

GC-2703 GIEC Roof Replacement

Pre-Bid Meeting

Friday, September 11, 2026

Welcome & Introductions

Garrett College Representatives:

Shelley Menear, Director of Institutional Compliance (Procurement)

Christopher Painter, Director of Facilities, Security, and Capital Projects

Eric Swearengen, Facilities and Grounds Supervisor

Purpose of Meeting:

- ☐ Review project requirements
- ☐ Discuss bidding procedures
- ☐ Conduct site walkthrough
- ☐ Address bidder questions
- ☐ Ensure consistent understanding of project requirements

Meeting Objectives

By the end of today's meeting, bidders should understand:

- ☐ Project scope and expectations
- ☐ Bid submission requirements
- ☐ Schedule and key dates
- ☐ Bonding and insurance requirements
- ☐ Site access and operational considerations
- ☐ Contract requirements
- ☐ Question and addendum process

Procurement Schedule

Key Dates

- ❑ Mandatory Pre-Bid Meeting: September 11, 2026
- ❑ Questions Due: September 11, 2026 at 4:00 PM
- ❑ Addenda Issued: By September 14, 2026 at 4:00 PM
- ❑ Bid Due Date: September 16, 2026 at 4:00 PM
- ❑ Public Bid Opening: September 17, 2026 at 9:30 AM (Room 111 in GIEC Building)
- ❑ Anticipated Award: On or before September 23, 2026
- ❑ Project Completion: October 31, 2026

Important Reminders

Mandatory Attendance

- ☐ Attendance at today's meeting is required to remain eligible to bid.
- ☐ Be sure to sign in

Questions

- ☐ All questions must be submitted in writing.
- ☐ Verbal responses are not binding.

Addenda

- ☐ Official responses will be issued by written addendum.
- ☐ Bidders must acknowledge all addenda submitted.

Project Overview

Roof Replacement at GIEC

Scope includes:

- Removal and disposal of existing asphalt shingles
- Roof deck inspection
- New underlayment systems
- Installation of Owens Corning roofing system
- Ridge vent replacement
- Flashing replacement
- Snow guard replacement
- Cleanup and disposal
- Warranties

Approximate roof area:250 Squares

Roofing System Requirements

Owens Corning TruDefinition® Duration®

Color: Estate Gray

Includes:

- Starter shingles
- Field shingles
- Hip and ridge shingles
- Manufacturer-required accessories

Important:

- No alternate manufacturers
- No alternate product lines
- No alternate colors
- No alternate roofing systems

Scope Details

Underlayment Requirements

- Ice and water shield at:
 - Eaves
 - Valleys
 - Rakes
 - Ridges
 - Penetrations
 - Flashing locations
- Synthetic underlayment at remaining roof areas

Additional Components

- Ridge vent replacement
- Mechanical boots
- Snow guards
- Flashing replacement

Decking & Contingency Work

Roof Deck Inspection

- Following shingle removal:
 - ☐ *Inspect roof deck condition*
 - ☐ *Notify College of deteriorated decking*

Contingency Pricing

- Provide unit pricing for:
 - ☐ OSB Sheathing
 - ☐ Plywood Sheathing
 - ☐ Fiberboard Insulation
- These items are not part of award evaluation and will be used only if needed.*

Warranties

Required Warranties

☐ Manufacturer Warranty

Owens Corning Standard Product Limited Lifetime Warranty

☐ Contractor Warranty

Five (5) Year Workmanship Warranty

Site Logistics & Construction Considerations

Topics for Discussion:

- ☐ Building occupancy
- ☐ Access routes
- ☐ Material delivery areas
- ☐ Material storage
- ☐ Dumpster placement
- ☐ Daily cleanup expectations
- ☐ Protection of building occupants
- ☐ Weather protection measures
- ☐ Coordination with College operations

Bid Submission Requirements

Bid Package Must Include:

- ☐ Attachment I: Bid Affidavit
- ☐ Attachment II: Conflict of Interest, Ethics, Addenda Acknowledgement
- ☐ Attachment III: Bid Form
- ☐ Three project references
- ☐ Bid security
- ☐ Applicable licenses/certifications
- ☐ Insurance documentation (as required)

Submission Format

- ☐ One original
- ☐ One copy
- ☐ Sealed envelope
- ☐ No email submissions
- ☐ No fax submissions

Bid Security Requirements

Bid Guarantee

☐ Required: 5% of Base Bid

☐ Acceptable Forms:

Cashier's Check

Bank Money Order

Bid Bond

☐ Payee: *Garrett College*

Performance & Payment Bonds

- ❑ Required for Contracts Exceeding \$100,000

Successful bidder must provide:

Performance Bond

Payment Bond

- ❑ Amount

100% of contract value

- ❑ Timing

Required before:

Contract execution

Commencement of work

Insurance Requirements

Required Coverages

- ☐ Workers Compensation
- ☐ Commercial General Liability
- ☐ Automobile Liability
- ☐ Umbrella Liability

Additional Requirements

- ☐ Carrier licensed in Maryland
- ☐ Additional insured endorsement
- ☐ Waiver of subrogation
- ☐ Required coverage limits per solicitation

Contractor Qualifications

Bidders Must:

- ☐ Be properly registered
- ☐ Be appropriately licensed
- ☐ Be qualified to perform the work
- ☐ Meet bonding requirements
- ☐ Meet insurance requirements

Responsibility Determination

College may evaluate:

- ☐ *References*
- ☐ *Prior performance*
- ☐ *Qualifications*
- ☐ *Ability to perform*
- ☐ *Ability to meet project schedule*

Subcontractors

Requirements:

- ☐ List subcontractors performing 2% or more of contract value
- ☐ Provide subcontractor information in bid package
- ☐ College approval required before award to subcontractors

Prime Contractor Responsibility:

Prime contractor remains responsible for:

- *Performance*
- *Quality*
- *Safety*
- *Contract compliance*

Frequently Asked Clarifications

Key Reminders (see posted Addendums 1 & 2)

- Out-of-state contractors may bid
- Maryland registration requirements apply as required by law
- Liquidated Damages- rate set of 0.1% per calendar day, capped at 3%
- Standard bid bond acceptable
- Hard-copy bid submissions required
- Prime contractor must furnish required bonds
- No approved product substitutions for roofing system

Site Walkthrough

During the Walkthrough

Review:

- Access points
- Existing roof conditions
- Flashings
- Ridge vents
- Snow guards
- Potential deck concerns
- Staging locations

Note: Any clarification resulting from today's walkthrough will be addressed through addendum if necessary.

OPEN DISCUSSION

Final Reminders

Questions Due

- ☐ September 11, 2026, by 4:00 PM

Final Addenda Issued

- ☐ September 14, 2026, by 4:00 PM

Bid Due

- ☐ September 16, 2026, by 4:00 PM

Important

Only written addenda may modify the solicitation. Verbal statements made during this meeting are not binding and shall not be relied upon in preparing bids.

All Documents available at <https://www.garrettcollege.edu/purchasing>