

PREBID MEETING MINUTES



October 14, 2021

Bill Webber
Construction Projects Administrator II
CBJTC-DPW

Project: **Grey House Reroof and Porch Addition
Camp Blanding Joint Training Center**

The Prebid meeting was held on September 28, 2021, at about 2:00 p.m., at Building 1000.

The following was noted:

1. Attendees were asked to clearly include contact information on the sign-in sheet located in the back of the room near the entrance. The meeting agenda had been distributed. Introductions were made.
2. The Prebid meeting is not considered mandatory, but it is the responsibility of the bidding contractor to ensure he/she has all information discussed. The MyFlorida vendor bid system from the agency is the only accurate source for reliable information.
3. The bid opening will be on October 21st at the Robert F. Ensslin Armory in St. Augustine, Florida at 2 pm. Bids must be in-hand by bid opening time and no consideration will be granted for late bids due to late delivery by the bidder's chosen courier. Bidders do not have to be present, but attendance is encouraged. The last day for questions is October 12th at noon. There will be an addendum addressing all submitted questions posted to the website. No verbal statements will supersede authorized written instructions authorized by the Department of Military Affairs.
4. Performance and labor and material bonds are required for contracts exceeding \$100k. Emphasised to account for all insurances required especially the often-missed Owner and Contractors Protective (OCP). See C4 of Non-Technical specifications. Davis Bacon is not required.
5. The bid award and contract award process were reviewed. It was stated the awarding process will take one to two weeks to execute. The contract construction time will be 90 days (70 to substantial and 20 to final), given consideration for normal weather conditions.
6. Verification of workers identification will be checked. A list of all workers and subcontractors will be required. Illegal workers will be detained.
7. Due to material delays that are being experienced, a notice to proceed will not be issued until materials are received by the contractor and they are ready to start. The general contractor will be required to pull permits. The roofer will also have to pull a roofing permit through Clay County. All permit costs are to be included in the contractor's bid.

**Qualified bidders will be Building
or General Contractors**

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE

8. The structure is not occupied and will remain unoccupied through the duration of the project. The dock to the lake is off limits. The work site is to be kept clean. No workers are allowed into the neighboring residential areas or in unauthorized areas on post. All post regulations are to be observed.
9. Work hours will be 7am - 5pm. Holidays and weekend work is permitted with notification by the prior Thursday. Full time supervision is required at all times with a phone number given for afterhours contact.
10. Mr. White, MLD Architects, briefly described the scope of work. It was emphasized to fast track the submittal process so not the delay material acquisition. Licensed subcontractors for electrical and plumbing work are required. The bidding contractor is asked to familiarize himself with the construction document before submitting questions.
11. The attending contractors visited the building, viewed the roof from the ground and walk the perimeter of the building.



Aaron White, Assoc. AIA
Project Manager