



May 6, 2026

Alamance County
124 W. Elm Street
Graham, NC 27253

Attention: Mr. Brian Baker
Asst. County Manager

Reference: Pre-Bid Meeting Minutes
Alamance County Detention Center Roof Replacement
REI Project No. R25RAL-052

Dear Mr. Baker:

A Pre-Bid Meeting was held at 11:00 AM on 4/30/2026 at the project site to discuss the details of the above-mentioned project. Refer to the attached sign-in sheet for the attendance. The following points of interest were discussed:

1. Mark Iakovenko, PE opened the meeting and a sign-in sheet was circulated.
2. A brief introduction of the key project participants was provided.
3. A brief introduction of the project was provided.
4. Project Documents including Project Manual and Drawings sent electronically prior to the meeting. If you have not received documents, please email REI's Project Manager to request documents.

Section 00 11 16-Invitation to Bid

5. Sealed bids shall be received by Owner until **2:00 PM on May 19th, 2026 at 124 W. Elm Street, Graham, NC 27253**. The bids shall be publicly opened and read at **11:00 AM on June 2, 2026**.
6. Bidder attendance at this pre-bid meeting was mandatory.

Section 00 21 13-Instructions to Bidders

7. Bids are to be submitted in a sealed envelope with the bidder's name, license number, and project name written on the outside. The sealed envelope is to be placed in another envelope and delivered to the Owner at the 124 W. Elm Street, Graham, NC 27253. Include a USB drive with PDF copy of the submitted bids.
8. Bid form will be required. Utilize the Bid Form contained in the project manual.
9. Bid Security will be required and shall be submitted with Contractor's bid. Utilize the Bid Bond Form contained in the project manual.
10. Performance and Payment Bonds for the Contract Amount will be required. Utilize the forms contained in the project manual.
11. Roof system manufacturer shall be listed on the bid form and the Roof Manufacturer's Acknowledgement Form shall be submitted with Contractor's bid.
12. All bidders must have proper licenses for contractors. The license number shall be listed on the bid form and on the outside of the inner sealed envelope in which the bid is submitted.

Section 00 41 13-Bid Form

13. The alternates listed for this project are as follows:
 - a. Replacement of Existing Skylights.
14. One manufacturer for the roof system shall be listed on the Bid Form.
15. A \$10,000 contingency allowance shall be contained in the Base Bid.
16. The following Quantity Allowances shall be contained in the Base Bid.
 - a. Repair 700 SF of Corroded Steel Deck (Corrosion Degree 1) with Coating.
 - b. Repair 700 SF of Steel Deck (Corrosion Degree 2) with Steel Plates.
 - c. Replace 700 SF of Deteriorated Steel Deck (Corrosion Degree 4).
 - d. Replace 150 BF of Deteriorated Wood Blocking.
17. Four unit prices shall be provided and utilized to determine the applicable quantity allowances.
18. Schedule of Completion:
 - a. The construction duration (including any alternates accepted) for this project shall be 75 calendar days before Liquid Damages shall be incurred of \$500.00 per calendar day.
 - b. Time is of the essence. Contractor shall commence work on this project within thirty (30) days following receipt of an Executed Agreement between Owner and Contractor.
 - c. Date of commencement will be established in a Notice to Proceed issued to Contractor.
19. Provide all bid enclosures listed on the Bid Form including the following:
 - a. Bid Bond Form
 - b. Minority Business Enterprise Submittals
 - c. Roof Manufacturer's Acknowledgement Form
 - d. Response/Travel Time Documentation

Section 00 43 40-MWSBE Participation

20. Bidders shall follow the Owner's MWSBE Program and shall submit the required forms contained in the project manual with their bid.
21. For additional information, please contact the Owner's designated MWSBE Representative.

Section 00 62 73-Schedule of Values

22. Contractor to utilize the Schedule of Values as the basis for this project. The format and information may be adjusted at the request of the Owner or Engineers of Records.

Section 01 11 00-Summary of Work

23. A brief outline of the scope of work was reviewed.
 - a. Remove existing roof system down to the existing structural deck and provide new roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof system.
24. No Asbestos Containing Roofing Materials (ACRM) have been detected in test samples of roof areas included in Contract.

Section 01 14 00-Work Restrictions

25. Works hours shall generally be performed during normal business hours. Should the Contractor elect to work on Saturday or Sunday, notification to the Owner and Engineer at least 72 hours in advance

shall be required.

26. Normal business working hours defined as **7 AM – 7 PM, Monday – Friday**, except as indicated otherwise. Owner occupies the premises at all times. Cooperate with the Owner in construction operations.
27. Provide background checks for employees anticipated to work on-site during the project.
28. Use of site is limited and is to be approved by the Owner.
29. Use of building is restricted and is to be coordinated with the Owner.
30. Escort: Contractor to provide an advanced notice to the facility if the interior work is expected.

Section 01 40 00-Quality Requirements

31. A full time superintendent is required for the project.

Section 01 77 00-Closeout Procedures

32. The following warranties shall be required to commence on the date of Final Acceptance of the project:
 - a. Thermoplastic Single Ply Roofing System Warranty (20-Year).
 - b. Pre-finished Sheet Metal finish warranty (20-Year).
 - c. Skylight Manufacturer's Warranty (Alternate No. 1: 20-Year).
 - d. Contractor's Warranty (5-Year).
 - e. Asbestos Free Warranty.
33. Contractor shall submit all closeout documents within thirty (30) days from Punch List.

Technical Specifications/Contract Drawings

34. General Scope of Work: Remove existing roofing system down to the metal deck and install a base layer of 2-1/2" polyisocyanurate roof insulation mechanically attached, **1/4"/FT** tapered polyisocyanurate roof insulation (1/2" starting thickness) adhered in foam, 1/4" cover board, and fully adhered 60-mill PVC roof membrane.
35. Stormwater Drainage Provisions: Replace existing clamping rings and strainer domes with cast iron adjustable extensions clamping rings and strainer domes (see Details 1/XR501, 1/XR502, 5/XR503).
36. Perimeter Flashings: Install continuous cleat and associated heat-welded flashings capped with pre-finished metal crimped-on metal edge (see Details 2/XR502 and 3/XR502).
37. Roof-to-Wall: Provide new pre-finished receiver flashings and counterflashings. Provide minimum of 8" base flashing height (see Detail 3/XR502).
38. Roof Penetrations: Provide minimum of 8" minimum base flashing height unless noted otherwise in the drawings.
39. Replacement/Removal of electrical and condensate lines:
 - a. Refer to Section 01 11 00, Item 1.1.F for general information on electrical, plumbing, and mechanical work.
 - b. Refer to Addendum 02 for more information regarding **CONDENSATE LINE SUPPORT INSTALLATION** and **SUPPORTING OF PIPES & ELECTRICAL CONDUIT**.

Miscellaneous

40. Staging and Material storage areas are as follows:
 - a. A dedicated staging is anticipated in the lot between courthouse and detention center, the

- Judges parking lot (see attached vicinity map). Any further details will be discussed at the Pre-Construction Meeting.
- b. Access to the roof is from the outside. Contractor to provide a scaffold stair tower inside the gated area on the north side of the facility (see attached vicinity map).
 - i. The access times shall be coordinated with the Owner.
 - ii. The contractor to provide a daily list of personnel and equipment used on site on the day of work prior and after the work day.
 - c. Contractor is expected to provide a minimum of 72-hr notice of any material delivery. The contractor is to be on site during the material delivery. Materials will not be accepted if the contractor is not on site to accept the delivery.
 - d. Contractor is expected to give an advanced notice to the facility when using any heavy duty equipment such as trucks, lifts, lulls, etc.
 - e. Contractor access to the interior of the building will be allowed for purposes of inspecting existing conditions and periodic inspection during the construction. The contractor will have to request an escort prior to interior work.
 - f. Alternate No. 1: The contractor will be responsible for accessing the skylight from the inside of the facility
 - g. All materials must be taken off of site before the end of the day unless coordinated with the Owner.
 - h. The Contractor will provide a portable toilet facility and handwashing station, as required.
 - i. The Contractor is to wear their uniform with their company logos at all times while working on site.
 - j. A dedicated parking space will be provided. Further details will be discussed during the pre-construction meeting.
41. Abandoned equipment and conduits will be identified by the owner and discussed during the pre-construction meeting.
42. Existing sled-mounted antennas are to be disconnected during the construction.
43. Bidders wishing to make additional site visits shall contact Owner/REI to coordinate an appointment for additional visits. Please allow 24-48 hours of advance notice to schedule the site visit. Bidders must check in at the office immediately upon arrival at the facility.
- a. Owner: Joel Brooks
44. Project duration is 75 days. No extensions will be granted.
45. Facility's preferred electrician: King Electric Co., Inc.
46. All bidding or specification related questions are to be directed to REI Engineers in writing (email) by 5:00 PM on 5/13/2026 in an effort to keep addenda from being issued after 5/14/2026.

Please contact our office if you have any questions or corrections regarding these minutes.

Sincerely,

REI Engineers



Mark Iakovenko, PE
Associate Project Engineer



Austin Malic, PMP, CIT, RRO, REWO
Associate Project Manager

Enc.: Pre-Bid Meeting Sign-In Sheet
Storage, Staging, Parking Plan

cc.: Attendees



Alamance County Detention Center
Roof Replacement
RFB #26-B004
REI Project No. R25RAL-052
Thursday, April 30, 2025 - 11:00 am



Company Name	Representative Name	Telephone #	E-mail address
			<i>All Addenda will be sent to the email address(es) provided here.</i>
REI Engineers, Inc.	Mark Iakovenko	(937) 279-7669	miakovenko@reiengineers.com
REI Engineers, Inc.	Austin Malik	(704) 302-6047	amalik@reiengineers.com
ACFD	Charles Bullard	(336) 570-4072	charles.bullard@alamancecountync.gov
ACFD	Joel Brooks	(336) 570-6750	joel.brooks@alamancecountync.gov
B&M Roofing	Barry Byrd	(919) 278-6084	bbyrd@bmroofingcontractors.com
Mitchel Roofing	Jeff Mitchell	(336) 516-2715	roof2u@gmail.com
Duro-Last	Bill Paynter	(919) 265-9045	bill@diamondpbindingproducts.com
Eskola LLC.	Daniel Song	(704) 654-2970	dsong@eskola.com

**ALAMANCE COUNTY DETENTION CENTER ROOF REPLACEMENT
REI PROJECT NO. R25RAL-052
STORAGE, STAGING, PARKING PLAN**

