



MANDATORY PRE-BID MEETING MINUTES

PROJECT: ANDREW LEWIS MIDDLE SCHOOL- RE-ROOF AREA L

PROJECT CODE: NA

COMM. No.: 20168-07

DATE: June 3, 2025- 10 AM, project site

Mandatory pre-bid conference for Re-roofing roof area L at Andrew Lewis middle school
Please either attach your card or write legibly on the sign in sheet

1) Introduction of attendees and pass around sign-in sheet.

2) Invitation For Bids:

- a) Bid Due Date / Opening and Location
 - a) Due: June 26, 2025, until 1pm EST. at 510 South College Ave. Salem, VA, attention Dr. Forest Jones
 - b) Opened and read aloud: at this same location
 - c) Bidders shall bind their bid for 60 days
- b) Questions procedures.
 - a) Last day for questions, June 19, 2025 by 5pm
 - b) Please use pre-bid question form provided in the project manual
 - c) Please email questions to Andy Grant, agrant@rrmm.com
 - d) Questions and clarifications will be answered by addendum.
 - e) I will share infrared testing information available to identify existing wet areas on the roof. These will need to be removed and replaced to match existing adjacent conditions.
- c) Accessing and receiving bid documents
 - a) To obtain bid documents follow link provided in advertisement and invitation for bid.

3) Instructions to Bidders, Please review prior to bidding

- a) Bid bond is required.
- b) Performance and payment bonds also required for 100% of the contract sum. These will be required once the project is awarded.

4) Bid Form

- a) **Base Bid** -Re-roof area L
- b) **Unit prices-** for various items related to the replacement
- c) **Attachments required for the bid form:**
 - a) Direct contact form
 - b) List of projects completed for Salem City Schools in the last 5 years. If any projects were delayed or required change order, please specify reason.
 - c) Bid bond.

5) Time for completion

- a) Substantially complete **45 calendar days from the notice to proceed**
- b) Final Completion by **15 days after substantial completion notice is provided**
- c) It is anticipated that work may begin upon contract execution
- d) Any work not 100% complete will have to be performed after hours or on weekends when school is not in session.
- e) This project does **not** require liquidated damages.

6) Addendums: please make sure you acknowledge the receipt of addendums on the bid form. Addendum 1 will include the following:

- a) Pre-Bid Conference Meeting Minutes
- b) Pre-Bid Conference Attendance Register.
- c) AIA contract form work will be provided, including instructions to bidders, bid bond, standard form of agreement, general conditions, performance and payment bonds and contractor qualifications.

7) General Conditions of the Construction Contract:

- a) AIA A101 agreement between owner and contractor as the construction contract.
- b) Until substantial completion, the owner will pay 95% of the amount due to the contractor on account of progress payments. 5% retainage will be withheld until substantial completion is stated.
- c) Insurance: please review section 007300 supplementary general conditions for insurance requirements.

8) Submittals & Submittal Procedures, Section 01 33 00:

- a) Electronic submittals are required with the exception of color samples which will be actual color samples mailed to the Architect. Submittals shall be emailed to agrant@rrmm.com and will be emailed back with comments. Please review the submittal section thoroughly.

9) Special Conditions, Section 01 30 00:

- a) Sanitary Facilities, Contractor shall provide portable toilet facilities. The contractor will have access to power and water at the school.
- b) All work shall be executed in conformance with the 2021 Virginia construction code

10) Contract closeout;

- a) Prior to substantial completion, Contractor shall prepare marked drawings and specifications identifying the changes where the installation varies substantially from the work as shown in the contract documents. These drawings will be submitted to the owner for record purposes and shall be legible for future use.
Please review the required closeout submittals and process.

11) Comments from Owner.

- a) **Students return to school on August 18, 2025**
- b) **The building permit fee will be waived.**
- c) **The infrared moisture scan is provided herein. The areas indicating moisture shall be removed to the roof deck and all wet insulation shall be removed and replaced as per the design documents. If damaged or rusted roof decks are encountered in this process they shall be patched or repaired accordingly.**

12) Visit site to review layout area and dumpster locations. Locations established during pre-bid meeting.

13) Questions and comments from bidders.

- a) **Questions concerning the existing capped roof curb penetration and existing plumbing vent penetration, can these be removed to below the roof insulation.**
Answer: The existing abandon plumbing vents can be removed during demolition. The pipes are already cut from below and should pull out of the roof surface.
The capped roof curb can also be removed. The roof deck will need to be patched during this process.



28 Church Avenue SW
Roanoke, Virginia 24011

Phone: (540) 344-1212
www.rrmm.com

ATTENDANCE REGISTER FOR NON-MANDATORY PRE-BID CONFERENCE

PROJECT: Salem City schools- re-roof area L ALMS
State Project Number.: 23113-05

DATE: 6-3-25 TIME: 10 am. LOCATION: ALMS

Name	Company	Phone Contact	Email address
Gregory Lyon	AAR Roofing	336-624-0020	pc@aarnc.com
GREG BRIGHT	SG YOUNG	(559) 541-6807	GJB@SGYCONTRACTING.COM
Adam Anderson	Baker	(540) 312-3362	aanderson@Bakerroofing.com
Joe Kelley	NECC	703 370-8890	Devon@NortheastContracting.com
Tate Whiteside	John T Morgan	540-510-2229	Tate@johnnmorganroofing.com
Nick Hale	Cenvar Roofing	434 942 5227	N. Hale @ cenvar roofing.co
TODD SUTPHIN	City of Salem	540-375-3039	TSUTPHIN@SALEMVA.GOV

Ethan Frasier Center Roofing 434 300 9570

e.frasier@centerroofing.com

TONY HENDRICKS 540-320-9776

MCNEIL ROOFING INC. .COM



ANDREW LEWIS MIDDLE SCHOOL

INFRARED DRONE SURVEY

MARCH 23, 2025
616 SOUTH COLLEGE AVE
SALEM, VIRGINIA
DJI MAVIC 3T DRONE

Mike Thomas
2LABS AERIAL, LLC

PARAMETERS:

Sunday, March 23, 2025

Daily high temperature - 59° F

Temperature at time of flight - 45° F

Sunrise on March 23, 2025 – 7:19AM

Time of flight – 6:15AM

TARGET:

Andrew Lewis Middle School

616 South College Ave, Salem, VA

DRONE:

DJI Mavic 3T

Thermal Imager – Uncooled Vox Microbolometer

Lens – Format Equivalent: 40 mm

Aperture – f/1.0

Focus – 5 m to ∞

Noise Equivalent Temperature Difference - ≤ 50 [mK@F1.0](#)

Temperature Measurement Method – Spot Meter, Area Measurement

Infrared Temperature Measurement Accuracy - $\pm 2^{\circ}$ C

PILOT:

Mike Thomas

DOT/FAA Remote Pilot Certification Number – 4895269

LAANC: APY6MJ6AM2Z0 (ROA)

ANDREW LEWIS MIDDLE SCHOOL

IR SCAN OF SELECTED LOW SLOPE, FULLY ADHERED EPDM ROOF SECTION

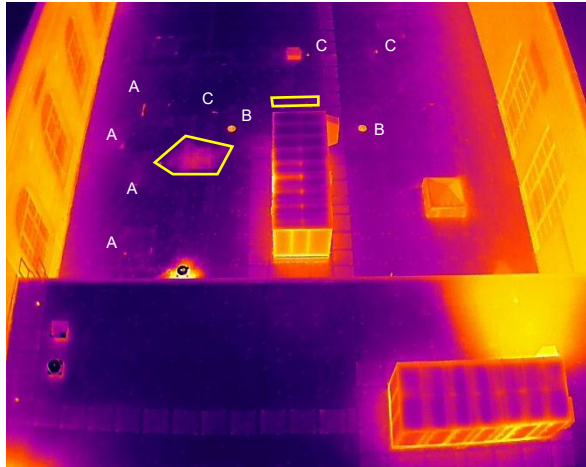
ROOF	APPROX. SF	APPROX. SF WET	NUMBER OF AREAS
1	5,667	149	5
TOTALS	5,667	149	5



ROOF SECTION LOCATION FOR REFERENCE

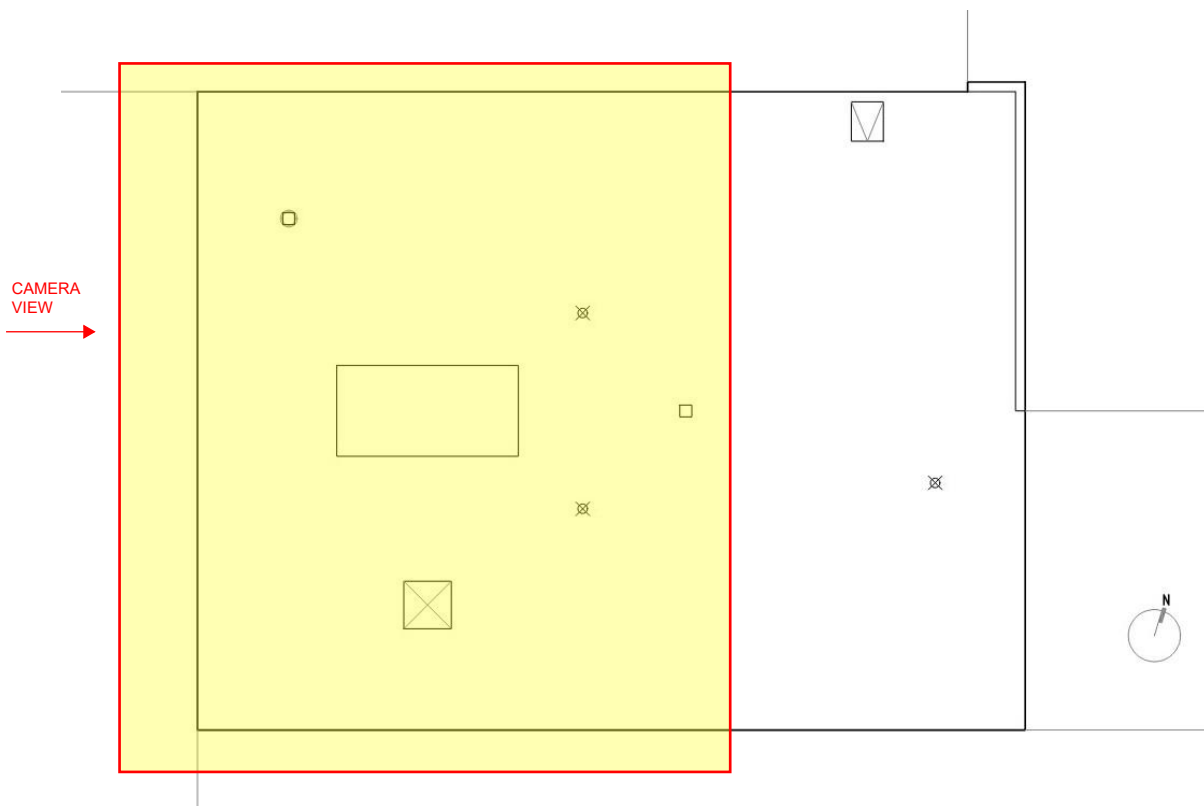
GENERAL NOTES:

While there are a couple of small areas of temperature anomalies that are indicative of sub-membrane moisture, there are many pinpoint temperature spikes that are not. There is a pattern of similarly sized patches associated with these readings, indicative of inexact repairs following probable equipment removal. Gaps in the replacement insulation are allowing heat loss from the interior, making the thermal envelope less secure.

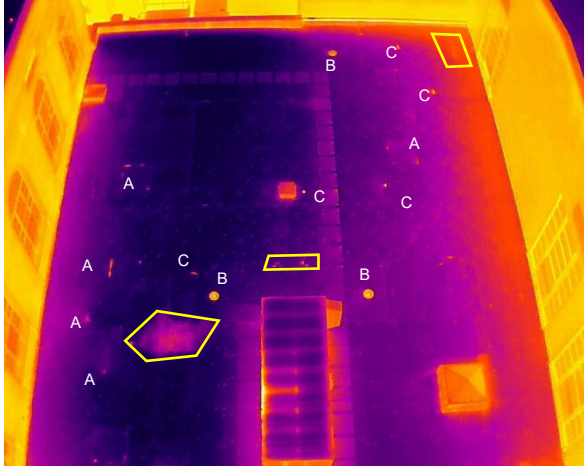


ROOF 1

There is an area to the left of the mechanical unit indicative of water infiltration. A second area of concern is just beyond the unit and will show up better in following images. Spots marked with "A" are insulation gaps. "B" indicates roof drains, and "C" vent pipes.

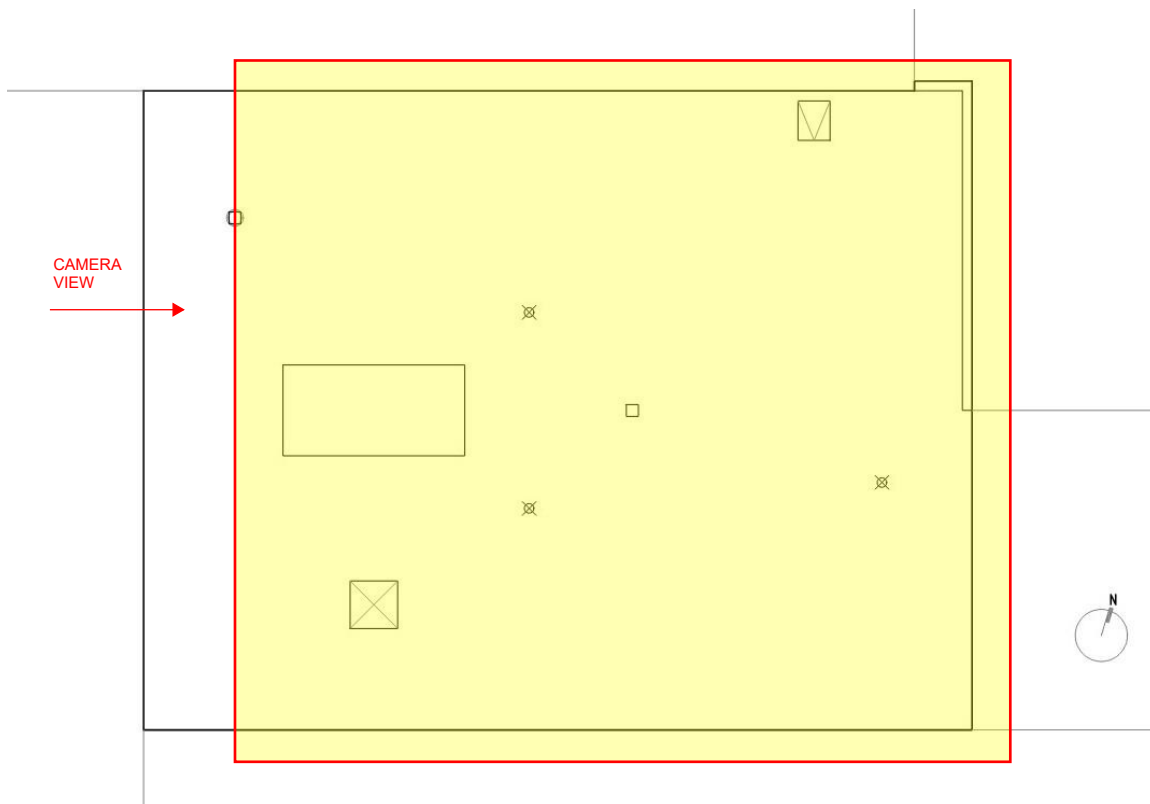


KEY PLAN – Not to scale.

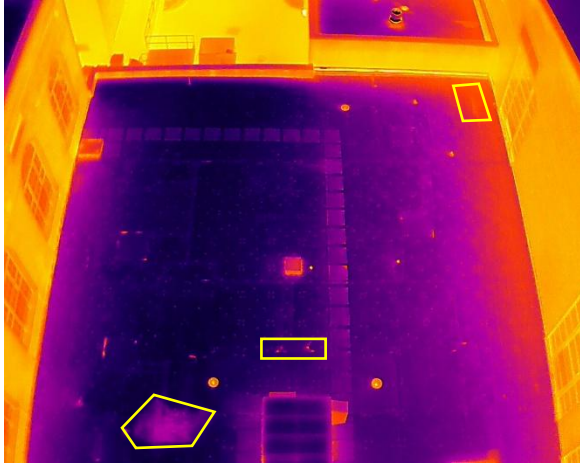


ROOF 1

An area partially concealed by the radiant heat wash from the adjacent masonry wall is likely subsurface moisture. Spots marked with "A" are insulation gaps. "B" indicates roof drains, and "C" vent pipes.

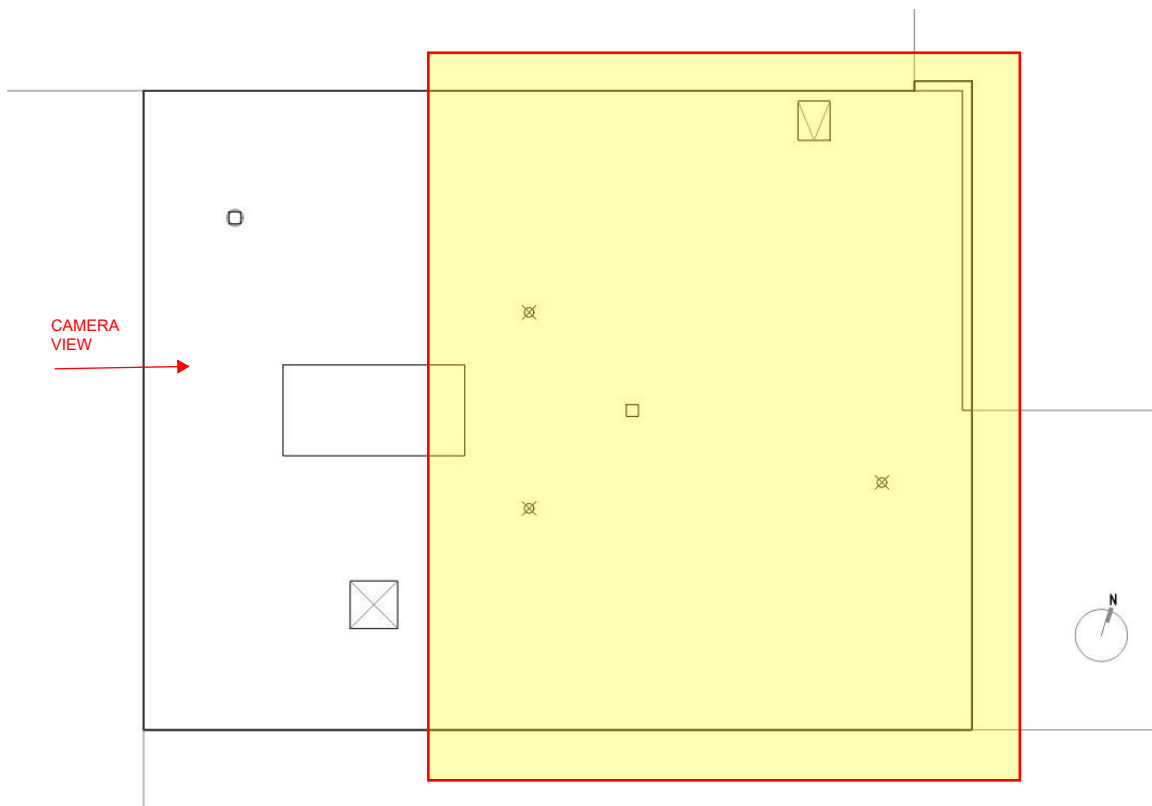


KEY PLAN – Not to scale

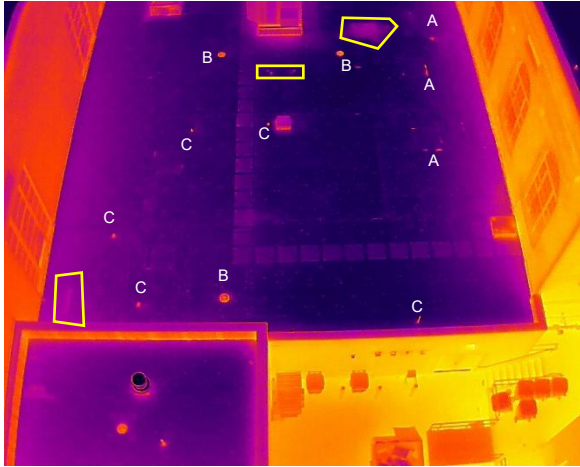


ROOF 1

This is another view of areas already mentioned.

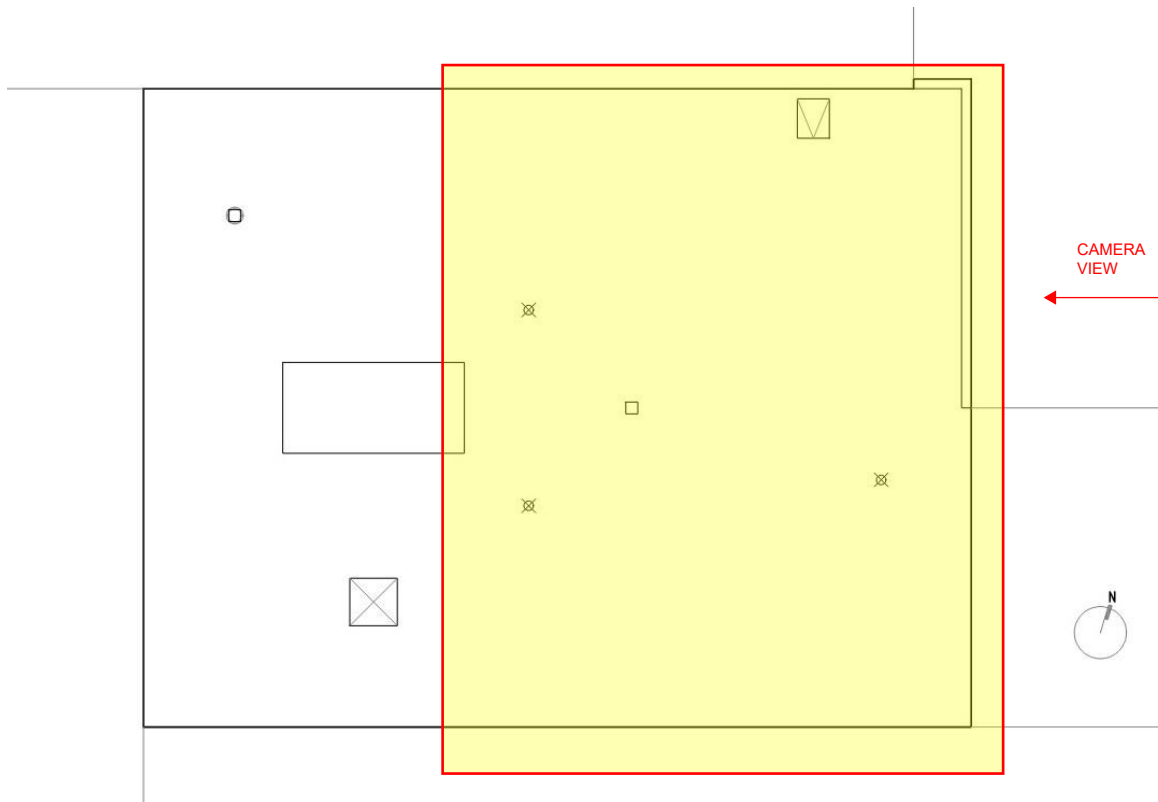


KEY PLAN – Not to scale

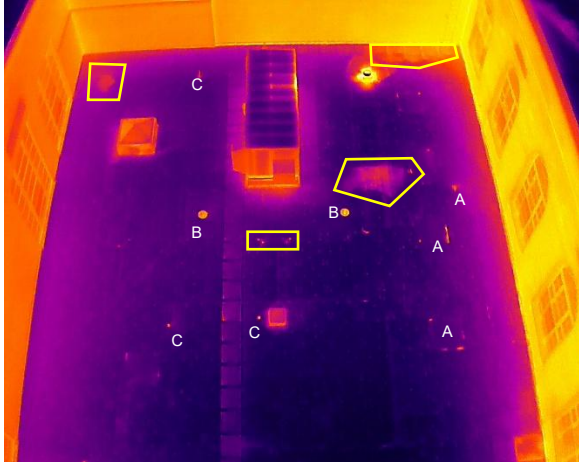


ROOF 1

Switching camera angle, the area in the lower left is more pronounced.

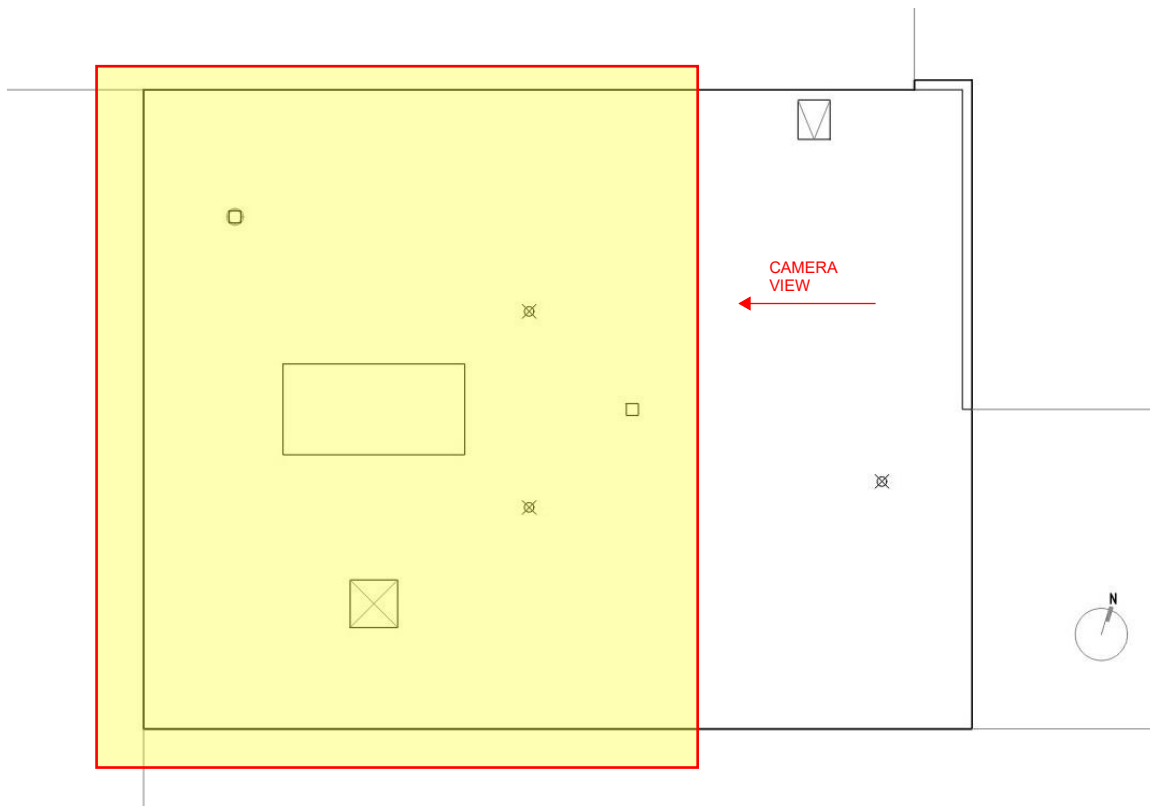


KEY PLAN – Not to scale

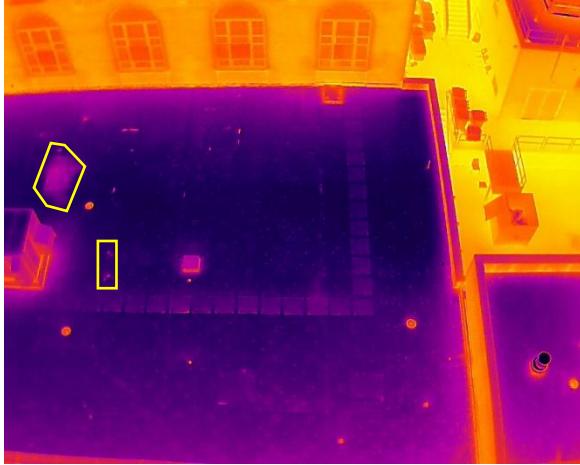


ROOF 1

Two new areas of concern are shown in this image. In the upper left is a probable area of wet insulation. Under the walkway pads by the ladder is another suspect area. The pile of leaves and the heat exhaust of the fan unit read warmer, but are not associated with moisture issues.

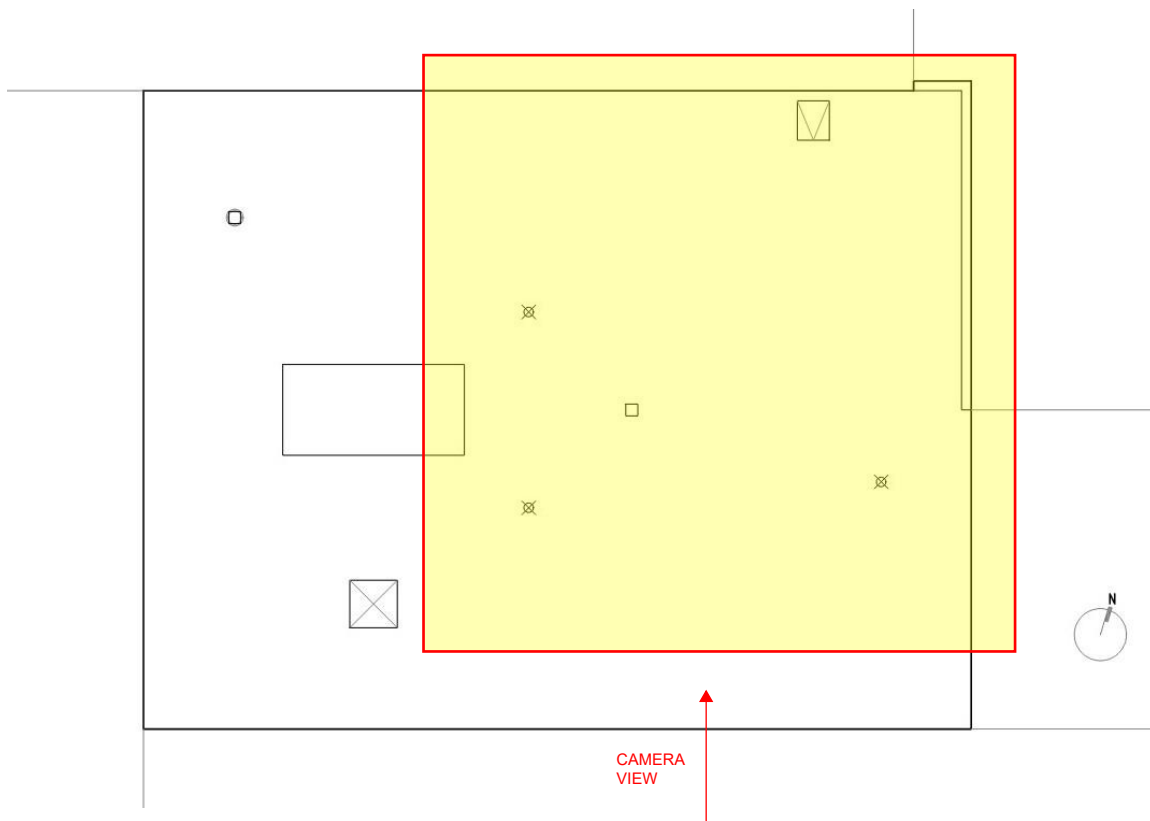


KEY PLAN – Not to scale

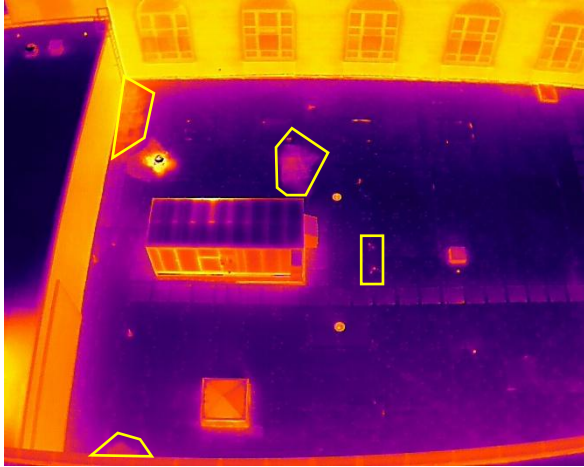


ROOF 1

Yet another camera angle of this small section of roof.

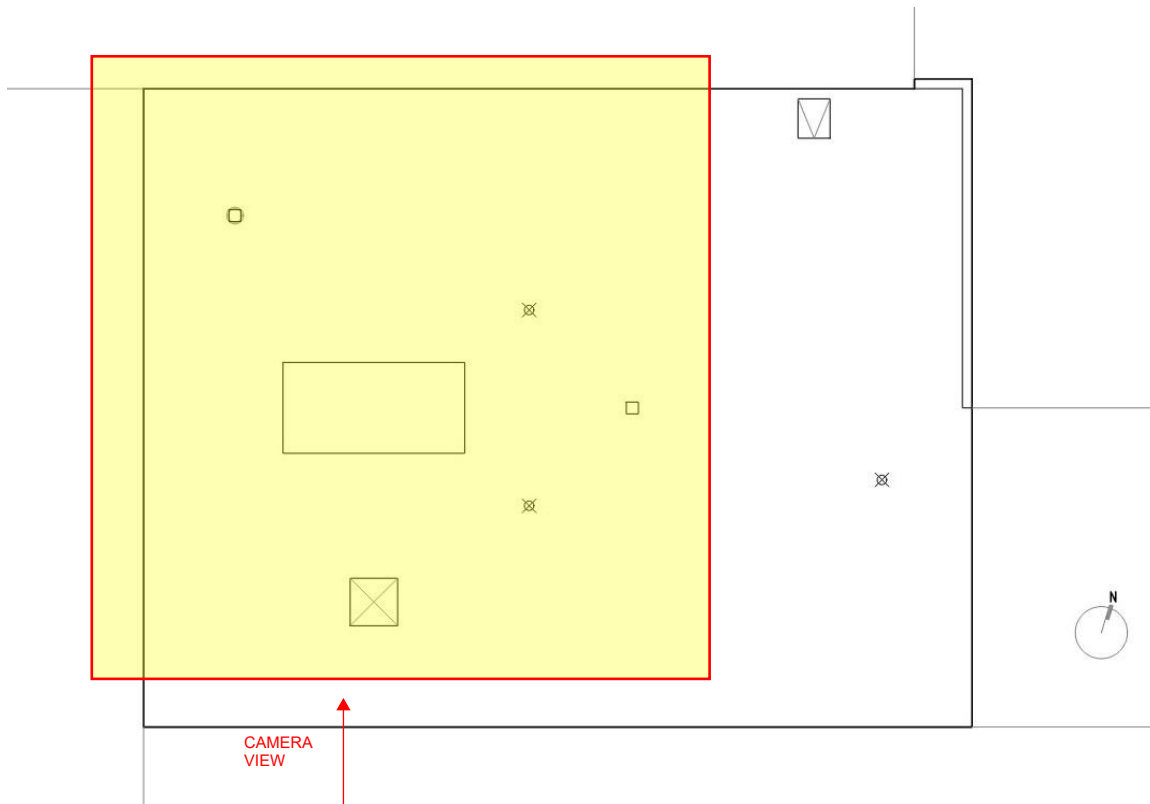


KEY PLAN – Not to scale



ROOF 1

The two areas at the west end of this roof are more defined from this camera angle.



KEY PLAN – Not to scale