

Meeting Minutes – RFP 24-11 Exterior Wall Coatings

Date of Meeting: July 11, 2011

Minutes Prepared By: Janice Wilder, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Escort potential bidders on site visit.

2. Attendance at Meeting

*See attached sign in sheet
Attendance was mandatory.*

3. Meeting Notes, Decisions, Issues

Meeting was brought to order by Janice Wilder, HCSO Buyer in the admin conference room at Orient Road Jail. All attendees were asked to sign in and leave business cards. HCSO personnel were introduced: Angel Varela Director Detention Maintenance Bureau; Don Riek, Special Projects Manager; Pat Didonna Site Supervisor. Ms. Wilder reviewed the following general bid information: deadline for submitting bids is July 18, 2011 3:00pm - If hand delivering leave time to get thru security (see address in bid...2008 E 8th Ave); no dollar amounts will be read at bid opening; addendums, revisions, Q & A will be posted to website; submit all questions thru the buyer; deadline for questions is July 14th 4:00pm; No bid or performance bonds are required.

We would like the work to be completed & invoiced by September 30th as the end of our fiscal year and available funds. Every effort to minimize time from Bid Opening to Award / Notice to Proceed will be made. Our goal is two weeks which is August 1st. Budgeted funds may not be enough to complete all work included in the proposal. Therefore, the award may be made in part, or split between bidders. Proposal pricing should be offered by unit amount. Work may be conducted 7 days/week 10 hours per day.

Security is of utmost concern at both jail facilities. Back ground checks will be conducted on all persons who will be working on site at our cost. Be prepared to provide drivers license and SS# of your employees for that purpose.

Director Angel Varela reviewed the scope of work and specifications and provided a print out summary of the wall surface square footage and expansion joint liner footage at ORJ. Highlights of the questions and answers regarding Orient Road Jail include:

- Another site visit will be conducted at 9:00 AM Wednesday 7/13 from ORJ or FRJ. Call Mr. Varela at 247-0297 to attend.
- Steel windows and door frames are not to be painted.
- Windows will not require caulking but you may include the price for doing so in your proposal response as an exception if you wish.

- Structural joints require all old caulking removed, backer rod replaced and re-caulked.
- ORJ courtyards are accessible only by pedestrian door and are not paved.
- All courtyards have accessible water/hose bibs.
- 110 power available in all courtyards.
- HCSO staff will trim back all shrubs and bushes as necessary.
- Wall height at ORJ varies from 16.8 to 32.8 feet.
- Both sides of parapets are to be included.
- Contractor will have to provide portable sanitation facilities for their staff.
- The largest perimeter fence entry gate measures 15'8"W by 7'8"H. Smaller gates measuring 3'W x 7'H are available in other perimeter locations.
- All equipment and tools must be secured nightly or taken outside the perimeter fence.
- Replacing of expansion joints behind razor wire is not required.
- Approved product is PERMA-CRETE® Aqua-Pel™ Clear Water Repellent 4-6100.

Attendees were escorted to inspect an interior courtyard and then around a portion of the exterior of ORJ.

The meeting was adjourned at ORJ while staff and attendees traveled to Falkenburg Road Jail where the meeting reconvened in the lobby. We were joined by Site Supervisor Roland Morgado. A tour around Housing Units 2 & 3 was conducted. A revised list of building measurements was handed out.

- HU 2 consists of two buildings joined by a walkway under a metal canopy. **We are adding the painting of the canopy bar joists and I-beams to the bid (no pipe).**
- HCSO staff will remove & replace the downspouts from the gutters around the buildings.
- Repair of texture coating where bare spots are visible or peeling is occurring.
- Structural joints which are being replaced do not need to be re-textured, only painted.
- **It was agreed the Proposal Response for FRJ would be amended to show the pricing by unit measure leaving the option to price by a lump sum amount.**
- Ladders used to access roof tops must be pulled up behind.
- Security is a bigger issue at FRJ because crews can be in direct contact with inmates. A staff member will accompany the work crew at all times. Cell phones and cigarettes are not allowed and of course no weapons of any kind (One supervisory company cell phone may be given permission). Tools will be inventoried daily. A missing tool results in total lock down until recovered. Crews will be checked in each morning and out in the evening at the main desk. Work vehicles will be searched and inventoried at the gate. An equipment trailer may be left inside the perimeter if properly secured under the supervision of HCSO staff.

The meeting was adjourned at approximately 12:30 PM. All attendees were accounted for.

4. Action Items

Buyer is to prepare pricing amendment for Proposal Response.

ATTENDANCE SHEET
Pre-proposal Conference
RFP NO. 24-11

July 11, 2011 10:00 AM

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
1.	Jesse Curtis / Jscurtis@schnellcontractors.com	Schnell Contractors 813-877-8214
	DAVID SPOOR DAVIDNVDB@GMAIL.COM	NEW VISTA BUILDINGS Group 813-440-1497
2.	KEN SHEPARD @HOTMAIL.COM	SHEPARD CONTRACTORS INC (813) 340-0925
	Frank Rutty / slfrank@temp-bus.cc.com	727-224-1836 / Straight Line PTG.
3.	Chris James /	/ Painters on Demand
	Anthony Houllis / anthony.houllis@yahoo.com	Razorback, LLC. 727-460-2512
4.	Brendon Nestrud / bnestrud@paintingandwaterproofing.com	
	813/884-2046	Bay Area Painting and Waterproofing
5.	DAN MARTINEC @SSGRP.NET	SPECIALIZED PROPERTY SVCS
6.	Bernie McElheny	SPENSERI Diversified, LLC
	863-477-3961	BMCELHENY@aol.com
7.	PROXIE KAPANIOS	Golden Brush Inc
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8.	MIKE MONOKANDILOS	GEMINI, INC.
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9.	HARRY TSIOUKANARAS	727 848-1950
	Harry@HarrysPainting.com	727 847-3774
10.	HCSD - Janice Wilder, Angel	Varela; Don Riek
	Pat Didonna	

PLEASE LEAVE A BUSINESS CARD

ATTENDANCE SHEET
Pre-proposal Conference
RFP NO. 24-11

July 10:00 AM

	YOUR NAME Email Address	COMPANY NAME Phone Number
11.	RICHARD ROBERT RICHARD ROBERT LIBERT PAINTING @ Verizon.com . Net	RICHARD LIBERT PAINTING INC 813-770-1673
12.	Robert Pope Jr. rpope@servicepainting.com	Service Painting Corp. 813-972-1400 Fax 813-978-1065
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19.	Jorge L. Ochoa	(813) 344-6727 / jchoa@ppg.u
20.	RANDALL HARRIS randallharris@ssgrp.net	SPECIALIZED PROPERTY SERVICES 813-781-1237

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Summary of Exterior Wall Area ORJ

Total Wall Area SF	Total 3/8" Expansion Joint LF	Total 3/4" Expansion Joint LF	Total 2" and over Expansion Joint LF
357,286	9,834	3,538	423

59

HU-2

Expansion Joints 1,026 4F

Wall Surface 23,434 S/F

3 Foot Doors ~~8~~ 5

3 Foot Double Doors ~~2~~ 6

Slider Doors 10'x7' 4

Pantry Door 4'x7' 2

Window 4 x 5 2

HU - 3

Expansion Joints	1,682	4F
Wall Surface	35,992	5/F
3 Foot Door	28	
3 Double Door	1	
Slider Door 10' x 7'	1	
Security Door + Trap 10' x 7'	1	
Window 3' 6" x 4'	2	
Window 21' x 40"	12	roof
Window 5' x 3' 6"	4	roof
Window 3' x 3' 6"	4	roof