



**NOTE: THESE MINUTES ARE NOT PART OF THE CONTRACT DOCUMENTS. THE PREBID MEETING DISCUSSION AND CONVERSATIONS BETWEEN BIDDERS AND THE ARCHITECT/ENGINEER DURING THE BID PERIOD ARE FOR INFORMATIONAL PURPOSES ONLY. ALL CHANGES TO THE CONTRACT DOCUMENTS WILL BE MADE BY ADDENDUM ONLY.**

## **PREBID MEETING MINUTES**

**Project Title:** State DM Roofs Replacement – Garrett-Strong, Colden Hall & Martindale Hall  
Northwest Missouri State University  
Maryville, Missouri

**Meeting Date:** March 16, 2021

**Meeting Time:** 10:00 a.m.

**Meeting Location:** Teleconference Meeting (via Zoom)

**Meeting Attendees:** See attached Attendance Log

The meeting commenced at approximately 10:00 a.m. The following was discussed:

- Pulley:
- 1. Introductions**
    - 1.1 Attendees were asked to type their name and email address in Zoom chat box.
    - 1.2 Bid Documents are available from Drexel Technologies. Any addenda will also be posted to Drexel Technologies.
  
  - 2. Instructions to Bidders**
    - 2.1 Interpretations
      - 2.1.a The only official position of Northwest is that position which is stated in writing and issued by the Purchasing Department.
      - 2.1.b. Request for interpretations must be submitted by 3/23/2021 (5 working days before opening of bids)
      - 2.1.c. Acceptable Substitutions
    - 2.2. Receiving Bids
      - 2.2.a Mail or deliver bid in sealed enveloped clearly marked with bid number and opening date. Electronic Bids are not accepted.
    - 2.3 Bid opening will be via Zoom conference call. Contact Alyssa Pulley at [apulley@nwmissouri.edu](mailto:apulley@nwmissouri.edu) for Zoom meeting link.
  
  - 3. Bid Form**
    - 3.1 Bid Date 3/30/2021 2:00PM in the Purchasing Department
    - 3.2 Enter company name and address
    - 3.3 Enter the number of addenda you have received
      - 3.3.a Addenda should be issued no later than 3/25/2021
    - 3.4 Enter lump sum amount
    - 3.5 Enter Unit Prices
    - 3.6 Enter Alternate Bids.

- 3.6.a The University is not required to accept the Alternate Bids in any particular order.
- 3.7 10% MBE/10% WBE/3% SDVE goals
- 3.8 Liquidated Damages of \$100/day
  - 3.8.a The work is to be complete by 9/3/2021. Mobilization and construction cannot begin until 5/10/2021.

#### **4. Procurement Forms & Supplements**

- 4.1 Proposed Subcontractors Form is required to be submitted with bid.
  - 4.1.a Info on current University service contractors can be provided upon request
- 4.2 MBE/WBE/SDVE Compliance Evaluation Form (*Can be submitted within 24 hours after bid*)
- 4.3 BE/WBE/SDVE Eligibility Determination Form For Joint Ventures (*Can be submitted within 24 hours after bid*)
- 4.4 MBE/WBE/SDVE Good Faith Effort (GFE) Determination Form (*Can be submitted within 24 hours after bid*)
- 4.4 MBE/WBE/SDVE Good Faith Effort (GFE) Determination Form
- 4.5 SDVE Business Form
- 4.6 Bidder's Qualifications
- 4.7 Affidavit of Work Authorization
- 4.8 Bid Security – 5% of total bid
  - 4.9.a University does not have a standard form for Bid Security, Contractor should use their own standard form.
- 4.9 Corporate Certification (as applicable)
  - 4.9.a Certificate of Good Standing
  - 4.9.b Certificate of Authority to do Business in Missouri
- 4.10 Certificate of Registration of Fictitious Name (if not incorporated)

#### **5. Contracting Forms & Supplements**

- 5.1 Construction Contract
- 5.2 Product Substitution Request should be utilized if contractor has a substitution request during bidding.

#### **6. General Conditions**

- 6.1 Article 3 Contractor's Responsibilities
  - 6.1.a 3.2 Safety – Awarded contractor must have ten-hour construction OSHA cards for all employees and subcontractor's employees.  
Penalty: \$2,500/day plus \$100/employee/day without training. OSHA

cards must be provided if requested.

- 6.2 Article 5 Construction and Completion
  - 6.2.a 5.4 Payment to Contractor – 5% retainage on payments until project completion
- 6.3 Article 6 Bond and Insurance
  - 6.3.a 6.1 Bond – 100% performance & payment bond, rated B+ or higher
  - 6.3.b 6.2 Insurance – Contractor shall have Northwest added as additional insured

## **7. Supplementary Conditions**

- 7.1 Northwest University is a Smoke free campus
- 7.2 Visit Northwest’s website for current COVID-19 procedures in place.

## **8. Annual Wage Order**

- 8.1 Carefully review requirements including working hours, overtime, and holidays
- 8.2 Contact Division of Labor with any questions regarding trades prior to submitting bid

## **9. Division 1 Requirements**

- Scadden:
- 9.1 Temporary Utilities. Contractor to provide portable toilets.
  - 9.3 Contractor Information
  - 9.4 Storage of Materials. Staging Areas shown on the drawings.
  - 9.5 Protection of Owner’s Property. The University is a state arboretum so the trees need to be protected and if any tree trimming is needed the contractor shall inform the University and the University will trim the trees as needed.
  - 9.6 Preserving and Protecting Existing Vegetation
  - 9.7 Pre-construction conference Date/Time/Location: 4/20/2021 Mobilization date: 5/10/2021 (if all paperwork has been received)

## **10. Technical Specification and Drawing Review**

Hollmann: The A/E summarized the General work shown on the drawings.

Buchheit: The A/E summarized the HVAC and Lightning Protection work shown on the drawings.

## **11. Tour Project Site**

- 11.1 Scheduled site visit: 3/16/2021 1:00PM at Facility Services Building.
- 11.2 A site visit is required prior to bidding. Please make sure you have checked in with the A/E or University to make your site visit has been recorded.

## 12. Questions and Additional Information

Marr: Spec. Section 07 52 16, page 7, 3.02, references asbestos but I don't find any other reference to asbestos. Is there asbestos on any of the roofs?

Scadden: We are still awaiting the results from the asbestos sampling. The asbestos information will be included by addendum.

Marr: Will Alternate Bids 2 thru 5, pertaining to Martindale Hall, be accepted in a certain order or does the contractor need to bid each roof area as an independent project?

Voyles: The alternates will not be accepted in any particular order. The contractor should bid each project area as an independent project?

Stutz: Is there a specification for the roof access stairs?

Voyles: Specification section 05 50 00 Metal Fabrication applies to the roof access stairs.

*Follow-up: Specification Section 05 50 00 only applies to the aluminum roof access stairs. There will be a specification section added by addendum for the fabricated steel ships ladder stairs.*

Hollmann: The following utility shutdowns are scheduled for each building,

Garrett-Strong: June 1 - June 4  
Colden Hall: July 12 or 13  
Martindale Hall: July 12 or 13

Buchheit: The utility shutdowns schedule for July 12 or 13 are only anticipated to be approximately two hours in the morning and two hours in the afternoon/evening.

Contractors should note that work at RTU-1 at Martindale Hall shall be limited to four consecutive working days (*See keynote 7 on sheet A3.1*).

The contractor will also be required to provide three temporary, portable air conditioning units and additional dehumidifiers to keep the third-floor dance studio cool and dehumidified during the timeframe that RTU-2 is down for refrigerant piping work. (*See spec. section 015000 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS paragraph 2.2.B.*)

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Northwest Missouri State University, Maryville, Missouri  
March 16, 2021  
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The foregoing non-verbatim notes constitute the writer's understanding of the proceedings of the meeting. Any correction, deletions or additions to the same shall be received (in writing) no later than March 23, 2021 so they can be discussed.

Meeting adjourned at approximately 10:45 a.m.

END

Sincerely,  
**White & Borgognoni Architects, PC**

A handwritten signature in black ink, appearing to read "Kent Hollmann". The signature is fluid and cursive, with a large initial "K" and a long horizontal stroke at the end.

Kent Hollmann  
Project Manager

State DM Roofs Replacement – Garrett-Strong, Colden Hall & Martindale Hall  
Northwest Missouri State University  
B202162

### PRE-BID MEETING - ATTENDANCE LOG

NAME	COMPANY	EMAIL
Tom Buchheit	BRiC Partnership	<a href="mailto:tbuchheit@BricPartnership.com">tbuchheit@BricPartnership.com</a>
Van Voyles	White & Borgognoni Architects	<a href="mailto:vanv@wb-architects.com">vanv@wb-architects.com</a>
Kent Hollmann	White & Borgognoni Architects	<a href="mailto:kenth@wb-architects.com">kenth@wb-architects.com</a>
Sonny Scadden	Northwest University	<a href="mailto:sonnys@nwmissouri.edu">sonnys@nwmissouri.edu</a>
Alyssa Pulley	Northwest University	<a href="mailto:apulley@nwmissouri.edu">apulley@nwmissouri.edu</a>
Scott Kuhlemeyer	Northwest University	<a href="mailto:skuhlemeyer@nwmissouri.edu">skuhlemeyer@nwmissouri.edu</a>
Dan Haslag	Northwest University	<a href="mailto:dhaslag@nwmissouri.edu">dhaslag@nwmissouri.edu</a>
Lisa Crater	Northwest University	<a href="mailto:crater@nwmissouri.edu">crater@nwmissouri.edu</a>
Ben Rogers	Northwest University	<a href="mailto:brogers@nwmissouri.edu">brogers@nwmissouri.edu</a>
Tina Frueh	Northwest University	<a href="mailto:TFrueh@nwmissouri.edu">TFrueh@nwmissouri.edu</a>
John Sportsman	Northwest University	<a href="mailto:SPORT4@nwmissouri.edu">SPORT4@nwmissouri.edu</a>
Terry Long	Northwest University	<a href="mailto:tlong@nwmissouri.edu">tlong@nwmissouri.edu</a>
Michael Steiner	Northwest University	<a href="mailto:MSteine@nwmissouri.edu">MSteine@nwmissouri.edu</a>
David Marr	Delta Innovative Services	<a href="mailto:dmarr@deltaservices.com">dmarr@deltaservices.com</a>
Hans Stutz	DB2 Services	<a href="mailto:hstutz@db2services.com">hstutz@db2services.com</a>
Wayne Weisenburger	R/S Electric Corp	<a href="mailto:wayne@rselectriccorp.com">wayne@rselectriccorp.com</a>
Chris Kayich	Siplast	<a href="mailto:chris.kayich@siplast.com">chris.kayich@siplast.com</a>
Chris Queensland	Midwest Scaffolding	<a href="mailto:cqueensland@midwestscaffolding.com">cqueensland@midwestscaffolding.com</a>
Shawn Mccartney	Robert's Roofing	<a href="mailto:shawn@roberts-roofing.com">shawn@roberts-roofing.com</a>
David Hausman Jr	Hausman Metal Works	<a href="mailto:davidjr@hausmans.com">davidjr@hausmans.com</a>
Dennis Harris	Hausman Metal Works	<a href="mailto:denis@hausmans.com">denis@hausmans.com</a>
Brycen Weidmer	Lee Grover Construction	<a href="mailto:brycenw_lgc@sbcglobal.net">brycenw_lgc@sbcglobal.net</a>