

Minutes from:

GUC Atrium Skylight & Interior Renovations, Pre-Bid Meeting

April 6, 2011, 10 am

**Present:**

Kevin Burch	REI
Raymond Lovelace	REI
Bob Barry	Curtis Construction
Bert Owens	Owens Roofing
Greg Roberson	GUC

Kevin Burch opened the meeting, passed out packages, discussed plans and shop drawings. The discussion about Structural took place next, which just reiterated the information in the package. We discussed Phase 1 of the project being the roof replacement and Phase 2 being the interior work. We discussed Phase 1 being completed by the end of June, 2011 and Phase 2 being completed shortly thereafter as the project will bridge 2 GUC budget years.

We performed a site visit on top of the roof and then below the roof to look at the interior work involved.

There being no questions or concerns, the meeting was adjourned at 10:50 am.

Respectfully,

Greg Roberson, Supervisor

GUC, B & G Maintenance