

11-A009 Meeting Minutes Carroll County Judicial Center Signage and Way Finding

Date: March 24, 2011

Russ Benedict – Introduction

- Introduced all project members: Randy Smith, Randy Simpkins and Teresa Loftin.
- Informed bidders that all communication should be directed to Russ. He will then distribute that information accordingly.
- Russ will inform all bidders of any information and/or addenda that are released for bidders.

Informed bidders that no addenda will be issued within 2 days of bid date unless a request for bid date extension is included.

Randy Smith – Project Description

- Informed bidders that the first two floors should be finished by November 14, 2011.
- Explained signs must meet ADA specifications.
- Elevators and Stairwells must have signs.
- Specialty signs for Court Rooms, Juvenile Court and the Lobby will be on a wood wall, all other signs will be on drywall. There are 16 specialty locations.
- Fifth floor will have signs only for the elevator, stairwells and exits.
- Holding cell area will not have signs.
- A sample of furniture color will be sent out to vendors for matching purpose.
- Bidder's proposal should be paper bid. (Samples may be presented to Commissioners)
- Bidders need to send a list of directional signs by March 25, 2011.
- Award will not be based on low bid. Qualifications, experience, product choice and delivery will be factors in the final decision.
- RFP is for interior signs only.
- Potential bidders were asked to provide suggestions/input for informational signs they felt would be needed for the Court House. (i.e.....weapon, cell phone ex.)
- Bidders were asked to provide line item pricing.

Question and answer period followed.