

## MEETING REPORT: Pre-Bid #2

Issue Date: August 26, 2024  
 Project Name: Griffin Hospital Generator and Distribution Upgrades – Phase 2  
 Project No.: 2021144.01  
 Meeting Date: August 26, 2024  
 Meeting Location: Griffin Hospital Facilities Office  
 Written By: EMG

Attendees:

<u>Name</u>	<u>Company</u>	<u>Email</u>
Nancy Marini	Griffin Hospital	<a href="mailto:nmarini@griffinhealth.org">nmarini@griffinhealth.org</a>
Ron Berhle	Griffin Hospital	<a href="mailto:rberhle@griffinhealthcare.org">rberhle@griffinhealthcare.org</a>
Sean Hanlon	Griffin Hospital	<a href="mailto:shanlon@griffinhealth.org">shanlon@griffinhealth.org</a>
Kevin Dumont	Griffin Hospital	<a href="mailto:kdumont@griffinhealth.org">kdumont@griffinhealth.org</a>
John Shea	Griffin Hospital	<a href="mailto:jshea@griffinhealth.org">jshea@griffinhealth.org</a>
Edward Grafe	vanZelm Engineers	<a href="mailto:egrafe@vanzelm.com">egrafe@vanzelm.com</a>
Peter Manke	McPhee Electric	<a href="mailto:pmanke@phalconusa.com">pmanke@phalconusa.com</a>
Rich Cupillo	Kinsley Power	<a href="mailto:rcupillo@kinsleypower.com">rcupillo@kinsleypower.com</a>
John Diggertt	J.C. Diggertt Inc.	<a href="mailto:diggertt@gmail.com">diggertt@gmail.com</a>
Alex Porch	Tucker Mechanical	<a href="mailto:aporch@emcor.net">aporch@emcor.net</a>
Dan Mahieu	C&H Electric	<a href="mailto:danmahieu@chelectric.com">danmahieu@chelectric.com</a>
Bob Angelillo	R&C Electric	<a href="mailto:rcelecllc@aol.com">rcelecllc@aol.com</a>
Tom Gasparini	B&G Piping Co.	<a href="mailto:tomg@bgpiping.com">tomg@bgpiping.com</a>

Distribution:

<u>Name</u>	<u>Company</u>	<u>Email</u>
Attendees		
Patrick Charmel	Griffin Hospital	<a href="mailto:pcharmel@griffinhealth.org">pcharmel@griffinhealth.org</a>

*The following items are intended to describe the highlights and decisions of the meeting and are not necessarily presented in the order in which they occurred.*

Item No.	Discussion and Determinations	Action Items
1.	<i>Confirmed all bidders have received Addendum #2-REVISED, dated August 22, 2024.</i>	
2.	<i>Generic contract will be uploaded to the RFP site by Griffin Hospital.</i>	
3.	<i>Clarification by Nancy Marini that liquidated damages commence after the completion date stated in Successful Contractor's Bid Proposal.</i>	

4. *Sequencing was discussed such that any work that can be performed early should be done:*
  - a. *Installation of the new fuel oil piping, pumping system and polishing system.*
  - b. *Installation of the Sprinkler work.*
  - c. *Removal of Generator #2 (250kW) can be removed once all loads currently fed from it have been transferred as outlined in Proposed Sequence of construction. This will enable removal of the exhaust flue to be removed early.*
5. *Upon visiting the roof, discussion regarding the possible enlargement of the thimble may be required. Roofing work shall be done by New England Masonry & Roofing, 146 Sheridan Dr, Naugatuck, CT 06770 (203) 729-2266 / [www.nemasonry.com](http://www.nemasonry.com)*
6. *For coordination purposes, Griffin Hospital will confirm lead times for the new Transfer Switches and the new Switchboard EQESBB.*
7. *For the purposes of containment exhaust on 2nd and 3<sup>rd</sup> floors when working on removal/replacement of new generator exhaust flue, there are two locations available, preferred would be through them balcony door to the southeast of the work area, the second would be through a “removable” window in the sitting area to the northeast of the work area.*
8. *The question of permitting difficulties with the town for using a crane was raised. Griffin Hospital has always worked closely with the town and has no reason to believe that there will be any problem in obtaining permit(s) for using a crane to rig the equipment in and out through the areaway.*

Meeting adjourned.

THE FOREGOING CONSTITUTES OUR UNDERSTANDING OF THE MATTERS DISCUSSED AT THE MEETING AND CONCLUSION REACHED. ALL PARTICIPANTS ARE REQUESTED TO REVIEW THESE ITEMS AND ADVISE IN WRITING, WITHIN FIVE (5) DAYS FROM RECEIPT OF THESE MINUTES, OF ANY EXCEPTION TAKEN.

Respectfully submitted,

**VAN ZELM HEYWOOD & SHADFORD, INC.**

*Edward M Grafe*