

**PRE-BID MEETING MINUTES**

**ISSUE DATE:** Feb 18, 2014

**RE:** Littleton Library Upfit  
114 East South Main St.  
Littleton, NC

**BID OPENING:** February 27, 2014, 2:00 PM

**BID OPENING LOCATION:** Littleton Town Hall  
P.O. Box 87  
112 East South Main St.  
Littleton, NC 27850

**FROM:** Dawson Construction Services, Inc. (Project Manager)  
4105 Sherwood Drive  
Wilson, NC 27896  
Ph: 252-265-0035  
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**ATTENDEES:** Ken Golf, Central Builders, Inc  
Brian Carnahan, Calvin Davenport, Inc  
Paul Heaton, Jr, Heaton Construction, Inc  
Kenny Heaton, Heaton Construction, Inc  
Shaun Joyner, Highland Company of Eastern NC  
Carroll Mann, E. Carroll Mann Custom Builders, Inc.  
Doug Kirk, Muter Construction, LLC  
Gary Manning, Norstate Contracting  
Kevin Barnhill, R&L Builders & Sons  
Tony Abbott, H G Reynolds Company Inc.  
Jason Davis, Turn-Key Contractors, Inc.  
George Pope, Vance Construction  
Kim Gray, Littleton Library  
Robin Romanus, Braswell Memorial Library  
Jimmy Kenney  
Donald Lynch, Air Boss Heating & Cooling, Inc.  
Bill Torr, Air Boss Heating & Cooling, Inc.  
Heidi Hogan, Littleton Town Commissioner  
Gerleen Pitchford, Littleton Town Commissioner  
Sylvia Alston, Littleton Town Commissioner  
Dennis Patton, Upper Coastal Plain Council of Governments  
James W. Miller, James Millers & Associates, PA  
Charles R. "Buster" Dawson, Dawson Construction Services, Inc.  
Josh Thompson, Dawson Construction Services, Inc.  
LaQuanzy Wooten, Dawson Construction Services, Inc.

**TOPICS DISCUSSED:** Bid Schedule: February 27, 2014, 2:00 PM  
Contracts: General Construction, Building  
Submittals will be required for all materials and equipment.  
GC to furnish dumpster, portable toilet, and temporary electrical service.  
Plans have been approved by Halifax County, project ready to permit.  
Town of Littleton will provide water and sewer service to building.  
Progress Energy to provide electrical service.  
Monthly progress meetings will be held.  
Monthly payment request to be submitted to Dawson Construction Services  
Any changes to plans will be reviewed and approved by Dawson  
Construction Services.  
Unit price requested for removal and replacement of damaged roof  
sheathing and framing.  
Data and phone wiring and related equipment to be furnished and installed  
by owner. Chases to be furnished and installed by GC.  
Portion of front entry sidewalk to be replaced as per plans.  
Circulation deck will be furnished by Owner and installed by GC.  
Power and data service to circulation desk will require in floor conduit.  
Round duct may be used in lieu of rectangular duct.  
Cross sections and framing details for front entrees will be in Addendum 1.  
Aluminum storefront color will be standard ( dark bronze, white, or  
mil finish.)  
All work on this project will be supervised by the GC. Sub-contractors are  
not to work unless this supervision is provided.  
If required, the last Addendum issued will on Feb. 25, 2014.  
HVAC service platforms will not be required.  
The security and smoke detection system is local to building only.  
Davis-Bacon wage determinations will apply.  
Wage interviews will be conducted on site periodically.  
All Federal requirements are in bid package.  
Labor and OSHA posters to be posted on site.  
Interior wall colors will be selected by owner.  
It is the desire of the owner to issue the Notice to Proceed during the week  
of March 10, 2014.

Minutes as recorded by Contract Manager Charles Dawson

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Clerk