



# MEETING MINUTES

<b>Meeting/Project Name:</b>	Campbell Middle School Roof Replacement, Phase 2, B2113		
<b>Date of Meeting:</b>	January 26, 2021	<b>Time:</b>	11:00 AM
<b>Location:</b>	Campbell Middle School, 3295 Atlanta Rd., Smyrna, GA 30080		

## TOPICS OF DISCUSSION

These minutes, including any responses to the questions documented in these minutes, are provided for informational purposes only. None of the information contained herein is intended to supersede the information provided in the contract documents and is not binding unless it is documented in an addendum to the contract documents.

- 1. Introductions: CCSD Attendees** – Dr. Camille Havis (Campbell MS Principal), Radee Shakir (Labelle ES Head Custodian), Rose Zurawski (SPLOST), Daphne Griffin (SPLOST), Matt Shettle (SPLOST), Ray Ramos (Raymond Engineering), Arjun Bir (Raymond Engineering), Guido Salas (Raymond Engineering - Via Phone), Chris McSpadden (Procurement), and Wendy Bell (Procurement)
- 2. Attendees:** See the sign-in sheet (posted on the website).
- 3. Chris McSpadden (Procurement) discussed key points and relevant dates of the bid.**
  - Responses are due February 12, 2021, at 3:00 PM ET. Late responses will not be accepted.
  - Bids may only be submitted electronically via email to [chris.mcspadden@cobbk12.org](mailto:chris.mcspadden@cobbk12.org) with "IFB B2113, Campbell Middle School Roof Replacement, Phase 2" referenced in the subject line.
  - Attendance at the pre-bid meeting is mandatory in order to submit a bid.
  - The deadline for submitting questions is February 2, 2021, at 3:00 PM ET. All communication must be via email to Chris McSpadden.
  - Companies must request plan documents from (LDI) to submit a bid.
  - A general contractor's license is not required to bid.
  - General contractors must be pre-qualified. The deadline for submitting pre-qualification requirements is February 2, 2021, at 3:00 PM ET.
  - The budget for this project is approx. \$2,400,000.
  - You must call the school office 24 hours before visiting the school. The front office phone number is 678-842-6873. The best days to visit the school are on Wednesdays (February 3rd and 10th) when students will not be present. The Head Custodian will give you access to the building.
- 4. Arjun Bir and Ray Ramos (Raymond Engineering) discussed the scope of work.**
  - Reviewed schedule dates.
  - Substantial completion date is July 30, 2021.



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- Pointed out key plan documents and stressed the importance of reviewing the plans carefully.
- There will be an addendum answering questions about working while school is still in session and construction start dates and times.
- This is a large project so please staff appropriately to complete on schedule.

## General Questions Asked

	Question	Response
1.	Can the questions due date be pushed back since we can visit the school February 3rd and 10th?	No, the best day to visit the school is Wednesday, however you can come other days of the week. Please notify the school 24 hours in advance of your visit.
2.	Is there a noise ordinance that we need to follow if we work at night?	Please do your best to abide by the local noise ordinance as CCSD wishes to be a good neighbor.
3.	Are there liquidated damages?	Yes, they are in the General Terms and Conditions.