



ANIMAL SHELTER BOILER PRE-BID MEETING AGENDA

August 23, 2021 3:00 pm-4:00 pm

1. Attendance Sign Up and Introductions
2. Project Description
 - a. Relocate and install new boiler and water heater. Cap off old system.
 - b. Coordinate with City on connection to existing power and water.
3. Access and security
 - a. Access to Animal Shelter must remain open to extent safely possible and operations must continue undeterred. Dogs, cats and other animals are kenneled in adjacent rooms.
4. Project Specific Issues
 - a. Electrical connection will require access into building
5. Construction Staging:
 - a. Trailers, storage containers, supplies, etc., shall be staged within the project site.
 - b. Employee/worker parking is allowed at shelter
6. Project work hours
 - a. Work hours shall match hours of the building 8:00 am to 5:00 pm and work shall be completed while staff is present.
7. Project Documents
 - a. Bid Package
 - i. Invitation to Bid
 - ii. Project Manual – Bid Specifications, Construction Plan and Specs
 - b. Addenda
 - i. Will be posted and updated on SciQuest
 - c. Questions / Answers – posted and updated on SciQuest
 - d. All materials and communications through SciQuest
8. Bidding timeline
 - a. Questions Due – Wednesday August 25, 4:00 pm. Direct questions to Sharen.

- b. Addendum will be sent by Friday August 27, 2:00 pm.
- c. Bids due Tuesday August 31, 3:00 pm

9. Bid Submittal Procedures

- a. Complete bid form and attach required documents.
- b. Include ONLY the requirements in the sealed bid.
- c. Submit sealed bids to City Recorder at South Salt Lake City Hall at 220 East Morris Avenue, South Salt Lake City, UT 84115.
- d. Or submit electronic bid (.pdf format only) to Craig Burton, City Recorder at cburton@sslc.com
- e. Bids will be opened and read aloud at this time. Late bids will not be opened.

10. Bonding and Insurance

- a. 5% Bid bond
- b. 100% payment bond
- c. 100% performance bond
- d. General Liability insurance (\$2 Million per occurrence) and (\$3 Million aggregate). Must name South Salt Lake City as Additionally Insured and include Waiver of Subrogation.
- e. Automobile insurance (\$3 Million per occurrence)
- f. Workman's Compensation Insurance (\$1 Million per occurrence)
- g. Waiver of subrogation on liability and workers comp insurance.

11. Commencement and Completion of work

- a. Work shall begin no later than September 1, 2021.
- b. Work shall be complete within 90 calendar days (November 30, 2021).
- c. Liquidated damages take effect on December 1, 2021 at \$500 per day.

12. Requirements

- a. Contractor license
- b. Insurance
- c. Successful record of safety
- d. E-verify (or acceptable substitute if government shutdown precludes)
- e. Building permit is required and shall be secured by contractor. SSL city will waive the building permit and inspection fees.

13. Question and Answer

14. Project Walk Thru