Village of North Aurora
 - ii. Brian Richter, Street Superintendent
 1. Phone: 630-897-8258
 2. Email: brichter@northaurora.org
 - iii. John Laskowski, Public Works Director
 1. Phone: 630-897-8258

- 2. Email: jaskowski@northaurora.org
- b. Kluber, Inc. (630) 406-1213
 - i. Jeff Bruns, Project Manager
 - 1. Phone: (847) 404-4308
 - 2. Email: jbruns@kluberinc.com
 - 3. Jeff will be the primary contact and authorized to act on behalf of Kluber, Inc.
 - ii. Mike Kluber, Electrical Engineer
 - 1. Phone: 630-406-1213
 - 2. Email: mkluber@kluberinc.com
 - iii. Aaron Reinhart, Electrical
 - 1. Phone: 630-406-1213
 - 2. Email: areinhart@kluberinc.com

16-183-1097-003-002

Summary	ADVERTISEMENT FOR BIDS - Document 00 11 13	Originated
Desired Outcome	Understanding of bid advertisement.	Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
Description of Work: The Owner will receive bids for the removal of existing exterior street lights and replacement of new LED fixtures.		
<ul style="list-style-type: none"> A. Basis of Bids: Single Contract; Stipulated Lump Sum B. Pre-Bid Meeting: <ul style="list-style-type: none"> 1) Time: April 19, 2017, 10:00 AM. 2) Location: Village of North Aurora, 25 E. State Street North Aurora, IL. This is a mandatory meeting. Failure to attend may lead to disqualification of the bid. 3) Make sure you sign in and leave a business card. C. Bid Opening: May 2, 2017, 10:00 AM. 		

16-183-1097-003-003

Summary	SUPPLEMENTARY INSTRUCTIONS TO BIDDERS - Document 00 22 13	Originated
Desired Outcome	Understanding of Supplementary Instructions.	Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<ul style="list-style-type: none"> A. Questions in writing. Addressed to Kluber, Inc. Email is acceptable. Only responses indicated by Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. <ul style="list-style-type: none"> 1. Contact: Jeff Bruns 2. The last day questions will be considered: April 26, 2017 at 1:00 PM. B. The bidding Documents may be viewed free of charge online at http://northaurora.org/government/rfq-bidding.aspx after 8:00 AM on April 5, 2017. C. Bids to be submitted in DUPLICATE. D. A bid security in the form of a certified check, cashier's check or bid bond made payable to the Owner in the amount of 10% of the Base Bid must be attached to each submitted Bid. E. Performance and Payment Bonds: Each Contractor for each Contract number shall furnish Performance and Payment Bonds in accordance with Subparagraph 1.09 C. of the Supplementary Conditions Document 00 73 00. 		

16-183-1097-003-004

Summary	PROJECT SCHEDULE - Document 00 31 13	Originated
Desired Outcome	Understanding of Project Schedule.	
		Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<p>A. Award of Contract: May/June 2017.</p> <p>B. Commence Construction: Upon award of Contract (Anticipated to be June 2017).</p> <p>C. Substantial Completion: August 2017.</p> <p>D. Project Closeout: September 2017.</p>		

16-183-1097-003-005

Summary	BID FORM AND SUPPLEMENTS	Originated
Desired Outcome	Understanding of Bid Form and Supplements.	
		Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<p>A. Document 00 41 13 - Bid Form</p> <ol style="list-style-type: none"> 1. Bid Form to be submitted in duplicate and must include minimum one copy of a Bid Bond. 2. Base Bid Price No. 1: North Aurora subdivisions. 3. Base Bid Price No. 2: Messenger Library Parking Lot. 4. Bidder to provide a price for each and is <u>ALL</u> Base Bid work. These are not to be considered as alternatives. <p>B. Document 00 43 14 - Bid Form Supplement - Bidders Certification</p> <ol style="list-style-type: none"> 1. Attach to each submitted bid. All bidders indicated MUST COMPLETE this Form to be considered a complete bid. <p>C. Document 00 45 13 - Contractor's Qualifications</p> <ol style="list-style-type: none"> 1. Attach to each submitted bid. All bidders indicated MUST COMPLETE this Form to be considered a complete bid. <p>D. Document 00 45 46.01 - Contractor's Certification of Legal Eligibility for Bidding</p> <ol style="list-style-type: none"> 1. Attach to each submitted bid. All bidders MUST COMPLETE this Certification Form to be considered a complete bid. <p>E. Document 00 45 46.02 - Contractor's Drug-Free Workplace Certification</p> <ol style="list-style-type: none"> 1. Attach to each submitted bid. All bidders MUST COMPLETE this Certification Form to be considered a complete bid. <p>F. Document 00 45 46.03 - Sexual Harassment Certificate</p> <ol style="list-style-type: none"> 1. Attach to each submitted bid. All bidders MUST COMPLETE this Certification Form to be considered a complete bid. 		

16-183-1097-003-006

Summary	SUPPLEMENTARY CONDITIONS - Document 00 73 00	Originated
Desired Outcome	Understanding of Supplementary Conditions.	
		Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		

- A. Insurance and Bonds - Article 1.09
1. Contractor's Liability Insurance: Contractor is required to carry liability insurance for the limits indicated in Subparagraph 1.09A.4. and with additional named insured per Subparagraph 1.09A.5.
 2. 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.
 3. Property Insurance: By Owner.
 4. Performance and Payment Bond: Contractor to furnish a Performance and Payment Bond and a Labor and Material Bond equal to 100% of the full amount of the contract number being bid. Refer to Subparagraph 1.08.D.
 5. Additional Insureds: Owner, Architect.

16-183-1097-003-007

Summary	PREVAILING WAGE RATES - Document 00 73 40	Originated
Desired Outcome	Understanding of Prevailing Wage Requirement.	Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<p>A. Wage Determination Schedule: Contact Illinois Department of Labor for the most recent prevailing rate of wages.</p> <p>B. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records. See paragraph 1.01.C.</p> <p>C. Owner is tax exempt. Do not include taxes in the submitted bid price.</p>		

16-183-1097-003-008

Summary	ADDENDA	Originated
Desired Outcome		Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<p>A. Final Addendum, (if any), to be issued no later than: April 28, 2017.</p>		

16-183-1097-003-009

Summary	SUMMARY - Section 01 10 00	Originated
Desired Outcome		Due
		Resolved
		Complete <input type="checkbox"/>
Discussion Details		
<p>A. Project:</p> <ol style="list-style-type: none"> 1. The Project consists of the replacement of existing LED exterior light fixtures. <p>B. Work by Owner:</p> <p>Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion. Some items include:</p> <ol style="list-style-type: none"> 1. Owner will restore the disturbed landscaping. Contractor to provide rough grading. <p>C. Contractor Use of Site and Premises:</p> <ol style="list-style-type: none"> 1. Arrange use of site and premises to allow: 		

- a. Use of site and premises by the public.
- 2. Provide access to and from site as required by law and by Owner:
 - a. Do not obstruct roadways, sidewalks, or other public ways without permit.
- 3. Time Restrictions:
 - a. Limit conduct of Work per Village Ordinance.
- 4. Utility Outages and Shutdown:
 - a. Limit shutdown of utility services to 4 hours at a time, arranged at least 72 hours in advance with Owner.
 - b. Prevent accidental disruption of utility services to other facilities.

16-183-1097-010

Summary	TEMPORARY FACILITIES AND CONTROLS - Section 01 50 00	Originated Due Resolved Complete
Desired Outcome		<input type="checkbox"/>

Discussion Details
<ul style="list-style-type: none"> 1. TELECOMMUNICATIONS SERVICES <ul style="list-style-type: none"> A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization. B. Telecommunications services shall include: <ul style="list-style-type: none"> 1. One (1) mobile cellular telephone for each of Contractor's and any Subcontractor's field personnel. 2. BARRIERS <ul style="list-style-type: none"> A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition. B. Provide barricades and covered walkways required by governing authorities for public rights-of-way. C. Provide protection for plants designated to remain. Replace damaged plants. D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage. E. Traffic Controls: Coordinate with Owner for requirements during construction. The Contractor shall provide traffic control in accordance with the applicable portions of Section 701 work zone traffic control and protection, signing of the standard for road and bridge construction and applicable Illinois Department of Transportation highway standards. 3. WASTE REMOVAL <ul style="list-style-type: none"> A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.

16-183-1097-011

Summary	PROJECT REQUIREMENTS - Section 01 60 00	Originated Due Resolved Complete
Desired Outcome	Understanding of Substitution Request Requirements	<input type="checkbox"/>

Discussion Details
<ul style="list-style-type: none"> A. Substitution Requests in writing only. Email to Project Manager listed under Item 001 above. <ul style="list-style-type: none"> 1. Last day requests will be considered: April 26, 2017. B. Use Substitution Request Form at end of Section 01 60 00.


16-183-1097-012

Summary	CONTRACTOR QUESTIONS	Originated Due Resolved Complete <input type="checkbox"/>
Desired Outcome	Address Any Contractor Questions	
Discussion Details		

16-183-1097-013

Summary	TOUR OF PROJECT SITE	Originated Due Resolved Complete <input type="checkbox"/>
Desired Outcome	Familiarity of Site Conditions	
Discussion Details		
Contractors are free to drive to the site locations on their own.		

Supporting Documents

Document Type	Document	Open	Description	Date	Size (KB)
Doc	16-183-1097-00008		1097 - Mtg - 003 - Pre-Bid Meeting Sign In	4/20/2017	306



Meeting Sign-In Sheet

Project [16-183-1097] - 1097 - Village of North Aurora - LED Street Light Fixture Replacement **View Date** 4/10/2017

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

Meeting No. 16-183-1097-003

Meeting Type	Pre-Bid	Date	4/19/2017
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Prepared By	Jeanne Aguirre	Location	Village of North Aurora

Company	Attendee	Phone/Email	Signature
Kluber, Inc.	Jeff Bruns, S.E., LEED AP	630-406-1213 jbruns@kluberinc.com	
Kluber, Inc.	Michael Kluber, P.E., LEED AP	(630) 406-1213 mkluber@kluberinc.com	
Kluber, Inc.	Aaron Reinhart	(630) 406-1213 areinhart@kluberinc.com	
Village of North Aurora	Steve Bosco	(630) 897-8228 ext. 233 sbosco@vil.north-aurora.il.us	
Village of North Aurora	John Laskowski	(630) 906-7373 JLaskowski@northaurora.org	
Village of North Aurora	Brian Richter	(630) 897-8228 brichter@northaurora.org	
KSA LIGHTING	JEFF FIRST	708 268 7555 jfirst@ksalighting.com	
H: H Electro	Greg Simone	630-707-0824 greg.simone@hh-electro.com	
ALL TECH ENERGY VOLCAN SIGNS	TONY BETTANIN	630-918-7560 TBETTANIN@ALLTECHENERGY.COM	
	AL WAGNER	847.891-3155 AWAGNER@VOLCANSIGNS.COM	



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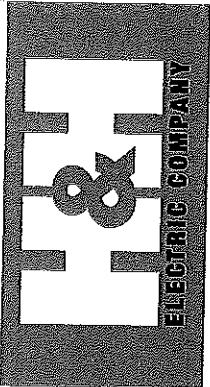
Company	Attendee	Phone/Email	Signature
Utility Dynamics Corp	Joe Spencer	630-554-1722 contact @ UtilityDynamicsCorp.com	<i>[Signature]</i>
vesco central Illinois	Dani Bedford	(815)513-9446 dbedford@vesco.com	<i>[Signature]</i>
G. FISHER COMM. CONSTR., INC	GEORGE FISHER	331-256-6847 GFISHER@FISHER-CONSTRUCTION	<i>[Signature]</i>
Midco Electric Supply	Diane Quinlan	708-921-9998 diane @ midcoelectric.com	<i>[Signature]</i>

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Vice President of Sales and Service

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