**HEMLOCK SEMICONDUCTOR CORPORATION (HSC)**

**PRE-BID MEETING MINUTES – ADDENDUM #1**

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| --- | --- | --- | --- | --- |
| **Site:** | HSC | **Bldg.:** | S465 | |
| **PCAP/PEXP/WO#/ Package #:** |  | | **CATEGORY CODE#:** |  |
| **Project Title:** | HSC S465 C04 Steam and Condensate Foundations and Grounding | | | |
| **Conducted By:** | Justin Buckley | | **Phone:** | (989) 301-5115 |

|  |  |
| --- | --- |
| **DESCRIPTION OF WORK:** | Civil |

This meeting is to familiarize the bidders with HSC practices & policies and locations of site & support facilities, so that a bidder may successfully evaluate the job requirements. This meeting is also intended as a review of the package and allow for clarifications of any questions as we review this material.

**ATTENDANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor Personnel** | **Firm Name** | **HSC Personnel** | **Dept./Bldg.** |
|  | Pumford | Scott Mcculloch |  |
|  | Three Rivers | mehdi Malekadeli |  |
|  | Sugar |  |  |
|  | JR HEineman |  |  |
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PROCUREMENT:

1. **Timeline:**

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| --- | --- | --- | --- |
| **Project / Construction Schedule:** | | **Time** | **Date** |
| ✓ | Pre-Bid Meeting: | 9:00 AM | 10/11/2023 |
| ✓ | **Bid Returns Due:** | **1:00 PM** | 10/25/2023 |
| ✓ | Construction Start: |  | 10/26/2023 |
| ✓ | **Construction End:** |  | **11/30/2023** |
| ✓ | Final Invoice: |  | 12/10/2023 |
| ✓ | Outage Start: |  | NA |

1. **Bid and Contract General Conditions:**
   1. **Bidder Instructions Described:**
   2. Addendum Process is described. Addendum 1 is the Pre-Bid Meeting notes.
   3. Questions and Answers shall be sent out via additional Addendums.
   4. Questions within 24 hours of the bid deadline shall not be answered.
   5. The bids shall be sent VIA email to Justin.Buckley@hscpoly.com
   6. **Questions during the Bid Phase contact:**

|  |
| --- |
| **Justin Buckley**  Procurement / Ariba Support  (989) 301-5115  [justin.buckley@hscpoly.com](mailto:susan.breternitz@hscpoly.com) |

* 1. **Questions After Bid Award or During the Project contact:**

|  |
| --- |
| Construction Owner’s Rep  Scott McCulloch |

1. **Voluntary Alternates:**

HEMLOCK SEMICONDUCTOR is encouraged by Suppliers that offer value to our corporation. If during a bid event it is obvious that another method would save our corporation money and result in satisfactory completion of a project we are interested to learn of this. Often voluntary alternates may result in a Supplier being selected based on the alternate which brings value to our corporation. Feel free to provide alternates where appropriate. HSC will at its sole discretion accept or decline the use of any alternate methods.

1. **Timely Invoicing:**

HEMLOCK SEMICONDUCTOR reserves the right to reject any invoices and refuse payment on any invoices that are not submitted within 120 days of project completion.

1. **Confidential Information Drawings & Specifications:**

HEMLOCK SEMICONDUCTOR requires that all drawings and specifications be returned to engineering personnel responsible for the project. If you are the unsuccessful bidder, ensure to return the drawings and specifications to Hemlock Semiconductor. If you are the successful bidder, at the end of the project ensure to collect all drawings and specifications from your resources (subcontractors and material providers) and return them to Hemlock Semiconductor.

CONSTRUCTION SUPPORT:

1. **Safety**
   1. OSHA Process Safety Management applies to this project.

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| --- | --- | --- | --- |
|  | Yes |  | No |

If OSHA PSM applies to this project the following items must be explained to Contractors.

HSC shall inform the Contractors that the job they are bidding will require their employees to work in areas that require Process Safety Management (PSM) of highly hazardous chemicals, per OSHA 29CFR 1910.119. This section (OSHA 29CFR 1910.119) contains requirements for preventing or minimizing the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals. These releases may result in toxic, fire or explosion hazards. Contractor is responsible to ensure their employees are properly informed and safeguarded. [See Exhibit A – attached]

* 1. All Contractor’s workers are required to successfully complete the following prior to being allowed on Hemlock Semiconductor sites:

a. MIOSHA / OSHA-10HR (minimum) Safety Training (one time)

b. Attend Michigan Area Initial Safety Orientation Training (one hr.)

c. Complete Yearly Safety Training Refresher (15 min. video & test)

d. Background Checks are required on all unescorted persons who enter the HSC Site

* 1. Contractor is required to provide a copy of their Company Safety Program/Plan, which shall include Site Safety Meetings to Dow Corning (minimum of one/month). While Contractor is performing work on Dow Corning Sites, Contractor shall submit to Owner's Representative, an agenda, schedule, and attendance record, for each Monthly Contractor Safety Meeting. Weekly Contractor Toolbox Safety Meetings are required along with topic and attendance submitted to Owner's Rep.
  2. Violations of basic rules and/or MIOSHA/OSHA regulations may be cause for disciplinary action up to removal from job site and plant.
  3. Daily housekeeping is required of all contractor personnel on site.
  4. Smoking is allowed in designated areas
  5. Stand-by Personnel are required for Fire Watch (for 30-min. after work) on Hot Work, Confined Space Entry, Excavation, and/or Aerial Lifts.
  6. Safety Shower/Eye Wash: for Chemical Exposures, Leaks, Releases, Injuries, Fires, etc.

1. Safety and Loss Prevention are notified of exact location when in use.
2. Don’t hesitate to use SS/EW to alert S&LP of any emergency.
   1. Emergencies to be reported from plant phone on EXT:

|  |
| --- |
| 642-7373 |

* 1. HSC has a policy against sexually offensive behavior and materials.
  2. No Metallic Ladders allowed on HSC Site.
  3. Safe Work/Excavation permits must be obtained prior to commencing work.
  4. Daily Pre-Task Plans must be completed by contractor and made available to HSC at request.
  5. Random RECAP audits will be conducted throughout the HSC Site

1. **Security – Badge Requirements, Site Entry and Work Hours**
   1. Site Entry:
2. All badged contractors with drive in privileges shall enter through:

|  |
| --- |
| S98 GATE |

1. All badged contractors on foot may park in the Contractor parking lot and enter through the Contractor turnstiles at:

|  |
| --- |
| S98 |

* 1. Background Checks required on all unescorted persons who enter HSC Site.
  2. Work Hours:

1. Daily:

|  |  |  |  |
| --- | --- | --- | --- |
| **Start:** | 07:30 AM | **End:** | 04:00 PM |

1. No Weekends or Holidays unless approved by Owner’s Rep
2. Holidays shall consist of the following:
   * New Year’s Day
   * Good Friday
   * Memorial Day
   * Fourth of July
   * Labor Day
   * Thanksgiving Day & the Friday following
   * Christmas Day
3. **Contractor Responsibility - Contractor will Supply, Furnish or Produce:**
   1. Orientation of all Prime Personnel and Subcontractor Personnel
   2. Site First-Aid for *Non-Life Threatening Injuries* must contact:

|  |
| --- |
| (989) 642-7373 |

* 1. Contractor is responsible to repair any damage caused to the surrounding area.
  2. Contractor is responsible for providing all necessary PPE & safety equipment per HSC Site.
  3. Contractor is responsible for “As-built” drawings for construction changes to package. Contractor personnel are to send marked up set from the field to Owner's Representative at the completion of the job. HSC may retain 7% of project payment until “As-builts” are provided to HSC Owner’s Representative.
  4. HSC Site welding standard is applicable for welding within the HSC Site.
* Radiography for onsite fabrication:
  + *Radiography requirements for piping fabrication shall continue to be governed by construction work package and 3253 general M&I specification.*
  + *Where this addendum is applied, all on site radiography for HSC shall be performed at owners expense by owners staffing. Winning bidders shall coordinate with owner’s reps for on-site radiography needs. HSC has on site staffing for radiography, so field weld x-rays will be performed by this on site crew.*
  + *Number of onsite x-rays will be provided by bidder at the time of bid submission.*
  + *Bidder’s should estimate jobs without 3rd party costs for any radiography on site at HSC.*
  + *Radiography requirements for fabrication performed off site or at contractors shop will remain in the contractors scope of work.*
* All radiography requirements that result from a failed weld shall be the responsibility of the contractor.
  1. Contractor-generated schedule is required upon award:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

* 1. Contractor shall be required to remove tie point tags (if applicable, i.e. mechanical projects) and returned to Owner’s Rep immediately after tie point is complete.
  2. Contractor shall be required to obtain the appropriate Permits required from City of or any other Government Organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Building |  | Electrical |  | Plumbing |  | Mechanical |  | Other: |  |

* 1. This project may have an industrial sales tax exemption if process related. Sales tax is:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Exempt |  | Taxable (applicable) |

1. **Handling of Waste**
   1. The contractor is responsible for cleaning the work site at the end of each day. As part of this responsibility, the contractor is to sort recyclable materials such as wood, metal, and plastic from non-recyclable trash and place recyclable materials and trash in the proper collection bins provided by Hemlock Semiconductor Corporation.
2. Used recyclables to S-59 Washpad for recyclables and debris
3. New recyclables to S-70 north side

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Soils / Excavation |  |  | Yes |  | No |
|  | City Landfill |  |  |  |  |
|  | On Site |  |  |  |  |
| Pipe Demolition |  |  | Yes |  | No |
|  | Steam Yard |  |  |  |  |
|  | Other Location: | | | | |
| Metals |  |  | Yes |  | No |
|  | Scrap and Provide Credit | | | | |
|  | On Site Metal Bins | | | | |
| Other Material |  |  | Yes |  | No |
|  | Describe Material: | | | | |

* 1. **Potential hazards** associated with this project to be discussed such as:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asbestos Materials |  | Yes |  | No |
| Lead Paint |  | Yes |  | No |
| Chlorosilanes Area **(FR attire REQUIRED, contractor to furnish)** |  | Yes |  | No |
| Other: |  | Yes |  | No |

ENGINEERING

1. **Detailed Summary of Project:** By Project Manager and Discipline Engineers
2. **Project Site**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Site Walk-through: |  |  | Yes |  | No |
|  |  |  |  |  |  |
| 2. Review model if available |  |  | Yes |  | No |
|  |  |  |  |  |  |
| 3. Visit Site-Equipment Check |  |  |  |  |  |
| a. Hard Hat |  |  | Yes |  | No |
| b. Safety Glasses w/side shields |  |  | Yes |  | No |
| c. Long Sleeved Shirts |  |  | Yes |  | No |
| d. Steel-toed footwear |  |  | Yes |  | No |
| e. Monogoggles (as applicable) |  |  | Yes |  | No |

1. **Follow-up items and clarifying discussions during the Pre-Bid Meeting:**

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| --- |
| 1. No permits are required for this package. |
| 1. Please see attached soil boring report |
| 1. On drawing HX1-501688 Foundation Detail F-100 it shows a 90 degree hook extending not less than 3” into the center of the cage.  Can this detail be a splice joint to avoid potential   inference with the anchor bolts?  A splice detain can be used to avoid any interference with the anchor bolts as long as the lap splice length for tension can be met. |
| 1. How are spoils to be treated?   Spoils will go south of Geddes rd to the HSC sand pit |
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**Exhibit A**

**OSHA 29CFR**

**PART 1910 -- OCCUPATIONAL SAFETY AND HEALTH STANDARDS**

**OSHA 29CFR:** Standard Number: [**1910.119**](http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=STANDARDS&src_unique_file=1910_0119&src_anchor_name=1910.119)

**Title:** Process safety management of highly hazardous chemicals.

**Purpose:** This section contains requirements for preventing or minimizing the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals. These releases may result in toxic, fire or explosion hazards.

**Hemlock Semiconductor Responsibilities**

**1910.119 (h): Contractors:**

**1910.119 (h) (2) (ii):**

The **employer** (HSC) shall inform contract employers of the known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.

**Contractor Responsibilities**

[**1910.119 (h) (3)**](http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=STANDARDS&src_unique_file=1910_0119&src_anchor_name=1910.119(h)(3))**: Contract employer responsibilities**.

**1910.119 (h) (3) (i):**

The contract employer shall assure that each contract employee is trained in the work practices necessary to safely perform his/her job.

**1910.119 (h) (3) (ii):**

The contract employer shall assure that each contract employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.

**1910.119 (h) (3) (iii):**

The contract employer shall document that each contract employee has received and understood the training required by this paragraph. The contract employer shall prepare a record which contains the identity of the contract employee, the date of training, and the means used to verify that the employee understood the training.

**1910.119 (h) (3) (iv):**

The contract employer shall assure that each contract employee follows the safety rules of the facility including the safe work practices required by paragraph (f) (4) of this section.

**1910.119 (h) (3) (v):**

The contract employer shall advise the employer of any unique hazards presented by the contract employer's work, or of any hazards found by the contract employer's work.