

Pre-Bid #1 Meeting Notes

Project: Greenville Utilities Commission New Operations Center Renovations

Date: June 30, 2026 / 2:00PM – 3:00PM

Location: GUC New Operations Campus Building #2 & #3

Items Discussed:

1. **Sign-In:** Please place your name, company name, and phone number on the sign-in sheet.
2. **Schedule & Deadlines:**
 - **Pre-Bid Meeting #2:** Thursday, July 9th, 2026 at 2:00PM
 - **Deadline for Questions:** Tuesday, July 14th, 2026 at 5:00PM
 - **Final Addenda Issued:** Wednesday, July 15th, 2026 at 5:00PM
 - **Bid Date:** Thursday, July 23rd, 2026 at 2:00PM
3. **Meeting Activities:**
 - a) Met in conference room and everyone signed in and schedule was discussed. The new walked the sites.
4. **Questions & Discussions During Walkthrough:**
 - a) Walked both building project areas and discussed overall general scope happening in each area.
 - b) Reviewed laydown areas while outside and shall update via addenda as required.
 - c) Discussed phasing timeline as noted in the specifications. GUC needs training room completed in Building #2 ahead of starting renovation of existing training room in Building #3. Submittals and procurement for Phase #2 shall take place during Phase #1. The City has confirmed that all permits can be obtained at the beginning of the project.
 - d) There are no specific noise hours. Normal working hours shall be from 6AM – 5PM but specialized hours can be worked if coordinated with Owner ahead of time.
 - e) GUC shall move out all furniture, equipment, lockers, etc. that is not specifically noted on drawings in the Contractors scope.
 - f) All card readers shall be Owner provided and Owner installed. Contractor is only responsible for power/data as noted on drawings however, one existing interior card reader shall be relocated to the Fitness room as noted on the drawings. GUC shall program the card reader.

- g) The fire alarm system is monitored by SCI.
- h) Dust partitions shall be required per the specifications and locations shall be added to the drawings per Addendum.
- i) Will the curb be demolished as part of the HVAC alternate at Building #3? This shall be clarified via addendum.
- j) Is the panel in the existing shop space part of the electrical for this project? Review the panel schedule on the drawings to confirm but access to all panels shall be provided by GUC as required.
- k) The alterations to the existing office in Systems Support and the new office will possibly be mostly completed by GUC ahead of the project start. The GC will likely still need to be responsible for HVAC per the drawings.

Pre-Bid #1

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