

Pre-Proposal Meeting NOTES
Haralson Memorial Civic Center Roof Replacement
April 19, 2016 @ 10:00 a.m.

Meeting was conducted by Kevin Hamby. Attendance sheet was passed around, and that will be on our website as part of Addendum #1.

Roof plan is this: Take the existing roof off and do a full replacement with a full warranty, adding slopes to make the roof work good and last.

Details on Detail E on the plans regarding slope, crickets, sheet metal, downspouts. Have proper drainage, specifically getting rid of the existing "duck ponds" on the roof.

We have a report showing there was no asbestos found. That will be on our website as part of Addendum #1.

This is a cost-proposal. Please note the dates in the RFP on page 3 referencing important dates and times for this RFP.

This pre-proposal meeting is not mandatory.

Proposals are due May 10, 2016 by 4:00 p.m. to Pam Hawkins in the Union County Commissioner's Office. Please include all the mandatory documents, including proposal certification, e-Verify form, SAVE form, insurance certificates, contractor's license, and sign and include any addendums. The list of required documents is in the RFP on page 6.

5% bid bond is due with proposals. Performance and payment bonds will be required to contractor who is awarded the project.

Pricing proposal – use any standard form you have, but be sure it is clear as to what you are pricing and what you are not pricing.

When proposals are received, we will do an administrative review for the required documents, and score the proposals based on the scoring criteria on page 9 of the RFP. Then we will score the pricing proposal. Therefore, this project will not be awarded on just a low bid. Price is 35% of the total scoring, so price is important.

Any questions, please email to Pam Hawkins at purchasing@uniongov.com no later than noon on April 27, 2016. We will post questions and answers to any questions as soon as possible on the website, but no later than 5:00 p.m. on May 4, 2016.

Commissioner Paris will have a special called meeting to award this contract, because we need a quick turnaround on this project.