Mays Consulting
& Evaluation Services, Inc.
A Professional Consulting & Evaluation Organization

PRE-BID MEETING SUMMARY

Date:	September 24, 2026
Client:	Dublin City Schools
Project:	2027 Roof Replacement at Thomas Elementary School Dublin, Ohio
Mays Project #:	DOH43-012-03

Attendees:

Mr. Bernie Davidson, Danforth
Mr. Paul Johnson, M. Smith Roofing
Mrs. Erin Bon Ripley, Bill Jackson Roofing
Mr. Eric Huidhylel, Rooflynx
Mr. Arthur Kohz, Master Construction Solutions
Mr. Jesse Heidnik, RJK Roofing Solutions
Mr. Trevor Wadsworth, Speer Mechanical
Mr. Jake Andrich, HKS Exteriors
Mr. Mike Logan, HKS Exteriors
Mr. Dustin Austin, RBT Roofing
Mr. Chris Edwards, Chemcote
Mr. Shawn Jones, Western Reserve Lightning
Mr. Mike Turner, Western Reserve Lightning
Mr. Ben Sugar, Aadvanced Building Products
Mr. Kevin Kobbeman, Superior Roof Systems
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.

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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.

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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.

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1. **Bid Requirements and Schedule:** Dan reviewed the 2027 Thomas Elementary School roof replacement procurement, including the October 8th bid deadline, estimate, required bid documents and bonds, qualification procedures, and the August 1, 2027 substantial-completion deadline.
   a. **Bid Deadline:** Bids are due October 8, 2026, at 2:00 p.m. at 6371 A Shire Rings Road, Dublin, Ohio, Attention: Jeff Stark, Chief Operating Officer. The public bid opening may

be attended in person or viewed through the district's livestream YouTube channel. Faxed or emailed bids will not be accepted, and late bids cannot be accepted.

b. **Estimate:** The estimate for the base bid is $1,200,000, and Alternate No. 1 is $850,000. Bidders may submit pricing for the base bid, the alternate, or both.
c. **Bid Forms and Bonds:** Bidders must use the provided bid forms without alteration, complete them in non-erasable ink, provide amounts in both words and figures, and clearly circle whether alternate amounts are additions or deductions. A bid guarantee and contract bond are required, issued by an Ohio-authorized surety with the insurer's compliance certificate and the signing agent's power of attorney. Leaving the penal-sum blank makes it equal to the full bid amount including alternates; if a value is entered, it cannot be lower than that amount, and percentages are not acceptable.
d. **Post-Bid Submissions:** After bid opening, Dan will request a qualification statement, personal-property-tax affidavit, subcontractor list, and related information from the apparent low bidder. The apparent low bidder will have approximately two days to provide the requested information.
e. **Completion Date:** Substantial completion is required by August 1, 2027, including completion of all work, restoration of landscaping, and other project-related repairs. Materials may begin arriving June 1, 2027, and both the base bid and Alternate No. 1 must be completed within the same June 1–August 1 period if the alternate is selected.

2. **Clarifications And Contract Administration:** Dan established the process for questions, substitutions, addenda, scheduling, payment, supervision, change orders, and project closeout so bidders can price and administer the work consistently.
   a. **Questions And Addenda:** Questions, document conflicts, interpretations, and requests for clarification should be sent to Dan at least seven days before the bid due date so they can be converted into RFIs and distributed to all bidders. Conversations do not change the contract documents; only written addenda can revise requirements. Substitution requests must also be submitted at least seven days before bid due date and will be incorporated by addendum, if they are approved. No substitutions are permitted after contract award.
   b. **Contract Documents:** Bidders were instructed to obtain and review a complete set of documents rather than relying on partial excerpts. Where documents conflict, the more stringent requirement applies, but bidders should ask questions rather than assume which requirement governs. The required owner-contractor agreement, and A201 contains general conditions covering items such as payments, insurance, changes, and other contract requirements are included in the documents and should be reviewed prior to bidding.
   c. **Weather Delays:** The contract includes assumed weather days: four days in June and four days in July. Weather beyond those allowances may justify additional time, but weather within the allowances does not. For example, five unusable weather days in June would result in one additional day, while three would result in none.
   d. **Payment And Meetings:** Payment applications are submitted monthly, and the owner has 30 days to pay. A contractor beginning work June 1 would submit a payment request at the end of June and generally receive payment toward the end of July. Regular project meetings are expected approximately every two weeks, and a current construction schedule will be reviewed at each progress meeting.
   e. **Supervision And Closeout:** A superintendent must be on site whenever the contractor or subcontractors are working. In addition, a foreman is required to manage individual crews. The contractor must provide a closeout binder and an electronic copy of incorporated changes or project records at completion.

3. **Roof Replacement Scope:** Dan described the base bid low-slope roof replacement,

including difficult tear-off conditions, steel-deck repairs, insulation, membrane installation, wall and flashing work, drains, roof access, and lightning-protection coordination.

a. **Existing Roof Removal:** The base bid removes the existing low-slope roof systems down to the steel deck. The existing assembly includes modified bitumen, multiple wood-fiber layers, mechanical fasteners, EPDM, and polyiso roof insulation; Dan cautioned that tear-off is difficult.
b. **Deck Repairs:** Light steel-deck corrosion is to be cleaned and painted, while moderate or severe corrosion requires deck replacement. The project includes allowances for these conditions, and any replacement or repair must be documented with before-and-after photographs and daily reports identifying the location and quantity of work.
c. **Roof Assembly:** The planned roof system is a 60-mil fully adhered thermoplastic membrane over insulation and cover board. Contractors shall review the roof assemblies listed on the roof plans for the required assembly on each roof area.
d. **Flashing And Walls:** Work includes replacement of perimeter wall sheathing, membrane flashing, counterflashing, wood blocking, and high-wall flashing conditions. Walls above 30 inches require intermediate securement at 30 inches on center. Existing vent pipes, exhaust equipment, electrical penetrations, gas lines, and other through-roof elements must be raised or modified to provide the required minimum flashing height.
e. **Drainage Components:** All roof drain and overflow drain bowls are to be replaced with new cast-iron components and related insulation, clamps, supports, and adjustable or static extensions. Drain extensions must accommodate the new insulation thickness without excessive tapering, and overflow drains are installed level with the roof surface rather than in sumps.
f. **Lightning Protection:** Existing lightning protection within the low-slope roof areas is generally replaced, while recently installed components may be reused where indicated. Existing grounds and base components should not be removed unnecessarily. Additional membrane protection is required beneath cable splice clamps, and lightning-protection work must be coordinated with roofing and coping installations.

4. **Alternate #1 Scope of Work Summary:** Dan explained that Alternate #1 expands the roof work to areas B1 through B3 and adds metal wall panels, louver hoods, modified louvers and doors, additional EFIS work, drainage, and lightning-protection items without extending the overall schedule.
   a. **Additional Roof Areas:** Alternate #1 covers roof areas B1 through B3 and includes the same general roof-replacement approach as the base bid, with additional tapered insulation and related perimeter and wall work.
   b. **Metal Wall Panels:** The alternate includes metal wall panels installed over galvanized hat channels attached to the existing steel studs. The specified system uses 24-gauge Galvalume panels, generally 12 inches wide and 1 inch deep, with delegated design and stamped engineering drawings required to demonstrate compliance with the specified wind loads.
   c. **Louver Hoods:** Four wall louvers receive hood assemblies intended to reduce rain-related leakage. The hood framing is delegated design, with hat channels and metal panels covering the top and sides while the bottom remains open with galvanized bird screen having quarter-inch openings.
   d. **Modified Louvers and Doors:** Two roof-area louvers that are too low must be removed, with ductwork and plenums modified and shorter replacement louvers installed. Two mechanical-room access doors must also be replaced with shorter doors after raising the sills. These activities should begin early, approximately June 1–7, rather than being deferred into the project.
   e. **Schedule Constraint:** If the alternate is selected, it must be completed during the same

June 1–August 1 period as the base bid. Dan advised bidders to plan additional crews and coordinate manufacturers and subcontractors early because the alternate adds work without additional time.

5. **EIFS And Exterior Repairs:** Dan outlined the required exterior insulation and finish system repairs, emphasizing early coordination, full-surface resurfacing, sealant-joint preparation, and contractor need to review and vet subcontractor proposals to assure they have provided a price for the work required for the project.
   a. **Repair Levels:** EIFS work ranges from localized repairs—such as receivers, kick-out flashings, joint repairs, and minor crack or hole repairs—to complete removal and replacement where deterioration is severe. At minimum, applicable wall areas receive cleaning, a new base coat, reinforcing mesh, and finish coat.
   b. **Sealant Joints:** Replacing an EIFS sealant joint requires complete removal of the existing sealant and resurfacing the joint with base-coat material to create a suitable substrate before installing the new sealant. Simply cutting out the old sealant and applying new sealant is not sufficient.
   c. **Early Execution:** EIFS work should begin early because it involves multiple steps and curing periods. Dan advised completing EIFS work over existing roof areas where possible rather than over newly installed roofing, reducing the risk of damage and coordination conflicts.
   d. **Subcontractor Review:** Roofing contractors must verify that EIFS subcontractor proposals cover the full scope rather than relying on incomplete excerpts or unusually low quotations. Proposed subcontractors should inspect the work and identify any full-depth repairs not included in the documents so those conditions can be discussed before construction.
6. **Site Logistics and Protection:** Dan reviewed staging, access, working hours, school-site restrictions, weather protection, dust control, emergency egress, and restoration obligations for the active school property.
   a. **Staging Area:** The orange area in front of the building is the primary contractor setup area for materials and dumpsters. Material storage and staging areas, including dumpsters, must be enclosed with chain-link fencing, and dumpster locations elsewhere on site must be coordinated with the owner's representative.
   b. **Access Security:** Emergency egress at all exterior doors must remain available. When the contractor leaves the site, including for lunch when no workers remain, ladders or other roof-access means must be removed or secured so unauthorized access is prevented.
   c. **Work Hours:** Normal work hours are Monday through Saturday, 7:00 a.m. to 9:00 p.m. Work during the school year is not permitted. If work extends beyond the intended completion period, activities may need to begin after buses leave, potentially requiring lighting and weekend work.
   d. **Weather Protection:** The roof must remain watertight at the end of every workday, even when rain is unlikely. Temporary roofing or completed roofing must protect the building, and newly installed roofing must be protected if later traffic is unavoidable. The same requirement applies when EIFS is removed.
   e. **Dust And Cleanup:** Contractors must prevent dust and debris from entering the building through roof-deck gaps, penetrations, or areas without suspended ceilings. Where deck replacement occurs, crews must access interior ceiling spaces as needed to remove debris without damaging ceiling tiles, flooring, or carpet.
   f. **Restoration:** Disturbed lawn areas must be repaired according to the extent of damage, from minor surface disturbance to deep rutting. The contractor must apply seed and straw mulch; the owner is responsible for subsequent watering and establishment.

7. **Material And Installation Requirements:** Dan reviewed key technical requirements for steel deck, carpentry, insulation, membrane roofing, sheet metal, roof accessories, drainage, sealants, etc.
   a. **Steel Deck:** Replacement deck is specified as 20-gauge steel rather than the more typical 22-gauge material. Deck replacement is screw-attached, not welded. When painting deck, the contractor must coat the full flute profile, including the vertical sides and bottom, rather than rolling only the top surfaces.
   b. **Wood Sheathing:** Wood materials generally require No. 2 grade or better southern yellow pine. Fire-retardant-treated plywood is used where shown for wall and roof sheathing, while non-treated plywood is used in separator applications. Specified wood-to-metal screws and adhesive anchors must be used.
   c. **Tapered Insulation:** Tapered insulation includes quarter-inch-per-foot slopes, half-inch-per-foot crickets and saddles, and half-inch-per-foot drain sumps. Starting thicknesses vary by roof area, including three- and five-inch configurations. Drain sumps are cut only into the upper 2.5-inch layer within the designated area rather than through the full insulation assembly.
   d. **Membrane Warranty:** The roof system must carry a 20-year manufacturer's warranty covering the specified membrane, insulation, cover board, and edge metal, including 90-mile-per-hour wind speeds and hail damage up to three-quarter-inch diameter. Approved membrane options include the specified Carlisle, Sika, Duro-Last, and Fibertite.
   e. **Sheet Metal and Coping:** Sheet metal is generally Galvalume, with 24-gauge coping where specified. Curved coping requires fully welded aluminum components, and the specified "cantilever coping" system must be supplied through the roof-system manufacturer. A curved section should be measured and ordered early because of its lead time.
   f. **Roof Accessories:** New roof hatches are 14-gauge steel with factory-applied safety-yellow powder coating. Aluminum access ladders must provide a crossover and step-down arrangement, so users do not step on or damage coping caps. The project also includes walkways, splash blocks, and related roof-access components where shown.
8. **Plan Revisions and Field Coordination:** Dan identified drawing and specification clarifications that will be issued by addendum and instructed bidders to field-verify conditions, coordinate details with manufacturers, and obtain early material and subcontractor commitments.
   a. **UL Inspection Clarification:** The documents incorrectly refer to a master label for the lightning-protection inspection, and he plans to address this by addendum. Dan stated that the project requires a letter of findings because the work does not cover the entire building, and this correction will be issued by addendum.
   b. **Drawing Corrections:** Dan identified additional drawing issues, including a coded note placed on the wrong sheet and incomplete information for roof area L3. L3's formerly asbestos-containing slate roofing was removed during the prior summer project and is now asphalt shingle roofing; Dan will clarify the applicable replacement system by addendum.
   c. **Field Verification:** Wood-blocking layers and flashing locations vary by condition and must be field verified while remaining consistent with the design intent. A detail's absence does not authorize a less stringent installation.
   d. **Material Lead Times:** Bidders should coordinate with roof-system manufacturers, so materials are available near June 1, 2027. Dan emphasized that summer lead times may make it impossible to replace missing materials before the August 1 deadline if they are not delivered on-site June 1st.
   e. **Submittal Timing:** Following the anticipated award in October, the contractor should

promptly begin submittals, secure subcontractors, place material orders, and reserve manufacturer and trade capacity. The intent is to complete approvals and procurement before June rather than resolving material requirements during installation.

9. **Lightning Protection Clarification:** Dan answered a bidder's question about lightning-protection patches and explained when membrane protection, component reuse, and removal-and-reinstallation are required.
   a. **Patch Locations:** Roof patches are required beneath lightning-protection cable connectors, including sharp-wire or bolted splice connections. Patches are not required beneath stands or the small sheet-metal cable connectors unless otherwise shown.
   b. **Existing Components:** At through-roof lightning penetrations, the base component and cable may remain, while the upper rod, PVC pipe, and watertight connection components are new. Existing grounds should remain in place, and recently installed lightning-protection components must be carefully removed and reinstalled where roof work requires it.

Attachments:
Pre-Bid Sign-In Sheet
Plan Holder List

Cc:
Plan Holders
Bernie Davidson, Danforth
Paul Johnson, M. Smith Roofing
Erin Bon Ripley, Bill Jackson Roofing
Eric Huidhylel, Rooflynx
Arthur Kohz, Master Construction Solutions
Jesse Heidnik, RJK Roofing Solutions
Trevor Wadsworth, Speer Mechanical
Jake Andrich, HKS Exteriors
Mike Logan, HKS Exteriors
Dustin Austin, RBT Roofing
Chris Edwards, Chemcote
Shawn Jones, Western Reserve Lightning
Mike Turner, Western Reserve Lightning
Ben Sugar, Aadvanced Building Products
Kevin Kobbeman, Superior Roof Systems
Anthony Pike, Turner Lightning Protection
Jonathan White, Revere Roofing
Ross Hughes, Engineered Systems – Duro-Last/Metal Era
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 Thomas ES
09-24-2026

	Representative	Company	Telephone	Email
1.	Anthony Pike	Turner Lighting	380-710-1107	Anthony.turnerLP@outlook.com
2.	Trevor Wadsworth	Speer Mechanical	614-867-2534	twadsworth@speermechanical.com
3.	Bernie Davidson	DAnforth	740 387 4833	bdavidson@JWDanforth.com
4.	Dustin Austin	RBT Roofing	903 919 8545	Dustin@RBTRoofing.com
5.	Paul Johnson	M. Smith Roofing	419-961-7535	pjohnson@msmithroofing.com
6.	Jake Andrich	HKS Exteriors	(740)-248-2908	Jake@HKSExteriors.com
7.	Mike Logan	HKS Exteriors	614-562-9612	Mike@HKSExteriors.com
8.	Jesse Heidnik	RJK Roofing Solutions	440-413-8028	jesse.heidnik@rjkco.com
9.	Shawn Jones	Western Reserve Lightning	330 949-1168	
10.	Mike Turner	WesternReserve lightning	440-554-2953	Turner11780@Yahoo.com
11.	Ross Hughes	Engineered Systems rosse engineeredsys.com	614-753-3880	
12.	Eric Hurdlyd	Roofflynx	502-309-5953	Eric@roofflynx.com

Pre-Bid Meeting Sign-in Sheet
Dublin City Schools – 2027 Roof Replacement at Thomas ES
09-24-2026

	Representative	Company	Telephone	Email
13.	Kevin Kobbeman	Superior Roof Systems	740-501-1203	Kevin@superiorroofsystem.com
14.	Ben Sugar	Aadvanced Bldg Products	614-454-0345	bdsugar@aadvanced.com
15.	ERIN BOURIPLEY	BILL JACKSON ROOFING	440-277-5600	erin@billjacksonroofing.com
16.	ARTHUR KOLTZ	MASTER CONSTRUCTION SOLUTIONS	888-888-8221	JOHN@MCSI, WORK
17.	Chris Edwards	Chemcote	740-490-5378	Cedwards@chemcote.com
18.	Jonathan White	Revere Roofing Company	614.230-6978	Jonathan@reverereofingcompany.com
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21.				
22.				
23.				
24.				

Dublin City Schools
2027 Roof Replacement at Thomas Elementary School
Plan Holder List[1]

9/25/2026

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
M. Smith Roofing	Paul Johnson	419-347-9589		419-961-7535	P.O. Box 149 Shelby, Ohio 44875	pjohnson@msmithroofing.com
HKS Exteriors	Jake Andrich	740-604-1131		740-248-2908	120 East Riverglen Drive Worthington, Ohio 43085	jake@hksexteriors.com
HKS Exteriors	Mike Logan	740-604-1131		614-562-4612	120 East Riverglen Drive Worthington, Ohio 43085	mike@hksexteriors.com
RJK Roofing Solutions	Jesse Heidnik	440-669-3560		440-413-8028	3280 Clark Road Perry, Ohio 44081	jesse.heidnik@rjkco.com
Rooflynx	Eric Hvidhyld	812-818-5969		502-309-5953	9207 State Road 62 Charlestown, Indiana 47111	eric@rooflynx.com
Superior Roof Systems	Kevin Kobbeman	740-501-1203			9100 Millersburg Road Howard, Ohio 43028	kevin@superiorroofsystem.com
Bill Jackson Roofing	Erin Bon Ripley			440-272-5600	7516 West Ridge Road Elyria, Ohio 44035	erin@billjacksonroofing.com
Master Construction Solutions	John Lambert	888-888-8221	512		10718 Old Lincoln Way East Orrville, Ohio 44667	john@mcsi.work
Revere Roofing Company	Jonathan White	740-392-9450		614-230-6978	739 Upper Fredericktown Road Mount Vernon, Ohio 43050	jonathan@revereroofingcompany.com
Chemcote	Chris Edwards	614-792-2683		740-490-5328	8395 Estates Ct. Plain City, Ohio 43064	cedwards@chemcote.com
Mechanical Contractors						
Speer Mechanical	Trevor Wadsworth	614-261-6331		614-867-2534	5255 Sinclair Rd. Columbus, Ohio 43229	twadsworth@speermechanical.com
Danforth	Bernie Davidson			740-387-4833		bdavidson@jwdanforth.com
Lightning Protection						
Western Reserve Lightning Rod Co.	Brian Winovich	440-247-6727		440-336-4863	P.O. Box 223 Chagrin Falls, Ohio 44022	brian@westernreservelightningrod.com
Western Reserve Lightning Rod Co.	Luke Winovich	440-247-6727			P.O. Box 223 Chagrin Falls, Ohio 44022	luke@westernreservelightningrod.com
Western Reserve Lightning Rod Co.	Shawn Jones	440-247-6727			P.O. Box 223 Chagrin Falls, Ohio 44022	
Western Reserve Lightning Rod Co.	Mike Turner	440-247-6727			P.O. Box 223 Chagrin Falls, Ohio 44022	turner11780@yahoo.com
Turner Lightning Protection Co., Inc.	Anthony Pike			380-710-1107	5193 Dry Creek Drive Dublin, Ohio 43016	anthony.turnerlp0502@outlook.com
Turner Lightning Protection Co., Inc.	Julie Turner			614-815-4504	5193 Dry Creek Drive Dublin, Ohio 43016	juliaturner@lightningpro.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
Reitter Stucco	Drew Holderman	614-291-2212	1105		1100 King Ave. Columbus, Ohio 43212	aholderman@reitterstucco.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
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
Carlisle (Aadvanced Building Products)	Greg Bush			614-600-0259		grbush@aadvanced.com
Carlisle (Aadvanced Building Products)	Ben Sugar			614-454-0345		bdsugar@aadvanced.com
Cooper Belle Enterprises	Allie Mooney				Fairfield, MT	allie@cooperbelle.com
CFR Metals	Elmer Stoltzfus				2915 Ode Cordray Road Malta, Ohio 43758	elmer@cfrmetals.com
Skyline Group	Jeffrey Ghinn	613-264-3973			Canada	jeffrey.ghinn@skylinegroupintl.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.).