



## MEETING NOTES

**Date:** November 28, 2022

**Place:** 1800 South Street, Geneva Illinois

**Project/Purpose:** Keslinger Road and Delnor Substation Maintenance Project

**Attendees:** Jose Ruiz (City of Geneva)  
Ed Regelbrugge (City of Geneva)  
Shahram Nitkabe (EPS)  
Robert Rogde (Quad Plus)  
John Halpin (L&S Electric)  
Matt Boggs (WESCO)

**Notes By:** Jose Ruiz

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The following meeting notes set forth our understanding of the instructions, information & discussions at this meeting. We are proceeding based on the contents of these meeting notes.

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The pre- bid conference meeting was convened to acquaint the prime contractors with the requirements of the bidding documents for Keslinger Road and Delnor Substation Maintenance Project. Questions were also received and answered as follow.

The pre-bid conference started at 9:00 a.m. An introduction was conducted and a short description of the project was given. Then it was followed by the bidding process and instructions. The project consists of a maintenance cycle on the Power Transformer, Load Tap Changer. All relay settings and schemes along with proper operation of the circuit breakers. The Standby Battery and Charger at Keslinger will be fully load tested. The Battery Charger at Delnor Sub will need to be tested and maintained per manufacturer's instructions.

There is an optional project, based on budget for labor & parts that will be the install of new bearing half segments at the left phase by-pass switch shaft at Delnor Sub see EXHIBIT "D" for details, such cost can be added to page 17, section 5 respectively.



**Bidding:**

**A. Due date and opening**

1. Bid Open will take place at 10:00 am on December 12, 2022.
2. Bid received after 10:00 am December 12, 2022 will be returned unopened.
3. The bids can be:
  - a. Viewed in person at 10:00am at Geneva City Hall 22 S. 1st St.
  - b. Or on YouTube (the video for bids is LIVE only, we do not record it).
  - c. If not in attendance, results will not be given until after award of contract and it may take up to 45 days.

**B. Conformance and substitutions**

1. Substitutions will not be considered until after award of contract
2. Submitted in complete conformance of all plans, specifications, terms and conditions of specifications

**C. Contract Documents**

1. Bid bond
  - a. Bid bond submitted with bid (10%)
  - b. Performance and payment bonds submitted with signed contract
2. Addenda
  - a. Bidders required to acknowledge receipt of addenda
3. Site visit
  - a. Encouraged, we will be visiting substations at conclusion of meeting
4. Subcontractors
  - a. Required to be listed with bid
  - b. Owner may request qualifications within 5 days of bid opening
5. Bid signatures
  - a. Must be signed by an appropriate authority of bidder
  - b. President, Vice-President, Partner or Owner
  - c. Otherwise accompanied with Power of Attorney stating authorized to sign bid
6. Bid amounts
  - a. Invited on a lump sum basis
  - b. Contract awarded based on best interest of project
  - c. Bidder will be notified immediately if error changes position of lowest bidder



7. Award of Contract
  - a. Successful bidder will be notified with award of bid within 45 days
8. Work time frame
  - a. Work to commence no sooner than December 31, 2022
  - b. Work to be substantially completed by April 30, 2023 and invoiced by May 26, 2023
9. Liquidated Damages
  - a. Liquidated damages does not apply to this contract.
  - b. Time is of the essence
  - c. It is important that all work must be complete and all construction materials removed by April 30, 2023
10. Requirement for Certified Payroll and FOIA
  - a. Before payment is released Certified Payroll must be submitted first, along with written & detailed report & suggestion of performed & needed work
  - b. Since we are a public agency all correspondence between the City of Geneva and bidders are subject to FOIA, therefore all communications will be FOIA-able.
11. Q&A's
  - a. Any questions relating to the Contract that requires a response from the City of Geneva must be submitted in writing (email, fax or mail) by Monday, December 05, 2022 at 9:00 a.m. The City of Geneva will provide response by email or fax by Monday, December 05, 2022 at 3:00 p.m.
  - b. No further Addendum will be made after this point in time for Q&A's.
12. Prevailing wage act
  - a. IDOL prevailing wage will have to be followed on this project – if work over 8 hours per day overtime must be paid.
  - b. Latest table of Kane County Prevailing Wage Rates was provided
  - c. Overtime to be paid after 8 hours worked
13. Work hours
  - a. Monday – Friday 7:00 am to 3:30 pm
  - b. No work to start before 7:00 am each workday per City Ordinance
  - c. No work on Saturday or Sunday or City Holidays
  - d. All work must stop by 8:00 pm per ordinance



**D. Other**

1. Check In/Out
  - a. Jose Ruiz will be notified by call or text when checking in and out
2. Parking Lot
  - a. Due to our Delnor Sub being located at the Delnor Hospital property, we must comply with their rules to access to our facility through S. Fisher Dr.
3. Portable Bathrooms
  - a. Due to the small size of our facilities, there are no bathrooms in our substations, so we highly recommend to bring a portable bathroom.

**The following questions were asked:**

1. Will both substation be out of service at the same time?
    - a. No, one substation will be out at the time of work, then when finished it will be back to service and the next will be switch out.
  2. Will the City of Geneva bring back the one Sub that was serviced prior to take the second out of service?
    - a. Yes, we will transfer load back to the serviced Sub on Friday, and sequentially on the next Monday, we will transfer load off from the second Sub.
  3. Who will perform any switching?
    - a. City of Geneva lineman will switch as needed.
  4. Will the new battery system be installed at Delnor Substation by the time we start work?
    - a. Yes, the City of Geneva will have the new battery systems installed prior work start.
  5. Who will install the new battery system at Delnor Sub?
    - a. Our team will install the battery system at Delnor.
  6. Do we have to complete all the required paper work in the bid package even though they were submitted already with the previous rejected process?
    - a. Yes, it is required to submit all the required paper work in the bid package.
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- 1) The meeting was adjourned at 9:35 a.m.
  - 2) Additional questions can be made to Jose Ruiz via email to [jruiz@geneva.il.us](mailto:jruiz@geneva.il.us).