Meeting Minutes – Seaside School District #10 Bond Moving Services Conference

Date: 5/21/2020 at 1:00 PM
Location: Gearhart Elementary 1002 Pacific Way, Gearhart, OR 97138

1. Attendee Sign-in.

2. Welcome and Introductions:
   a. District Maintenance Supervisor
   b. RFP Administrative Contact: Stephanie Rodriguez
   c. Owner’s Rep: Jim Henry Bond Project Manager (not present) & Megan Pritchard Bond Project Coordinator
   d. Potential Proposers in attendance.

3. General Information: The purpose of this mandatory Pre-Proposal Conference is to provide an “Informal” forum for the potential Proposers to ask questions and gain clarifications on the requirements identified in the Request for Proposals.
   a. All answers by District and DAY CPM Representatives to potential Proposers questions are considered Informal and nonbinding on the Seaside School District and DAY CPM.
   b. All potential Proposers requiring a formal answer to their questions, or request for clarification or change must submit their questions in writing to the Administrative Contact in accordance with the RFP.

4. RFP Schedule
   a. Deadline for Requests for Clarification or Change: May 26th, 2020 @ 2:00 PM PST
   b. Proposal Due Date and Time: May 29th, 2020 @ 2:00 PM PST
   c. Notice of Intent to Award: June 12th, 2020
   d. Contract Execution: June 19th, 2020

5. Proposer Questions, and Clarification or Change Requests.
   a. A spreadsheet of current classrooms and new classrooms for HS/MS will be provided as Attachment “F”.

6. District Schools Toured
   1st - Gearhart: Tentative start 2:00 pm – 2:30 pm
   2nd – Seaside HS: 2:45 – 3:15 pm (includes drive time)
   3rd – Broadway MS: 3:25pm – 3:55 pm (includes drive time)
   4th – Seaside Heights Gym and Modular: 4:00 pm – 4:20 pm

END OF MEETING MINUTES
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<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Street Address</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred Stewin</td>
<td>WDF</td>
<td>7342 SW 160th Ave</td>
<td>503-579-4949</td>
<td><a href="mailto:fsievers27@comcast.com">fsievers27@comcast.com</a></td>
</tr>
<tr>
<td>Manuel Sanchez</td>
<td>WDF</td>
<td>1683 Laurel Dr.</td>
<td>503-519-2554</td>
<td>manuel@<a href="mailto:se7een72@smail.com">se7een72@smail.com</a></td>
</tr>
<tr>
<td>Aaron Sch routine</td>
<td>Redefine Moving</td>
<td>811 SE 39th Ave, Clackamas, OR</td>
<td>503-746-8902</td>
<td>sarah@redefine moving.com</td>
</tr>
<tr>
<td>Sarah Lewis</td>
<td>Redefine Moving</td>
<td>811 SE 39th Ave, Clackamas, OR</td>
<td>503-746-8902</td>
<td>sarah@redefine moving.com</td>
</tr>
<tr>
<td>David Acosta</td>
<td>PM Moving</td>
<td>9415 SW 118th Ave</td>
<td>503-349-8909</td>
<td><a href="mailto:david@pomoving.com">david@pomoving.com</a></td>
</tr>
<tr>
<td>Max Pearson</td>
<td>Lainman</td>
<td>3805 SW 9th Ave</td>
<td>503-349-8909</td>
<td><a href="mailto:mp@lainman-re5.com">mp@lainman-re5.com</a></td>
</tr>
<tr>
<td>Tony Baldwin</td>
<td>Soothi</td>
<td>9445 SW Redfield Rd</td>
<td>971-225-2062</td>
<td><a href="mailto:anthony.baldwin@seil.com">anthony.baldwin@seil.com</a></td>
</tr>
<tr>
<td>Bruce Cooper</td>
<td>Life</td>
<td>8060 SW Westerfield St</td>
<td>503-757-4530</td>
<td>Bruce.cooper@E左侧ial.com</td>
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