The purpose of the meeting was to discuss:

a. Review furniture RFP important dates
b. Answer questions from bidders
c. Tour project site

**General information provided by CannonDesign/Owner**

- **Important Dates**
  - Last day for questions: March 31, 2021
  - Bid submittal deadline: April 12, 2021
  - Substantial completion: November 26, 2021
- Will stage furniture by area and level since that is how the construction will be completing
  - The furniture punch will be completed this way as well
- Two (2) units in North tower have first patient date of Feb. 1, 2022
  - Intent is to have all furniture (except for level 4) installed prior to first patient day
  - Specific units have not been determined
- Level 4 alternates will be moving forward but will not complete the same time as the rest of the project
- Phase 1 install is targeted to start July 1
- CannonDesign will generate and maintain a detailed installation calendar
  - Freight elevator and loading dock coordination
  - Which products get installed when

**Questions and answers**

- Who will provide building protection?
  - After project has been awarded there will be a meeting with all awarded dealers to discuss this approach
  - This will be in the scope for the bidders; will not be provided by the GC or the Owner
- Badging will need to be done for GC only since they still own the building
  - Safety training will be required and is offered daily
    - Specific times can be coordinated with GC
- Site hours are 6 am – 6 pm
  - Special needs can be coordinated with GC
- 18 wheelers can be accepted at the loading dock
- Who is providing the hardware and installing the floor mounted products?
  - UT Health to review contract with GC and report back
  - General consensus is whoever does the mounting should also provide the hardware
  - Dimensions for floor mounted products will be provided to furniture dealers as required
- Some products will be shipped weighted and others will not-per manufacturer
MEETING NOTES

- CannonDesign to confirm weights are provided on specifications as required
- Deliveries and installations can be done during regular business hours
- Once a delivery truck has been unloaded it must be moved away from loading dock
- No parking is available on campus for installers
- UT Health and GC will make sure path to delivery area is clear of all obstructions
- Site contacts are:
  - Ginger Smith
  - Paul Ehrhardt
  - GC contact TBD
- All freight elevators may be scheduled
- All furniture will be purchased through a furniture dealer; no direct sales
- UT Health does not pay sales tax since a state entity
- Partial invoicing is an option; product receipt must be verified by Owner via video or a site visit to dealer warehouse
- Any storage facility holding project furniture must be insured
- Owner will generate one (1) PO per package even if multiple manufacturers
  - Historically back-up for POs have been line-by-line, not a summary
- COVID protocols as recommended by CDC will be used on site
  - These protocols will be reviewed prior to installation
- CannonDesign will ask for drop dead dates to make any changes to ship dates
- Concealed damage that is discovered past the acceptable date will be handled on a case-by-case basis
- Two (2) additional site tours will be scheduled and invitations sent out

To the best of my knowledge, the above items were discussed. Should there be any additions or corrections, please advise CannonDesign in writing within seven days. We will consider these meeting notes an accurate record for proceeding with the necessary “actions”, unless informed otherwise as noted.

Prepared by,

Shelby B. Papp

Attachments:
- Sign-In Sheet

cc: Invitees
Attendees

VT Health Pre-bid

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