



**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 24-DES-ITBPW-403

**Non-Mandatory Prebid Conference held January 2, 2024, at 10:00 AM
for
On-Call Roof Repair and Replacement Services
via Microsoft Teams**

- Started @ 10:00 am.
- Three (3) vendors and four (4) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed ITB 24-DES-ITBPW-403, emphasizing requirements and submission deadlines.
 - During the process, all communications must go through the Purchasing Office.
 - Any questions regarding the Scope of Work/Solicitation must be submitted via Vendor Registry for a formal response by the due date.
 - SCC Registration is required for award but not for submission to the ITB.
 - An Arlington County Business License may be required for award but not submission to the ITB.
 - Insurance checklist Requirements must be verified and signed acknowledging requirements.
 - Oral representations made at the pre-bid conference are not binding upon the County.
 - A Bid Surety in the amount of \$750,000.00 must be submitted with the bid. The successful bidder will require performance and Payment Bonds for \$750,000.00.
 - Bid Submittals shall include:
 - The Bid Form (Unit Price shall include all labor, material, parking, travel, and equipment)
 - Bidder's Project Experience List covering:
 - Company's qualification and Project criteria

- Resumes of the proposed Key Personnel with their Bids
- Attachment A – Green Roof Qualification Form
- Attachment B – Green Roof Reference Form
- Safety Plan, including documentation of OSHA Fall Protection Devices
- Bid Surety in the amount of \$750,000.00.

Failure to do so shall result in the Bid being determined as non-responsive.

- Tomeka turned over the meeting to **Daniel Stern. This is a Prevailing Wage (PW) solicitation:** *The wage determination incorporated into the bid solicitation and related contract award establishes the wage rates and fringe benefit rates that DOLI has determined to be prevailing in a given area for a particular type of construction. The Contractor shall be required to pay wages in compliance with the PW determination and submit a certified wage report to the County monthly. We suggest that all bidders review the sample contract attached to the solicitation as early as possible so that no time is lost after the award.*
- Tomeka turned over the meeting to the Project Officer for an overview of the Scope of Work. The Project Officer explained the project and highlighted the work to be done.

“The County is seeking a qualified Contractor to furnish all labor, materials, and equipment for on-call roof maintenance, repair, and replacement services, including green roofs. The Services shall include, but retrofit, replacement services, as well as waterproofing planters, decks, plazas, canopies, patios, green roofs, and all other associated roof services (up to \$750,000 per project) as needed, are not limited to corrective maintenance repair, testing, leak investigation, basis. Work shall be performed at various Arlington County leased and owned facilities. This Contract is extended to other County Agencies.

Type of Roof Systems include but is not limited to:

- Built-up Roofs
 - Single ply
 - Modified Bitumen
 - Green Roof
- Once the overview was completed, Tomeka reiterated the bid submittal documents, the Question deadline date, and the Bid due date.

Event	Timeframe
Question Deadline	January 10, 2024, at 5:00 p.m.
BID Due Date and Time	January 25, 2024, at 1:00 p.m.

- Questions
 - Question: Will the contract be awarded to multiple vendors?
 - Answer: The County will award to the lowest responsive and responsible bidder. However, Arlington County reserves the right to make the award to multiple bidders as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation on a rotational basis.

- The meeting was adjourned.

Bidders in attendance:

- 1. Autumn Contracting, Inc.**
 - a. Peter Ji – (301) 395-2771, peterj@autumnci.com
- 2. Simpson Unlimited**
 - a. Brian Precise – (703) 361-0641, brprecise@simpsonunlimited.com
- 3. Mathias Painting Inc.**
 - a. Lenisysa Silva – (202) 830-6616, lenisysa@gmail.com