



Mays Consulting & Evaluation Services, Inc.

A Professional Consulting & Evaluation Organization

PRE-BID MEETING SUMMARY

Date: September 10, 2026
Client: Dublin City Schools
Project: 2027 Roof Replacement at Wyandot Elementary School
Dublin, Ohio
Mays Project #: DOH43-011-03

Attendees: Mr. Travis Brent, Elevate
Mr. Robert Lucas, TNT Roofing Products
Mr. Jesse Heidnik, RJK Roofing Solutions
Mr. Duncan McClung, Almost Heaven Roofing
Mrs. Erin Bon Ripley, Bill Jackson Roofing
Mr. Eric Huidhylel, Rooflynx
Mr. Arthur Kohtz, Master Construction Solutions, Inc.
Mr. Anthony Pike, Turner Lightning Protection
Mr. Jonathan White, Revere Roofing
Mr. Ross Hughes, Engineered Systems – Duro-Last/Metal Era
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. **Bid Submission Requirements and Schedule:** Dan reviewed the September 24th bid deadline, required submission procedures, bid security, evaluation process, contract timing, and the need to complete all work by August 1st.
 - a. **Bid Deadline:** Bids are due at 2:00 p.m. on September 24th at Board of Education of the Dublin City School District, Attn: Jeff Stark, 6371a Shier Rings Road, Dublin, Ohio 43016. The opening is public and will also be livestreamed on YouTube, although the stream may begin a few minutes after 2:00 p.m.
 - b. **Bid Forms:** Bidders must use the forms included in the specifications, complete every blank in non-erasable ink, and express amounts in both words and figures. Add or deduct selections must be circled; otherwise, an alternate may be treated as a deduct. Supplemental narratives describing the bidder's understanding of the work should not be submitted because they could make the bid ambiguous and it could be considered non-responsive.



- c. **Bid Bond:** The bid must include the bid bond and bid form and must be delivered physically; email, fax, or other submission methods are not permitted. The surety must be authorized by the Ohio Department of Insurance and provide the required power of attorney for the agent signing for the surety. If the penal sum is left blank, it covers the full base bid plus alternates; if an amount is entered, it must equal that total and the base bid, and all add alternates in dollars and cents. A percentage is not acceptable and could cause the bid to be considered non-responsive.
 - d. **Evaluation And Withdrawal:** If a bidder is the apparent low bidder, Dan will request items such as subcontractor lists, insurance certificates, qualification statements, financial information, and the contractor's personal property tax affidavit. These materials must be submitted within 48 hours of the request. Bid withdrawal is allowed only in limited circumstances involving a substantial clerical error and the request must be made within two days after bid opening.
 - e. **Project Schedule:** Site work cannot begin before June 1st, and substantial completion—including punch-list work, lawn restoration, and all other closeout work—is required by August 1st. Dan emphasized that the schedule is achievable but requires materials, crews, and specialty work to be organized immediately, including early EIFS repairs. The contract includes four (4) weather days in June and four (4) in July; additional time applies only after those allowances are exceeded.
 - f. **Questions And Substitutions:** Bidders must submit RFIs, requests for interpretation and substitution requests at least seven days before the bid deadline so Dan can issue responses to all bidders. Verbal conversations are not binding; corrections, interpretations, and accepted substitutions will be issued only by addendum. No substitutions may be made after contract award.
2. **Roofing Scope and Alternates:** Dan explained the base roofing work, two (2) alternates, allowances, unit prices, and the requirement to coordinate multiple crews so all selected work finishes within the same project timeframe.
- a. **Base Bid Scope:** The base bid covers designated steep-slope roof areas and two small low-slope areas. Steep-slope work includes asbestos-containing faux-slate removal, removal and replacement of deteriorated 5/8-inch fire-retardant-treated plywood, self-adhering underlayment, new flashings, valleys, gutters where specified, and related roof details. The low-slope areas are to be removed down to the steel deck, repaired as needed, and replaced with a 60-mil fully adhered EPDM roof system.
 - b. **EIFS And Ventilation:** EIFS above active roof work must be repaired and the affected surface resurfaced with cleaning, repairs, new base coat, reinforcing mesh, and finish coat so the completed area has a uniform appearance. The base bid also enlarges attic intake vents at the soffits, with vent sizes and distribution shown on the roof plan.
 - c. **Alternate #1:** Alternate #1 replaces the existing sheet-metal fascia and soffit, plywood sheathing, and attic vents. It includes new 5/8-inch fire-retardant-treated plywood, a vapor-permeable air and moisture barrier, and shop-formed 22-gauge sheet-metal fascia and soffit installed as specified. Alternate work receives no additional contract time.
 - d. **Alternate #2:** Alternate #2 renovates the masonry screen wall by removing the existing finish and base coat down to the CMU, grinding out and replacing all mortar joints, installing a new base coat, reinforcing mesh, finish coat, pressure-treated blocking, EPDM flashing, and sheet-metal coping. If the owner selects this alternate, a bidder that did not provide a price for it will not be considered for the project.
 - e. **Allowances And Unit Prices:** Allowances include deteriorated wood blocking, steel-



deck corrosion removal and painting, attic-framing preparation and painting, joist preparation and painting for Alternate #1, and masonry repairs for Alternate #2. Actual quantities will be reconciled at project closeout, with additions or deductions based on the submitted unit prices. Contractors must document the work with daily reports and before-and-after photographs.

- f. **Crew Coordination:** The schedule is structured for concurrent operations, potentially including demolition, decking replacement, shingle installation, EIFS, and soffit crews. Dan stated that based on a previous similar project, the EIFS work needs to start within the first couple of weeks rather than waiting until later in the project.
3. **Asbestos Abatement and Worker Compliance:** Dan identified the faux-slate roofing was identified as Category II non-friable asbestos-containing material in the asbestos survey and outlined the abatement contractor, third-party consultant, training, monitoring, disposal, and worker background-check requirements.
 - a. **Asbestos Material:** Testing found the faux-slate roofing material to contain asbestos, while other sampled materials did not. The material is classified as Category II non-friable and must be handled without grinding, breaking, or otherwise creating smaller fragments.
 - b. **Abatement Responsibilities:** Lawhon and Associates is the asbestos consultant that completed the asbestos survey and prepared the asbestos abatement specifications. Bidders should include a qualified abatement contractor and ensure that a third-party consultant is included in the price or separately retained to complete the specified tasks (i.e. approve the work-area setup, review procedures, monitor air, inspect operations, perform final clearance, etc.).
 - c. **Work Practices:** The abatement requirements include appropriate respiratory protection, wetting and controlled removal methods, containment or protection of nearby surfaces and openings, proper disposal of asbestos-containing material, cleaning of the work area, and documentation and closeout records. The contractor remains responsible for compliance with all federal, state, and local requirements.
 - d. **Worker Badges:** All workers regularly performing work on site must complete criminal background checks before arriving. The contractor must provide worker names, and the dates checks were passed so badges can be issued. Occasional delivery and dumpster truck drivers are generally excluded from this requirement.
4. **Site Logistics and Safety Controls:** Dan described the occupied surroundings, restricted access, staging and fencing requirements, roof-access controls, work hours, weather protection, and measures needed to protect people and the building.
 - a. **Staging Area:** The contractor's setup area for dumpsters and materials must be enclosed with chain-link fencing and kept mainly in the designated area away from the busy parking lot, neighboring pool, playground, and pedestrian routes. The staging area and dumpsters are available beginning June 1st and must be removed by August 1st.
 - b. **Pedestrian Protection:** Four-foot construction fencing must cordon off active work areas, traffic pathways and exterior egress must remain available, and the contractor must keep the adjacent pool, playground, and public circulation areas protected from construction activity. The busy parking lot is not available for staging.
 - c. **Roof Access:** Roof-access ladders must be removed and secured whenever the site is unattended, including during lunch if no personnel remain. Contractors should avoid using recently replaced low-slope roofs as staging areas; any necessary placement requires protection consisting of plastic, insulation, and plywood.
 - d. **Work Hours and Access:** Work is generally limited to Monday through Saturday,



7:00 a.m. to 9:00 p.m., because the project is in a residential area. Building access is restricted and should be used only when necessary; contractors are expected to keep personnel outside the building as much as possible.

- e. **Weather And Cleanliness:** The roof must be watertight whenever crews leave the site, and temporary protection is required wherever EIFS or roofing is opened. Contractors must prevent dust, dirt, and debris from entering the building or attic spaces, remove debris from decking and penetrations, keep the site clean during wind events, and restore disturbed grass with seed and mulch.
- f. **Shutdown Notices:** Any required utility or building shutdown must be coordinated with at least 72 hours' notice. Contractors are responsible for confirming permit requirements and must not shut down services without notification and authorization.
- 5. **Technical Materials and Installation Standards:** Dan reviewed the specified roofing, insulation, sheet-metal, EFIS, fastening, warranty, and lightning-protection requirements that bidders must incorporate into pricing and submittals.
 - a. **Roof Decking:** New roof and soffit sheathing is generally 5/8-inch fire-retardant-treated plywood. Fastening requirements vary by wind zone: field areas use the specified spacing, while perimeter and corner areas generally require fasteners at six inches on center along all supports. Panel clips are required for spans up to 24 inches on-center.
 - b. **Insulation And Vapor Control:** The low-slope areas use coated-glass-facer polyisocyanurate insulation, high-density ISO cover board, and a thin-film vapor retarder. Vapor-retarder seams and terminations must be sealed. Tapered insulation is limited to small areas and is designed at approximately one-quarter inch per foot slope to improve drainage.
 - c. **Asphalt Shingles:** The steep-slope roof uses slate-appearance asphalt shingles, with CertainTeed Highland Slate in Black Granite as the basis design and GAF slate-line shingles also specified. Required warranties include manufacturing coverage, a 50-year material warranty with the first 10 years non-prorated, a 130-mph wind warranty for 15 years, and a 25-year algae-discoloration warranty.
 - d. **EPDM Roofing:** The two small low-slope roofs require a 60-mil nominal thickness unreinforced EPDM membrane from an acceptable manufacturer such as Carlisle, Elevate, or Johns Manville, with a 20-year system warranty covering the membrane, installation, edge metals, and 90-mph wind speeds.
 - e. **Sheet Metal:** The work includes welded aluminum pan flashings, custom collector boxes, kick-out flashings, gutters, ridge vents, edge metal, and other flashings. Several components are long-lead materials, so submittals and procurement must occur promptly after award.
 - f. **Steel Painting:** Steel decking and attic framing requiring corrosion treatment must be cleaned and painted over all flute surfaces—not only the high flutes—with Sherwin-Williams Pro-Cryl Universal Primer or an approved equivalent applied to the specified thickness.
 - g. **Lightning Protection:** Lightning-protection components within the shingle roof area are to be replaced, while down conductors are assumed adequate and the recently installed system at the high-side system is to be removed and reinstalled as necessary to install the new roof. A UL inspection is required at completion; a UL master label is not required.
- 6. **Contract Administration and Clarifications:** Dan established the post-award administration process, including electronic submittals, project meetings, superintendent coverage, change-order pricing, and follow-up clarifications requested during the discussion. **Dan stressed that the contractor must have a superintendent on-site**



when any work is being performed by the contractor or ANY subcontractors.

- a. **Project Administration:** The contractor must provide a project schedule covering all work areas and keep hard copies of the plans, specifications, and approved submittals on site. Project meetings are expected approximately every two weeks, with site visits several times per week during construction.
- b. **Superintendent Coverage:** A contractor superintendent must be present whenever the contractor or any subcontractor is working. Each crew should also have a foreman responsible for directing workers to make sure the work is properly completed.
- c. **Change Orders:** Change-order requests must use the specified form and break costs into labor, equipment, materials, overhead, and profit. Overhead and profit are limited to 15% of documented equipment, material, and subcontractor costs, and labor rates should account for base wages, fringes, overhead, and profit.

Attachments:

Pre-Bid Sign-In Sheet
Plan Holder List

Cc:

Plan Holders
Travis Brent, Elevate
Robert Lucas, TNT Roofing Products
Jesse Heidnik, RJK Roofing Solutions
Duncan McClung, Almost Heaven Roofing
Erin Bon Ripley, Bill Jackson Roofing
Eric Huidhylel, Rooflynx
Arthur Kohtz, Master Construction Solutions, Inc.
Anthony Pike, Turner Lightning Protection
Jonathan White, Revere Roofing
Ross Hughes, Engineered Systems – Duro-Last/Metal Era
Craig Lipps, Mays Consulting & Evaluation Services, Inc.
Andy Raile, Mays Consulting & Evaluation Services, Inc.
Dan Lawrence, Mays Consulting & Evaluation Services, Inc.
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 Wyandot ES
09-10-2026

	Representative	Company	Telephone	Email
1.	Tavis Brent	Elevate	828-702-7433	tavis.brent@annex.com
2.	Robert Lucas	TNT - Elevate	740-272-6794	Robert@TNTRoofingProducts.com
3.	Ross Hughes	Engineered Systems	614-753-3880	ross@engineeredsys.com
4.	ERIN BOY RIPLEY	BILL JACKSON ROOFING	440-277-5600	erin@billjacksonroofing.com
5.	Eric Hurdhald	Rooflynx	502-309-5953	Eric@rooflynx.com
6.	Jesse Heidnik	RSK Roofing Solutions	440-413-8028	jesse.heidnik@rjtko.com
7.	Duncan McClung	Almost Heaven Roofing	304 932 4622	dmcclung@ahbcwv.com
8.	Jonathan White	Revere Roofing Company	614-230-6578	jonathan@revereroofingcompany.com
9.	Anthony Pike	Turner Lightning Pro	380-710-1107	Anthony.turner@posor@outlook.com
10.	Master Construction Solutions		888-888-8221	info@mcsl.work
11.				
12.				

Dublin City Schools
2027 Roof Replacement at Wyandot Elementary School
Plan Holder List¹

9/11/2026

Entity	Contact	Phone #	Ext	Cell	Address	Email
General Contractors						
Roofing Contractors						
RBT Commercial Roofing	Dustin Austin	903-691-0931		903-949-8545	8619 W. 7th Street Texarkana, TX 75501	dustin@rbtroofing.com
RBT Commercial Roofing	Keith Balthrop	903-691-0931		940-550-5231	8619 W. 7th Street Texarkana, TX 75501	keith@rbtroofing.com
Revere Roofing Company	Isaac White	740-392-9450		740-398-0025	739 Upper Fredericktown Road Mount Vernon, Ohio 43050	isaac@revereroofingcompany.com
Revere Roofing Company	Jonathan White	740-392-9450		614-230-6978	739 Upper Fredericktown Road Mount Vernon, Ohio 43050	jonathan@revereroofingcompany.com
Bill Jackson Roofing	Erin Bon Ripley			440-272-5600	7516 West Ridge Road Elyria, Ohio 44035	erin@billjacksonroofing.com
Runyon Roofing	Patrick Stenger	440-974-6810		440-487-7040	8745 Munson Road Mentor, Ohio 44060	patrick@runyonroofing.net
JB Roofing	Bethany Neal	800-472-0969			510 E. Wilson Bridge Road, Suite B Worthington, Ohio 43085	bneal2@tectamerica.com
RoofLynx	Eric Hvidhyld	812-818-5969		502-309-5953	9207 State Road 62 Charlestown, Indiana 47111	eric@rooflynx.com
Almost Heaven Roofing	Duncan McClung	304-993-3503		304-932-4622	2885 Sissonville Drive Charlestown, WV 25312	dmcclung@ahbcwv.com
Master Construction Solutions	John Lambert	888-888-8221	512		10718 Old Lincoln Way East Orrville, Ohio 44667	john@mcsi.work
Master Construction Solutions	Arthur Kohtz	888-888-8221			10718 Old Lincoln Way East Orrville, Ohio 44667	info@mcsi.work
Lightning Protection						
Turner Lightning Protection Co., Inc.	Julie Turner			614-815-4504	5193 Dry Creek Drive Dublin, Ohio 43016	juliaturner@lightningpro.com
Turner Lightning Protection Co., Inc.	Anthony Pike			380-710-1107		anthony.turnerlp0502@outlook.com
EIFS Contractors						
Trisco	Jeremy Morris	419-339-3906		567-242-9068	2000 Baty Road Lima, Ohio 45807	jeremy_morris@triscosystems.com
Quality Masonry	Bill Bower	740-387-6720			1001 S. Prospect Street Marion, Ohio 43302	office@qualitymasonryco.com
Manufacturers Representatives						
Elevate	Travis Brent			828-702-7433		travis.brent@amrize.com
Elevate	Robert Lucas			740-272-6794		robert@tntroofingproducts.com
Engineered Systems/Metal Era	Ross Hughes			614-753-3880		ross@engineeredsys.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.).