

**PRE-BID MEETING
ROOF REPLACEMENT
PORTION OF FIVE SCHOOLS
WILLIAMSON COUNTY SCHOOLS (WCS)
APRIL 10, 2025**

A Pre-Bid Meeting was held for the above captioned Project on Thursday, April 10, 2025 at 10:00 AM local time. See attached List of Attendees. The following items were discussed.

1. Attendees were reminded the bid opportunity is open to all roofing contractors that participated and were accepted in WCS RFQ #1330.
2. Electronic copies of Plans and Specs are available at no charge.
3. Contractor shall email all questions in writing to the Designer. Designer will then address questions in a written Addendum. No changes are binding unless in writing.
4. All written questions and substitution requests shall be sent to Designer by Noon on Monday, April 21, 2025. If required, Addendum will be issued no later than 3:00 PM.
5. Conditional or qualified Bids are unacceptable.
6. Bid Date is Friday, April 25, 2025 at 2:00 PM local time. Bid Opening is in person. Bids shall be sent to Skip Decker at WCS. Addendum will clarify mistake with Bid Date in WCS Legal Notice Request for Bids.
7. Bid Envelope shall contain the following information:
 - WCS RFB #1369 Roof Replacement – Portion of Five Schools
 - Company Name & Address
 - Date and Time of Bid Opening
 - Tennessee Contractor License#, Classification, Expiration Date and Limitations
 - Any related Subcontractor's Name, License number, Classifications, Expiration Date & Limits (regardless of bid amount).
8. Contractor shall submit the following items with their Bid and failure to comply will result in Bid being deemed Nonresponsive:
 - a. Form for Certificate of Compliance with Tennessee Licensing Law
 - b. 5% Bid Bond
 - c. Bid for Lump Sum Contracts
 - d. Drug-Free Workplace Affidavit
 - e. Criminal Background Compliance Affidavit
 - f. Certificate of Compliance with the Iran Divestment Act
 - g. Non-Boycott of Israel Certification
9. If Roofing Subcontractor is going to be used on this Project, they must be listed on the Bid Envelope per Tennessee License and Bidding Requirements. If no Roofing Subcontractor is listed on the Bid Envelope, but it is found Roofing Subcontractor is being used during the Project, the Project will be shut down until Contractor's own workforces are put on the Project. Contract Time will continue to run.
10. If Contractor uses a roofing subcontractor, Contractor shall have a superintendent on site at all times any work is being performed.

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11. Contractor shall adhere to all OSHA and TOSHA safety requirements. Owner and Designer are not responsible for Contractor's safety.
12. The Contractor shall provide Builder's Risk Insurance and Performance and Payment Bonds in the amount of 100% of the Contract Sum.
13. Contractor shall provide 20-Year, No Dollar Limit, 72 mph wind speed and 1.5" or 2" diameter Hail Warranty. Rinks Clause and Memorandum of Understanding will also be required. Contractor may use 3" polymer insulation plates if required by Manufacturer.
14. Buildings shall be protected as required during all phases of Project. Gym and Stage floors shall be protected when working above with 6 mil poly and cleaned up when work is finished (WCS will lower basketball goals for cleaning). Other areas without a ceiling shall be protected and cleaned. These areas shall not be reroofed during school hours.
15. Contractor shall be responsible for repair of building/grounds damaged during Project.
16. Contractors were reminded about the conduct of their employees around faculty and students. Inappropriate behavior will not be tolerated.
17. No smoking is allowed on school property. This includes e-cigarettes.
18. Owner and Designer stressed quality, safety and avoiding disruptions to school. Quality/Safety issues could be reason for exclusion from List of Prequalified Bidders.
19. Staging was discussed. It is anticipated that staging will be from several grass areas around the buildings. Contractor shall install orange barricade fencing around all staging areas and stored material as required to keep students/faculty out of areas.
20. Manufacturer's shrink wrap on insulation alone is acceptable during transit to site. Contractor shall reject any insulation with damaged shrink wrap. Once on site, insulation shall be covered with 6 mil poly and breathable tarps per Specifications.
21. Project has three schedules. Contractor is encouraged to pursue all schedules. If low on one or more schedules, Contractor will be excused from Schedules without penalty if he feels he cannot complete all schedules on time. If Contractor asks to be excused from a schedule, Owner will decide which schedule will be awarded to Contractor.
22. Successful Contractor and Manufacturer will be required to complete Manufacturer's Inspection Form (Spec Section 00432) before work begins or Authorized Manufacturer's Technical Representative shall provide Inspections per Specifications. Manufacturer's authorized and approved representative shall be on site once every five days when roof work is ongoing. A written Report shall be generated, signed and dated by representative for each visit. Designer will be on site weekly. Owner will likely be on site daily. If Manufacturer's representative is not present as required, Contract Amount will be reduced by 10%.
23. State and Federal Wage rates do not apply to this Project.

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24. Building Permits will not be required.
25. Wood blocking may remain if in good condition, but shall be fastened as shown on the Plans to meet FM 1-49. Owner will receive a credit for wood blocking shown to be replaced that remains. Credit will be based on Unit Price in Bid.
26. Funding is in place for Schedules I and II. Owner hopes to have funding in place for Schedule III soon, so Contractor shall hold their bid in place and valid for 120 days.
27. Once Contract is sent to Contractor, they will have 15 days to return executed Contract, Bonds and Certificate of Insurance to Owner via the Designer. This timeframe will be strictly enforced by Owner. Owner could seek Contractor's Bid Bond for failure to comply in time.
28. All ES-1 metal shall be certified ES-1 and included in the manufacturer's roof warranty. Manufacturer's anchor bar with edge metal is being specified. An extended fascia edge will be required at some schools.
29. Contractors were reminded of isocyanurate insulation Spec with 20 PSI coated fiberglass facer instead of standard organic paper facer. Where new and existing or replacement insulation and cover board are mechanically attached at Sunset ES/MS, standard isocyanurate insulation may be used. All insulation foamed to or in place shall have coated fiberglass facer.
30. Contractors were reminded that all non pre-engineered edge metal joints would be stripped in with 6"x6" target patch as well as 5" (uncured, semi-cured or cured) and 9" (cured or semi-cured) EPDM flashing.
31. At indicated locations, hatches at Schools shall have new ladder ups and safety railings installed.
32. Contractor shall inspect below decks to verify presence of any electrical conduit, sprinkler line, water line or any other object at or just below decks which could be penetrated by an insulation fastener. Contractor shall reflect any items to the roof to prevent being penetrated. Insulation fastener location may be shifted as required, but number of fasteners shall not be changed. Contractor shall be responsible for repairing any damaged utilities and related damages to its prior condition at no cost to the Owner.
33. Contractors may schedule another site visit to look at the roofs with Bill Portman (615-533-2613). Provide one day notice if possible. Contractor shall check in with front office prior to accessing roofs. Due to testing, Contractors shall not visit schools until after Noon.
34. Contractor shall include Allowance amounts shown on Plans and Specs in Bid. Allowance shall only be used after approval from Owner and Designer. Unused Allowances will be backed out of the Contract. Contractors did not express any concerns with material cost escalations.

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35. Owner understands project will likely occur during the school year. Materials stored on ground during summer may have to be relocated when school starts back.
36. Contractor will not be assessed liquidated damages if actively pursuing the job. The Owner desires quality work completed as soon as possible.
37. Gutters shall be installed continuous between expansion joints at 40' c.c. maximum.
38. Contractor shall pay attention to details regarding seal of perimeter and penetrations. See Detail 1/D5. Air barrier is required and shall continue above top of cover board and be secured with RUSS unless shown otherwise.
39. Plans include enhancements that go beyond Manufacturer's requirements. Contractor shall include unless it voids Warranty. Example is insulation attachment Detail 5/D9 showing additional foam around perimeter of insulation.
40. Landscaping and sidewalks will need to be protected with plywood prior to any dumpster or lull traffic. Any damaged landscaping shall be repaired using professional landscaping company. Contractor shall limit lull traffic in wet grass and shall protect grass with plywood as required to limit mud on pavement. Mud on pavement shall be removed as soon as possible.
41. Some activities may be ongoing at schools during summer. Contractor shall coordinate work schedules with schools.
42. The school will likely have testing dates where Contractor may not be able to work. Time will be added to Contract for these missed days.
43. Edge metal/gutters/downspouts, wall panels and metal roof panels shall be from the same manufacturer.
44. Foam adhesive for insulation attachment shall be dual tank cannisters (see Specifications).
45. Elevations reflect what materials are to be installed on walls above roof.
46. Unit Prices are shown on Bid Form. No Unit Price quantities are included in Base Bid. Unit Price work will be paid for by Allowances.
47. Plans and Specs were briefly discussed.
48. All work at Sunset ES/MS will be on EPDM roofs. Standard isocyanurate may be used with all layers and cover board mechanically attached to deck. 1.5" diameter hail Warranty is required. 2" diameter hail Warranty is required at other schools.
49. At College Grove ES, Portable Pipe Hangers or Miro supports are specified to support the larger gas line. Plans call for two new ladders. Two adjacent roofs are currently warranted by Firestone/Elevate. If another Manufacturer is used, Contractor shall coordinate tie-in with Elevate and pay any fees charged to insure Warranty remains intact.

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50. At Page HS, existing screen wall and supports are to be removed. HVAC equipment will be replaced by others prior to the roof work beginning, so the roof work may not start until this fall. The bracing of the existing unit frame is being reworked by others, but Contractor shall remove the remaining portion of the bracing penetrating the roof. Contractor shall waterproof new ductwork installed by others on Gym and Auditorium.
51. At Trinity ES, existing isocyanurate insulation is being reused at locations shown on Plans. Thickness on new isocyanurate insulation varies.
52. At Pinewood, new standing seam metal roofs will be installed at shingle roofs. All of wood deck is to be replaced on Pump House. Soffits on shingle roofs will be removed and replaced.
53. Contractors were allowed to view the roof and site at each school.

Meeting was adjourned.

Attachments: List of Attendees

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