



# PRE-BID MEETING SUMMARY / NOTES OF CLARIFICATION

Jefferson County Courthouse  
311 S Center Ave.  
Jefferson, WI 53549

System: EPDM  
Roof Areas: H, K, J, J-1

Date of Pre-Bid Meeting: 6/23/2023

IRSC Project #:7502.PMSQ23

Parties in Attendance: As Noted

Issue Date: 6/23/2023

NAME	COMPANY	E-MAIL
Greg Gardner	IRSC	<a href="mailto:ggardner@irscinc.com">ggardner@irscinc.com</a>
Alex Young	IRSC	<a href="mailto:ayoung@irscinc.com">ayoung@irscinc.com</a>
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John Hartz	FJA Christiansen	
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Brandon Scheunemann	Mighty Dog Roofing	
Haylee Sweeney	Modern Exteriors	<a href="mailto:modernxhaylee@gmail.com">modernxhaylee@gmail.com</a>
Mark Hadac	Nieman Roofing	<a href="mailto:mark@niemanroof.com">mark@niemanroof.com</a>
Doug Lamers	Pioneer Roofing	<a href="mailto:dougl@pioneerroofing.net">dougl@pioneerroofing.net</a>
Xavier Straub	Taza Construction	<a href="mailto:ken@tilenstyle.com">ken@tilenstyle.com</a>

Written specification and addenda, if any, form the basis of the project and take precedence over oral communication. Minutes of the meeting will be sent to all parties in attendance and other interested parties.

Bidders shall carefully examine the documents and the project site to obtain firsthand knowledge of existing conditions. The existing conditions include determining the size of the work area along with the type and depth of the roofing materials on the site.

**Roof & Building Envelope Solutions. Nationwide.**



Contractors shall not be given extra payments for conditions which can be determined by examining the site and documents.

- I. Bid Due Date: Friday, July 7<sup>th</sup>, 2023.  
Time: 9:00 AM CT.
  
- Submit to: Mr. Ben Wehmeier  
County Administrator  
1425 S Wisconsin Drive  
Jefferson, WI 53549  
[BenjaminW@jeffersoncountywi.gov](mailto:BenjaminW@jeffersoncountywi.gov).

Submit in accordance with the Invitation to Bid. Bids shall be submitted through email along with a hard copy. No other forms of submission will be accepted. In the subject line please provide the following information: Project Number, Project Name, and Contractor Name. **HAND DELIVERY OF BID SUPERSEDES EMAIL BID SUBMISSION.**

- II. Bonds Required: Yes, Bid security and PnP Bonds  
Unit Price and T&M: Yes, as noted in  
Prevailing Wage: No.  
Mfr. Affidavit: Yes, an approved manufacturer representative must sign the affidavit sheet.  
Mfr. Guarantee: Yes, 20 years.  
Contractor Warranty: Yes, 2 years.  
Insurance requirements: Yes, Maas Brothers form as noted within the specification. **IRSC & MAAS BROTHERS** shall be additionally insured.
  
- III. Interstate Roof Systems Consultants, Inc. (IRSC) is the owner’s representative. No Voluntary alternates will be accepted, and all communication will go through IRSC for any questions or proposals for the project.
  
- IV. Size of Project: ~22,800 SF  
Project Schedule: Summer 2023.  
Project Duration: Base Bid to be completed on or before October 1<sup>st</sup>, 2023. The remainder of work to be completed by October 20<sup>th</sup>, 2023.
  
- Liquidated Damages: Yes - \$500/day if not completed before agreed upon completion date.
  
- V. Asbestos: Yes. Roof Areas H and J. Asbestos report has been included in the project specification manual.

Base Bid Scope of Work:  
System: FA EPDM  
Manufacturer: Basis of design is Carlisle.

**BASE BID 1: Area H**

Remove and dispose of existing stone ballast.  
Remove existing roof systems and associated flashings down to the decking.  
Mechanically attach two-way tapered polyisocyanurate insulation and adhere in low-rise foam a 0.5-inch HD coverboard at an average R-value of R-30.  
Install 60mil fully adhered EPDM roof system.

**BASE BID 2: Area J & J-1**

Vacuum off existing #2 stone ballast.  
Remove existing roof systems and associated flashings down to both the **metal** and **concrete deck**.  
Mechanically attach two-way tapered polyisocyanurate insulation and adhere in low-rise foam a 0.5-inch HD coverboard at an average R-value of R-30 in areas of metal.



Adhere in low-rise foam two-way tapered polyisocyanurate insulation and adhere in low-rise foam a 0.5-inch HD coverboard at an average R-value of R-30.  
Install 60mil fully adhered EPDM roof system.

**BASE BID 3: Area K**

Vacuum off existing #2 stone ballast in accordance with the specification.  
Remove existing roof systems and associated flashings down to the existing concrete decking.  
Adhere in low-rise foam two-way tapered polyisocyanurate insulation and adhere in low-rise foam a 0.5-inch HD coverboard at an average R-value of R-30.  
Install 60mil fully adhered EPDM roof system.

VI. Additives/Alternates:

**ADDITIVE 1: Area H, J, J-1, K**

In areas of concrete deck, prime and prep the deck and install air and vapor barrier.

**ADDITIVE 2: Area H**

Furnish and install new Bilco roof hatch.

**ADDITIVE 3: Areas H, J, J-1, K**

Install interior protection 4' along all perimeters and parapet walls and all major penetrations within Roof Areas H, J, J-1, K.

**ALTERNATE 1: Areas H, J, K**

Install 60mil Ballasted EPDM roof system in lieu of 60mil fully adhered roof system. **-NEW STONE**

VII. Unique Requirements/Details:

- Working Hours: **7:00 am – 5:00 pm W/ WEEKEND AVAILABILITY**
- Staging Locations: **N SIDE / NW CORNER**

REMARKS/ADDITIONAL COMMENTS:

- Two (2) roof systems on the each roof section. BUR roof section tested positive for ACM.
- Removal of existing equipment and infilling the deck.
  - Includes existing chimney stack to be removed to below the existing deck.
- Removal of existing equipment and reusing the existing penetration for new drops.
- Installation of 0.5 CDX plywood along all parapet walls.
- 8'x8' drain sumps at all drain locations.
- Removal of existing debris on roof.
- New equipment install? Timeline? **OWNER** provided skylights?
  - **MAAS BROTHERS TO CUT OPENING AND INSTALL SKYLIGHTS. CONTRACTOR TO ONLY FLASH IN SKYLIGHTS**



- **MOTOR EQUIPMENT LEFT ON RAILS TO BE REMOVED BY MAAS BROTHERS**
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To the best of our knowledge, this agenda a synopsis of matter of substance discussed at this meeting. This agenda is not a contract document. No discussions held at the meeting and no notations in this agenda constitute a change in the contract.

Should there be any questions regarding the contents of these minutes, please contact Alex Young or Greg Gardner of Interstate Roof Systems Consultants, Inc., (262) 336-8270.