



EGGEMEYER ASSOCIATES ARCHITECTS

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MINUTES OF PRE-BID MEETING

Admin Roof Replacement

Rend Lake College

Ina, IL 62846

EAA No. 1749

DATE: February 27, 2018
TIME: 10:00 AM
PLACE: Physical Plant Department Building - Rend Lake College
PRESENT: See attached attendance sheet.

Ed Kirchner of Eggemeyer Associates Architects, opened the meeting by introducing himself, Dave Mathis and noted that Donnie Millenbine is the Physical Plant Director. Ed stated that the bids are due by 2:00 p.m. on March 8, 2018 at the Physical Plant Department Building, 468 N. Ken Gray Parkway, Ina, IL 62846. The bids will be publicly opened and read aloud at the Administration Building on the East side of campus

Ed then reviewed the Bidder's requirements. He stated each bid shall be submitted in a sealed envelope and shall contain 2 copies of the Bid Form and a bid guarantee not less than 10% of the bid. The successful Contractor will be required to provide Assurance of Completion in the form of a performance and payment bond for 100% of the contract. As the project is publicly funded, all workers shall be paid in compliance with the applicable IDOL wage rate included in the Project Manual. He reminded the bidders to review the insurance requirements for general liability, automobile liability, worker's compensation, contractual liability, and umbrella policy, including additional insureds.

Ed reviewed the scope of work, outlining the work involved. He highlighted that the building has 3 different decking materials. These are noted on the drawings with the results of the roof cores. The first layer of insulation is to be mechanically fastened. Contractors are to make sure the fasteners over the T&G wood deck areas do not penetrate through the bottom of the deck. The TPO Membrane on this project has 2 colors, tan and white.

A question was raised regarding the seamless gutters. The largest a seamless gutter can be fabricated is a 7" box gutter. Those sections will only be about 20' long. The larger 10" gutter shown on the drawings cannot be made as a seamless gutter and will need to be shop fabricated in 10' sections and assembled onsite in order to match the existing profile. Ed stated he will discuss with Donnie and get a clarification out.

The Addendum will be issued on March 5th. The contractors are asked to get all questions in prior to that date for items to be included in the addendum.

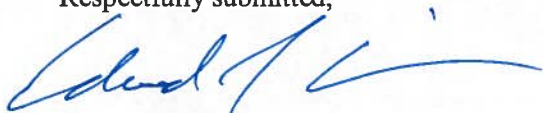
Start date will be no earlier than May 14th. All work to be substantially completed by July 31, 2018.

Admin Roof Replacement
Rend Lake College
Ina, IL 62846
EAA No. 1749
Page 2 of 2

The meeting was adjourned to visit the project sites.

The foregoing non-verbatim notes constitute the Writer's understanding of the proceedings of the meeting. Any corrections, deletion or additions to same should be forwarded (in writing) to the undersigned in order that proper corrections be made.

Respectfully submitted,



Edward J Kirchner, AIA
Vice President

Attachments: Prebid Meeting Agenda
Attendance Roster

PRE-BID MEETING

2/27/2018

Admin Roof Replacement
Rend Lake College Ina, Illinois
EAA# 1749

INTRODUCTIONS

- ◆ RLC Staff and A/E Staff

BIDDING REQUIREMENTS

- ◆ Bid Date – 3/8/2018 at 2:00 pm. Bid will be opened in the Admin Conference Room.
- ◆ Bid Documents shall be submitted in a sealed envelope marked with Project Title,
- ◆ Bid Guarantee shall be in the amount not less than 5% of the bid and in the form of one of the following: Certified Check or Bank Draft, or Bid Bond.
- ◆ Review of Bid Form

REQUIREMENTS OF SUCCESSFUL CONTRACTORS

- ◆ Assurance of Completion shall be provided in one of the following forms: Performance and Payment Bond for 100% of contract, separate Performance and Payment Bonds each for 50% of contract.
- ◆ Prevailing Wage Rates
- ◆ Project Labor Agreement
- ◆ Insurance: General Liability and Automobile Liability
 - ◆ Builder's Risk/Installation Floater - General Contractor

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

- ◆ Scope of Work included in Base Bid
- ◆ Completion Time – Fully complete by July 31, 2018

ADDENDUM ITEMS

QUESTIONS AND ANSWERS

SITE VISIT

ADJOURNMENT



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ATTENDANCE RECORD

Project No.: 1749

Project: Admin Roof Replacement

Meeting Description: Pre-Bid Meeting

Date: 2/27/2018

Time: 10:00 a.m.

Place: Physical Plant Department Building 468 N. Ken Grey Parkway, Ina, IL 62846

ATTENDANT

	Name & Title	Representing	Phone Number
1.	Pat Mcglynn - Project Manager	Lakeside Roofing	618 344 2800
2.	ROSS BROWN - PROJECT MANAGER	RENO CARE PLBG + HTG.	618 242 3606
3.	TOMMY GRAYOT	GENERAL SHEET METAL	618-922-9249
4.	Mark Stanton	Geissler Roofing	618-277-7727
5.	Dan Liss	Joiner Sheet Metal & Roofing	618-664 9488
6.	JEFF WIX	TAYLOR ROOFING	618-233-2424
7.	DAVE MATKIS	RCC	618-437-5321 x.1317
8.	Sean Drury	Glandt Roofing	618-973-1823
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