



IFB 2025.18.1.3 (VACANT UNIT PREPARATION - MAINTENANCE-CONSTRUCTION RELATED SERVICES) PRE-BID MEETING MINUTES:

Date of Meeting: February 3, 2025 @ 10:00 AM (E.S.T.)

Minutes Prepared By: Erik Spiegel – WCHA – COO & Director of Arch. & Engineering

1. PURPOSE OF MEETING:

- WCHA – provided an overview of the IFB to perspective Contractors.
- Provided the opportunity to attendees to ask questions related to the IFB.

2. ATTENDANCE AT MEETING:

Name	Company Represented and Title
Erik Spiegel	WCHA – COO & Director of Arch. & Engineering
Lou Pennesi	WCHA – Construction Inspection Manager
Contractors	Mitchell General Contracting
	Moret Construction
	Vince Building Company

3. MEETING DISCUSSION:

1. Erik Spiegel opened meeting with a general welcome message which outlined the general purpose of the meeting and introduced the project.
2. Erik Spiegel provided a general overview of the Westmoreland County Housing Authority – IFB 2025.18.1.3 (VACANT UNIT PREPARATION - MAINTENANCE-CONSTRUCTION RELATED SERVICES)

3. MEETING DISCUSSION:

3. WCHA indicated the normal building working hours are: 8:00 AM to 4:30 PM, Monday-Friday. Contractors will be permitted to start at 7:00 AM and finish at 5:30 PM. Saturday work will be permitted with advanced authorization by WCHA.
4. WCHA indicated the contract is an Indefinite Quantities Contract – Initial Contract will be 24 months with the a mutual agreed upon 12 month extension up to a 36 months. Total Contract can be 60 months.
5. Bid Opening is scheduled for **February 14, 2025 at 10:00 AM**. Bid Deposit will be located at the rear of the WCHA – Administration Office, located at 167 South Greengate Road, Greensburg, PA. 15601. Bids must be date and time stamped by WCHA Receptionist. Bids received will be opened and read aloud at the WCHA Administration Building.
6. Bids will be accepted by Mail and Express Shipping assuming received by the deadline. Late bids will be opened and acknowledged but will not be accepted.
7. Bid Addendum's will be released on WCHA website.
8. Davis Bacon Wage Determination is included within Contract Specification Manual and any updates prior to bidding will be released via addendum.
9. WCHA informed bidders to use their bid labor rates and if the bid rates are lower than Davis Bacon Wages then an adjustment will be made when Davis Bacon Wages apply on a Task Order Basis.
10. WCHA informed the bidders that tenants will have to be given 48 hours notice before work can take place within their units or on their floors where access will be limited.
11. WCHA indicated additional information can occur during the bid process. Bidders need to notify Lou Pennesi – (724) 858-5312.
12. WCHA informed bidders the contract IFB – SCOPE OF WORK encompasses:
 - REPAIRS AND CONSTRUCTION RELATED SERVICES
 - PAINTING SERVICES
 - CLEANING SERVICES
 - SUPPLEMENTAL SERVICES
13. WCHA indicated 3 CONTRACTS: 1. NORTHERN REGION 2. CENTRAL REGION 3. SOUTHERN REGION will be awarded in each region to the lowest responsible and responsive bidder.
14. CONTRACTORS ARE REQUIRED TO SUBMIT ALL DOCUMENTS IDENTIFIED WITHIN THE IFB IN A 3 RING BINDER TABBED FORMAT. EXAMPLE PROVIDED.
15. WCHA indicated bonding is not required by Insurance requirements need to be complied with.
16. WCHA indicated building construction permits and inspections provided by the local municipality will be secured and paid for by the Owner, if applicable.
17. WCHA advised the contractors that regular on-site inspection will be provided by the owner, to insure the contract requirements are fulfilled.



18. Applicable Contacts:

Contact	Company	Phone	Fax	Email
Erik Spiegel	WCHA	724-832-7248. 3056	724-836-0988	eriks@wchaonline.com
Lou Pennesi	WCHA	724-858-5312		loup@wchaonline.com

In closing, if there are any additions, corrections or exceptions to these minutes please contact the undersigned.

Regards,

By: Erik Spiegel
WCHA
COO & Director of Arch. & Engineering Services