



CONSULTANT ENGINEERING SERVICE, INC.
PLUMBING ▪ MECHANICAL ▪ ELECTRICAL

Phone: 336.724.0139 ▪ 1111 S Marshall Street, Suite 250, Winston Salem, NC 27101

PROJECT NAME: SHADYBROOK ELEMENTARY SCHOOL BOILER REPLACEMENT
MEETING TYPE: MANDATORY PREBID MEETING MINUTES AND ADDENDUM #1
DATE: THURSDAY, JULY 29, 2021 @ 10:00AM

1. Introductions
2. Single Prime Project: Mechanical
3. Sign-In Sheet: Must sign in before you leave. (the sign-in sheet will be included with addendum)
4. MWBE Participation: Documentation of participation and Good Faith Effort will be required. Anthony Phillips to address in more detail:
12.46% goal- See attached document from GCS.
5. Conduct/Safety: Professional conduct required. No firearms, weapons, drugs, alcohol, tobacco products, e-cigarettes, etc. Prime contractor shall have background check of all people to access the site and confirm they are not registered sex offender. Contractor shall store this information and be able to provide to the Owner upon request.
6. **ADDITIONAL COVID REQUIREMENTS:** We emphasize the importance of the 3 W's: wear, wait and wash. That means wear a cloth face covering or mask, wait six feet apart to maintain social distance when not in class and avoid close contact with others, and wash hands frequently with soap and water for at least 20 seconds.
7. Owner Special Events/Needs: Must coordinate with staff: possible events requiring parking lot, drives, etc.
8. Schedule:
 - **BID OPENING:** Tuesday, August 17 at 11:00 AM
 - **NO PUBLIC BID OPENING WILL TAKE PLACE. EACH BID SHALL BE MAILED OR DROPPED OFF TO:**

Joe Farrar
Purchasing Department
Guilford County Schools
501 W. Washington St.
Greensboro, NC 27401
 - Sales Tax – Do **not** include in bid- must submit monthly sales tax forms.
 - Bid Bond -Required.
 - Performance/Material Bonds –Required.
 - Insurance-Required.
 - Contingency Allowance: \$10,000

- ALL unused (approved) funds shall be returned to Owner by change order credit- Owner/Eng must approve in writing.
- Bid Alternates:
 - Alt #1: Provide condensing gas boilers as manufactured by Patterson Kelly, Hydro Therm, or Weil-McClain. Refer to schedule on drawings
 - Alt #2: Provide new controls air compressor as manufactured by Curtis or Gardner Denver. Motor, Receiver size, and performance shall match that of existing.
 - Alt #3: Sandblast, prime, and paint existing electrical and boiler room doors and equipment yard gates. Color shall be selected by owner.
- Notice To Proceed- After Board of Ed Meeting, if approved.
- Construction Duration: All equipment must be fully operational by October 15, 2021 and project complete by November 15, 2021. Note: If the heating system cannot be operational by October 15, 2021 due to equipment lead times, delay the start of the project until April 2, 2022 and complete by July 1, 2022.
- Fire alarm system must be operable @ unoccupied time, if not perform fire watch whenever off.
- Portable toilet facilities shall be provided by contractor.

9. Additional Site Visits: Contact Tracy Nance to schedule additional visits- 336-215-7764

10. Liquidated damages: \$150/day

11. Utility/Water/HVAC Interruption: Must schedule in advance with the school.

12. Permits and Liens: Contractor to procure.

13. Patch and paint to match.

14. Notes:

- Contractors must wear uniforms (shirts, hats, etc.) plus ID badge while working on campus. The lead person shall check in at the office each day.
- Work may take place in the mechanical room and other mechanical/electrical rooms during normal school hours, provided they do not disturb the operation of the school.
- Testing days will be announced well in advance. NO work may occur during the testing times.
- Do NOT photograph students
- Support pipe from structure not ceiling.
- Patch all ceiling openings/penetrations to match existing 2hr fire rating.

Chris R. Stroupe, PE



MEMORANDUM

To: ALL BIDDERS

From: Tony Phillips, Director-MWBE Program

Re: MINORITY BUSINESS PARTICIPATION PROJECT GOALS AND BID REQUIREMENTS-SHADYBROOK ES BOILER REPLACEMENT PROJECT

The Guilford Board of Education Administrative Procedure-Participation by Minority and Women-Owned Businesses (MWBE), revised November 28, 2011 has been included with the project specifications. GCS expects **All BIDDERS** to read these establish procedures to ensure that all **“Good Faith Efforts”** are accomplish during this bid process.

The goals for participation by MWBE firms as subcontractors, vendors, suppliers or providers of professional services have been set at **12.46%**.

The bidder must identify on its bid, the MWBE(s) that will be utilized on the project with corresponding total dollar value of the bid with the submission of the following forms and affidavits identified with **“Attach to Bid”** on the top of the page.

- **Identification of MWBE Participation Form**
 - Information of MWBE(s) utilized as construction subcontractors, vendors, suppliers or providers of professional services with the total dollar value of MWBE(s) contracting for this project
- **Affidavit A and ALL THREE (3) SECTIONS** herein **MUST** be completed by ALL **BIDDERS** and submitted with the bid.
- **Affidavit A (Section I-Listing of the Good Faith Effort)**
 - Bidder must earn at least **50** points from the **Good Faith Effort** listed for their **Bid** to be considered responsive and must submit documentation supporting all items checked with the timeframes set forth in **Section III**.
- **Section II-Portion of the Work to be Performed by Minority Firms**
 - Bidder must identify MWBE(s) that will be employed as construction subcontractors, vendors, suppliers or providers of professional services (**should match information submitted on Identification of MWBE Participation Form**) including MWBE Category, dollar value and total percentage of MWBE participation.

712 N. Eugene Street | Greensboro, NC 27401 | P 336.370.8100



➤ **Section III-Documentation of Good Faith Efforts**

- **ALL BIDDERS** regardless of percentage of MWBE participation, **MUST** provide documentation of all Good Faith Efforts checked in Section I within the timeframes set forth in Parts A and B.
- **Failure to submit these documents / information shall be grounds for deduction of Good Faith Points. In the event such a deduction results in a failure to achieve the required number of Good Faith Points, the Bid shall be rejected unless the bidder has otherwise demonstrated Good Faith Efforts**
- **Part A (Documentation Required to be Submitted with Bid)**-Documentation **MUST** be provided **WITH THE BID** in order for the bidder to receive credit for certain items checked. If the bidder **checked items 1 or 7 in Section I**, the bidder **MUST** provide documentation supporting those Good Faith Efforts **WITH THE BID**
- **Sign and Notarize this page!**

OR

➤ **Affidavit B-Intent to Perform Contract with Own Workforce**

- To be submitted **ONLY** if bidder to self-perform (**100%**) the entire scope of work and includes sufficient information that the bidder does not customarily subcontract work on this type project. **HOWEVER**, submission of this Affidavit **does not exclude** the bidder from Good Faith Efforts requirements for MWBE vendors, suppliers and providers of professional services
- **Sign and Notarize this page!**

➤ **Identification of MWBE Participation Form**

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The apparent lowest responsible and responsive bidder will be requested to submit Part B with all required documentation.



- **Part B (Documentation Required to be Submitted Within 72 Hours of Notification)**
 - Certain documentation **MUST** be provided within **72 hours** of notification of being the apparent lowest responsible, responsive bidder in order to receive credit for certain additional items checked. If the bidder **checked items 2, 3, 4, 5, 6, 8, 9 or 10**, the bidder **MUST** provide documentation supporting those Good Faith Efforts within 72 hours of notification of being the apparent lowest responsible, responsive bidder.
 - **Sign and Notarize this page!**

ALSO: Please Return This Page With Your Bid

- **Attachment 1: Supplemental Vendor Information**

GCS MWBE Office has developed a Minority Contractors and Vendors database (Excel) that is available to all bidders upon email request.

Should you have any MWBE Participation questions or concerns, please do not hesitate to contact me at phillia@gcsnc.com or phone: 336-370-3496.