



**Roof Replacement for:**  
Auburn Elementary School  
jhpa #2019-007  
January 29, 10:00 A.M.

**Discussion Items:**

1. Attendees sign-in
2. Introductions
  - a. Owner's Representative: Darren Root, Supt. (217) 438-6164 Bob Oller is Director of facilities
  - b. Project Architect: joe petty, jh petty & associates ltd. architects (217) 787-2844
3. Project to officially commence once the School Board approves the contract/bid (February 18, 2020). Project duration: TBD, work to commence once school is dismissed for the summer. Project to be completed by August 10, 2020.
4. Overview of the project:
  - a. The work includes entire removal of existing roof system down to the existing roof deck and install new roof system as detailed.
5. Access to the construction site, staging of materials & dumpster location to be coordinated with Mr. Bob Oller. Workers will be able to use the existing restrooms as well as existing electrical & water hookups.
6. Background checks will be required even though kids will not be present.
7. All RFI's to be via email or fax.
8. Contractor must comply with:
  - a. Prevailing Wage Act
  - b. Provide certified payroll
9. Bonds:
  - a. 10% Bid Bond (Bid Price is good for up to 60 days after the bid)
  - b. 100% Performance and Material Bond.
10. Bids are due at the Office of the Superintendent, Mr. Darren Root, 606 North Street, Auburn, Illinois 62563 before 2:00 PM, Thursday February 13<sup>th</sup>, 2020
11. Project is tax exempt.
12. The minutes of this meeting shall be incorporated as a part of addendum no. 1.
13. Questions/Comments & Walk the site for bidders to familiarize themselves with the scope.

**END**