

CITY OF BROOKSVILLE
DEPARTMENT OF PUBLIC WORKS RE-ROOF
BID NO.: PR2016-04
MANDATORY PRE-BID MEETING
MINUTES

June 10, 2016

10:00 a.m.

A mandatory pre-bid meeting was held at approximately 10:00 a.m. on Friday, June 10, 2016, at the Brooksville City Hall, Joseph E. Johnston, III Council Chambers, 201 Howell Avenue, Brooksville, FL for the **Department of Public Works Re-Roof, Bid No.: PR2016-04**. In attendance Virginia (Ginny) Wright, City Clerk; Mike Walker, Director of Parks, Recreation & Facilities; Tom Brandhuber, Facilities Supervisor; William Smith, Superintendent of Utilities; Richard Radacky, Director of Public Works, Joe Nelson, Department of Public Works/Street Supervisor.

City Clerk Wright stated the request for bids notice was published in the Tampa Bay Times on Saturday, June 4, 2016. She stated bids will only be accepted from companies in attendance today and those that are on the sign-in sheet located at the back of the room. Per the Parks, Recreation, & Facilities Director, the bid closing and bid opening date was rescheduled to Friday, June 24, 2016 at 3:30 p.m. in the City Hall Joseph E. Johnston, III Council Chambers. City Clerk Wright stated an addendum noting the reschedule date would be posted on the City of Brooksville's web site today.

City Clerk Wright reiterated, this is a mandatory pre-bid, only those present would be permitted to bid on the project. The companies represented were as follows:

1. Professional Roof Systems, Inc.
2. Gulfstate Ind., Inc.
3. SRS Services, LLC
4. Ryman Roofing & Construction

City Clerk Wright indicated that any questions today would be answered and be posted via Addendum/Minutes on the City web site. She stressed future questions must be directed to the City Clerk in writing, any variation may result in disqualification from the bidding process. Future questions or clarifications will be issued via Addendum, which must be acknowledged and included with the bidder's bid packet. She advised all in attendance to check the City website for any addendums before submitting a bid.

Chris Sanders/Gulfstate, Ind., Inc. asked if there is a proposed budget. Mr. Walker stated approximately \$100,000.

Chris Sanders/Gulfstate, Ind., Inc. asked how many days to complete the project? Mr. Walker stated this will be contained in the contract agreement; bidders should include the start and completion dates in their bid proposal.

Chris Sanders/Gulfstate, Ind., Inc. asked if there will there be a site visit of the re-roof project conducted today. Mr. Walker stated yes; anyone interested after the Mandatory Pre-bid is invited to the visit the re-roof project site.

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Tom Brandhuber provided full sets of larger sized project plans to all proposed bidders in attendance.

Christian Ryman/Ryman Roofing and Construction stated the plans in the bid packet are blurry. Clerk Wright indicated she had previously immediately replied to Mr. Ryman's request via email addressing his emailed question, responding that larger sets of plans were readily available for pick up at the Clerk's Office.

Chris Sanders/Gulfstate, Ind., Inc. asked if there are work restrictions/particular days that work could not be performed, i.e. can work be performed on Saturday or Sunday. Mr. Radacky responded there will be no work performed on Saturday or Sunday; during the weekday is the only time work is to be performed.

Chris Sanders/Gulfstate, Ind., Inc. asked when will the proposed bid to be awarded be brought to City Council for approval and what is the start date. Mr. Walker stated possibly July 18, 2016 the bid that is selected will be brought to City Council. It is anticipated the project start date will be sometime in August 2016.

Chris Sanders/Gulfstate, Ind., Inc. asked if he is to include his proposed start and completion date of the project in his bid packet; Mr. Walker replied yes.

Mr. Walker stated the project site is 2 miles from City Hall for anyone interested in visiting the site immediately after the Mandatory Pre-Bid.

Mr. Brandhuber announced a correction to the Minimum Technical Specifications contained in the Bid Packet. Page 1, of 2, Paragraph 1, Sentence 1: The correct square footage is 16,767.

Clerk Wright stated she would upload an addendum to the City web site today noting the correction to the square footage.

Norman Wood/Professional Roofing Systems asked if there are any other penetration besides the ridge vents. Mr. Brandhuber stated no.

Christian Ryman/Ryman Roofing and Construction asked if there is a particular manufacturer they must use. Mr. Brandhuber stated a manufacturer of the bidder's choice can be used long as the stated specifications are met.

Christian Ryman/Ryman Roofing and Construction asked about the warranty requirements. Mr. Brandhuber stated there must be a 1-year warranty for labor and a 25-year warranty for materials.

Chris Sanders/Gulfstate, Ind., Inc. asked if the warranty must be a material warranty or is it a material manufacturer's no dollar limit warranty, and is there a finish warranty as well. Mr. Brandhuber stated yes, it is a there is a finish warranty and a material warranty of 25 years. Mr. Brandhuber further clarified the warranty is a weathertightness warranty.

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Norm Wood/Professional Roofing Systems asked if the roof is not a tear off what is the existing roof. Mr. Huberbrand stated it is 26 gauge corrugated with skylights.

Mr. Walker changed the closing/opening date of the bids to June 24th at 3:30 p.m. in order to allow enough time for any additional questions proposed bidders may have.

There being no further questions posed, the Mandatory Pre-Bid meeting concluded at 10:22 a.m.

s/Virginia Wright

City Clerk