

PLEASE LEAVE A BUSINESS CARD  
 ATTENDANCE SHEET  
 Pre-proposal Conference  
 RFP 11-17  
 Orient Road Re-Entry Building Roof Replacement  
 October 26, 2017 at 10:00am

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
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- |    |  |                                |
|----|--|--------------------------------|
| 1. | Dave Janney                              | HCSO                           |
|    | djanney@hcsso.tampa.fl.us                | 813-247-8053                   |
| 2. | Angel Varela                             | HCSO                           |
|    | averela@hcsso.tampa.fl.us                | 813-247-0297                   |
| 3. | - msierra@gaf.com/MANNY SIERRA           | GAF/813-892-3128               |
|    | - Mlusso@serviceworksroof.com Mark Lusso | Service works                  |
| 4. | ALBERT DOCOBO                            | American Roofing & SHEET METAL |
|    | albert.docobo@arsmi.com                  | 813-884-1815                   |
| 5. | Robert Thomas                            | American Roofing & Sheet Metal |
|    | Robert.Thomas@ARSMI.com                  | 813-884-1815                   |
| 6. |  |                                |
| 7. |  |                                |
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*WAF Page*

YOUR NAME

COMPANY NAME

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

**Date of Meeting:** 10/26/17

**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**

Dave Janney, Sr. Procurement Analyst introduced Angel Varela, Director of Facilities Maintenance. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **November 16, 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 through 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 11/2/17.** All questions should be directed in writing (email) to [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.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 first 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@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).
- All documents are posted on the HCSO website to include Addendums to the RFP.

#### 4. Action Items

- Mr. Sierra of GAF will provide the results of the Pull Report that was accomplished during the meeting.
- Mr. Sierra will provide an Option Report which HCSO will coordinate with Wilder Architecture.
- In the event a deck screw breaches a utility (electrical conduit, wire, water line...) under the deck, HCSO will be responsible for the repairs to that utility.
- HCSO will perform an IR scan and provide results.