



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

James T. Smith, Jr., Secretary
Melinda B. Peters, Administrator

MINUTES

PRE-BID MEETING: Replacement of Roof & Drainage Piping
CONTRACT NO. MO8755229
PROJECT: Replacement of Roof & Drainage Piping
SHA FACILITY: Gaithersburg Maintenance Shop
COUNTY: Montgomery County

ATTENDANCE: SEE ATTACHED LIST

The Pre-Bid meeting started at 10:05AM lead by Alex Nganga (SHA representative) with an introduction by all the attendees.

The following points were highlighted for information purposes to the bidders;

- SHA representative introduced the Pre-Bid Meeting Contract No.: **MO8755229** as Replacement of Roof & Drainage Piping at the SHA, Gaithersburg Maintenance Shop Facility and identified the location as at 502 Quince Orchard Road, Gaithersburg, Maryland 20878.

The Roof Project was introduced to include the two areas;

- Roof Replacement at Office/Maintenance Building and
 - Drainage Piping Replacement.(To include Underground)
- The MBE/Affirmative Action Requirements of this Contract were mentioned to be found on IFB Page 3-13 and the MBE Contract Goal Percentage indicated to be 6%.
 - The Questions or Clarification for all inquiries was insisted to be in writing either by; FAX at 410-582-9862 OR by emailed to FMDinquiry@sha.state.md.us: and E-Mail with attached inquires preferred to be in WORD document

The bidders were informed that the inquires that will make any material differences to the documents will be answered by addendum to all document/plan purchasers and posted on SHA website; at www.roads.maryland.gov via Business Center; Contracts, Bids & Proposals;

My telephone number/toll-free number is _____
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: Office of Maintenance, 7491 Connelley Drive, Hanover, Maryland 21076
Toll Free (MD Only) 1.877.624.6863 www.roads.maryland.gov

- The bidders were also informed that the inquiries received 10 days or less prior to the bid date (Thursday, May 29, 2014) will not be answered as stipulated in the IFB.
- The bidders were informed that the bid due date is Thursday, May 29, 2014, BEFORE 12:00 Noon and the location were given as; State Highway Administration, Office of Construction, **Bid Box in Bldg #4** 7450 Traffic Drive, Hanover, Maryland 21076
- The bidders were reminded to refer to IFB on Proposal Forms and make sure all the pages that require signatures signed.
- They bidder were informed the contract was a Lump Sum Bid as indicated on Page 265 and the total Lump Sum Bid would include potential additional work where quantity . Bidder were informed to provide the Unit price on such additional work payable only if such work is carried out. They were also informed to refer to IFB for additional details.
- Bidders were informed that the Liquidated Damages Amount is **\$900.00** Per Working Day and the Amount will be assessed for unauthorized Time Extensions beyond the Contract Time.
- The bidders were informed that the point of contact for construction will be provided at the Pre-Construction Meeting and that the Facility will remain open and in operation, staffed with SHA personnel during the Construction Period. Coordination with the Maintenance Shop RME or appointed person would be important. However, the bidder were informed the shop would work closely with the contract to ensure smooth flow of work.
- The bidders were informed that the BID opening date was set for Thursday, May 29, 2014 at 12:00PM and the Contract duration will be one hundred and twenty (120) Working days from the Notice to Proceed.
- Bidders were informed that they were free to visit the project site if they needed more information but with proper arrangement with Gaithersburg Maintenance Office RME Gregory Edwards or William Dorsey at telephone number 301-948-2477.
- Meeting adjourned at 11AM and bidders toured the project site.

SIGN IN

	<u>COMPANY</u>	<u>REP</u>	<u>PHONE</u>	<u>EMAIL</u>
①	SERVICE All inc	Joshua Nwackeala	3015363143	Joshua@servallinc.com
②	AUTUMN CONTRACTING, INC.	STEVE LEE	(73) 5954100	STEVE @ AUTUMNCL.COM Visionelectric.com
③	Vision Electric Corp.	Jimmy Kim (Ki-Duck)	240-281-4242	@gmail.com W BONTILLA E
④	AIR TECH SOLUTIONS INC	WILL BONILLA	540 288 0950	airtechsolutions.com
⑤	Vision Electric Corp	Choon Kim	240-426-4656	
⑥	Vision Electric Corp	Ki Kim	240-888-6185	kkim0686 @gmail.com
⑦	ELITE SMWORKS Inc	Arthur Ashe	301-852-9694	Arthur Roofing by elite.com
*	ALEX NGANGA - SHA		410-582-5507 *	anganga@shastate.md.us }