



Non-Mandatory Pre-Bid Meeting Minutes

Town of Lake Park, Florida

Lake Park Library Re-Roof

Invitation to Bid 101-2024

Tuesday, January 30, 2024 11:00 A.M.

Commission Chamber, Town Hall, 535 Park Avenue

The Non-Mandatory Pre-Bid Meeting was conducted on Tuesday, January 30, 2024 at 11:00 A.M. Present were Project Manager John Wille and Deputy Town Clerk Laura Weidgans.

Project Manager Wille went over the project dates and provided a summary of the project scope and bid documents.

Attendee Mr. Jim Beard of Total Roofing Systems had questions about an existing cap. Project Manager Wille advised that the cap may need to be retained. Mr. Beard asked what the budget is for the project. Project Manager Wille stated the budget is \$260,000. Project Manager Wille described the structure of the existing roof. Mr. Beard asked what the allowable working hours would be. Project Manager Wille stated 7am to 6pm excluding Sundays. Mr. Beard was advised to contact Project Manager Wille for access to the Library for inspection if that is what they wished to do. Mr. Beard asked if there were any known issues with the deck. Project Manager Wille stated he was not aware of any issues.

Project Manager Wille encouraged Mr. Beard to visit the site and to reach out to the Town Clerk's Office with any questions.

ADJOURNMENT:

The Non-Mandatory Pre-Bid Meeting adjourned at 11:15 A.M.

Laura Weidgans
Deputy Town Clerk

PREBID MEETING

PROJECT:

- Prebid meeting to Project # 101-2024

LAKE PARK LIBRARY RE-ROOF

- This is a Non-Mandatory Meeting

INTRODUCTIONS:

- John Wille --- I will be representing the Town for this project

FORMAT OF THE MEETING:

- Review the Bid Dates and Bid Submittal Procedures & Bid Documents
- Provide an Overview of the Project scope of work
- Answer questions you may have about the bid process or project scope

Feel free to ask the questions at any time during this meeting.

BID DATE:

- The **current bid date is Wednesday, February 21, 2024 at 2:00 pm** about 3 weeks from now.
- We have set a date for **final questions** no later than Tuesday, February 13, 2024 at 4:00 pm

Of course you can submit questions any time before that date.

BID SUBMITTAL PROCESS:

- The Bid Documents are posted and available on DemandStar
- Your bid proposals are to be submitted on DemandStar
However, project related questions are to be submitted through the Town Clerk (the Town Clerk email is referenced in the bid documents).
- **Documents** currently posted on the site are:
 - Invitation to Bid Documents
 - Exhibit A = Roof Scope of Work
 - Exhibit B = Eagleview Roof Report
Which includes Geotech Information & StormTech Chamber Specs
 - Exhibit C = Photos of Existing Roof
 - Exhibit D = Library Roof Addition project
 - Exhibit E = Bid Forms Documents
- **Project Addenda** will be posted to the DemandStar website
Currently there are no addenda issued for this project.
- **Bond:**
A bid bond will be required for this project -- and then of course the corresponding performance & payment construction bonds.

The bid bond is 5% of the bid amount
We anticipate a bond will be required

BID FORMS:

- I previously mentioned **EXHIBIT E – Bid Forms**; these are the required bid package documents that you will be submitting through DemandStar.
- Please be sure to complete and submit all of the required forms

FUNDING:

- This project will be funded by the Town of Lake Park. No grant participation.

SCOPE OF WORK:

- First, ---- Of course this is a roof replacement project.
- Demo to include removal of existing lightweight
- Insulation board over metal deck --- then new built-up roof
- Built crickets for roof pitch --- and possible the use of tapered insulation
Clear-story window
- Ac equipment removal and replacement by the Town
- Building is to remain operational

ADDITIONAL QUESTIONS:**SITE VISIT:**

We are available for a site visit should anyone have interest or questions that can be best addressed at the site.



Project # 101-2024

PROJECT: Lake Park Library Re-Roof

DATE/TIME: 11 am

Tuesday, January 30, 2024

Non-Mandatory Pre-Bid Sign-in Sheet

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
12	Jim BEARD TOTAL ROOFING systems		786-281-0079 786-348-1924	JIM @ THE METER ROOF EXPERTS.	
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