



January 8<sup>th</sup>, 2024

Mr. Maurice Brown  
Construction Project Manager  
UCPS Facilities Department  
201 Venus Street  
Monroe, NC 28112

**Re: Pre-bid Meeting Minutes – Monroe High School**

On January 4<sup>th</sup>, 2024, a Pre-bid Meeting was conducted at Monroe Middle School, 601 E. Sunset Dr., Monroe NC, 28112, for the upcoming roof renovation project.

Name	Company	E-mail
Nathan Darrah	BAR Roofing	<a href="mailto:nathanbarrfg@gmail.com">nathanbarrfg@gmail.com</a>
John Kapsiak	Rike Roofing	<a href="mailto:jkapsiak@rikeroofing.com">jkapsiak@rikeroofing.com</a>
Joey Tillman	Owens Roofing	<a href="mailto:joey@owensroofinginc.com">joey@owensroofinginc.com</a>
Austin Patterson	Sika/Sarnafil	<a href="mailto:austinintegratedproductsgrp.com">austinintegratedproductsgrp.com</a>
Greg Hodges	AAR	<a href="mailto:aarestimators@aarnc.com">aarestimators@aarnc.com</a>
Luke White	Interstate Rfg	<a href="mailto:lw@interstateroofingco.com">lw@interstateroofingco.com</a>
Thayvone Noi	Cityscape Rfg	<a href="mailto:tnoi@cityscaperoofing.com">tnoi@cityscaperoofing.com</a>
Judah Dice	Martin Roofing	<a href="mailto:judahdice@martinroofingservices.com">judahdice@martinroofingservices.com</a>
Joe Beeson	Weathergard	<a href="mailto:joe@weathergardnc.com">joe@weathergardnc.com</a>
Tom Caudle	Piedmont Commercial	<a href="mailto:piedmontroofing@charlotte.twcbc.com">piedmontroofing@charlotte.twcbc.com</a>
Kariann Dalrymple	Johns Manville	<a href="mailto:kariann.dalrymple@jm.com">kariann.dalrymple@jm.com</a>
Brandt Straid	Tecta America	<a href="mailto:bstrait@tectaamerica.com">bstrait@tectaamerica.com</a>
Andrew Braunschweig	Davco	<a href="mailto:andrewb@davcoroofing.com">andrewb@davcoroofing.com</a>
Will McKay	Davco	<a href="mailto:wmckay@davcoroofing.com">wmckay@davcoroofing.com</a>
Andy Butler	RSGBS	<a href="mailto:andy@rsgbs.com">andy@rsgbs.com</a>
Matt Walker	Nations Roof	<a href="mailto:mwalker@nationsroof.com">mwalker@nationsroof.com</a>
Matt Greco	Soprema	<a href="mailto:mgreco@soprema.us">mgreco@soprema.us</a>
Scott McCarus	Eskola Roofing	<a href="mailto:smccarus@eskolaroofing.com">smccarus@eskolaroofing.com</a>
Penny Helms	UCPS	<a href="mailto:penny.helms@ucps.k12.nc.us">penny.helms@ucps.k12.nc.us</a>
Maurice Brown	UCPS	<a href="mailto:maurice.brown@ucps.k12.nc.us">maurice.brown@ucps.k12.nc.us</a>
Rick Benton	Wolf Trail Engineering	<a href="mailto:rick@wolftrailengineering.com">rick@wolftrailengineering.com</a>
Chris Tucker	Wolf Trail Engineering	<a href="mailto:chris@wolftrailengineering.com">chris@wolftrailengineering.com</a>

The following items should be noted while assembling a bid.

1001 Lancaster Ave. | Monroe, NC 28112  
704-282-0826 | [WolfTrailEngineering.com](http://WolfTrailEngineering.com)

- Sealed bids for the Union County Public Schools, Monroe High School Roof Renovation Project, 601 E Sunset Dr., Monroe NC, 28112 will be received by the Owner at Union County Public Schools Maintenance Facility, 201 Venus St., Monroe, NC 28112, by 2:00p.m., January 18<sup>th</sup>, 2024, at which time bids will be opened publicly and read aloud.
- Submit Bids on the forms provided, properly executed and with all items filled out. Modification of the Bid Form, attachment of conditions or limitation of provisions may be cause for rejection of the Bid. Alterations, erasure, or interlineations must be noted with explanation on the Bid Form over the signature of the Bidder.
- Electronic bids will not be accepted.
- Deliver Bid to the location indicated in the Advertisement for Bid before time set for receipt of bids. Submit Bid in an opaque, sealed envelope and marked in the lower left-hand corner with the following information:
  1. Bidder's Name
  2. Bidder's Address
  3. Bidder's Phone
  4. Contractor's License No.
  5. Title of Project – CB Eller Elementary School
  6. Date and Time of the Bid Opening

If not delivered in person, envelope shall be enclosed in a second envelope for posting to the location indicated for receipt of bids. Address outside envelope as follows:

ATTN: Penny Helms, UCPS  
 201 Venus St.  
 Monroe, NC 28112  
 Label Packages “URGENT – TIME SENSITIVE BID ENCLOSED”

It is the sole responsibility of the Bidder to submit the Bid prior to time fixed for receipt.

- A Bid Security in the amount of 5 percent (5%) of the Bid Sum shall be furnished with the submission of the Bid.
- Performance Bond and Labor and Material Payment Bonds, each in the amount of 100 percent of the Contract Sum, shall be furnished at the time of Contract execution.
- Bids may be withdrawn upon request from the Bidder prior to opening time. Withdrawn Bids may be resubmitted up to opening time. Negligence or error on the part of the Bidder in preparing his Bid confers no right for withdrawal of the Bid after it has been opened.
- A Single Prime Contract will be awarded.
- To be considered, a minimum of three Bidders must submit for the Contract.
- All bids are subject to the Owner’s right to reject any or all bids and to waive any informality in the bids or in the bidding.

- If any person contemplating submitting a Bid for the construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents or finds discrepancies in or omissions from any part of the Contract Documents, they may submit to the Architect a written request for interpretation or correction thereof, no later than 7 calendar days prior to the receipt of Bids.
- The deadline for questions or clarifications is 1:00 p.m., January 11<sup>th</sup>.
- Interpretation or correction of the Contract Documents shall be made by written addendum and will be mailed, faxed, or delivered to each Bidder of record. The Owner will not be responsible for any other explanations or interpretation of the Contract Documents.
- It is the responsibility of each Bidder to verify that they have received all Addenda before submitting a Bid.
- Bids shall be submitted on the Bid Form included in the Bid Documents with all blank spaces filled (negative responses required when appropriate). In addition to Bid Form the contractor shall include the appropriate MBE Forms, E-Verify affidavit, Identification of Minority Business Participation Unit Prices, and Bid Bond. The name of the Bidder shall be clearly displayed on the Bid.
- The BASE BID shall be a lump-sum, fixed price submitted by the Bidder.
- It will be assumed that the Bid will be valid for sixty (60) days unless otherwise stipulated on the Bid Form.
- The total time allotted for the performance of the work included in this project is the Contractors estimate of calendar days. Rain days are included and will only be added if unusual weather delays are incurred. Work shall commence on the date stipulated in the Contract and be pursued continuously until complete. Contractor's time estimate may be used as a factor in awarding a Contract.
- The successful bidder agrees to commence work on this Contract upon written receipt of a purchase order, and to prosecute the Work continuously and without interruption (excepting weather delays) until all Work is completed.
- A calendar day is all days in a month including weekends and holidays.
- Based upon local Weather data, the following 10-year average shall establish the number of rain days to be included in the Contractor's Construction Schedule as normal. Rain days are defined as periods of 24 hours within which precipitation is one-tenth (0.1) of an inch or greater.
- All work must be completed by (Contractor shall bid the number of calendar days to complete the project). If the Contractor does not complete the work in time to arrange for the final inspection and submit the final invoice by this date a penalty of \$500.00 per calendar day will be deducted from the Contract amount.
- All punch list items are to be completed by 14 calendar days beyond the completion date or a penalty of \$500.00 per calendar day will be deducted from the Contract amount.
- All contractors are to familiarize themselves with the Contractor and contractor employee requirements.

- See contractor submittal requirements in Supplementary Conditions.
- The payment of sales, use, unemployment, old age pension, FICA and any other taxes imposed by local, State or Federal governments on all Work performed shall be included in the Base Bid.
- IT SHALL BE THE SOLE RESPONSIBILITY of each Bidder and/or Sub-bidder to examine all documents and drawings pertaining to the Bid and to visit the premises on which the proposed Work is to be performed to determine the existing conditions in the areas included in The Scope of Work.
- It is the responsibility of the Contractor to verify all dimensions of areas included in the Scope of Work during the time of site inspection.
- The Owner will make the site available for pre-bid inspection at a time mutually convenient to the Contractor and the representative of the Owner. Coordination of the pre-bid site visit shall be the responsibility of the Bidder.
- The successful contractor shall obtain and deliver to the Owner two (2) copies of all applicable Building/Construction Permits as may be required by local authorities prior to commencing Work. If permits are not required, a letter on the Contractor's Letterhead shall state that the proper authorities have been contacted and building/construction permits are not required. Include contact information of the responsible authority in the required letter.
- The Roofing Contractor shall Warranty all work governed by these Specification for a period of two (2) years from the date of final acceptance of the Work by the Owner.
- An NDL Manufacturer's Warranty for a period of not less than twenty (20) years shall be provided by the Contractor as part of the base bid and delivered to the Owner at the completion of the Project.
- The Summary of Work, Section 01 11 00 was discussed.
- Any contractors needing access to the roof are to call Mr. Maurice Brown at 704-296-3160.
- You or a representative of your company must have been at the pre-bid meeting to bid this project.

After the meeting the contractors accessed the building roofs.

If I can be of further service in the matter, please advise.

Regards,

*Chris Tucker*

[chris@woldtrailengineering.com](mailto:chris@woldtrailengineering.com) | 704-562-0791 |

cc: All Attendees

Attached: Addendum #1