



Minutes of Pre-Bid Meeting
September 23, 2014
Des Plaines Public Library
Partial Restroom Partitions and Fixture Replacement Bid

Present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Gary Valente.

Also Present: Minsun Ku, Buildersland, Michael Valenzia, Commercial Specialties, Michael Hirvela, Stuckey Construction, Patrick Duffy, T D Construction Services, Greg Lietzau, L & M Builders, Adi Klinghofer, Prestige Distribution, William Morrissey, Specialties Direct

Meeting began at 10:00 a.m.

Roberta Johnson, Assistant Director, introduced Holly Richards Sorensen, Library Director, Gary Valente, Head of Building and Security Services and Carol Kidd, Human Resources Manager. Roberta Johnson stated that prospective bidders should direct their questions to her by email or telephone. Carol Kidd will email the minutes of the meeting and any addendums to attendees. The minutes and addendums will also be posted on the library website.

Holly Richards Sorensen, Library Director, stated that the library budgeted \$17,000 for this project, but she is aware that the bids may exceed this amount.

The attendees were shown the two (2) public restrooms on the second floor.

Gary Valente, Head of Building and Security Services, stated that all final measurements for the project are up to the contractor. Gary Valente also stated that the four (4) solid plastic, floor mounted urinal screens should be 18 inches deep and braced. The continuous full length support brackets for all wall mounted partitions and privacy screens should be aluminum. The sixteen (16) shelves will be mounted on the back wall just above the tile and strong enough to hold books/purses. The shelf in the handicap stall should be adjusted to comply with the American with Disabilities Act. The twelve (12) napkin/sanitary disposal units should be in stainless material. Gary Valente stated

that samples of materials and color charts should be included with the bid. Gary Valente said that there is room outside the library for a dumpster, if needed.

The meeting adjourned at 10:30 a.m.

Minutes prepared by Carol Kidd.