



"The Bedding Plant Capital of Connecticut"

PUBLIC BUILDING COMMISSION
Cheshire Town Hall
84 South Main Street
Cheshire, Connecticut 06410

SPECIAL MEETING NOTICE - REVISED

MEETING: Emergency Shelter Generators

DATE: Monday, June 12, 2017

TIME: 8:00 AM **NOTE:** Time change

PLACE: CHS Facilities Office
525 S Main St, Cheshire

REASON: Pre-construction meeting
Contract review
Possible recommendation to PBC

Janet Ray, Acting Secretary

FOR: Mr. Steve Durkee
Subcommittee Chairperson



Town of Cheshire
Installation of Emergency Generator at CHS
Pre-Construction Meeting Agenda

1. Start date: June 19, 2017
2. End date: August 18, 2017
3. Provide emergency contact list electronically and Town will add contact information
4. Insurance certificate on file: No, please provide to Janet Ray (jray@chshirect.org)
5. Fully executed contract on file: Yes.
6. Performance and Payment Bond on file: No, provide original via mail to Janet Ray
7. Prevailing wage rates – must submit weekly certified payroll prior to receiving payments
8. Material stockpile locations?
9. Work area restrictions –
 - a. make safe for pedestrians
 - b. school use during summer?
10. Dumpster locations?
11. Work hours?
12. Payment requisition due to Town by 24th of each month. Can estimate work that will be complete by end of month.
13. OSHA safety requirements must be observed for all work activities
14. Submittal schedule/status – submit as required by DTC per specifications
15. Building permits must be taken. Fees will be waived.
16. Unit prices:
 - a. Coordinate measurement verification with the CPS Director of Facilities & Grounds, or Director of PW (George cell - 203/645-4709)
 - b. Notify above immediately if any exceptional circumstances are encountered that will result in a change order
17. Extra work must be authorized prior to it being performed. No payment will be allowed for extra work not previously approved by Public Works or the Public Building Commission.
 - Staff can authorize up to \$2,500.
 - The project committee can authorize up to \$5,000
 - The Public Building Commission's approval is required for anything over \$5,000
18. Project meeting schedule?