

Agenda
RELOCATE CARDIOLOGY
John Vasos - COTR

- 1. Pre-Bid Meeting - Relocate Cardiology Suite-Waiting Area, 5th Floor, Bldg.#1.**
- 2. Intent of this meeting**
 - a. General Description – Scope of Work
 - b. Introduce members of the project team
 - c. Discuss condition to working at the VA
 - d. Walk-Through of the project Site After Meeting
- 3. Introductions - Relationships:**
 - a. A/E – 'Thomas Jeziorski' , Design the entire project
 - b. John Vasos – Contracting Officer Technical Representative – Tech Rep of Government
 - c. Jeffrey C. Gerbensky – Contracting Officer
- 4. Project Description**
 - a. 12,000 sqft space to be remodeled
 - b. 2-Cath Lab Rooms, Patient Recovery, Stress Lab, Offices, Conference Rooms and Exam Rooms
 - c. 2-New Mechanical Systems installed.
 - d. Construction will be in three (3) Phases
- 5. Activities Construction of a new Cardiology Unit that is approximately 12,000 sqft.**
 - a. Construction Partitions
 - b. Installation of Heat Detectors and Fire Alarm programming in the Construction area
 - c. Demolition – Exiting walls, ceilings, floors, electrical, plumbing, mechanical, fire systems.
 - d. Construction – New walls, ceiling, floors, electrical, plumbing, mechanical, fire systems.
 - e. Fire Systems-Sprinklers, fire detectors.
 - f. Communication Systems computer/phone systems
 - g. Demolition of existing and installation of 2 air handlers.
 - h. Structural Support for Cath Lab Equipment
- 6. COMPLETE SET OF ARCHETECTURAL DRAWINGS WILL BE PROVIDED**
- 7. Photographic Tour of the area.**

Requirements Working at the VA

1. All Employees must have 30hr OSHA TRAINING.
2. Construction entry door must have VA PROVIDED pad lock keyed by VA.
3. Must have a VA – ID
4. Work after normal hospital hours (8:00am-4:30pm) must be requested.
5. Contractor supply safety plan – Fire Extinguishers location, monthly heat detector test.
6. Construction partition door must be self closing
7. Contractor provide and mount fire extinguishers-inspected monthly
8. Heat detectors are to be installed before any disruption of sprinkler system.
9. Hot work permits are require for flame, welding, - 30 min fire watch
10. Parking spaces allowed – 2 (1-dumpster), (1-forman truck)
11. All waste materials must be recycled and documented.
12. Elevator Usage (4:30pm – 7:00am – Other time upon request)
13. Crane Lifts only on weekends (acceptations by request only)
14. New Air Handlers are to be tested, turned off, warrantee starts day of turn-over.
15. Noise making activities – phnumatic hammers only after normal hospital hours.
16. Store material in construction area- storage box only after approval
17. Construction partition floor to ceiling, all opening sealed.
18. Infection control will mandate negative air pressure, sticky matts/ possible Hepa Vac.
19. Fire system cannot be impaired for more than 4hrs without life safety actions taken.
20. Utility shut-downs, two (2) week notice – sooner possible with approval.
21. All chemicals used must have MSDS safety sheets in construction area.
22. Any construction materials that have fumes associated must require approval.
23. Non-union employees are allowed, but must pay Ill prevailing wage.
24. Proper personal protection equipment must be worn at all times.
25. Weekly meetings will be held with the project manager.
26. Daily reports are required – Simple Form.
27. Certified payroll is required prior to any Progress Payment Application.
28. All utility shut-downs will be performed by the VA.
29. All cutting terminating from old utilities will be completed by the Contractor.
30. All unforeseen conditions are to be brought to the COTR's attention immediately.
31. The VA will abate all hazardous materials.
32. If any material is suspect of being hazardous, the COTR is to be notified immediate.
33. No work performed outside of the project scope of work unless instructed by the CO.
34. All unforeseen conditions are to be compensated in the form of a Change Order.
35. All mechanical utility shut-downs are to be performed outside of normal hospital hrs.
36. This project can be shut-down for any safety violation or national emergency.
37. All remaining equipment in the construction area is to be removed by the contractor.

38. All questions during the bidding process are to be forwarded to the CO.

IMPORTANT DATES

ALL QUESTIONS SUBMITTED TO CO = 2/3/2012

IF REQUIRED – AMMENDMENT POSTED = 2/15/2012

**BID OPENING = 2/22/2012
2:00 PM**

LOWEST BID IS AWARDED !!!!