



## Shepard & Associates, LLC

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April 17, 2012  
State Project No. H27-6094  
S&A PF 11012.002.004

Mr. Dale Branham  
Manager – Maintenance Support Group  
Facilities Services – University of South Carolina  
743 Greene Street  
Columbia, SC 29208

Subject: Building Envelope Repairs Project at  
The Benson School

Dear Mr. Branham:

A pre-bid meeting was held at 1:00 PM on Thursday, April 12, 2012, at the USC Facilities Services Office and on site at the Benson School 226 Bull Street, Columbia, SC for the subject project. The following firms were in attendance:

Baker Restoration	Ph: 704-213-1185 Fax: 336-855-8873
Roofco, Inc.	Ph: 803-775-8560 Fax: 803-775-0929
MOPAC Plant & Building Services	Ph: 706-224-3204 Fax: 404-892-0250
21st Century Waterproofing	Ph: 803-451-2627 Fax: 803-256-4841
Hammer Construction , LLC	Ph: 803-783-7033 Fax: 803-783-7035
LLE Construction Group, LLC	Ph: 803-409-8100 Fax: 803-699-9641
Quintech / C-Cube Corporation (Partnering w/ LLE Construction Group)	Ph: 843-832-5975 Fax: 843-695-0170
Lindler Construction Company, Inc.	Ph: 803-252-9948 Fax: 803-779-3609
Metro Waterproofing, Inc.	Ph: 404-292-8013 Fax: 404-292-0270

Watertight Systems	Ph: 803-796-9645 Fax: 803-926-1974
Solid Structures, LLC	Ph: 803-926-0298 Fax: 803-926-0299
Absolute Restorations	Ph: 803-479-1611 Fax: 803-675-5232
Strickland Waterproofing Company, Inc.	Ph: 704-309-0912 Fax: 704-347-1347
Pyramid Contracting	Ph: 803-732-2050 Fax: 803-732-6881
Midwest Maintenance	Ph: 937-773-9236 Fax: 937-773-8645
Huss, Inc.	Ph: 843-937-0023 Fax: 843-937-0095
International Public Works, LLC	Ph: 843-308-0524 Fax: 843-308-6650
USC - Juaquana Brookins	Ph: 803-252-9948 Fax: 803-779-3609
USC - Ty Russell	Ph: 803-777-1208 Fax: 803-777-3990
USC - Dale Branham	Ph: 803-777-1288
Shepard & Associates - Richard Parrish Shepard & Associates - Anders Kaufmann	Ph: 803-407-8284 Fax: 803-407-8206

#### DISCUSSION

The Owner, University of South Carolina, has retained Shepard & Associates, LLC, Architects, to prepare contract documents for competitive bidding and for the administration of the contract for construction of the subject work. The point of contact for the Architect is Mr. Anders Kaufmann. Mr. Dale Branham is the day-to-day contact for the Owner.

- 1) All attendees were reminded to sign the roster to confirm their firm's presence at the pre-bid conference.
- 2) Ms. Brookins announced that the bid opening date is Monday, April 23, 2012, at 2:00pm in the Conference Room of the USC Facilities Services Office, 743 Green Street, Columbia, SC.
- 3) Bidders were reminded that it is their responsibility to make sure that their bid has been received by the Owner's representative. Late bids will be rejected as being non-responsive.

- 4) Bidders were informed that AIA Document A701–1997 Instructions to Bidders applies to this project.
- 5) The Bid Form was reviewed and announcement made that all blanks on the form must be filled in by the Contractor.
- 6) There is a requirement for a bid bond in the amount of 5% of the Base Bid amount on this project.
- 7) There will be a requirement of the successful bidder to provide a 100% Performance Bond, and Labor and Material Payment Bond.
- 8) All bids submitted are to be good for a period of no less than 60 days.
- 9) The Owner intends to issue a Notice to Proceed as soon as possible after receipt of bids
- 10) The Owner wishes to have the project begin within 14 days after Notice to Proceed, and the project must be substantially completed in 60 calendar days from the date of commencement.
- 11) Liquidated Damages will be assessed against final payment in the amount of \$200.00 per day for every calendar day that final completion exceeds the established project end date.
- 12) Weather delays were discussed and bidders were informed that 5 calendar days per month have been built into the project schedule for adverse weather.
- 13) The Bidders were informed that the Unit Price quantities expressed in the Bid Documents are to be included in the Base Bid price. Refer to SECTION 01025 MEASUREMENT AND PAYMENT.
- 14) Visits to the site during the bid period are permitted. Contractors should contact Mr. Dale Branham at (803) 777-1288 to let him know of their presence prior to performing any field work and to check out when they leave.
- 15) There is a requirement for the Contractor to provide an Asbestos Free warranty for all work at all locations under this contract.
- 16) There is a requirement for the Contractor to provide a contractor's 2-year warranty for all work at all locations under this contract.
- 17) The Contractor is responsible for all permits and licenses required for the work contained in the project.
- 18) The Contractor will be responsible for protecting all roof areas in this project for the entire duration of the project.
- 19) Any contractor questions must be submitted in writing to the Architect by 5:00 pm Tuesday, April 17, 2012, to be considered by the Architect. An Addendum will be issued no later than 2:00 pm on Wednesday, April 18, 2012, to clarify any Contractor questions which may come up during the bid period.
- 20) The Bidders were reminded that by executing their bids they are certifying that their firms maintain a drug free workplace in accordance with SC law.
- 21) Mr. Branham stated that the University campus is a non-smoking and tobacco-free area.
- 22) The project existing conditions, removals, preparation requirements, and installations of new materials were discussed during a review of the project specifications and drawings.

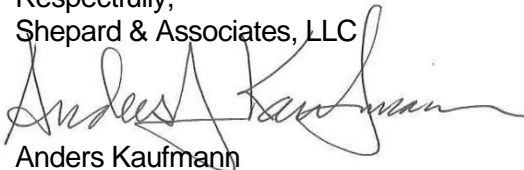
- 23) Mr. Ty Russell, University Hazmat Coordinator, stated during the meeting that the successful contractor would be required to collect any loose paint chips and place the chips in a sealed container, which would be provided by the University. The University will dispose of the sealed lead container at the end of the project.

A site visit to the Benson School was conducted to give meeting attendees a physical/visual reference of the locations of the work to be performed and to observe existing conditions of the facility.

- 24) A question was asked regarding whether the contractor would be responsible for replacing window glazing compound during the project. Addendum No. 1 will advise that the contractor will remove and replace all exterior window caulking.
- 25) It was noted that the primary electrical service to the building is in a location where soffit and fascia repairs and exterior painting will take place. Addendum No. 1 will advise that power will be shut off for a maximum of two consecutive weekends during construction to enable work to be performed safely in this vicinity. The Contractor will be required to coordinate with Mr. Branham for scheduling of the work.
- 26) There being no further questions or discussion, the meeting was adjourned at approximately 2:45 pm. All recipients of this summary are requested to notify the office of the Architect in writing of any item they feel is stated in error or has been omitted such that the item may become a part of the written project record.

If you should have any questions regarding these meeting minutes, please do not hesitate to contact me directly at 803/407-8284.

Respectfully,  
Shepard & Associates, LLC



Anders Kaufmann  
Architect

CC: All Attendees