



Columbia Area Office
1501 Chapin Road
Chapin, SC 29036
(803) 260-4532 / (803) 422-7493

Charleston Area Office
3049 Old U.S. 52
Suite A-106
Moncks Corner, SC 29461
(843) 499-2756

wmbeconsultants.com

Pre-Bid Meeting Minutes

Date of Meeting: April 21, 2021

Time of Meeting: 10:00 AM

Project: Spartanburg School District Seven
Multiple Schools Roof Repairs
Jesse Boyd ES, Carver MS, and McCracken MS

WMBE Project Number: 2021-25

GENERAL

1. The facility is an education facility. Special precautions will be needed throughout the duration of the project.
2. Site is firearm, drug, alcohol and tobacco free.
3. Limit interaction with school staff, students, visitors, etc. unless directly related to work.
4. Only the written word as contained in the Bid Documents, including any addenda, is binding.
5. It is the bidders' responsibility to read and review all the Bid Documents, including addenda.
6. Statements made by the Owner and/or the Consultant are for the sole purpose of calling the bidders' attention to items of importance in the Bid Documents. Any changes to the documents must be in writing prior to bid.
7. All questions or requests for clarification must be submitted in writing to WM Building Envelope Consultants. All responses will be made in the form of addenda to the bid documents. **No questions will be answered after 12:00 P.M. on April 23, 2021.**
8. Return visits to the site can be scheduled by contacting Daniel Atwell by email at daniel@wmbeconsultants.com.

9. The Contractor is to assume normal working conditions. The Owner will work the successful Contractor to provide adequate laydown/storage areas and parking per the attached aerial site plan.
10. The building will be occupied during construction. Ongoing coordination will be required. A project schedule with each major milestone shown will be required to be provided during the submittal phase. A weekly schedule during construction will also be required.
 - a. Project Schedule will be broken out per school location.
11. The Project Manual Includes requirements for interior temporary protection during the duration of the project. The Contractor is responsible for all "clean-up" of interior and exterior areas affected by work of the contract.
 - a. As reviewed on site the gym location at McCracken Middle School the gym floor and associated interior conditions will be properly protected throughout.
 - b. Interior work at roof drains at classroom locations will include interior protection to books / computers / etc. while work is taking place.
12. Interior access to the roof area will not be permitted. The Contractor is to provide exterior access (ladders, etc.) to the roof area. Exterior access will be required to be secured at all times during work.
 - a. The interior work to complete the roof drain work will be coordinated prior to work taking place.
 - b. A schedule will be provided by the Contractor and reviewed for approval during the submittal process.
13. Contractor is to provide a portable toilet and secured in a location approved by the owner.
 - a. No interior access is permitted for restroom use.
14. Contractor work hours are to be Monday through Friday. Saturday work can be accommodated but will required adequate notice. Sunday work is not permitted unless otherwise approved by the Owner.
15. All work is to be completed within 30 calendar days once the date of commencement is established.

INVITATION FOR CONSTRUCTION SERVICES

1. Each bid shall have Bid Security of not less than 5% of the base bid amount.
2. The successful bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.
3. Bidders and all subcontractors shall be licensed in accordance with the requirements of the Contractors' Licensing Board.
16. **Bids shall be received on or before 1:30 PM on April 29, 2021.**
 - a. Bids are to be mailed to Spartanburg School District Seven Office – 610 Dupre Drive, Spartanburg, SC 29307

- b. Attention / addressed to Mr. Terry Gilmer Director of Maintenance and Operations at Spartanburg School District 7
 - c. Bid Opening will be conducted at the Spartanburg School District Seven Office – 610 Dupre Drive, Spartanburg, SC.
4. Bidders shall be responsible for having their bid at the designated place for receiving bids no later than the time set for the bid opening. Once the bidding has been declared closed, all late bids, including bids improperly delivered, shall be rejected as being nonresponsive.

INSTRUCTIONS TO BIDDERS

1. Contractors are to review and become familiar with all front-end documents contained within the Construction Manual when preparing their bid.
2. Requests for substitutions will be within the Questions and Answers section.
3. The Consultant shall include in an addendum the approved substitutions.
4. It is the bidder's responsibility to determine, prior to submitting a bid, that all addenda issued have been received.
5. Bidders shall not qualify their bid.
6. A Bid Bond in the amount of 5% with a power of attorney (AIA 310) attached shall be provided with the bid along with a certificate of insurance.
7. Bids shall be received at the address indicated in the invitation to bid prior to the time of the bid opening. Bids not received prior to the time of the bid opening shall be rejected as being nonresponsive.
8. The official time for receipt of Bids will be the time it is received at the address indicated in the invitation to bid.

BID FORM

1. Bid is to be submitted on the required Bid Form along the Bid Bond and Power of Attorney.
2. Bidders shall indicate the form of the bid security.
3. Bidders shall acknowledge all addenda.
4. By submitting a bid, Bidders agree that the Base Bid price and any associated prices requested shall not be revoked or withdrawn for a period of sixty (60) calendar days.
5. Base Bid shall be shown in readable numbers only.
6. Bidders shall check the box in front of "ADD TO" or "DEDUCT FROM" so as to clearly indicate the price adjustment to the Base Bid for each Alternate.
7. All requested Alternates must be bid in order for the bid to be considered responsive.

- a. The Owner may accept Alternates in any order or combination and must determine the low Bidder based on the sum of the Base Bid and Alternates accepted.
8. The Bidder should furnish requested unit prices. The Owner reserves the right to include or not to include the unit prices in the contract and to negotiate unit prices with the Bidder.
9. Failure to reach Substantial Completion within the contract time will result in Liquidated Damages in the amount of \$300/calendar day.

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

10. Contractors are required to obtain the necessary licenses and permits needed to perform the work.
11. WMBE will be making periodic inspections throughout the course of this project.
12. Contractors are required to notify the Consultant at least 72 hours in advance of the manufacturer's inspections.
13. Insurance and Bonds:
 - a. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid.
 - b. No work shall be permitted until all insurance requirements and certificates have been provided to the Owner.

CONCLUSION

14. It is the intent of the Owner to award a Contract to the lowest responsive bidder.
15. Remind all attendees to sign the sign-in sheet and provide all requested information before leaving the pre-bid.
16. Emphasize the following:
 - a. Late bids shall be rejected as non-responsive.
 - b. Bids without proper bid security, shall be rejected as non-responsive.
 - c. Bonds shall be provided on the AIA forms included in the documents.
 - d. Qualified bids shall be rejected as nonresponsive.
17. Questions raised after the pre-bid conference and during the bidding stage to be directed to the Consultant. The Consultant will provide answers to questions and other clarifying information to bidders by addendum.
18. All lines of communication during the bidding stage will be through the WM Building Envelope Consultants.

Thank You.



Daniel Atwell, RBEC (RWC, RRC, REWC), RRO, REWO, CDT



(803) 422-7493

daniel@wmbeconsultants.com

Attachment – Sign in Sheet



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Pre-Bid Conference
 SSD7 Multiple School Selective Roof Repair – Jesse Boyd E.S., Carver M.S. and McCracken M.S.
 50 Emory Road, Spartanburg, SC 29307
 April 21, 2021
Sign In Sheet

NAME	COMPANY	PHONE	E-MAIL
Daniel Atwell	WM Building Envelope Consultants, LLC	(803) 422-7493	daniel@wmbeconsultants.com
Eric Stover	Reliable Roofing & Repairs	(803) 354-0680	ReliableRoofingSC@gmail.com
Dan Jarrett	Piper Roofing	(864) 269-6645	djarrett@piperroofing.com
Kenneth Fennell	C.E. Bourne & Co., Inc.	864 377-0743	Kenneth@ceboume.com
Marvin Wrenn	Lloyd Roofing	864-223-3716	marvin@lloydroofing.com charlie@lloydroofing.com
Neil Hutchins	FRIZZELL CONSTRUCTION CO. INC DBA SUMMIT BSR ROOFING	704-927-7677	summitbsr@aol.com

NAME	COMPANY	PHONE	E-MAIL
Joey Gibbs	Allcon Rtg	828-246-2584	JGibbs@allconroofing.com
Stephen Russell	Srbg. Dist 7	864-594-4500	smrussoll@sport7.org
TERRY Gilmer	SSD7	864-594-4500	tgilmer@spt