



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

February 18, 2022

To All Interested Parties:

**Subject: Addendum #1,
Invitation to Bid – SPS Three School Re-Roofs**

PRE-BID MEETING NOTES AND SIGN IN

Please note the pre-bid meeting notes and sign in sheets.

OTHER ITEMS OF NOTE

Contractors may contact the school next week to inspect or independently measure the roofs. Please check in with the office staff prior to conducting such a survey. Masks are required should you enter the building.

Bids coming in close to the bid date may want to choose either delivery or courier services other than the USPS. The post office box is checked only once per day in the morning. Bids that arrive after the daily check may be considered late and not allowed.

This procurement is being conducted in compliance with the Virginia Public Procurement Act and School Board policy.

Bidders may bid on any of the bid items or all of them. The School Board will, at its discretion, may award projects based on the low bid of each project or the sum of sums for all projects.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

Date _____

Sent by:


Anthony W. Hinds CPPB
Purchasing Manager

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School Mack Benn Jr. Elementary School Northern Shores Elementary School

Pre-Bid Meeting Agenda February 15, 2022 - 10:00 AM

- Introductions
- The non-mandatory Pre-Bid Meeting came to order at 10:00 a.m., February 15, 2022.
- These meeting minutes shall act as Addenda number one (1) and shall be made part of the contract documents. The information in this Addendum supersedes any contradictory information or omission set forth in the contract documents.
- Contractor attendees signed in on the attendance sheet. This attendance sheet is attached to the meeting minutes with a copy of business cards that were collected.
- Mr. Anthony Hinds, MBA, CPPB, Purchasing Manager, Suffolk Public Schools (SPS), 100 N. Main Street, Suffolk, VA 23434, 757-925-6750 X 668230, shall be the point of contact for this project for SPS.
- Mr. Terry Napier, M.S. Ed., FMP, SFP, Director of Facilities and Planning / Project Manager, Suffolk Public Schools, 757-934-6206, terrynapier@spsk12.net
- Mr. Jeffrey A. Harris, Principal/Architect, RRMM ARCHITECTS (RRMM), 1317 Executive Boulevard, Suite 200 | Chesapeake, VA 23320, Main: 757.622.2828 | Direct: 757.213.6327 | Cell: 757.376.0063, jaharris@rrmm.com shall be the point of contact for RRMM.
- Mr. William Sanders, Roof Consulting Services, Inc, (RCS) 1660 Mountain Road, Glen Allen, VA 23060, Office: (804) 515-0885, Cell: (804) 405-5860, wdsanders@roofdesign.com shall be the point of contact for RCS.
- Project: Suffolk Public Schools Bid # 1779
 SPS Three School RE-Roofs
 Oakland Elementary School - 68,357 +/- SF
 Mack Benn Jr. Elementary School - 90,445 +/- SF
 Northern Shores Elementary School - 80,232 +/- SF
- It is the contractor's responsibility to field verify all dimensions and conditions that may affect the completion of the work.
- All bids must be submitted in a sealed envelope or package clearly marked "BID-1779, SPS Three School Re-Roofs, Oakland Elementary School, Mack Benn Jr. Elementary School, Northern Shores Elementary School, Suffolk Public Schools", including the due date and time. All bids shall be received in the Purchasing Office, on or before 2:00 PM., March 1st, 2022 and delivered to:

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School Mack Benn Jr. Elementary School Northern Shores Elementary School

Pre-Bid Meeting Agenda February 15, 2022 - 10:00 AM

Mr. Anthony W. Hinds, MBA
Department of Purchasing
Suffolk Public Schools
100 North Main Street (entrance @ rear of building)
Suffolk, Virginia 23434

- Items to be submitted with the Bid Form:
 - 1. Submit two (2) copies of Bid Form
 - 2. Bid Bond
- The latest date for receipt by the Architect of bidders' questions to be answered prior to receipt of bids will be seven (7) calendar days prior to the date bids are due or Close of Business on February 22nd, 2022.
- Review of Section 01010 - Scope of Work - A review of the existing and new roof system compositions was completed.
- Inappropriate comments and/or behavior will not be accepted by the contractor's or contractor's subcontractor's employees. First occurrence may/will be dismissal of violator. Additional occurrences could be cause for dismissal of Contractor.
- It is the contractor's responsibility to follow all local, state and federal codes and/or requirements for this project.
- Emphasis on safety shall be a top priority for this entire project. All measures required to protect the students, employees and visitors to the facility shall be taken. The contractor is to provide safe access to and from the facility at all times during the course of this project. Proper barricades shall be placed as needed at all work areas. Proper coordination with the Owner's on-site contact shall be required at all times.
- The successful bidder will be required to set up and access the roof by scaffolding stair tower at locations approved by the Architect and SPS.
- Interior protection (6 mil. polyurethane) shall be required if roof deck removal and replacement is required on this project. Additionally, the contractor shall provide an interior safety spotter during roof deck removal and replacement procedures. The safety spotter shall be in constant communication with the roof top project superintendent with 2-way radios provided by the contractor. At all locations of roof deck replacement, proper barricade tape shall be installed prior to roof deck being removed.

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School Mack Benn Jr. Elementary School Northern Shores Elementary School

Pre-Bid Meeting Agenda February 15, 2022 - 10:00 AM

- Contractor personnel should not be in the building during this project at any time with exception to the contractor's on-site foreman, project superintendent or safety monitor for purposes of project coordination with the on-site contact or personnel required to complete a portion of the work.
- Smoking is not allowed on SPS property at any time.
- Use of the Owner's toilet facilities or lunchroom will not be permitted. The Contractor will be required to provide a regularly cleaned portable toilet facility and maintain the same in a condition acceptable to the Owner. The location of which is to be approved by the Owner.
- All contractors' vehicles are subject to search upon entering or exiting SPS property.
- Five percent (5%) of the earned amount shall be retained from each monthly payment until fifty percent (50%) of the dollar amount of the Contract has been earned. During the last fifty percent (50%) of the Contract, retainage may be reduced pursuant to applicable provisions of the General Conditions.
- Quantities of unit price items shall be kept on a daily basis with running totals that the Owner's on-site representative and contractor's project /foreman agree to and sign off on a daily basis. Unit price items that are not properly approved will not be accepted for payment. Copies of all approvals shall be submitted with all pay requests.
- To be considered for payment, all change orders must be approved in writing prior to the work being performed.
- Guarantees – A Twenty (20) Year full system guarantee (with exception to existing insulation) will be required from the roof system manufacturer and a two (2) year labor and material guarantee will be required from the roofing contractor as outlined in the contract documents.
- All staging areas must be located a minimum of twenty (20') away from building fire exits and delivery doors or as required by local code. Any use of site ground area for storage, equipment or dumpster must be pre-approved by the Owner. All dumpsters left on site must be covered daily.
- Projected Schedule: The schedule will be based on availability of materials being delivered to the project by the selected contractor. Within the bid form, please indicate your anticipated project start date when you believe you can have the materials on site and the anticipated project completion date

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School Mack Benn Jr. Elementary School Northern Shores Elementary School

Pre-Bid Meeting Agenda February 15, 2022 - 10:00 AM

- **Allowable working hours after contract award will be as follows:**
 1. Contract award until June 17, 2022, shall be Monday through Friday from 4:30 p.m. through 10:00 p.m.
 2. June 18, 2022, through August 19, 2022, shall be Monday through Friday from 6:00 a.m. through 10:00 p.m.
 3. August 19, 2022, through August 31, 2022, shall be Monday through Friday from 4:00 PM through 10:00 p.m.
 4. Weekend work may be possible with 48 hours of advanced coordination with SPS Project Manager.
- After the above discussions, the attending contractors were permitted a tour of the interior of each facility, allowed onto the roof of each facility for inspection and allowed to walk the building exteriors.
- The pre-bid meeting concluded at approximately 12:30 p.m.

The minutes of this meeting represent this writer's record of observations, discussions, issues and statements as they occurred during the course of the meeting. If any attendee disagrees with any portion of this report they should respond in writing to this writer as soon as possible.

The meeting minutes were prepared by William Sanders with Roof Consulting Services, Inc. , 1660 Mountain Road, Glen Allen, Virginia 23060. Phone (804) 515-0885, Fax (804) 515-0890, Email: wdsanders@roofdesign.com

Attachments: Pre-Bid Meeting Sign-in Sheet
Revised Proposal Form

END OF PRE-BID MEETING MINUTES

Pre-Bid Meeting Attendance Sheet

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School
Mack Benn Jr. Elementary School
Northern Shores Elementary School

February 15, 2022 - 10:00 AM

Name	Company	Phone	Email
Anthony Hinds Purchasing Manager	Suffolk Public Schools	(757) 925-6750 X 668230	anthonyhinds@spsk12.net
Terry Napier Director of Facilities and Planning / Project Manager	Suffolk Public Schools	Main: (757) 934-6206	freddienapier@spsk12.net
Jeff Harris Architect	RRMM Architects	Main: 757.622.2828 Direct: 757.213.6327 Cell: 757.376.0063	jaharris@rrmm.com
William Sanders Roof Consultant	Roof Consulting Services, Inc.	Main: (804) 515-0885 Cell: (804) 405-5860	wdsanders@roofdesign.com
Richard Songco WPS LLC Contractor	WPS Contractors LLC Diesbeck Contracting	757-270-0359	Richard@weatherproofingservices.com
Adam Rie Roof Services	Roof Services	757- 468-4443	Arice@Tectaamerica.com
Kerth A. Hatcher	DSS Corporation	434.774.1177	Kerth@dss-corporation.com

Pre-Bid Meeting Attendance Sheet

SPS THREE SCHOOL RE-ROOFS, SUFFOLK, VA

Oakland Elementary School
Mack Benn Jr. Elementary School
Northern Shores Elementary School

February 15, 2022 - 10:00 AM

Name	Company	Phone	Email
BRAD SHULTZ	Titanium Roofing Services	919-269-8882	BRAD@TITANUMEROOF.COM
	VERTEX ROOFING CONTRACTORS INC 9137 EUCLID CT MANASSAS VA 20110 JON ZIMMER 703-784-2121 JON@VERTEXROOFING.COM		
Al Gore	Roof Systems of Va	804-400-8905	agore@roofsys.com
BILLY HARRIS	DN EXCEL	757 375 5731	BILLY@DNEXCEL.COM