



Mays Consulting & Evaluation Services, Inc.

A Professional Consulting & Evaluation Organization

PRE-BID MEETING SUMMARY

Date: August 6, 2026
Client: Dublin City Schools
Project: 2027 Roof Replacement at Coffman High School
Dublin, Ohio
Mays Project #: DOH43-002-06

Attendees: Mr. Justin Dean, N.F. Mansuetto & Sons
Mr. Eric Huidhylel, Rooflynx
Mr. John Chapman, Division 7 Roofing
Mr. Stephen Butcher, Division 7 Roofing
Mr. Jacob Gasser, Cotterman & Company
Mr. Chuck Bubenheim, Meade Construction
Mr. Dennis Raber, DCA Commercial Roofing
Mr. Brandon O'Strunsk, Advanced Construction Group
Mr. Lukas Schmidt, RJK Roofing Solutions
Mr. Jesse Heidnik, RJK Roofing Solutions
Mr. Brad Shepherd, The WaterWorks
Mrs. Jana Burns, JB Roofing/Tecta
Mr. Ray Delgado, Speer Mechanical
Mr. Mat Roca, Damschroder Roofing
Mr. Robert D'Amico, Ohio State Lightning Protection
Mr. Luke Smith, RBT Roofing
Mr. Kyle Calcote, Still Electric
Mr. Eric Norton, RBT Roofing
Mr. Justin Sturgill, AH Sturgill Roofing
Mr. John Lambert, Master Construction Solutions, Inc.
Mr. Anthony Pike, Turner Lightning Protection
Mr. Jonathan White, Revere Roofing
Mr. Greg Bush, Aadvanced/Carlisle
Mr. Ben Sugar, Aadvanced/Carlisle
Mr. John Cade, AIS/Sika-Sarnafil
Mr. Ross Hughes, Engineered Systems – DuroLast/Metal Era
Mr. Kyle Fink, FiberTite
Mrs. Gabi Curphey, Elford (Owner's Rep)
Mr. Craig Lipps, Mays Consulting & Evaluation Services, Inc.
Mr. Andy Raile, Mays Consulting & Evaluation Services, Inc.
Mr. Dan Lawrence, Mays Consulting & Evaluation Services, Inc.



This is intended to be merely a summary of the meeting based upon the recollection of the writer. No statement herein shall be deemed or construed as a representation by, or legal position of Mays. This summary shall be considered complete and correct unless written notice to the contrary is received within five (5) working days after its distribution date.

The following items were discussed during the Pre-bid Meeting. The spokesperson was Mr. Dan Lawrence, P.E., R.B.E.C. of Mays Consulting.

1. **Bidding Process and Requirements:** Dan Lawrence from Mays Consulting led the meeting, outlining the bidding process, submission requirements, deadlines, and procedures for questions and substitutions, with Andy Raile also present to support the discussion.
 - a. Bid Submission Instructions: Dan explained that bids must be submitted in hard copy to 6371a Shier Rings Road, Dublin, Ohio 43016, addressed to Jeff Stark, by 2 p.m. on August 20th. Late bids will not be accepted, and the bid opening will be live-streamed (See Notice to Bidders and Instructions to Bidders for live-streaming information).
 - b. Plan Holder and Document Access: Dan stated that all attendees will be made plan holders and will receive a link to download the complete set of documents from the file sharing website. Addenda and meeting minutes will be sent directly to plan holders to ensure timely communication.
 - c. Questions and RFIs: Dan instructed bidders to email any questions or requests for interpretation at least seven days before the bid due date. All clarifications will be issued as addenda to ensure all bidders have the same information.
 - d. Substitution Requests: Substitution requests must be submitted using the specified form at least seven days before the bid due date. Approved substitutions will be issued by addendum, and no substitutions are allowed after contract award.
 - e. Bid Form and Guarantee: Bids must be submitted on the provided bid form, with amounts written in both words and figures. A bid guarantee bond is required, payable to the owner, and must comply with Ohio Revised Code 153.54. The bond must be issued by a surety authorized to do business in the State of Ohio and include a power of attorney for the agent signing for the surety.
2. **Project Scope and Technical Specifications:** Dan Lawrence provided a comprehensive overview of the project scope, including roof replacement, asbestos abatement, drain replacement, and technical requirements for materials and installation, referencing specific sections of the specifications and drawings.
 - a. Roof Replacement Scope: The project involves low slope roof system replacement on multiple roof areas, with removal down to the steel deck, installation of a new thermoplastic membrane system, coping caps, edge metal, and sheet metal flashings. All existing roof drain bowls are specified to be replaced, and new adjustable or static roof drain extensions are specified to be installed.
 - b. Asbestos Abatement: Dan reported that asbestos was found in the flashings on certain roof areas, as detailed in the included asbestos reports. All flashings are assumed to contain asbestos and must be abated accordingly. Some sealant on fiberglass insulation at the drains also contains asbestos and must also be abated during the roof drain replacement.



- c. Allowances and Unit Prices: The base bid includes allowances for deteriorated wood blocking, steel roof deck replacement, corrosion removal and painting, and roof system anomaly removal and these allowances must be included in the Base Bid.
 - d. Lightning Protection System: Alternate #1 requests a price for installing a new lightning protection system, including down leads and ground rods, on the specified roof replacement areas. The system must be UL inspected upon completion. Pre-manufactured base plates are required at coping cap areas, as the lightning protection system is not permitted to be attached to the coping caps.
 - e. Material and Installation Standards: Dan reviewed technical requirements for insulation, vapor retarders, thermoplastic membrane, sheet metal, roof drains, and other components. All materials must meet specified performance standards, and installation details are provided in the drawings, including requirements for wind and hail resistance, warranties, and field testing.
- 3. Project Schedule and Coordination:** Dan Lawrence emphasized the critical project schedule, with on-site work permitted only between June 1st and August 1st, 2027, and discussed the importance of coordinating subcontractors and meeting the substantial completion deadline.
- a. Schedule Milestones: Bids are due August 20th, with contract award anticipated by mid-September. No materials or work can be brought to the site before June 1st, and all work, including punch list items, must be completed by August 1st, 2027.
 - b. Liquidated Damages: A liquidated damages clause imposes \$1,000 per day for late completion, reflecting the necessity for the school to be operational after August 1st due to scheduled activities.
 - c. Subcontractor Coordination: Dan clarified that the general contractor is responsible for managing all subcontractors, including plumbers, electricians, and mechanical trades, as required to complete the work. The district and Mays Consulting will not coordinate subs on behalf of the contractor.
 - d. Work Hours and Site Access: Work is permitted Monday through Saturday, 7 a.m. to 9 p.m. Early or late work is restricted due to proximity to residential areas. Site access and staging areas are specified, and all equipment must be secured within fenced areas.
- 4. Contract Administration and Project Management:** Dan Lawrence detailed the administrative requirements for contract execution, project meetings, submittals, and on-site management, including the roles of superintendent and foremen, and the process for change orders and closeout.
- a. Post-Bid and Pre-Contract Requirements: Within 48 hours of bid opening, the apparent low bidder must submit additional information as requested by the Design Professional, such as, but not limited to contractor qualification statement, list of proposed subcontractors, etc. Prior to contract signing, certificates of insurance, performance and payment bonds, workers' compensation, and other documents, as specified, are required to be submitted.
 - b. Project Meetings and Communication: Regular site meetings will be held, typically every two weeks, with additional in-progress meetings as needed. Mays Consulting will visit the site regularly to monitor progress and quality.
 - c. Submittal Procedures: All submittals must be provided electronically via the file sharing website. A pre-submittal meeting will be held to review the process with the successful contractor.
 - d. On-Site Management Roles: **A dedicated, qualified, superintendent is**



required on site at all times to manage crews and subcontractors, and each crew must have a foreman who is not a working member but oversees the work and ensures compliance with project requirements.

- e. Change Orders and Payment Procedures: Change order requests must be submitted using the provided form, with detailed breakdowns of equipment, material, and labor costs. Overhead and profit are limited to 15%. Payment procedures require a detailed schedule of values and compliance with specified documentation.
5. **Site Logistics, Safety, and Environmental Controls:** Dan Lawrence reviewed site logistics, safety requirements, and environmental controls, including fencing, temporary facilities, dust and debris management, and protection of building occupants and property.
- a. Site Fencing and Access Control: All staging and storage areas must be enclosed with chain link fencing, and temporary stairs must be installed for roof access. The stair tower must be enclosed at the base with a lockable door to prevent unauthorized access.
 - b. Temporary Facilities and Utilities: Contractors are responsible for providing rooftop electric, water access, and sanitary facilities (porta johns). Roofer access to the building should be minimized, limited to necessary work such as drain replacement.
 - c. **Dust, Dirt, and Debris Control: Contractors must prevent roofing debris and dust from entering the building, especially through deck slots and penetrations. Foremen are responsible for ensuring proper cleanup, and additional cleaning may be required for areas affected by deck replacement.**
 - d. Safety and Protection Measures: Work areas near building edges and sidewalks must be cordoned off to prevent fall hazards. Temporary project signs, fire protection, and tree and plant protection are required. Floor protection is necessary for lifts used inside the building.
6. **Technical Clarifications and Drawing Review:** Dan Lawrence walked through the project drawings, highlighting key details, addressing a question from Ross Hughes about edge metal assembly, and explaining specific installation requirements and cross-references.
- a. Drawing Details and Cross-References: Dan reviewed the site plan, roof areas, and specific details such as insulation layers, flashing, drain replacement, and lightning protection attachment. He explained the importance of field verification for certain conditions and the need for separators between incompatible materials.
 - b. Edge Metal Assembly Clarification: Ross Hughes asked about a discrepancy between the edge metal assembly shown in the drawings and the specification. Dan stated that he would review this and make any necessary modifications by addendum.

Attachments:

Pre-Bid Sign-In Sheet
Plan Holder List



**Pre-Bid Meeting Minutes
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Dublin, Ohio
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Cc:

Plan Holders
Justin Dean, N.F. Mansuetto & Sons
Eric Huidhylel, Rooflynx
John Chapman, Division 7 Roofing
Stephen Butcher, Division 7 Roofing
Jacob Gasser, Cotterman & Company
Chuck Bubenheim, Meade Construction
Dennis Raber, DCA Commercial Roofing
Brandon O'Strunsk, Advanced Construction Group
Lukas Schmidt, RJK Roofing Solutions
Jesse Heidnik, RJK Roofing Solutions
Brad Shepherd, The WaterWorks
Jana Burns, JB Roofing/Tecta
Ray Delgado, Speer Mechanical
Mat Roca, Damschroder Roofing
Robert D'Amico, Ohio State Lightning Protection
Luke Smith, RBT Roofing
Kyle Calcote, Still Electric
Eric Norton, RBT Roofing
Justin Sturgill, AH Sturgill Roofing
John Lambert, Master Construction Solutions, Inc.
Anthony Pike, Turner Lightning Protection
Jonathan White, Revere Roofing
Greg Bush, Aadvanced/Carlisle
Ben Sugar, Aadvanced/Carlisle
John Cade, AIS/Sika-Sarnafil
Ross Hughes, Engineered Systems – DuroLast/Metal Era
Kyle Fink, FiberTite
Gabi Curphey, Elford (Owner's Rep)
Craig Lipps, Mays Consulting & Evaluation Services, Inc.
Andy Raile, Mays Consulting & Evaluation Services, Inc.

Pre-Bid Meeting Sign-in Sheet
Dublin City Schools – 2027 Roof Replacement at Coffman HS
08-06-2026

	Representative	Company	Telephone	Email
1.	Justin Dean	Mansuetto Roofing	740-633-7320	Jdean@mansuettoroofing.com
2.	Eric Hudhylel	Rooflynx	502-309-5953	Eric@Rooflynx.com
3.	Gabi Curphey	Elford	614-601-8028	gcurphey@elford.com
4.	Chuck Bubenheim	Meade Construction	414-566-9690	Cbubenheim@meadecon.com
5.	GREG BUSH	CARLISLE	614-600-0259	gzbush@AADVANCE.com
6.	Jana Burns	JB Roofing Teeta	414-935-3028	Jburns@tecteamerica.com
7.	Anthony Pike	Turning Lighting	614-815-4504	Julie.turner@LightningPro.com
8.	Kyle Fink	FiberTite	330-252-4207	Kfinke@seanincorp.com
9.	John Lambert	MCSI	888-888-8221	john@mcsi.world
10.	Ross Hughes	Duro-Last/Metal Era	614-753-3880	ross@engineeredsys.com
11.	Justin Sturgill	AH Sturgill Roofing	937-689-9357	justinse@sturgillroofing.com
12.	Eric Norton	RBT Roofing	913-278-0148	Eric@rbtroofing.com

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	Representative	Company	Telephone	Email
13.	Dennis Raber	DCA Roofing	740 485 0478	draber@dcaroofing.com
14.	Mat Roca	Domschneider Roofing	418 650 8214	Mroca@domschneiderroofing.com
15.	JOHN CAVE	ATS / Sika	740.632.8957	john@trusta's.net
16.	R. D'Amico	Ohio State Lightning Protection LLC	614 935 7110	robert@ohiostatelighting.com
17.	Max D'Amico	Ohio State Lightning Protection	614-935-7110	max@ohiostatelighting.com
18.	Luke Smith	RBT Roofing	903-556-6974	luke@rbtroofing.com
19.	Jonathan White	Revere Roofing	614-230-6978	jwhite@revereroofingcompany.com
20.	Ben Sugar	Advanced Building Products	614-454-0345	bsugar@advanced.com
21.	KYLE CALCOTE	STILL ELECTRIC	614-591-2343	KYLE.CALCOTE@STILLELECTRIC.COM
22.	Ray Delgado	Speer Mechanical	(614) 307-0822	rdelgado@speermechanical.com
23.	Stephen Butcher	Division 7 Roofing	614-616-1474	sbutcher2@division7.net
24.	Jacob Gasser	Cotterman Roofing	740-632-1076	jgasser@cottermanroofing.com

Pre-Bid Meeting Sign-in Sheet
Dublin City Schools – 2027 Roof Replacement at Coffman HS
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	Representative	Company	Telephone	Email
25.	John Chapin	Division 7 Roofing	614-616-1457	Jchapin@division7.net
26.	Brandon Ostrowski	Advanced con group	419-367-6824	BrandonO@acongrp.com
27.	Lukas Schmidt	RJH Roofing Solutions	440-478-3286	Lukas.Schmidt@RJHco.com
28.	Jesse Heidnik	RJH Roofing Solutions	440-413-8028	Jesse.heidnik@RJHco.com
29.	Ben Shepherd	Therco works	614-505-8226	Bshepherd@thercoworks.com
30.				
31.				
32.				
33.				
34.				
35.				
36.				

Entity	Contact	Phone #	Ext	Cell	Address	Email
Roofing Contractors						
RBT Commercial Roofing	Dustin Austin	903-691-0931		903-949-8545	8619 W. 7th Street Texarkana, TX 75501	dustin@rbtroofing.com
Division 7 Roofing	Ryan Resides	740-965-1970		614-769-4731	72 Holmes Street Galena, Ohio 43021	rresides@division7.net
Mansuetto Roofing and Sheet Metal	Justin Dean			304-614-0842	116 Wood St. Martins Ferry, OH 43935	justin@mansuettoroofing.com
Master Construction Solutions	John Lambert	888-888-8221	512		10718 Old Lincoln Way East Orrville, Ohio 44667	john@mcsi.work
Progressive	Edward Vargo					edward.vargo@progressiveus.com
Damschroder Roofing Inc.	Frank Urwin	419-332-5000	117	419-953-4646	2625 E. State Street Fremont, Ohio 43420	furwin@damschroderroofing.com
Meade Construction	Chuck Bubenheim	740-694-5525		419-566-9690	13 North Mill Street Lexington, Ohio 44904	cbubenheim@meadeconstructioninc.com
Meade Construction	Chris Mortimer	740-694-5525		740-627-7412	13 North Mill Street Lexington, Ohio 44904	cmortimer@meadeconstructioninc.com
JB Roofing, Tecta	Bethany Neal	800-472-0969			510 E. Wilson Bridge Road, Suite B Worthington, Ohio 43085	bneal2@tectaamerica.com
Roof Lynx	Eric Hvidhyld	812-818-5969		502-309-5953	9207 State Road 62 Charlestown, IN 47111	eric@rooflynx.com
Advanced Construction Group	Bill Alff	419-891-1505		419-376-8066	3171 N. Republic Blvd., Suite 207 Toledo, Ohio 43615	billa@acongrp.com
JB Roofing, Tecta	Jana Burns	800-472-0969			510 E. Wilson Bridge Road, Suite B Worthington, Ohio 43085	jburns@tectaamerica.com
AH Sturgill Roofing	Justin Sturgill	937-254-2955		937-689-9357	4358 Springfield Street Dayton, Ohio 45431	justins@sturgillroofing.com
RBT Commercial Roofing	Eric Norton	903-691-0931		903-278-0148	8619 W. 7th Street Texarkana, TX 75501	eric@rbtroofing.com
DCA Commercial Roofing	Dennis Raber	330-359-2030		740-485-0478	3250 US 62 Millersburg, Ohio 44654	draber@dcaroofing.com
Damschroder Roofing Inc.	Mat Roca	419-332-5000	116	419-650-8214	2625 E. State Street Fremont, Ohio 43420	mroca@damschroderroofing.com
RBT Commercial Roofing	Luke Smith	903-691-0931		903-556-6974	8619 W. 7th Street Texarkana, TX 75501	luke@rbtroofing.com
Revere Roofing Company	Jonathan White	740-392-9450		614-230-6978	739 Upper Fredericktown Road Mount Vernon, Ohio 43050	jonathan@revereroofingcompany.com
Division 7 Roofing	Stephen Butcher	740-965-1970		614-616-1474	72 Holmes Street Galena, Ohio 43021	sbutcher2@division7.net
Cotterman	Jacob Gasser	614-307-2383		740-632-1076	1745 Atlas St. Columbus, Ohio 43228	jgasser@cottermanroofing.com
Division 7 Roofing	John Chapman	740-965-1970		614-616-1493	72 Holmes Street Galena, Ohio 43021	jchapman@division7.net
Advanced Construction Group	Brandon Ostrousk	419-891-1505		419-478-3286	3171 N. Republic Blvd., Suite 207 Toledo, Ohio 43615	brandono@acongrp.com
RJK Roofing Solutions	Lukas Schmidt	440-530-9456		440-478-3286	3280 Clark Road Perry, Ohio 44081	lukas.schmidt@rjkco.com
RJK Roofing Solutions	Jesse Heidnik	440-530-9456		440-413-8028	3280 Clark Road Perry, Ohio 44081	jesse.heidnik@rjkco.com
Asbestos Abatement Contractors						
Mechanical Contractors						
Speer Mechanical	Rich Curfman			614-989-1812		rcurfman@speermechanical.com
Speer Mechanical	Ryan Ramirez	614-261-5194		614-989-4142		rramirez@speermechanical.com
Still Electric	Kyle Calcote			614-591-2343		kyle.calcote@stillelectric.com
Speer Mechanical	Ray Delgado			614-307-0822		rdelgado@speermechanical.com
The Water Works	Brad Sheperd	380-265-0849		614-505-8226	550 Schrock Road Columbus, Ohio 43229	bshepherd@thewaterworks.com
Lightning Protection						
Maxwell	Delbert Corn Jr.	937-228-7250			621 Pond St. Dayton, Ohio 45402	maxwell2@maxwell-lp.com
Maxwell	Jeff Hickerson	937-228-7250			621 Pond St. Dayton, Ohio 45402	jhickerson@maxwell-lp.com
Turner Lightning Protection	Anthony Pike			614-815-4504	5193 Dry Creek Drive Dublin, Ohio 43016	juliaturner@lightningpro.com
Ohio State Lightning Protection	Max D'Amico			614-935-7110	1295 Chesapeake Ave. #222 Columbus, Ohio 43212	max@ohiostatelighting.com
Manufacturers Representatives						
AIS/Sika-Sarnafil	John Cade			740-632-8957		john@trustais.net
Sika-Sarnafil	Russ Fallon			513-330-2917		fallon.russell@us.sika.com
Sika-Sarnafil	Mike Daniels			260-458-1029		daniels.michael@us.sika.com
Carlisle (Aadvanced Building Products)	Jason Clayton	614-458-8740				jrclayton@aadvanced.com
Carlisle (Aadvanced Building Products)	Greg Bush			614-600-0259		grbush@aadvanced.com
Carlisle (Aadvanced Building Products)	Ben Sugar					bdsugar@aadvanced.com
Engineered Systems (Duro-Last)	Ross Hughes			614-753-3880	9753 Fairway Drive Powell, Ohio 43065	ross@engineeredsys.com
FiberTite	Kyle Fink				1000 Venture Blvd. Wooster, Ohio 44691	kfink@seamancorp.com

1. This list is comprised of contractors that requested project documents from Mays Consulting and does not include contractors that have obtained the project documents from other sources (i.e Plan Rooms, other parties, etc.).