

ROOMS TO GO

Construction Department

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PRE-BID MEETING NOTES

Project: Rooms To Go – Seffner Corporate Office Expansion and Renovation, 11540 Highway 92 East, Seffner, FL

1. SPECIFIED MANUFACTURERS, SUBSTITUTIONS AND ALTERNATES

One brand name specified - no substitutions are allowed.

Two or more brand names specified - Bid documents are based on first named brand. Bidder must verify the compatibility of other specified brands.

Voluntary substitutions are to be clearly identified on the proposal form.

Substitutions after the time of award - Refer to Specification Section 01021.

2. PERMITS

The building permit will be paid for by the Owner. The Contractor shall expedite the permit if it is not available at the time of contract award.

Contractor will provide all other required permits (e.g. Subcontractor/Trade, demo, etc.).

3. TEMPORARY UTILITIES

All temporary utility connections are to be included in the Contractor's bid.

The reasonable cost of utilities consumed during construction will be paid for by the Owner.

4. OWNER-FURNISHED ITEMS. Refer to drawings and specifications for all Owner supplied items. The Contractor is responsible to receive, unload, store, insure, protect and inventory all Owner supplied items until incorporated into work. Any shortage or damage shall be reported to the Owner. Items include but are not limited to:

Materials supplied and installed by Owner –

- audio/video systems excluding conduit and boxes as noted on the drawings
- telephone and computer systems excluding conduit and boxes as noted on the drawings
- other items as noted on drawings

Materials supplied by Owner and installed by Contractor – Contractor is responsible for material until incorporated into the work.

- Carpet as noted on the drawings

- LVT as noted on the drawings
- Items as noted on the drawings

5. DESIGN REVIEW COMMENTS:

Direct all questions/comments concerning any design related items to the Architect, allow three (3) business days for response during the bid phase. The Architect will solicit responses as needed and reply to all Bidders. Applicable Building Codes and referenced product manufacturer standards are minimum requirements. The drawings and specifications for this project may exceed these minimum requirements.

The drawings and the project specification manuals are both considered part of the contract documents. The Contractor is responsible for the review and conformance to all contract documents. In the case of apparent conflicts and discrepancies between the drawings and project specification manuals and within the drawings and project manual documents themselves, the Contractor is to notify Architect in writing of such apparent conflicts and request clarification from the Architect. No additional costs or delays in schedule will be accepted due to Contractor's misinterpretations and failures to request clarifications.

6. CONTRACT REVIEW COMMENTS:

The Contractor controls its means and methods unless the Contract dictates a particular means or method. The Contractor shall provide all items necessary for performance and completion of the Work including items inferred as being necessary to provide a complete system with indicated results consistent with the Contract Documents.

The Contractor's general conditions, overhead and profit mark up of claims for extra work shall not exceed eight percent (8%) for changes less than \$50,000 or five percent (5%) for changes greater than \$50,000. General conditions shall include printing, copies and postage for Change Bulletins. All contract alternate and unit pricing shall include Contractor's site supervision, general conditions, insurance, overhead and profit mark-up.

13. TESTING AND INSPECTIONS -

Quality Assurance Testing will be provided by the Owner through an independent testing agency. The Contractor is responsible for coordination and scheduling of all testing and inspections per the RTG "Testing and Inspection Requirements" outline provided by Owner. The Contractor is responsible for the cost of re-testing test failures, excessive stand-by time and cancellation without notice. Refer to Specification Section 01411. In addition to Owner, Structural, Architectural, Electrical, Mechanical, Plumbing and Fire Protection Consultants will perform final building inspections for the Owner. Unauthorized changes, alternates, and/or substitutions will require correction. Do not deviate from the drawings and specifications without prior approval.

14. CLARIFICATIONS AND QUESTIONS

Division 1

1. Builders Risk insurance will be provided by Owner.
2. Provide proposed temporary fencing plan for any requested staging/storage areas, on-site or within the building.
3. Work excludes removal of any existing hazardous materials. None are known to be present.
4. The Contractor shall provide an interior dust/safety/security partition barrier enclosing the work area.
5. The Contractor is requested to provide value engineering cost savings alternates for consideration.
6. There are currently no restrictions for work hours other than saw cutting of concrete to be performed after 5:00 PM or before 9:00 AM and for work performed in occupied areas.
7. Work to be performed in four (4) separate phases per attached diagram/sketch.
8. The project will be open/available for Subcontractor inspection visits on **Tuesday, September 7, 2021**, from **1:00 PM to 4:00 PM** and on **Monday, September 13, 2021**, from **9:00 AM to 12:00 PM**. Visitors shall proceed as directed by Security personnel at the entry Guardhouse.
9. The anticipated start date is October 25, 2021.
10. Provide resumes for proposed project management and site supervision if we have not previously worked with these personnel.
11. Phase 2 is scheduled to begin within 2 weeks following turnover of Phase 1. Phase 3 is scheduled to begin within 2 weeks following turnover of Phase 2. Phase 4 is scheduled to begin one day following turnover of Phase 3.

Division 2

1. The Contractor is responsible for restoration of all on-site and offsite areas disturbed in performance of the Contract work.
2. Work includes salvage of dock doors, high bay lighting electrical panels, electrical transformers, two elevators, stair set, and other items as may be noted on the drawings. Deliver/turnover to the Owner at the project site.
3. Work includes removal/demo of all existing abandoned electrical, mechanical, plumbing, fire protection and appurtenances, unless specifically noted otherwise.

Division 6

1. Work includes in-wall support blocking for Owner provided items.

Division 9

1. The Contractor shall provide 2% of each floor finish type for Owner's attic stock.

Division 16

1. Work includes electrical power connection to items supplied and installed by the Owner (e.g. signage, system/modular work stations).

Unit Costs

1. Provide unit cost to supply and install each flooring finish type (add/delete \$/SF or \$/SY).