

**VA East Orange Medical Center
Project #3268.01
Physical Medicine and Rehabilitation
Phase 2 Pre-Bid Conference
Meeting Minutes**

LOCATION: VA East Orange Medical Center
Building 5A Conference Room

DATE: September 13, 2012

Attended by:	Non-Attendees
VA East Orange Juan Murillo Estrella Yasmin Array Andre Borowczak, AIA Bidders:	Array Jay Blose, AIA Jeffrey Drucker, AIA Skye Pirch Rodkin Cardinale Dominic Cardinale Simon Rodkin

PURPOSE: Pre-Bid Conference.



Item	Meeting Item Description	Resp.	Date Due	Date Closed
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NEW BUSINESS:

1.1	Instructions to bidders: a) All questions to be submitted before 09/21/12. b) Bids opening date will be on 10/01/12.			
1.2	13th Floor walkthrough with bidders: a) Project phasing reviewed. b) Review of limit of work areas c) Review of phase 1 work area (adjacent renovation being completed next few weeks).			
1.3	12th Floor walkthrough with bidders. a) Review of existing space below renovation area. b) After hours access.			

I believe this account accurately reflects what transpired during the meeting. Additional input, modifications, or changes from other members of the project team is appreciated and will be incorporated into subsequent minutes if received in a timely manner, or amended at the next meeting.

Respectfully submitted,

Andre Borowczak, AIA
Project Manager