

Meeting Minutes – RFP 6-18, Pinebrooke Building #4 Roof Replacement

Date of Meeting: 3/2/18

Minutes Prepared By: Dave Janney, Senior Procurement Analyst

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Allow potential bidders to inspect the site.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Senior Procurement Analyst, David Janney introduced Al Cordova, Special Projects Manager. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **March 16th, 2018 at 3:00pm**.
- Proposals are to be delivered to the Sheriff's Operations Center in Ybor City. If hand delivering leave time for checking in thru the Access Control Center.
- Bid openings are open to the public. Proposer's names and proposal amounts will be read aloud but will not be an indication of award as proposals will be evaluated on criteria additional to price as spelled out in the bid.
- Deadline for questions will be **Wednesday 3/13/18**. All questions should be directed in writing (email) to the Buyer – purchasing@hcsotampa.fl.us .
- Official communications e.g. amendments, Q & A etc. will be via the HCSO website postings. However, the Buyer will also email those on the pre-bid attendance log.
- Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us.
- Contractor to provide water, ice, and sanitation.
- Deck is sloped
- Work hour restriction based on Wawa's schedule. They are not always in the building. HCSO can help schedule with Wawa.
- No bid bond is required, only performance and payment bonds.
- Down spouts to remain white. You do not need to paint the tan band to match the building.
- Pre finished aluminum downspouts
- No asbestos testing has been done.
- Any bad decking can be handled through a change order.
- Raise existing AC units for flashing up and over the curb.
- Provide aluminum Wall Coping and treated wood nailer, anchored to the top of the existing pre-cast wall panels per Exhibit B, Pinebrooke Building #4 Technical Specifications.
- Eliminate existing counter-flashing and extend wall flashing vertically up existing pre-cast wall panels so aluminum coping provides counter-flashing for roofing material.

4. Action Items