



PREBID MEETING MINUTES

Project: SACS 2024 Roofing and Related Work at Deer Ridge:

Meeting Date: February 7, 2024 at 10:00am
Commission No: F23091

- I. Design Team Introduction:
 1. Craig Campbell, Director of Maintenance
 - a. Office: 260-431-2080
 - b. Email: ccampbell@sacs.k12.in.us
 2. Mike Hamilton, Principal, **MARTINRILEY architects•engineers**
 - a. Office: 260-422-7994
 - b. Cell: 260-223-9014
 - c. Email: mhamilton@martin-riley.com
 3. Clarence White, Project Manager, **MARTINRILEY architects•engineers**
 - a. Office: 260-422-7994
 - b. Cell: 260-445-7332
 - c. Email: CWhite@Martin-Riley.com
- II. Scope of Work:

The project include the removal of the existing 4-ply BUR with 2-ply MBR direct recover roof system down to the roof deck and providing new insulated 90 mil EPDM roofing system and system components on areas <3>, <5>, <6>, and <7>, EIFS repair on areas, thru-wall installation, and the removal and replacement of 2 groups of existing clerestory aluminum frames windows with new on areas <3>, and <6>.
- III. Units prices
 1. Unit Prices are specific to this project and are included on the Contractor's Bid Supplement to Form 96.
- IV. Timeline
 1. Address all questions to **MARTINRILEY** by **5pm Wednesday, February 21, 2024**, in order to fairly disseminate all information to all bidders in the Addendum date of issuance of **Thursday, February 22, 2024. Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity and are submitting bids that will result in a complete project. Failure to do so will result in contractor's compliance with the Owner or Architects interpretation, at no contract increase.**
 2. Bids are due at Central Maintenance Office, located at 4810 Homestead Rd, Fort Wayne, IN 46814 at the following dates/times.
 - a. Project R-1 – Bids are Due at **1:00pm, Tuesday, February 27th, 2024**

3. Bids will be opened and read immediately after submission of proposals at Transportation Conference Room of the SACS Central Maintenance Office, located at 4810 Homestead Rd, Fort Wayne, IN 46814.
4. It is the intent of the owner to have work start after **May 29, 2024** and have work completed prior to **August 6, 2024**.

V. General Items

1. Bidders may obtain bidding documents from Eastern Engineering, 1239 N Wells St, Fort Wayne, IN 46808.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding.
3. Questions relating to the project should be directed to Clarence White or Mike Hamilton, at the office of **MARTINRILEY architects-engineers**
4. It is the Contractor's responsibility to assure that they or their subcontractors visit each project and verify existing conditions prior to the date of bid. Contractors will be required to sign in at the main office prior to the site visit. The buildings will be open to Contractor's for field investigation after the following times:
 - a. Elementary Schools – 3:00 pm

VI. Project Requirements

1. All bids shall be accompanied by the following completed documents:
 - a. Form 96 (Current Edition) as prescribed by Indiana State Board of Accounts
 - b. Contractor's Bid Supplement to Form 96
 - c. 5% Bid bond
 - d. Cert of Insurance
 - e. List of Subcontractors (if any)
 - f. Non-Collusion Affidavit
 - g. Schedule of Construction and Material Procurement
2. Performance Bond and Labor and Material Payment bond will be required for these projects in an amount equal to **100%** of the contract sum.
3. Abide by rules and regulations on each project site identified in the project manual
4. A Pre-construction Conference, to be held at the jobsite and scheduled 2-weeks in advance of the start of work, is a requirement for the successful bidder.
5. Prior to the start of work, the successful bidder is to provide the Architect, for review and approval, shop drawings and data sheets for all products/materials to be utilized on this project – Shop drawing submittal procedures are clearly identified in the project manual.
6. A Port-o-let is required, and its location will be identified at the Preconstruction Conference. No Contractor personnel will be allowed into the building.
7. Contractor shall submit, for owner approval, background checks on all employees working on this project prior to the start of work (See Specification Section 00 01 11 – SACS Background Check Requirements).

8. The successful Contractor shall comply with all OSHA Construction Standards & Regulations (29 CFR 1926).
9. Insurance guidelines are outlined in the project manual – see SACS certificate of insurance requirements and AIA Document A101 – 2017 Exhibit A – Insurance and Bonds.
10. Refer to Payment Procedures in the project manual for all application for payment requirements.
11. Contractor designated parking will be at a location identified at the Preconstruction Conference.
12. Any damage to a building or site incurred due to the roofing operations are the responsibility of the Contractor to repair back to the original condition.
13. School Hours are 9:00am to 3:30pm; Student - drop off and pick-up traffic is typically between 8:30am – 9:30am and 3:00pm – 4:00pm, respectively.

VII. Other Requirements

1. See section 01 1000 – Summary of Work for work sequence.
2. See section 01 2100 – Allowances for contingency allowances to be included in Base Work Bids.
 - a. Project R-1: \$7,500
 - b. Contingency Allowance shall be used only as directed for the Owner's purposes and only by approved designated amounts to be charged to the contingency allowance.
3. Refer to section 01 7000 - Closeout Procedures for submission for final application for payment with releases and supporting documentation. As part of these closeout procedures the contractor is responsible to generate a punch list and submit it to the architect prior to **MARTINRILEY** generating a punch list.
4. Smoking is not permitted on any SACS properties, including electronic vapor, or smokeless tobacco.
5. It will be the Contractor's responsibility to photograph or videotape any existing conditions of adjoining construction and site improvements that might be misconstrued as damage caused by selective demolition operations.
6. It will be the Contractor's responsibility to provide temporary barricades and/or forms of protection to protect Owner's personnel and general public from injury due to selective demolition work.
7. Contractor is also responsible for daily interior inspections to verify the presence of water infiltration (if any), need for interior clean-up.
8. It shall be the responsibility of the Contractor to verify the presence and location of latent buried objects within a roofing system. Contractor shall repair any damage to buried elements as a result of the removal operations at the cost of the Owner. Any succeeding occurrences of identical events shall be the responsibility of the Contractor to repair at his own cost.
9. Electrical equipment to be raised shall be completed by the Contractor with electrical disconnect and reconnect performed by qualified personnel.

VIII. Review Drawings

1. Drawings for Project R-1
2. Bid project per drawings, specifications, and addendum(s). Contractors will be held accountable to the bidding documents.

PRE-BID ATTENDEE LIST

SACS 2024 Roofing and Related Work at Deer Ridge Elementary:

The following individuals have registered their attendance at the Pre-Bid held Wednesday, February 07, 2024 at 10:00am, local time, at the Deer Ridge Elementary, 1515 S Scott Rd, Fort Wayne, Indiana 46814

CLARENCE WHITE
(printed name)

MARTIN - RILEY
(firm/company)

[Signature]
(signature)
-266-445-7332 / cwhite@martin-riley.com
(phone, fax & e-mail)

Garrett Anglen/CS
(printed name)

Schust
(firm/company)

[Signature]
(signature)
260-410-4150
(phone, fax & e-mail)

Evan Byrd
(printed name)

FWR
(firm/company)

[Signature]
(signature)
260-385-6410 EBYRD@TECHAMERICA.COM
(phone, fax & e-mail)

JR Kuzma
(printed name)

MCWFF ROOFING
(firm/company)

[Signature]
(signature)
765-749-0157 jrc@mcwffroofing.com
(phone, fax & e-mail)

Adam Carfill
(printed name)

Mattex Roofing
(firm/company)

[Signature]
(signature)
(317) 512-0258 adam@mattexroofing.com
(phone, fax & e-mail)

MIKE HAMILTON
(printed name)

MARTIN RILEY
(firm/company)

[Signature]
(signature)
(219) 422-7994 mhamilton@martin-riley.com
(phone, fax & e-mail)

CRAIG CAMPBELL

(printed name)

SACS

(firm/company)

David Johnson

(printed name)

SACS

(firm/company)

Gregg Rice

(printed name)

SACS

(firm/company)

Jason Horn

(printed name)

Dahm Brothers

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

Craig Campbell

(signature)

(260) 452-4553

(phone, fax & e-mail)

David Johnson

(signature)

450-2578

(phone, fax & e-mail)

Gregg Rice

(signature)

260-437-3867

(phone, fax & e-mail)

Jason T. Horn

(signature)

260-432-4552 Jthorn@dahmbrothers.com

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)

(signature)

(phone, fax & e-mail)