

<b>Project:</b>	CATA RTU Replacement
<b>Date:</b>	November 19, 2021
<b>File No:</b>	75820015
<b>Location of Event:</b>	4615 Tranter
<b>Purpose of Event</b>	Prebid Meeting

## 1. Introduction and Roles

- a. CATA
  - 1) Nicole Wilson – Purchasing Manager
  - 2) Norm VanAlstine – Facilities Manager
  - 3) Rick Moore – Facilities
- b. Progressive AE
  - 1) Seth Horton – Project Manager

## 2. Instructions to Bidders

- a. Contract Documents – Drawings and Specifications available electronically.
- b. Bid Proposal Form 00 4100 – *Bid form will be adjusted to include a place to provide pricing for either the membrane roof, or the fluid applied roof, or both. The alternates pricing form has been removed from the specification manual (00 4323 and 01 2300).*
- c. Request For Information – All RFIs to be submitted to Seth Horton and Pam Young via email at [hortons@progressiveae.com](mailto:hortons@progressiveae.com) and [youngp@progressiveae.com](mailto:youngp@progressiveae.com). Last date for RFIs is November 30, 2021, at 5:00 pm
- d. A bid bond is required, either an AIA A310 or a cashier's check in the amount of 5% of your bid.
- e. Include performance and payment bond information, but do not include in your base bid.
- f. Davis Bacon wage rates apply to this project; wage rates included in the specifications manual.
- g. Federal certificates must be signed and included in your bid to be considered for the project.
  - 1) Buy America
  - 2) DBE
  - 3) Debarment (also lower tier)
  - 4) Lobbying
  - 5) Iran Form
- h. Tax exemption status – Awarded vendor is responsible to include sales tax in your bid.
- i. Break out your bid amount by building – break out is for funding information only, not for award.

## 3. Scope of Work

- a. Tranter Street
  - 1) Replace Roofing System in area shown on drawings with new 20-year system.
  - 2) Replace insulation to achieve 1/4-inch per foot slope and include minor saddles to limit valley ponding. Existing roof drains to be raised at existing locations.
  - 3) Raise parapet blocking where required (to accommodate raised insulation).
  - 4) Roof edge metal to be salvaged where possible and eliminated where indicated.

- 5) Alternate 1: Restore existing roof in area shown on drawings with new 20-year, fluid-applied system. Include new minor saddles to limit valley ponding. Conduct moisture survey to identify additional areas where full replacement is needed.
    - o *Alternate 1 has been removed from the project, however, moisture survey is still required if you are submitting a bid for the fluid applied system.*
  - b. CTC
    - 1) Replace Roofing System in areas shown on drawings with new 20-year system.
    - 2) Replace insulation to achieve 1/4-inch per foot slope and include saddles as shown to limit valley ponding. Existing roof drains to be raised as required at existing locations.
    - 3) Address detail conditions as shown (integral gutter, base of EIFS, parapet walls, expansion joints, etc.)
    - 4) Roof edge metal to be salvaged as shown where possible.
    - 5) Alternate 1: Restore existing roof in areas shown on drawings with new 20-year, fluid-applied system. Include new minor saddles to limit valley ponding. Conduct moisture survey to identify additional areas where full replacement is needed.
      - o *Alternate 1 has been removed from the project, however, moisture survey is still required if you are submitting a bid for the fluid applied system.*
  - c. Market conditions
    - 1) CATA and Progressive AE understand current market conditions and realize that with membrane roofing we will need to get in the queue. We ask that you do your best at estimating the arrival time of material, but that you commit to a duration of time to do the work once the material arrives.
    - 2) *Roofing price shall use the information current as of the bid due date. If escalation is needed based on project start date, that will be determined between the owner and the awarded vendor at time of material shipping.*
- 4. Schedule**
- a. Bids due December 7<sup>th</sup>, 2021, at 2:00 p.m. Deliver to 4615 Tranter Street, Lansing, MI. A public opening will be conducted.
  - b. Post Bid Interview(s) will occur a few days after the opening.
  - c. Board approval will be required before notice to proceed – *Targeting the December board meeting.*
  - d. We expect the start time will be on or around March 1, 2022. – *Start time will be based on material arrival, and very likely not by March 1, 2022.*
  - e. Provide a schedule with your bid – *for the completion of the project once material arrives.*
- 5. Parking**
- a. Progressive AE will work with the successful contractors on areas specifically for laydown and parking.
- 6. Site Tour (if needed)**
- a. *Bidders visited both the Tranter Street Facility and the CTC.*
- 7. Other**
- a. *Lay down information will be forthcoming.*
  - b. *Sign in sheet is attached to this document.*

Seth D. Horton PE  
Senior Project Manager

SDH/pny  
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**SECTION 00 4100 BID FORM**

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**THE PROJECT AND THE PARTIES**

**1.01 FOR: CATA ROOFING REPLACEMENTS**

**1.02 DATE:** \_\_\_\_\_ (BIDDER TO ENTER DATE)

**1.03 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name \_\_\_\_\_
  - 1. Address \_\_\_\_\_
  - 2. City, State, Zip \_\_\_\_\_

**1.04 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Progressive AE for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. Membrane roofing: \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_), in lawful money of the United States of America.
- C. Fluid applied roofing: \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_), in lawful money of the United States of America.
- D. We have included the required security deposit as required by the Instruction to Bidders.
- E. The performance assurance bonds are not included in the Bid Amount. The cost of the performance assurance bonds are a sum of:
- F. \_\_\_\_\_ dollars (\$ \_\_\_\_\_)
- G. All applicable federal taxes are included and State of Michigan taxes are included in the Bid Sum.

**1.05 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for 90 days from the bid closing date.
- B. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**1.06 CONTRACT TIME**

- A. If this Bid is accepted, we will complete the project within nine months award date.

**1.07 CHANGES TO THE WORK**

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
  - 1. \_\_\_10\_\_\_ percent overhead and profit on the net cost of our own Work;
  - 2. \_\_\_5\_\_\_ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus \_\_\_0\_\_\_ of the overhead and profit percentage noted above.

**1.08 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
  - 1. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  - 2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.09 BID FORM SIGNATURE(S)**

- A. The Corporate Seal of
- B. \_\_\_\_\_
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:

**SECTION 00 4100 BID FORM**

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E. \_\_\_\_\_

F. (Authorized signing officer, Title)

G. (Seal)

H. \_\_\_\_\_

I. (Authorized signing officer, Title)

**1.10 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.**

**END OF BID FORM**

# Prebid Sign-In Log

Project: CATA  
Roof Replacement

File No.: 75820015

Date: November 19, 2021

Name (Please Print)	Company Name	Office No.	Mobile No.	Email
SEAN KILGORE	Lutz Roofing	586 739-1148	586- 855-0304	SKilgore@LutzRoofing.com
BRAD DOUGLASS	C + I Building Maint.	616-262- 1255	→	BradD@cibuilding.com
TONY BROWN	MCDONALD ROOFING	517 764-1336	517 740-8933	TonyR@McDonaldRoofing.Biz
MARC BILLODEAU	Bilodeau & Son Roofing	989 892-0069	989 604-1168	+ brownson 63@gmail.com
Cecil Lambers	Great Lakes System Inc	616 669-5300	616 309-8659	+ lenhardt@glroof.com
N. Cole Wilson	CATA			
Rick Moore	CATA	517 256 6807		<del>rick@CATA</del> Rmoore@Cata.org

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Name (Please Print)	Company Name	Office No.	Mobile No.	Email
Brod Hayden	Tremco	—	269.908.1738	bhayden@tremcoinc.com
Jeff Bos	Hoekstra Roofing		269/303-8825	jeff@hoekstraroofing.com
John Stern	Modern Roofing		662914468	john@modernroofinginc.com
Chuck Rumsey III	Roofers Local 70		517 518 4397	chuck@rooferslocal70.com
DAVE BRADKE	SUPERIOR SERVICES		517 582 5050	davebradke@superiorservicesllc.com
Josh Higbie	TREMCO	—	517.506.3850	jhigbie@tremcoinc.com