

PRE-BID MEETING MINUTES

Project: Village of Gurnee Public Works

Location: 1151 Kilbourne Road
Gurnee, IL

Date of the Pre-Bid Meeting: January 17, 2024

IRCA Job Number: 23240

Parties in Attendance:

Taza Supplies	Zulfiqar Presswala
Riddiford Roofing	Tom Kucek
Tovastune Group	Joe Molina
Korellis	Zakary Green
Top Roofing	Christopher Meza
Combined Roofing	Jeff Peterson
Solaris Roofing	Nick Haase
Metal Master	Bob Doyle
MK Ind.	J. R. Zydlo
A-1 Roofing	Tim McMahon
DCG Roofing	Dan Stanton
L. Marshall Roofing	Izael Lopez

- I. Bid Due Date:** January 30, 2024 **Time:** 10:00 A.M.
Location: Public Works
1151 Kilbourne Road
Gurnee, IL 60031
c/o Ms. Heather Galan
- II. Bonds Required:** Yes **Unit Price & T&M:** On bid form
Prevailing Wage: Yes **Manufacturer's Affidavit:** Submit with bid
Guarantee: 20 years for the EPDM system
Warranty: 2 years for the EPDM system and the Metal Roof Repairs
Insurance Requirements: See Supplementary Conditions
- III.** No voluntary alternates will be accepted and all communication will go through the Consultant (the Owner's representative) for any questions or proposals for this project.

IV. Size of Project: ≈ 8,300 square feet plus repairs
Calendar days to reach substantial completion: As stated on Bid Form
Liquidated damages: \$1,500 per day
Approximate start date: Spring 2024

V. Base Bid:

- Existing construction: Steek deck, 3” polyisocyanurate, 45 mil EPDM, ballast
- Recover existing roof system
- Section/Area of Base Bid: Area 1
- Manufacturer: Carlisle Syntec, Johns Manville Corporation, Elevate, or equal
Henry Coating on metal repairs
- Cut existing membrane 10’ on center
- Insulation requirements:
 - Single layer – 3/8” fanfold
- System: 60 mil EPDM
- Reuse existing ballast on new protection fabric
- Metal roof seam and sealant repairs, elastomeric system

VI. Unique Requirements/Details

- New drain clamping rings and strainers
- New pavers at access locations and HVAC units

REMARKS

- Addendum to be sent out.
- Contractor to verify construction of existing roof system and deck.
- Most correspondence will be disseminated via e-mail.
- Staging area: As discussed during pre-bid meeting
- Work hours: As discussed during pre-bid meeting

cc: All parties present
Ms. Heather Galan