Interstate Roof Systems Consultants, Inc.

PRE-BID MEETING SUMMARY

Twin Lakes Clubhouse – Roof Replacement
1200 E Lake Dr. Palatine, IL 60074

System: Asphalt Shingles/ EPDM
Roof Areas: A & B

Date of Pre-Bid Meeting: September 10, 2026

IRSC Project #: 10364.PMSQ26

Parties in Attendance: As Noted

Issue Date: September 14, 2026

NAME	COMPANY	E-MAIL
Chris Paisley	Salt Creek Park District	cpaisley@saltcreekpd.com
Austin Genthe	Interstate Roof Systems Consultants, Inc.	agenthe@irscinc.com
Dave Velcheck	Interstate Roof Systems Consultants, Inc.	dvelcheck@irscinc.com
Daniel Winsauer	Nico Roofing and Exteriors	daniel@nicoroofing.com

Written specification and addenda, if any, form the basis of the project and take precedence over oral communication. Minutes of the meeting will be sent to all parties in attendance and other interested parties.

Bidders shall carefully examine the documents and the project site to obtain firsthand knowledge of existing conditions. The existing conditions include determining the size of the work area along with the type and depth of the roofing materials on the site.

Contractors shall not be given extra payments for conditions which can be determined by examining the site and documents.

I. Bid Due Date: September 18, 2026
II. Time: 10:00 AM

Each bid must be placed in a sealed envelope clearly marked "Sealed Bid: Twin Lakes Clubhouse – Roof Replacement" and addressed to the Salt Creek Park District, 530 South Williams Avenue, Palatine, IL 60074, Attention: Chris Paisley, Director of Parks & Planning. Bids will be received until 10:00 AM. on September 18, 2026, at which time the bid proposals will be publicly opened and read aloud at 530 South Williams Avenue, Palatine, IL 60074.

III.
Bonds Required: Yes, 10% bid bond or cashiers check required upon bid submittal.
Unit Price and T&M: Yes, as indicated on the bid form.
Prevailing Wage: Yes
Mfr. Affidavit: Yes, Please provide manufacturer certification letter or letter of good standing with bid.
Mfr. Guarantee: Yes, Shingles - 40 years; EPDM – 20 year
Contractor Warranty: Yes, 2 years.
Insurance requirements: Yes, As required by contract documents.

IV. Interstate Roof Systems Consultants, Inc. (IRSC) is the owner's representative. No Voluntary alternates will be accepted, and all communication will go through Mr. Chris Paisley for any questions or proposals for the project.

V.
Size of Project: Shingles: ~ 8,750 SF; EPDM: ~ 800SF
Project Schedule: Fall of 2026
Project Duration: 30 Calendar Days
Liquidated Damages: Yes - $750.00 per day over contracted dates.

VI. Base Bid Scope of Work:

- Base Bid 1A: Remove existing shingle roof system to roof deck. Clean all debris from the gutters, remove and reinstall gutters. Install a new shingle roof system per the project manual, details, and the manufacturer's system requirements.

  *Portions of the shingle roof system are over a vented nail base.

- Base Bid 1B: Remove existing EPDM roof system down to the roof deck, including all wall flashings and perimeter metals. Mechanically attach a 0.5-inch HD ISO. Adhere a new 60 mil EPDM membrane and flashings per project manual, details, and manufacturer's requirements.

- Manufacturer: Basis of Design: Shingles - GAF; EPDM – Carlisle
  Approved equivalents are accepted.

VII. Additives/Alternates:

- Additive 1: Install new 6" K-Style Gutters and 3"x4" Downspouts
- Additive 2: New Mesh Style Gutter Guards
- Additive 3: New Attic Venting Baffles – 22" baffles at all truss locations.
- Additive 4: Replace Heat Tape – Hard-wired system installed by certified electrician.

VIII. Unique Requirements/Details:

- Working Hours: 7:00am start.
- Staging Locations: East Side of Clubhouse for material staging
- Safety:
  i. Entrance protection during work
  ii. Magnet for nails throughout the day
  iii. Be mindful of constant activities throughout the day.
- Request for MBE/FBE participation.

REMARKS/ADDITIONAL COMMENTS:

- Any landscape or hardscape damage shall be repaired at no cost to the owner.

To the best of our knowledge, this summary is a synopsis of matters of substance discussed at this meeting. This summary is not a contract document. No discussions held at the meeting and no notations in this summary constitute a change in the contract.

Should there be any questions regarding the contents of this summary, please contact Austin Genthe or Greg Gardner of Interstate Roof Systems Consultants, Inc., (262) 336 – 8270.