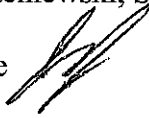


North Tonawanda City School District

OFFICE OF THE ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES

DR. JOSHUA R. JANESE
ASSISTANT SUPERINTENDENT
OF ADMIN. SERVICES
PHONE: (716) 807-3511

JACQUELINE MCMAHON
SENIOR ACCOUNT CLERK
PHONE: (716) 807-3503

To: Dr. Jeffrey Jachlewski, Superintendent
From: Joshua Janese 
RE: 2025-2026 Capital Outlay Bid Awards
Date: 7/1/25

Please consider presenting Young & Wright's recommendation memo regarding bid awards for the 2025-2026 capital outlay project at the upcoming reorganizational meeting.

CC: J. Hart
D. Bundt

NORTH TONAWANDA CITY
SCHOOL DISTRICT
176 WALCK RD
NORTH TONAWANDA, NY
14120

(716) 807-3655

<http://www.ntschoools.org>



Silos at Elk Street
50 Elk St., Suite 200
Buffalo, New York 14210

Buckingham Commons
85 Allen St., Suite 210
Rochester, New York 14608

Post Bid Scope Review Meeting

Project Name	North Tonawanda City School District Capital Outlay Project 2025-2026
Job #	25017
Date	7/1/2025
Contract for	General Trades
Contractor	Woodsmith Fence, Joe Smith
Meeting Attendees	Victoria Waleszczak, YWA Brandon Small, YWA Jim Hart, NTCSD Josh Janese, NTCSD Chris Gerhard, NTCSD Jeff Jachlewski, NTCSD Jackie Coyle, NTCSD

00 2113 Instructions to Bidders

<input checked="" type="checkbox"/>	Contractor is comfortable with bids as submitted and ready to enter into AIA contract A104-2017
<input checked="" type="checkbox"/>	Contractor is prepared to provide submittals as follows upon notification to proceed by the owner. 1. A designation of the work to be performed with the bidders own forces. 2. Names of the manufacturers, products and suppliers of the principal items or systems of materials proposed for the project.
<input checked="" type="checkbox"/>	Contractor understands the requirements for Performance bonds
<input checked="" type="checkbox"/>	Contractor Acknowledges modifications to the drawings and specifications as provided in Addendum (Addenda) # 1 and # 2.

00 3100 Available Project Information

<input checked="" type="checkbox"/>	Contractor Bid includes Owners Tax Exempt Status
<input checked="" type="checkbox"/>	Contractor bid includes Prevailing wage rates

00 3113 Milestone Schedule

<input checked="" type="checkbox"/>	Construction shall be completed by 10/1/25 .
<input checked="" type="checkbox"/>	Contractor understands the schedule is based on building availability determined by the District and will include multiple mobilizations at each building.
<input checked="" type="checkbox"/>	Milestone Schedule from specs:

	<ul style="list-style-type: none"> - 7/2/25 - Board of Education Meeting & Contract Approval - 7/3/25 - Bid Award and Notice to Proceed issued to Contractor - 8/4/25 - All Submittals Due & Approved - 8/4/25 - Construction Activities to Begin - 10/1/25 - Substantial Completion - 11/3/25 - Project Completion
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00 7200 General Conditions	
<input checked="" type="checkbox"/>	Contractor has read and is familiar with the terms and conditions of the AIA A104-2017 including the insurance requirements of Article 11.
<input checked="" type="checkbox"/>	Contractor is prepared to provide Insurance certificates which Indicate the Architect, Owner and owner's representative as additional Insureds.

01 1100 Summary of Work – General Trades Contract	
<input checked="" type="checkbox"/>	Contractor acknowledges that he/she understands the full scope of work for this project and any alternates that have been accepted. The following is a list of specific items listed in this section for verification.

01 2600 Contract Modification Procedures	
<input checked="" type="checkbox"/>	Contractor has read and understand the process for approval and Authorization of Change Orders

01 2900 Payment Procedures	
<input checked="" type="checkbox"/>	Contractor is aware that a Schedule of Values shall be required within Seven days of the Notice to proceed.
<input checked="" type="checkbox"/>	Separate New Construction from renovation work in the Schedule of Values
<input checked="" type="checkbox"/>	Schedule of Values shall have line items to Hold 5% for Retainage, 1% for Closeout, 1% for Safety, 1% for Job Meeting attendance.

01 3000 Non-Construction Requirements	
<input checked="" type="checkbox"/>	Contractor acknowledges requirement for Preconstruction meeting, site mobilization meeting and bi-weekly construction meetings to be held every other at 10:00 am at the office of the Clerk of the Works.
<input checked="" type="checkbox"/>	Contractor acknowledges the requirements for Examination of Existing conditions and Existing Conditions photographs.
<input checked="" type="checkbox"/>	Contractor acknowledges the requirement for a Project staffing plan for in house staff and subcontractors, suppliers, and vendors including addresses, telephone numbers and contact names.
<input checked="" type="checkbox"/>	Name of On-site superintendent: Matthew Tobias – (716) 954-3100

<input checked="" type="checkbox"/>	Name of Principal in charge of meetings, paperwork, etc: Joe Smith (716) 954-3827
<input checked="" type="checkbox"/>	Contractor work hours are between 7am and 5pm during summer session with established work hours from 3:30 pm until 10pm. - The District can be flexible with first shift work hours if necessary. The contractor shall coordinate with Jim Hart.
<input checked="" type="checkbox"/>	Daily clean-up is required.
<input checked="" type="checkbox"/>	General contractor shall provide all necessary dumpsters though entire project.
<input checked="" type="checkbox"/>	Contractor acknowledges that "ALL" questions shall be provided to the Architect in writing, on the RFI form included with the Specifications.

01 3200 Construction Progress Documentation

<input checked="" type="checkbox"/>	Contractor shall submit preliminary schedule of planned operations within 10 days of Notice to proceed.
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01 3300 Submittal Procedures

<input checked="" type="checkbox"/>	All Submittals shall be received with 45 days of the Notice to Proceed. Long lead items should be submitted ASAP.
<input checked="" type="checkbox"/>	What long lead items shall be submitted: • Ladder: ~4 weeks

01 4500 Safety Standards for School Construction

<input checked="" type="checkbox"/>	Contractor acknowledges that he has read and will comply with all of the requirements of this section

01 5000 Temporary Facilities and Controls

<input checked="" type="checkbox"/>	Contractor has reviewed and understands the requirements provided with section 01 5000.
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01 6000 Product Requirements and Substitutions

<input checked="" type="checkbox"/>	Are any Substitutions going to be requested for this Project? Yes _____ No <u>X</u>
<input checked="" type="checkbox"/>	A Point by Point Comparative and Substitution Request for any requested substitutions will be required as specified and submitted on the form included with this section. NO EXCEPTIONS.
<input checked="" type="checkbox"/>	What Products will you be requesting a Substitution for: • NA

01 7300 Execution

<input checked="" type="checkbox"/>	Cutting and Patching for each contractor for their own work will be by that contractor.

01 7700 Closeout Procedures

Contractor acknowledges that he/she has read and understands the procedures for Project closeout and shall maintain one complete set of as-built drawings for final submission.

Signatures:

Architect

Victoria Waleszczak
Victoria Waleszczak

District's Representative

[Signature]
Jim Hart

Contractor

[Signature]
Joe Smith