

PLEASE LEAVE A BUSINESS CARD
 ATTENDANCE SHEET
 Pre-proposal Conference
 RFP 11-17
 Orient Road Re-Entry Building Roof Replacement
 October 12, 2017 at 10:00am

YOUR NAME Email Address	COMPANY NAME Phone Number
1. <u>Dave Janney</u> <u>djanney@hcsso.tampa.fl.us</u>	<u>HCSO</u> <u>813-247-8053</u>
2. <u>Colleen Hensley</u> <u>chensley@hcsso.tampa.fl.us</u>	<u>HCSO</u> <u>813-247-8068</u>
3. <u>Angel Varela</u> <u>averela@hcsso.tampa.fl.us</u>	<u>HCSO</u> <u>813-247-0297</u>
4. <u>JOE GUENNON</u> <u>info@prs.tampa.com</u>	<u>PRS</u> <u>813 264 6262</u>
5. <u>Jovanny Betancourt</u> <u>jb@wilderarchitecture.com</u>	<u>Wilder Architecture</u> <u>813-242-6677</u>
6. <u>Neil Lynch</u> <u>info @ Alliedroofing.com</u>	<u>Allied Roofing</u> <u>(813) 875-2727</u>
7. <u>GEORGE BUTLER</u> <u>GBUTLER@SOUTHROOF.COM</u>	<u>SOUTHERN ROOFING</u> <u>813 251 5252</u>
8. <u>Raul Colon</u> <u>raul@canco.cc</u>	<u>Urban Development Serv.</u> <u>787 644 6299</u>
9. _____	_____

Meeting Minutes – RFP 11-17, Orient Road Re-Entry Building Roof Replacement

Date of Meeting: 10/12/17

Minutes Prepared By: Colleen Hensley, Buyer

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

Buyer, Colleen Hensley introduced Dave Janney, Sr. Procurement Analyst; Angel Varela, Director of Facilities Maintenance and Jovanny Betancourt of Wilder Architecture Inc. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **November 2, 2017 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 **12:00 PM Thursday 10/19/17.** All questions should be directed in writing (email) to purchasing@hcsa.tampa.fl.us. Additional important dates and times can be found in the Bid document on page three (3).
- Official communications e.g. amendments, Q & A etc. will be via the HCSO website postings. However, the Sr. Procurement Analyst will also email those on the pre-bid attendance log.
- ALL communications need to be routed through the HCSO Purchasing Section.
- Identify any issues with the Specifications (ie items not to code) to Purchasing in writing prior to submitting your Bid.
- Background checks may be accomplished on any employees working on HCSO grounds at no cost to the Contractor.
- The roof over the occupied area at the front of the building will not be replaced. The roofing area being replaced consists of an upper and lower level.
- Hours of operation at the building are from 6:30 am to 12:00am (midnight).
- No bid bond will be required.
- A core sample of the upper level was cut during the Pre-Bid Meeting so that the vendors could view the core. See Attachment 1 with photos of core samples taken previously by HCSO.
- TPO roofing would need to be mechanically fastened.
- Scupper height will need to be adjusted.
- Outside finish of the scuppers will need to be consistent for the entire building. An oversized plate may be used to cover existing hole.
- Contractor will be required to have a site supervisor on site while work is being performed. HCSO employees will not be available to receive or stage, equipment or supplies.
- There will be a staging area behind the building. There is an area of unsecured fencing or if you would like to put up temporary fencing, you may. It will be the Contractor's responsibility to secure the area.
- Additional site visits can be arranged through the Sr. Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsa.tampa.fl.us.

4. Action Items

- Wilder Architecture will determine if the TPO can be applied directly to fire clay or if a recovery board will need to be used.

Attachment 1 – RFP 11-17 Pre-Bid Minutes

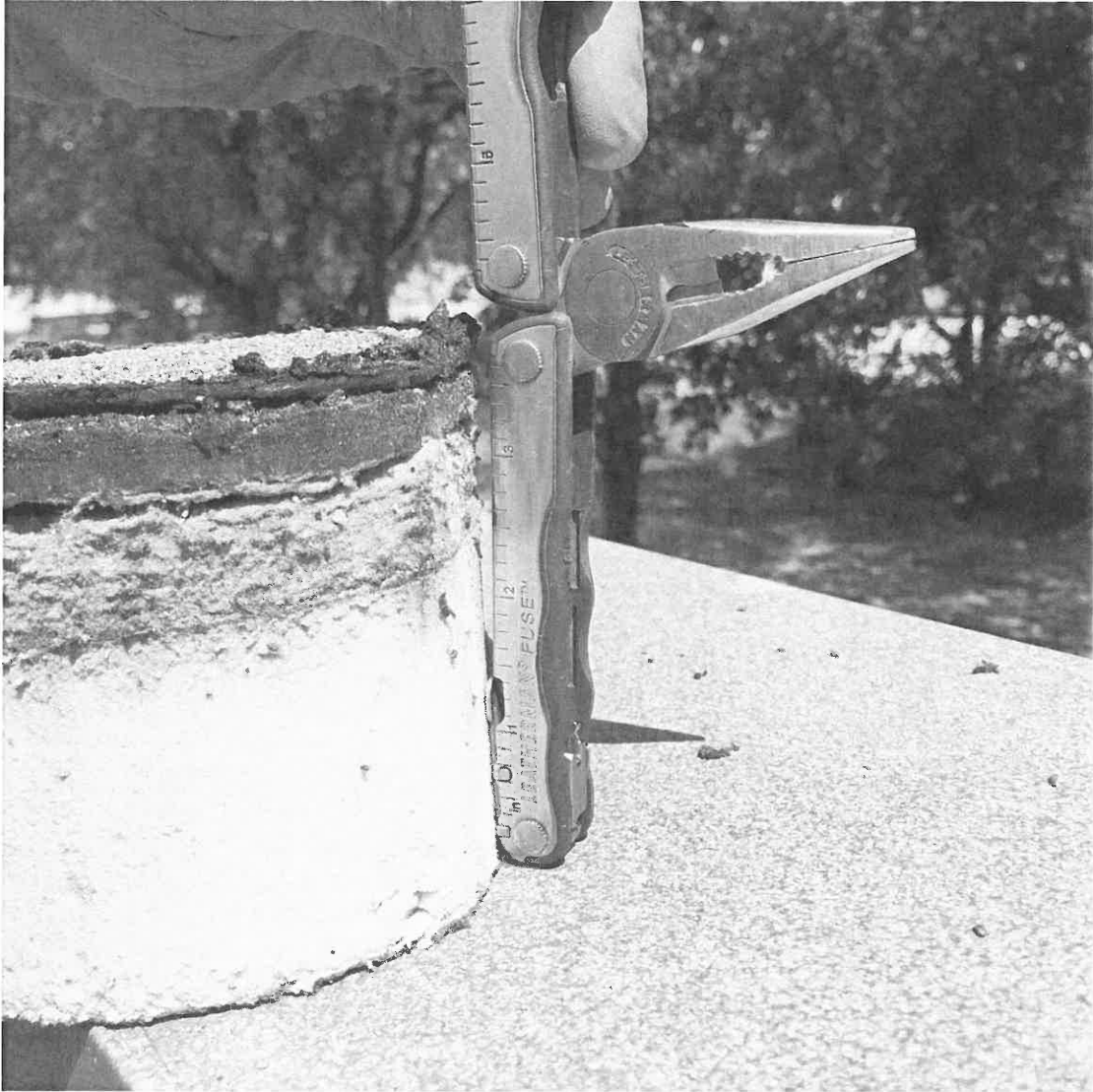


Photo 1: North and West roof 4" core (2nd addition) 9,648 sq feet.

Attachment 1 – RFP 11-17 Pre-Bid Minutes

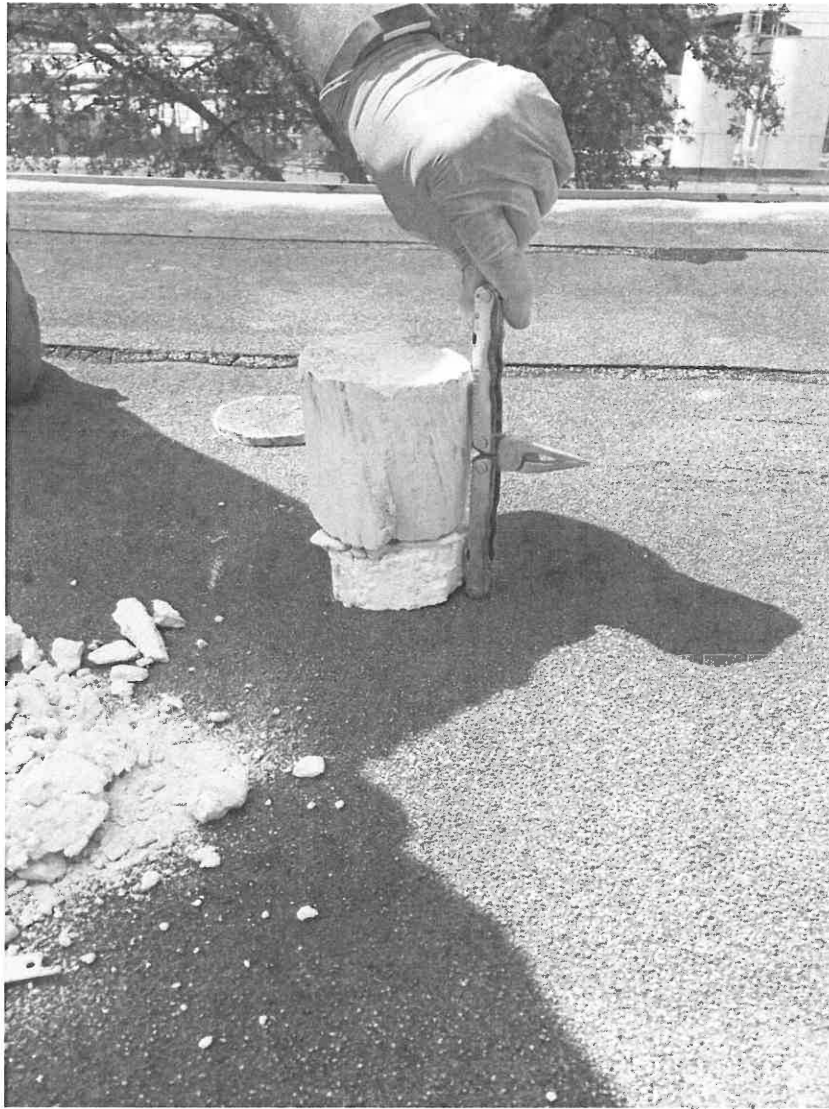


Photo 2: 6" core (2" foam and 4" fire clay) Original roof center of building. Core from Southwest side. 10,920 sq feet.