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Pre-Bid Meeting Minutes

Date of Meeting: October 21, 2025

Time of Meeting: 10:30 A.M

Project: Orangeburg Calhoun Technical College
OCTC – Building O and Building P Roof Replacement
3250 St. Matthews Road, Orangeburg, SC 29118

WMBE Project Number: 2025-137
State Project Number: H59-N340-PD

GENERAL

1. This is the Pre-Bid Conference for OCTC – Building O and Building P Roof Replacement at Orangeburg Calhoun Technical College. All attendees were requested to sign into the sign in sheet.
2. Attendance to this Pre-Bid Conference was recommended but not Mandatory.
3. Only the written word as contained in the Bid Documents, including any addenda, is binding.
4. It is the bidders' responsibility to read and review all of the Bid Documents, including addenda.
5. Statements made by the Owner and/or the Consultant are for the sole purpose of calling the bidders' attention to items of importance in the Bid Documents. Any changes to the documents must be in writing prior to bid.
6. All questions or requests for clarification must be submitted in writing by Date listed in Front End Documents. All responses will be made in the form of addenda to the bid documents. No questions will be answered after 5:00 PM on October 28, 2025.
7. No addenda will be issued later than 5 business days prior to the date for receipt of bids (October 28, 2025), except addenda postponing the date of receipt of bids or withdrawing the invitation for bids.

INVITATION FOR CONSTRUCTION SERVICES

1. A Bid Bond is required to be provided.
2. The successful bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.

3. Bidders and all subcontractors shall be licensed in accordance with the requirements of the Contractors' Licensing Board.
4. Sealed bids shall be received and publicly opened at 3:00 PM on November 5, 2025 at OCtech Gulbrandsen Board Room, Building S, 3250 St. Matthews Rd., Orangeburg, SC 29118 for the Orangeburg Calhoun Technical College OCTC – Building O and Building P Roof Replacement.
5. Bidders shall be responsible for having their bid at the designated place for receiving bids no later than the time set for the bid opening. Once the bidding has been declared closed, all late bids, including bids improperly delivered, shall be rejected as being nonresponsive.

INSTRUCTIONS TO BIDDERS

1. Requests for substitutions must be submitted to the Consultant by 5:00 PM on October 28, 2025. Proof of equality of substitutions is the responsibility of the proposer. The Consultant's decision to approve or disapprove of the requested substitutions shall be final.
2. The Consultant shall include in an addendum the approved substitutions.
3. It is the bidder's responsibility to determine, prior to submitting a bid, that all addenda issued have been received.
4. Bidders shall not qualify their bid.
5. WM recommends requesting a read receipt or request in email to confirm receipt.

BID FORM

1. Bidders shall acknowledge all addenda.
2. By submitting a bid, Bidders agree that the Base Bid price and any associated prices requested shall not be revoked or withdrawn for a period of sixty (60) calendar days.
3. Base Bid shall be shown in readable numbers only.
4. The Contract time for substantial completion is 45 Calendar Days from Date of Commencement.

SCOPE OF WORK

- A. Base Bid:
 1. Building "O":
 - a. Scope of work includes roof replacement of low slope Roof Area down to the existing roof deck at OCTC Building O for approximately 26 squares. Roof replacement includes roof deck repairs, insulation system, and a multiply roof system and modified bitumen cap sheet. Associated sheet metal components and accessories are included.
 2. Building "P":
 - a. Remove and dispose of existing shingle roof system on Roof Areas A & B down to the existing roof deck. Provide shingle underlayment system, eave and ridge ventilation, sheet metal flashing and trim to provide a watertight, warrantable roof system.
 - b. Scope of work includes roof replacement of low slope Roof Area "C" down to the existing roof deck at OCTC Building P for approximately 10 squares. Roof replacement includes roof deck repairs, insulation system, and a multiply roof system and a modified bitumen cap sheet. Associated sheet metal components and accessories are included.

UNIT PRICES:

1. Unit Price No. 01 – 2x6 Rough Carpentry (300 LF)
2. Unit Price No. 02 – Metal Roof Deck Repair (500 SF)
3. Unit Price No. 03 – Metal Deck Replacement (250 LF)
4. Unit Price No. 04 – Plywood Decking (640 SF)
5. Unit Price No. 05 – Roof Deck Fastener Installation (300 EA)

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

1. Contractors are required to obtain the necessary licenses and permits.
2. WMBE will be making periodic inspections throughout the course of this project.
3. Contractors are required to notify the Consultant at least 72 hours in advance of the manufacturer's inspections.
4. Contractor is required to maintain all emergency egress during the project. Any blockage to these areas will be temporary and will be by having men on the ground.
5. Insurance and Bonds:
 - a. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid.
 - b. No work shall be permitted until all insurance requirements and certificates have been provided to the Owner.

CONCLUSION

1. It is the intent of the Owner to award a Contract to the lowest responsive bidder.
2. WM reminded all attendees to sign the sign-in sheet and provide all requested information before leaving the pre-bid.
3. Emphasize the following:
 - a. Late bids shall be rejected as non-responsive.
 - b. Qualified bids shall be rejected as nonresponsive.
4. Questions raised after the pre-bid conference and during the bidding stage should be directed to the Consultant. The Consultant will provide answers to questions and other clarifying information to bidders by addendum.
5. All lines of communication during the bidding stage should be through the Consultant.
6. Open the pre-bid meeting for questions by bidders.
7. The meeting continued at the facility until all contractors left the site.



Pre-Bid Meeting
 Orangeburg Calhoun Technical College
 OCTC – Building O and Building P Roof Replacement
 WM Project # 2025-137
 College Project # H59-N340-PD
 October 21, 2025
Sign In Sheet

NAME	COMPANY	PHONE	E-MAIL
Daniel Atwell	WM Building Envelope Consultants	803-422-7493	daniel@wmbeconsultants.com
BD Yarborough	Southern Roofing Solution	803-773-8221 803-983-8908	b.d.@southernroofing.com
Todd Windham	Watts Roofing	803-786-4610	estimating@wattsroofing.com
Terry Land	Land Roofing Co	803-968-7200	landroofingcompany@gmail.com
Greg Stehura	Nations Roof	704-496-3514	gstehura@nationsroof.com
Kenneth Fennell	C.E. Bourne & Co., Inc.	864-377-0243	kenneth@cebourne.com
Swain Miles	Roof Co Inc.	803-775-8560	roofco@roofcosumter.com
Freeman H Bell	Premier Constructors, Inc.	803-507-5581	fbell@premierconstructors.net