



**MADISON NEW PK-5 ELEMENTARY SCHOOL  
GILBANE JOB NO. J09867.000  
STATE PROJECT NO. 076-0067 N**

**PREBID MEETING MINUTES**

Held At: Jobsite Date: January 4, 2024  
180 Mungertown Rd Madison, CT 06443 Time: 1:00 p.m.  
Attendees: See Attached List

**Bid Packages:** 03A Concrete, 04A Masonry, 05A Structural Steel, 05B Misc. Metals (Set Aside), 06A Millwork & Casework, 07A Roofing, 08A Glass, Glazing, & Metal Panels, 09A Drywall & Related Work, 09B Painting (Set Aside), 09C Acoustical Ceilings, 09D Resilient Flooring & Carpet (Set Aside), 09E Tile (Set Aside), 10A General Trades, 11A Food Service Equipment, 11B Gym Equipment & Bleachers, 14A Elevators, 21A Fire Protection, 22A Plumbing, 23B HVAC, 26B Electrical & Security, 27A AV, Clock, & Public Address (Set Aside), 27B Tele Data (Set Aside), 28A Fire Alarm (Set Aside), 31B Sitework, 32A Site Concrete, 32B Landscaping (Set Aside)

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Nick Conti (Gilbane Senior Project Executive) opened the meeting with an introduction of the project. Mr. Conti stated that the purpose of the meeting was to provide an overview of the project, outline notable bidding procedures, highlight some of major items in the bid packages, and answer any questions that the bidders may have.

**A. Overview**

1. Mr. Conti provided an overview of the project.
2. Summary:  
Generally speaking, the Work includes construction as indicated on the construction documents. Madison Elementary School is a new 92,000sf building on the open site of 180 Mungertown Road. Construction on the new building is scheduled to start in January of 2024 and complete in May of 2025. Construction of the new building is not phased. The new building is a combination of one- and two-story wings with a gymnasium, kitchen, cafeteria, media center and classrooms. It is a steel structure with the exterior comprised mainly of steel stud backup walls with brick façade and metal panel trim. The interior partitions are largely drywall, and the floors are a combination of resilient and carpet flooring. The mechanical system is a geo-exchange system with heat pumps, an indoor DOA unit, and VRF units throughout the building spaces. The new school will have all new services including water, fire, electric and tele/data. There is a new water service that is to be extended from Green Hill Road to the building.

**B. General Instructions to Bidders**

1. Sealed bids for the bid packages listed in the Gilbane Project Manual for the Madison New PK-5 Elementary School Project will be received by Gilbane Building Company at Gilbane Building Company's Glastonbury Office at 208 New London Turnpike, Glastonbury CT 06033 until January 25<sup>th</sup>, 2024 at 1:00PM. Bids will be opened and read aloud shortly following the close of the bid period, refer to Bid Opening Logistics below. Late bids or bids received at any other location will not be accepted.

2. Bidders, at the time the bid is submitted, must be prequalified with the State of Connecticut Department of Administrative Services (DAS) in accordance with C.G.S §4b-91, for the bid package(s) listed below. In accordance with C.G.S. §4a-100, §4b-91, and §4b-101, any trade contractor submitting a bid is required to submit an update statement with their bid. All lower tier subcontractors with contracts in excess of \$1,000,000 must be pre-qualified in the applicable classification at the time of performance of their work.
2. Bidders were advised that bids shall be accompanied by a bid security in the form of a Bid Bond in an amount not less than Ten Percent (10%) of the total amount of the base bid. Said surety shall be issued by a surety that is licensed to do business in the State of Connecticut and is rated A-(VII) or better by A.M. Best. The bid security shall be drawn in favor of Gilbane Building Company. **Reference 00 61 26 Trade Contract Bid Bond Form in the Gilbane Project Manual.**
3. Security for faithful performance shall be in accordance with Article 6.1 Sample Trade Contract Agreement in Section 00 52 26 of the Gilbane Project Manual. Bidders are to include the costs for a one hundred percent (100%) Performance Bond and a one hundred percent (100%) Labor and Material Payment Bond in the bid price. Section 00 61 13 Bond Forms contains the bond forms which must be utilized for the project.
4. Bidders were reminded that all questions must be submitted in writing no later than 5:00 p.m. on January 11<sup>th</sup>, 2024. The questions must be addressed to Joi Francis via email at ([jfrancis@gilbaneco.com](mailto:jfrancis@gilbaneco.com)).

Documents are available for download free of charge via the Gilbane link:  
<https://securecc.smartinsight.co/#/PublicBidProject/731821>

5. Bid Supplements will be posted on the Gilbane link and it is incumbent upon the bidder to ensure all Supplements are included in the bid submission.

### **C. Contract & Insurance**

1. Bidders were urged to review the 2021 sample trade contract agreement before submitting their proposal. The successful bidder will be required to execute this agreement with Gilbane Building Company without modification. The successful bidder will be required to submit within ten (10) days after receipt, the appropriate insurance certificates, and the executed contracts. Failure to do so within ten (10) days after receipt of contract may be considered default under the obligation of the bid bond.
2. Each bidder must include in their proposal all cost associated with providing insurance coverage as specified in Article 6.3 of the Sample Trade Contract Agreement in Section 00 52 26 of the Gilbane Project Manual and the CCIP Manual in Section 00 73 16 of the Gilbane Project Manual.

### **D. Commission on Human Rights and Opportunity**

1. Bidders were reminded that the project is subject to the revised CHRO statutes. Every bidder is required to make a good faith effort to reach-out to, and include small and minority businesses when possible, including set-aside packages. Bidders must document their efforts towards inclusion in accordance with CHRO requirements.
2. The project has a multi-tier approach to maximize opportunity and inclusion. There are specific bid packages which have been set-aside solely for bidding by S/MBE certified firms. In order to

be eligible for award of a set-aside package, the bidder must be S/MBE certified by DAS at time of bid submission. Bidders which are not S/MBE certified with DAS at the time of bid are not eligible for award. In addition to the set-aside packages, non-set-aside bid packages contain participation goals. See the individual bid packages for the participation goal specific to that bid package.

#### **E. Schedule**

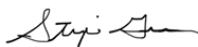
1. Bidders were advised to review the project milestone schedule included in the Gilbane Project Manual.

#### **F. Scope of Work & General Discussion**

1. The DOAS-1 unit has already been pre-purchased through public bidding.
2. The switchgear, several panels, and the generator have already been pre-purchased through public bidding.
3. The ductile iron water service piping has already been pre-purchased through public bidding. BP31B is required to perform all water service work in the public roadways during the Summer of 2024.
4. Gilbane urged bidders to check Gilbane file share site periodically for bid supplements. Supplements will always be posted to the Gilbane file share site upon publication.
5. Bidders were advised to review the 00 94 36 Site Logistics Phasing Plans included in the Gilbane Project Manual.
6. A walk of the location for the project was conducted.

NOTICE TO ALL PRESENT -- IF ANY OF THE FOLLOWING ITEMS ARE INCORRECT OR FAIL TO RECORD DISCUSSIONS AT THE MEETING, PLEASE CONTACT THE WRITER OF THESE MINUTES IMMEDIATELY.

Respectfully submitted,  
Gilbane Building Company



Stephanie Greenman  
Chief Purchasing Agent

cc: Attendees  
file

MADISON NEW PK-5 ELEMENTARY SCHOOL  
 GILBANE JOB NO. J09867.000  
 STATE PROJECT NO. 076-0067 N



PREBID MEETING SIGN-IN SHEET

Held At: 180 Mungertown Road  
 Madison, CT 06443

Date: 01/04/2024  
 Time: 1:00PM

**Bid Packages:**

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|------------------------------------|---|---|
| 03A Concrete                       | 09D Resilient Flooring & Carpet (Set-Aside) | 27A AV, Clock, & Public Address (Set-Aside) |
| 04A Masonry                        | 09E Tile (Set-Aside)                        | 27B Tele Data (Set Aside)                   |
| 05A Structural Steel               | 10A General Trades                          | 28A Fire Alarm (Set Aside)                  |
| 05B Misc. Metals (Set-Aside)       | 11A Food Service Equipment                  | 31B Sitework                                |
| 06A Millwork & Casework            | 11B Gym Equipment & Bleachers               | 32A Site Concrete                           |
| 07A Roofing                        | 14A Elevators                               | 32B Landscaping (Set-Aside)                 |
| 08A Glass, Glazing, & Metal Panels | 21A Fire Protection                         |   |
| 09A Drywall & Related Work         | 22A Plumbing                                |   |
| 09B Painting (Set Aside)           | 23B HVAC                                    |   |
| 09C Acoustical Ceilings            | 26B Electrical & Security                   |   |

NAME	COMPANY	PHONE #	EMAIL ADDRESS	BP#
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