

**PREBID MEETING MINUTES
OCTOBER 8, 2026, 2:00 PM CST
ROOF RECOVERY AND REPLACEMENT
FINE ARTS COMPLEX
MISSOURI SOUTHERN STATE UNIVERSITY
3950 EAST NEWMAN ROAD
JOPLIN, MISSOURI
RAMSLLC# 2026039**

I. INTRODUCTIONS

II. PROJECT REQUIREMENTS

- A. Bid due date is to be Thursday, October 22, 2026, 2:00 P.M. CST at Billingsly Student Center, Room 356, Location 41. Bids will be publicly opened at the scheduled time of bid closing.
- B. Bids received after the date and time of receipt of bids will not be considered a responsive bid.
- C. A bid bond equal to 5 percent of the total bid is to be submitted with the bid.
- D. A Performance, Labor and Material Bond will be required in accordance with the specification. Bid Form shows what portion of the base bid is the cost of the bond. Include all costs for bonds in Base Bid scope of work.
- E. Insurance requirements for the project shall comply with the project specifications.
- F. Prevailing wages apply to the project as outlined within Annual Wage Order No. 33, dated March 10, 2026 for Jasper County within Missouri.
- G. Contact for roof access is to be arranged with the Mr. Jeff Boman, Director of Facility Services, 1 417-625-9301.
- H. Address all questions regarding the project in writing via email. Email questions to [Jennings-k@mssu.edu](mailto:k@mssu.edu). Include QUESTIONS- RFB 27-002 TPAC Fine Arts Roof Replacement in the subject line. Addenda will be posted on the Bid Board.

III. CONSULTANTS ROLE

Christian Oathout outlined the following tasks assigned to the Roofing Consultant.

- A. Quality Control
- B. Progress Reporting
- C. Assisting contractor with project management.
- D. Job Problem Resolution

IV. CONSTRUCTION SCHEDULE

- A. Construction Schedule Review

Owner intention is to start and substantially complete the project prior to January 1, 2027. Contractor is to fill out calendar days to start and to complete on the submitted Bid Proposal Form.

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B. Working Hours

Working hours to be arranged with the Owner.

V. TEMPORARY FACILITIES

A. Electricity

Power will be gas-powered generators provided by the Contractor.

B. Temporary Barricades

All areas of work will be properly barricaded to prevent access from unauthorized personnel (general public).

C. Restroom

Portable restroom facilities are to be provided by the contractor.

VI. STAGING LOCATIONS

A. Material Staging

A staging plan will be required to be submitted to and approved by the Owner prior to the start of work.

B. Building Protection

The building and grounds will be tarped so as to protect from damage as a result of construction operations.

VII. CONTRACT DOCUMENT REVIEW

A. Scope of Work Review from Specification was reviewed in its entirety within the Project Specifications.

B. Review of Bid Form

VIII. SITE INSPECTION

A. Access is to be coordinated with the designated site contact.

IX. CLARIFICATION

A. Addendum #1, Dated October 15, 2026 is attached to provide further clarification.

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We believe this is an accurate summary of the items discussed during the course of the meeting. If any discrepancies are found in the above referenced account, please bring notice to the author so the necessary revisions may be completed.



Christian E. Oathout, Roof Consultant
Roof Asset Management Services LLC

END OF MINUTES

CO/co

ENCLOSURE: Addendum #1, Dated October 15, 2026

ADDENDUM #1

TO THE CONTRACT DOCUMENTS FOR:

**ROOF RECOVERY AND REPLACEMENT
FINE ARTS COMPLEX
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DATE: October 15, 2026

The following changes, corrections, additions and information in clarification of the Contract Documents are hereby made a part of the Bid Documents. Acknowledgement of receipt of the Addendum is required as part of the work.

CLARIFICATION

Item #1: INSULATION ATTACHMENT

Insulation attachment shall be fully adhered in the roof manufacturers approved adhesive over gypsum and concrete roof decking. Insulation installed over steel roof decking may be attached with manufacturer approved mechanical fasteners in strict accordance with the roof manufacturers latest printed recommendations.

Item #2: INFRARED ROOF MOISTURE SURVEY

An infrared roof moisture survey shall be provided by the Owner and is not to be included within contractor's bids.

Item #3: PROJECT SCHEDULE AND LIQUIDATED DAMAGES

The Owner anticipates that all work is to be completed by January 1, 2027. Contractor is to include calendar days to start the work and calendar days from commencement to complete the work on their submitted Bid Proposal Form. Liquidated Damages will be in effect based upon the calendar days listed on the Bid Proposal Form.

Item # 4: FLASHING REQUIREMENTS

Flashing removal at all wall and penetrations are to be to manufacturers approved substrate per roof manufacturer warranty requirements. Flashing heights shall be minimum heights required as per roof manufacturers latest printed recommendations. If flashing heights cannot be achieved with TPO flashing membrane, roof manufacturers approved liquid flashing may be utilized to meet roof manufacturer's warranty requirements.

Item #5: MECHANICAL/ ELECTRICAL DISCONNECTS

Bidder will be responsible to include all costs associated with the lifting, disconnecting and reconnecting of all equipment on the roof required to be modified to install the new roof systems.

Item #6: ALLOWANCES FOR DECK AND INSULATION REPLACEMENT

Allowances included within the scope of work for the Base Bid shall be in conformance and in the quantities stated in the specifications and is outlined below for the convenience of the bidder.

Removal and replacement of deteriorated steel decking: 100 Square Feet
Removal and replacement of gypsum decking: 2,000 Square Feet
Removal and replacement of deteriorated roof insulation: 6,000 Board Feet

Item #7: WET INSULATION UNIT PRICING

Wet insulation removal replacement shall be considered to be utilizing polyisocyanurate roof insulation and shall be submitted under the unit pricing on the BID PROPOSAL FORM in board foot increments.

ADDENDUM #1

TO THE CONTRACT DOCUMENTS FOR:

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Item #8: CLARIFICATION OF ROOF AREA S SCOPE OF WORK

Roof Area S is to be a roof removal and replacement to the gypsum substrate. Any reference to a roof recovery system on Roof Area S is to be omitted.

Item #9: SUBSTRATE PREPARATION

Substrates to receive new insulation or roof membrane to be prepared down to substrate deemed acceptable by the roof manufacturers latest printed recommendations. This includes removal of roof coatings as required by the roof manufacturer as installed on roofs scheduled for recovery.

Item # 10 EDGE METAL COMPONENTS

Edge metal details that are exposed to the ground are to be fabricated with prefinished steel metal. Lower step edge metal is to be replaced with matching prefinished steel edge metal.

Item # 11 NEW HIGH DENSITY POLYISOCYANURATE ROOF INSULATION

New high density polyisocyanurate roof insulation shall be in conformance with ASTM C1289 and be accepted by the roof manufacturer for coverage under the roof manufacturers twenty-year labor and material warranty.

Item # 12 TAPERED INSULATION

Contractor is to include the installation of new tapered insulation to provide positive slope to roof drainage devices. Slope of tapered roof insulation shall be 1/8" per foot slope minimum. Minimum thickness of new tapered insulation to be 1". No ponding water will be permitted on the roof surface upon installation of new roof system. Additional wood blocking may be required to accommodate tapered insulation heights at perimeter edges and is to be included within the bid.

Item # 13 NEW ROOF DRAIN INSTALLATION

Scope of work for Roof Area N includes to provide and install a new cast iron roof drain assembly and associated leaders so as to drain through the east wall. A new prefinished steel conductor head and downspout is to be installed at the drain discharge to allow drainage away from the building.

Item # 14 ROOF FLASHING MEMBRANE

All perimeter and penetration flashings are to be .060" TPO single ply membrane. All references to .080" TPO single ply flashings are to be omitted. Field membrane shall be .080" fleece back TPO membrane.

END OF ADDENDUM #1