



MEETING MINUTES

Meeting/Project Name:	Labelle Elementary School Roof Replacement, Phase 2, B2112		
Date of Meeting:	January 26, 2021	Time:	9:30 AM
Location:	Labelle Elementary School, 230 Cresson Dr., Marietta, GA 30060		

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** – Paul Watson (Labelle ES Principal), Henry Gomez (SPLOST), Ricardo Upshaw (SPLOST), Wade Richardson (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 2:00 PM ET. Late responses will not be accepted.
 - Bids may only be submitted electronically via email to chris.mcspadden@cobbk12.org with "IFB B2112, Labelle Elementary 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. \$800,000.
- 4. Henry Gomez (SPLOST), Ricardo Upshaw (SPLOST) and Paul Watson (Labelle ES Principal) discussed site visit and other information.**
 - You must call the school office 24 hours before visiting the school. The front office phone number is 678-842-6955. The best days to visit the school is on Wednesdays (February 3rd and 10th) when students will not be present.
 - Custodians leave at 3:00 PM, so plan your visit before 3:00 PM.



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- Do not ask custodians for equipment during the site visit, you must provide your own equipment.
- The project will be awarded during the March 18, 2021 board meeting.
- The Notice to Award will be issued on March 19, 2021.

5. Arjun Bir and (Raymond Engineering) discussed the scope of work.

- Reviewed schedule dates.
- Substantial completion date is July 16, 2021.
- Pointed out key plan documents and stressed the importance of reviewing the plans carefully.

General Questions Asked

	Question	Response
1.	What if we have changed our bonding company within this year?	You must submit an A305 with your new Surety Company.
2.	What is the total area?	35,350 sq. ft.
3.	What is the construction start date?	There will be an addendum addressing schedule, dates, and limitations.
4.	Have manufacturers had a chance to review the specifications to ensure the system will comply?	We have received questions from a manufacturer and we are reviewing those. We will respond to those questions appropriately.
5.	Are there any places that we can or cannot access during the roofing process?	This will be discussed during the pre-construction meeting.