



Addendum No. 1 - Meeting Minutes of Pre-bid Conference

Corporate Office
324 Evans St
Greenville
NC 27858
Tel 252.758.3746
Fax 252.830.3954

Raleigh Office
2300 Rexwoods Dr
Suite 300
Raleigh
NC 27607
Tel 919.784.9330
Fax 919.784.9331

www.eastgroup.com

Project Name:	City of Greenville Police Fire-Rescue Headquarters Roof Replacement	Project No.:	20160182
Meeting Location:	First Floor Conference Room Police Fire-Rescue Headquarters Building	Meeting Date:	April 25, 2017 2:00pm-3:00pm
Prepared By:	Richard Johnson		

ATTENDEES			
Name	Company	Phone No.	E-mail Address
Devin Thompson	The City of Greenville	252-329-4931	dthompson@greenvillenc.gov
Ross Peterson	The City of Greenville	252-329-4921	rpeterson@greenvillenc.gov
Ferdinand Rouse	The City of Greenville	252-329-4462	frouse@greenvillenc.gov
Denisha Harris	The City of Greenville	252-329-4862	dharris@greenvillenc.gov
Bobby Thompson	DLT Roofing	919-284-1852	dltroofing@yahoo.com
Chad Harper	Curtis Roofing Co., Inc.	252-378-5046	chad@curtiscc.com
Justin Dries	TeamCraft Roofing	919-538-3999	Justin.dries@tcrfg.com
Jared Lanier	Quality Roofing and Guttering, Inc.	910-358-2182	jaredlanier@qualityroofersinc.com
Dewitt Newkirk	Unstoppable Builders, Inc.	252-014-9105	Newkirk44@gmail.com
Richard E. Johnson, AIA	The East Group, P.A.	252-758-3746	richard.johnson@eastgroup.com

Attention: Please notify the author of any omissions or inaccuracies within ten working days after date prepared. Unless notified, the information contained in the meeting minutes will be considered correct as written.

Purpose of Meeting:	Pre-bid conference
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Requirements for Bid:

1. All contractors must be properly licensed under the State Laws governing their respective trades.
2. All contractors are advised that the Owner has a minority and women participation policy for construction projects. Refer to the specifications for a detailed description of this policy.
3. Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than 5 percent of the proposal. In lieu thereof a bidder may offer a bid bond of 5 percent of the bid executed by a surety company licensed under the Laws of North Carolina to execute such bond conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond, and upon

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failure to forthwith make payment, the surety shall pay to the obligee an amount equal to double the amount of said bond. Said deposits shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

4. Performance and Payment Bond will be required for one hundred percent (100%) of the contract price.
5. A contractor Reference Form, listing 3 client references of similar work is required.
6. A mandatory site visit is required.
7. Adhere to the procedure described in section 00231 – Product Substitutions During Bid

Minority and Women Business Enterprise Plan Special Provisions

1. Each Bidder must comply with the City of Greenville’s Minority and Women Business Enterprise Plan – see the specifications for the requirements.
2. The bidder must provide the completed required MBE-WBE forms with their bid.
3. Please call Ferdinand Rouse at 329-4862 for a list of minority contractors/ businesses. It can be faxed or emailed. DOT list of minority contractors will be acceptable. Visit the following link for a list www.doa.nc.gov/hub.

General On-Site Conditions

1. No permanent dumpster will be allowed on site. A daily use area is designated on sheet A1.1. Contractor shall employ weighted stanchions and rope or plastic tape to enclose laydown area.
 - a. A trash chute may be located above this daily use area for duration of project.
 - b. Materials shall be staged for construction on the roof and shall be dispersed on the roof so that the weight of materials and equipment on the roof does not exceed the allowable roof live load of 20 lbs/sf.
 - c. Contractor shall provide roof access from this area. Contractor will not be able to use existing internal roof access during construction.
2. Contractor will not have access to interior of the existing building at any time.
3. Contractor shall provide portable toilet in location near the building generator as coordinated with owner.
4. Contractor will be able to use existing electrical power by connecting to existing exterior outlets as coordinated with owner.
5. The contractor cannot close any of the surrounding streets at any time.
6. Hours during which work shall be accomplished are 7:00 am to 5:00 pm Monday thru Friday.
7. Work at other times will require Owner approval in writing.
8. All existing concrete or asphalt pavement shall be repaired as necessary to return to current condition at the end of the project.
9. All damaged landscaping shall be replaced with landscaping of matching type and size of what was damaged.
10. No smoking, alcohol, or firearms will be allowed for construction related personnel on the project site.

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Bids are Due at 2:00 pm - May 11 2017 at the conference room of The City of Greenville Public Works Facility, 1500 Beatty Street, Greenville, NC

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Site Visits: One Mandatory site visit is Required.

The following times are available for site visits:

- 1. April 25th 2017, Immediately after Pre-Bid.
- 2. May 2nd 2017, at 10:00 A.M. by appointment
- 3. May 4th 2017, at 10:00 A.M. by appointment

PFR Building: Ross Peterson: Phone (252) 329-4921.

Project Review

- A. Without force and effect upon the work defined and required by the project manual and drawings, the project involves removal of existing roof and substrates down to roof deck and replacement with new roof, substrates, and insulation including work indicated for roofing of back side and top of parapet walls. The project also involves a partial removal of portions of existing roof where indicated on drawings and provision of new roof membrane and substrate over existing remaining roof and replacement of removed roof assembly with new roof assembly as indicated. The addition of one OSHA compliant roof guardrail is also included.
- B. A 20 year roofing system warranty is required. See specifications for details.

Alternates:

- A. Alternate No.1: Provide new coping throughout to match existing and as specified.
- B. Alternate No. 2 – Provide new 60 mil fully adhered black EPDM membrane as manufactured by Firestone or Carlisle in lieu of TPO membrane indicated for base bid.

TimeLine

- 1. The duration of the project is 120 consecutive calendar days after which liquidated damages will apply in the amount of \$300 per calendar day until project achieves substantial completion.
- 2. It is the Owner’s desire to award the construction contract at the City Council meeting the first week in June.

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Permit Fees:

1.NOTE: the City of Greenville will waive the permit fees on this project. Note: contractor is still required to get a permit for all work.

All questions and concerns:

- A. All questions or concerns, excepting ones related to owner’s MBE/WBE Plan and requirements, must be submitted prior to 5:00pm on 5-4-17. Such questions shall be submitted by email using the attached 00215 Document Clarification Request (DCR) form.
- B. If a question is answered on site by either the owner or architect, it must be followed up in writing using the attached DCR form. Please submit all questions, excepting ones related to owner’s MBE/WBE Plan and requirements, to: Richard Johnson of the East Group, via email at richard.johnson@eastgroup.com.

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Attachments:

Bid Form, Reference Form, Document Clarification Request (DCR) form, E-Verify Affidavit Form, Iran Divestment Act Certification Form

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**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: _____

As of the date listed below, the contractor, vendor or bidder listed above, and all subcontractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
ROOF REPLACEMENT**

00215 – DOCUMENT CLARIFICATION REQUEST (DCR)

DOCUMENT CLARIFICATION REQUEST		Date:
Attention: Richard Johnson	Submitted By:	
The East Group, PA 324 Evans Street Greenville NC 27835		
Subject:		
Specification Number:		
Drawing Sheet Number:		
INFORMATION REQUESTED		
Signed: _____		
RESPONSE		
<input type="checkbox"/> See Drawings/Specifications		
<input type="checkbox"/> See Addenda to be issued		
<input type="checkbox"/> Other		

Answered By: _____

Date: _____

END OF DOCUMENT 00215

**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
ROOF REPLACEMENT**

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 2013.

Signature of Affiant
Print or Type Name: _____

State of North Carolina City of Greenville
Signed and sworn to (or affirmed) before me, this the _____
day of _____, 2017.
My Commission Expires:

Notary Public

Affix Official/Notarial Seal

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**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
ROOF REPLACEMENT**

BID FORM

TO: **City of Greenville**
herein called "OWNER"

1. Pursuant to and in compliance with the invitation to bid and the proposed Contract Documents relating to construction of:

**City of Greenville
Police Fire-Rescue Headquarters
Roof Replacement**

the undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time allowed and in strict accordance with proposed Contract Documents, including furnishing any and all labor and materials, and to do all of the work required to construct and complete said Work in accordance with the Contract Documents, for the following sum of money:

Single Prime Bid:

BIDDER'S COMPANY NAME: _____

BASE BID _____ (\$ _____)

ADD ALTERNATE -1

Provide new coping throughout (\$ _____)

ADD ALTERNATE -2

Provide 60 mil fully adhered black EPDM membrane from Firestone or Carlisle in lieu of the 60 mil fully adhered TPO membrane in the base bid.

_____ (\$ _____)

**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
ROOF REPLACEMENT**

LIST OF SUBCONTRACORS			
	NAME OF COMPANY/ADDRESS		BID
ROOFING			

ATTACH CHECK, CASH OR BID BOND TO THIS PROPOSAL.

2. I understand that the Owner reserves the right to reject this bid, but that this bid shall remain open and not be withdrawn for a period of 60 days from the date prescribed for its opening.
3. If written notice of the acceptance of this bid is mailed or delivered to the undersigned within 45 days after the date set for the opening of this bid, or at any other time thereafter before it is withdrawn, the undersigned will execute and deliver the Contract Documents to Owner in accordance with this bid accepted, and will also furnish and deliver proof of insurance coverage, all within ten days after deposit in the mails of the notification of acceptance of this bid.
4. Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.
5. The bidder acknowledges receipt of the following Addenda and has incorporated bid revisions in this bid proposal.

Addendum No.	Dated	Received	Addendum No.	Dated	Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Construction Time: The undersigned agrees if he is the successful bidder to commence work under this contract on a date to be specified by the Owner and to fully complete all work on the Project within the following period set forth below.

120 Consecutive Calendar Days

7. The bidder further agrees that the Owner has the right to withhold from compensation otherwise to be paid the amount of three hundred dollars (**\$300.00**) per day that the work is not completed after the completion date defined above as liquidated damages reasonably determined to be incurred by the Owner as a result of such delay.

**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
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8. The names of all persons interested in the foregoing bid as principals are:

IMPORTANT NOTICE: If bidder or other interested persons is a corporation, give legal name of corporation, state in where incorporated, and names of president and secretary; if a partnership, give names of firm and names of all individual co-partners composing the firm; if bidder or other interested person is an individual, give first and last names in full.)

Licensed in accordance with an act for the registration of contractors, and with N.C. license number _____.

Sales and use tax registration number _____.

SIGN HERE:

Signature of Bidder

NOTE: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business address: _____

(Corporate Seal)

Telephone number: _____ Date of proposal: _____

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**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
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REFERENCE INFORMATION

All bidders must provide a list of three (3) client references of similar work. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Contractor must provide the information below with their bid sheet.

1. COMPANY
NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ MOBILE PHONE NO. _____

EMAIL: _____ BUSINESS FAX NO. _____

2. COMPANY
NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ MOBILE PHONE NO. _____

EMAIL: _____ BUSINESS FAX NO. _____

3. COMPANY
NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ MOBILE PHONE NO. _____

EMAIL: _____ BUSINESS FAX NO. _____

**CITY OF GREENVILLE
POLICE FIRE-RESCUE HEADQUARTERS
ROOF REPLACEMENT**

CONTRACTOR INFORMATION

Contractor must provide the information below with the bid sheet.

PROSPECTIVE CONTRACTOR DATA FORM

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ MOBILE PHONE NO. _____

EMAIL: _____ BUSINESS FAX NO. _____

TAX ID#: _____

Corporation Or Partnership: _____

Number of Years in Business: _____

Number of Years in Greenville Area: _____

Number of Permanent Employees: _____

Number of Part-time Employees: _____