

## **PRE-BID MEETING MINUTES**

**for**

**MIAMI UNIVERSITY**

**FARMER SCHOOL OF BUSINESS ROOF REPLACEMENT 2023**

**November 2, 2022 – 9:00 AM**

**Prepared by:**

**Elevar Design Group  
555 Carr Street  
Cincinnati, Ohio 45203**

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Present:

See accompanying attendance sheet. All questions are to be submitted in writing.

Items discussed:

1. Introduction of Project & Design Team members:

Dan Montgomery, Elevar Design Group.

Office: 513-721-0600

Cell: 513-503-6846

Email: [dmontgomery@Elevar.com](mailto:dmontgomery@Elevar.com)

Andrew Burwinkel, Miami

University Office: 513-529-3667

Email: [burwinaj@miamioh.edu](mailto:burwinaj@miamioh.edu)

Miami University

Project: Farmer School of Business Roof Replacement 2023

Brief project overview.

2. Review of Schedule:

- Bids are due on November 29, 2023 at 2:00 pm at Miami University Office of Facilities Contracting. 181 Cole Service Building, Oxford, Ohio 45056.
- May 15, 2023 work to start on site. Prior to the start of on-site work, the University will issue a Notice to Proceed for contractor to start on lead-time items, submittals, etc.
- Bids are to be hand delivered.
- The bid opening will be in person at the Cole Service Building.

- Project must be substantially complete by August 1, 2023.
3. Review of Bid Process:
- All questions to be directed to Andrew Burwinkel in writing.
  - This is a tax-exempt project
  - A Bid Guaranty is required to be submitted with the Bid; it can be in one of 2 forms: 1) a certified check, cashier's check or letter of credit for 10 percent of the total Bid Amount (including all Alternates); or 2) in the form of the Bid Security Form contained in the Contract Documents (which acts as both the Bid Guaranty and Bond for the Project and is the preferred Bid Guaranty mechanism).
  - EDGE form on the Bid Form must be filled in and an A, B, C option selected, or the bid will be deemed non-responsive.
  - Run-through of contract documents.
  - The University would like to have all required paperwork (EEO certificate, BWC, etc) submitted with the bid. This will help expedite the contract.
  - Run-through of specifications front end and bid form.
  - Run-through of drawings.
  - Drawings are available on the web site at [www.PFD.Miami.oh.edu/FCO](http://www.PFD.Miami.oh.edu/FCO)
4. Coordination of work with other projects.
- The contractor will be responsible for coordinating their work with the owner and other contractors performing work on campus.
5. The contractor will be allowed to keep all copper that is removed as part of the project.
6. Walk-through of site and roof areas was performed immediately after the meeting. Additional walk throughs of the roof must be coordinated with Miami University's PM, Andrew Burwinkel.

End