



Non-Mandatory Pre-Bid Meeting Minutes

Town of Lake Park, Florida

Lake Park Library Re-Roof REBID

Invitation to Bid 106-2024

Thursday, April 11, 2024 11:00 A.M.

Commission Chamber, Town Hall, 535 Park Avenue

The Non-Mandatory Pre-Bid Meeting was conducted on Thursday April 11, 2024 at 11:04 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. He provided project notes as Exhibit A.

An attendee had a question about where the staging area would be. Project Manager Wille stated that it could be a portion of the back parking lot or they could possibly have access from the front of the building.

Project Manager Wille discussed an area of the roof where there is a window that could cause issues and they may need to come up with an alternate solution possibly including placing the roof at a different slope in that area

Project Manager Wille advised the attendees to reach out to the Clerk's Office with any further questions that come up.

ADJOURNMENT:

The Non-Mandatory Pre-Bid Meeting adjourned at 11:21 A.M.

Laura Weidgans
Deputy Town Clerk



Project # 106-2024

PROJECT: Lake Park Library Re-Roof REBID

DATE/TIME: 11 am

Thursday April 11, 2024

Non-Mandatory Pre-Bid Meeting Sign-in Sheet

CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
1 Casey Renner Luposta Contracting Advanced Roofing		561 860 0327		Casey@LupostaContracting.com
2 MARCUS FURNITURE		512-234-1056		MARCUS P@ADVANCED ROOFING (0217) DEBATE@ADVANCED ROOFING (0217)
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PREBID MEETING

PROJECT:

Exhibit A

- Prebid meeting to Project # 106-2024

LAKE PARK LIBRARY RE-ROOF ---REBID

- 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, April 24, 2024 at 2:00 pm**
about 2 weeks from now.
- We have set a date for **final questions** no later than Tuesday, April 16, 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
 - 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.
- Light-weight concrete ----- pull test
- 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.