



**Pre-Bid Meeting Minutes
September 10, 2026**

Project Name: Carteret County Superior Courtroom HVAC and Roof Insulation Repairs
IMEG #: 26003330.00
Meeting Date and Time: September 10, 2026, at 8:00 AM
Meeting Location: 302 Courthouse Square, Beaufort, NC 28516

Purpose of Meeting: Pre-Bid Meeting
Issued By: Brad W. Felts

Email: Brad.w.felts@imegcorp.com

Please contact us if additional items are desired for inclusion in the agenda, or if appropriate personnel necessary to achieve the purpose of the meeting noted above are not available.

Agenda Items:

1. INTRODUCTION & SIGN IN SHEET

Brad Felts is Engineer of Record for IMEG.

2. PROJECT DESCRIPTION & SCOPE OF WORK

- a. Remove existing water source heat pumps (wshp) on mechanical platform.
- b. Install new wshp's on existing platform and connect to existing power, duct and water piping.
- c. Provide test and balance report. Provide pre work airflow testing in the base bid.
- d. Replace existing plywood on attic platform.
- e. Contractor shall be responsible for cutting of existing sheet rock ceilings for installation of new work. Repairs shall be made so that owner only needs to paint. Damage to existing ceilings beyond limits of construction by this contractor will be replaced at the county's discretion.

Alternates bids for the following work will be submitted with each bid:

- Alternate Bid No. 1: The contractor shall provide alternate price to replace wshp's with new split system, heat pumps and dehumidifier as shown on plans. This work includes power supply to new equipment including new panels, transformer and wiring. Replace existing supply and return ductwork and air distribution with new. Provide test and balance report. Replace existing wood platform in attic.
- Alternate Bid No. 2: Provide new spray foam insulation on roof structure and batt insulation on porch ceilings as shown on
- sheet A1. Provide access doors in ceilings as required for application. Remove existing Batt Insulation in Attic.

- Alternate Bid No. 3: Remove and reinstall lay-in ceilings (grid and tile) to facilitate alternate #1 or #2. Suspend lights as required. Existing area is protected with dry sprinkler system with heads in all ceilings.
- Alternate Bid No. 4: Provide new 6" batt, R-30 insulation on top of all second-floor ceilings. Remove existing Batt Insulation.
- Alternate Bid No. 5: Clean existing ductwork to be reused in the base bid.
- Alternate Bid No. 6: Owner preferred vendor for controls by Envirocon/CMS controls

3. **BID OPENING**

Bid opening will be September 22, 2026, at 9:00 am at 306 Church Street, Morehead City, NC 28557.

4. **QUESTIONS DURING BID**

Bidders can submit their questions in writing to Brad Felts at brad.w.felts@imegcorp.com.
Question deadline is **9/18/2026**

5. **BID ADDENDUM** Last Addendum to be issued by **09/18/2026**.

Acknowledge receipt on Bid Form

6. **LOGISTIC**

- a. All work that interrupts power, water or air conditioning to the rest of the facility shall take place after hours as defined as:
 - from 6 pm to 6 am Tuesday evening thru Friday morning
 - after 6 pm on Friday to 6 am on Monday or holidays.
- b. Work outside and on the second floor shall take place during normal operating hours.
- c. Contractor shall provide equipment for fume removal.
- d. Excessive noise shall also be grounds for halting construction activities.
- e. Contractor to provide a two-week look-ahead schedule of construction activities for coordination with owner.
- f. Barricade work areas when working outside to prevent farmer's market traffic from entering work area. Barricade shall consist of orange construction fence with metal posts.
- g. Project time windows:

Base Bid – Work to be completed over three consecutive weekends.

Alternate #1, New HVAC – Work to be completed over six consecutive weeks.

Alternate #2, New Spray Foam Insulation – Work to be complete in three weeks.

Alternate #3, Remove/Reinstall Lay-in Ceilings – One additional week will be allowed for this alternate.

Alternate #4, New Batt Insulation on Ceilings - Work to be complete in one week.

Alternate #5, Clean Existing ductwork – one additional weekend to base bid. Liquefied

Alternate #6, Preferred Control Vendor – No additional time allowed if accepted.



7. **REQUIRED BID SUBMITTALS** The following documents are submitted with and made a condition of this Bid:
- A. Bid Form. All blanks for pricing need to be filled in with numbers. Form must be signed.
 - B. Alternates shall be add/deduct to base bid amount.
 - C. Required Bid security in the form of a Bid Bond or Certified Check. Provide in a separate envelope submitted with bids. Bid bond shall be based on the highest possible bid amount submitted.
 - D. See Summary of Paperwork for required documents to be submitted for a responsive Bid.
 - 1 – Submit Certificate of Insurance for Liability and Worker’s Compensation.
 - 2 – Submit company W-9.
 - 3 – Submit Iran Divestment Act.
 - 4 – Submit Subcontractor Form, if applicable.
 - 5 – Submit Supplier Exemption Form, if applicable.
 - 6 – Submit Certification Regarding Debarment and Suspension Form.
 - 7 – Submit E-Verify Compliance Affidavit.
 - 8 – Complete highlighted Proposal and Contract lines.
 - 9 – Provide material submittals for HVAC equipment only.
 - 10 – Signed Service Agreement.
 - 11 – Company letterhead, clearly itemizing materials, labor and applicable taxes for base bid and all alternates.
 - E. Contractor shall provide 3 copies of all documents noted above.
8. See project manual for Insurance and Performance Bond requirements.
9. A pre-bid meeting was then conducted for owner preferred controls contractor. CMS Controls, formerly Envirocon is the current integrator of controls for the campus. There were no objections to the solicitation of Envirocon/CMS Controls as the preferred control vendor.
10. **SITE WALK-THROUGHS** were conducted prior to the meeting to facilitate the court schedule.

BWF/jmr

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cc: Attendees

